

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

<b>AGENDA TITLE:</b>	Council's Rules of Procedure at Council Regular Meetings and Workshops
<b>DEPARTMENT:</b>	City Manager's Office
<b>PRESENTED BY:</b>	Steven C. Burkett, City Manager

**INTRODUCTION**

A fundamental principle of democracy is the citizenry's right to make their views known and to have their voices heard on specific matters. While not required, local governments across the country have instituted the practice of having an open, public comment period during regular business meetings. Likewise, this practice has been a positive aspect of Shoreline's formative years as a new city.

Council has requested some information on the public comment procedures utilized by other cities in our region, and the survey results are included in this report.

**BACKGROUND**

The current format for both regular meetings and workshops are summarized below:

**Regular Meetings**

**Beginning of the meeting:**

- Speaker is able to speak on a subject that is not on the agenda for a maximum of two minutes.
- This is limited to a maximum period of 20 minutes.
- A maximum of three persons will be permitted to speak to each side of any one topic.

**During the meeting:**

- Speaker is able to speak on the action item after the staff report has been presented for a maximum of two minutes.

**At the end of the meeting:**

- Speaker is able to speak on any subject for a maximum of five minutes.

## Workshop Meetings

### During the meeting:

- Speaker is able to speak on the action item after the staff report has been presented for a maximum of two minutes.

### At the end of the meeting:

- Speaker is able to speak on any subject for a maximum of three minutes.

As is shown on the following table, for regular council meetings, of the 11 jurisdictions surveyed, 10 jurisdictions provide time at the beginning to speak, but no other additional time is provided (91%). For workshops, of the 10 jurisdictions that hold workshops, seven do not provide a public comment period (70%). There was one exception to this - City of Bellevue holds a public comment period only for extended workshops. Three jurisdictions hold a public comment period at the beginning of the workshop with three minutes for each speaker (30%).

The following table outlines what each neighboring jurisdiction is currently doing:

Opportunities for Public Input to Council

City	Reg. Meeting	Workshop	Other
<i>Shoreline</i>	2 min./3 min.* at beginning; 2 min. after each staff report; 5 min. at end	2 min. after each staff report; 3 min. at the end	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web</li> <li>• Individual voicemails</li> </ul>
<i>Bellevue</i>	3 min./5 min. at beginning	No public comment at study sessions  3 min./5 min. at the beginning of extended study sessions*	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from web</li> <li>• Individual e-mail addresses</li> <li>• Individual voicemails</li> <li>• Council attend many public forums (usually their calendars are full). The City's PIO alerts CMs about community meetings and they sign up.</li> </ul>
<i>Bothell</i>	5 min. at beginning	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• Email link Web</li> <li>• CM phone numbers on Web</li> </ul>
<i>Edmonds</i>	3 min. at beginning	3 min. at the beginning  Comments limited to report topics	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web.</li> <li>• Phone numbers on Web</li> <li>• <i>Occasionally</i>, the Mayor will hold a town meeting.</li> </ul>
<i>Federal Way</i>	3 min. at beginning	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web</li> <li>• Individual e-mail addresses</li> </ul>
<i>Kenmore</i>	3 min./5 min.* at beginning	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web</li> <li>• Individual e-mail addresses</li> <li>• Public meetings on hot issues—two were held last year</li> <li>• Voicemails are forwarded from CMO</li> </ul>

## Opportunities for Public Input to Council (continued)

<b>City</b>	<b>Reg. Meeting</b>	<b>Workshop</b>	<b>Other</b>
<i>Kirkland</i>	3 min./5 min.* at beginning (no more than 6 speakers on a subject: 3 each side)	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail to City and forwarded to Council</li> <li>• Unpublished voicemail numbers</li> <li>• Publishes roster with home and work numbers and home e-mails</li> <li>• Rotation around city with quarterly neighborhood mtgs. (informal sessions where CMs lead sm. Groups, report on issues, followed by dept. head response)</li> <li>• Postcards are provided before and after meetings for additional questions</li> <li>• Answers to questions that come up posted on Web</li> </ul>
<i>Lake Forest Park</i>	3 min. at beginning	3 min. at the beginning	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web</li> <li>• Individual voicemails</li> </ul>
<i>Maple Valley</i>	3 min./5 min.* at beginning	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mail link from Web</li> <li>• Individual voicemail, although some use their home number</li> <li>• Annual Town Hall</li> </ul>
<i>Mill Creek</i>	3 min. at beginning	No public comment	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• E-mails forwarded from City Clerk</li> <li>• No voicemail but each CM identifies a phone number at work or home</li> </ul>
<i>Newcastle</i>	3 min./5 min.* at beginning; when there are legislative items (e.g., ordinance), but not after action items or staff reports	3 min. at the beginning	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• Individual e-mail linked from Web.</li> <li>• Individual phone numbers on web.</li> <li>• Periodic town meetings (one a couple of years ago related to the budget).</li> <li>• Public mtgs with staff for land use issues</li> </ul>
<i>Woodinville</i>	3 min. at the beginning; comments limited to agenda topics	(Woodinville doesn't hold workshops or study sessions)	<ul style="list-style-type: none"> <li>• Written correspondence</li> <li>• Individual e-mail listed (not linked) on Web site.</li> <li>• Individual voicemail</li> <li>• For a while, gatherings were held at coffee shops with a few CMs and staff. They stopped this due to scheduling problems and finding suitable locations, but hope to restart it soon.</li> </ul>

\*Individual/group representative

### RECOMMENDATION

There is no staff recommendation.

### FINANCIAL IMPACT

There are not direct fiscal impacts to the City.

Approved By:      City Manager  City Attorney *N/A*