



AGENDA

SHORELINE CITY COUNCIL SPECIAL WORKSHOP DINNER MEETING

Monday, December 2, 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 OPERATIONS**
 - 2020 Council Strategic Planning Workshop Timing, Location and Focus
 - Proposed 2020 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: December 2, 2019
TO: City Council
FROM: John Norris, Assistant City Manager
RE: Council Operations
CC: Debbie Tarry, City Manager

A couple of times per year, the Council discusses various operational issues that pertain to their legislative body. Tonight, there are a couple of topics that staff would like to discuss with the Council.

Council Operational Issues

- 2020 Council Strategic Planning Workshop Timing, Location and Focus
- Proposed 2020 Proclamations

2020 Council Strategic Planning Workshop Timing, Location and Focus

Every year, the Council holds an annual Strategic Planning Workshop for annual goal setting as well as for other topics. In 2020, the workshop will be held on Friday, February 28th and Saturday, February 29th. Staff has reserved the Edmonds Yacht Club on the Edmonds waterfront for the Workshop for Friday. The Saturday session would again be held at City Hall. Council will be joined by Allegra Calder of Berk Consulting as your Workshop Facilitator. More information about the Edmonds Yacht Club can be found at the following link:

https://www.edmondsyachtclub.com/content.aspx?page_id=22&club_id=150901&module_id=174922.

Following the Friday Workshop, staff is proposing that Councilmembers, Debbie and John and spouses/partners (if available) have dinner at a restaurant near Shoreline. One potential location in Shoreline is Aurora Borealis. Additionally, both Anthony's Homeport and Arnie's Restaurants are very close to the Yacht Club if Council is interested in those options. In prior years we have gone to Scott's in Edmonds.

The following section of this memo outlines potential key discussion topics and proposed policy issues that are either being proposed by staff or staff has heard from

Councilmembers that they would like to review. These items would be in addition to the discussion on the annual Council Goal Work Plan (Goals and Action Steps).

Key Discussion Topics

- Proposition 1 (ShARCC and Park) follow-up discussion
- I-976 impacts discussion
- Commercial requirements in non-residential zones
 - Discussion about these requirements in all non-residential zones which includes Neighborhood Business, Community Business, Mixed Business and the Town Center zones. Staff anticipates that much of the discussion may focus around requirements in the Community and Mixed Business zones.
- Transportation and connection planning (Destination 2024)
- 2023 comprehensive plan update work plan

Additional Policy Issues

- Council salary commission
- Future of the Shoreline Farmer's Market
- No natural gas in new construction regulation
- Environmental sustainability program update
- Diversity, equity and inclusion Council and Board/Commission Training
- Update on Sidewalk Project Implementation Work Plan

Guest Speaker(s)

Staff is also working to put together a panel or guest speaker to speak to a key discussion topic. Staff is proposing a panel of speakers regarding commercial requirements in non-residential zones. This could include a developer, property owner/building manager, and staff from another city that has these types of regulations in place. Other guest speakers that could speak to another discussion topic can of course be considered.

Staff would like Council to discuss the discussion topics and policy issues presented above to confirm if they are amenable to everyone. Staff is also interested in hearing what other topics or focus areas Council would like for the Workshop so that staff can begin exploring how to implement Council's ideas.

2020 Proclamations

Attachment A to this memo provides the proposed 2020 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.

Additionally, in response to Council updating the Guidelines for Issuing Proclamations (*Attachment B*) earlier this year, the City Clerk and Deputy City Clerk reviewed the list of 2019 proclamations to ensure they align with the updated guidelines and with the City's values. While this is generally the case, some of the City's values were not fully

represented in the 2019 Proclamation Calendar. Based on this review, staff is recommending the above-mentioned 2020 Proclamation Calendar that adds four new proclamations and retires three longer standing ones. This would be the list of proclamations issued at City Council meetings. Staff prepares many proclamations for the Mayor's signature that are not presented at a City Council meeting. *Attachment C* provides a memo from the City Clerk's Office that contains the recommendation and rationale for these proposed changes. Staff is interested in hearing from Council if they are supportive of these changes.

Finally, *Attachment A* also provides a list of proclamations from this year that were issued by the City but were not presented at a Council meeting (uncalendar proclamations). This additional information is being provided for Council's information.

Attachments

Attachment A: Draft 2020 Proclamations List

Attachment B: Guidelines for Issuing Proclamations

Attachment C: City Clerk's Office Memo on 2020 Proclamation Recommendations

Proposed 2020 Council Meeting Presented Proclamation List

Council Date	Actual Date	Proclamation	Responsible Party
January 13	January 20	Martin Luther King, Jr. Day	CSD
January 27	February	Black History Month	CMO/CCK/CSD
March 23	March 31	Cesar Chavez Day	CMO/CCK/ CSD
March 30	Month of April	Sexual Assault Awareness Month	CSD
April 6	April 5-11	Volunteer Appreciation Week	CSD
April 13	Month of May	<i>Music4Life</i>	CMO/CCK
April 20	April 22	Earth Day	CSD
April 27	Month of May	National Bike Month	PW
(proposed NEW) May 4	Month of May	Mental Health Awareness Month	CSD
May 11	May 16	Armed Services Appreciation Day	CMO/CCK
(proposed NEW) June 1	June	PRIDE Month	CSD
June 8	June	Student Champions Day	CMO/CCK
June 29	July	Parks, Recreation and Cultural Services Month	PRCS
August 3	August 4	National Night Out Against Crime	CSD
August 10	August 11-17	Celebrate Shoreline	PRCS
September 14	September	Mayor's Day of Concern for the Hungry	CSD
(proposed NEW) September 21	Third week of September	Welcoming Week	CSD
September 28	October	Safe Shoreline Month (Fire Prevention, Crime Prevention, Emergency Preparedness)	CSD
(proposed NEW) October 5	October 12	Indigenous Peoples' Day	CMO/CCK/CSD
October 26	November 15	America Recycles Day	CSD
November 9	November 11	Veterans Appreciation Day	CMO/CCK
November 30	December 6	Edwin T. Pratt Day	CMO/CCK/CSD

Uncalendared Proclamations Presented in 2019

Affordable Housing Week

American Legion Centennial Day

Arbor Day

Childhood Cancer Awareness Month

Constitution Week

Dental Health Month

Domestic Violence Awareness Month

Extra Mile Day

Green Shoreline Day

National Gun Violence Awareness Day

National Recovery Month

Orca Action Month

Public Works Week

Safe Boating and Paddling Week

Sarcoidosis Awareness Month



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'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 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;
 - 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;
 - e. Celebrate Shoreline High School Students (individual or team) winning 1st place in state, or 1st or 2nd place nationally, in a school-sponsored sporting event; or recognized outside of their school for exhibiting exceptional academic performance, significant community involvement, noteworthy artistic and literary talent, or other impressive achievements.

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.



Memorandum

DATE: November 14, 2019

TO: Mayor and City Councilmembers

FROM: Allison Taylor, Deputy City Clerk
Jessica Simulcik Smith, City Clerk

CC: Debbie Tarry, City Manager
John Norris, Assistant City Manager

RE: 2020 Proclamation Calendar Recommendation for December 2 Council Operations Dinner Meeting

On behalf of the Shoreline City Council, the Mayor issues proclamations that positively impact the Shoreline community. Annually, the Council reviews and approves its Proclamation Calendar for the upcoming year. In response to Council updating the Guidelines for Issuing Proclamations earlier this year, the City Clerk's Office took the opportunity to review the list of proclamations to ensure they align with the updated guidelines and to reach out to the Community Services Division to explore issues, events, actions, etc. that align with the City's values but were not represented on the calendar.

This year, staff is recommending 19 Proclamations for the 2020 Calendar. This proposed list adds four new proclamations and retires three, increasing the total number of proclamations presented at Council Meetings from 18 to 19.

Four Proclamations Proposed to be Added

The following four proposed proclamations support the City Council's Goal 4 to "Expand the City's focus on equity and inclusion to enhance opportunities for community engagement" by providing clear and highly visible statements to the community from Council which demonstrate respect and appreciation for diverse communities and oppressed populations.

Mental Health Awareness Month: Mental Health Awareness month is recognized in May to increase support and decrease the negative stigma by people who experience a mental health issue. One in five adults experience mental illness in any given year. Early identification and treatment of mental illness can help improve the lives of individuals and families affected by mental illness. Suicide is the 10th leading cause of death in the

United States and the second leading cause of death among young adults, and 90% of people who die by suicide have an underlying mental illness.

In Shoreline, there are many positive community efforts to support mental health. For example, the Shoreline Police's RADAR program aims to address the rights and needs of individuals with behavioral health issues and/or development disabilities. The National Alliance for Mental Illness (NAMI) has provided community education and support groups in Shoreline. Forefront Suicide Prevention is a program currently being implemented in Shoreline schools to educate and empower youth and families. Several community-based organizations also provide mental health services. Council's added support of a proclamation will provide attention to these community efforts.

Pride Month: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month is celebrated each year in June to honor the 1969 Stonewall uprising in Manhattan. The Stonewall uprising was a tipping point for the Gay Liberation Movement in the United States. The purpose of the commemorative month is to recognize the impact that lesbian, gay, bisexual and transgender individuals have had on history locally, nationally, and internationally.

Many Shoreline youth, adults, residents, and employees identify as LGBTQIA+ or have friends and family who do. For the past four years the Shoreline School District has hosted a community LGBTQ potluck to celebrate, provide support, and share resources to youth and families. Each year, the event grows and is filled to capacity which is extremely important given that the 2018 Healthy Youth Survey found students who identify as LGBTQ (29%) report more bullying at school than their straight peers (16%). A Pride Month proclamation, in addition to flying the Pride flag, is a simple action local cities have taken to demonstrate support for all sexual and gender identities.

Welcoming Week: Welcoming Week is an annual national event, held the third week of September, to celebrate the contributions of immigrants and refugees. Over 700 cities nationally host events to recognize that being a welcoming and inclusive community makes us all stronger, economically, socially, and culturally.

Approximately 20% of Shoreline residents are foreign born. For the last two years, Welcoming Week has been an opportunity for the city to recognize our past and future by partnering with community groups by hosting events and displays at City Hall and in the community. In this current political time, where hate crimes and violence against immigrants have increased, it is very important for Council to take the opportunity to state that Shoreline is a welcoming community to recent immigrants, as well as understanding that those who are not descended from indigenous communities have an immigration story.

Indigenous People's Day: Indigenous People's Day has been recognized on the second Monday of October as a day to celebrate the history and culture of Native American people, and to honor indigenous communities for their resiliency in the face of the colonial oppression and genocide.

The Duwamish and other Northwest Coast indigenous peoples were the first people in the Shoreline and greater King County area. Tribal members continue to practice and promote their social, cultural, and economic traditions, even as some local tribes, such as the Duwamish, are still seeking Federal recognition. Through issuing this proclamation, the City Council recognizes that Shoreline is built on the homelands of indigenous people who have been on this land since time immemorial and values the contributions that thriving indigenous communities continue to provide.

This proclamation was recommended by Stephanie Henry, a Shoreline resident who is active in the community, and staff supports the addition.

Three Proclamations Proposed to be Retired

Armed Services Appreciation Day: Currently the City recognizes two dates in honor of our military. Armed Services Appreciation Day occurs in May and is to recognize all active duty service members; and Veterans Appreciation Day is in November and is to recognize everyone who has served. Since Shoreline is not home to a military base or installment, nor do any of the branches have recruitment offices in our City, there are not as many clear connections to City-based activities, support groups, or organizations for our active duty military members or their families. It has also been challenging for staff to secure active duty military recipients to accept the Armed Services Appreciation Day Proclamation. Therefore, staff recommends retiring Armed Services Appreciation Day Proclamation, while keeping Veterans Appreciation Day on the calendar.

It should also be noted that this proposed change has not been discussed with the Shoreline Veterans Association or the Shoreline American Legion Post. While neither organization requested that this proclamation be presented this year, nor were they the recipients this year, they attended the presentation. Out of respect for the commitment to the community that these two organizations provide, staff would be happy to communicate this change with either organization if Council feels it is important to do so.

Student Champions Day: While it is important to support youth achievements, it is noted that the ‘Champions’ who are recognized at Council have ample opportunity for community recognition through other venues. It has proven to be a time-consuming process to collect information on qualifying students. In 2019, the Deputy City Clerk spent over eight hours securing recipients. Since June is a busy month in schools, it is worth considering moving this Proclamation to an ‘uncalendar’ status, and transition to providing the Proclamation certificate to schools for use at their own end-of-year awards ceremonies, should any School approach the City about the recognition.

Currently this proclamation is driven by City staff with very little support from Shoreline schools (public and private) administration. Staff believes there are other opportunities for student organizations to be invited to Council in acknowledgement of the work they do in our community (i.e. Green Team for America Recycles Day, Black Student Union for Black History Month, etc.), putting focus on students’ efforts, rather than their awards.

Edwin T. Pratt Day: In 2018, Council honored Edwin Pratt, and student Sarah Haycox's actions to rename the Shoreline School's Early Learning Center after him. The City will again recognize Edwin T. Pratt Day in 2019, but staff recognizes that this Proclamation was originally issued to honor Mr. Pratt's memory and commemorate the renaming of the Center. Therefore, staff is recommending the proclamation be retired after this year's acceptance by Mr. Pratt's daughter, Miriam Pratt-Glover.

In summary, Proclamations are a way for City Council to formally acknowledge events and actions that positively impact the Shoreline community. To retain their connection to City priorities and Council Goals, staff recommends that Council *add* proclamations for Mental Health Awareness Month, PRIDE Month, Welcoming Week, and Indigenous Peoples' Day; and *retire* the calendared proclamation presentations for Armed Services Appreciation Day, Student Champions Day, and Edwin T. Pratt Day for 2020. Should any proclamation that has been retired be requested, the City would process it as an uncalendared proclamation for presentation outside of a Council meeting.