

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<p><b>AGENDA TITLE:</b> Proposed Changes to Council's Rules of Procedure <b>DEPARTMENT:</b> CMO/CCK <b>PRESENTED BY:</b> Sharon Mattioli, City Clerk</p>
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**PROBLEM/ISSUE STATEMENT:**

Since 1997, the City Council has been using various formats for public participation at its Council meetings. The goal has always been to create a process whereby the Council can hear input from the public about those items that are under discussion or to be acted upon, while balancing the need to handle a large volume of decision-making in an efficient and timely manner.

During the Council's January 16, 2004 half-day retreat, a subcommittee of the Council (Councilmembers Fimia, Grace and Ransom) was formed to address the issue that some members of the community had recently expressed concerns about the process for public input into Council decision-making. Three community forums were sponsored in March and April, during which Council heard further from some members of the community that additional avenues for public participation are needed.

Among other recommendations, the Council subcommittee suggested that changes be made to the Council's rules of procedure. These changes were discussed at two dinner meetings. The attached draft resolution (Attachment A) reflects these suggestions and the value the Council places on citizen participation and involvement in the decision-making process.

The proposed changes to the rules of procedure are:

- provide an opportunity for members of the public to speak on each agenda item for three minutes or less, depending on the number of people wishing to speak, after the staff report is presented, limiting this period to 20 minutes per agenda item;
- to ask members of the public to sign up to speak on agenda items and call on speakers in the order in which they have signed up;
- to ask that members of the public sign up if they wish to speak during Agenda Item #5, Public Comment, (on items not on the agenda) and to change the length of this comment period to 20 minutes; and
- to eliminate public comment at the end of Workshops
- to add a section requiring the Mayor to call for public comment if Council is considering moving an Action Item to the Consent Calendar. This provision was found in a previous iteration of the Council's rules when comment on agenda items was provided for.

In addition, staff suggests that the provision limiting speakers to three per side on any issue be eliminated. Frequently, more than three people wish to be heard on an issue, and this rule has generally been waived. The presiding officer has the authority to balance the order of speakers to assure that one side does not monopolize all of the available time.

Councilmembers asked that these changes to the meeting format be evaluated in six months. Therefore, staff proposes to bring back the item for review in April 2005.

**FINANCIAL IMPACT: none**

### **RECOMMENDATION**

Staff recommends that Council review the proposed changes to the rules of procedure, discuss any desired changes, and adopt Resolution No. 224.

Approved by:

City Manager

A handwritten signature of the City Manager, enclosed in a hand-drawn oval.

City Attorney

A handwritten signature of the City Attorney.

### **ATTACHMENTS**

Attachment A: draft Resolution No. 224 , adding Section 4.4. and amending Sections 5.6 6.1, 6.2 and 6.3 of the Rules of Procedure for the City Council to revise the procedures for public comment at Council meetings; and amending Resolution No. 205

**RESOLUTION NO. 224**

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADDING A NEW SECTION 4.4 AND AMENDING SECTIONS 5.6, 6.1, 6.2 AND 6.3 OF THE RULES OF PROCEDURE FOR THE CITY COUNCIL TO REVISE THE PROCEDURES FOR PUBLIC COMMENT AT COUNCIL MEETINGS; AND AMENDING RESOLUTION NO. 205**

WHEREAS, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

WHEREAS, the City Council has reviewed its rules of procedure and wishes to amend its rules for public comment; **NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

Section 1. Additional Section.

4.4 If, after the motion is made to approve the agenda, the Council is considering moving an item to the Consent Calendar, the Mayor will first call for public comment on that item in order to enable members of the audience to provide input if they wish to do so.

Section 2. Amendments. Sections 5.6, 6.1, 6.2, and 6.3 of the Council's Rules of Procedure are amended as follows:

Section 5.6 Order of Business for Workshops. The order of business for each Workshop shall be as follows:

Workshop (6:30 p.m.)

1. Call to Order
2. Flag Salute/Roll Call
3. City Manager's Report and Future Agendas
4. Council Reports
5. Public Comment
6. Workshop Items
- ~~7. Continued Public Comment~~
78. Executive Session
89. Adjournment

Section 6. Public Testimony

- 6.1 ~~Workshops. Speakers will be allowed to speak at the beginning and end of the meeting (Agenda Section Nos. 5 and 7) for three minutes. The total public comment period at the beginning of the meeting (Agenda Section No. 5) will be no more than thirty minutes. Members of the public may address the City Council at the beginning of any Regular or Workshop meeting under "Public Comments," Agenda Item #5, on topics other than those listed on the agenda for three minutes or less, depending on the number of people wishing to speak. The total public comment period under Agenda Item 5 will be no more than 20 minutes. Individuals will be required to sign up prior to the start of the Public Comment period and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.~~
- 6.2 ~~City Council Regular Meetings. The Council will take public testimony at the Regular Meeting only during the Public Comment and Public Hearing Agenda Sections (Nos. 5 and 8). Individuals shall speak for no more than three minutes and the total public comment period will be limited to a maximum period of thirty minutes. Members of the public are also provided an opportunity to address the City Council for three minutes or less, depending on the number of people wishing to speak, after the staff report on any Regular or Workshop agenda item. The total public comment period on each agenda item will be no more than 20 minutes, and comments shall be limited in scope to the specific agenda item. Individuals will be required to sign up prior to the start of the agenda item on which they wish to speak and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.~~
- 6.3 ~~Public testimony may be given on any topic except quasi-judicial matters, but no more than three speakers will be permitted to speak to each side of any one topic authorized in Sections 6.1 and 6.2 may not include comments or information on any quasi-judicial matter pending before the City Council.~~

**ADOPTED BY THE CITY COUNCIL ON OCTOBER 11, 2004.**

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Mayor Ronald B. Hansen

**ATTEST:**

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Sharon Mattioli, MMC  
City Clerk