

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

<b>AGENDA TITLE:</b>	Adoption of Resolution No. 196 Amending the Council's Rules of Procedure (Exhibit A of Resolution No. 183) to Change the Format of Council Workshops
<b>DEPARTMENT:</b>	City Manager's Office
<b>PRESENTED BY:</b>	Steven C. Burkett, City Manager

**PROBLEM/ISSUE STATEMENT:**

The purpose of Council workshops is to set aside time for Council and staff to discuss and review current and future programs and issues, upcoming agenda items, projects, and Council goals and priorities. No formal action is taken by Council at workshop meetings. This process allows staff to seek feedback, guidance, and direction from Council. It also allows the Council the opportunity to discuss specific issues in more depth in a less formal setting.

As it currently stands, a speaker is able to speak on a subject that is not on the workshop agenda, for two minutes before the meeting and for five minutes at the end of the meeting. This has been shown to take away already limited, valuable time from scheduled agenda items. For instance, items on the agenda have had to be postponed because of insufficient time to discuss the item.

**FINANCIAL IMPACT:**

There are no direct fiscal impacts to the City.

**RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution No. 196. In order to improve the efficiency of Council workshops, as well as uphold an important Council value – *citizen input*, staff recommends that the public comment period be limited to each staff report of a workshop item, eliminating the general public comment period held before and after the workshop. The two-minute limit on the agenda item comments remains the same. It is beneficial for Council and staff to hear from citizens regarding a particular agenda item; therefore, staff believes that this approach strikes a balance between hearing from citizens and the exchange of ideas and options among staff and Council.

This change will permit the Council, public, and staff to more efficiently focus on the specific workshop agenda. It is important to note that there are numerous opportunities in which citizens are encouraged to bring general non-agenda items to the attention of

the City Council. These include the regular business meetings of the Council, letters, e-mails, phone calls, and personal contacts.

Approved By:

City Manager

 City Attorney 

**RESOLUTION NO. 196**

**A RESOLUTION OF THE CITY OF SHORELINE,  
WASHINGTON, AMENDING COUNCIL'S RULES OF  
PROCEDURE (EXHIBIT A OF RESOLUTION NO. 183) TO  
CHANGE THE FORMAT OF COUNCIL WORKSHOPS**

**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**, on February 11, 2002 the City Council adopted Resolution No. 183 establishing its rules of procedure; and

**WHEREAS**, the City Council wishes to improve the efficiency of its workshops by reducing the number of opportunities for public comment;

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

**Section 1. Council Rules of Procedure, Rules 5.6 and 6.1, Exhibit A of  
Resolution No. 183 are amended as follows:**

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. 5. Workshop Items
7. ~~Continued Public Comment~~
8. 6. Executive Session
9. 7. Adjournment

6.1 Workshops. ~~The Council will take general public comments at Workshops in the beginning (Section No. 5). Section 5 will be limited to a maximum period of twenty minutes. Each speaker will be allowed to speak for two minutes. A maximum of three persons will be permitted to speak to each side of any one topic. Speakers will be allowed to speak at the end of the meeting (Section No. 7) for five minutes, with no other limitations. Speakers are also invited to speak~~ after the staff report on each workshop item during scheduled

~~workshop items for two minutes. During workshop items, the public will be invited to comment after staff provides a report to the Council.~~

**ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 9, 2002.**

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Mayor Scott Jepsen

**ATTEST:**

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Sharon Mattioli, CMC,  
City Clerk