



SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, August 12, 2019
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

- 1. CALL TO ORDER** 5:45 p.m.
- 2. COUNCIL OPERATIONAL ISSUES**
 - Council Rules of Procedure Discussion and Potential Amendments
 - Protocols for Attending Religious Events
 - Staff Report Template and Format Feedback
 - Guidelines for Issuing Proclamations
- 3. ADJOURNMENT** 6:45 p.m.

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2230 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://www.shorelinewa.gov/government/council-meetings>.



Memorandum

DATE: August 12, 2019
TO: City Council
FROM: John Norris, Assistant City Manager
RE: Council Operations
CC: Debbie Tarry, City Manager
Jessica Simulcik Smith, City Clerk

A couple of times per year, the Council discusses various operational issues that pertain to their legislative body. Tonight, there are multiple topics that staff would like to discuss with Council and topics that Councilmembers have raised for the Council's consideration.

Council Operational Issues

- Council Rules of Procedure Discussion and Potential Amendments
- Protocols for Attending Religious Events
- Staff Report Template and Format Feedback
- Guidelines for Issuing Proclamations

Council Rules of Procedure

Councilmembers and staff have suggested some updates to the Council Rules of Procedure and have also identified some policy questions about certain rules for Council's consideration. These proposed amendments and questions are noted below in order of the Council Rule. As well, proposed amendments to the Council Rules are shown in legislative format in the attached Council Rules (Attachment A), and all amendments or areas for discussion are highlighted in that document so they can be easily identified.

Proposed Council Rule Amendments:

- *Various locations throughout the Council Rules; proposed by Councilmember Roberts*
 - There are gendered references (he/she, him/her) for the Mayor and Councilmembers in various locations throughout the Council Rules that Councilmember Roberts felt should be replaced with non-gendered

references. Staff agrees, as using gender-neutral language is inclusive of people who are gender non-binary.

- *Council Rule 5.3.A.8 – Public Hearing Start Time; proposed by Staff*
 - Staff recommends that the reference to “Hearing should commence at approximately 7:20 pm” should be removed from Council Rule 5.3.A.8. Staff is no longer advertising an official start time of 7:20 for Public Hearings, as this provides less flexibility for the management of the Council meeting. Removing this reference from the Council Rules will bring the Rules into alignment with current practice.

- *Council Rule 6.4 – Public Testimony and Promoting a Candidate for Public Office; proposed by Staff*
 - Given past and recent examples where candidates for public office have mentioned their candidacy during Public Comment, staff felt it might be helpful to further define what ‘promoting a candidate for public office’ includes, which is currently prohibited by Council Rule 6.4 during election season. This proposed amendment to the Rules states that “promoting a candidate for public office includes announcing a candidacy for public office, mentioning a specific campaign, or wearing a visible campaign button at the speaker’s podium.”

Proposed Council Rule Policy Questions:

- *Council Rule 5.3.A.2 – Flag Salute; prompted by Mayor Hall*
 - Should the Council recite the Flag Salute/Pledge of Allegiance as part of their regular Order of Business? Furthermore, if this practice continues, should the phrase “Under God” continue to be included as part of the Pledge? Attachment B to this memo provides a listing of some other local cities’ practices regarding performing the Flag Salute/Pledge of Allegiance and what they call it in their rules. Staff did not also determine whether any of these cities who do perform the Pledge at Council meetings remove the phrase “Under God” from the Pledge. Staff recommends that Council not remove “Under God” from the Pledge, as this phrase is commonly included in the Pledge, and if removed, the logistics of communicating its removal to the public will be challenging. If Council has concerns about the inclusion of this phrase, staff recommends removing the Flag Salute altogether from the order of business at Council meetings.

- *Council Rule 6.3 – Large Numbers Signed up to Speak; prompted by Staff*
 - Staff has observed some Councilmember discomfort when public commenters at Council meetings ask those in the audience supporting their position to stand in support of the position, or waive signs, etc. Staff agrees that this may create an intimidating atmosphere to speak in opposition to an issue when this occurs, especially if there are a lot of attendees at the Council meeting who stand in support of a position.

Council Rule 6.3 currently states, “When large numbers of people are signed up to speak on the same topic, *the Mayor may request* that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation.” While recent instances of meeting attendees standing in support of an issue did not occur at the Mayor’s request, staff wanted to make Council aware that this protocol is listed in the Council Rules as appropriate. Staff is interested in understanding from Council if this Rule should be amended in any way, or if this Rule is still supported. Staff is not aware of a time in recent memory where this Rule was invoked, and the Mayor made this request.

- *Council Rule 6.6 – Providing Name and City of Residence vs. Name and Address when Providing Public Comment; prompted by Mayor Hall*
 - Should public commenters at City Council meetings be required to state their name and city of residence (current rule) or should they be required to state their name and home address? This issue was prompted by a recent issue where public commenters stated that they were affected by a localized issue, but it was clear that they did not live on the same street or in the same neighborhood as where the issue was occurring (they did live in the City however). By not requiring a home address of public commenters, this distinction may be a more opaque to Council. Conversely, requiring public commenters to provide their home address may also generate concerns from members of the public regarding their privacy. Attachment C to this memo provides a listing of personal identifier requirements from other cities.

- *Council Rule 6.8 – Donating Public Comment Time; prompted by Councilmember Roberts*
 - Councilmember Roberts feels that the Council should consider the meaning of Rule 6.8 and the reference to a prohibition on sharing time at the speakers podium, and whether that is an absolute prohibition or whether that only means that one person cannot donate their time to another speaker, but it is ok if two people share three minutes. Staff feels that the current language in the Rules is clear; that this is a prohibition on one person donating their time to another speaker, rather than two people sharing three minutes as they make their public comment together. However, staff is open to drafting an amendment to this Rule to make that explicitly clear if Council feels that clarity would be helpful.

Protocols for Attending Religious Events

Late last year and earlier this year, there were a couple of non-City sponsored religious events held at City Hall (City Hall space was rented) where Councilmembers were invited to attend. The City Attorney provided guidance prior to the second event that City officials may attend the activities if you choose to do so, but if you do attend, please be reminded this is not a City sponsored event and that although it is fine to receive

“thanks” for your official service, you should avoid actively participating in the event in your official capacity to avoid appearing to officially advance a particular religious viewpoint.

Understanding where the “line” is regarding when Councilmembers are and are not in their ‘official capacity’ at these types of events can sometimes be challenging. Another recent example involved a Councilmember who attended a non-City sponsored event at City Hall where there was no official participation by the Councilmember, but the Councilmember was wearing their City of Shoreline Councilmember name badge, thus giving the appearance that they were there in some official capacity.

Staff wanted to provide an opportunity to Council to discuss potential protocols for this if Councilmembers are approached again about attending religious/non-secular events.

Staff Report Template and Format Discussion

Staff is beginning to work on a process improvement project to look at how staff reports are created and reviewed by staff prior to dissemination to Council and the public. As part of this project, staff is also reviewing how we can make staff reports more accessible to those with disabilities to meet Title II of the ADA requirements. Finally, staff is also interested in reviewing the structure, or template, of staff reports to see if how information is presented or relayed in the report is the most useful to Council and the public. Council Rule of Procedure 3.3 states that, “Staff reports shall be in a standard format approved by the City Council,” so any changes to the staff report template must meet the Council needs and be approved by Council.

As part of this discussion, staff would like to hear Council’s feedback on how staff reports are currently structured and how they may be improved. The current template for Staff Reports is attached to this memo as Attachment D. Staff is at the beginning of this process, so Council should view this as an initial discussion on the value and structure of Staff Reports.

The following are some discussion questions/topic areas for Council consideration regarding staff reports:

- What does Council value most about how information is presented in staff reports?
- What do you think the public values most?
- Is the Executive Summary section (first page of the Staff Report - Problem/Issue Statement, Financial Impact and Recommendation) helpful? Is it repetitive?
- Is the general level of policy analysis/options in the Discussion Section of the Staff Report adequate?
- Are there are sections of staff reports that Council feels could be streamlined or eliminated?
- Would Council be willing to consider a different template/structure for various types of agenda items (i.e., Consent item staff reports might be more streamlined than Discussion/Action items)?

Guidelines for Issuing Proclamations

Council's current Guidelines for Issuing Proclamations, which were approved in November 2014, are attached to this memo as Attachment E. Given the various requests for proclamations from community members and organizations that come in throughout the year, the Clerk's Office reviewed these Guidelines and have proposed revisions as shown in Attachment F. The revisions better define the types of proclamations issued, the purposes for which they are issued, and how a requestor may submit a request for a proclamation. Staff is interested in receiving Council's feedback on the proposed Guidelines.

Attachments

Attachment A – Council Rules of Procedure with Proposed Amendments

Attachment B – Other City Flag Salute/Pledge of Allegiance Matrix

Attachment C – Other City Personal Identifier at Council Meetings Matrix

Attachment D – Staff Report Template

Attachment E – Current Guidelines for Issuing Proclamations (2014)

Attachment F – Proposed *Draft* Guidelines for Issuing Proclamations

**RULES OF PROCEDURE
Resolution No. 183**

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Section 1. Authority.

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order," a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

Section 2. Council Organization.

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
 - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
 - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
 - C. In the event the Mayor is unable to serve the remainder of the term, a new mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
 - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Only affirmative votes for Mayor shall be given and Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four affirmative votes), the Clerk will declare him/her that nominee elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election,

the Mayor will conduct the election for Deputy Mayor following the same process.

- E. A super majority vote (five votes) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

2.3 Duties of Officers.

- A. The Mayor, or in ~~his or her~~ the Mayor's absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner.
 - a. Give every Councilmember who wishes an opportunity to speak when recognized by the chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. State each motion before it is discussed and before it is voted upon.
 - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at ~~his or her~~ their discretion call the Deputy Mayor or any member to take the ~~e~~Chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. The Mayor shall appoint Councilmembers to boards and committees that are not otherwise specified by the National League of Cities, Association of Washington Cities, or King County/Sound Cities Association.
- F. The Mayor shall appoint Councilmembers to Ad hoc City Council subcommittees such as interview panels. Prior to appointment the Mayor shall solicit interest from Councilmembers for their preferred appointments. The appointment list may be referred to the full Council pursuant to Rule 3.2(A) or (B).

2.4 Appointments to Boards and Commissions.

The Council will use the following process in managing the appointment of individuals to Boards and Commissions.

- A. In closed session, the ad hoc subcommittee of Councilmembers gathers and reviews the applications, and determines which applicants will be interviewed.
- B. Subcommittee members inform the City Manager which applicants they plan to interview so that she/he the City Manager can inform the other Councilmembers. If any Councilmember feels strongly that someone not on the interview list should be interviewed, she/he that Councilmember may make this known to the City Manager to relay to the subcommittee.
- C. "Notice" is then given to the public that the subcommittee shall conduct interviews of the "finalists."
- D. In open public meetings, the subcommittee interviews the "finalists." Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the "consent agenda" to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

2.5 Filling a Council Vacancy.

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.
- B. The Council will draw up an application form to aid the Council's selection

of the new Councilmember.

- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth on the agenda.
 - C. By the City Manager.
 - D. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Staff reports shall be in a standard format approved by the City Council.
- 3.4 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued **items** from a prior meeting and 4) items scheduled for convenience.
- 3.5 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning

Commission).

- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
- B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall by motion, waive the second reading as part of the adopting motion.
- C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 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.
- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.
- 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. 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.

- A. Order of Business for Regular Meetings. The order of business shall be as follows:

Regular Meeting (7:00 p.m.)

1. Call to Order
2. **Flag Salute**, Roll Call
3. Report of the City Manager
4. Council Reports
5. Public Comment, as set forth in Section 6.1(A)
6. Approval of the Agenda
7. Consent Calendar
8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed (~~Hearings should commence at approximately 7:20 p.m.~~)
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
10. Executive Session, if needed
11. Adjournment

- 5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2(B) must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

- A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.

- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
 - C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
 - D. Up to three (3) members of the organization are invited to participate.
 - E. The presentation must support the adopted position/policy of the organization.
 - F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline citizens and government.
 - G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.
 - H. Organizations which may have alternative, controversial positions or information will be scheduled at the next available Regular Meeting.
- 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. 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.
- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
 - B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Regular Meeting agenda and posted and distributed in the same manner as the Regular Meeting agenda.

- 5.6 The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
- 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 members of the City Council 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.
- 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.
- 5.9 **Special Meetings and Emergency Meetings** will be at a time and place as Council directs.
- 5.10 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.11 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.12 Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for **his or her** **their** inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and 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. Councilmembers who do not follow the above process will be

considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.

5.13 General Decorum.

- A. While the Council is in session, the Councilmembers must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
- B. Any person making disruptive, impertinent, or slanderous remarks while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience before the Council for that meeting.

5.14 At all meetings except Workshop Dinner Meetings, the Mayor shall be addressed as "Mayor (surname)." The Deputy Mayor shall be addressed as "Deputy Mayor (surname)." Members of the Council shall be addressed as "Councilmember (surname)."

5.15 At all Meetings except Workshop Dinner Meetings, the Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.

5.16 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.

5.17 Motions shall be reduced to writing when required by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

5.18 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.

5.19 Prior to commencement of discussion of a quasi-judicial item, the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation

with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration.

- 5.20 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" to review agenda priorities.
- 5.21 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.
- 5.22 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct.

Section 6. Public Testimony.

6.1 Regular Meetings.

- A. Members of the public may address the City Council at the beginning of any Regular Meeting under "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a Public Hearing. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period under Agenda Item 5 (Public Comment) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.
- B. If during a Regular Meeting an Action Item is before the Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period

for the agenda item will be no more than 30 minutes.

6.2 Public Hearings.

The following rules shall be observed during any Public Hearing:

- A. Individuals will be allowed three (3) minutes to speak.
 - B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
 - C. Prior to closing the hearing the Mayor or Deputy Mayor shall inquire if there are any additional speakers other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.
- 6.3 When large numbers of people are signed up to speak on the same topic, the Mayor may request that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation.
- 6.4 Public testimony authorized in Section 6.1 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record. During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office. Promoting a candidate for public office includes announcing a candidacy for public office, mentioning a specific campaign, or wearing a visible campaign button at the speaker's podium.
- 6.5 No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.
- 6.6 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.
- 6.7 An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.
- 6.8 The Clerk shall be the timekeeper for all public testimony. Time cannot be donated by one speaker to another.
- 6.9 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.
- 6.10 Speakers will not be permitted to present testimony via electronic methods (e.g.

PowerPoint). Speakers may utilize visual aids. Hardcopies of all materials may be submitted to the City Clerk to distribute to the Council.

Section 7. Motions.

- 7.1 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.
- 7.2 Prior to discussion of an Action Item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
- 7.3 In case of a tie vote on any motion, the motion shall be considered lost.
- 7.4 Motions shall be clear and concise and not include arguments for the motion.
- 7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council's consensus at the conclusion of the discussion.
- 7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11 A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds

(2/3) vote. Debate is reopened if the motion fails.

- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Mayor, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Mayor shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 If a Councilmember has a conflict of interest or an appearance of fairness question under state law, the Councilmember may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.
- 7.16 If a member of the Council is silent on a vote, it shall be recorded as an affirmative vote. If a member of the Council abstains, it shall be recorded as an abstention and not included in the vote tally.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.
- 7.19 After the question has been decided, any Councilmember who voted in the majority may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.
- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedures shall prevail.

Section 8. Items Requiring Four Votes.

The passage of any ordinance, grant or revocation of franchise or license, any

resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (four votes) [RCW 35A 13.170 and 35A.12.1201].

Section 9. Council Representation

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if ~~his or her~~ **their** statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.
- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be distributed to the full Council so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

Section 10. Suspension and Amendment of Rules.

- 10.1 Any provision of these rules not governed by state law or City ordinance may be temporarily suspended by a majority vote of the Council.
- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

**Amended by Resolution No. 196
Amended by Resolution No. 205
Amended by Resolution No. 224
Amended by Resolution No. 244
Amended by Resolution No. 255
Amended by Motion, Dec. 7, 2009
Amended by Resolution No. 295
Amended by Resolution No. 296
Amended by Resolution No. 298
Amended by Resolution No. 299
Amended by Resolution No. 306
Amended by Resolution No. 310
Amended by Resolution No. 326
Amended by Resolution No. 334
Amended by Resolution No. 344
Amended by Resolution No. 380
Amended by Resolution No. 381
Amended by Resolution No. 422**

Municipality	Flag Salute/ Pledge of Allegiance	What they call it
Auburn	Yes	Pledge of Allegiance
Bellevue	Yes	Flag Salute
Bothell	Yes	Pledge of Allegiance
Burien	Yes	Pledge of Allegiance
Edmonds	Yes	Flag Salute
Everett	Yes	Pledge of Allegiance
Federal Way	Yes	Pledge of Allegiance
Kent	Yes	Flag Salute
Kirkland	No	-
Lake Forest Park	Yes	Pledge of Allegiance
Lakewood	Yes	Pledge of Allegiance
Olympia	No	-
Redmond	No	-
Renton	Yes	Pledge of Allegiance
Sammamish	Yes	Pledge of Allegiance
Seattle	No	-
Shoreline	Yes	Flag Salute

PUBLIC COMMENT & SIGN-UP SHEET IDENTIFIER REQUIREMENTS

April 2019

Agency	Speaking	Sign-Up Sheet/Regular	Sign Up Sheet/Public Hrg
Auburn	Name / Address Not Enforced	Name / Address / Topic	Name / Address
Bothell	NOT Required to State Name / Address	Optional	Optional
Federal Way	NOT Required to State Name / Address	Name / Email / Address / Phone / General Comments / Public Hearing / Intro Ordinance	Name / Email / Address / Phone / General Comments / Public Hearing / Intro Ordinance
Des Moines	Name / City	Name / Phone or Email	Name / Phone or Email
Enumclaw	Resident or Outside the City Limits	AFTER SPEAKING asked to sign the sign-up sheet with Name / Address. If they want a response, they are asked to provide Phone or Email	AFTER SPEAKING asked to sign the sign-up sheet with Name / Whether they reside in city limits
Issaquah	Name / Address / Relationship to the City e.g. resident, property owner, business owner Not Enforced	Name / Address / Phone / Email	Name / Address / Phone / Email
Kent	Name / City of Residence Not Enforced	Name / Address / Phone # / Email / Topic	Name / Address / Phone / Email

Agency	Speaking	Sign-Up Sheet/Regular	Sign Up Sheet/Public Hrg
Kirkland	Name / Neighborhood Not Enforced If Follow Up is Req'd, the Mayor asks them to speak with appropriate staff	Name – Not Enforced	
Newcastle	Name / City / Neighborhood of Residence Not Enforced	Name – Not Enforced	Name / Address Address - Not Enforced
Renton	Name / City	Name/ Address / Email / Purpose for Speaking	Name/ Address / Email
Sammamish	Name / Address	Name / Address / Comments	Name / Address / Phone / Email
Sea-Tac	Name	Name / Organization / Address / Phone / Email / Topic	Name / Organization / Address / Phone / Email
Shoreline	Name / City of Residence	Name / Address / Email / Agenda Item or General Comment / Do you Have Written Comments? Y/N Please Give Them to the Clerk for Distribution / Do You Support the Proposal Y= Yes, N=No, U=Undecided, NA=Not Applicable	Name / City of Residence
Snoqualmie	Name / Address	Name / Address / Email	Name / Address / Email
Valley Regional Fire Authority	Name / Address	Name / Address	

Council Meeting Date:

Agenda Item:

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:

DEPARTMENT:

PRESENTED BY:

ACTION: Ordinance Resolution Motion
 Discussion Public Hearing

PROBLEM/ISSUE STATEMENT:

- What is the problem or issue to be addressed?
- Why must it be addressed now?

RESOURCE/FINANCIAL IMPACT:

- List and briefly discuss the financial impact of considered alternatives including non-action.
- Describe budget implications (i.e. funding source, budget status, need for budget change)

RECOMMENDATION

This is simply one or two sentence paragraph that delineates what specific action staff requests of the Council at this meeting. It will be read out loud by the City Clerk during the meeting and in most cases should read as a complete sentence.

- *Action items* would begin with “Staff recommends that Council...”
- *Discussion items* would begin with “No action is required...”

Approved By: City Manager _____ City Attorney _____

INTRODUCTION

The Introduction section should provide a short paragraph introducing the problem or issue and the recommended Council action.

BACKGROUND

To promote the necessary context when the Council views the item, it helps to explain why staff is before them. This context also helps the Council from forgetting past decisions. A few questions that can be answered in the Background section are:

- When was this last discussed with the Council?
- What was their consensus or direction? Why?
- What has the City done since then? Did we involve/solicit input from stakeholders?
- Is this identified as one of the Council annual goals?

ALTERNATIVES ANALYSIS *(For action items)*

DISCUSSION *(For Discussion items)*

Generally, the options analyzed and the pros and cons of the recommendation should be explored in this section. Specifically:

- This section should provide a professional analysis of the identified alternatives without the benefit of jargon or personal value statements. Data should help tell the story and you should provide information and analysis in support of the Recommendation.
- Legal and statutory implications should be discussed.
- How this relates directly or indirectly to past policy issues/goals of the Council should be analyzed here—staff needs to show that we have complied with past Council direction and provided the proper context from which to view this item.
- Financial implications should be analyzed including the marginal costs/revenues associated with this item, the relative benefits, the budgetary implications, etc. If the agenda item is a financial related issue where things didn't go according to plan (budget overrun, rejecting bids, etc.) the report should very clearly identify why and what contributed to the variance. If budget funds are allocated to support the program described, indicate whether these derive from the General Fund or special funds.
- Environmental Impacts, both positive and negative, should be highlighted, if any.
- For a purchasing decision, bids should be summarized with the low bid highlighted. For RFP's, all companies that compete should be listed along with the evaluation criteria used to pick the winner; the agenda item should also include the rationale for picking the winner.
- What, if anything, has staff learned from reviewing the best practices of other local governments and agencies involved in similar activities and programs (either within or outside the region)? Obviously, this question is relevant only in cases where the program or issue may have wider significance.
- If there has been some public dialogue on this issue, what has staff done or what will staff do to address these concerns; why or why not?
- Subheadings should be used liberally to differentiate subsections of the analysis.

STAKEHOLDER OUTREACH *(Optional)*

In many Council agenda items, there are various constituencies that have a specific interest in the item. These constituencies, or stakeholders, may be supportive of staff's analysis and recommendation in the staff report, or may be in opposition. Regardless, it is important that staff reach out to these constituencies as part of the analysis and research in preparing the item. All of these stakeholders should be identified in this section of the report, and how staff reached out to these stakeholders should be noted. Staff should also describe how the report recommendation responds to stakeholder interests or why failing to respond to those interests is appropriate, e.g. a public process has been followed and their interest came out in the minority.

COUNCIL GOAL(S) ADDRESSED *(Optional)*

If the staff report addresses one of the of the Council's yearly goals, this should be stated in this section. How this item implements or addresses the Council Goal should also be discussed.

RESOURCE/FINANCIAL IMPACT

- This section should roughly repeat what was provided "Executive Summary" on the 1st page of the report:
 - List and briefly discuss the financial impact of considered alternatives including non-action.
 - Describe budget implications (i.e. funding source, budget status, need for budget change)

SUMMARY *(Optional)*

If the staff report becomes rather lengthy, the summary section should be used. This will ensure that the main points of the report are not lost, and it will also remind the reader why staff is making a particular recommendation.

RECOMMENDATION

The recommendation shall be in exactly the same form and wording as on the Title Page.

ATTACHMENTS *(Optional)*

List Attachments as A, B, C, etc., in order referenced in the report and in order attached. Do not use numerals unless you have a specific need for sub attachments (e.g., Attachment A-1, A-2, etc.) The titles should be clear and obvious.

GUIDELINES FOR ISSUING PROCLAMATIONS

Cities traditionally issue proclamations recognizing the contributions of various organizations and individuals to the community, as well as special events within the community. The proclamations issued generally fall into two categories:

1. Proclamations that are requested by organizations which are signed and mailed to them – the City receive many of these requests.
2. Proclamations presented to an organization or individual at City Council Meetings

The following issuance guidelines address category #2:

1. Events, individuals, or organizations, with a strong local connection, which positively impact Shoreline residents or that significantly contribute to Shoreline's quality of life will be considered. In addition, proclamation content should relate to some public purpose or benefit to the broader community.
2. Proclamations for local school sports, academic, or social achievement, whether by teams or individuals will be limited to 1st place in state or 1st or 2nd place nationally.
3. Proclamations are to be utilized exclusively for ceremonial and recognition purposes. They are not intended to have policy implications or suggest an official City position on a public issue.
4. The City will not recognize groups or individuals that seek economic benefit by endorsement or commercial or private sector events.
5. The City will not provide publicity (e.g., press releases) regarding the proclamation's issuance; this is the responsibility of the requesting organization.
6. Requests for City proclamations are submitted to the City Clerk's Office/City Manager's Office, accompanied by a sample or model proclamation. These are presented to the Mayor for review and approval before being finalized.
7. The decision about whether to present/read the proclamation at the Council meeting is made by the Mayor.



GUIDELINES FOR ISSUING PROCLAMATIONS

On behalf of the Shoreline City Council, the Mayor issues proclamations that positively impact the Shoreline community.

Proclamations issued fall into two categories:

1. Calendared Proclamations:

The City Council sets an annual calendar of proclamations at the end of the calendar year for the following year. These scheduled proclamations are presented by the Mayor to an organization or individual at a City Council Meeting. At the Mayor and Deputy Mayor's discretion, additional presentations may be added to the calendar throughout the year.

2. Uncalendared Proclamations:

The City receives several requests throughout the year for proclamations from individuals or organizations. These uncalendared proclamation requests are reviewed by the Mayor and Deputy Mayor, and if approved, are drafted, signed and mailed/emailed directly to the requestor.

Issuance Guidelines for Proclamations:

Proclamations are to be utilized exclusively for ceremonial and recognition purposes. They are not to have policy implications or suggest an official City position on a cause or occasion. The City does not generally provide publicity (e.g., press releases) regarding the proclamation's issuance; this is the responsibility of the requesting organization. However, the City will publicize the proclamation on occasion as it sees fit.

1. Proclamations are generally issued to:
 - a. Commemorate national times of recognition;
 - b. Celebrate the contributions and achievements of community members and non-profit organizations that serve Shoreline;
 - i. Proclamations for local school sports, academic, visual or performing arts, or social achievement, whether by teams or individuals, will be limited to 1st place in state, 1st or 2nd place nationally, or top 10 percent internationally.
 - c. Highlight the importance of special events within the community;
 - d. Increase public awareness on causes or occasions that improve the safety, health, and well-being of people in Shoreline.

2. Proclamations deemed to be requested for the following purposes will not be issued:
 - a) Matters of political controversy;
 - b) Individuals/organizations seeking political or commercial endorsement;
 - c) Religious events or matters of a religious nature;
 - d) Individuals/organizations with no direct relationship to the City of Shoreline;
 - e) Events contrary to City policies.

The City reserves the right to approve or deny requests and to make any edits to sample or model proclamation language provided to the City.

Submitting a Request for an Uncalendared Proclamation:

Requests for proclamations are submitted to the City Clerk's Office/City Manager's Office. Requests should include the following information:

- Organization and/or Requestor's name, mailing address, phone number, and email
- Sample or model Proclamation language
- Background information of the individual or organization's connection to the Shoreline community
- Whether the Proclamation has been issued by the City in previous years (if known)

Requests must be received four (4) weeks prior to the requested completion date.

Requests must be made each year; requests are not annually renewed.