

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF WORKSHOP DINNER MEETING**

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

Conference Room 303 - Shoreline City Hall  
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor McConnell, Councilmembers Chang, McGlashan, Roberts, Robertson, and Scully

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Jessica Simulcik Smith, City Clerk; and Allison Taylor, Deputy City Clerk

GUESTS: None

At 5:45 p.m., the meeting was called to order by Mayor Hall.

The purpose of the meeting was identified as a check-in on Council Operational Issues; addressing procedural modifications proposed by Council or staff, discussing potential updates to the Council Rules of Procedure (referred to here as the Rules) and policies, and addressing associated questions staff had presented for Council’s consideration. John Norris, Assistant City Manager, introduced the topics to Council and Mayor Hall facilitated the conversation.

Addressing the administrative updates to the Council Rules, Mr. Norris recapped each potential change. The Councilmembers approved all suggested Rule amendments, as follows. It was agreed that the gendered references should be removed from the Rules. It was decided that since a Public Hearing start time is no longer advertised, the language pointing to a specific time should be removed from the Rules. Upon discussion of the need to further clarify the Rule on campaign references during Public Comment, the Councilmembers agreed to a modification in the wording of the Rule to more accurately reflect what ‘promoting a candidate for public office’ means.

The Council engaged in conversation on several proposed Rule policy questions. It was generally agreed that continuing to include the Flag Salute in the Order of Business is appropriate. After reviewing the Rule 6.3, it was decided that no change was necessary to the language of the Rules, however staff was directed to create a sign in sheet that would allow attendees to express support or opposition on any topic without obligating themselves to making Public Comment. It was settled that it is not necessary to require those who sign up for public comment to list their address, so no change was directed for Rule 6.6, and after consideration, the current language for Rule 6.8 was deemed satisfactory.

Mr. Norris described the suggested protocols for Councilmembers attending religious events. The nuances of when one is in “official capacity” were clarified and Councilmembers were encouraged to consult with the City Attorney for advice on any situations or invitations that might lead to confusion. It was agreed that wearing a City of Shoreline name badge is an indicator of attendance in an official capacity, and Councilmembers agreed that remembering to state ‘I am here in a personal capacity’ would be useful when speaking at events they attend as individuals outside of their City role.

The current Staff Report template was evaluated as part of staff’s work towards continuous improvement. There was a general consensus that the Problem/Issue Statement (as an executive summary) is helpful, and there was a preference expressed that the information not be taken verbatim from the more detailed sections of the report. The Council as a whole suggested that there should be emphasis in keeping the language in the Problem/Issue Statement accessible and suitable for an informal reader. The Council’s diligence in thoroughly reading the Staff Reports prior to the meetings was recognized, and the Councilmembers agreed that they appreciate concise staff presentations, as an overview, rather than a regurgitation, of the Staff Reports. The Council commended staff for the in depth information provided in the Staff Reports.

Upon review of the suggested updates to the Guidelines for Issuing Proclamations, it was established that the decision to issue proclamations would remain at the discretion of the Mayor and that staff would reword the criteria for recognizing student champions.

At 6:51 p.m. the meeting adjourned.

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Allison Taylor, Deputy City Clerk