



Councilmember Elect Orientation
December 13, 2023 2:30-4:30 pm
Shoreline City Hall, Conference Room 302

AGENDA

<u>Agenda Item</u>	<u>Supporting Material</u>
Welcome, Introductions, Agenda Review	
Role of Council and Staff <ul style="list-style-type: none"> • Council/Manager Form of Government – <i>Bristol Ellington</i> • Council/Staff Communications – <i>Bristol</i> • City Organization - <i>Bristol</i> • Legal vs. Ethical – City’s Code of Ethics – <i>Julie Ainsworth-Taylor</i> 	<ul style="list-style-type: none"> • Council-Manager Form of Government FAQ • Council-Staff Communications Guideline • City Organizational Chart • Leadership Team Bios • Shoreline Code of Ethics • RCW 42.23.030 Interest in Contracts • RCW 42.23.040 Remote Interests • RCW 42.23.070 Prohibited Acts
Council Meetings & Public Process – Julie <ul style="list-style-type: none"> • Open Public Meetings Act/E-Meetings • Public Records • Executive Sessions 	<ul style="list-style-type: none"> • RCW 42.30 Open Public Meetings Act • Open Government Training Act • Records Management Overview • Email/Texting Use and Retention Memo • Preserving Metadata when Forwarding Emails
Council Rules & Procedures – Bristol and Jessica Simulcik-Smith <ul style="list-style-type: none"> • Agenda Process and Council Packets • First Council Meeting: January 8, 2023 <ul style="list-style-type: none"> ○ Swearing In Ceremony and Election of Mayor and Deputy Mayor • Rules of Procedure • Council Boards and Commissions Appointments • One-on-One Meeting Time 	<ul style="list-style-type: none"> • <u>Agenda Planner</u> • Council Rules of Procedure • SMC Chapter 2.20 - Planning Commission • 2024 Planning Commissioner Appointment Timeline and Process • SMC Chapter 2.55 – Parks, Recreation and Cultural Services (PRCS) Board
Council Office – Heidi Costello <ul style="list-style-type: none"> • Council Salaries and Deferred Compensation • Council Correspondence • Council iPad and Cell Phone • Business Expense Policy • Council’s Webpage: Group and Individual Photos, Bios <ul style="list-style-type: none"> ○ Council Photos – To occur in first quarter 2024 	HR/Benefits <ul style="list-style-type: none"> • 2022 Council Salary Commission Final Report • Ord. No. 919 - Salary Commission • 2024 Council Pay Dates Logistics <ul style="list-style-type: none"> • Correspondence Response Process

	<ul style="list-style-type: none"> • Technology Overview • Council Webpage Photos and Bios
City Work Plan – Bristol and John Norris <ul style="list-style-type: none"> • 2023-2025 Council Goals and Work Plan • Vision 2029 • City Organization Mission, Vision, Values and Goals • 2024 City Council Strategic Planning Workshop <ul style="list-style-type: none"> ○ Currently Scheduled for March 1-2, 2024; The Lodge at St. Edward Park; Kenmore, WA 	<ul style="list-style-type: none"> • 2023-2025 Council Goals and Work Plan • Vision 2029 • <i>In Forward Motion</i> – Organizational Vision, Mission, Values and Goals
Council Regional/National Committee Appointments – Bristol <ul style="list-style-type: none"> • Regional, National Committees (Suburban Cities Association, National League of Cities) • Procedures for Appointments • Regional and National Conferences 	<ul style="list-style-type: none"> • Intergovernmental Relations Overview & 2024 State Legislative Priorities • 2023 Council Committee List • 2024 Conferences
Current Projects/Issues – Bristol and John	<ul style="list-style-type: none"> • Park, Recreation, Open Space and Art (PROSA) Plan • Comprehensive Plan Update Process • New Sidewalks and Sidewalk Rehabilitation Program Overview • 145th Street Corridor and I-5 Interchange Project • 2025-2026 Biennial Budget Process • City Zoning Map
Wrap-up and Questions	

Staff Attending:

- Bristol Ellington, City Manager
- John Norris, Assistant City Manager
- Julie Ainsworth-Taylor, Assistant City Attorney
- Heidi Costello, City Manager’s Office Administrative Assistant III
- Jessica Simulcik- Smith, City Clerk



2023 Council Elect Orientation Agenda Items and Materials List

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The Council-Manager Form of Government

City Council Elect Orientation – December 13, 2023

Q: What is the council-manager form of government?

A: The council-manager form of government is the system of local government that combines the strong political leadership of elected officials in the form of a governing body, with the strong managerial experience of an appointed local government manager. The governing body in Shoreline is known as the City Council, and the local government manager is known as the City Manager. The council-manager form establishes a representative system where all power is concentrated in the elected city council and where the council hires the professionally trained city manager to oversee the delivery of public services.

Q: Is it a responsive form of government?

A: In a council-manager government, the mayor or chairperson of the governing body and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager is appointed by the governing body to carry out policy and ensure that the entire community is being served. If the manager is not responsive to the governing body's wishes, the governing body has the authority to terminate the manager at any time. In that sense, a manager's responsiveness is tested daily.

Q: What is the council's function?

A: The council is the legislative body; its members are the community's decision makers. Power is centralized in the elected council, which approves the budget and determines the tax rate, for example. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The council hires the City Manager to carry out the administrative responsibilities of the City and supervises the manager's performance.

Q: Where does the mayor or chairperson of the governing body fit in?

A: Mayors or chairpersons in council-manager communities are key political leaders and policy developers and their duties, responsibilities, and authorities depend on the organization's charter. In council-manager communities, typically the mayor or chairperson presides at council meetings, serves as a spokesperson for the community, facilitates communication and understanding between elected and appointed officials, assists the council in setting goals and advocating policy decisions, and serves as a promoter and defender of the community. In addition, the mayor or chairperson serves as a key representative in intergovernmental relations. The mayor or chairperson, council, and manager constitute a policy-development and management team.



Q: What is the manager's function?

A: The manager is hired to serve the council and the community and to bring to the local government the benefits of training and experience in administering local government projects and programs on behalf of the governing body. The manager prepares a budget for the council's consideration; recruits, hires, and supervises the government's staff; serves as the council's chief adviser; and carries out the council's policies. Council members and citizens count on the manager to provide complete and objective information, the pros and cons of alternatives, and long-term consequences.

Q: Does the manager participate in policy determination?

A: The manager makes policy recommendations to the council, but the council may or may not adopt them and may modify the recommendations. The manager is bound by whatever action the council takes.

Q: How much resident participation is possible under council-manager government?

A: Successful examples of resident participation in the local government service delivery decision-making process are widespread among professionally managed communities. Because professional local government management offers government of the people, by the people, and for the people, it sets the stage for resident activism by encouraging open communication between residents and their government. Examples range from visioning, in which residents play a major role in determining the future of their community, to neighborhood service delivery, which involves residents through the development of resident/government partnerships, to community-oriented local government services.

Because political power is concentrated in the entire governing body rather than one elected official, more residents have an opportunity to be elected to a position in which they have significant influence over the future of their community.

Q: How is the manager selected?

A: When there is an opening, candidates for City Manager apply directly to the City Council, which reviews the applications and interviews qualified candidates. Sometimes the Council will hire a third party, often a human resources consulting firm, to help them with the process of hiring a City Manager.

Q: Does the manager have to be a local resident at the time the appointment is made?

A: No. Local residence should not be required of applicants at the time the appointment is made. Managers are professionals who might serve several communities during their careers, bringing extensive experience coordinating public services and applying management techniques to a community. RCW 35.21.200 authorizes cities to establish via ordinance residency requirements for appointed officials and employees, with some limitations.



Q: What salary does the manager receive?

A: Earnings of managers depend on their educational background and experience, the size and complexity of the local governments employing them, and the economic conditions of the regions where communities are located. The council sets the manager's salary.

Q: Can the manager be fired?

A: Managers serve at the pleasure of the council. They can be fired by a majority of the council, consistent with local laws, ordinances, or employment agreements they may have with the council. Control is always in the hands of the elected representatives of the people.

Q: Do managers participate in local politics?

A: All managers who belong to the International City/County Management Association (ICMA), including Shoreline's Manager, are bound by its Code of Ethics, which states that every member of the Association shall refrain from all political activities that undermine public confidence in professional administrators and refrain from participation in the election of members of the employing legislative body.

Q: What else does ICMA's Code of Ethics cover?

A: The Code specifies 12 ethical principles of personal and professional conduct, including dedication to the cause of good government. ICMA members believe in the effectiveness of representative democracy and the value of government services provided equitably to residents within a community. ICMA members also are committed to standards of honesty and integrity more vigorous than those required by the law. A copy of the ICMA Code of Ethics can be found at the following link: <https://icma.org/page/icma-code-ethics>.

Q: What is ICMA?

A: The International City/County Management Association (ICMA) is the professional and educational organization for administrators and assistant administrators serving cities, towns, counties, other local governments, and regional entities around the world. The purpose of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To that end, the Association provides technical assistance and publications for local government professionals to help them improve their skills and increase their knowledge. ICMA also serves as a clearinghouse for the collection, analysis, and dissemination of information and data about local government. More information about ICMA can be found on their website: <http://www.icma.org>.



City Council-Staff Communications Guidelines

City Council Elect Orientation – December 13, 2023

Governance of a City relies on the cooperative efforts of elected officials, who set policy and priorities, and City staff, who analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

Channel Communications Through the Appropriate City Staff

While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in state law (RCW 35A.13). Please direct questions of City staff to the City Manager, Assistant City Manager, or Department Directors. When a Councilmember makes an information request to a particular staff member, the practice is for staff to inform the City Manager so that he/she is aware of Council's requests and needs.

All Councilmembers Should Have the Same Information with Which to Make Decisions

When one Councilmember has an information request, the response will be shared with all members of the Council so that each member may be equally informed.

Depend Upon Staff to Respond to Resident Concerns and Complaints as Fully and as Expeditiously as Practical

A key value in the City's organizational culture is providing quality customer service. As a first response to solving customer problems the Code Enforcement and Customer Response Team (CECRT) is available by calling (206) 801-2700. After hours, this phone line is answered by the City's call center, and if an immediate or emergency response is needed, a City staff member will respond. All Councilmembers are encouraged to contact CECRT to help solve a resident's problem. There will be follow-through with the Councilmember as to the outcome of the problem or concern.

Likewise, the City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response. The City Manager's Office Management Analyst oversees the process and ensures a uniform standard. The Mayor, City Manager, or Department Director usually signs the response on behalf of the City Council. This is dependent on the type of correspondence. On occasion, a letter or email is directed specifically to a Councilmember. Staff will work directly with the Councilmember to provide a response. All correspondence is copied to all members of Council, regardless of to whom it was addressed.

The City Council Sets the Direction and Policy – City Staff is Responsible for Administrative Functions and City Operations

The role of the Council is as the legislative body. The Council is responsible for approving the budget, setting policy goals and priorities, adopting ordinances and resolutions, and adopting strategic plans. The primary functions of staff are to execute Council policy and actions taken

by the Council and in keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

In Order to Provide the Council with Timely Information, Please Strive to Submit Questions on Council Agenda Items Ahead of the Meeting

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship. If questions are submitted with adequate time for staff to prepare a written response, this response is posted for both the City Council and the public ahead of the Council meeting.

Respect the Will of the “Full” City Council

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree in either terms of workload or policy, it may be more appropriate to make the assignment through the direction of the full City Council. If this should occur, the City Manager will prepare a memorandum to the City Council informing them of such situation. It would be the individual Councilmember’s prerogative to discuss the request at an upcoming Council meeting and to seek approval by the “full” Council. This procedure helps to ensure that staff resources are allocated in accordance with overall Council goals and priorities.

Depend Upon the Staff to Make Independent and Objective Recommendations

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that we know will be unpopular with the public and Councilmembers. Staff respects the role of Council as policy makers for the City and understands that Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

The City Manager and Staff are Supporters and Advocates for Adopted Council Policy

Regardless of whether it was staff’s preferred recommendation or not, staff will strongly support and advocate the adopted Council policy and direction. This may cause concern by the Council minority on controversial issues.

Refrain from Publicly Criticizing an Individual Employee; Criticism is Differentiated from Questioning Facts or the Opinion of Staff

All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation.

Seeking Political Support from Staff is Not Appropriate

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City should take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, Assistant City Manager) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.



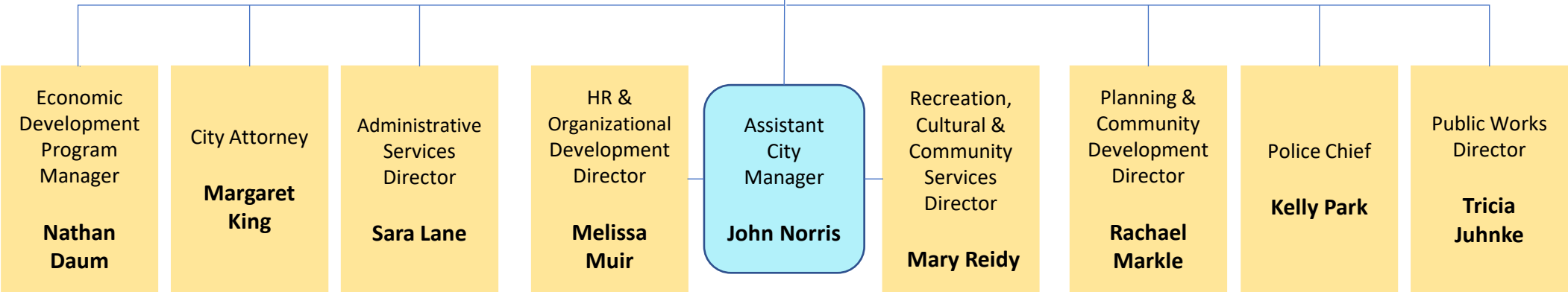
Shoreline Residents

Shoreline City Council

Intergovernmental Programs Manager
Jim Hammond

City Manager
Bristol Ellington

Executive Assistant
Pollie McCloskey



Leadership Team

Full Time Employees 207.875

Leadership Team Bios

CITY MANAGER BRISTOL S. ELLINGTON

Bristol Ellington, AICP, ICMA-CM, was hired as Shoreline's City Manager in November 2022.

Bristol previously served as the Chief Operating Officer/Deputy City Manager for the City of Henderson, Nevada since July 2018. He was appointed Assistant City Manager in 2007 and had engaged with every city department on key operational issues and initiatives. From July 2005 to November 2007, he served as Director of Community Development for the City of Henderson. He previously served as the Assistant Director of Community Development, where he directly supervised the Current Planning and Long-Range Planning divisions.

Bristol was a Florida resident before his time in Nevada, where he served as the Principal Planner in the Current Planning division for the City of Palm Beach Gardens from 1988 to 1996.

In 1995, Bristol was admitted to the American Institute of Certified Planners (AICP) and the American Planning Association. In addition, he received his master's degree in Public Administration from the University of Nevada, Las Vegas, a master's degree in Urban Planning from the University of Michigan and a bachelor's degree in Geography from the University of Wisconsin. Bristol also received the Credentialed Manager designation from the International City/County Management Association in 2013.

- Phone: (206) 801-2213
- [Email City Manager Bristol Ellington](#)
- Visit the [City Manager's Office page](#).

ASSISTANT CITY MANAGER JOHN NORRIS

John Norris (he/him) was hired as the City's Assistant City Manager in January 2014. Prior to serving in this role, John served as a Management Analyst in the Shoreline City Manager's Office. Before coming to Shoreline, John worked as an analyst in the King County Office of Management and Budget and a coordinator in the New York City Department of Education, Parent and Community Engagement Office.

John has a Bachelor of Arts Degree from Trinity College in Hartford, CT and a Master of Public Administration Degree from the University of Washington Daniel J. Evans School of Public Affairs.

- Phone: (206) 801-2212
- [Email Assistant City Manager John Norris](#)
- Visit the [City Manager's Office page](#).

ADMINISTRATIVE SERVICES DIRECTOR SARA S. LANE

Sara S. Lane became the City's Administrative Services Department Director in June 2015. In Administrative Service Sara leads the City's Financial Operations, Budget, Tax, Information Technology, Fleet, Facilities, Utility Billing and Accounting, and beginning in 2020 Parks Operations functions. During her time at Shoreline she has been involved in or led several major projects including the Financial Sustainability Citizens Advisory Committee and Parks Citizens Advisory Committee, as well championing continuous improvement, the City's shift to Biennial Budgeting, the modernization of the City's Finance and Human Resources system and the Assumption of Ronald Wastewater District.

Before coming to Shoreline, Sara worked at the City of Bellevue for almost 23 years serving in leadership roles in every aspect of Finance as well as roles in Information Technology and Risk Management. During her career at Bellevue she was able to work on several Citywide and regional initiatives including performance management, process improvement, budgeting for outcomes, and local tax simplification.

Prior to joining the City of Bellevue, she worked in Accounting in the private sector and in Finance for a Military Community. Sara earned her B.A. in Business Administration from the University of Washington and is an active member of the WFOA, serving on the Education Committee.

- Phone (206) 801-2301
- [Email Administrative Services Director Sara Lane](#)
- [Visit the Administrative Services department page](#)

CITY ATTORNEY MARGARET KING

Margaret became Shoreline's City Attorney in 2014. King has 23 years of professional legal experience, 17 of which have been representing state or local governments.

Before coming to Shoreline, Margaret was the Deputy Prosecuting Attorney for Snohomish County serving as the chief legal adviser to the Snohomish County Council, the elected County Treasurer, and the Department of Emergency Management. Prior to that she worked as a Senior Associate Attorney for Kenyon Disend, PLLC where she served as the City Attorney for the cities of Roslyn, Sultan, and Gold Bar, and the Town of Hunts Point, and as an Assistant City Attorney for the cities of North Bend and Tukwila.

- Phone (206) 801-2221
- [Email City Attorney Margaret King](#)
- [Visit the City Attorney's Office department page](#)

ECONOMIC DEVELOPMENT MANAGER NATHAN DAUM

Nate became the City's Economic Development Manager in 2018. He has 15 years' experience supporting small businesses, non-profits, and government agencies. In his prior role in Real Property and Right-of-way Services for the City of Seattle's Department of Transportation, he was the lead negotiator with property owners and businesses on dozens of easements, agreements, and acquisitions necessary for more than 10 city transportation projects to proceed. Prior to that he was the Founding Manager for the University of Washington's Startup Hall; a new 15,000 square-foot coworking community for more than 80 tech startups who raised almost \$30 million in venture capital while in residence.

Nate has a master's in urban planning with a specialization in real estate from the University of Washington and a B.A. in history from Western Washington University.

- Phone: (206) 801-2218
- [Email Economic Development Manager Nathan Daum](#)
- Visit the [Business page](#).

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT DIRECTOR MELISSA MUIR

Melissa Muir (she/her) is the most recent member to join our leadership team (October 2021) as Human Resources & Organizational Development Director.

Melissa Muir has a strong commitment to HR and public service. After more than 20 years in HR with the federal courts, she served as the HR Director with Seattle Municipal Court for four years. Melissa is thrilled to do the work she loves in her community and hometown of Shoreline.

Melissa has a strong foundation in HR fundamentals and experience in organizational development, workplace engagement and culture. Melissa is deeply committed to inclusive practices and brings a social justice and equity lens to all areas of her work.

Melissa has developed and delivered training on communication, trust and inclusion. [And her grammar class is fun. Really.] With the federal courts, she developed a comprehensive video series focused on preventing workplace violence and speaks to organizations around the world on HR practices as key tools for workplace health and safety.

Melissa holds an MBA from the University of Washington and a law degree with a focus on employment law and mediation from Seattle University School of Law.

- Phone: (206) 801-2241
- [Email Human Resources Director Melissa Muir](#)
- Visit the [Human Resources page](#)

INTERGOVERNMENTAL RELATIONS & COMMUNICATIONS PROGRAM MANAGER JIM HAMMOND

Jim joined the City of Shoreline as its Intergovernmental Relations and Communications Program Manager in 2018. He brings decades of experience in law, government and public affairs, addressing complex and challenging issues of public policy with jurisdictions, communities, interest groups, general public and media.

Previously, Jim worked in a wide range of roles in communications and public affairs for Sound Transit, Snohomish County, and the City of Seattle. He has extensive experience managing emergent issues, presenting complex information clearly and accurately, and building collaborative relationships between and among community organizations, governmental agencies, neighborhood associations, and more.

- Phone: (206) 801-2215
- [Email Intergovernmental Relations Program Manager Jim Hammond](#)

PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR RACHAEL MARKLE

Rachael has 27 years of professional experience in planning and community development and is a member of the American Institute of Certified Planners. Markle has been employed with the City for over 23 years and has been the Planning and Community Services Director since January 2012. Prior to coming to Shoreline, Rachael worked as a Senior Planner for the Coastal Georgia Regional Development Center and FEMA Flood Recovery Planner in Southwest Georgia.

Rachael enjoys helping the community develop a vision for a shared future. She also appreciates the opportunity to work daily with the Planning & Community Development team, other City staff, partners and stakeholders to implement that vision.

Rachael has a bachelor of science degree in political science/communications from Florida State University.

- Phone: (206) 801-2501
- [Email Planning and Community Development Director Rachael Markle](#)
- Visit the [Planning and Community Development department page](#).

PUBLIC WORKS DIRECTOR TRICIA JUHNKE

Tricia Juhnke was hired as the City's Public Works Director in 2023. Prior to serving in this role Tricia has been employee by the City since 2007 including over ten years as the City Engineer. Prior to coming to Shoreline, Tricia worked in construction management at the Port of Seattle and in various engineering positions at King County including development review, surface water and road design and contracting.

Tricia is a licensed engineer and has a Bachelor of Science in Civil Engineering from Colorado State University and a Masters in Public Administration from the University of Washington.

- Phone: (206) 801-2401
- [Email Public Works Director Tricia Juhnke](#)
- Visit the [Public Works department page](#)

RECREATION, CULTURAL, AND COMMUNITY SERVICES DIRECTOR MARY REIDY

Mary became the Recreation, Cultural, and Community Services department director in 2023. Mary began her tenure with the City of Shoreline in 1998, starting many of the recreation and teen programs that still serve the community today. In 2013, Mary moved into the Recreation Superintendent position and developed the City's first recreation cost recovery strategy and initiated community partners forums, among many other accomplishments.

Prior to her time at Shoreline, Mary worked for Boys and Girls Clubs, Special Olympics and Kent Youth and Family Services.

Mary is a graduate of the National Recreation and Parks Association Director's School and has a BA in Economics from Saint Mary's College and a MA from The Ohio State University in Sport Management.

- Phone: (206) 801-2621
- [Email Recreation, Cultural, and Community Services Director Mary Reidy](#)

POLICE CHIEF KELLY PARK

Kelly Park was appointed Shoreline Police Chief by City Manager Debbie Tarry on October 1, 2022. Prior to becoming Shoreline's Police Chief, she served as the department's Operations/Administration Captain.

Prior to her role in Shoreline, Park was the Internal Investigations Unit Commander for King County Sheriff's Office. She was responsible for leading the department that reviews accidents, use of force and pursuits, and all alleged misconduct by department personnel. Prior to that she served as the Operations Captain for the Southwest Precinct in Burien and then Sound Transit Police. In addition to these roles, Park has also served KCSO as a Recruiter; Internal Investigations Detective Sergeant; and Patrol and RADAR Sergeant in Shoreline; the Advanced Training Unit Sergeant for the department, and for Court Protection at King County Court House. While at KCSO, Park has also served in different capacities, including Detective, Patrol Officer, and School Resource Officer, for the Cities of Shoreline and Woodinville.

Chief Park has a Bachelor of Arts degree from the University of Washington, Bothell.

- Phone: (206) 801-2711
- [Email Police Chief Kelly Park](#)
- [Visit the Police Department page](#)



Code of Ethics

The purpose of the City of Shoreline Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the City's elected and appointed officials, and employees, who shall:

We dedicated to the concepts of effective and democratic local government.

Democratic Leadership. Officials and staff shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules and regulations.

Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.

We dedicated to the highest ideals of honor and integrity in all public and personal relationships.

Public Confidence. Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

Impression of Influence. Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Recognize that the chief function of local government at all times is to serve the best interests of all the people.

Public Interest. Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.

Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Accountability. Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability. Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official.

Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Business Interests. Officials and staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Private Employment. Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information. Officials and staff shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts. Officials and employees shall not directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances: (a) it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official's or employee's part.

Investments in Conflict with Official Duties. Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships. Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

Business Relationships. Officials and staff shall not use staff time, equipment, or facilities for marketing or soliciting for private business activities.

Reference Checking. Reference checking and responding to agency requests are a normal function of municipal business and is not prohibited if it does not adversely effect the operation of the City.

Conduct business of the City in a manner which is not only fair in fact, but also in appearance.

Personal Relationships. In quasi-judicial proceedings elected officials shall abide by the directives of RCW 42.36 which requires full disclosure of contacts by proponents and opponents of land use projects which are before the City Council. Boards and Commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

Not knowingly violate any Washington statutes, City ordinance or regulation in the course of performing their duties.



Adopted by Council - Resolution No. 170

Interest in contracts prohibited—Exceptions.

No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. This section shall not apply in the following cases:

(1) The furnishing of electrical, water or other utility services by a municipality engaged in the business of furnishing such services, at the same rates and on the same terms as are available to the public generally;

(2) The designation of public depositaries for municipal funds;

(3) The publication of legal notices required by law to be published by any municipality, upon competitive bidding or at rates not higher than prescribed by law for members of the general public;

(4) The designation of a school director as clerk or as both clerk and purchasing agent of a school district;

(5) The employment of any person by a municipality for unskilled day labor at wages not exceeding \$1,000 in any calendar month. The exception provided in this subsection does not apply to a county with a population of 125,000 or more, a city with a population of more than 1,500, an irrigation district encompassing more than 50,000 acres, or a first-class school district;

(6)(a) The letting of any other contract in which the total amount received under the contract or contracts by the municipal officer or the municipal officer's business does not exceed \$3,000 in any calendar month.

(b) However, in the case of a particular officer of a second-class city or town, or a noncharter optional code city, or a member of any county fair board in a county which has not established a county purchasing department pursuant to RCW **36.32.240**, the total amount of such contract or contracts authorized in this subsection (6) may exceed \$3,000 in any calendar month but shall not exceed \$36,000 in any calendar year.

(c)(i) In the case of a particular officer of a rural public hospital district, as defined in RCW **70.44.460**, the total amount of such contract or contracts authorized in this subsection (6) may exceed \$1,500 in any calendar month, but shall not exceed \$24,000 in any calendar year.

(ii) At the beginning of each calendar year, beginning with the 2006 calendar year, the legislative authority of the rural public hospital district shall increase the calendar year limitation described in this subsection (6)(c) by an amount equal to the dollar amount for the previous calendar year multiplied by the change in the consumer price index as of the close of the 12-month period ending December 31st of that previous calendar year. If the new dollar amount established under this subsection is not a multiple of \$10, the increase shall be rounded to the next lowest multiple of \$10. As used in this subsection, "consumer price index" means the consumer price index compiled by the bureau of labor statistics, United States department of labor for the state of Washington. If the bureau of labor statistics develops more than one consumer price index for areas within the state, the index covering the greatest number of people, covering areas exclusively within the boundaries of the state, and including all items shall be used.

(d) The exceptions provided in this subsection (6) do not apply to:

(i) A sale or lease by the municipality as the seller or lessor;

(ii) The letting of any contract by a county with a population of 125,000 or more, a city with a population of 5,000 or more, or an irrigation district encompassing more than 50,000 acres; or

(iii) Contracts for legal services, except for reimbursement of expenditures.

(e) The municipality shall maintain a list of all contracts that are awarded under this subsection

(6). The list must be made available for public inspection and copying;

(7) The leasing by a port district as lessor of port district property to a municipal officer or to a contracting party in which a municipal officer may be beneficially interested, if in addition to all other legal requirements, a board of three disinterested appraisers and the superior court in the county where the property is situated finds that all terms and conditions of such lease are fair to the port district and are in the public interest. The appraisers must be appointed from members of the American Institute of Real Estate Appraisers by the presiding judge of the superior court;

(8) The letting of any employment contract for the driving of a school bus in a second-class school district if the terms of such contract are commensurate with the pay plan or collective bargaining agreement operating in the district;

(9) The letting of an employment contract as a substitute teacher or substitute educational aide to an officer of a second-class school district that has 300 or fewer full-time equivalent students, if the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district and the board of directors has found, consistent with the written policy under RCW **28A.330.240**, that there is a shortage of substitute teachers in the school district;

(10) The letting of any employment contract to the spouse of an officer of a school district, when such contract is solely for employment as a substitute teacher for the school district. This exception applies only if the terms of the contract are commensurate with the pay plan or collective bargaining agreement applicable to all district employees and the board of directors has found, consistent with the written policy under RCW **28A.330.240**, that there is a shortage of substitute teachers in the school district;

(11) The letting of any employment contract to the spouse of an officer of a school district if the spouse was under contract as a certificated or classified employee with the school district before the date in which the officer assumes office and the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district. However, in a second-class school district that has less than 200 full-time equivalent students enrolled at the start of the school year as defined in RCW **28A.150.203**, the spouse is not required to be under contract as a certificated or classified employee before the date on which the officer assumes office;

(12) The authorization, approval, or ratification of any employment contract with the spouse of a public hospital district commissioner if: (a) The spouse was employed by the public hospital district before the date the commissioner was initially elected; (b) the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for similar employees; (c) the interest of the commissioner is disclosed to the board of commissioners and noted in the official minutes or similar records of the public hospital district prior to the letting or continuation of the contract; and (d) and the commissioner does not vote on the authorization, approval, or ratification of the contract or any conditions in the contract.

A municipal officer may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. The interest of the municipal officer must be disclosed to the governing body of the municipality and noted in the official minutes or similar records of the municipality before the formation of the contract.

[**2023 c 153 § 1**; **2020 c 69 § 1**; **2007 c 298 § 1**; **2006 c 121 § 1**; **2005 c 114 § 1**; **1999 c 261 § 2**; **1997 c 98 § 1**; **1996 c 246 § 1**. Prior: **1994 c 81 § 77**; **1994 c 20 § 1**; **1993 c 308 § 1**; **1991 c 363 § 120**; **1990 c 33 § 573**; **1989 c 263 § 1**; **1983 1st ex.s. c 44 § 1**; prior: **1980 c 39 § 1**; **1979 ex.s. c 4 § 1**; **1971 ex.s. c 242 § 1**; **1961 c 268 § 4**.]

NOTES:

Findings—Intent—1999 c 261: "The legislature finds that:

(1) The current statutes pertaining to municipal officers' beneficial interest in contracts are quite confusing and have resulted in some inadvertent violations of the law.

(2) The dollar thresholds for many of the exemptions have not been changed in over thirty-five years, and the restrictions apply to the total amount of the contract instead of the portion of the contract that pertains to the business operated by the municipal officer.

(3) The confusion existing over these current statutes discourages some municipalities from accessing some efficiencies available to them.

Therefore, it is the intent of the legislature to clarify the statutes pertaining to municipal officers and contracts and to enact reasonable protections against inappropriate conflicts of interest." [**1999 c 261 § 1.**]

Purpose—Captions not law—1991 c 363: See notes following RCW **2.32.180**.

Purpose—Statutory references—Severability—1990 c 33: See RCW **28A.900.100** through **28A.900.102**.

Severability—1989 c 263: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [**1989 c 263 § 3.**]

Severability—1980 c 39: "If any provision of this amendatory act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [**1980 c 39 § 3.**]

PDF

RCW 42.23.040**Remote interests.**

A municipal officer is not interested in a contract, within the meaning of RCW **42.23.030**, if the officer has only a remote interest in the contract and the extent of the interest is disclosed to the governing body of the municipality of which the officer is an officer and noted in the official minutes or similar records of the municipality prior to the formation of the contract, and thereafter the governing body authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer having the remote interest. As used in this section "remote interest" means:

- (1) That of a nonsalaried officer of a nonprofit corporation;
- (2) That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
- (3) That of a landlord or tenant of a contracting party;
- (4) That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

None of the provisions of this section are applicable to any officer interested in a contract, even if the officer's interest is only remote, if the officer influences or attempts to influence any other officer of the municipality of which he or she is an officer to enter into the contract.

[**1999 c 261 § 3**; **1961 c 268 § 5**.]

NOTES:

Findings—Intent—1999 c 261: See note following RCW **42.23.030**.

PDF

RCW 42.23.070**Prohibited acts.**

(1) No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others.

(2) No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.

(3) No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.

(4) No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

[**1994 c 154 § 121.**]

NOTES:

Effective date—1994 c 154: See RCW **42.52.904.**

Chapter Listing | RCW Dispositions

Chapter 42.30 RCW

OPEN PUBLIC MEETINGS ACT

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NOTES:

Drug reimbursement policy recommendations: RCW 74.09.653.

[PDF](#) **RCW 42.30.010**

Legislative declaration.

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process.

[**2022 c 115 § 2**; **1971 ex.s. c 250 § 1**.]

NOTES:

Reviser's note: Throughout this chapter, the phrases "this act" and "this 1971 amendatory act" have been changed to "this chapter." "This act" [1971 ex.s. c 250] consists of this chapter, the amendment to RCW **34.04.025**, and the repeal of RCW **42.32.010** and **42.32.020**.

Findings—Intent—2022 c 115: See note following RCW **42.30.230**.

[PDF](#) **RCW 42.30.020**

Definitions.

As used in this chapter unless the context indicates otherwise:

(1) "Public agency" means:

(a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature. This does not include a comprehensive cancer center participating in a collaborative arrangement as defined in RCW **28B.10.930** that is operated in conformance with RCW **28B.10.930**;

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

(4) "Meeting" means meetings at which action is taken.

[**2022 c 71 § 11**; **1985 c 366 § 1**; **1983 c 155 § 1**; **1982 1st ex.s. c 43 § 10**; **1971 ex.s. c 250 § 2**.]

NOTES:

Findings—Intent—2022 c 71: See note following RCW **28B.10.930**.

Severability—Savings—1982 1st ex.s. c 43: See notes following RCW **43.52.374**.

PDF

RCW 42.30.030

Meetings declared open and public.

(1) All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

(2) Public agencies are encouraged to provide for the increased ability of the public to observe and participate in the meetings of governing bodies through real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

[**2022 c 115 § 3**; **1971 ex.s. c 250 § 3**.]

NOTES:

Findings—Intent—2022 c 115: See note following RCW **42.30.230**.

PDF **RCW 42.30.035**

Minutes. (Effective until June 30, 2024.)

The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

[**1953 c 216 § 3**. Formerly RCW **42.32.030**.]

NOTES:

PDF **RCW 42.30.035**

Minutes—Recording of school district board of directors meetings. (Effective June 30, 2024.)

(1) The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

(2) Except in the case of an emergency as provided for in RCW **42.30.070**, and excluding executive sessions, all regular and special meetings of school district boards of directors at which a final action is taken or formal public testimony is accepted shall be audio recorded and such recordings shall be maintained for at least one year. The recording shall include the comments of the directors and the comments of members of the public, if any formal testimony was accepted from the public during the meeting. Subject to the limitations on identifiable records in RCW **42.56.080**(1), such recordings must be provided electronically to the public upon request. It is not a violation of this chapter if a school board attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. Whenever possible, school districts are encouraged to make the content of school board of directors meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.

[**2023 c 67 § 3**; **1953 c 216 § 3**. Formerly RCW **42.32.030**.]

NOTES:

Effective date—2023 c 67: "This act takes effect June 30, 2024." [**2023 c 67 § 5**.]

PDF **RCW 42.30.040**

Conditions to attendance not to be required.

A member of the public shall not be required, as a condition to attendance at a meeting of a governing body, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. This section does not prohibit any generally applicable conditions determined by the governing body to be reasonably necessary to protect the public health or safety, or to protect against interruption of the meeting, including a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.

[[2022 c 115 § 6](#); [2012 c 117 § 124](#); [1971 ex.s. c 250 § 4](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW [42.30.230](#).

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

PDF

RCW [42.30.050](#)

Interruptions—Procedure.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

[[2022 c 115 § 7](#); [1971 ex.s. c 250 § 5](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW [42.30.230](#).

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

PDF

RCW [42.30.060](#)

Ordinances, rules, resolutions, regulations, etc., adopted at public meetings— Notice—Secret voting prohibited.

(1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.

(2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter.

[1989 c 42 § 1; 1971 ex.s. c 250 § 6.]

PDF

RCW 42.30.070

Times and places for meetings—Emergencies—Exception.

The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, and the notice requirements of this chapter shall be suspended during such emergency. It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter.

[2022 c 115 § 8; 1983 c 155 § 2; 1973 c 66 § 1; 1971 ex.s. c 250 § 7.]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

PDF

RCW 42.30.075

Schedule of regular meetings—Publication in state register—Notice of change —"Regular" meetings defined.

State agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.

For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule.

[[1977 ex.s. c 240 § 12.](#)]

NOTES:

Effective date—1977 ex.s. c 240: See RCW [34.08.905](#).

Public meeting notices in state register: RCW [34.08.020](#).

PDF

RCW 42.30.077

Agendas of regular meetings—Online availability.

(1) Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting. An agency subject to provisions of this section may share a website with, or have its website hosted by, another public agency to post meeting agendas, minutes, budgets, contact information, and other records, including any resolution or ordinance adopted by the agency establishing where and how the public agency will meet in the event of an emergency. Nothing in this section prohibits subsequent modifications to agendas nor invalidates any otherwise legal action taken at a meeting where the agenda was not posted in accordance with this section. Nothing in this section modifies notice requirements or shall be construed as establishing that a public body or agency's online posting of an agenda as required by this section is sufficient notice to satisfy public notice requirements established under other laws. Failure to post an agenda in accordance with this section shall not provide a basis for awarding attorney fees under RCW [42.30.120](#) or commencing an action for mandamus or injunction under RCW [42.30.130](#).

(2) A special purpose district, city, or town subject to the provisions of this section is not required to post an agenda online if the district, city, or town:

(a) Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than \$400,000,000, as placed on the last completed and balanced tax rolls of the county preceding the date of the most recent tax levy;

(b) Has a population within its jurisdiction of under 3,000 persons; and

(c) Provides confirmation to the state auditor at the time it files its annual reports under RCW [43.09.230](#) that the cost of posting notices on a website of its own, a shared website, or on the website of the county in which the largest portion of the district's, city's, or town's population resides, would exceed one-tenth of one percent of the district's, city's, or town's budget.

[[2022 c 115 § 9](#); [2014 c 61 § 2](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW [42.30.230](#).

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

Intent—Finding—2014 c 61: "The legislature intends to promote transparency in government and strengthen the Washington's open public meetings act. The legislature finds that it is in the best interest of citizens for public agencies with governing bodies to post meeting agendas on websites before meetings. Full public review and inspection of meeting agendas will promote a greater exchange of information so the public can provide meaningful input related to government decisions." [[2014 c 61 § 1](#).]

PDF

RCW 42.30.080**Special meetings.**

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by email to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or email; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's website. An agency is not required to post a special meeting notice on its website if it does not have a website or share a website with another agency. Except in the case of a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency as provided for in this chapter, an agency is not required to post a special meeting notice on its website if it employs no full-time equivalent employees, or does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location and is not held as a remote meeting; except that during a declared emergency which prevents a meeting from being held in-person with reasonable safety an agency that hosts a website or shares a website with another agency may instead post notice of a remote meeting without a physical location on the website hosted or shared by the agency.

Such notice must be delivered or posted, as applicable, at least 24 hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against.

[[2022 c 115 § 10](#); [2012 c 188 § 1](#); [2005 c 273 § 1](#); [1971 ex.s. c 250 § 8](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW [42.30.230](#).

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

PDF

RCW 42.30.090**Adjournments.**

The governing body of a public agency may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the governing body may declare the meeting adjourned to a stated time and place. He or she shall cause a written notice of the adjournment to be given in the same manner as provided in RCW [42.30.080](#) for special meetings, unless such notice is waived as provided for special meetings. Except in the case of remote meetings without a physical location as provided for in this chapter, whenever any meeting is adjourned a copy of the order or notice of adjournment shall be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

[[2022 c 115 § 11](#); [2012 c 117 § 125](#); [1971 ex.s. c 250 § 9](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: See note following RCW [42.30.230](#).

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

PDF

RCW 42.30.100**Continuances.**

Any hearing being held, noticed, or ordered to be held by a governing body at any meeting may by order or notice of continuance be continued or reconvened to any subsequent meeting of the governing body in the same manner and to the same extent set forth in RCW [42.30.090](#) for the adjournment of meetings.

[[1971 ex.s. c 250 § 10](#).]

PDF **RCW 42.30.110**

Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a)(i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW **19.255.010** and **42.56.590**, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140**(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW **5.60.060**(2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW **41.05.026**;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider information regarding staff privileges or quality improvement committees under RCW **70.41.205**;

(p) To consider proprietary or confidential data collected or analyzed pursuant to chapter **70.405** RCW.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. The announced purpose of excluding the public must be entered into the minutes of the meeting required by RCW **42.30.035**.

[**2022 c 153 § 13**; **2022 c 115 § 12**; **2019 c 162 § 2**; **2017 c 137 § 1**; **2014 c 174 § 4**; **2011 1st sp.s. c 14 § 14**; **2010 1st sp.s. c 33 § 5**; **2005 c 424 § 13**; **2003 c 277 § 1**; **2001 c 216 § 1**; **1989 c 238 § 2**; **1987 c 389 § 3**; **1986 c 276 § 8**; **1985 c 366 § 2**; **1983 c 155 § 3**; **1979 c 42 § 1**; **1973 c 66 § 2**; **1971 ex.s. c 250 § 11.**]

NOTES:

Reviser's note: This section was amended by 2022 c 115 § 12 and by 2022 c 153 § 13, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW **1.12.025**(2). For rule of construction, see RCW **1.12.025**(1).

Findings—Intent—2022 c 115: See note following RCW **42.30.230**.

Intent—2014 c 174: See note following RCW **28B.50.902**.

Severability—Effective date—1987 c 389: See notes following RCW **41.06.070**.

PDF

RCW 42.30.120

Violations—Personal liability—Civil penalty—Attorneys' fees and costs.

(1) Each member of the governing body who attends a meeting of such governing body where action is taken in violation of any provision of this chapter applicable to him or her, with knowledge of the fact that the meeting is in violation thereof, shall be subject to personal liability in the form of a civil penalty in the amount of five hundred dollars for the first violation.

(2) Each member of the governing body who attends a meeting of a governing body where action is taken in violation of any provision of this chapter applicable to him or her, with knowledge of the fact that the meeting is in violation thereof, and who was previously assessed a penalty under subsection (1) of this section in a final court judgment, shall be subject to personal liability in the form of a civil penalty in the amount of one thousand dollars for any subsequent violation.

(3) The civil penalty shall be assessed by a judge of the superior court and an action to enforce this penalty may be brought by any person. A violation of this chapter does not constitute a crime and assessment of the civil penalty by a judge shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense.

(4) Any person who prevails against a public agency in any action in the courts for a violation of this chapter shall be awarded all costs, including reasonable attorneys' fees, incurred in connection with such legal action. Pursuant to RCW 4.84.185, any public agency which prevails in any action in the courts for a violation of this chapter may be awarded reasonable expenses and attorney fees upon final judgment and written findings by the trial judge that the action was frivolous and advanced without reasonable cause.

[2016 c 58 § 1; 2012 c 117 § 126; 1985 c 69 § 1; 1973 c 66 § 3; 1971 ex.s. c 250 § 12.]

PDF

RCW 42.30.130

Violations—Mandamus or injunction.

Any person may commence an action either by mandamus or injunction for the purpose of stopping violations or preventing threatened violations of this chapter by members of a governing body.

[1971 ex.s. c 250 § 13.]

PDF

RCW 42.30.140

Chapter controlling—Application.

If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

(1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter 34.05 RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

[1990 c 98 § 1; 1989 c 175 § 94; 1973 c 66 § 4; 1971 ex.s. c 250 § 14.]

NOTES:

Effective date—1989 c 175: See note following RCW [34.05.010](#).

Drug reimbursement policy recommendations: RCW [74.09.653](#).

Mediation testimony competency: RCW [5.60.070](#) and [5.60.072](#).

[PDF](#) [RCW 42.30.200](#)

Governing body of recognized student association at college or university— Chapter applicability to.

The multimember student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED, That there be no more than one such association representing undergraduate students, no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state's colleges or universities.

[1980 c 49 § 1.]

[PDF](#) [RCW 42.30.205](#)

Training.

(1) Every member of the governing body of a public agency must complete training on the requirements of this chapter no later than ninety days after the date the member either:

- (a) Takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official; or
- (b) Otherwise assumes his or her duties as a public official.

(2) In addition to the training required under subsection (1) of this section, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency.

(3) Training may be completed remotely with technology including but not limited to internet-based training.

[[2014 c 66 § 2.](#)]

NOTES:

Findings—Short title—Effective date—2014 c 66: See notes following RCW [42.56.150](#).

[PDF](#) [RCW 42.30.210](#)

Assistance by attorney general.

The attorney general's office may provide information, technical assistance, and training on the provisions of this chapter.

[[2001 c 216 § 2.](#)]

[PDF](#) [RCW 42.30.220](#)

Recording or online streaming by agency encouraged.

(1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.

(2) This section does not alter a local government's recordkeeping requirements under chapter [42.56](#) RCW.

[[2022 c 115 § 4.](#)]

NOTES:

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

[PDF](#) [RCW 42.30.230](#)

Declared emergencies—Remote meeting—Limits on physical attendance.

(1) If, after the declaration of an emergency by a local or state government or agency, or by the federal government, a public agency determines that it cannot hold a meeting of the governing body with members or public attendance in person with reasonable safety because of the emergency, the public agency may:

(a) Hold a remote meeting of the governing body without a physical location; or

(b) Hold a meeting of the governing body at which the physical attendance by some or all members of the public is limited due to a declared emergency.

(2) During a remote meeting, members of the governing body may appear or attend by phone or by other electronic means that allows real-time verbal communication without being in the same physical location. For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the public agency must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The public agency may also allow the other electronic means of remote access.

(3) No action may be taken at a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency if the public agency has not provided an option for the public to listen to proceedings pursuant to subsection (2) of this section, except for an executive session as authorized in this chapter.

(4) Notice of a remote meeting without a physical location or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency must be provided in accordance with this chapter and must include instructions on how the public may listen live to proceedings and on how the public may access any other electronic means of remote access offered by the public agency.

(5) A remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency that is held under the provisions of this section shall be considered open and public in compliance with the requirements of this chapter. Nothing in this section alters the ability of public agencies to take action in response to an emergency as provided for in RCW [42.30.070](#), or to have members of a governing body participate in a meeting remotely with no declared emergency.

(6) Notwithstanding any other provision in this section, any governing body of a public agency which held some of its regular meetings remotely prior to March 1, 2020, may continue to hold some of its regular meetings remotely with no declared emergency so long as the public agency provides an option for the public to listen to the proceedings pursuant to subsection (2) of this section.

[[2022 c 115 § 5](#).]

NOTES:

Effective date—2022 c 115 §§ 5-11: "Sections 5 through 11 of this act are necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and take effect immediately [March 24, 2022]." [[2022 c 115 § 15](#).]

Findings—Intent—2022 c 115: "The legislature finds and declares that, due to technological advances since the 1971 adoption of the open public meetings act, elected officials no longer conduct the public's business solely at in-person meetings, but can and do utilize telephonic and other electronic methods to efficiently conduct the business of state and local government remotely. Further, limitations on public gatherings required as the result of a disaster or emergency, for example, to assist in

preventing the spread of infectious diseases, may affirmatively necessitate the use of technology and the avoidance of in-person attendance at public meetings for the conduct of governmental business. It is the policy of the state that a governing body's actions, including deliberations, shall be taken and conducted in the open. When the public cannot observe and participate in person, it may limit participation in democracy. Therefore, this act shall be construed in favor of ensuring access by the public to observe elected officials when they meet pursuant to this act. It is the intent of this act to modernize and update the open public meetings act emergency procedures to reflect technological advances, while maintaining the act's public policy that governing body's actions and deliberations be taken and conducted openly while balancing public safety in emergency conditions. Governing bodies are encouraged to adopt resolutions or ordinances establishing where and how meetings will be held in the event of an emergency, in order to allow the public to more easily learn about and observe public agency action in an emergent situation.

The legislature further finds people participating in their government, especially through public comment, is an essential part of developing public policy. The legislature finds that there are numerous developing technologies that can be used to facilitate public comment, especially for those with disabilities, underserved communities, and those who face time or distance challenges when traveling to public meetings. Therefore, the legislature intends to encourage public agencies to make use of remote access tools as fully as practicable to encourage public engagement and better serve their communities." [2022 c 115 § 1.]

PDF **RCW 42.30.240**

Public comment.

(1) Except in an emergency situation, the governing body of a public agency shall provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting. If the governing body accepts written testimony, this testimony must be distributed to the governing body. The governing body may set a reasonable deadline for the submission of written testimony before the meeting.

(2) Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the governing body shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

(3) Nothing in this section prevents a governing body from allowing public comment on items not on the meeting agenda.

(4) Nothing in this section diminishes the authority of governing bodies to deal with interruptions under RCW 42.30.050, limits the ability of the governing body to put limitations on the time available for public comment or on how public comment is accepted, or requires a governing body to accept public comment that renders orderly conduct of the meeting unfeasible.

[2022 c 115 § 13.]

NOTES:

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

[PDF](#)**RCW 42.30.900****Short title.**

This chapter may be known and cited as the Washington state open public meetings act or OPMA.

[[2022 c 115 § 14](#); [1971 ex.s. c 250 § 16](#).]

NOTES:

Findings—Intent—2022 c 115: See note following RCW [42.30.230](#).

[PDF](#)**RCW 42.30.910****Construction—1971 ex.s. c 250.**

The purposes of this chapter are hereby declared remedial and shall be liberally construed.

[[1971 ex.s. c 250 § 18](#).]



Open Government Training for Elected Officials



“SUNSHINE LAWS” ARE CRUCIAL TO ASSURING GOVERNMENT ACCOUNTABILITY AND TRANSPARENCY. In Washington State, these laws provide for open public records and open public meetings. RCW 42.30.205 and RCW 42.56.150 require elected officials to receive open government training. Training must be completed no later than 90 days after taking your oath of office and a “refresher” course needs to be taken at intervals of no more than four years. Below are the instructions to complete online training in each of the focus areas:

“The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created.”

RCW 42.30.010 and 42.56.030

Online Training to Complete

- 1. Open Public Meetings** – 45-minute video
<https://wacities.org/data-resources/open-public-meetings-act-elearning>
- 2. Public Records Act** – 40-minute video
<https://wacities.org/data-resources/public-records-act-elearning>
- 3. Records Management/Retention** – tutorial
<http://www.sos.wa.gov/archives/RecordsManagement/PublicOfficialsandPublicRecords/index.html>



Send certificates of completion to City Clerk ▶ ▶ ▶
Email: jsmith@shorelinewa.gov

Jessica Simulcik Smith, City Clerk
17500 Midvale Ave North
Shoreline, WA 98133

jsmith@shorelinewa.gov | 206-801-2231
www.shorelinewa.gov

If you have any questions, please contact the City Clerk.



RECORDS MANAGEMENT FOR COUNCILMEMBERS

City of Shoreline, Washington



December 2023

IMPORTANCE OF RECORDS MANAGEMENT

- **Democracy**

Democracy requires good recordkeeping and access to records; your position and the records of your decision making are important.

- **Effective and Efficient Government**

The City cannot run without records. Records support the City's core functions and provide evidence of our work; make operations more effective and cost efficient; help us meet audit/legal obligations; and maintain continuity in event of disaster, staff turnover, or administrative changes.

- **Accountability, Fairness, Equity and Justice**

Records promote transparency and accountability. We show accountability and trust when records are organized, accessible, and lawfully disposed of. Good records management reduces risk, potential lawsuits, and costs.

- **Public Property**

The City's records are public property, and we (employees and public officials) are the custodians.



WHAT IS A PUBLIC RECORD?

A Public Record is:

- a writing
- contains information relating to the conduct/performance of the City, and
- is prepared, owned, used, or retained by the City.

It does not matter what the record's format is, where it is saved/stored, what device was used to create it, or whether it is an original or a copy. If it meets the above criteria, it is a public record.



RULES FOR PUBLIC RECORDS

Chapter 40.14 RCW contains the statutory requirements for the retention, preservation and lawful destruction or transfer of public records.

- [40.14 Preservation and Destruction of Public Records](#)

Chapter 40.16 RCW contains penal provisions for willfully and unlawfully injuring public records.

- [40.16 Penal Provisions for the Destruction of Public Records](#)



DO YOU HAVE TO KEEP EVERYTHING?

NO!

The City is granted legal authority to dispose of records by a legal document called a records retention schedule.

[Local Government Retention Schedules](#)



RETENTION GUIDELINES

Most records documenting Council action are created, amended, and retained by City staff. Following are guidelines for managing the records you create and retain:

Record	Retention	What You Need To Do
Email Communication	Depends on the content	<ul style="list-style-type: none"> - If the email is sent/received from City address, you do <u>not</u> need to do anything; the City uses software to archive all your sent and received emails. - If the email is located in your personal account, contact your Executive Assistant for further instruction.
Other electronic communication <ul style="list-style-type: none"> • Voicemails • Text Messages 	Depends on the content	<ul style="list-style-type: none"> - Delete messages that communicate basic/routine short-term information after you are finished with them. - If the text/voicemail needs to be retained for a longer period of time, copy and paste or transcribe the content into an email and send to your Executive Assistant, then delete.
Handwritten Notes for yourself	Retain until no longer needed	Recycle when you are finished with them.
Secondary Copies	Retain until no longer needed	Recycle when you are finished with them.

Table continued on next slide...

RETENTION GUIDELINES CONT.

Record	Retention	What You Need To Do
Table continued from previous slide...		
Records relating to the drafting/editing of correspondence, documents and publications	Retain until no longer needed	Delete/Recycle when you are finished with them. The final version of the document holds the retention value.
Electronic documents used to create signed paper records	Retain until no longer needed	Delete when you are finished with them.
<ul style="list-style-type: none"> - Status logs - To-do lists - Working/rough notes 	Retain until no longer needed	Delete/Recycle when you are finished with them.
<p>Please remember that if any of the above records exist at the time the City receives a public records request for them, they MUST be disclosed.</p>		



IMPORTANT TIPS

- Always use your City-issued email account for City business.
- Only use text messaging on your City-issued mobile device for transitory (minimal value) messages, and then delete the messages after they are no longer needed.
- Use caution when posting information related to City business on social media sites. If you do post, it should not be done within your official capacity and should only be to disseminate general information about the City.
- Councilmembers should not comment or otherwise communicate on the City's social media sites; participating in online discussions may constitute a meeting under the Open Public Meetings Act.
- Please send all records that need to be retained to your Executive Assistant.
- **Any record existing at the time the City receives a public records request for them must be disclosed, regardless of their retention value.**





Memorandum

DATE: December 13, 2023

TO: City Councilmember Elect
Bristol Ellington, City Manager

FROM: Margaret King, City Attorney

RE: City Council E-mail/Texting Use and Retention

CC: John Norris, Assistant City Manager
Julie Ainsworth-Taylor, Assistant City Attorney
Jessica Simulcik Smith, City Clerk

I. Introduction

The purpose of this memorandum is to outline City Council use of email in conducting City business and retention of email for public records purposes. This memorandum supplements the City's adopted Email Management and Retention Policy (CMO 09-01) that is attached for your reference (Attachment A).

II. City Council Use of Email and Other Forms of Electronic Communication for City Business

All City Councilmembers are required to use the City of Shoreline Outlook system for all email related to City business. The City's system should not be used for personal emails unrelated to City business. City iPads will be provided to all Councilmembers to ensure compliance with these requirements.

In using email (or other forms of electronic communication) for City business, Councilmembers must take care not to violate the Open Public Meetings Act (OPMA), RCW 42.30, as such an exchange can constitute an illegal meeting. The City of Shoreline also has a Social Media Policy that states, "Councilmembers, Commissioners and other officials and appointed volunteers (i.e., members of the Planning Commission, PRCS/Tree Board, and ad hoc appointed citizen advisory committees) should not comment or otherwise communicate on the City's social media sites; participating in online discussions may constitute a meeting under the OPMA" (Policy CMO 10-1, Section 3.2.1.5).

In February 2017, the City adopted a Text Messaging policy that allows for texting under certain conditions. Texting may only be of a transitory nature, only occur on City owned devices, shall never occur while driving, and should be deleted as soon as possible.

If a message has not been deleted and the City receives a public records request, the text should not be deleted and should be provided to the Clerk consistent with the City's public records policy. A copy of the Use of Text Messaging for City Business Policy is attached for your review (Attachment B).

Also attached for your review is the Municipal Research Services Center's (MRSC's) Practice Tips that address electronic communications and the OPMA (Attachment C). These Practice Tips address not only email exchanges but phone calls and use of social media such as Facebook in relationship to the OPMA.

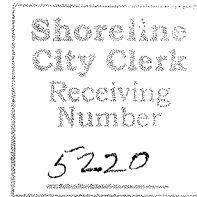
III. Retention of Email

Councilmembers are all required to use the City of Shoreline's Outlook system for email related to City business. All email received and sent from Outlook is automatically archived to the City's server for retention in compliance with the Secretary of State's retention schedule and for review when responding to public records requests.

In the event a Councilmember receives email related to city business on their personal email account, the email needs to be promptly forwarded as an attachment to the Councilmember's City Outlook account ("drag and drop"). This will cause the fewest changes to the email's metadata. If the "drag and drop" option is not available from your email provider, then the entire email should be forwarded to the Councilmember's City Outlook account.

IV. Attachments

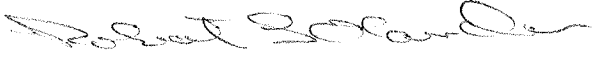
Attachment A: Email Management and Retention Policy
Attachment B: Use of Text Messaging for City Business Policy
Attachment C: MRSC – Electronic Communication Practice Tips



Shoreline Policy and Procedure

CMO – Email Management and Retention – CMO 09-01

Attachment A

<p>Subject: Email Management and Retention</p>	<p>Code and Statutory Authority: Chapter 2.35 SMC, Chapter 40.14 RCW, Chapter 42.56 RCW, Chapter 434-610 WAC, Chapter 434-615 WAC, and Chapter 434-662 WAC</p>
<p>Effective Date: May 1, 2009</p>	<p>Approved By: Robert L. Olander, City Manager</p> 
<p>Related Policies:</p> <ul style="list-style-type: none"> • Shoreline Employee Handbook, Section 8.12 • Shoreline Employee Guidelines for Records Management and Public Disclosure 	

1.0 PURPOSE

City communication systems such as electronic mail (email) are intended to increase employee and public official productivity in the conduct of their official duties with the City. One of the greatest challenges of managing email effectively is to ensure that all email is readily available, accessible, and in a useable electronic format if needed in the future. This means that the identity, purpose, and location of email records are predictable, consistent, and reliable, the methods for access and retrieval are simple and well defined, and records management practices are incorporated into day-to-day business activities. These practices are beneficial for good business continuity and for locating retained email for later usage.

This policy has been created to ensure that the use of email in connection with official public business is managed in a way that adheres to legal mandates and proper procedures, and that email classified as public records are retained for the duration of the retention periods approved for their records series. The purpose of this policy is to:

1. Address the proper use of the City’s email system;
2. Confirm that email used in the conduct of official city business are public records;
3. Explain that all email generated on the City’s email system will be retained centrally for record retention purposes;
4. Explain that all email generated on email systems not owned by the City but used in connection with official public business must be retained appropriately;
5. Confirm that every email user is responsible for managing his or her own email on the City’s email system, even though the email may not need to be legally retained; and
6. Establish recommended guidelines concerning how to appropriately manage email.

This policy applies to all users of email used in connection with official public business, including employees, elected officials, appointed officials of City boards, commissions and advisory committees, consultants, and volunteers.

2.0 PROPER USE OF THE CITY'S EMAIL SYSTEM

The City of Shoreline owns its electronic computing systems and all records transmitted and maintained on these systems, including email. The City's email system may not be used in a way that could be disruptive or offensive to others, and may not be used to solicit employees or public officials for any purpose. For guidelines on the appropriate use of email and other communication systems, refer to section 8.04, Solicitations and Distribution of Literature, and section 8.12, Telephone, Email, Voice Mail and Other Communication Systems and City Equipment, of the *City of Shoreline Employee Handbook*.

The nature of email may encourage an informal, "chatty" form of expression. Thus, it is critical that email messages be composed in a professional manner--businesslike, courteous and civil. Email messages should also be edited for informational and grammatical accuracy, appropriate to the nature of the communication, prior to being sent.

3.0 EMAIL AS A PUBLIC RECORD

The State of Washington defines a public record as any paper, correspondence, form, bound volume, photograph, film, sound recording, magnetic record, map, drawing, or other document, regardless of media, that has been created or received by any state or local government agency in connection with the transaction of public business or relating to the conduct or performance of government (RCW 40.14.010 and WAC 434-610-020). This definition includes information created in machine readable forms by computers and computer-like devices, communications equipment, and video and audio recorders.

Thus, *email that is created or received by employees or public officials in connection with official public business is a public record* and is subject to the Public Records Act (Chapter 42.56 RCW) and the law governing preservation and destruction of public records (Chapter 40.14 RCW). Furthermore, electronic records such as email must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period (WAC 434-662-040). Printing and retaining a hard copy is not a substitute for the electronic version.

3.1 Public Records and Emails Containing Information with no Retention Value

Not all email created or received by email users contain public record information. Email systems can send and receive both public records and information with no retention value. Therefore, email messages can be divided into two types – public records and emails containing information with no retention value:

Public records include email messages used in connection with the transaction of public business or relating to the conduct or performance of government. Public records include, but are not limited to, policies and directives, correspondence or memoranda related to official public business, agendas and minutes of meetings, complaints or comments to staff or Council, and final reports/recommendations.

Emails containing information with no retention value include email messages not used in connection with the transaction of public business or agency operations, and are often informal short-term communications, such as personal email messages, meeting notices, reminders, and information-only copies or extracts of documents distributed for convenience of reference.

4.0 RETENTION OF EMAIL ON THE CITY'S EMAIL SYSTEM

In order to make sure that all email generated on the City's email system that is created or received in connection with official public business is retained in electronic format and for the for the length of the designated retention period, a copy of *every* sent and received email (public records and email containing information with no retention value) generated from *every* City email account will be retained centrally within the City's computing system for a period of 10 years. This also includes email that captures voicemail from the City's phone system, if this capability is utilized. The retained email will then be archived in a searchable central archival system. This will guarantee that all emails classified as public records will be retained and archived electronically for the duration of their mandated retention period as per the State's Record Retention Schedule. After this 10 year period, these email copies will be automatically deleted from the central archival system.

4.1 Emails Classified as Public Records That Relate to 'Project Files'

While the vast majority of emails will fall within this 10 year deletion parameter, there may be some cases where emails will belong to a project file that must be kept for longer than this automatic 10 year period. "Project files" include but are not limited to files in the following areas: personnel files, individual volunteer files, claims for damages, code enforcement actions, construction projects (both design and construction), parks projects (both design and construction), debt collection, employee claims, and right-of-way use. Emails classified as public records that are part of a project file must be retained for six (6) years after completion of a project or action. *Thus, if a project or action is not expected to be completed within four (4) years from the date of its inception, the sender and the recipient of emails classified as public records that are related to the project or action must take steps to ensure that they retain the emails for six (6) years after the project or action is completed.*

In order to archive project file emails appropriately, email users should place these emails on the K:Shared drive on the City's computing system. To utilize the K:Shared drive, use your mouse to left click and drag an email or email folder from any Outlook folder (Inbox, Sent Mail, other created email folder, etc.) and place it in the appropriate K:Shared archival folder. As dragging an email from an Outlook folder to the K:Shared folder makes a copy of the original email, you will need to manage the original email in your individual City email account as noted below in Section 4.3.

If it is unknown at the beginning of a project or action what the duration of the project or action will be, the sender and recipient of emails relating to the project or action should archive these emails as noted above. This will guarantee that these public records are archived properly and will not be disposed of after 10 years in the central archival system. If it is later determined that a project or action *will not last longer than four years*, it is then recommended to delete all of the archived project file emails in the K:Shared drive.

4.2 Public Records Requests Involving Retained Email

All public records requests that relate to email will be responded to by searching the central email archival system or the K:Shared archival folder for project file emails. Email users are reminded that all retained email in the central archival system and the K:Shared archival folder, including emails containing information with no retention value, are subject to search for purposes of responding to records requests or for other purposes authorized by the City Manager as outlined in section 8.12 of

the *City of Shoreline Employee Handbook*, and are potentially disclosable to the public, unless deemed exempt.

4.3 Retention of Email in Individual City Email Accounts

Due to the central retention of email and the retention of some project file emails on the K:Shared drive, email users are not required to keep email identified as public records in their individual City email accounts. However, when email is saved in an individual's City email account for ease of reference or to help document the analysis and development of a policy or project, email should be managed and organized as explained in section 5.0 below. As well, all email users are required to keep all emails classified as public records in their individual City email accounts that were generated prior to the effective date of this policy for the duration of their retention period.

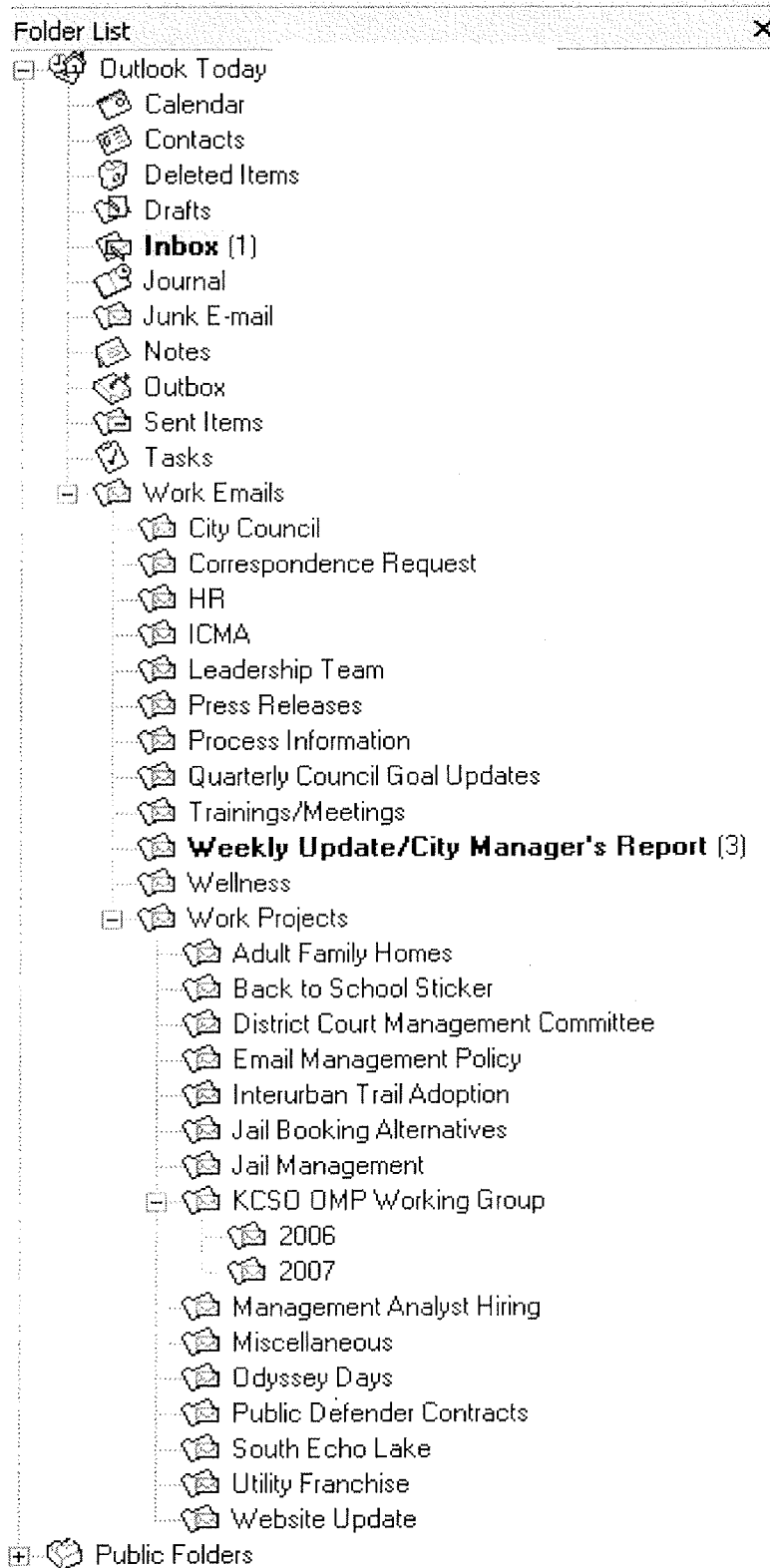
5.0 MANAGEMENT OF INDIVIDUAL CITY EMAIL ACCOUNTS

City of Shoreline email users are responsible for managing their own City email accounts while employed at or engaged with the City of Shoreline. This will ensure that all email in individual email accounts is readily available, accessible, and in a useable electronic format for future reference. Email users are required to delete emails containing information with no retention value, and should delete emails classified as public records when they are no longer useful for reference purposes or to help document the analysis and development of a policy or project. This will help email users better manage the email that is retained in their individual email accounts and will greatly decrease computer server capacity issues. Upon separation from service at the City, it is the responsibility of the Department Director to coordinate with the departing employee or public official, the Department Records Coordinator, and the IT Department to make sure that the email user's individual City email account is transferred to a Department-accessible server (G:Drive) or other electronic storage area for future accessibility if needed.

5.1 Best Practices - Recommended Email Management System for Individual City Email Accounts

Within the Microsoft Outlook email system, email users have the option of creating a folder taxonomy to archive emails that are not being accessed regularly (example on the following page). After brief periods in the *Sent Mail* folder or *Inbox* folder, emails may be transferred to these created folders based on the email's content. For example, an email relating to your participation in a working group might be archived in a created folder labeled "KCSO OMP Working Group". Sub-folders can also be created under this major folder to archive emails by content (i.e., "Working Group minutes", or "Working Group Staff Report"), by year ("2007", "2008"), or by other aspects of the program. When emails are placed in created folders, all of the content, email header information, and metadata will be saved just as it is saved in an *Inbox* or *Sent Mail* folder.

To create additional folders in Microsoft Outlook, use the Folder List tool bar on the left of the Outlook window. Left click to highlight the folder you want to create another folder in (for example, the "Outlook Today" folder), and then right click your mouse. This will bring up a "pop-up-box menu" which will allow you to click on the "New Folder" icon. After clicking on "New Folder", you will then be asked to name the folder. It should then appear in your folder list. To move folders around, you can also left click and highlight a folder, and then while holding down the left mouse button, drag the folder to your desired location.



6.0 RETENTION OF EMAIL ON EXTERNAL EMAIL SYSTEMS


Email that has been created or received by employees or public officials in connection with the transaction of public business does not necessarily have to be created or received on the City's email system. External and/or "web-based" email systems, such as hotmail, yahoo or gmail may be used by City employees, public officials, consultants and volunteers to create or receive emails that are classified as public records. Thus, all email that has been generated or received on external email systems not owned by the City but used in connection with official public business must be retained appropriately. As there is no central retention system to retain these emails, it is the email user's responsibility to appropriately retain these emails in electronic form for the duration of their retention period.

To facilitate appropriate retention, an email user who generates an email classified as a public record on an external email system should carbon copy (cc:) the email to their City email account (if they have one) or to the designated department clerk. Received emails relating to official public business should be forward to the email users City email account for response if a response will be generated. These actions will guarantee that the email will be captured in the City's central retention system and be retained for the duration of its retention period.

7.0 DEFINITIONS

- *Attachment.* A document linked with an email message and transmitted with it. The attached document is an integral part of the email rather than a separate entity, so that both documents form the record.
- *Electronic record.* A record containing machine-readable, as opposed to human-readable, information.
- *Electronic recordkeeping.* The electronic creation, organization, use, maintenance, and disposition of records.
- *Email containing information with no retention value.* Email messages not used in connection with the transaction of public business or agency operations, such as personal messages and announcements not related to official business, information-only copies, or extracts of documents distributed for reference or convenience.
- *Metadata.* “Data about the data”. Descriptive information that facilitates management of, and access to, the objects being described.
- *Public record.* Any paper, correspondence, form, bound volume, film, magnetic record, drawing, or other document, regardless of media, that has been created or received by any state or local government agency during the course of public business (RCW 40.14.010 and WAC 434-610-020). This includes information created in machine readable forms by computers and computer-like devices, communications equipment, and video and audio recorders.
- *Record retention schedule.* A comprehensive list of records series, provided by the State of Washington, indicating for each series the length of time it is to be maintained, and when such series may be reviewed for archival retention.
- *Record series.* A group of related records, performing a particular function, which is used as a unit, filed as a unit and can be disposed of as a unit.
- *Retention period.* The minimum length of time records in a particular records series must be retained. The email retention requirements are the same as the retention requirements for similar paper records as provided by the State of Washington Local Government General Records Retention Schedule approved by the Washington State Local Records Committee.
- *Users.* Includes, but is not limited to, city employees, elected officials, appointed officials of City boards, commissions and advisory committees, consultants, and volunteers.

Shoreline Policy and Procedure
Use of Text Messaging for City Business

Category and Number: Records Management - 5.170228	Receiving Number: 8749
Code and statutory authority: N/A	Authorized: Effective Date: February 28, 2017 
Supersedes: N/A	By: Debbie Tarry, City Manager

1.0 PURPOSE

The City of Shoreline recognizes text messaging is an effective communication tool for City employees to send and receive transitory messages to facilitate City business in a convenient and timely manner. The purpose of this policy is to establish rules on the appropriate use and retention of text messages.

2.0 DEFINITIONS

2.1 City business - relates to the conduct or the performance of the City of Shoreline.

2.2 Transitory records - records created or received by the City which are typically of short-term, temporary informational use.

2.3 Text Messaging - sending or receiving SMS, MMS, or iMessage messages.

2.4 SMS - Short Message Service is a service that allows for short text messages to be sent from one cell phone to another cell phone or from the Web to another cell phone.

2.5 MMS - Multimedia Messaging Service is a system that enables mobile phones to send and receive pictures and sound clips as well as text messages.

2.6 iMessage - Apple iMessage (Apple instant message) is an instant messenger service developed by Apple Inc. that allows end users to send texts, documents, photos, videos, locations, contact information and group messages over Wi-Fi, 3G or LTE networks to other iOS or OS X users.

3.0 DEPARTMENTS AFFECTED

This policy shall apply to all City employees, and elected and appointed officials.

4.0 POLICY

4.1 Text Messaging Only Allowed on City-Owned Devices

City employees are only allowed to send and receive transitory text messages related to City business on a City issued phone. Text messaging City business on a personally-owned device is not allowed.

4.2 Nature of Content Allowed in Text Message

Text messaging should only be used to send messages of “transitory” nature.

Messages relating to actions and outcomes of City business should be handled via email. No personal or exempt information shall be sent over text message, including

but not limited to: attorney-client privileged communication, social security numbers, credit card numbers, and passwords.

Below is a list of examples that show when text messaging can be used, and when it should not.

Allowed to Text	Not Allowed to Text
I'll be late to the meeting.	I'll be late, but I think we should appoint "_____" to the "XYZ" committee.
I just sent you an email.	We need a decision on the preferred alternative for this "_____" public contract. What do you think?
Could you please call me?	Use the following language in the press release "Announcing...."
The Mayor is trying to get in touch with you.	The Mayor wants to know your thoughts on city council proposal for "_____".
Can you pull the elected/appointed official out of this meeting?	We need to schedule a closed door meeting with So and So Official and the other board members for later today.
Can you cover me in today's meeting?	We need to meet with all the stake holders about this issue.
I emailed you a draft, please review.	Use this language in the staff report: "_____"
We're out of paper clips.	Office Depot has a best price on paper clips. I'll send you the link so you can buy some for us.
Please review the list of trees to be removed on the SharePoint site.	Please remove the hazardous tree at _____ park.

4.3 Deleting Text Messages off Phones

Employees shall delete transitory text messages from their City phone as soon as they are no longer needed.

4.4 Responding to Public Records Requests

Text messages are subject to public disclosure under the Public Records Act. If the City receives a public records request for any text message correspondence, the City Clerk's Office will ask staff to produce any responsive text messages that exist on their City phones at the time of the request.

4.5 Text Messaging Not Allowed While Driving

Employees must follow all laws regarding sending, reading, or writing a text message while driving.

4.6 Exceptions to Policy

Emergency Response

Text messaging is an important method of communication for employees working in the field responding to an uncommon or major emergency, and is allowed to relay important and time sensitive information. The retention period for these messages is six (6) years after the matter has been resolved/recovery completed and then transfer to the State for appraisal.

To comply with these retention requirements, the City will use third-party archive software to retain and search for text messages. The text messages of the following City positions will be archived for a period of seven (7) years:

- Community Services Manager
- Emergency Management Coordinator
- Customer Response Team Supervisor
- Customer Response Team Representatives

All other text messages sent or received by employees not listed above, that relate to emergency response and are not archived, must be saved for the length of their retention. It is the responsibility of each City employee sending/receiving the text message to contact the City Clerk's Office/Information Services to request assistance in exporting the text message(s) off the phone.

OPMA – ELECTRONIC COMMUNICATIONS

Practice Tips FOR LOCAL GOVERNMENTS



These practice tips are intended to provide practical information to local government officials and staff about how electronic communications are treated under the Open Public Meetings Act (OPMA), [chapter 42.30 RCW](#). For more information and resources visit mrsc.org/opma.

ELECTRONIC COMMUNICATIONS CAN CREATE AN ILLEGAL “SERIAL” MEETING

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by electronic means (email, chat, text message, or using social media), keep in mind that exchanges involving a majority of members of the governing body can be considered an illegal “meeting” under the OPMA.

What types of electronic exchanges can constitute a meeting?

If a majority of the members of the governing body takes “action” on behalf of the agency through email or other electronic means, that would constitute a meeting under the OPMA. “Action” under the OPMA includes mere discussion of agency business. The participants in the email or other electronic exchange don’t have to be participating in that exchange at the same time, because a “serial” or “rolling” meeting happens when a majority of the body are eventually involved in the exchange. However, the participants must collectively intend to meet to conduct agency business.



Tips: As a member of the governing body, consider the following to avoid potential OPMA violations:

- Passive receipt of information is permissible, but discussion of issues by any means by a majority of the governing body can constitute a meeting.
- A message to a majority or more of your colleagues on the governing body is allowed if the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.” Consider also using the “BCC:” email line to prevent other members from replying to all recipients.
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Have a designated staff member provide documents for meetings electronically or provide hard copies to each member. A staff member can communicate via email with members of the governing body in preparation for a meeting as long as the staff member does not share any replies with the other members of the governing body as part of the exchange.

PHONE CALLS AND VOICE MESSAGES CAN CONSTITUTE A MEETING

If a majority of the members of the governing body takes “action” through a series of phone calls or voice mail exchanges, that would constitute a meeting. Such a “telephone tree” occurs, for example, when members call each other to form a majority decision. These calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.



Tip: Be on the look out for mixed media. A conversation need not be held entirely in the same format for a rolling or serial meeting to occur. For example, an in-person conversation might be continued on by email and then transition to text messages or comments on a social media site.

KEY EXCEPTION TO CALLING A SPECIAL MEETING

Under [RCW 42.30.080](#), a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. Because the statute says “at any time” we believe a majority of the members of the governing body can confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone or any electronic means.

USE OF SOCIAL MEDIA CAN IMPLICATE THE OPMA

If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency and the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There’s no authority under the OPMA regarding what would constitute adequate public notice – if that’s even possible – for this kind of virtual meeting, so it’s best to avoid this type of discussion on social media.



Tip: Social media can be an effective tool to solicit comments from the public, but social media shouldn’t be used by your agency’s governing body to collectively formulate policy or accept public testimony.

FAILURE TO COMPLY WITH THE OPMA CAN BE COSTLY

Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and can invalidate agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency’s commitment to open government.

DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren’t intended to be regarded as specific legal advice. Consult with your agency’s attorney for guidance on specific situations.

Preserving Metadata When Forwarding Emails

The City's policy requires that business related emails should be sent to the City's email address so that future legal discovery can be done quickly and comprehensively. In the event that a business email has been sent to your personal email address, the City has certain legal requirements regarding email metadata. Email metadata is data stored in the email about the email. This information is generally stored in the email header which is not visible when viewing just the email itself and which is not retained through the normal forwarding process. In order to meet our legal requirements, we need you to do two things:

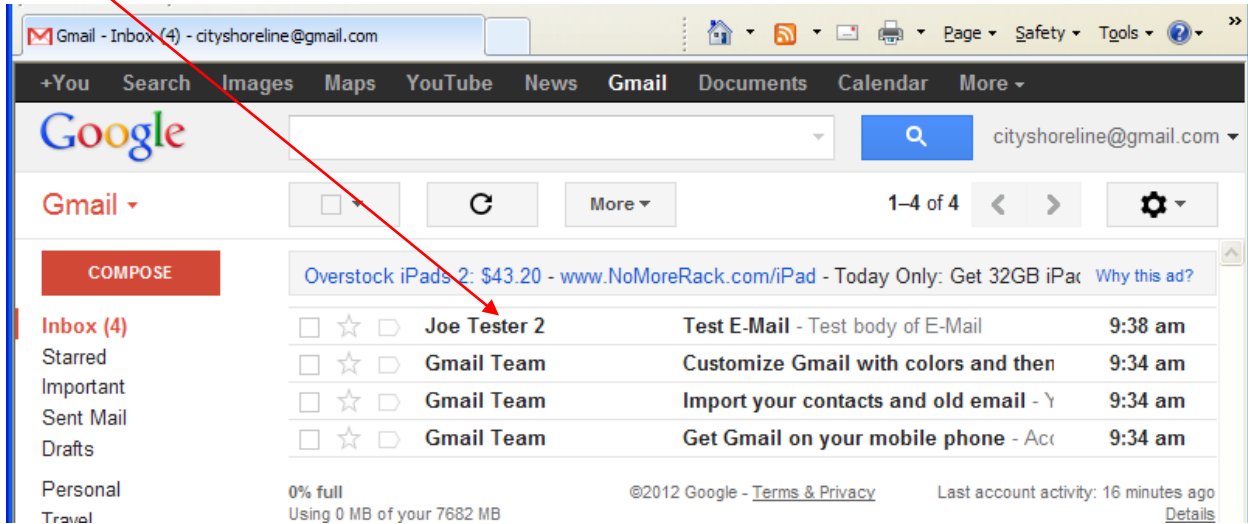
1. Capture the metadata of the incoming email that was sent to your personal account. Instructions for finding the metadata in your email are outlined in Appendix A. Please note that there are several alternatives in Appendix A, depending on your personal e-mail provider, and each one takes several pages. Please be especially careful to follow the correct set of directions for your personal e-mail provider.
2. Forward the incoming email and paste the captured metadata onto the body of the forwarded text to your City email (councilmember@shorelinewa.gov)

Please note that while the examples provided cover the four most common email providers (MSN, Yahoo, Google mail or Gmail, and Mac mail) there are others that may apply to your specific situation. If you are able to view your email header or source, this is the information you would capture. If you use an email provider other than one of these and would like help capturing the metadata, please contact the IT Division. We will be happy to assist you so that you are capturing metadata correctly.

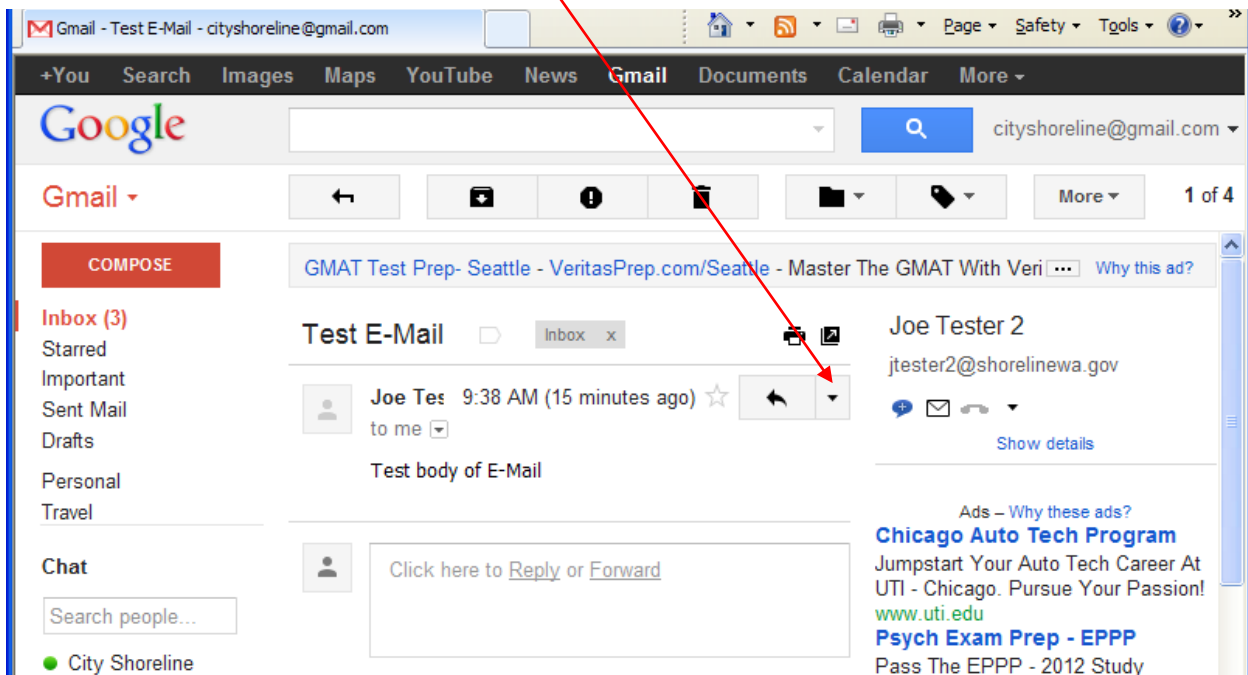
Appendix A

Gmail

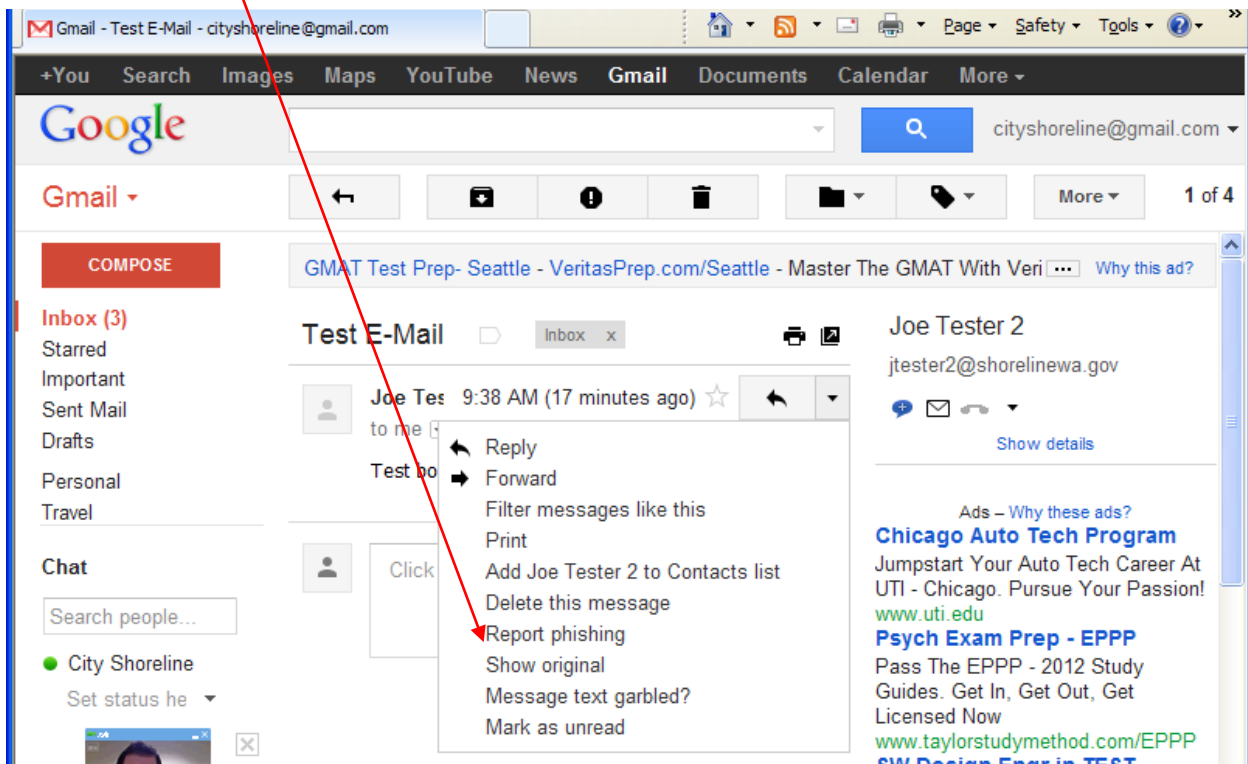
Open the message you want to capture the metadata on



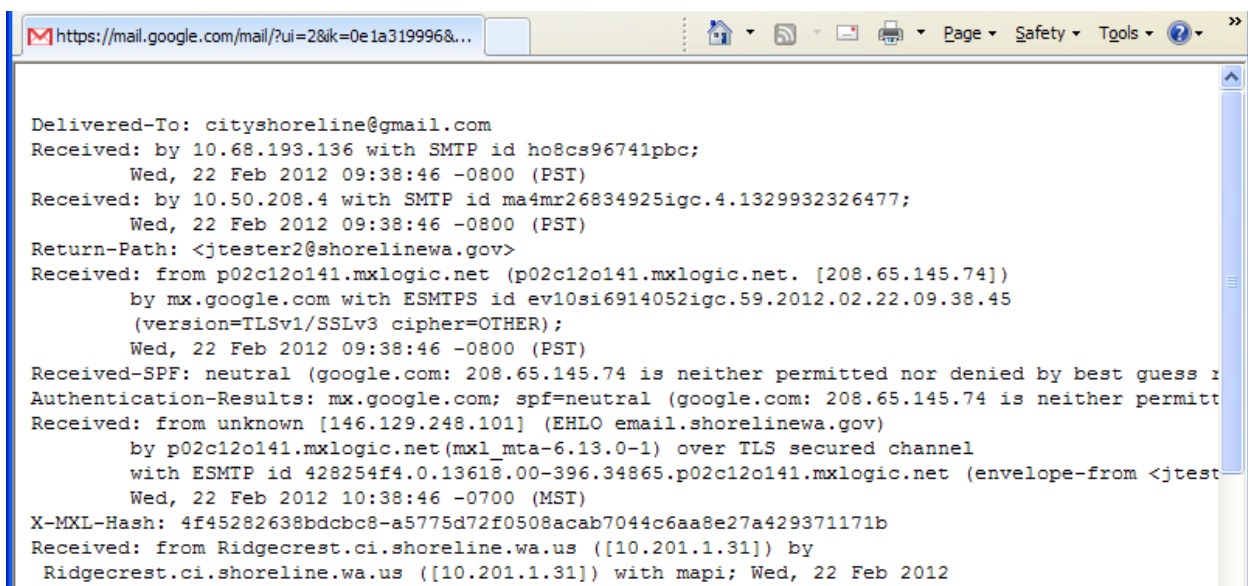
Once inside the message, click on the down arrow next to the reply button



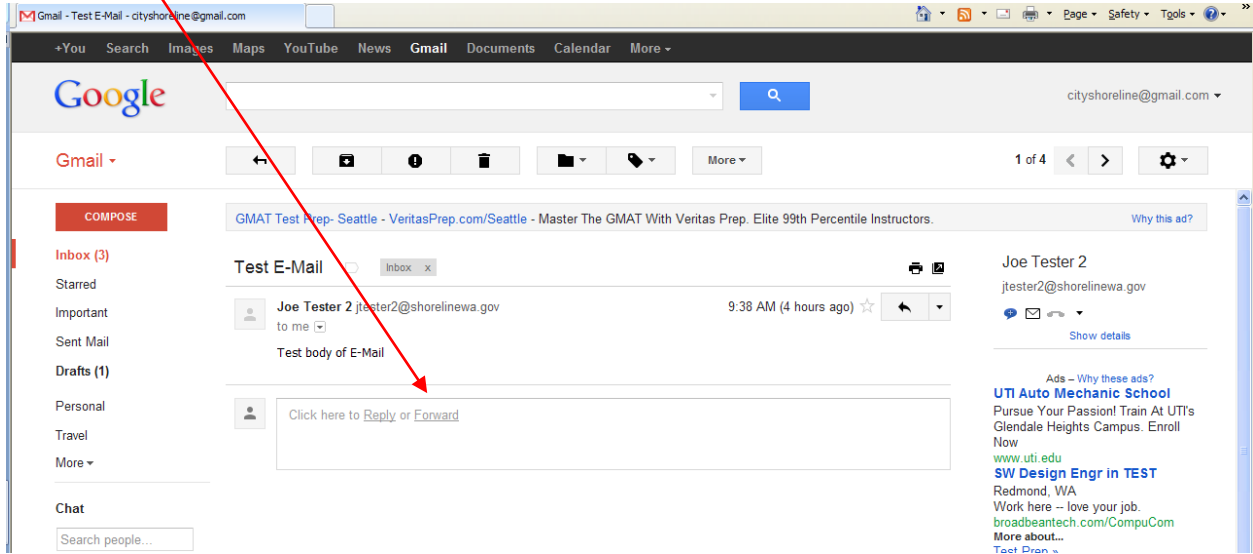
Select Show Original from the drop-down menu



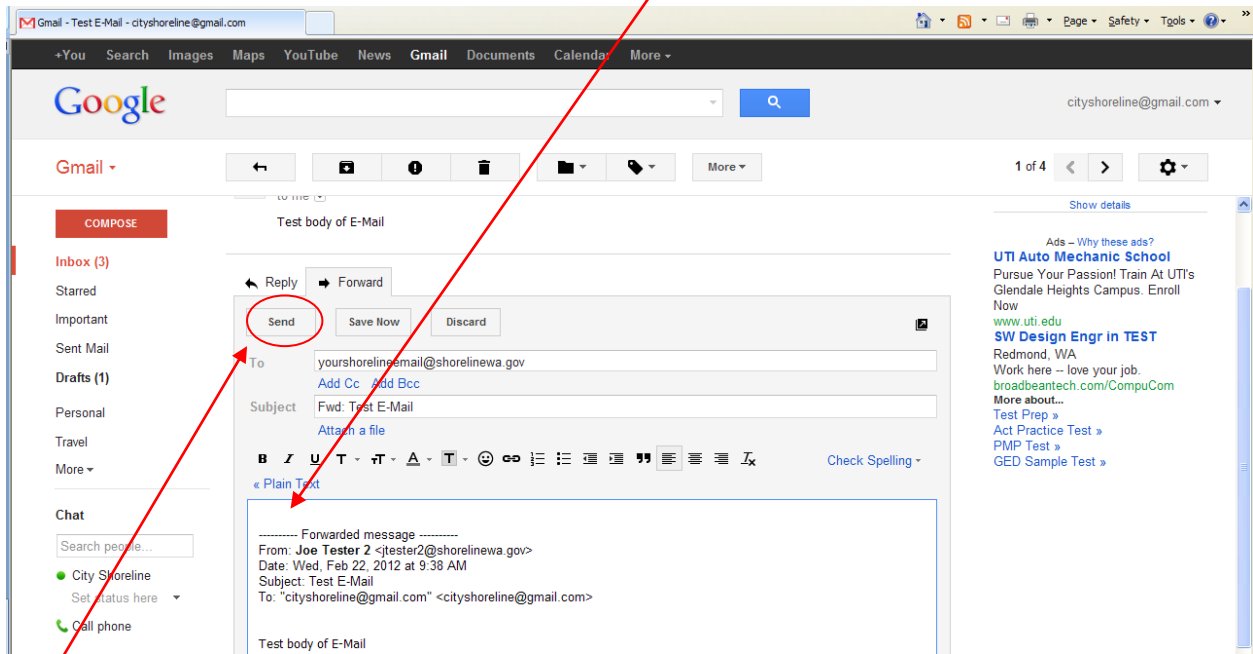
This window will appear with all the relevant email metadata. Select all this data by clicking **Edit, Select All**, then **Edit, Copy**. This is the information (metadata) that will be pasted into your forwarded email.



Return to your email by closing the **Show Original** window. Once you are back at your message window, click **Forward**



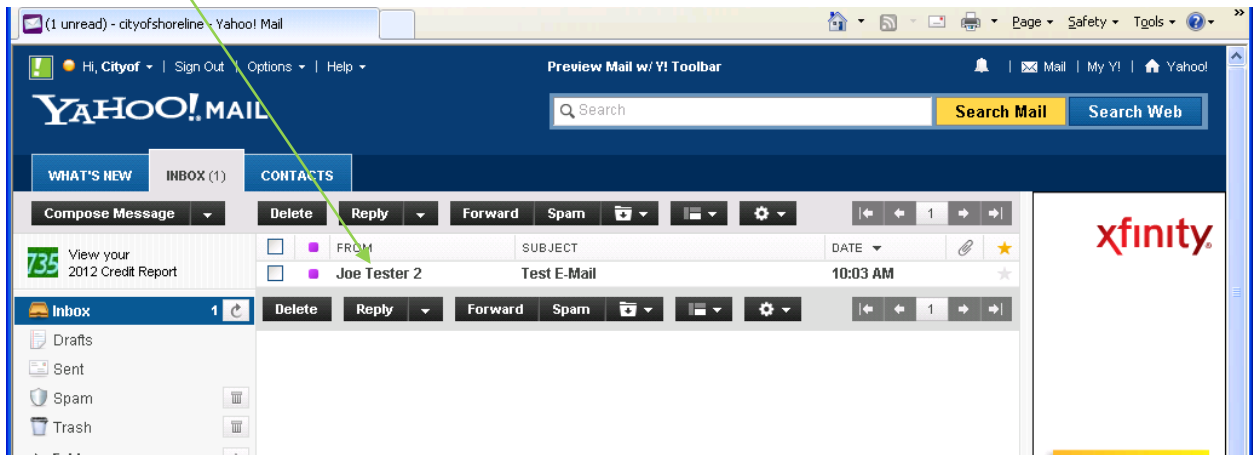
Insert your copied text by placing your cursor above Forwarded message and then selecting **Edit, Paste**



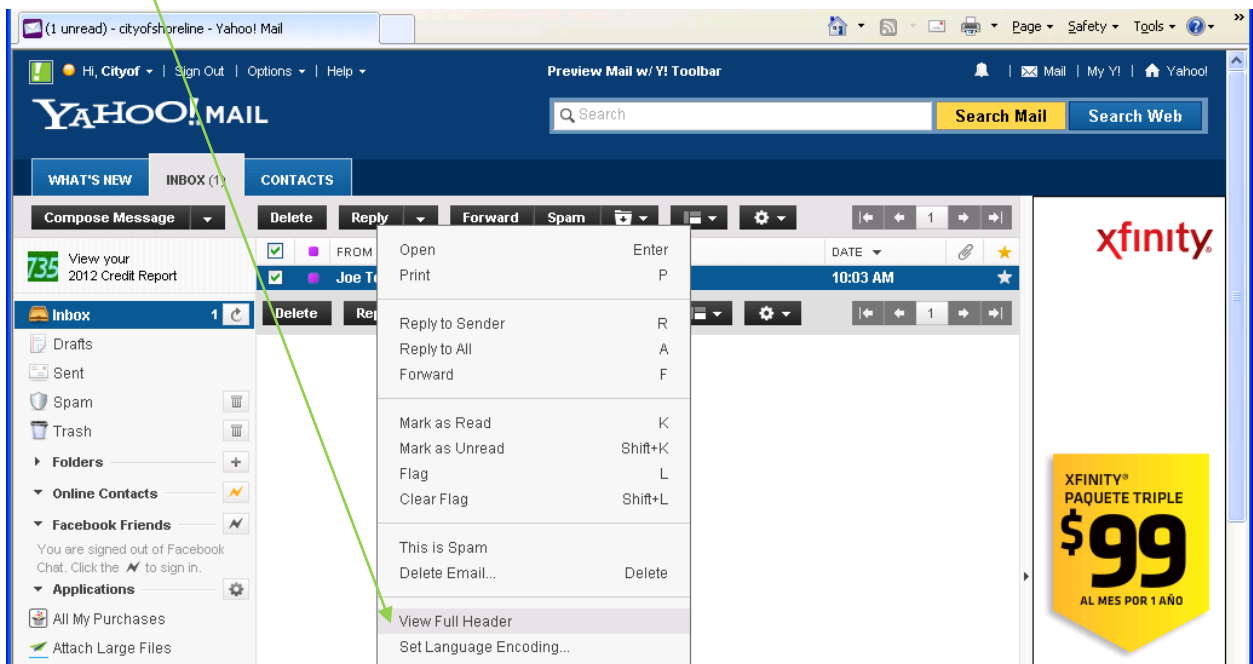
Send your email and that's it!

Yahoo Mail

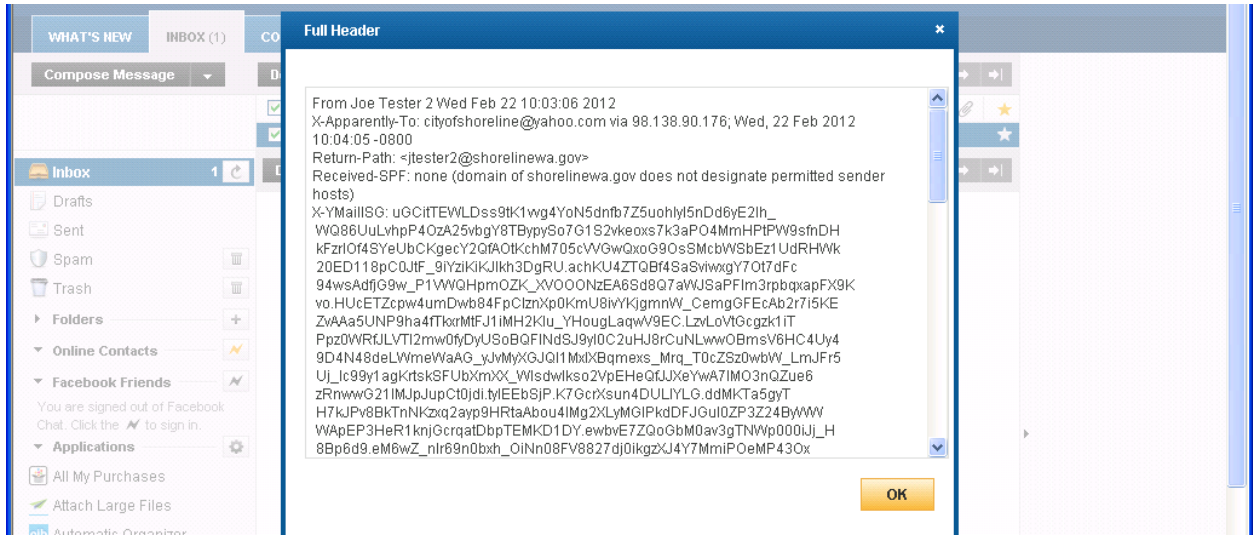
Right mouse click on the message that needs to be forwarded



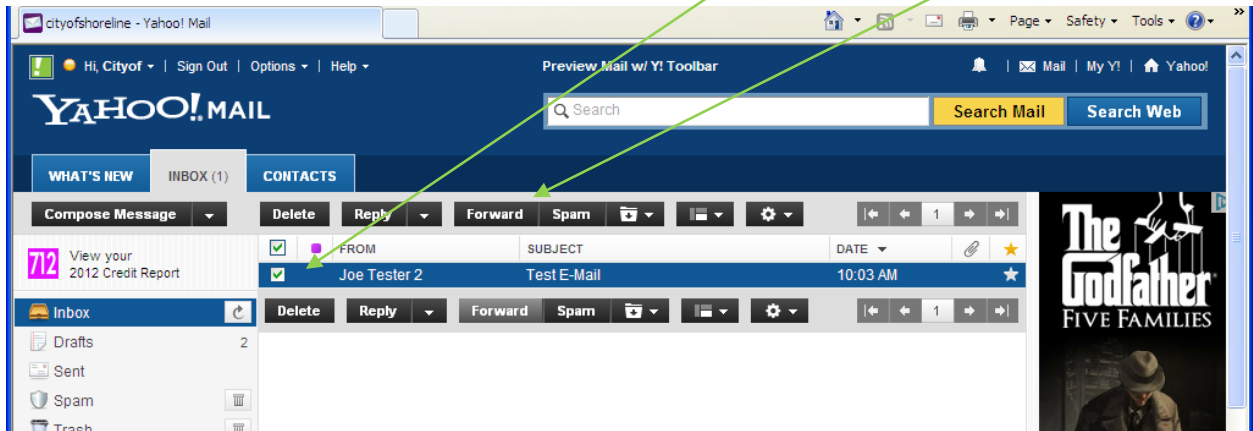
Select **View Full Header** from the menu that appears



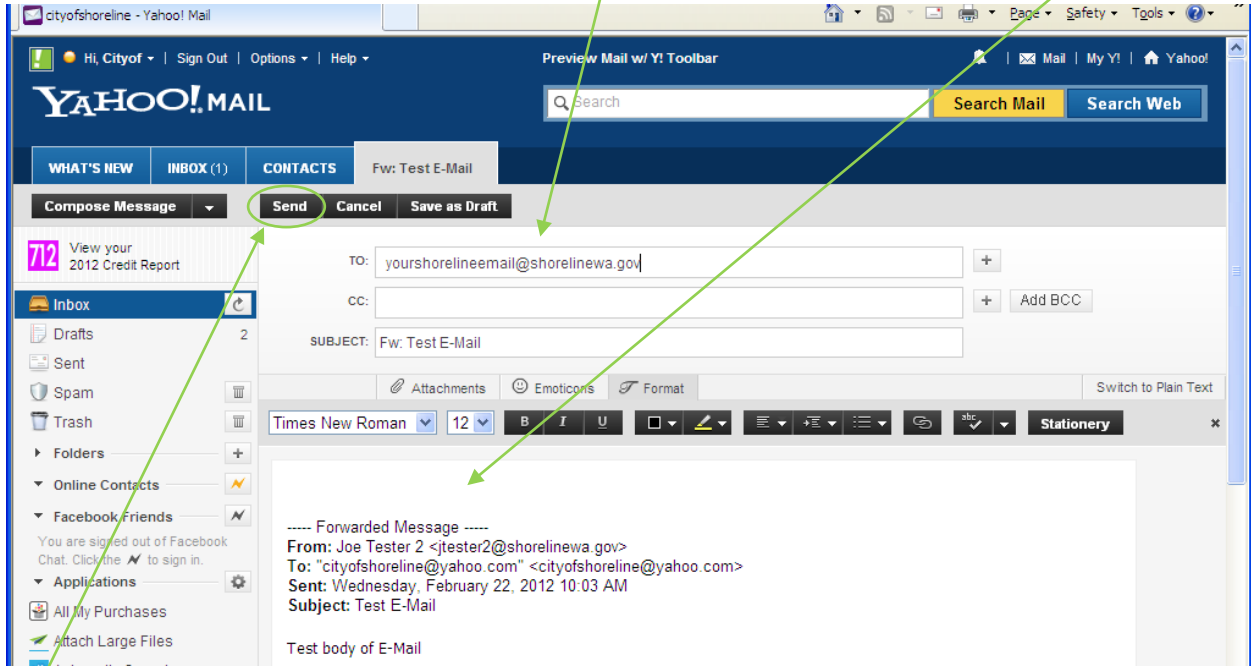
This window will pop up. Select all the text in the Full Header window (**Edit, Select All** or drag your cursor through all the text), then right click and select **Copy**



Close the Full Header window and return to your message. Select it and click **Forward**



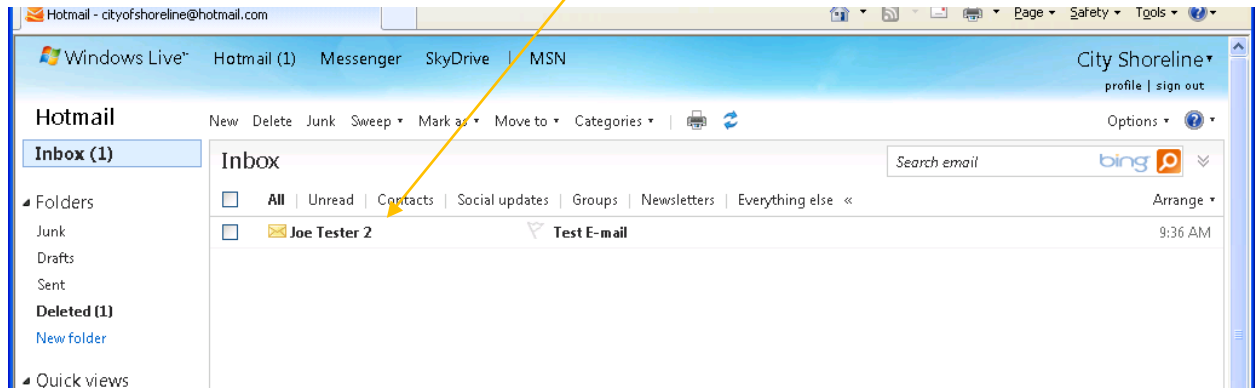
Inside your email, address the message to your City account. Next, place your cursor above Forwarded Message and select **Edit, Paste**.



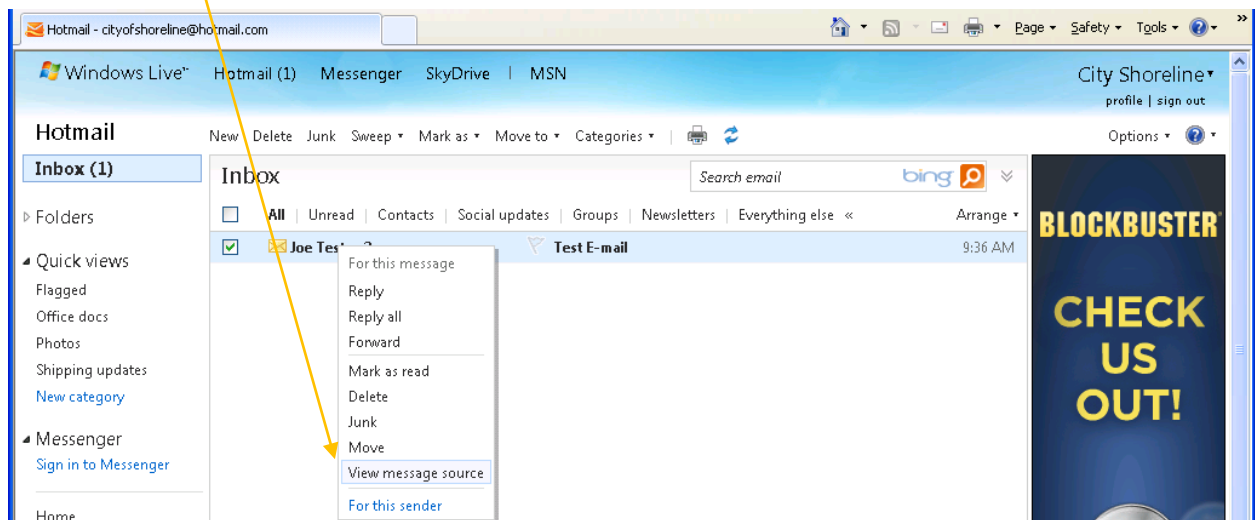
Send your message and that's it!

MSN or Hotmail

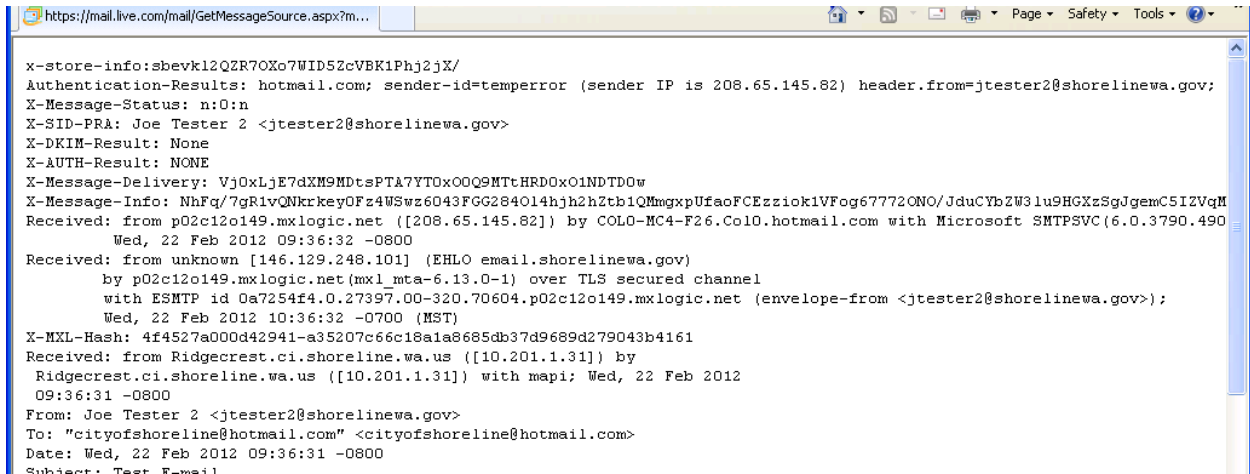
Right click on the message that needs to be forwarded:



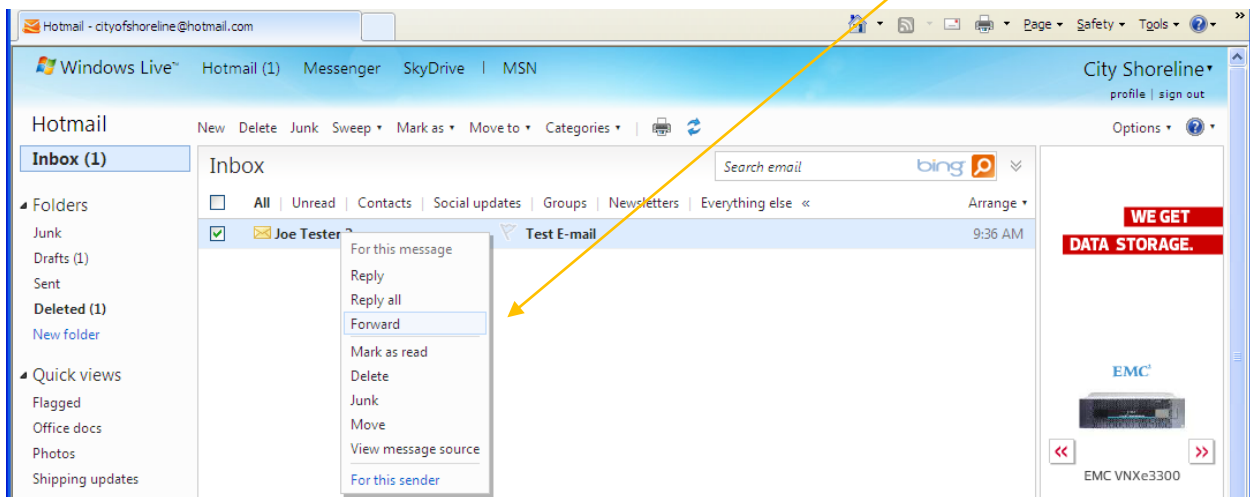
Select **View Message Source**



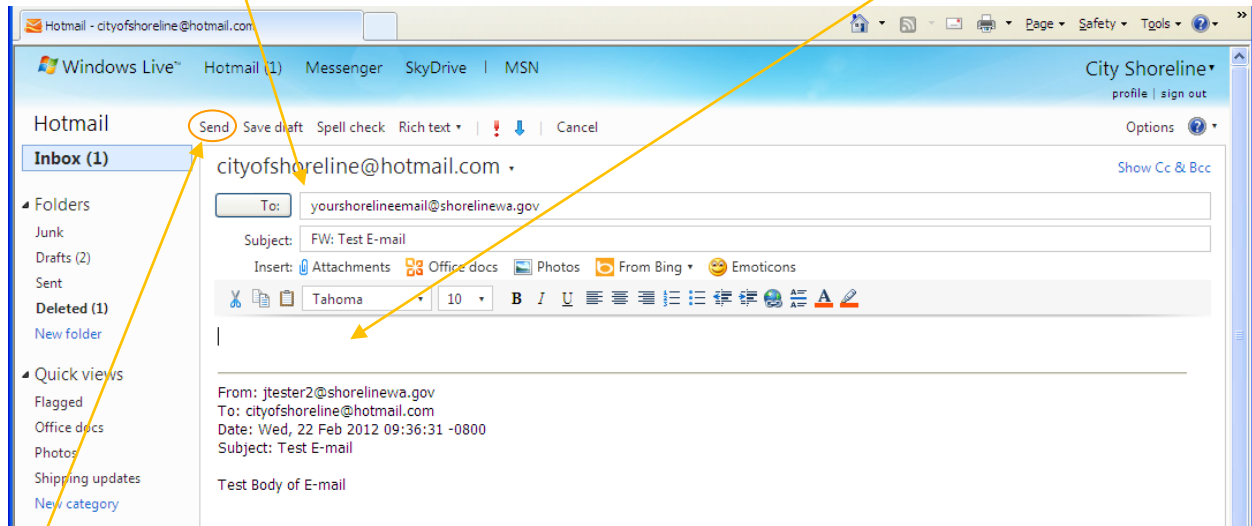
This window will appear. Select all the text, **Edit, Select All** and then **Edit, Copy**



Forward the email by right mouse clicking on the message and selecting **Forward**.



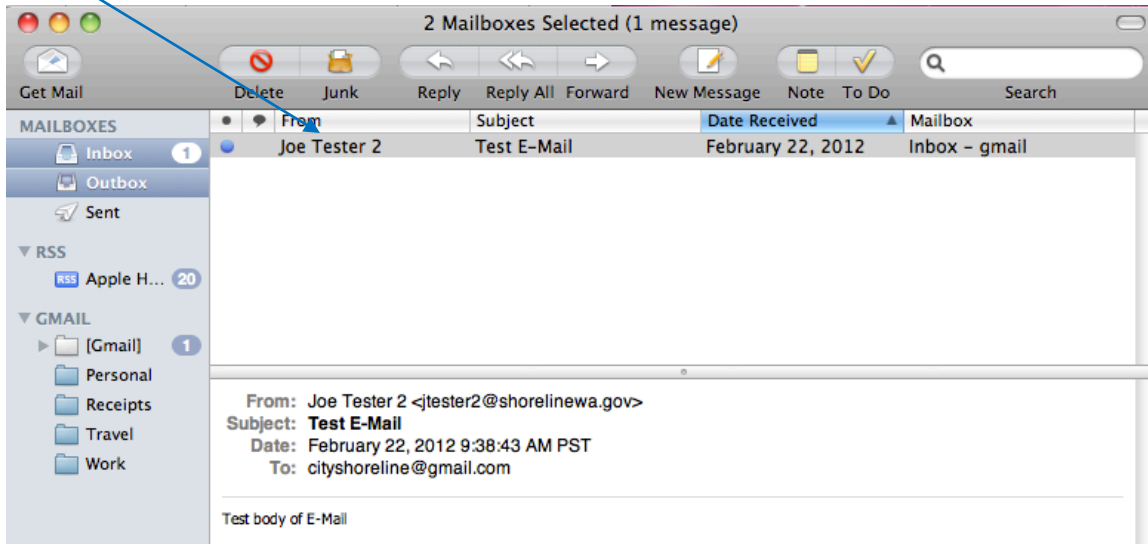
Enter your City email address in the **To:** field and then place your cursor in the text field. **Select Edit, Paste.**



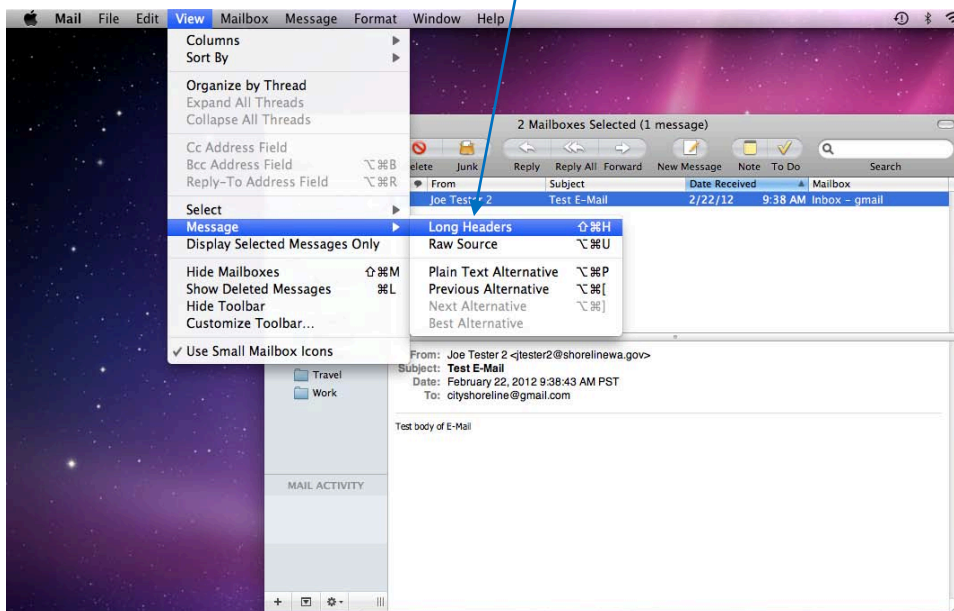
Send your message and that's it!

Mail (Mac)

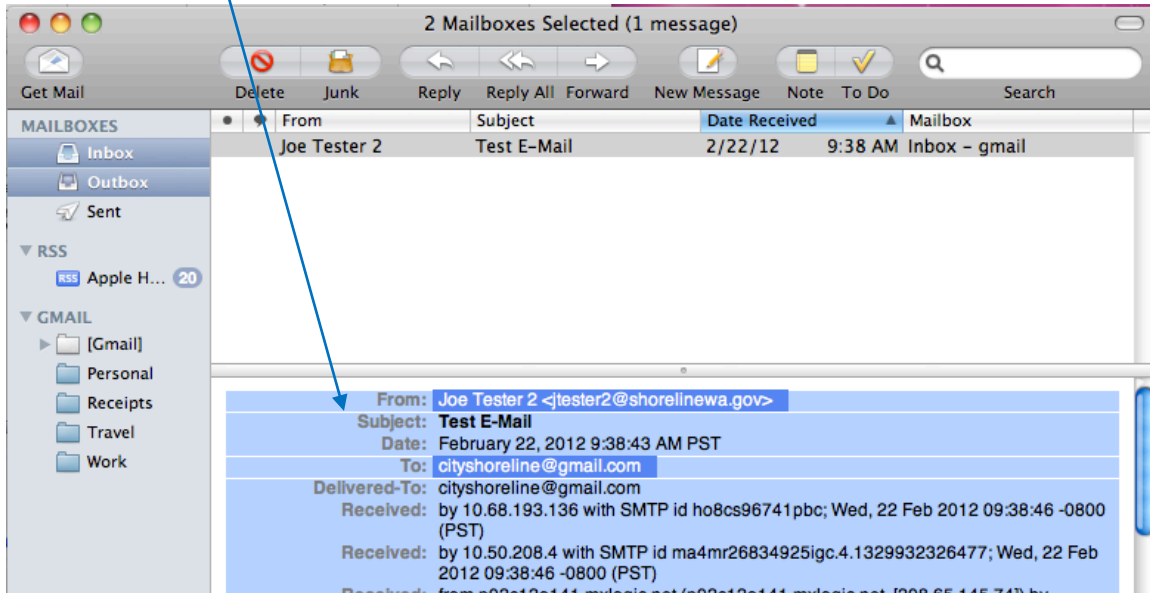
Select the message you want to capture the metadata on



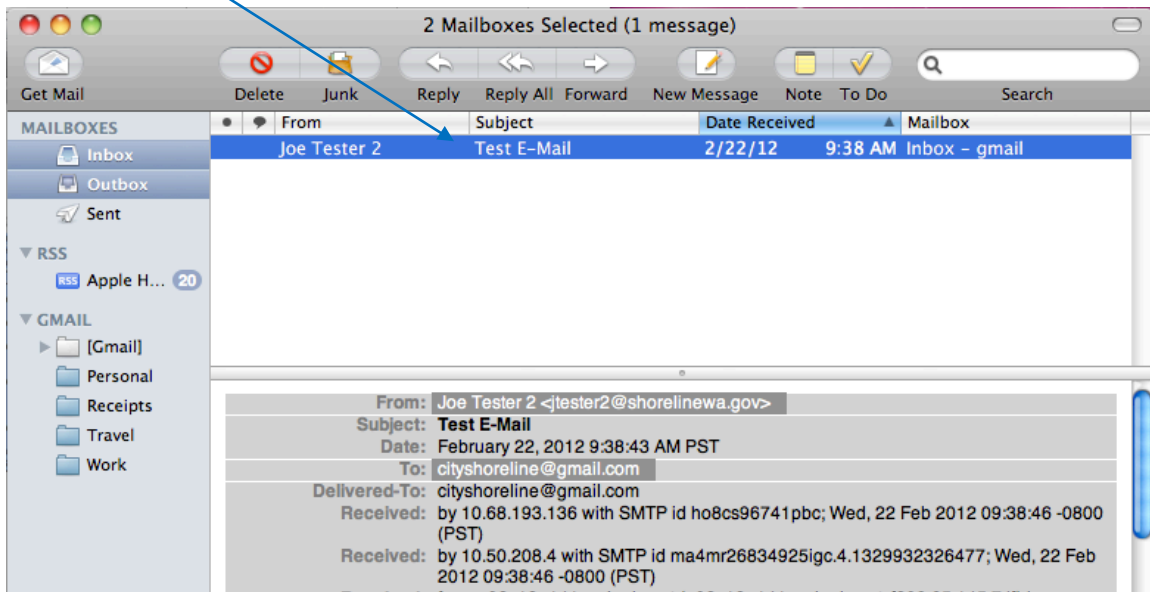
Once selected, click on View, Message, Long Headers



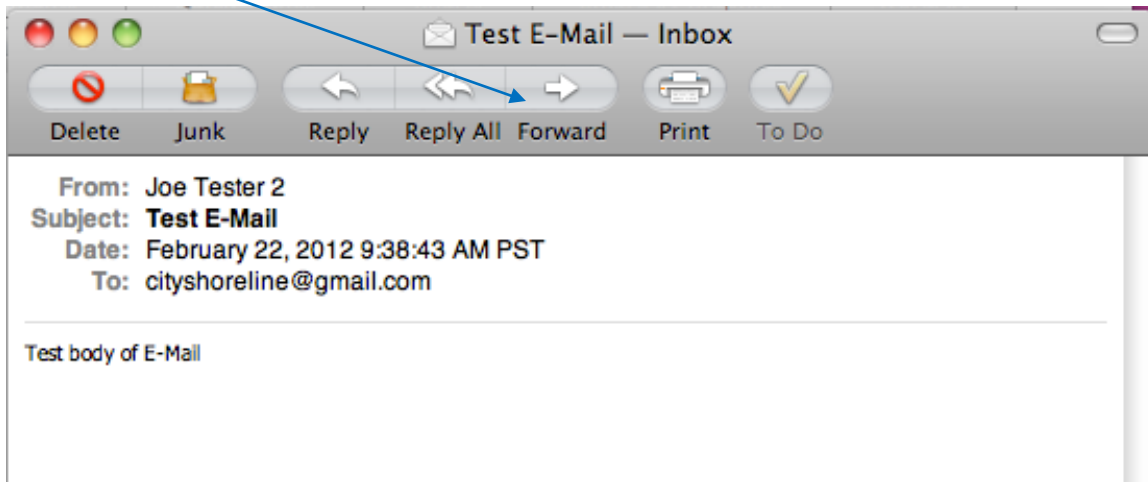
This window will appear with all the relevant email metadata. Select all this data by clicking **Edit, Select All**, then **Edit, Copy**. This is the information (metadata) that will be pasted into your forwarded email.



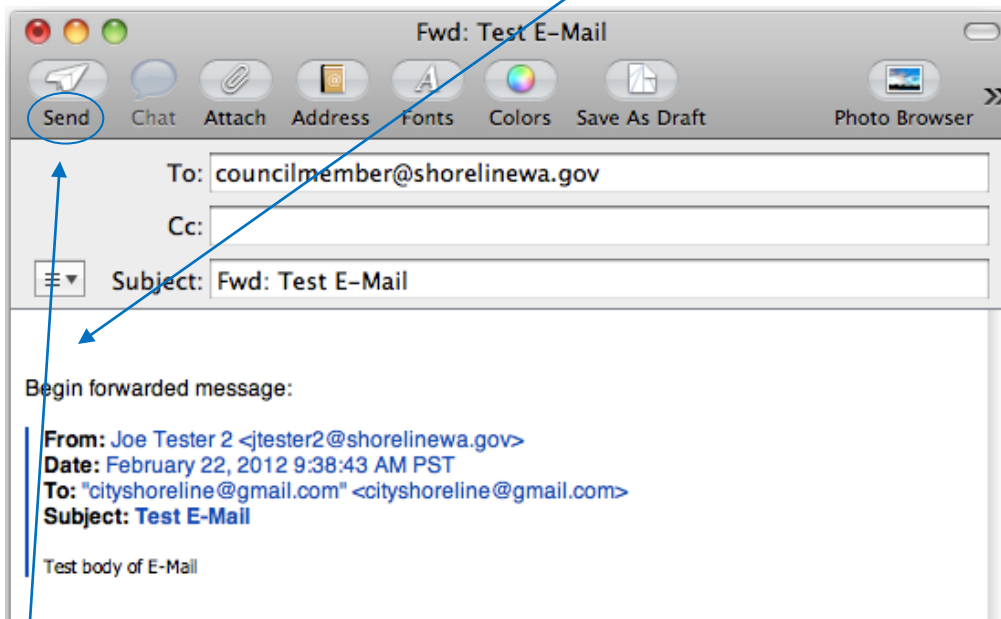
Open the email



Select Forward



Insert your copied text by placing your cursor above Begin forwarded message and then selecting **Edit, Paste**



Send your email and that's it!

CITY COUNCIL AGENDA PLANNER (05/08/2014)
SUBJECT TO FREQUENT CHANGE. PLEASE CHECK THE CURRENT
AGENDA FOR THE MOST UP-TO-DATE INFORMATION.
[Council Meeting Index](#)

Future Pending/Unscheduled Agenda Items

- Point Wells Municipal Agreement
- Joint Use Agreement with Shoreline Community College
- Sustainability Strategy Recommendation Update
- SPU Purchase and Sale Agreement
- City Sponsored CRA Projects
- Council Salary Commission (2018)
- Affordable Care Act
- 145th Street Annexation Ordinance
- Update of North Maintenance Facility
- Adoption of the 185th Station Subarea Plan
- Adoption of the Hazard Mitigation Plan (August)
- Classification and Compensation Study (2015)
- Transportation Corridor Study Mitigation Agreement
- Adoption of TW Telecom Franchise

Monday, May 12, 2014

5:45pm Workshop Dinner

Room 303

7:00pm

Planning Commission

Reports Due for internal review Thursday, April 24, 2014

Subject	Goal	Type	Time	Staff
Proclamation of Armed Services Day				
Adoption of Ord. No. 685 Amending the 2014 Budget for Uncompleted 2013 Capital and Operating Projects and Increasing Appropriations in the 2014 Budget		C		RH
Adoption of Res. No. 357 - Growing Transit Communities Regional Compact		A	15 min	RM
Motion and Authorization to Councilmember Roberts to Provide Input at PIC for Puget Sound Clean Air Agency to Keep Their Rates at Current Levels or Consider a Lesser Increase with a Tie to the Implicit Price Deflator or Consumer Price Index		A	15 min	SM
Discussion of Concurrency and Impact Fees		D	60 min	AM
Discussion Council Goals		D	15 min	DT

Monday, May 19, 2014

7:00pm

Reports Due for internal review Thursday, May 1, 2014

Subject	Goal	Type	Time	Staff
Adoption of Council Goals		C		DT
Authorize the City Manager to Execute a Contract with Doolittle Construction, LLC for 2014 BST Project		C		DR
Adoption of Urban Forest Strategic Plan		C		DD
Adoption of Ord. No. 686 Extending the Seattle City Light Franchise Agreement		A	10 min	JN
Authorize the City Manager to Execute a Contract with xx for Right of Way Landscaping Services		A	15 min	DR
Acceptance of the Utility Unification and Efficiency Study		A	30 min	MR
Introduction to 185 th Street Station Subarea DEIS		D	30 min	MR

Monday, May 26, 2014

Memorial Day

City Hall Closed – No Council Meeting

Monday, June 2, 2014

6:30pm Council Photos

7:00pm

Reports Due for internal review Thursday, May 15, 2014

Subject	Goal	Type	Time	Staff
Adoption of Ord. No. 688 Stay Out of Drug Area		A	30 min	SL
Discussion of Cost of Development		D	30 min	DE
Continued Discussion of Concurrency and Impact Fees		D	30 min	AM
Discussion and Update – Sound Transit		D	30 min	AM

Wednesday, June 4, 2014

State of the City

7:00 – 8:30am

City Hall Council Chamber

Monday, June 9, 2014

5:45pm Workshop Dinner

Room 104

7:00pm

City of Bothell Economic Development

Reports Due for internal review Thursday, May 22, 2014

Subject	Goal	Type	Time	Staff
Community Development Block Grant Interlocal Agreement		C		RB
Discussion of Commercial Stormwater Facility Credit		D	45 min	BL

Monday, June 16, 2014

7:00pm

Reports Due for internal review Thursday, May 29, 2014

Subject	Goal	Type	Time	Staff
Proclamation of World Refugee Day				
Adoption of 10 Year Financial Sustainability Plan		A	45 min	RH
Discussion and Update of the 2014-2019 CIP		D	40min	TJ

Monday, June 23, 2014

5:45pm Workshop Dinner

Solid Waste Contract Options

Room 104

7:00pm

Reports Due for internal review Thursday, June 5, 2014

Subject	Goal	Type	Time	Staff
Proclamation of Parks, Recreation and Cultural Services Month				
Authorize the City Manager to Execute a Contract with SCORE Correctional Facility		A	45 min	JN
King County Wide Planning Policy Amendment Ratification		A	30 min	SS

June 30 – July 11, 2014

Council Summer Break – No Meetings

Monday, July 14, 2014

5:45pm Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, June 26, 2014

Subject	Goal	Type	Time	Staff
Discussion of 2014 Development Code Amendments		D	60 min	SS
Discussion of Public Defender Case Weighting Policy		D	30 min	JN

Monday, July 21, 2014

7:00pm

Reports Due for internal review Thursday, July 3, 2014

Subject	Goal	Type	Time	Staff
Proclamation of World Refugee Day				
Adoption of Concurrency and Impact Fees		A	40 min.	AM

Monday, July 28, 2014

5:45pm Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, July 10, 2014

Subject	Goal	Type	Time	Staff

Monday, August 4, 2014

7:00pm

Reports Due for internal review Thursday, July 17, 2014

Subject	Goal	Type	Time	Staff

Monday, August 11, 2014

5:45pm Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, July 24, 2014

Subject	Goal	Type	Time	Staff
Adoption of the 2014 Development Code Amendments		C		SS
Discussion of 2015-2020 CIP		D	40 min	TJ

Monday, August 18, 2014

7:00pm

Reports Due for internal review Thursday, July 31, 2014

Subject	Goal	Type	Time	Staff

Monday, August 25, 2014

5:45pm Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, August 7, 2014

Subject	Goal	Type	Time	Staff

Monday, September 8, 2014

5:45 Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, August 21, 2014

Subject	Goal	Type	Time	Staff

Monday, September 15, 2014

7:00pm

Reports Due for internal review Thursday, August 28, 2014

Subject	Goal	Type	Time	Staff

Monday, September 22, 2014

5:45 Workshop Dinner

Room 104

7:00pm

Reports Due for internal review Thursday, September 4, 2014

Subject	Goal	Type	Time	Staff

Monday, September 29, 2014

7:00pm

Reports Due for internal review Thursday, September 11, 2014

Subject	Goal	Type	Time	Staff

**RULES OF PROCEDURE
Resolution No. 183**

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Section 1. Authority.

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order, a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

Section 2. Council Organization.

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
 - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
 - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
 - C. In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
 - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Only affirmative votes for Mayor shall be given and Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four affirmative votes), the Clerk will declare that nominee elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Mayor will

conduct the election for Deputy Mayor following the same process.

- E. A super majority vote (five votes) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

2.3 Duties of Officers.

- A. The Mayor, or in the Mayor's absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner.
 - a. Recognize every Councilmember who wishes to have an opportunity to speak.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. State each motion before it is discussed and before it is voted upon.
 - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at their discretion call the Deputy Mayor or any Councilmember to take over as Presiding Officer so they may make a motion or for other good cause.
- E. The Mayor shall appoint Councilmembers to boards and committees that are not otherwise specified by the National League of Cities, Association of Washington Cities, or King County/Sound Cities Association.
- F. The Mayor shall appoint Councilmembers to ad hoc City Council subcommittees such as interview panels. Prior to appointment, the Mayor shall solicit interest from Councilmembers for their preferred appointments. The appointment list may be referred to the full Council pursuant to Rule 3.2(A) or 3.3.

2.4 Appointments to Boards and Commissions.

The Council will use the following process in managing the appointment of

individuals to Boards and Commissions.

- A. In closed session, the ad hoc subcommittee of Councilmembers gathers and reviews the applications, and determines which applicants will be interviewed.
- B. Subcommittee members inform the City Manager which applicants they plan to interview so that the City Manager can inform the other Councilmembers. If any Councilmember feels strongly that someone not on the interview list should be interviewed, that Councilmember may make this known to the City Manager to relay to the subcommittee.
- C. Notice is then given to the public that the subcommittee shall conduct interviews of the finalists.
- D. In open public meetings, the subcommittee interviews the finalists. Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the Consent Calendar to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

2.5 Filling a Council Vacancy.

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.
- B. The City Manager's Office will draw up an application form to aid the Council's selection of the new Councilmember.
- C. Those candidates selected by Council will be interviewed by the Council

during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chamber while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments about other applicants will not be allowed.

- D. The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda of a specific meeting date by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By the City Manager.
 - C. By the Mayor, or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Any two Councilmembers may place an item on the List of Pending Agenda Items on the Council's Agenda Planner by making the request in writing to the City Manager or City Clerk. The names of the requesting Councilmembers shall be indicated on the Agenda Planner and set forth in the staff report supporting the agenda item. In coordination with the Mayor and Deputy Mayor, the City Manager will determine the timing for when the item will be scheduled on a specific agenda. Unless waived by the requesting Councilmembers, the item must be scheduled on a specific agenda within 60 days of making the request.
- 3.4 Staff reports shall be in a standard format approved by the City Council.
- 3.5 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued items from a prior meeting and 4) items scheduled for convenience.
- 3.6 Ordinances scheduled for Council action will generally receive three readings

(with the exception of items that have had a public hearing before the Planning Commission).

- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
- B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall, by motion, waive the second reading as part of the adopting motion.
- C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to Councilmembers by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public. Opportunities for remote attendance by the public at Regular and Workshop Dinner Meetings will also be provided.

For all meetings at which remote attendance is provided, if a technology issue prevents the City from providing for remote attendance this shall not prevent

such a meeting from convening or continuing due to the technology issue.

- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.
- 5.3 The Council shall hold **Regular Meetings** on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.
- A. Order of Business for Regular Meetings. The order of business shall be as follows:
- Regular Meeting (7:00 p.m.)
1. Call to Order
 2. Flag Salute, Roll Call
 3. Approval of the Agenda
 4. Report of the City Manager
 5. Council Reports
 6. Public Comment, as set forth in Section 6.1(A)
 7. Consent Calendar
 8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
 9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
 10. Executive Session, if needed
 11. Adjournment
- 5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.3 must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

- A. Each organization or agency may complete a request form and submit it to the City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.
- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
- C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
- D. Up to three (3) members of the organization are invited to participate.
- E. The presentation must support the adopted position/policy of the organization.
- F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline residents and government.
- G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.

5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.

- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
- B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Regular Meeting

agenda and posted and distributed in the same manner as the Regular Meeting agenda.

- 5.6 The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended. Any final action by Council must be taken at an open session.
- 5.7 **Special Meetings** may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four Councilmembers by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3(A). Public comment for Action Items will follow the procedure found in Section 6.1. Special Meetings will be at a time and place as Council directs.
- 5.8 An **Emergency Meeting** is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency. Emergency Meetings will be at a time and place as Council directs and can include a remote meeting without a physical location.
- 5.9 **Meetings while under Declaration of Emergency.** After the declaration of an emergency by a local, state, or federal government, Council may direct that all its meetings be held remotely without a physical location; or at a physical location where physical attendance by some or all members of the public is limited due to the declared emergency.
- 5.10 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.11 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.12 A Councilmember may be excused from attending a City Council meeting by

contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be nondebtable. Upon passage of such motion by a majority of Councilmembers present, the absent Councilmember shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.

- 5.13 Remote Attendance. The Council recognizes the benefits of full attendance of its members at regular, special, and emergency meetings and expects Councilmembers attend meetings in-person. However, remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

- A. Notice: A Councilmember shall contact the Mayor and the City Clerk no later than three hours prior to the Council meeting for which they will attend remotely or 15 minutes prior to an emergency meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor/Presiding Officer.

After the City Clerk has called the roll at a meeting, the Presiding Officer shall indicate any Councilmember attending remotely. If joining after roll call, the Presiding Officer shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left. The City Clerk will document both the remote attendance and times of attendance, if applicable, in the minutes.

- B. Remote Attendance Requirements:

1. Remote attendance by a Councilmember shall be through the City's approved videoconferencing application.
2. A Councilmember's camera should be turned on when participating in the meeting.
3. In order to effectively preside over the meeting, the Presiding Officer needs to be physically present at the meeting, unless the entire Council is remote. The Mayor may attend the meeting remotely with the Deputy Mayor or another Councilmember presiding over the meeting from the physical meeting location. The Mayor or Deputy Mayor may select, without a vote of the Council, one of the Councilmembers to act as a temporary Presiding Officer.
4. A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were

physically present.

5. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
6. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

5.14 General Decorum.

- A. While the Council is in session, the Councilmembers must preserve order and decorum. A Councilmember shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Presiding Officer, except as otherwise provided in these Rules.
 - B. Any person making disruptive, impertinent, slanderous or threatening remarks while addressing the Council shall be asked to leave the Council Chambers by the Presiding Officer and barred from further audience before the Council for that meeting. If the person is participating in the meeting remotely, the Presiding Officer shall ask the City Clerk to remove them from the videoconferencing application.
- 5.15 At all **Regular Meetings**, the Mayor shall be addressed as "Mayor (surname)", the Deputy Mayor shall be addressed as "Deputy Mayor (surname)", and members of the Council shall be addressed as "Councilmember (surname)."
- 5.16 At all Council Meetings except Workshop Dinner Meetings, the Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.
- 5.17 Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.
- 5.18 Motions shall be reduced to writing when required by the Presiding Officer or any Councilmember. All resolutions and ordinances shall be in writing.
- 5.19 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.

- 5.20 Prior to commencement of discussion of a quasi-judicial item, the Presiding Officer will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chamber while the matter is under consideration.
- 5.21 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a Point of Order to review agenda priorities.
- 5.22 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.
- 5.23 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct. The City Manager will work with City officers or employees to determine whether they will attend Council Meetings in-person or remotely.

Section 6. Public Testimony.

6.1 Regular Meetings.

- A. Members of the public may address the City Council in-person in the Council Chambers or remotely through the telephone or online at the beginning of any Regular Meeting under Agenda Item 6 Public Comment. During the Public Comment portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a Public Hearing or pertaining to a quasi-judicial action. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period under Agenda Item 6 will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals appearing in-person wishing to speak to agenda items must sign up prior to the start of Agenda Item 6 and will be called to speak first, generally in the order in which they have signed. Individuals participating remotely wishing to speak to agenda items must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the

order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed, with in-person attendees being called on first and remote attendees next. If time is available, the Presiding Officer may call for additional in-person and remote unsigned speakers.

- B. If during a Regular Meeting an Action Item is before the Council for the first time and is not part of the Consent Calendar, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period for the agenda item will be no more than 30 minutes. The order in which speakers are called on is the same as outlined in Rule 6.1.A.

6.2 Public Hearings.

The following rules shall be observed during any public hearing:

- A. Individuals will be allowed three (3) minutes to speak.
 - B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
 - C. Prior to closing the hearing, the Presiding Officer shall inquire if there are any additional speakers, in-person or remote, other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.
- 6.3 When large numbers of people are signed up to speak on the same topic, the Presiding Officer may request individuals not to provide repetitive comments of those previously provided by other individuals but, rather, to simply state they agree with the comments of the other speaker(s) on a topic.
- 6.4 Public testimony authorized in Section 6.1 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record. During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office. Promoting a candidate for public office includes announcing a candidacy for public office, mentioning a specific campaign, or wearing a visible campaign button at the speaker's podium.
- 6.5 No person shall be allowed to address the Council while it is in session without

the recognition of the Presiding Officer.

- 6.6 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.
- 6.7 An instruction notice for speakers will be provided. Speakers will be advised by the Presiding Officer that their testimony is being recorded.
- 6.8 The Clerk shall be the timekeeper for all public testimony. Time cannot be donated by one speaker to another.
- 6.9 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.
- 6.10 Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may utilize visual aids. Hardcopies of all materials may be submitted to the City Clerk to distribute to the Council.

Section 7. Motions.

- 7.1 Unless otherwise provided for by statute, ordinance, resolution, or these Rules of Procedure, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.
- 7.2 Prior to discussion of an Action Item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
- 7.3 In case of a tie vote on any motion, the motion shall be considered lost.
- 7.4 Motions shall be clear and concise and not include arguments for the motion.
- 7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Presiding Officer will summarize the Council's consensus at the conclusion of the discussion.
- 7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.

- 7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11 A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Presiding Officer, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Presiding Officer shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Presiding Officer shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 If a Councilmember has a conflict of interest or an appearance of fairness question under State law, the Councilmember may recuse themselves from the issue and shall leave the Council Chamber during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.
- 7.16 If a Councilmember is silent on a vote, it shall be recorded as an affirmative vote. If a Councilmember abstains, it shall be recorded as an abstention and not included in the vote tally.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.

- 7.19 After the question has been decided, any Councilmember who voted with the prevailing side may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.
- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedure shall prevail.

Section 8. Items Requiring Four Votes.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (four votes) [RCW 35A 13.170 and 35A.13.120].

Section 9. Council Representation.

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if their statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.
- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be distributed to the full Council so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, gives direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

Section 10. Suspension and Amendment of Rules.

- 10.1 Any provision of these rules not governed by State law or City ordinance may be temporarily suspended by a majority vote of the Council.
- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

Amended by Resolution No. 196
Amended by Resolution No. 205
Amended by Resolution No. 224
Amended by Resolution No. 244
Amended by Resolution No. 255
Amended by Motion, Dec. 7, 2009
Amended by Resolution No. 295
Amended by Resolution No. 296
Amended by Resolution No. 298
Amended by Resolution No. 299
Amended by Resolution No. 306
Amended by Resolution No. 310
Amended by Resolution No. 326
Amended by Resolution No. 334
Amended by Resolution No. 344
Amended by Resolution No. 380
Amended by Resolution No. 381
Amended by Resolution No. 422
Amended by Resolution No. 445
Amended by Resolution No. 470
Amended by Resolution No. 485
Amended by Resolution No. 505

**Chapter 2.20
PLANNING COMMISSION***

Sections:

[2.20.010 Created – Purpose.](#)

[2.20.020 Membership.](#)

[2.20.030 Meetings – Rules.](#)

[2.20.040 Staff support.](#)

[2.20.050 Repealed.](#)

[2.20.060 Duties – Responsibilities.](#)

*See also SMC Title 16, Land use and development.

2.20.010 Created – Purpose.

There is created the planning commission. The purpose of the planning policy commission is to provide guidance and direction for Shoreline's future growth through continued review and improvement to the city's comprehensive land use plan, zoning code, shoreline management, environmental protection and related land use documents. [Ord. 36 § 1, 1995]

2.20.020 Membership.

A. Qualifications. Members of the planning commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. An intent of the selection process shall be to evenly represent the areas of interest as stated herein. Membership in the planning commission shall be limited to residents or owners of property within the city. No member shall serve longer than two consecutive terms.

B. Number of Members – Terms. The planning commission shall consist of seven members, each of whom shall be appointed for a term of four years. Terms shall expire March 31st in even-numbered years.

C. Appointment. Members of the planning commission shall be appointed by majority vote of the city council subject to an open recruitment process. Commissioners shall be selected without respect to political affiliations and will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.

D. Removal. Members of the commission may be removed by the city manager, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused

absence from more than three consecutive regular meetings. Failure to either reside or own property in the city shall constitute a forfeiture of office. The decision of the city council regarding membership on the planning commission shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignation.

E. Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

F. Conflicts of Interests. Members of the planning commission shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, Chapter 42.36 RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the city council regulating the conduct of any person holding appointive office within the city. [Ord. 978 § 1(A)(1), 2023; Ord. 665 § 1, 2013; Ord. 572 § 1, 2010; Ord. 36 § 2, 1995]

2.20.030 Meetings – Rules.

A. The planning commission shall organize and elect from its members a chair, who shall preside at all meetings of the commission, and a vice-chair. A majority of the commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

B. The commission shall determine a regular meeting schedule (time, place and frequency), as necessary, but no less frequent than once every two months. All meetings shall be open to the public.

C. The commission shall adopt such rules and regulations as are necessary for the conduct of its business and shall keep an audio recording of its proceedings and such written

notes as the commission may from time to time direct. The audio recording and any written notes shall be a public record. [Ord. 665 § 2, 2013; Ord. 36 § 3, 1995]

2.20.040 Staff support.

Administrative staff support to the planning commission shall be provided by the city manager or designee. [Ord. 36 § 4, 1995]

2.20.050 Rezone hearings.

Repealed by Ord. 665. [Ord. 36 § 5, 1995]

2.20.060 Duties – Responsibilities.

A. The planning commission shall direct the preparation of a comprehensive plan and development regulations in compliance with Chapter 36.70A RCW. This includes establishing procedures providing for early and continuous public participation in the development and amendment of the comprehensive land use plan for the city and the development regulations implementing the plan and make recommendations concerning these matters to the city council.

- B. The planning commission shall review land use management, shoreline management and environmental protection ordinances and regulations of the city and make recommendations regarding them to the city council.
- C. The planning commission shall review potential future service annexation areas to the city as requested by the city council, and make recommendations concerning them.
- D. Where design review is required by land use ordinances of the city, the planning commission shall perform such design review unless that review is delegated to some other appointed body or city staff.
- E. The planning commission shall recommend, establish priorities for, and review studies of geographic subareas in the city.
- F. The planning commission shall submit written periodic reports annually to the city council setting forth its progress in completing its work program for the current fiscal year.
- G. The planning commission shall be encouraged to maintain liaison with the planning staff of the city.
- H. The planning commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.
- I. *Repealed by Ord. 621.*
- J. The planning commission shall have such other duties and powers as may be conferred upon the commission from time to time by ordinance, resolution or motion of the city council.
- K. Unless otherwise assigned by ordinance to another body, all public hearings required to be held in the course of adoption or amendment to the comprehensive plan, the zoning code, or adoption or amendment of regulations for shorelines management and environmental protection regulations shall be heard by the planning commission. [Ord. 665 § 4, 2013; Ord. 621 § 1, 2011; Ord. 36 § 6, 1995]



2024 Planning Commissioner Appointment Timeline and Process

Fri., January 5 by 5:00 p.m.	Planning Commission (PC) applications due to City Clerk
Mon., January 8	New Mayor and Deputy Mayor elected
Tue., January 9	Newly elected Mayor solicits Council interest to serve on the Council Interview Subcommittee
Thur., January 18	Deadline for Councilmembers to submit their interest in writing to the Mayor to serve on the Council Subcommittee
Mon., January 22	Mayor formally appoints three Councilmembers to the Council Interview Subcommittee at the January 22 nd Council meeting
Week of January 29	Council Subcommittee meets to review PC applications and select interviewees
Mon., February 5	Council has opportunity to review list of proposed interviewees from Subcommittee
Between February 12-23	Interviews conducted and final recommendation made from the Council Subcommittee; recommendation communicated to staff
Between February 26 – March 8	Staff documents recommendation in staff report for Council
Mon., March 18	New Commissioners appointed at Council meeting via Council action
Thur., April 4	First Planning Commission Meeting
Late March/Early April – if necessary	Outgoing Commissioners recognized at a Council Meeting

**Chapter 2.55
PARKS, RECREATION AND CULTURAL SERVICES BOARD**

Sections:

[2.55.010 Created – Purpose.](#)

[2.55.020 Membership.](#)

[2.55.030 Appointment.](#)

[2.55.040 Meetings and organization.](#)

[2.55.050 Staff support.](#)

[2.55.060 Responsibilities.](#)

[2.55.070 Gifts.](#)

[2.55.080 Legal compliance.](#)

2.55.010 Created – Purpose.

The Shoreline parks, recreation and cultural services board is hereby created. The board is to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, recreation, and cultural activities, including public art, and management of trees located in city-owned public property and in city rights-of-way. [Ord. 979 § 1(A), 2023; Ord. 617 § 2, 2012; Ord. 325 § 1, 2003; Ord. 263 § 1, 2001; Ord. 167 § 1, 1998]

2.55.020 Membership.

A. The board shall consist of nine members. Only persons who reside, own property or are employed in the city of Shoreline shall be eligible for membership on the parks, recreation and cultural services board. Two members shall be between the ages of 15 and 19 at the beginning of their term in addition to meeting other eligibility requirements and shall be nonvoting members. The position of a member shall become vacant upon such member's ceasing to reside within, own property within, or be employed within the Shoreline city limits. The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the board, unless such absence is excused by a majority of the board. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

B. Board members shall serve four-year terms; provided, however, that youths appointed to the two age-restricted positions shall serve one-year terms. Terms shall expire on March 31st, except youth member terms shall begin on September 1st and expire on June 30th unless the youth member is appointed to an additional

term. No board member shall serve more than two consecutive four-year terms, and youth members shall serve no more than four consecutive one-year terms. [Ord. 979 § 1(B), 2023; Ord. 978 § 1(B)(1), 2023; Ord. 666 § 2, 2013; Ord. 580 § 1, 2010; Ord. 458 § 1, 2007; Ord. 325 § 1, 2003; Ord. 263 § 2, 2001; Ord. 167 § 2, 1998]

2.55.030 Appointment.

Members of the board shall be appointed by majority vote of the city council subject to an open recruitment process. Board members shall be selected without respect to political affiliations and will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies. [Ord. 978 § 1(B)(2), 2023; Ord. 635 § 2, 2012; Ord. 325 § 1, 2003; Ord. 167 § 3, 1998]

2.55.040 Meetings and organization.

The board should hold meetings at regular intervals as provided in the bylaws adopted by the board after city council review. The board shall schedule eight regular meetings per year during the months of January, February, March, April, May, June, July and September. A more frequent meeting schedule may be established by the board as the need arises. Members of the board shall select a chairperson and such other officers as they may deem necessary, and may establish rules for the conduct of their meetings and the business of the board. [Ord. 325 § 1, 2003; Ord. 263 § 3, 2001; Ord. 167 § 4, 1998]

2.55.050 Staff support.

Administrative staff support to the board shall be provided by the city's recreation, cultural, and community services department. Written minutes will be required for all meetings. [Ord. 979 § 1(C), 2023; Ord. 325 § 1, 2003; Ord. 167 § 5, 1998]

2.55.060 Responsibilities.

- A. The board shall serve in an advisory capacity to city staff and the city council.

- B. The board may make reports and recommendations to the city council concerning parks and recreation plans and policies, maintenance, operation and design of parks, public trees, and program activities in sports, recreation, and cultural services, including public art. The board will make recommendations concerning the acquisition, care, maintenance, utilization and disposition of buildings, property and equipment related to parks programs.

- C. The board may review, advise and make recommendations to city staff and the city council concerning the development and enforcement of rules and regulations concerning the use of parks, buildings and equipment, and rules of conduct and behavior of persons using the same. The board shall advise and make recommendations relative to the scope and quality of services provided or to be provided, including instructional and park materials.

- D. The board will aid the city council in decision making and city staff in developing proposals by providing the

citizen perspective in matters. To this end, the board may conduct public hearings or other meetings to solicit public input.

E. The board shall submit to the city council a report providing an annual review of their activities. [Ord. 979 § 1(D), 2023; Ord. 617 § 3, 2012; Ord. 325 § 1, 2003; Ord. 167 § 6, 1998]

2.55.070 Gifts.

The board may make recommendations to city council regarding the acceptance or rejection of all gifts of money or property made for the benefit of the parks programs. [Ord. 325 § 1, 2003; Ord. 167 § 7, 1998]

2.55.080 Legal compliance.

The members of the board will fully comply with all federal and state laws and local ordinances. [Ord. 325 § 1, 2003; Ord. 167 § 8, 1998]



**City of Shoreline
2022 City Council Salary Commission**

Final Report

September 19, 2022

Acknowledgements

City Council Salary Commission

Commissioner John Hoey
Commissioner Paula Itaoka
Commissioner Robin McClelland

Shoreline City Council

Keith Scully, Mayor
Betsy Robertson, Deputy Mayor
Doris McConnell
Laura Mork
Eben Pobee
John Ramsdell
Christopher Roberts

Salary Commission Staff

John Norris, Assistant City Manager
Melissa Muir, Human Resources and Organizational Development Director
Heidi Costello, Administrative Assistant III

The City of Shoreline would like to thank the 2022 City Council Salary Commission for volunteering their time and energy to serve in this important role to help review and set the compensation for the Shoreline City Council. For additional information about the Salary Commission, please contact John Norris, Assistant City Manager, at (206) 801-2212 or jnorris@shorelinewa.gov.

Executive Summary

As per Chapter 2.70 of the Shoreline Municipal Code (SMC), every four years commencing in 2022, a City Council Salary Commission is confirmed by the City Council to review, establish, and potentially adjust the salaries and benefits for elected officials' salaries. This includes the compensation for the Mayor, Deputy Mayor, and City Councilmembers. In May 2022, the City Council confirmed the Mayoral appointment of Commissioners John Hoey, Paula Itaoka, and Robin McClelland to serve on the 2022 City Council Salary Commission. This inaugural Salary Commission met six times to carry out their duties in reviewing and setting City Council compensation. The outcome of the Salary Commission's work is as follows:

- Established a City Council Salary Schedule as required by SMC Chapter 2.70:
 - **Mayor - \$2,550 per month in salary**
 - **Deputy Mayor - \$2,400 per month in salary**
 - **Councilmember - \$2,300 per month in salary**
- Created a compensation structure that allows for, subject to IRS limits, Councilmembers to choose from 0% to 100% of compensation to be taken as salary, to be allocated to deferred compensation as a retirement benefit, or to any combination of the two.
- Eliminated the City Council's benefit package as established under City Council Ordinance No. 287, which provided for either health benefits or deferred compensation in lieu of health benefits.
- Held Council salaries constant until the next Salary Commission reviews City Council compensation in four years' time; the Salary Commission did not provide for an annual adjustment or compensation inflator rate for future years.

This report will outline the background and process of the Salary Commission's work, provide an overview of the market study and analysis that was performed for the City's comparable jurisdictions, and provide the findings and City Council compensation decision of the Salary Commission.

Background

As per Chapter 2.70 of the Shoreline Municipal Code (SMC), every four years commencing in 2022, a City Council Salary Commission is confirmed by the City Council to review, establish, and potentially adjust the salaries and benefits for elected officials' salaries. This includes the compensation for the Mayor, Deputy Mayor, and City Councilmembers. Shoreline City Council salaries were last adjusted on October 21, 2013, and City Council benefits were established by formula in 2001.

In 2020, the City Council discussed the idea of creating a Salary Commission as authorized by State law to set Council salaries rather than setting their own salaries by Council Ordinance as they last did in 2013. This led to the adoption of Shoreline Ordinance No. 919 in 2021, which established SMC Chapter 2.70 and the inaugural Salary Commission this year.

In May 2022, the City Council confirmed the Mayoral appointment of Salary Commissioners John Hoey, Paula Itaoka, and Robin McClelland to serve on the 2022 City Council Salary Commission. The Salary Commission met six times between late May and early September 2022 to conduct their work. Commission meetings were open to the public and allowed for public comment as required by the Municipal Code.

As per SMC Section 2.70.050(C), the Salary Commission was required to complete their work to file a salary schedule with the City Clerk or to make a determination that no salary adjustment is appropriate on or before October 1st in the year in which they perform their work. This Final Report will be submitted to the City Clerk to satisfy this requirement.

Salary Commission Duties

The duties of the Commission are codified in SMC Section 2.70.040. Specifically, the duties of the Commission are as follows:

- A. *To study the relationship of salaries to the duties of the mayor, deputy mayor and councilmembers and to study the costs personally incurred by councilmembers in performing such duties;*
- B. *To study the relationship of Shoreline city council salaries and insurance benefits and compensation in lieu of insurance benefits to those of councilmembers in surrounding city jurisdictions and other current market conditions, including consideration of factors that would encourage an economically and socially diverse city council, which could include changes to the CPI-U in the Puget Sound region, changes to the statewide minimum wage, and other current market conditions;*
- C. *To establish salaries, insurance benefits and/or compensation in lieu of insurance benefits (salary schedule), by either maintaining, increasing, or decreasing each by an affirmative vote of a majority of the members;*
- D. *To review and potentially file a salary schedule with the city clerk no later than by the deadline set out in SMC 2.70.050(C).*

Current City Council Compensation Structure and Amount

As the Salary Commission began their work of reviewing and setting City Council compensation, the Commission first requested an understanding of the current City Council compensation amount and structure. The City Council's current (2022) total compensation (base salary and benefits) is as follows:

City Council Position	Monthly Salary	Monthly 457 Deferred Compensation Plan Allotment	Total Monthly Compensation	Total Annual Compensation (2022)
Mayor	\$1,250	\$1,154	\$2,404	\$28,848
Deputy Mayor	\$1,100	\$1,154	\$2,254	\$27,048
Councilmember	\$1,000	\$1,154	\$2,154	\$25,848

As noted above, the Council's monthly salaries were last set via Ordinance No. 673 in 2013. This flat monthly base salary has not inflated on an annual basis since they were established. The cost formula for Council benefits was established by Ordinance No. 287 in 2001. Councilmembers receive medical or retirement benefits equal to 60% of minimum premiums for enrollment of an individual, spouse and one child in Association of Washington Cities (AWC) medical, dental and vision plans approved for employees. Any amount not used for these benefits may be used for retirement benefits by contribution to the Councilmember's 457 deferred compensation plan. This allowance was also established in Council Ordinance No. 287.

As per AWC, a majority of the Council (at least four) must elect to receive medical benefits through AWC for any Councilmember to be eligible to receive benefits. This is an underwriting rule of AWC and not a rule established by City Council Ordinance. For many years, there has not been a majority of the City Council that have elected to receive medical benefits, and thus this benefits contribution has been a contribution to Councilmember deferred compensation plans.

The monthly deferred compensation amount inflates each year as the cost of the City's contribution to health benefits increases. This health benefits inflation rate has varied from year to year but has averaged a 3.11% annual increase since 2014. Overall, since 2014, Councilmember health benefit allotment amounts have increased 28.65%, and when including the flat base salary Councilmembers receive, overall total compensation has increased roughly 14% since 2014, or an average of 1.75% per year.

Council Compensation Market Analysis and Other Information Considered

To study the relationship of Shoreline City Council salaries and insurance benefits and compensation in lieu of insurance benefits to those of councilmembers in surrounding city jurisdictions and other current market conditions as directed by the Shoreline Municipal Code, the Salary Commission hired Ralph Anderson & Associates, a human resources and compensation consulting firm, to perform an elected official compensation study.

The Salary Commission determined to use the City's current 13 comparable jurisdictions that are used for labor market analysis for Shoreline employees as the cities to be used for the Council compensation study. These jurisdictions are the cities of: Bellevue, Bothell, Burien, Edmonds, Everett, Kenmore, Kirkland, Lynnwood, Marysville, Redmond, Renton, Sammamish, and Seattle. However, after Councilmember total compensation data was collected from these cities, it was determined that the City of Seattle was not a comparable match given the difference in size and scope of their Council positions, and therefore data from the other 12 jurisdictions was used.

Total compensation data that was collected by Ralph Anderson & Associates for the positions of Mayor, Deputy Mayor and Councilmember included both salary and benefit information or deferred retirement compensation in lieu of benefits. The median of the total compensation for City Council positions was \$1,915 per month, and the average total compensation was \$2,072. Shoreline City Councilmember total compensation was 12% above the median and 3.9% above the average of the 12 comparable jurisdictions. It was also determined that Shoreline is the only jurisdiction that allows unused health benefits to roll over into a deferred compensation plan and that health benefit allotments for other jurisdictions, if not used by their elected officials, are not provided in alternative compensation.

Current City Councilmember Input

The Salary Commission also requested feedback from the current City Councilmembers on aspects of being a Councilmember that could help inform the work of the Salary Commission. On July 27, 2002, staff delivered a one-question, anonymous survey to current Councilmembers. Councilmembers were given until August 5, 2002 to respond and the Commission received six (6) responses.

The survey question asked of current Councilmembers was: "Are there any other quantitative considerations or aspects of the City Council role you would like the members of the commission to consider or be aware of as they engage in this effort?" The Salary Commission used this input to help inform their decision about Councilmember compensation.

Salary Commission Compensation Structure and Amount Decision

Following the review of the market survey data and current Councilmember survey responses, the Salary Commission deliberated both the compensation structure of the City Council, that provides for both base salary and benefits or deferred compensation in lieu of benefits, as well as what the compensation amount should be. The Salary Commission first approved a motion to amend the compensation structure of the Mayor, Deputy Mayor and Councilmember positions by eliminating the health benefits options for the City Council. The Commission then approved a final motion to set Council salaries. The final City Council Salary Schedule as set by the Salary Commission is as follows:

City Council Salary Schedule

City Council Position	Monthly Salary	Total Annual Compensation
Mayor	\$2,550	\$30,600
Deputy Mayor	\$2,400	\$28,800
Councilmember	\$2,300	\$27,600

Other Structural Compensation Decisions

The Salary Commission also approved other structural compensation decisions regarding the Council's compensation. These decisions are:

- Created a compensation structure that allows for, subject to IRS limits, Councilmembers to choose from 0% to 100% of compensation to be taken as salary, to be allocated to deferred compensation as a retirement benefit, or to any combination of the two.
- As noted above, eliminated the City Council's benefit package as established under City Council Ordinance No. 287, which provided for either health benefits or deferred compensation in lieu of health benefits.
- Held Council salaries constant until the next Salary Commission reviews City Council compensation in four years' time; the Salary Commission did not provide for an annual adjustment or compensation inflator rate for future years.

Final Actions

With the filing of this Final Report, Council Ordinance No. 673, which set the current Mayor, Deputy Mayor and Councilmember salaries, and Council Ordinance No. 287, which provides for Councilmember health benefits or deferred compensation in lieu of health benefits, will become null and void and the City Council salaries and compensation structure detailed in this Report will supersede those Ordinances. Furthermore, City staff will file this Final Report with the City Clerk and effectuate the Councilmember salary increase in accordance with the City's Municipal Code. City staff will also communicate these changes with the City Council and coordinate with Councilmembers on any salary elections they may want to make to their deferred compensation plans.

ORDINANCE NO. 919

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING TITLE 2, ADMINISTRATION, OF THE SHORELINE MUNICIPAL CODE TO CREATE A NEW CHAPTER 2.70 RELATED TO SALARIES AND BENEFITS; ESTABLISHING A SALARY COMMISSION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, following its incorporation, the Shoreline City Council adopted Ordinance No. 7 in 1995 that established Council salaries at the level authorized by RCW 35A.13.040, \$400 per month, with \$500 per month paid to the Mayor; and

WHEREAS, Ordinance No. 122, which was adopted in 1997, amended Councilmembers' salaries to \$700 per month, with the Councilmember serving as Mayor paid a salary of \$875 per month, all in accordance with RCW 35A.12.070; and

WHEREAS, Ordinance No. 287, which was adopted in 2001, provided a benefit plan for the Mayor, Deputy Mayor and City Council that provides either health insurance or in lieu retirement benefits in the form of a cash contribution to a 457-retirement account; and

WHEREAS, Ordinance No. 673, which was adopted in 2013, amended Councilmembers' salaries to \$1,000 per month, with Councilmembers serving as the Deputy Mayor and Mayor receiving an additional \$100 and \$250 per month respectively, with said salaries paid twice monthly on regular City paydays, all in accordance with RCW 35A.12.070; and

WHEREAS, as an alternative to a city council adopting its own salary rates from time to time, both Article XXX of the Washington Constitution and RCW 35.21.015 authorize a city council to establish an independent salary commission, by ordinance, which salary commission may be authorized to set the salary, benefits, and the 457 deferred compensation contribution; and

WHEREAS, the compensation provided to the Mayor, Deputy Mayor and Councilmembers should reflect a reasonable and fair remuneration for the time, effort and expenses incurred in the performance of their duties; and

WHEREAS, setting the level of compensation should include an evaluation of the requirements and duties of the Councilmembers, which include representing the needs and interests of all members of the Shoreline community at regular and special meetings, as well as duties that often extend beyond the weekly Council meetings, such as serving on regional or national committees, representing the City on cross-jurisdictional commissions, participating in state and national conferences, and attending additional regular meetings with City staff and community members; and

WHEREAS, the compensation should also consider and reflect the City of Shoreline's affirmative commitment to continue to build a community that embraces diversity, encourages participation, promotes equity, and strives to remove any and all barriers that may hinder, deter, or create inequities to those desiring to directly participate in the governing process; and

WHEREAS the City Council desires to have an independent commission composed of citizens from the community determine its salaries and benefits based on comparative market data along with the above listed considerations; and

WHEREAS, the City Council desires to amend the Shoreline Municipal Code (SMC) to add a new Chapter 2.70 in order to establish an independent salary commission to periodically review and increase or decrease the salary and benefits of the Mayor, Deputy Mayor and members of the City Council;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.70 entitled "Salary Commission" is added to the Shoreline Municipal Code to read as follows:

**CHAPTER 2.70
COMPENSATION AND SALARY COMMISSION**

Sections:

- 2.70.010 Salary Commission Established**
- 2.70.020 Salary Commission – Qualification and Conditions**
- 2.70.030 Salary Commission – Membership and Term**
- 2.70.040 Salary Commission – Duties**
- 2.70.050 Salary Commission – Meetings**
- 2.70.060 Salary Schedule Effective Date**

2.70.010 Salary Commission Established.

A. A Salary Commission is hereby established, to review, establish, and adjust the salaries and benefits for the elected and appointed officials of the City (Mayor, Deputy Mayor and City Councilmembers), and exercise powers and perform the duties established by RCW 35.21.015 as it now exists or is hereafter amended. The Salary Commission shall not be a standing commission. Commission members shall be appointed as provided in Section 2.70.030 once every four years commencing in 2022. The Commission may be filled at any time in the interim years as directed by the City Council by resolution.

2.70.020 Salary Commission - Qualifications and Conditions.

- A. Members must be a resident of the City and a registered voter of King County.
- B. No officer, official, or employee of the City or any of their immediate family members may serve on the Commission. "Immediate family member" as used in this subsection means the

parents, spouse, siblings, children, or dependent relatives of the officer, official or employee, whether or not living in the household of the officer, official or employee.

2.70.30 Salary Commission – Membership and Term.

- A. Number of Members. The Commission shall consist of three (3) members.
- B. Appointment. Members shall be appointed by the Mayor subject to confirmation by the City Council, in conformance with RCW 35.21.015 as it now exists or is hereafter amended.
- C. Terms. Members of the Commission shall serve for a term of no more than one year, which shall commence when the last of the three Commission members has been appointed and confirmed and cease when the review of salaries, insurance benefits and compensation in lieu of insurance benefits is complete and a Salary Schedule has been filed with the City Clerk or until any determination is made that no salary or benefit adjustment is appropriate. No member may be appointed to more than two (2) terms on the Commission, whether or not those terms are held consecutively.
- D. Quorum. Three members shall constitute a quorum.
- E. Removal. Commission members may only be removed by the Mayor during their term of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence, revocation, or other loss of voter registration.
- F. Vacancies. Vacancies occurring shall be filled in the same manner as the original appointment, with the replacement serving the remainder of the unexpired term.

2.70.040 Salary Commission – Duties.

The Commission shall have the following responsibilities:

- A. To study the relationship of salaries to the duties of the Mayor, Deputy Mayor and Councilmembers and to study the costs personally incurred by Councilmembers in performing such duties;
- B. To study the relationship of Shoreline City Council salaries and insurance benefits and compensation in lieu of insurance benefits to those of Councilmembers in surrounding City jurisdictions and other current market conditions, including consideration of factors that would encourage an economically and socially diverse City Council, which could include changes to the CPI-U in the Puget Sound region, changes to the statewide minimum wage, and other current market conditions;
- C. To establish salaries, insurance benefits and/or compensation in lieu of insurance benefits (Salary Schedule), by either maintaining, increasing, or decreasing each by an affirmative vote of a majority of the members;

D. To review and potentially file a Salary Schedule with the City Clerk no later than by the deadline set out in 2.70.050(C).

2.70.050 Salary Commission - Meetings.

- A. The City Manager will appoint appropriate staff to assist the Salary Commission.
- B. The Commission shall keep a written record of its proceedings, which shall be a public record in accordance with State law, and shall actively solicit public comment at all meetings which shall be subject to the Open Public Meetings Act, pursuant to Chapter 42.30 RCW.
- C. The Commission shall meet as often as necessary in order to file a Salary Schedule with the City Clerk or to make a determination that no salary adjustment is appropriate, on or before October 1st in the year in which the Salary Commission performs their work.

2.70.060 Salary Schedule Effective Date.

- A. The Salary Commission shall file any increase or decrease in the Salary Schedule with the City Clerk, and the same will be incorporated into the City budget without further action of the City Council or the Commission, provided that the increase or decrease shall become effective as further provided in subsections (B) and (C) below.
- B. A salary increase established by the Commission shall be effective upon its adoption as to all incumbent City elected officials, regardless of their terms of office.
- C. A salary decrease established by the Commission shall not be effective as to incumbent City elected officials until the commencement of their next terms of office.
- D. Any adjustment of salary by the Commission shall supersede any City ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.


Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days after publication.

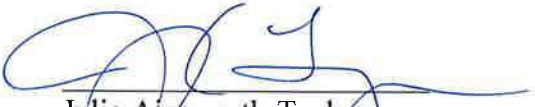
PASSED BY THE CITY COUNCIL ON FEBRUARY 22, 2021.


Deputy Mayor ~~Will Hall~~ *Keity Scully*

ATTEST:


Jessica Simulcik Smith
City Clerk

APPROVED AS TO FORM:


Julie Ainsworth-Taylor
Assistant City Attorney on behalf of
Margaret King, City Attorney

Date of Publication: February 25, 2021
Effective Date: March 2, 2021



2024 Council Pay Dates

Pay Dates
January 12
January 26
February 9
February 23
March 8
March 22
April 5
April 19
May 3
May 17
June 14
June 28
July 12
July 26
August 9
August 23
September 6
September 20
October 4
October 18
November 1
November 15
December 13
December 27



City Council/City Manager Correspondence Process

Step 1 – Correspondence Received	Step 2 – Response Determination	Step 3 – Signatory Determination	Step 4 – Correspondent Notification
<ul style="list-style-type: none"> • The City Manager’s Office (CMO) receives correspondence (email, letter, or a public comment form) from an individual on behalf of the City Council or City Manager. • The CMO Administrative Assistant (AA) and CMO Management Analyst (MA) determine whether the correspondence should be responded to or whether it should be distributed to the City Council, City Manager and/or other appropriate parties. 	<ul style="list-style-type: none"> • If there is a clear question and the correspondent is requesting information, the correspondence is entered into the response process. • If there is a policy question or staff feels that the correspondent would like to feel reassured that they are being heard, a response is provided. • If a Councilmember or City Manager specifically requests a response, a response will be provided. • However, if the correspondent is just providing their opinion or position on a policy, providing their opinion or comments to Council where no response is requested, providing an “FYI” or community announcement, or stating questions that are rhetorical, this correspondence is typically not responded to, but rather distributed. • If there are any questions about whether a piece of correspondence should be responded to or not and a judgment call is made, the CMO MA will typically involve the Assistance City Manager or City Manager for their input. 	<ul style="list-style-type: none"> • If the correspondence relates to an administrative issue that is part of the staff’s “everyday” work process or provision of service, the correspondence will be responded to by staff, typically a department director or the City Manager. • However, if the corresponded relates to a past or present policy issue, an issue, Ordinance or Resolution that the Council will be acting on in the future, or a “hot button” issue that necessitates a Councilmember’s signature, the correspondence will be responded to by the Mayor on behalf of the Council (or Deputy Mayor in the Mayor’s absence.) • If there are any questions about whether a piece of correspondence is administrative in nature or more policy-oriented, the CMO MA will involve the Assistance City Manager or City Manager for their input. 	<ul style="list-style-type: none"> • For received Council correspondence that will be distributed (and not responded to), the CMO AA will immediately reply to inform the correspondent that staff will forward the correspondence onto the City Council and appropriate staff for their review. • For correspondence that will receive a staff response, the CMO AA immediately replies to inform the correspondent that staff will provide a formal response in the near future, and that if the correspondent has any questions, they should contact the City Manager’s Office.



City Council/City Manager Correspondence Process

Step 5 – Response Tracking	Step 6 – Response Draft	Step 7 – Response Review	Step 8 – Response Final Action
<ul style="list-style-type: none"> • For all received correspondence, the CMO AA will enter the correspondence into the response process or distribute within two (2) hours. • If the correspondence is to receive a response, the CMO AA send notification to the appropriate City department contact person for response and tracking responsibility after consulting with the CMO MA. • All responses to correspondence requiring a response should be drafted, edited, finalized and signed by the appropriate party in 10 business days (completed process). 	<ul style="list-style-type: none"> • Upon receipt of the request, the department contact coordinates the drafting of a response with staff in their department. • Once the response is written, the department contact returns the draft to the CMO AA. • The department contact ensures the completion of these tasks within five (5) working days from the date in which the request was received. • <i>Note:</i> The department may determine that a more appropriate response is to discuss the issue directly with the correspondent. It is perfectly acceptable to respond with a telephone call or visit to the correspondent; however, the department is still responsible for writing a memo to the City Council/City Manager summarizing the interaction. 	<ul style="list-style-type: none"> • Upon receipt of the draft response, the CMO AA reviews and formats the response and then sends to the CMO MA for his review. • The CMO MA then reviews the response within two (2) working days. • If needed, the CMO MA works with the department(s) to resolve or clarify issues that may exist with the draft response. • Once the review is complete, the CMO MA will email a final draft to the Mayor for final review and signature if appropriate. 	<ul style="list-style-type: none"> • Once finalized, the CMO MA will forward this response to the CMO AA for action. • The CMO AA will send the approved response via email for correspondence received electronically and for correspondence received via letter, the CMO AA will print a letter for signature by the Mayor or will forward to the department contact to print for department signature. The department contact will mail the correspondence and send a copy of the signed letter to the CMO AA. • The CMO AA will then distribute copies of the signed response to all applicable parties, including the City Council.



City Council Technology Overview

City Council Elect Orientation – December 13, 2023

Phone: The City of Shoreline publishes your contact phone number on business cards that you will receive as well as on our website and in Currents. The City can provide you with a cell phone or a voice mail phone number, whichever you prefer. Please note, you will be relied upon to check your voice mails for contacts from citizens. If you opt for a voice mail phone number, you will receive an email notification that you have a voice mail. You will then need to dial in to the voice mail system and retrieve your message. If you opt for a cell phone, you will receive notification on your cell phone that you have a message and can listen to it using that device.

iPad: You will be provided with an Apple iPad to use for meetings, zoom, teams, Council calendar and email, etc. The iPad will be managed by the City and adding apps can only be done through our IS department upon request. We believe that we will have already loaded most apps that you will need. You will be able to access your email and meeting materials on your iPad.

Email will be accessed through the Outlook app as opposed to your devices default mail app. Access to your email and calendar is also available to you on your home computer and phone. You simply need to navigate to <https://outlook.office365.com>, enter your email address (which is your first initial, last name, @shorelinewa.gov e.g. hcostello@shorelinewa.gov) and your password. Once entered on your iPad you should not have to re-enter.

You will have two separate calendars on your iPad. One will be just available to you and can be located in the Outlook app. The other is a general Council Calendar where staff will add meetings that apply to all Councilmembers, this information will be located in the Calendar app.

The meeting packet, public comment, and any other related meeting information will be accessed through the app called Granicus. You will be set up and ready to go when you receive your iPad. You can also download Granicus to your personal laptop or desktop and view these items there. Instructions for the desktop version of Granicus are attached.

Remote meeting software will already be loaded on your iPad including Zoom and Teams.

Device Security: Government entities have increasingly been attacked by ransomware. Your electronic devices could potentially allow someone with nefarious designs to access our systems. In an attempt to thwart this possibility, you will need to manage your devices and software apps various passcodes and passwords.

MultiFactor authentication: The City utilizes MultiFactor Authentication (MFA) for all staff, Council, and Boards. You will need to set this up in order to access your outlook email and calendar. Instructions on setting up MFA are Attachment A to this document. You will need to use your own or City issued cell phone. If you already have an authenticator app on your personal phone you can use that instead of the Microsoft Authenticator referenced in attachment A.



Ipod passcode: Your iPad will require a passcode. Please make it as secure as possible. It is recommended by our IS department that you opt for a passphrase as these are generally more secure. Once added to your iPad, you can access the touch ID and passcode section in Settings and store a fingerprint for faster access. If you forget the passcode to access your iPad, the IS department can reset it remotely.

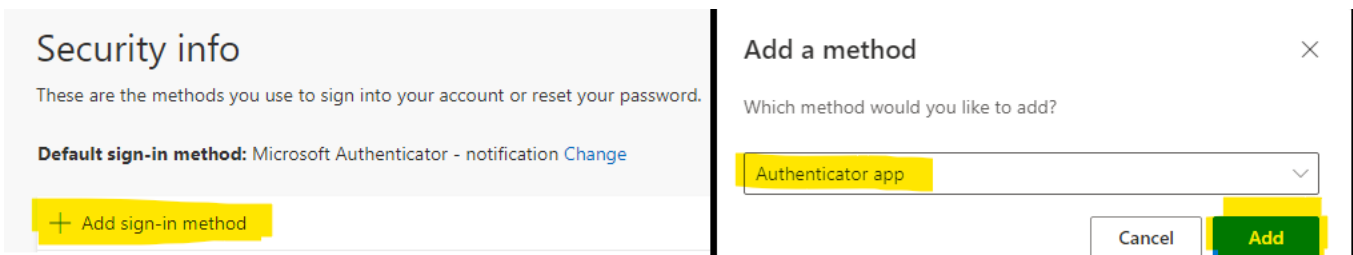
Cell phone passcode: Your cell phone, if you opt for one, will require a passcode as well as the voice mail associated with your phone. If you opt for a voice mail phone number, that will also require a passcode that will be set by IS but can be changed by you remotely.

Granicus password: The Granicus app requires a very long and very secure password. This is normally set by Heidi and will be relayed to you. The password expires every 6 months. You can follow the prompts to reset the password or you can also contact Heidi who will reset your password for you and relay the new one back. You can access Granicus through your iPad or download the Granicus app to your own home computer (Attachment B).

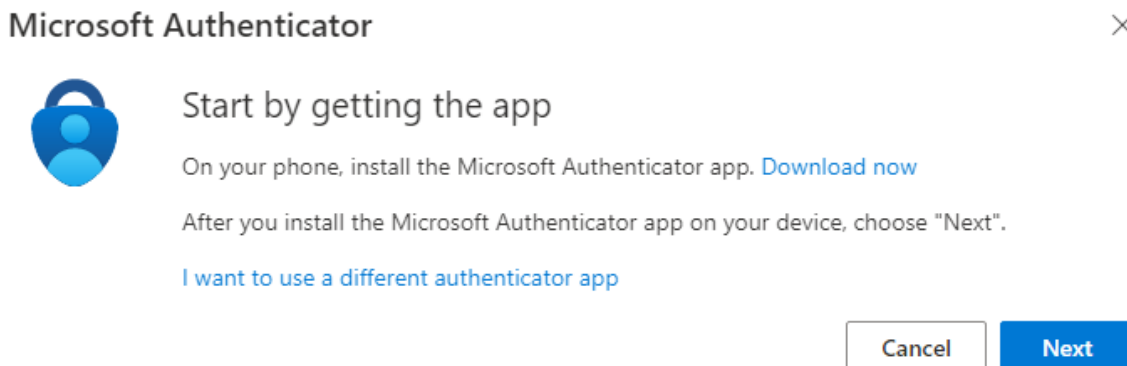
Technology Support: Odds are that you will experience occasional issues with either a device or software. When this occurs, please contact either Heidi or Pollie by phone or email and they will attempt to resolve the issue. If they are unable to help, they will contact the IS department on your behalf. If IS cannot resolve the issue remotely, they will contact you to utilize your assistance. If all else fails, you can bring your device into City Hall for intervention. A spare iPad will be loaned to you if the fix will require some time in the hands of IS.

- What you need –
 - Cell Phone (city cell phones have the Microsoft Authenticator app install, personal phone may need to download the app) with Microsoft Authenticator App (please note that the app sends no info to the city or Microsoft; it uses a time sync with your phone to generate the numbers entered when logging in)
 - [Android](#)
 - [iPhone](#)
 - Computer (Desktop or Laptop) to access the Microsoft Security Page in O365 (Link below)
 - Cell phone number for backup (this should not be a desk phone in case our network is down)
 - Helpdesk contact for questions: 206.801.2345

1. **Open or download the Microsoft Authenticator App to your phone (if your have a city phone the app is all ready installed, if your using a personal phone you may have to download the app.**
 - a. **Note: there are many authenticator applications. Verify the name is “Microsoft Authenticator” and the developer is Microsoft Corporation.**
2. **Go to the Microsoft Multifactor Authentication Management Website in O365 via the following link –**
 - a. [Authenticator Management Website](#)
3. **Select “Add sign-in Method”, select Authenticator App from the drop down and select Add**



4. **Download the Authenticator App if you have not all ready and select “Next”**



5. Follow the prompts for notifications after downloading and select "Next"

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

6. Scan the QR Code and select "Next"

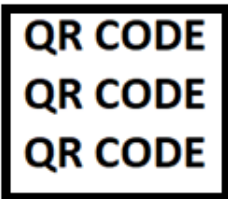
Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

7. Now Microsoft will run a test to the app

Microsoft Authenticator



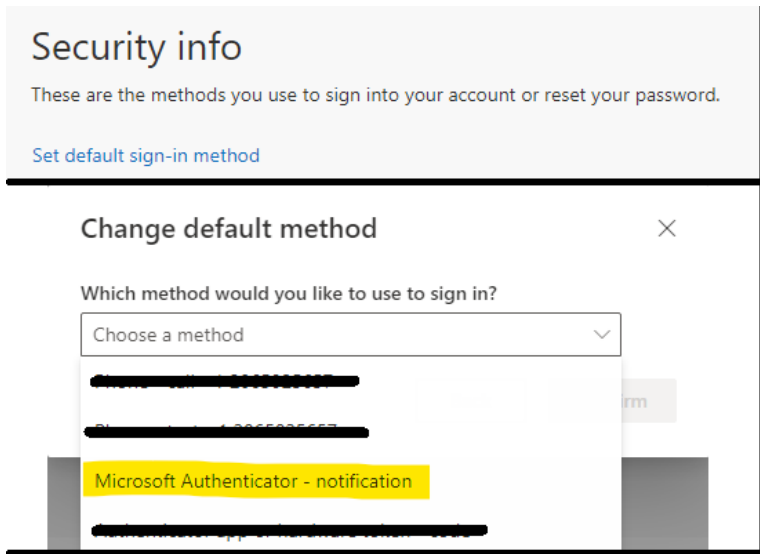
Let's try it out

Approve the notification we're sending to your app.

Back

Next

8. Now set your default sign-in method, then select “Confirm”



- Visit this page: <https://granicus.com/ilegislade-download/>
- Click Download iLegislate for Windows or Mac. (To find out if you're running Windows x64 or x86 bit, go to your Control Panel, click System and Security, and click System. The bit information is listed under System Type.)
- Launch the executable to install the application on your computer. We've found Chrome is the best browser to use to run the executable.
- Sign-in with your credentials (domain is "shoreline.granicus.com")

The screenshot shows the iLegislate login screen. At the top left is the iLegislate logo. Below it are four input fields: 'Domain:' with the value 'shoreline.granicus.com', 'Username:' with the value 'jsimulcik', and 'Password:'. Below the password field is a 'SIGN IN' button. At the bottom left, there is a link that says 'Forgot password?'.

- Access all meeting packets from your computer!

The screenshot shows the iLegislate web application interface. The top bar includes the text 'Granicus iLegislate' and a menu with 'File', 'Edit', 'Window', and 'Help'. Below the menu is the 'iLegislate' logo. The main content area is titled 'Agendas > Agenda' and displays a list of meeting items with 'VIEW >' links. The items are:

- 09/14/2020 REGULAR MEETING
- 1. CALL TO ORDER 7:00
- 2. ROLL CALL
 - (a) Mayor's Day of Concern for the Hungry Proclamation
- 3. REPORT OF THE CITY MANAGER
- 4. COUNCIL REPORTS
- 5. PUBLIC COMMENT
- 6. APPROVAL OF THE AGENDA 7:20

Downloading this application is completely optional. Please note that by installing it, you will not be creating or saving public records on your personal computer; everything (like notes and bookmarks) is stored in the Granicus cloud.

Current Councilmember Bios

Keith Scully

Keith Scully was elected to City Council in 2015 and 2019 and as Deputy Mayor in 2020 and Mayor in 2022. His term expires December 31, 2023.

Biography

Keith is an attorney and his current practice at a Seattle firm focuses on intellectual property. Before that, Keith spent several years in the King County Prosecuting Attorney's Office before joining the United Nations. There, he prosecuted war criminals in The Hague for the International Criminal Tribunal for the Former Yugoslavia.

Keith is a former board member for the King County Conservation Voters, the environmental community's political arm, and was the legal director of Futurewise, a nonprofit organization dedicated to responsible land use.

Keith served on the City of Shoreline Planning Commission from 2012 to 2015 and was elected as the Commission Chair in 2014. Keith has lived in the Puget Sound region since 1998.

He, his wife Sarah Cohen, four children, and their assorted pets live in the Richmond Beach neighborhood.

Keith holds a bachelor's degree in history from the University of California, Los Angeles, a Master's from Tufts University, and a law degree from New York University of Law.

CONTACT



Keith Scully

Mayor
Position 2

[Email](#)

Voicemail:
(206) 801-2202

Mail:
17500 Midvale Ave N
Shoreline, WA 98133

Betsy Robertson

Betsy Robertson was appointed to the Shoreline City Council in January 2019, elected to position 6 in November 2019 and elected as Deputy Mayor in January 2022. Her term expires December 31, 2023.

Biography

Betsy serves as Communications Director for the American Red Cross Northwest Region. She also supports the organization as a national spokesperson and storyteller, deploying to climate enhanced events including Hurricane Harvey, Florence and Ian, and the California Wildfires. Previously, Betsy worked as a reporter in Montana and Wisconsin, and as Director of Communications and Community Relations for KING 5, leading the station's philanthropic work throughout Western Washington.

She grew up on South Whidbey Island and earned a bachelor's degree in communications from the University of Washington.

Betsy served on Shoreline's Parks, Recreation, and Cultural Services/Tree Board from 2013 to 2019, the last three years as board chair.

She says joining the Shoreline City Council has been 'both challenging and rewarding, but at all times an honor to represent my community. In the time that I have in this role, I hope to focus as much energy as possible on place-making in our city. Development is happening and density is coming, it's important that we are intentional about creating spaces that also bring vibrancy and character to Shoreline.'

Betsy and her family live in the Ridgecrest Neighborhood.

CONTACT



Betsy Robertson

Deputy Mayor
Position 6

[Email](#)

Voicemail:
(206) 801-2206

Mail:
17500 Midvale Ave N
Shoreline, WA 98133

Doris Fujioka McConnell

Doris Fujioka McConnell was elected to the City Council in 2007, 2011, 2015, and 2019 and served as Deputy Mayor in 2019. Her term expires December 31, 2023.

Biography

Doris has been part of the Shoreline community in Richmond Beach for over 34 years. She moved back to Lakewood, Washington, in 1968 when her father retired from the United States Army.

Doris received her bachelor's of science degree in psychology from WSU and later attended WWU in their master's program in school psychology. She has served for many years in Shoreline School District's PTAs in a variety of capacities including president, treasurer and vice president. Doris has been the recipient of two PTA Golden Acorn Awards. She developed the Teen Gift Drive as part of the Holiday Food Baskets as well as being part of the executive board that created the District's August Back to School Event. She was also an active Richmond Beach Community Association volunteer prior to being elected to the city council.

As a city councilmember, Doris had served locally on the Regional Water Quality Committee. She currently serves on the Domestic Violence Initiative Regional Task Force and Seashore Transportation Forum. For the National League of Cities, she serves on the APAMO board (Asian Pacific American Municipal Officials), the Advisory Council and Transportation and Infrastructure Services Committee (TIS).

Doris has had a diverse work history. She worked as a school psychologist in the Bremerton School District, the Boeing Company and Windermere Real Estate. Currently, Doris is serving on the Board of Directors of Hopelink, a service agency she is proud to be a part of and a continuation of her passion for community service.

Doris has two adult children, Angela and Scott who went through the Shoreline Schools. She is also blessed with two grandsons and participates in a number of outdoor activities in our wonderful and diverse region.

CONTACT



Doris Fujioka McConnell

Councilmember
Position 4

[Email](#)

Voicemail:
(206) 801-2204

Mail:
17500 Midvale Ave N
Shoreline, WA 98133

Laura Mork

Laura Mork was elected to the Shoreline City Council in 2021. Her term expires December 31, 2025.

Biography

Laura Mork joins the City Council with a wealth of knowledge and experience having served in several capacities already with the City. She served on the Shoreline Planning Commission from 2013 to 2021. There she worked on many community issues, including affordable housing, spaces for neighborhood businesses, and new construction around our two light rail stations. Her contributions helped the City earn an award for its Deep Green Incentive Program for sustainable construction projects and obtain Salmon-Safe certification for City programs that promote habitat protection.

She was also appointed to the Ronald Wastewater District Board in 2017 and elected to that position in 2019, where she served until the 2021 assumption by the City.

Laura brings a wide range of experience to the City Council from her career as a chemical engineer, facilities manager, and as a professionally certified project manager.

Laura has lived in Shoreline for 25 years and is an advocate for parks and sidewalks. Further, she has been an active community volunteer, extending back to the PTA when her children were in school, and as a board member of the Cascade Youth Symphony.

CONTACT



Laura Mork

Councilmember
Position 3

[Email](#)

Voicemail:
(206) 801-2207

Mail:
17500 Midvale Ave N
Shoreline, WA 98133

Eben Pobee

Eben Pobee was elected to City Council in 2021. His term expires December 31, 2025.

Biography

Born in Ghana, in West Africa, Eben Pobee was one of eight children of farmers. At an early age, Eben chose schooling over farming and went on to earn a degree at the University of Ghana and a scholarship to the London School of Business. Rather than moving to London, Eben chose to get his Master of Business Administration degree from Concordia University in Portland, Oregon where he met his wife, Harriet. After graduating, he moved to Shoreline with his wife and their three daughters, Emily, Olivia, and Lydia.

Eben works as a finance manager with EPOBS Suite, a cloud-based Financial Management Software company. He is also co-founder and Artistic Director of JHP Legacy which provides a variety of cultural and arts programs.

In 2019, Governor Jay Inslee appointed Eben to the Board of Trustees of Shoreline Community College, where he currently serves as Vice Chair. Eben was involved in the first CityWise Project organized by the City of Shoreline and has been active in PTAs at his kids' schools. He currently serves as the Chair of King County's 4Culture Arts Advisory Committee.

CONTACT



Eben Pobee

Councilmember
Position 5

[Email](#)

Voicemail:
(206) 801-2201

Mail:
17500 Midvale Ave N
Shoreline, WA 98133

John Ramsdell

John was elected to the City Council in 2021. His term expires December 31, 2025.

Biography

John Ramsdell is an active member of the Westminster Triangle Neighborhood Association. He has held numerous leadership positions and organized neighborhood events. John's love of the outdoors and parks led him to work closely with the City in advocating for the establishment of the new Westminster Park. He is also a volunteer with Gratitude Sailing, a non-profit organization that provides free sailing outings on Puget Sound for individuals with disabilities of all ages. John is the current precinct committee officer for the 32nd Legislative District Democrats and an active member of Whole Washington.

John has been a licensed mental health professional for the past 25 years and has provided specialized assistance to thousands of King County's most vulnerable citizens, including elderly adults in crisis, individuals with disabilities, people without homes, and foster children. He currently owns and manages a mental health counseling practice in Shoreline, and provides clinical supervision to licensure candidates.

As an Employee Assistance Program clinical account executive until the Fall of 2021, John provided and managed services to over 90,000 employees in over 200 companies, non-profit organizations, small businesses, school districts, native tribes, and municipalities in the Pacific Northwest. He maintains a relationship with First Choice Health as a credentialed healthcare provider and crisis incident stress debriefer.

John has a Master of Public Administration degree and a Master of Clinical Psychology degree. He also has a Bachelor of Arts degree in Political Science.

CONTACT



John Ramsdell

Councilmember
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Chris Roberts

Chris Roberts was elected to the Shoreline City Council in 2009, 2013, 2017, and 2021 and served as Mayor from 2016 to 2017. His term expires December 31, 2025.

Biography

Chris graduated from Willamette University in 2000 and earned a PhD from the University of Washington in 2012 in the field of public law.

Chris serves as a member of the National League of Cities Board of Directors and the Puget Sound Regional Council Executive Board. He is the vice chair of the Sound Cities Association Public Issues Committee, and is a member of the National League of Cities Energy, Environment, and Natural Resources Committee and the Race, Equity and Leadership Council.

Before his election to the Council, Chris served as the Legislative Assistant to Oregon State Representative Bill Garrard. He currently teaches political science classes at Pierce College.

Chris is an enrolled member of the Choctaw Nation of Oklahoma. With his wife Heather and their child, Chris resides in the Ballinger neighborhood.

CONTACT



Chris Roberts

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2023-2025 City Council Goals and Work Plan

The Council is committed to fulfilling the community’s long-term vision – Vision 2029 – and being an equitable and sustainable city that meets the needs of all residents, in particular:

- community—ensuring it is safe, attractive, inclusive and serves all ages and abilities;
- environment—preserving environmental assets and enhancing the built environment so that it protects natural resources;
- services—supporting quality services, facilities and infrastructure; and
- finances—responsible stewardship of fiscal resources to achieve the community, environment and services desired by residents.

The City Council holds an annual Strategic Planning Workshop to monitor progress and determine priorities and action steps necessary to advance Vision 2029 and the City’s equity goals. This workplan, which is aimed at improving the City’s ability to fulfill the community’s vision, is then reflected in department work plans, the City’s budget, capital improvement plan, and through special initiatives.

Goal 1: Strengthen Shoreline’s economic climate and opportunities

Robust private investment and economic opportunities help achieve Council Goals by enhancing the local economy, providing jobs and housing choices for all income levels, and supporting the public services and lifestyle amenities that the community desires and expects.

ACTION STEPS:

1. Conduct a review of development that has occurred in the 145th Station Area
2. Continue to implement development review and permitting best practices, including management of staffing and contract resources to meet permit review time targets, and expansion of the City’s online permitting
3. Continue business retention and expansion by building relationships and identifying regulatory challenges, safety concerns, and other barriers to business growth, especially with those that are underrepresented and under-resourced
4. Facilitate collaboration with and between members of the business community to support new and existing businesses
5. Implement programs and construct capital projects funded through the American Rescue Plan Act to support community recovery from the COVID-19 pandemic
6. Implement Cottage Housing regulations as the first implementation step of the City’s Housing Action Plan to support housing choices
7. Develop draft policies and amendments to the Development Code to allow middle housing building types in low density residential areas for consideration as part of the 2024 Comprehensive Plan update
8. Incorporate Age-Friendly Community policies into the 2024 Comprehensive Plan update
9. Participate in the State’s Master Plan process for the Fircrest Campus to align with the City’s Comprehensive Plan
10. Monitor the outcomes of the ground floor commercial requirements in the North City and Ridgecrest neighborhoods and use lessons learned from this early adoption area to model future development regulations
11. Monitor the City’s 10 Year Financial Sustainability Model and respond to economic changes to ensure financial sustainability.
12. Support King County Metro’s evaluation of the 192nd Park and Ride as a potential location for expanded transit operations and transit-oriented-development

13. Work with Seattle City Light to ensure electric infrastructure supports Shoreline's planned growth by sharing information and seeking to align timelines of private developments, City projects, and utility capacity expansion projects

Goal 2: Manage and develop the City's infrastructure, steward the natural environment and address climate impacts

The City has identified needed improvements to strengthen its municipal infrastructure to maintain public services the community expects through adoption of the Comprehensive Plan, Surface Water Master Plan, Wastewater Master Plan, Transportation Master Plan and the Parks, Recreation, Open Space, Arts and Culture Plan. As capital improvements are made, it is important to include efforts that will enhance Shoreline's natural environment and address climate change and impacts, ultimately having a positive effect on the Puget Sound region.

ACTION STEPS:

1. Implement the Voter Approved New Sidewalk Program by constructing the 20th Avenue sidewalk project and initiating design of the Westminster Way, 19th Avenue and Ballinger Way sidewalk projects
2. Implement the Sidewalk Rehabilitation Program by completing repair work on 15th and 5th Avenue NE and developing a prioritized plan for the next five years
3. Design and construct the priority park improvements funded through the 2022 Park Bond
4. Update the Parks, Recreation, Open Space, and Arts plan to guide Park and Recreation investments for the next six years and incorporate new plan in an update to the Parks Impact Fee
5. Continue to explore strategies for replacement of the Shoreline Pool and Spartan Recreation Center
6. Update the 2014 Urban Forest Strategic Plan and continue to implement the Green Cities Partnership and volunteer programs with various partner organizations
7. Continue to Implement Salmon-Safe certification and resource conservation and zero waste activities
8. Implement the Climate Action Plan, including development of programs to support electrification of existing buildings, reduce per capita driving, and encourage electric vehicle adoption
9. Implement Phase One of the City Maintenance Facility project to construct the Ballinger Maintenance Facility and preliminary design of the Hamlin and North Maintenance facilities and identify funding for construction of phase 2
10. Develop and implement the 2024-2029 Surface Water Master Plan
11. Update and amend the Comprehensive Sewer Plan to reflect modifications in sewer usage and operations
12. Support the update to the Transportation Master Plan through an updated Transportation Impact Fee, expansion of shared use mobility options and an analysis of connections in high activity areas
13. Complete the major update of the 2024 Comprehensive Plan
14. Complete 90% design of Phase 1 of the N 175th Street Corridor Project from Interstate-5 to Stone Avenue N and initiate Right-of-Way acquisition and develop a funding strategy for both phases of the project
15. Begin construction of the 145th and I-5 Interchange improvements and Phase 1 of the 145th Street Corridor improvements
16. Work with regional and federal partners to fund Right-of-Way acquisition for Phase 2 of the 145th Street Corridor improvements

Goal 3: Prepare for regional mass transit in Shoreline

Our community looks forward to increasing mobility options and reducing environmental impacts through public transit services. The Sound Transit Lynnwood Link Extension light rail project, which includes the Shoreline North/185th Station and the Shoreline South/148th Station, is scheduled to open

in 2024. The Sound Transit Bus Rapid Transit project includes funding for corridor improvements and service along State Route 523 (N 145th Street) from Bothell Way connecting to the Shoreline South/148th Station. Engaging our community members and regional transit partners in plans to integrate local transit options and connect multi-modal travel corridors, including the 145th Street and 185th Street corridors, into the future light rail service continues to be an important Council priority.

ACTION STEPS:

1. Support Sound Transit’s 145th Street improvements from Bothell Way to Interstate-5 as part of the Stride Bus Rapid Transit Project
2. Work collaboratively with Sound Transit on the Lynnwood Link Extension Project, including negotiation of remaining project agreements and coordination of project construction, inspection, and ongoing permitting
3. Coordinate with developers and seek partnerships and funding to realize the vision of the Light Rail Station Areas, which includes improved multi-modal connections to the light rail stations
4. Create non-motorized connections to the light rail stations including coordinating design elements of the Trail Along the Rail
5. Construct Phase 1 of the 148th Street Non-Motorized Bridge project, begin Right-of-Way acquisition of Phase 2, and work with regional, state, and federal partners to fully fund the project
6. Collaborate with regional transit providers to implement long-range regional transit plans including Sound Transit’s ST3 Plan, King County Metro’s Metro Connects Long Range Plan, and Community Transit’s Blue Line and Long-Range Plan
7. Develop a parking program, including Restricted Parking Zones and a parking enforcement unit

Goal 4: Expand the City’s focus on equity and social justice and work to become an Anti-Racist community

The Council values all residents and does not tolerate any form of discrimination. On January 23, 2017, Council adopted Resolution No. 401 declaring the City to be an inviting, equitable, and safe community for all and to be a leader in protecting human rights, equity, public safety and social well-being. And on November 30, 2020, Council adopted Resolution No. 467 declaring the City’s commitment to building an anti-racist community through addressing the ways racism is maintained through beliefs, behaviors and policies. We are committed to co-creating a vision with the community to ensuring that Shoreline is an inviting, equitable, and safe community for all.

ACTION STEPS:

1. Identify and implement foundational and ongoing equity and anti-racism training for City staff, Council, PRCS/Tree Board, and Planning Commission
2. Assess the City’s employment, hiring, and recruitment practices through an equity lens
3. Continue building trusting working relationships within the community that will support our ability to:
 - a) Better understand strengths, concerns and needed supports within historically marginalized groups and to offer resources to address these;
 - b) Foster engagement and participation in key planning process, community safety, law enforcement, and other topics important to the community;
 - c) Specifically inform the City’s community policing practices; and
 - d) Work in partnership to develop long-term strategies for building an anti-racist community
4. Develop resources and training to assist staff in understanding meaningful community engagement practices focused on achieving equitable outcomes
5. Ensure that the City’s programs, parks, facilities, activities and communications comply with the Americans with Disabilities Act and are accessible to all Shoreline residents

Goal 5: Promote and enhance community safety, broader community connections, and a coordinated response to homelessness and individuals in behavioral health crisis

The Council recognizes that supporting stronger community connections and making it possible for residents to meet their needs are critical elements of a safe and thriving community. Maintaining a safe community is the City's highest priority. The 2022 Resident Satisfaction Survey reflected that 92% of respondents felt safe in their neighborhood during the day and 73% had an overall feeling of safety in Shoreline. The City is continuing a concentrated work plan to enhance our public safety communication and crime prevention efforts to ensure that our residents and businesses continue to find Shoreline a safe place to live, work and play. The City is also continuing to support those individuals living unhoused in our community or experiencing behavioral health issues by coordinating with regional homeless partners, working to ensure that there is adequate shelter capacity in Shoreline and North King County, and expanding behavioral health engagement and crisis intervention for those in need.

ACTION STEPS:

1. Use data driven policing to address crime trends and quality of life concerns in a timely manner
2. Support efforts to improve public safety by incorporating best practices and model policies for use of force, de-escalation training and police accountability
3. Achieve full staffing for the Shoreline Police Department
4. Participate on the Board of Directors and Operations Board of the recently launched Regional Crisis Response (RCR) Agency to ensure agency effectiveness and coordinate across stakeholder response functions throughout the RCR served community
5. Monitor and support the North King County Crisis Triage Center development, as well as the five additional crisis centers proposed by King County
6. Continue to collaborate with King County District Court and other criminal justice service partners to enhance community safety and provide support services to those in and at risk of being in the criminal justice system
7. Continue partnerships between Community Services, Parks, Economic Development, and Police on Problem Solving Projects and crime prevention to improve safety and the feeling of safety
8. Conduct trainings and community programs to promote safety, awareness, and response
9. Continue to support the North King County Enhanced Shelter through partnership with the King County Regional Homelessness Authority (KCRHA), Lake City Partners and the community
10. Continue providing leadership and engagement with the North King County Coalition on Homelessness (NKCCCH) and the KCRHA to ensure development of appropriate sub-regional homelessness response strategies and implementation activities for North King County
11. Use data driven information to inform the City's actions and plans to provide shelter and affordable housing for low income individuals in our community
12. Finalize and implement strategies to expand the City's community building efforts beyond established neighborhood associations



VISION 2029

Imagine for a moment that it is the year 2029 and you are in the City of Shoreline.

This vision statement describes what you will see.



VISION 2029

Shoreline in 2029 is a thriving, friendly city where people of all ages, cultures, and economic backgrounds love to live, work, play and, most of all, call home. Whether you are a first-time visitor or long-term resident, you enjoy spending time here.



There always seems to be plenty to do in Shoreline -- going to a concert in a park, exploring a Puget Sound beach or dense forest, walking or biking miles of trails and sidewalks throughout the city, shopping at local businesses or the farmer's market, meeting friends for a movie and meal, attending a street festival, or simply enjoying time with your family in one of the city's many unique neighborhoods.

People are first drawn here by the city's beautiful natural setting and abundant trees; affordable, diverse and attractive housing; award-winning schools; safe, walkable neighborhoods; plentiful parks and recreation opportunities; the value placed on arts, culture, and history; convenient shopping, as well as proximity to Seattle and all that the Puget Sound region has to offer.



The city's real strengths lie in the diversity, talents and character of its people. Shoreline is culturally and economically diverse, and draws on that variety as a source of social and economic strength. The city works hard to ensure that there are opportunities to live, work and play in Shoreline for people from all backgrounds.

Shoreline is a regional and national leader for living sustainably. Everywhere you look there are examples of sustainable, low impact, climate-friendly practices come to life – cutting edge energy-efficient homes and businesses, vegetated roofs, rain gardens, bioswales along neighborhood streets, green buildings, solar-powered utilities, rainwater harvesting systems, and local food production to name only a few. Shoreline is also deeply committed to caring for its seashore, protecting and restoring its streams to bring back the salmon, and to making sure its children can enjoy the wonder of nature in their own neighborhoods.

A CITY OF Neighborhoods

Shoreline is a city of neighborhoods, each with its own character and sense of place. Residents take pride in their neighborhoods, working together to retain and improve their distinct identities while embracing connections to the city as a whole. Shoreline's neighborhoods are attractive, friendly, safe places to live where residents of all ages, cultural backgrounds and incomes can enjoy a high quality of life and sense of community. The city offers a wide diversity of housing types and choices, meeting the needs of everyone from newcomers to long-term residents.

Newer development has accommodated changing times and both blends well with established neighborhood character and sets new standards for sustainable building, energy efficiency and environmental sensitivity. Residents can leave their car at home and walk or ride a bicycle safely and easily around their neighborhood or around the whole city on an extensive network of sidewalks and trails.

No matter where you live in Shoreline there's no shortage of convenient destinations and cultural activities. Schools, parks, libraries, restaurants, local shops and services, transit stops, and indoor and outdoor community gathering places are all easily accessible, attractive and well maintained. Getting around Shoreline and living in one of the city's many unique, thriving neighborhoods is easy, interesting and satisfying on all levels.



Neighborhood CENTERS

The city has several vibrant neighborhood "main streets" that feature a diverse array of shops, restaurants and services. Many of the neighborhood businesses have their roots in Shoreline, established with the help of a local business incubator, a long-term collaboration between the Shoreline Community College, the Shoreline Chamber of Commerce and the city.

Many different housing choices are seamlessly integrated within and around these commercial districts, providing a strong local customer base. Gathering places - like parks, plazas, cafes and wine bars - provide opportunities for neighbors to meet, mingle and swap the latest news of the day.

Neighborhood main streets also serve as transportation hubs, whether you are a cyclist, pedestrian or bus rider. Since many residents still work outside Shoreline, public transportation provides a quick connection to downtown, the University of Washington, light rail and other regional destinations. You'll also find safe, well-maintained bicycle routes that connect all of the main streets to each other and to the Aurora core area, as well as convenient and reliable local bus service throughout the day and throughout the city. If you live nearby, sidewalks connect these hubs of activity to the surrounding neighborhood, bringing a car-free lifestyle within reach for many.

The Signature BOULEVARD

Aurora Avenue is Shoreline's grand boulevard. It is a thriving corridor, with a variety of shops, businesses, eateries and entertainment, and includes clusters of some mid-rise buildings, well-designed and planned to transition to adjacent residential neighborhoods gracefully. Shoreline is recognized as a business-friendly city. Most services are available within the city, and there are many small businesses along Aurora, as well as larger employers that attract workers from throughout the region. Here and elsewhere, many Shoreline residents are able to find family-wage jobs within the City.

Housing in many of the mixed-use buildings along the boulevard is occupied by singles, couples, families, and seniors. Structures have been designed in ways that transition both visually and physically to reinforce the character of adjacent residential neighborhoods.

The improvements put in place in the early decades of the 21st century have made Aurora an attractive and energetic district that serves both local residents and people from nearby Seattle, as well as other communities in King and Snohomish counties. As a major transportation corridor, there is frequent regional rapid transit throughout the day and evening. Sidewalks provide easy access for walking to transit stops, businesses, and connections to adjacent neighborhoods.

Aurora has become a green boulevard, with mature trees and landscaping, public plazas, and green spaces. These spaces serve as gathering places for neighborhood and city-wide events throughout the year. It has state-of-the-art stormwater treatment and other sustainable features along its entire length.

As you walk down Aurora you experience a colorful mix of bustling hubs – with well-designed buildings, shops and offices – big and small – inviting restaurants, and people enjoying their balconies and patios. The boulevard is anchored by the vibrant Town Center, which is focused between 175th and 185th Street. This district is characterized by compact, mixed-use, pedestrian-friendly development highlighted by the Shoreline City Hall, the Shoreline Historical Museum, Shorewood High School, and other civic facilities. The interurban park provides open space, recreational opportunities, and serves as the city's living room for major festivals and celebrations.



A HEALTHY Community

Shoreline residents, city government and leaders care deeply about a healthy community. The city's commitment to community health and welfare is reflected in the rich network of programs and organizations that provide human services throughout the city to address the needs of all its residents.

Shoreline is a safe and progressive place to live. It is known region wide for the effectiveness of its police force and for programs that encourage troubled people to pursue positive activities and provide alternative treatment for non-violent and non-habitual offenders.

BETTER FOR THE Next Generation

In Shoreline it is believed that the best decisions are informed by the perspectives and talents of its residents. Community involvement in planning and opportunities for input are vital to shaping the future, particularly at the neighborhood scale, and its decision making processes reflect that belief. At the same time, elected leaders and city staff strive for efficiency, transparency and consistency to ensure an effective and responsive city government.

Shoreline continues to be known for its outstanding schools, parks and youth services. While children are the bridge to the future, the city also values the many seniors who are a bridge to its shared history, and redevelopment has been designed to preserve our historic sites and character. As the population ages and changes over time, the City continues to expand and improve senior services, housing choices, community gardens, and other amenities that make Shoreline such a desirable place to live.

Whether for a 5-year-old learning from volunteer naturalists about tides and sea stars at Richmond Beach or a 75-year-old learning yoga at the popular Senior Center, Shoreline is a place where people of all ages feel the city is somehow made for them. And, maybe most importantly, the people of Shoreline are committed to making the city even better for the next generation.





Framework GOALS

The original framework goals for the city were developed through a series of more than 300 activities held in 1996-1998. They were updated through another series of community visioning meetings and open houses in 2008-2009. These Framework Goals provide the overall policy foundation for the Comprehensive Plan and support the City Council's vision. When implemented, the Framework Goals are intended to preserve the best qualities of Shoreline's neighborhoods today and protect the City's future. To achieve balance in the City's development the Framework Goals must be viewed as a whole and not one pursued to the exclusion of others.

Shoreline is committed to being a sustainable city in all respects.



FG 1: Continue to support exceptional schools and opportunities for lifelong learning.

FG 2: Provide high quality public services, utilities, and infrastructure that accommodate anticipated levels of growth, protect public health and safety, and enhance the quality of life.



FG 3: Support the provision of human services to meet community needs.

FG 4: Provide a variety of gathering places, parks, and recreational opportunities for all ages and expand them to be consistent with population changes.

FG 5: Encourage an emphasis on arts, culture and history throughout the community.

FG 6: Make decisions that value Shoreline's social, economic, and cultural diversity.

FG 7: Conserve and protect our environment and natural resources, and encourage restoration, environmental education and stewardship.

FG 8: Apply innovative and environmentally sensitive development practices.

FG 9: Promote quality building, functionality, and walkability through good design and development that is compatible with the surrounding area.

FG 10: Respect neighborhood character and engage the community in decisions that affect them.

FG 11: Make timely and transparent decisions that respect community input.

FG 12: Support diverse and affordable housing choices that provide for Shoreline's population growth, including options accessible for the aging and/or developmentally disabled.



FG 13: Encourage a variety of transportation options that provide better connectivity within Shoreline and throughout the region.

FG 14: Designate specific areas for high density development, especially along major transportation corridors.

FG 15: Create a business friendly environment that supports small and local businesses, attracts large businesses to serve the community and expand our jobs and tax base, and encourages innovation and creative partnerships.

FG 16: Encourage local neighborhood retail and services distributed throughout the city.

FG 17: Strengthen partnerships with schools, non-governmental organizations, volunteers, public agencies and the business community.

FG 18: Encourage Master Planning at Fircrest School that protects residents and encourages energy and design innovation for sustainable future development.



SHORELINE: *IN FORWARD MOTION*

VISION

Shoreline is a thriving, friendly city where people of all ages, cultures, and economic backgrounds love to live, work, and play, and most of all, call home.

MISSION

Fulfilling the community's vision through highly valued public services.

VALUES

Integrity: Act with honesty, openness, and accountability.

Teamwork: Accomplish goals, resolve issues through quality communication and collaboration.

Respect: Listen, value others, and treat everyone with fairness and dignity.

Innovation: Learn from experience, explore new ideas, and implement creative solutions.

Sustainability: Exemplify and encourage sustainable practices in our organization and community.

ORGANIZATIONAL GOALS

Delivery of Public Services: Continue to make Shoreline a desirable place to live and invest by providing public services that are valued by our community.

Organizational Strength: Enhance the effectiveness of our organization through development of employee skills and knowledge.

Fiscal Sustainability: Secure and sustain long-term financial sustainability to ensure delivery of public services to our community.

Achieve Council Goals: Complete action steps included in the adopted City Council Goals.





Intergovernmental Relations Overview

City Council Elect Orientation – December 13, 2023

Introduction

This memorandum is intended to provide a brief overview of the network of relationships that the City of Shoreline has with other jurisdictions and governmental agencies, on a regional, state and federal level—relationships which have the potential to deliver significant benefits to the City. While some of these relationships are initiated and/or maintained by City staff, Shoreline residents reap the greatest benefit of this work when members of City Council also bring their time, energy and leadership to the work. Further, as independent elected officials, each Councilmember is likely to develop their own set of relationships. City staff is available to provide support and information as these relationships grow and develop.

Overview of Regional, State and Federal Relationships

The City of Shoreline derives significant benefits from active engagement on the regional, state and federal levels. This engagement has helped facilitate both funding and policy decisions that support the ability of the City to deliver high-quality outcomes for its residents. Recent examples include funding for parks facilities, transportation funding, and tools to stimulate the development of transit-oriented development around Shoreline’s light rail stations.

Regional relationships. As a medium-sized city, Shoreline often sees the most success when it can work in partnership with other cities and local agencies—either directly or through work on regional committees. Coalition building and partnership development helps Shoreline find common cause with other jurisdictions and can lead to initiatives that have the potential to greatly impact the lives of Shoreline residents. In 2016, for instance, voters approved Sound Transit 3 (ST3), which included a bus rapid transit system that will connect Woodinville, Bothell, Kenmore, Lake Forest Park, and Shoreline to the Shoreline South/148th light rail station. This project only made it into ST3 due to the determined and visible advocacy of the five-city coalition and its residents. Additionally, by working through regional committees, as described below, Shoreline has played a key role in shaping regional policy in topic areas from climate and transportation to affordable housing and homelessness. Such successes cannot be delivered by staff effort alone—Shoreline Councilmembers provide leadership and effective advocacy that only elected officials can bring.

State relationships. The State of Washington has the capacity to significantly help the City improve the lives of its residents through both budget and policy. The City’s ongoing commitment to a deliberate, thoughtful, and energetic outreach and engagement strategy has consistently shown benefits for the community. Each year, the City develops a formal legislative agenda for the annual legislative session, and Council meets with the members of the 32nd Legislative District delegation, of which Shoreline is a part. During the legislative session, which starts in January each year, Council will participate in direct advocacy with our Senator and Representatives, and often with other legislators or members of the Executive Branch. Additional opportunities can be afforded through participation in the Association of Washington Cities (AWC). As issues and events dictate, additional conversations can take place after the legislative session is concluded.



The City's legislative priorities provide an agreed-upon framework for City advocacy and allows staff to operate with confidence that they are accurately representing the policy direction of the City Council. The 2024 State Legislative Priorities, which are attached to this memo as Attachment A, were adopted by the City Council this year on November 27, 2023.

Federal relations. Given the vast reach and scope of the federal government, federal relationships tend to be more diffuse. The focus of City advocacy varies from year to year, but often will focus on a single policy issue of importance to the City, as well as any major federal grant applications that might be underway. Typically, the Mayor leads outreach to members of the federal delegation on behalf of the City. Shoreline is also a member of the National League of Cities (NLC), which, as its name suggests, is a national coalition of cities, large and small, and any member of Council has opportunities through the NLC to tackle issues on a national level.

Opportunities for Participation: Regional

Many elected officials find great value in participating in regional committees. Some of the most common reasons include meeting other local elected officials, learning more about issues of interest, and making a difference on a scale beyond the city they represent. Most regional committees in which Shoreline elected officials participate come to us through participation in the Sound Cities Association (SCA), a collaboration of all cities in King County outside Seattle. As an SCA committee member, each elected official is expected to represent the views of the larger association, not simply the narrower interests of their own city. SCA positions on the various committees are developed through a caucus system, where SCA members meet regularly to work through issues and develop consensus where possible. Each SCA member is expected to bring their city's perspective to the discussion but ultimately help shape the consensus and represent that.

Some committees are more popular than others, which could be due to many factors, such as currency of the issue, visibility, etc. While personal experience is very important in committee assignments, seniority and previous participation on SCA committees will affect the appointment decisions, especially for new members. For instance, one might need to start as an alternate delegate on a less visible committee and build a track record of effective participation before earning an appointment to more popular committees.

For more information, here are two documents from SCA on their Boards/Committees:

- The list of committees and elected officials on each one, for 2023. This is current for this year: <https://soundcities.org/sca-regional-staff-committee-appointments/>
- The 2023 committee booklet provides an extended description of each committee: <https://soundcities.org/appointment-booklet/>

But not all committees come through SCA. King County and Sound Transit also staff a few committees that Shoreline participates in, and there are some ad hoc ones, too. When a new committee is stood up, the call will go out for elected official participation. Participation in these committees is largely governed by Shoreline Council Rule of Procedure No. 2.3(E) and (F), which gives authority to the Mayor to appoint councilmembers to boards and committees where an appointment process is not otherwise specified—such as the SCA committee appointment process outlined above. Members of City Council have regularly participated in:



- King County’s SeaShore Transportation Forum
<https://kingcounty.gov/en/dept/metro/about/transportation-boards/seashore-transportation-forum>
- King County – Cities Climate Collaboration (K4C)
<https://kingcounty.gov/services/environment/climate/actions-strategies/partnerships-collaborations/k4c.aspx>
- Sound Transit’s Bus Rapid Transit Elected Leadership Group
<https://www.soundtransit.org/system-expansion/sr-522-ne-145th-brt/stakeholders-partners>
- Sound Transit’s North Corridor Leadership Forum
- Lake Ballinger Forum
<https://www.cityofmlt.com/488/Lake-Ballinger-McAleeer-Creek-Watershed-F>
- North King County Coalition on Homelessness
- Regional Crisis Response (RCR) Agency (five-city coalition)
[https://www.kirklandwa.gov/Government/City-Managers-Office/The-Regional-Crisis-Response-Agency#:~:text=The%20Regional%20Crisis%20Response%20\(RCR,for%20the%20five%2Dcity%20region.](https://www.kirklandwa.gov/Government/City-Managers-Office/The-Regional-Crisis-Response-Agency#:~:text=The%20Regional%20Crisis%20Response%20(RCR,for%20the%20five%2Dcity%20region.)

Opportunities for Participation: State

Outside of direct advocacy to the State on behalf of the City of Shoreline, the principal avenue for board/committee participation at the state level, on behalf of the City of Shoreline, runs through AWC. As with regional committee participation in SCA, AWC seeks to recruit and select a diverse array of elected officials to advise the organization on state-level policies. There is even an opportunity to participate in setting the AWC’s agenda for its federal-level advocacy.

More information about opportunities for involvement can be found here: <https://wacities.org/about-us/get-involved>. Please note that as we move into a post-pandemic phase, and meetings and conferences return to in-person, that engagement with AWC can involve travel to Olympia and, on occasion, other sites within Washington State.

Opportunities for participation: Federal

As noted above, the Mayor, supported by City staff, will lead advocacy efforts with the federal congressional delegation—Sen. Patty Murray, Sen. Maria Cantwell, and Rep. Pramila Jayapal. Beyond this work however, as with AWC and state-level engagement, federal participation generally takes place through NLC. As with SCA and AWC, NLC seeks and accepts applications for participation from local elected officials across the country. You can find out more here: <https://www.nlc.org/advocacy/federal-advocacy-committees/>. Please note that engagement with NLC will involve travel, likely to Washington, D.C., and other cities across the country.

Additional Information

For any questions or additional information, please feel free to contact Shoreline’s Intergovernmental Relations Manager, Jim Hammond, at 206-801-2215 or jhammond@shorelinewa.gov

Attachments

Attachment A – 2024 State Legislative Priorities



City of Shoreline 2024 State Legislative Priorities

- Work with legislative delegation to identify and seek Local Community Project funding for park-related planning resources that would allow the City to develop additional parks and open space for its growing community. Maintain visibility of the need for a community pool that can serve Shoreline residents and explore opportunities for advancing funding.
- Support legislation that reduces greenhouse gas emissions, addresses climate change impacts across all sectors, and promotes sustainable practices, including direction of state and federal resources toward on-the-ground implementation of local climate action in key sectors, such as building electrification and electric vehicle adoption. Support direct distributions to cities from the Climate Commitment Act for city priorities that support carbon reduction and climate resiliency.
- Support legislation relating to transit-oriented development (TOD) that fosters effective residential and commercial development around major transportation nodes, captures value for high-priority public benefits, such as affordable housing, and remains supportive of the values and priorities that the City has already incorporated into its transit-oriented planning.
- Continue to support legislation that addresses homelessness and increases equitable access to housing through such actions and measures that strengthen and better enforce statewide renter protections, as well as incentives and support for local efforts to accommodate additional housing development, including affordable housing.
- Support statewide funding that allows greater access to the entire continuum of behavioral health services and substance use disorder treatment, for both adults and juveniles, including:
 - Enhancement of 911/first response system to better provide access to immediate, high-quality behavioral health services at the moment of high acuity behavioral health emergency;
 - Improved treatment resources—both capital and operating—for behavioral health needs, including inpatient and outpatient treatment; and

- Investments that support growing and retaining the workforce needed to support these system enhancements.
- Preserve City fiscal health with secure funding sources, including:
 - Efforts to review and revise both state and local tax structures so they rely less on regressive revenue options, without negatively impacting local revenue authority; and
 - Removal of the existing 1% property tax limitation, or revision that indexes it to inflation, population growth, or some related indicator.
- Continue to advance a watershed-based approach and strategic plan to correct local fish-blocking culverts along with state culverts.
- Identify sustainable, ongoing transportation funding options for local jurisdictions, including Road Usage Charge, with flexibility to tailor funding to a community's needs.
- Support a producer responsibility program that requires consumer product stewardship and extended producer responsibility for consumer packaging that will help reduce the amount of waste entering the ocean by improving and expanding access to recycling infrastructure.

2023 COUNCIL EXTERNAL COMMITTEE ASSIGNMENTS (11-02-2023)

Committee	Member
Association of Washington Cities ^T <ul style="list-style-type: none"> • Equity Workgroup • Legislative Priorities Committee • Federal Legislative Committee (Chair) • Education Training Advisory Committee 	Doris McConnell Chris Roberts Chris Roberts Eben Pobe
King County-Cities Climate Collaboration (K4C)	Laura Mork
Lake Ballinger Forum	Keith Scully
National League of Cities <ul style="list-style-type: none"> • Asian Pacific American Municipal Officials (APAMO) • Board of Directors • Racial, Equity and Leadership Council (REAL) • Transportation & Infrastructure • Energy, Environment & Natural Resources Committee 	Doris McConnell Chris Roberts Chris Roberts / Doris McConnell Doris McConnell Laura Mork
North King County Coalition on Homelessness	Betsy Robertson
Puget Sound Regional Council <ul style="list-style-type: none"> • Executive Board • Operations Committee 	Chris Roberts Chris Roberts
Regional Crisis Response (RCR) Agency	John Ramsdell / Chris Roberts - alt
Regional Water Quality Committee (RWQC)	Laura Mork
SeaShore Transportation Forum	Eben Pobe – co-chair / Doris McConnell
Sound Cities Association <ul style="list-style-type: none"> • Domestic Violence Initiative Regional Task Force (DVI) • Equity Cabinet • Public Issues Committee* • Regional Transit Committee • Solid Waste Advisory Committee (SWAC) 	Doris McConnell - alt Chris Roberts Chris Roberts / John Ramsdell - alt Betsy Robertson Laura Mork
WRIA 8	Keith Scully / Laura Mork - alt



2024 Shoreline City Council Conferences

Association of Washington Cities – 2 annual conferences

AWC City Action Days Conference

February 7-8, 2024 – Lacey, WA

AWC Annual Conference – Held in a different location in the State each year

June 18-21, 2024 – Vancouver, WA

National League of Cities – 2 annual conferences

NLC Congressional City Conference – Washington, D.C.

March 11-13, 2024 – Washington, D.C.

NLC City Summit Conference – Held in a different location each year

November 13-16, 2024 – Tampa, FL

Parks, Recreation, Open Space, and Art (PROSA) Plan Update

City Council Elect Orientation – December 13, 2023

The current [2017-2023 Park, Recreation and Open Space \(PROS\) Plan](#) was adopted by the City Council on July 31, 2017 after an 18-month engagement and update process. The current PROS Plan is built around a set of Strategic Action Initiatives (SAI) representing community priorities during the public engagement process. Staff believe that this general framework served the City well over the past several years and retained this overall approach as staff work to develop the 2024-2030 Plan update.

Staff have been working on the 2024 Parks, Recreation, Open Space and Art (PROSA) Plan update over the last year. Staff is currently in the end stage of the project which is set to conclude in early 2024. This stage includes drafting the final PROSA plan and seeking Council approval before submission to the state of Washington.

PROSA Plan Development

While there was a significant effort to ensure community engagement in the development of the 2017-2023 PROS Plan, both staff and the Parks, Recreation and Cultural Services (PRCS)/Tree Board recognized the need to focus more intentionally on reaching those members of our community that are often overlooked in government outreach and engagement efforts in the development of the PROSA Plan. In addition, staff determined that integrating the Public Art and Cultural Services Plan into this process allowed for more robust engagement and support for a plan that was previously all done by staff in house.

Staff also separated the engagement work from the technical work related to development of the PROSA Plan. Engagement work included workshops, focused group meetings, tabling events, and an open house. The technical work included the following:

- Conducting and preparing a recreation demand study;
- Updating the aquatic/community center needs analysis with associated delivery strategies;
- Conducting and preparing a condition assessment report of major park assets such as structures, fields, and playgrounds;
- Integrating community outreach data into the PROSA plan analysis and report;
- Drafting specific written chapters of the PROSA Plan document that relate to the work components; and
- Coordinating with staff to update the status of current strategic action initiatives, identify any new ones and update implementation goals reflective of identified work.

Acquisition and Development

Under the City Council's guidance, the new PROSA plan includes a property acquisition and development decision framework that will be used by staff and the City Council to inform decisions regarding parkland acquisitions and development in the coming years. This framework includes community needs maps, guiding principles, and a future funding forecast model.

Tentative Schedule for Upcoming PROSA Plan Adoption Process

- PRCS/Tree Board recommendation for PROSA Plan adoption: December 7, 2023
- Planning Commission Public Hearing: December 21, 2023
- Continued City Council draft PROSA Plan discussion: January 8, 2024
- Potential City Council action to adopt the PROSA Plan: January 22, 2024

Additional Staff Report Information

Links to previous PROSA Plan Update staff reports can be found at the links below.

- 10/24/2022
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2022/staffreport102422-9b.pdf>
- 11/14/2022
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2022/staffreport111422-7d.pdf>
- 03/20/2023
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2023/staffreport032023-9a.pdf>
- 06/26/2023
https://shoreline.granicus.com/MetaViewer.php?view_id=4&clip_id=1553&meta_id=137624
- 07/06/2023
<https://www.shorelinewa.gov/home/showdocument?id=59203>
- 9/25/2023
https://shoreline.granicus.com/MetaViewer.php?view_id=4&clip_id=1607&meta_id=141342

2024 Comprehensive Plan Update

City Council Elect Orientation – December 13, 2023

The purpose of this memo is to provide an introduction and overview of the major update of the City's [Comprehensive Plan](#), which includes Vision 2029, the high-level vision for the community. The update must be adopted no later than December 31, 2024.

Comprehensive Plan Introduction

The Comprehensive Plan is the centerpiece of the City's planning efforts. It articulates the community's vision and establishes the goals and policies to inform the basis for regulations and decision-making. It also addresses anticipated population and employment growth over a 20-year horizon and how services, facilities, and the transportation network will accommodate growth.

The Comprehensive Plan fits within the broader planning framework of the State Growth Management Act (GMA), the Puget Sound Regional Council (PSRC) Vision 2050 and Multicounty Planning Policies, and the King County Countywide Planning Policies.



Planning Framework, credit: PSRC

The GMA requires that Comprehensive Plans contain specific elements, and they are periodically updated. The City's Comprehensive Plan contains the following elements:

- Land Use
- Community Design
- Housing
- Transportation
- Economic Development

- Natural Environment
- Parks, Recreation & Open Space
- Capital Facilities
- Utilities
- Shoreline Master Program

The last major update of the plan occurred in 2012. As noted above, the next major update for central Puget Sound communities in King, Pierce, and Snohomish Counties must be completed by December 31, 2024. Part of the periodic update of the Comprehensive Plan will be to ensure consistency with the policies in the County and regional plans and to refine other goals and policies to plan for the next 20-years, through the year 2044.

Growth Targets

The King County Countywide Planning Policies (CPPs) create a shared framework for growth management planning for all jurisdictions in King County. The CPPs implement the GMA and the Multicounty Planning Policies contained within PSRC’s Vision 2050 that was adopted in 2020. Through collaboration by all cities and the County, the CPPs and the Urban Growth Area Capacity Report have been updated and were adopted in April 2022.

The Urban Growth Area Capacity Report provides a periodic assessment of development capacity for future housing and employment and supports the adoption of the 2019-2044 growth targets adopted in the CPPs and that serve as the land use assumption in local comprehensive plans. The City’s growth targets for 2019-2044 are 13,330 net new households and 10,000 net new jobs. These targets are what the City must plan to accommodate over the next 20 years.

Comprehensive Plan Update

The update of the Comprehensive Plan kicked off in 2022. On November 7, 2022, Council adopted [Resolution No. 502](#) establishing the scope and schedule for the 2024 Comprehensive Plan update. Three key themes are identified in the scope and are to be incorporated throughout the review and update of the Plan:

- Climate,
- Equity and social justice, and
- Housing.

As part of the housing theme, the plan will establish policies that will enable Development Code amendments for middle housing. Middle housing is a range of house-scale buildings with multiple dwelling units – compatible in scale and form with single-family homes. Middle housing includes duplexes, triplexes, cottage housing, fourplexes, townhomes, etc. Incorporating middle housing in the Plan will be primary to the City meeting the requirements of HB 1110 (middle housing bill) that was passed during the State Legislature’s 2023 session. This bill requires that Cities such as Shoreline adopt middle housing provisions no later than mid-2025.



Picture it. Plan it. Build it.

Public Participation Plan

The broad scope of the Comprehensive Plan necessitates broad engagement and participation from the public. The GMA requires periodic review and updates of comprehensive plans be informed by a program for early and continuous community involvement that meaningfully and effectively engages the community. On February 27, 2023, Council adopted [Resolution No. 506](#) accepting the Public Participation Plan for the 2024 Comprehensive Plan update.

The Public Participation Plan endeavors to be equitable and to amplify those voices that have historically been unheard through planning processes, particularly those that have experienced disproportionate negative impacts such as communities of color, Native and Indigenous peoples, people in low-income households, people who speak a language other than English at home, people with disabilities, and those not well-represented at legislative and governing levels. It is also hoped that through this work the City will begin to create lasting connections that can be sustained over time.

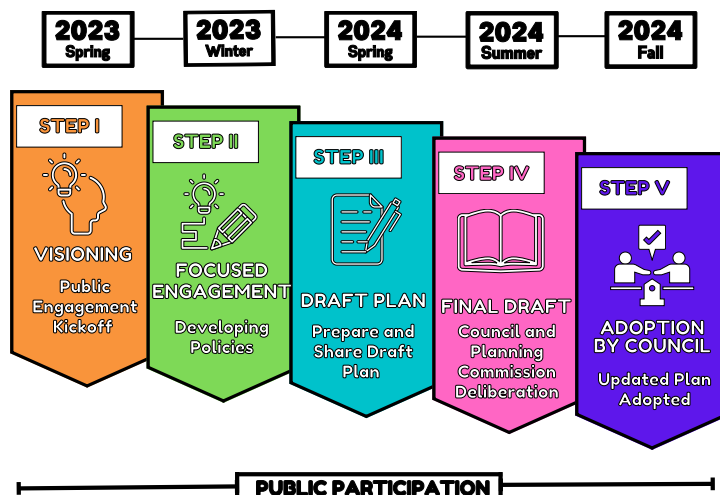
The first phase of engagement occurred in spring 2023, focused on a broad-reaching online open house with community survey on the City’s vision. Staff were also present at community events throughout the spring and summer getting the word out about the plan.

The second phase of engagement began in fall 2023. An [online open house](#) and survey focused on the topic of “complete communities” is online until about December 10th. Other activities during this phase of engagement so far have included:

- In-person open house at City Hall
- Workshop with Shoreline Chamber of Commerce
- Presentations to City Learn and Shoreline School District Board
- Town Hall with civics class students at Shorewood High School
- Interviews with Community Based Organizations
- Spanish-speaking event held at Community Health Services
- Presentation and meeting with residents at the Blakely Apartment Community

Schedule and Major Milestones Ahead

The input and feedback from community engagement will be used to inform the development of draft goals and policies within the Comprehensive Plan. The work of developing the draft goals and policies will get underway in the first quarter of 2024.



Staff anticipates providing regular updates and getting direction at key milestones from Council as the plan begins to take shape in the first half of 2024. By late summer/early fall 2024 it is anticipated the Planning Commission will hold the required public hearings on the draft plan and make its formal recommendation to Council. The City Council is the final decisionmaker and is scheduled to take action on the plan before the December 31, 2024 deadline.

More information and updates can be found at www.shorelinewa.gov/shoreline2044.

New Sidewalks and Sidewalk Rehabilitation Program Overview

City Council Elect Orientation – December 13, 2023

Background and Funding

The New Sidewalks Program and the Sidewalk Rehabilitation Program are distinct programs with separate funding. However, they are both intended to increase pedestrian mobility and improve safety.

Beginning in 2017, the City Council had extensive discussions regarding sidewalks, including how to fund the repair of existing sidewalks and the installation of new sidewalks. The City utilized a Sidewalk Advisory Committee (SAC) to support the development of the Americans with Disabilities Act Transition Plan (ADA Transition Plan), Sidewalk Prioritization Plan, and provide Council recommendations on funding for sidewalk repair (Sidewalk Rehabilitation Program) and expansion (New Sidewalk Program) of the sidewalk network.

New Sidewalks Program

The need for additional sidewalks throughout the City has been a priority for residents and the City Council since incorporation. The 2011 Transportation Master Plan developed a Pedestrian System Plan that identifies new sidewalks along key roadways to provide pedestrian access from neighborhoods to City activities, schools, and other destinations. The Pedestrian System Plan includes over 150 miles of sidewalks with over 70 miles still needing to be constructed.

In 2018, the City revisited the Pedestrian System Plan and created a Sidewalk Prioritization Plan to rank missing sidewalk segments into high, medium, and low priorities. Following adoption of the Sidewalk Prioritization Plan, Shoreline voters approved a 0.2% increase of the Sales and Use Tax for the construction of new sidewalks. This ballot measure included 12 specific locations that were to be funded by the proceeds from the increased Sales and Use Tax (Attachment A). Staff estimates the completion of these 12 projects within ten years of inception of the tax. Bonds will be issued to fund these improvements with the sales and use tax revenue paying debt service on the bonds over a twenty-year period.

Sidewalk Rehabilitation Program

On June 4, 2018, the City Council adopted Ordinance No. 822 which authorized an additional Vehicle License Fee (VLF) of \$20 to preserve, maintain, and operate the transportation infrastructure of the City of Shoreline, including funding for sidewalk repairs and retrofits. The increased VLF revenue began to be collected in March 2019. Revenue from the additional VLF was projected to bring funding for sidewalk repairs up to approximately \$830,000 per year.

On March 29, 2021, the City Council adopted Ordinance No. 926 which authorized the issuance of Bonds up to \$8.35 million to facilitate the delivery of sidewalk rehabilitation and annual surface road maintenance (ASRM) supported by VLF revenue.

These projects are specifically focused on improving pedestrian accessibility and they typically consist of two elements, 1) repair and replacement of existing concrete gutters and sidewalks damaged by tree roots, cracking or settlement, and 2) design and construction of curb ramps in compliance with the ADA standards.

These projects are challenging for several reasons. One reason is the need for a thorough review and development of an understanding of requirements of the ADA, as these requirements vary depending on whether the work is related to alterations, maintenance, or new sidewalks and the application of some definitions in this federal code require analysis and site-specific interpretation. Another reason is addressing concerns and challenges on how to best manage and protect trees while creating accessible sidewalks.

Key relevant elements of the ADA include sidewalk widths, running slope, and cross-slope. The first two sidewalk rehabilitation projects – the 5th Avenue NE and 15th Avenue NE Sidewalk Rehabilitation Projects – were selected because they were high on the 2019 ADA Transition Plan prioritization list, which included the severity of the barriers and both streets are on bus routes.

A video prepared by the Sidewalk Advisory Committee showing the challenges in pedestrian access can be found at the following link: <https://www.youtube.com/watch?v=kP0fU5xnCzQ>. Additionally, the 2019 ADA Transition Plan is available at the following link: <https://www.shorelinewa.gov/home/showpublisheddocument/57906/638066153346300000>.

Current Status – New Sidewalk Program

The City issued \$11.6 Million in bonds in 2019 to fund the first round of the bond approved sidewalk improvements (the first 12 locations). Subsequent rounds of bonds will be issued throughout the 20 years of the additional sales and use tax collection.

The following three new sidewalk projects have been completed:

- 1st Avenue NE (NE 193rd Street to NE 195th Street)
- 5th Avenue NE (NE 175th Street to NE 182nd Street)
- 20th Avenue NW (NW 195th Street to NW 190th Street)

Staff has utilized a consultant to develop conceptual plans and estimates for the remaining locations and has developed a schedule and order to proceed with design and construction. The City's objective is to complete construction of all routes prior to 2028.

More information on the new sidewalks program can be found at the following link: <https://www.shorelinewa.gov/government/departments/public-works/transportation-planning/sidewalks>.

Current Status – Sidewalk Rehabilitation Program

The first two sidewalk rehabilitation projects are currently in construction. As noted above, they are:

- 5th Avenue NE (between NE 155th Street and NE 175th Street)
- 15th Avenue NE (between NE 165th Street and NE 175th Street)

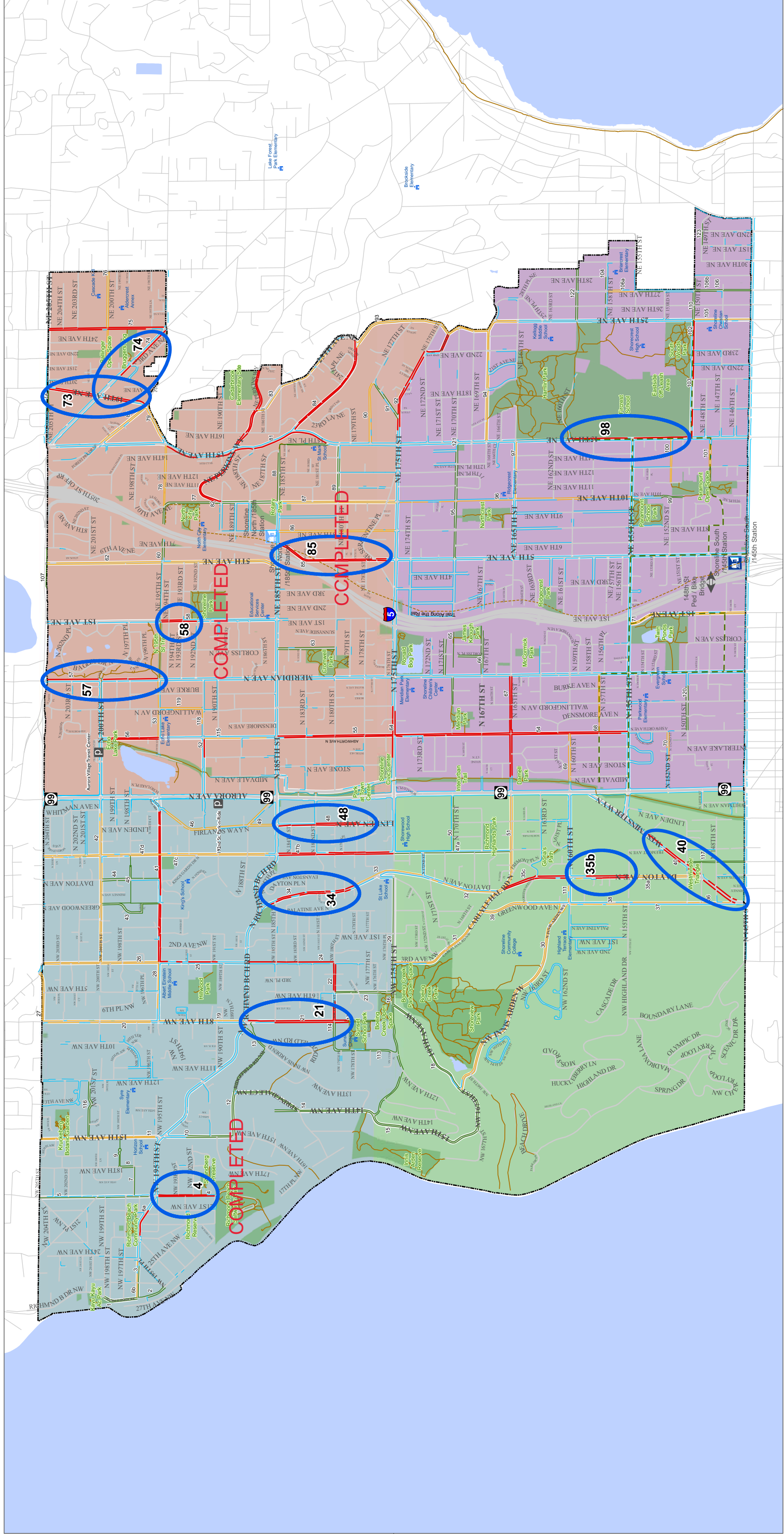
The estimate for these two projects combined is about \$2.2M. More information on the tree impacts and challenges with these projects can be found in the September 11, 2023 Council Briefing materials.

Future Projects

Staff will continue prioritization and delivery of sidewalk rehabilitation projects using VLF funding and will monitor the collection of revenue from the Sales and Use Tax for the construction of new sidewalks to ensure there is adequate funding for the remaining New Sidewalk Projects. If Sales and Use Tax revenues exceed cost estimates for the previously identified routes, additional routes may be added based on the 2018 Pedestrian Prioritization Plan or the proceeds may go towards sidewalk rehabilitation. Staff will also seek grant opportunities for these routes.

Attachments

Attachment A: Map of 12 Routes Included in the Sidewalk Sales and Use Tax Ballot Measure



Request: 21824

Date: 8/1/2019

Prioritized Sidewalk Segments Included in the Voter-Approved November 2018 Ballot Measure

Project numbers listed on this map correspond
with projects listed in the Council adopted
Sidewalk Prioritization Plan



Geographic Information System

This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

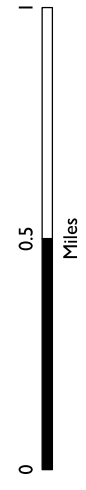
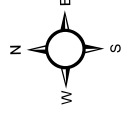
Legend

	High		Green Network
	Medium		Existing Sidewalk
	Low		Existing Trail
			Planned Trail
			Planned Pedestrian/Bike Bridge

Quadrant

	NW		SW
	NE		SE

Priority Sidewalk Projects
(Sales Tax Levy)





145th Street Corridor and I-5 Interchange Project

City Council Elect Orientation – December 13, 2023

Background

The City of Shoreline has completed the design phase of the 145th Street and I-5 Interchange and the 145th Street Corridor Phase 1 projects. These projects will be constructed together using a single construction contract. The project includes new roundabouts on 145th at the I-5 Interchange, widened sidewalks and shared use facilities on the north side of 145th, and needed safety and traffic improvements at all intersections between Corliss Avenue N and 6th Avenue N. The goals for the project include vehicular and pedestrian safety and transit mobility to and around the Shoreline South/148th Light Rail station and provision of critical infrastructure to the major east-west state route connecting Lake City Way, I-5, and SR 99.

Current Status

Between September 19 and November 14, 2023, the City solicited bids from contractors to construct the 145th Street Corridor and I-5 Interchange Project. The engineer’s estimate for the construction is \$35.4M. Construction is anticipated to start in late January 2024 with a total contract time of 403 working days with substantial completion expected in September 2025. The bid from Johansen Construction Company in the amount of approximately \$38.2M was the low bid.

Project Estimate

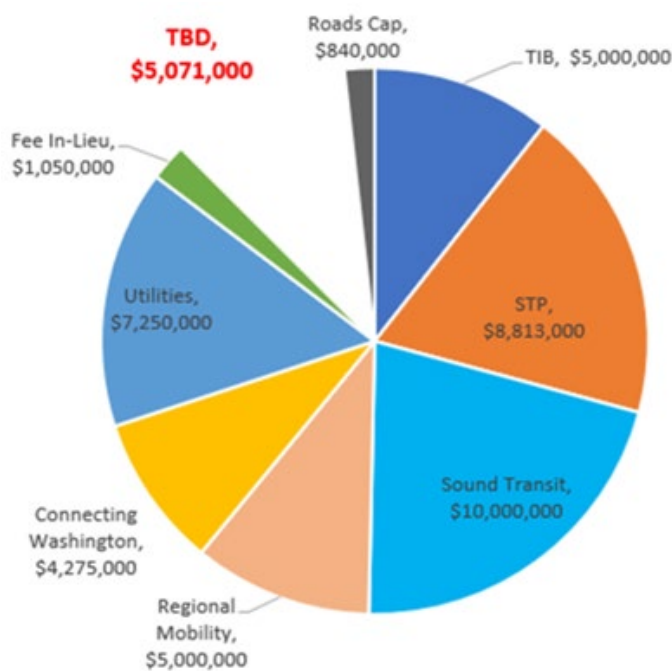
Based on apparent low bid

	<i>145th St & I-5 Interchange</i>	<i>145th St Corridor Ph 1</i>	<i>Total</i>
<i>Design</i>	\$8.6 M	\$9.5 M	\$18.1 M
<i>Right-of-Way</i>	\$3.2 M	\$12.7 M	\$15.9 M
<i>Construction</i>	\$27.6 M	\$11.0 M	\$38.6 M
<i>Utilities</i>	\$7.2 M	\$2.7 M	\$9.9 M
<i>Management Reserves</i>	\$1.5 M	\$0.7 M	\$2.2 M
<i>TOTAL</i>	\$48.1 M	\$36.7 M	\$84.8 M

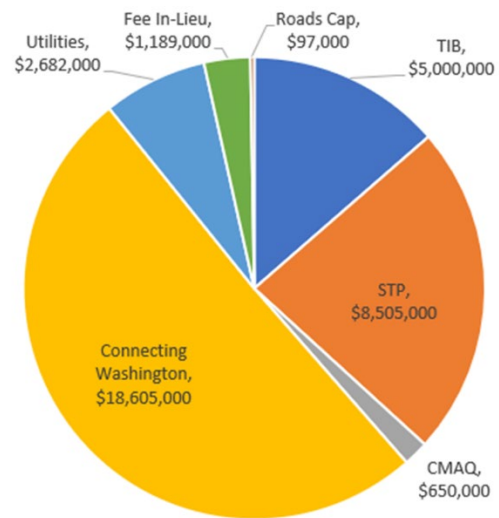
Project Funding

To fund the projects, staff applied for and were awarded a wide range of grant and partner agency funds. As a result, this project utilizes an extensive amount of grant funding. Because funding must be kept separate for the two portions of the project, there are two project funding charts, which are shown below:

Funding for the 145th Street Interchange



Funding for 145th St Corridor Phase 1



After reviewing the construction bids and allocations of costs to utility partners on the project, the project is in need of a little over \$5M. There are three primary ways to address this gap, 1) identify opportunities to reduce costs with deductive change orders once the contract is awarded, 2) increase the City’s contribution to fully fund the project, 3) seek additional funding for our funding partners such as Sound Transit, Washington Department of Transportation, Puget Sound Regional Council, etc. Staff is pursuing all three alternatives at this time.

Construction Delivery

Schedule is critical for this project as it includes a six-month road closure of 145th between I-5 and 1st Avenue starting in Spring 2024 and running through September 2024; hopefully in alignment with the start of Sound Transit light rail revenue service. Due to the complexities of the utilities in the project footprint and the extensive grading necessary for portions of the project, the road closure is necessary in order to deliver the project in the most cost-effective manner.

The project will also impact trees during construction. Approximately 318 trees will be removed in Shoreline and Seattle along the project corridor. However, the project also includes the planting of almost 850 trees. The bulk of these trees (490) are required as mitigation to Sound Transit 148th Light Rail Station project in areas where the 145th Street Interchange and Corridor project is completing the work. Thus, there will be a net increase of about 532 trees.

145th Street Corridor Project Phases 2 & 3 and Off-Corridor Bike Network

The City's long-term vision for the 145th Corridor extends beyond the project limits defined above. The City has additional phases to extend pedestrian and vehicular improvements to the West just past Aurora Avenue NE and provide an enhanced bike network off the 145th Corridor to provide connections from the Interurban Trail to the future 148th Street Pedestrian Bridge that connects to the 148th light rail station and eventual bike improvements to the east of I-5. In 2023, the City received a \$20 million RAISE grant to help complete these additional phases of the corridor. Initially anticipated to be built in multiple phases, with the RAISE grant, staff intends to build the remaining work as one construction package with an estimated construction completion in 2028.

Attachments

- Attachment A: 145th Street and I-5 Interchange Project Folio (background, benefits, goals, graphics, and cost estimates)
- Attachment B: 145th Street Corridor Project Folio (background, benefits, goals, graphics, and cost estimates)

Opportunities Created by Interchange Improvements



Attachment A: 145th Street & I-5 Interchange

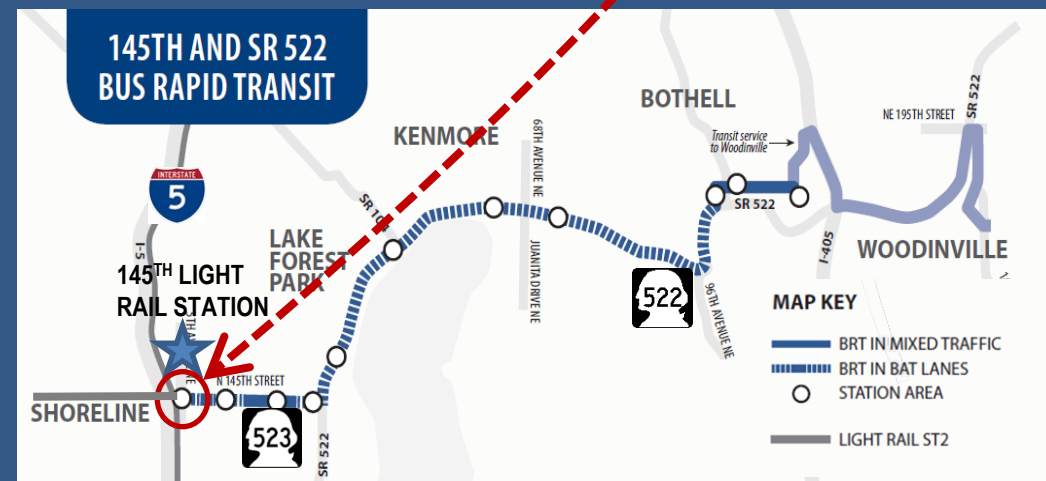
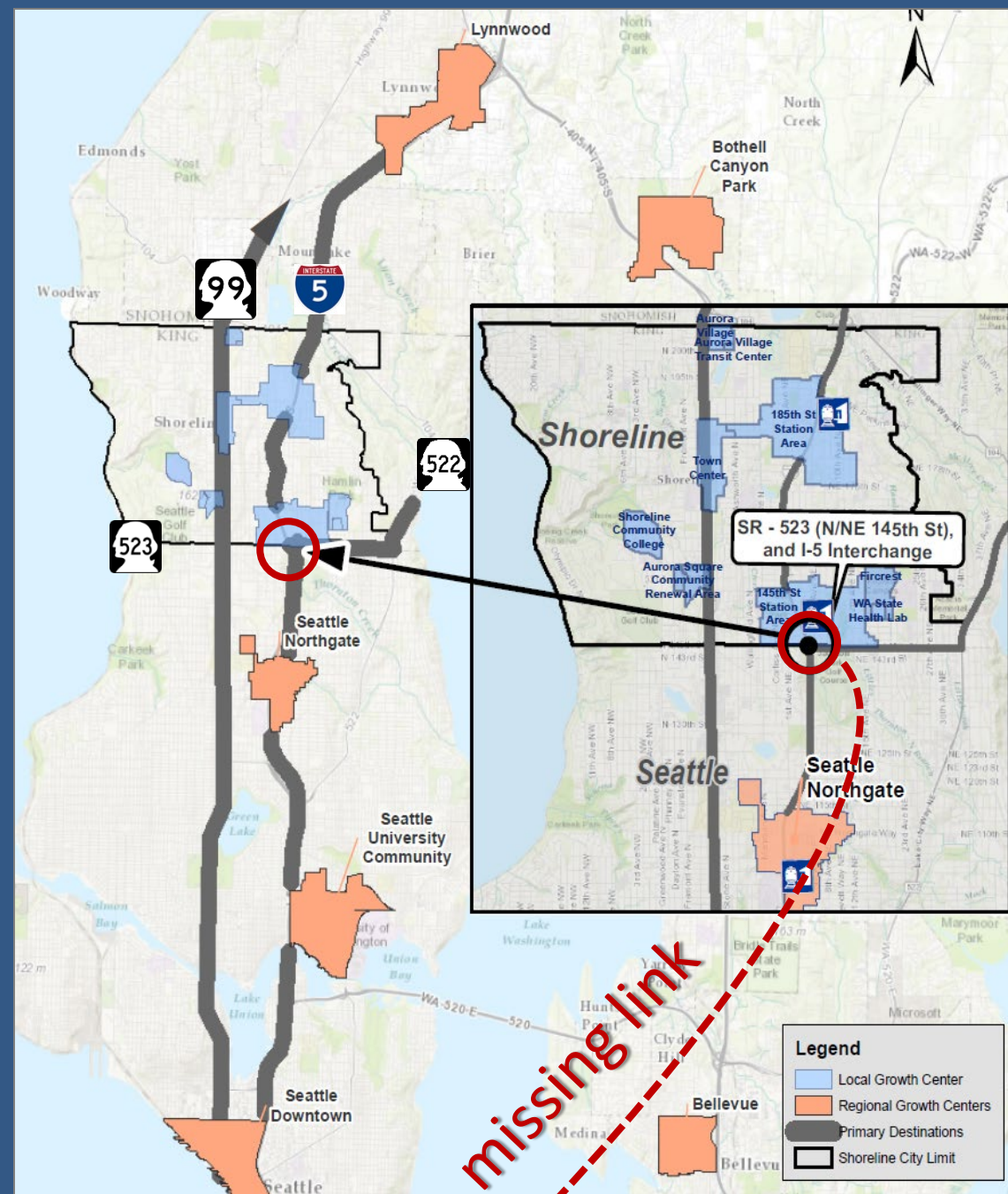
PROJECT DESCRIPTION

This project will construct improvements at 145th St & I-5 interchange adjacent to the future Shoreline South/148th light rail station. The project improvements will sustainably improve the interchange and multi-modal accessibility to the corridor and its regional and local connections.

A **missing link**, this interchange forms a nexus with the east-west SR 523 corridor (145th St), north-south corridors of SR 99 and SR 522, the future Shoreline South/148th light rail station, and future BRT to SR 522 and is key to the optimal functioning of these systems in connecting to Regional Growth Centers and transit.

Roadway improvements analyzed in the Intersection Control Evaluation (ICE) include dual roundabouts on the east and west sides of the interchange overpass, and new lane configurations to better manage multi-modal traffic flow through the interchange while improving safety.

Non-motorized features include pedestrian and bicycle facilities with at-grade crossings and connections to the light rail station.



The SR 523/ I-5 interchange is adjacent, with connections to the 148th light rail station and future ST3 BRT.



Shoreline South / 148th Station

<p>Supports housing & employment in centers</p>	<ul style="list-style-type: none"> ✓ This project is on the southern border of the 148th Street Station Subarea, a re-zoned local center promoting multi-family, Transit-Oriented Development. The need for corridor improvements was identified in the Station Subarea Plan, adopted in the Comprehensive Plan, which addressed needed changes supporting the future light rail station at 148th Street. Projected net increases in this local center by 2035 includes up to 5,314 in new residents, up to an additional 2,214 housing units, and up to 1,083 additional employees. In addition to this immediate local center, improvements at this interchange will promote access to several current and future local centers. ✓ The project supports people getting to their homes and regional employment centers. According to Census data included in the City's 2011 Transportation Master Plan, over 80% of employed residents in Shoreline travel outside of the city boundaries to reach work, with almost two-thirds of people commuting to regional centers in the City of Seattle. This interchange provides access for multiple municipalities to access multiple regional centers. ✓ The project supports access to King County Metro bus service and Sound Transit (ST) light rail service which enables over 20,000 transit riders (ST projection) to access housing end employment in the Bothell, Lynnwood, Northgate, and downtown Seattle regional growth centers. Transit options serviced through this interchange will provide reliable, multi-modal access to users in many communities.
<p>Provides a range of travel modes</p>	<ul style="list-style-type: none"> ✓ The interchange project provides facilities and connections for pedestrians and bicyclists, substantially upgrades bus stops, improves traffic operations for buses, and provides access to the future Shoreline South/148th Station. Currently there are substandard sidewalks, very limited access to bus service, and substandard access and connections along SR 523 to the future light rail station.
<p>Benefits disadvantaged communities</p>	<ul style="list-style-type: none"> ✓ The interchange significantly increases access of disadvantaged populations to transit and active transportation choices. According to the last US Census, over 38% of the population within the immediate vicinity of the project area are people of color, 17% are elderly, 11% are disabled, and 8% are living in poverty. Development in the station area is zoned for multi-family.

System Continuity/Long Term Benefit and Sustainability

<p>Provides a logical segment and fills a missing link</p>	<ul style="list-style-type: none"> ✓ Provides a missing link to the new light rail station for users (in many capacities – from vehicles, buses, bicycles, or on foot) who want to access the regional transportation system from the west and SR 99 (including King County Metro RapidRide Bus Rapid Transit E Line and Metro planned frequent bus service along the corridor) and from the east including ST3 planned BRT service along SR 523/SR 522 serving the cities of Lake Forest Park, Kenmore, and the growth center of Bothell.
<p>Reduces modal conflict and relieves pressure on the transportation system</p>	<ul style="list-style-type: none"> ✓ The 145th St & I-5 Interchange connects I-5 (with over 169,000-187,000 ADT) to SR 523 (with up to 30,000-34,000 ADT) and provides access to the 148th Street light rail station. This project improves safety and accessibility for all users by reducing modal conflicts, increasing transit use, and enhancing active transportation options. Once the improvements are in place, including those on sections of the 145th (SR 523) corridor, pedestrians and bicyclists will have a safe connection to the 148th Street light rail station. ✓ Improvements will sustainably improve multi-modal access along the 145th corridor to the light rail station, which is estimated to help reduce automobile travel in the region by approximately 300,000 miles per day by 2035.
<p>Improves corridor safety and security</p>	<ul style="list-style-type: none"> ✓ The interchange currently has substandard sidewalks, experiences a number of back-end and angle collisions, has a significant number of pedestrian accidents, and has no bike facilities or pedestrian lighting. Proposed improvements will provide safe, secure, and accessible pedestrian and bicycle connections. Roundabouts will practically eliminate serious injury vehicle accidents by eliminating head-on and right-angle (T-bone) collisions as well as the desire to speed up and “beat” the signal.
<p>Increases opportunities for active transportation</p>	<ul style="list-style-type: none"> ✓ The interchange currently has narrow sidewalks and no bike facilities. Proposed improvements will make a substandard segment of roadway for pedestrian and bicyclists into an attractive active transportation corridor with easily accessible connections.

Air Quality/Climate Change

<p>Mode shift from single occupancy vehicles</p>	<ul style="list-style-type: none"> ✓ Interchange Improvements will provide direct access to the future light rail station at 148th Street including significant improvements for pedestrian and bicycles which should increase usage.
<p>Improves traffic flow</p>	<ul style="list-style-type: none"> ✓ Intersection standards are met or exceeded by this design for the design year 2035. Roundabouts generally reduce vehicle idling time.

GOALS

ACCESSING LOCAL & REGIONAL CENTERS VIA LIGHT RAIL

The Lynnwood Link light rail extension will open in fall of 2024 linking the regional growth centers of Lynnwood, Bothell, Northgate, and downtown Seattle. Improvements to the q45th St and I-5 Interchange will reduce impacts to I-5 and provide better community linkages to the 148th Street light rail station. This project will help to maximize the rate of return on the significant regional transportation investment.

ACCESSING CENTERS VIA BUS SERVICE

King County Metro bus rapid transit (BRT) service, RapidRide, and Sound Transit future BRT service on SR 523/SR 522 connects Shoreline to the regional growth centers of Bothell, Lynnwood, Northgate, and downtown Seattle.

Metro plans to connect the SR 99 corridor to the 148th Street light rail station by operating frequent bus service along SR 523 from SR 99 to the station. Sound Transit also plans to provide BRT service to the 148th Street light rail station along SR 522 (Woodinville) and SR 523. Improving the interchange will create a vital east-west link between the two services and provide transit connections to the future light rail system and the regional centers it serves.

IMPROVING THE REGION'S I-5 CONNECTION

The operation of the interchange impacts the ability for SR 99, SR 523, SR 522, and I-5 itself to function optimally. Roadway improvements that benefit transit, bicyclists, and pedestrians are all urgently needed.

ENHANCING SAFETY

The interchange has substandard sidewalks, experiences a number of high back end and angle collisions, has a significant number of pedestrian accidents, and no bicycle facilities. Increasing traffic volumes exacerbates these safety challenges for all users. Improvements are needed to provide a safe environment for motorists, bicyclists, pedestrians, and transit users.

SUPPORTING REGIONAL FREIGHT MOBILITY

SR 523 is a WSDOT designated freight corridor experiencing bottle neck congestion levels in the project area. Improvements are needed to allow trucks and goods to continue moving through the corridor.

The Interchange is the Heart of the SR 523 Corridor



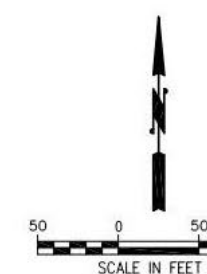
- ❖ Future 148th light rail station
- ❖ Future Trail Along the Rail

This project:

- *Improves access for all vehicles across the bridge deck*
- *Provides pedestrian connection between SR 523 and the Shoreline South/148th Station*
- *Connects to the future Trail Along the Rail*
- *Provides operational improvements and improved bus operations*
- *Addresses substandard sidewalks and lack of bicycle facilities*

- *New multi-use path on north side of bridge deck*

- *Maintain existing sidewalk on south side*



Shoreline has worked closely with WSDOT, King County Metro, Sound Transit, and Seattle through the design phase.

PROJECT ESTIMATE

(Using apparent low bid)

Design:	\$8.6 million
Right-of-Way:	\$3.2 million
Construction:	\$27.6 million
Utilities:	\$7.2 million
Mgmt Reserve:	\$1.5 million
TOTAL:	\$48.1 million



Interchange bottleneck diminishes return on regional transportation investments.

Multiple agencies including WSDOT, King County Metro, Sound Transit, and cities of Seattle and Shoreline came together to conduct a roundabout rodeo based on preliminary design work.



<https://www.youtube.com/watch?v=kig9ZJBBqQ8&feature=youtu.be>

Preliminary Engineering/
Environmental Phase

2017 - 2022

ROW

2020 - 2023

Construction

2024 - 2025

145th St and I-5 Interchange

2025-2026 Biennial Budget Process

City Council Elect Orientation – December 13, 2023

The City's budget, as adopted biennially by the City Council, constitutes the legal authority for expenditures. The current budget, adopted at the fund level, covers the fiscal biennium from January 1, 2023 to December 31, 2024. Any changes in appropriations (expenditure and transfer out) at fund level will require City Council approval. State law requires that the biennium starts in the odd-numbered years.

This memo outlines how the City's budget is developed and the steps both staff and the Council take to approve the budget. Attachment A to this memo provides a high-level tentative schedule of the 2024 budget development process that will be followed to develop the 2025-2026 Biennial Budget.

Operating Budget Procedures

The City's budget procedures are mandated by Chapter 35A.34 of the Revised Code of Washington (RCW). The process is a continuous cycle that includes the following phases of budget development and monitoring: the City Council's Annual Strategic Planning Workshop, the City Manager's Proposed Biennial Budget, Council budget review and formal adoption, ongoing monitoring of expenditures and revenues, and any required budget adjustments/amendments due to additional revenues or new opportunities as opportunities arise and as considered during the mid-biennial budget review.

The City utilizes an incremental budgeting approach that assumes, for most functions of government, that the current biennium's budget is indicative of the base required for the following biennium. Any increases are incremental and based on need as defined by the organization's budget policies, emerging issues, City Council goals, and available resources. This incremental process recognizes that most mandated functions will not likely change from biennium-to-biennium. Therefore, the major emphasis of the budget analysis and decision-making is focused on City Council priorities and requested increases in funding rather than ongoing mandated functions.

City Council Strategic Planning Workshop

The budget development phase begins in February/March with the City Council Strategic Planning Workshop. During the workshop, the City Council typically reviews its goals and action steps for the upcoming two-year period. It also reviews the City's long-term financial outlook to respond to any major changes in the City's financial position. Every other year, the City surveys residents to gather their priorities. During the workshop, the City Council uses input from the resident survey and various advisory boards/committees to help establish priorities for the upcoming biennium.

Formal Budget Process

In June, the Administrative Services Department (ASD) conducts a formal training process for the departments to explain the budget instructions, the budget preparation system, and to answer any questions prior to the departments beginning their base budget development. In June and July, the departments develop their base budgets and prepare requests for new staff, programs, or significant increases to the current biennial budget that will address emerging issues and other operational needs (commonly referred to as Supplemental Requests). In their Supplemental Requests, the departments identify the problem they are trying to address, the recommended solution, implementation plan, projected cost and expected outcomes. ASD conducts an analysis of the departmental base budgets and the revenue outlook for the coming biennium to determine the availability of funds for any new initiatives. These budget requests are submitted to ASD by the end of July.

In August, ASD staff and the City Manager meet with each of the departments to discuss their current budget, new City Council goals, biennium-end projections, organizational/departmental goals, and their Supplemental Requests for the next biennium. The Leadership Team meets to review and rank the Supplemental Requests from a citywide perspective based on each request's ability to meet City Council and City Manager priorities. In August and September, the City Manager incorporates Leadership Team recommendations on Supplemental Requests in the development of a preliminary budget recommendation to the City Council.

Capital Improvement Plan

The City Council adopts a six-year Capital Improvement Plan (CIP) as part of the biennial budget process. The City has developed a Parks, Recreation and Open Space (PROS) Plan; a Transportation Master Plan (TMP); and a Surface Water Master Plan. These functional plans identify problems, prioritize needs, and develop long-term solutions that are in line with community priorities and City resources. These plans are updated, including significant public input, and formally adopted by the City Council every seven years. The City has also developed a Facility Maintenance Schedule for the city's public buildings and a maintenance schedule for the repair and replacement of parks and recreation facilities. These plans and maintenance schedules guide the development of the CIP. A preliminary view of the CIP may be presented to the City Council in June or July to receive City Council input on new projects and City Council priorities.

Preliminary Budget View

The City Manager presents a preliminary view of the budget and six-year CIP to the City Council in September for its review and input. Based on City Council policy and program input, the City Manager and ASD finalize the City Manager's Proposed Biennial Budget and six-year CIP, and it is formally presented to the City Council in mid-October.

City Council Discussions/Public Hearings

In October and November, the City Council holds discussions on the proposed budget and six-year CIP to receive input from the public and budget presentations from City departments, to discuss priorities and options, and to make final adjustments and decisions on the budget. The

City Council holds three formal public hearings on the budget, one on the setting of the property tax levy and two on the upcoming biennium's budget. Following these hearings, the City Council adopts the property tax ordinance and the biennial budget.

Attachments

Attachment A: 2025-2026 Biennial Budget Process Tentative Schedule/Timeline

2025-2026 Biennial Budget Development Activity	2024 Tentative Schedule/Timeline
Discussion of 2023-2024 Spring Budget Amendment with City Council	TBD (potentially start Feb or Mar)
City Council Adoption of 2023-2024 Spring/Summer Budget Amendment	March
Staff Budget Requests with a Technology or Communications Component Due to the Budget Office (Refer to Technology Project Initiation Guidelines instructions)	May (TBD)
Staff Budget Kickoff Meeting and Materials Distributed to Departments	27-May
Staff Budget Training	June 3 - 14th
Departments Develop Yearend Estimates and Base Budget Requests	15-Jul
All Department Supplemental Budget Requests Due (Operating)	22-Jul
City Manager meets with Administrative Services Department/Budget Office to Discuss Budget Requests and Refine Supplemental List	Aug 5 -9
Staff Leadership Team Reviews Supplemental Budget Requests	13-Aug
City Manager Finalizes Decisions on Supplemental Budget List	Aug 19 (Tentative)
Preliminary Budget Discussion Staff Report Due to City Manager for Review	2-Sep
Public Works Department Staff to Provide Proposed CIP Model to Budget Office	2-Sep
Council Report - Discussion of the 2024 Second Quarter Financial Report and a Preliminary View of the 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan	16-Sep
Proposed 2025-2026 Biennial Budget Finalized	16-Sep
Budget Transmittal Staff Report Due to City Manager for Review	30-Sep
2025-2026 Proposed Biennial Budget Book and Proposed 2025-2030 CIP Published	14-Oct
Council Report - Transmittal of the 2025-2026 Proposed Biennial Budget and Proposed 2025-2030 CIP	14-Oct
Discussion of the 2025-2030 Proposed Biennial Budget: All Department Budget Presentations Except for Public Works Department	21-Oct
Discussion of the 2025-2030 Proposed Biennial Budget: Public Works Department Budget Presentations and Discussion of the Proposed 2025-2030 CIP	28-Oct
First Public Hearing on the 2025-2026 Proposed Biennial Budget with Special Emphasis on Property Tax Levies and Revenue Sources, to be set by Ordinance No. ###, and Other Revenues	4-Nov

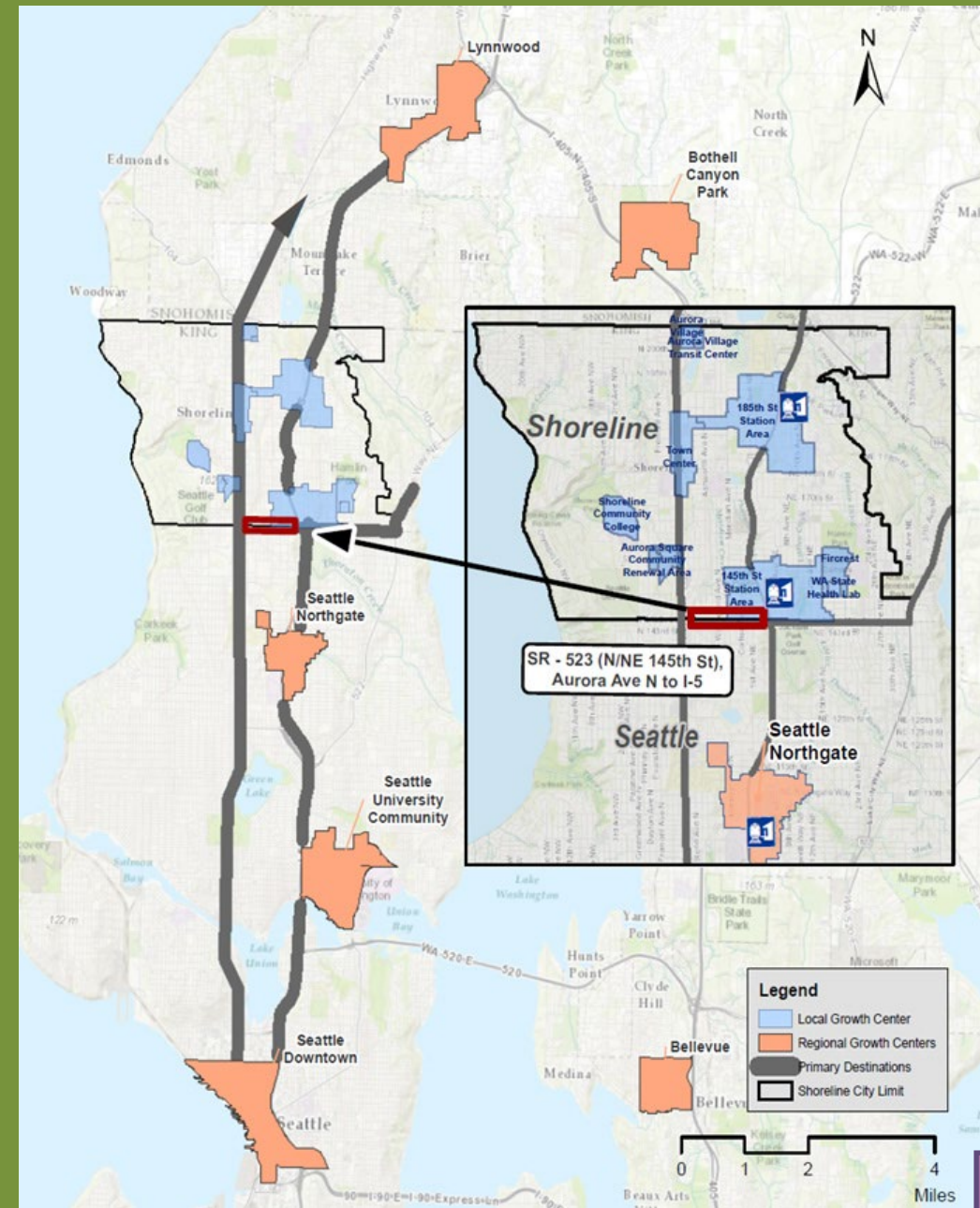
2025-2026 Biennial Budget Development Activity	2024 Tentative Schedule/Timeline
Second Public Hearing on the 2025-2026 Proposed Biennial Budget and the 2025-2030 Capital Improvement Plan, to be set by Ordinance No. ###	4-Nov
Third Public Hearing on Proposed Budget and CIP with Council Discussion	11-Nov
Discussion of Ordinance No. ### – 2023-2024 Biennial Budget Amendment – Amending Ordinance No. ###	Nov 11 (<i>depends on need</i>)
Action on Ordinance No. ### – Setting the 2025 Regular and Excess Property Tax Levies	18-Nov
Action of Ordinance No. ### – Adopting the 2025-2026 Biennial Budget, the 2025 Fee Schedule, the 2025 Salary Schedules, and the 2025-2030 Capital Improvement Plan	18-Nov

Corridors Serving Centers

Benefit to Local or Regional Growth Center	
<i>Supports housing & employment in local/regional centers</i>	<ul style="list-style-type: none"> N/NE 145th Street (SR 523) is the primary link between three of the state's busiest highways: Bothell Way/Lake City Way (SR 522) has 44,000 ADT (Average Daily Traffic), I-5 has 169,000-187,000 ADT, and Aurora Ave N (SR 99) has 40,000 ADT and 7,000 bus riders. Serves the local centers of the 148th Street Light Rail Station, Shoreline Town Center, Aurora Square Community Renewal Center and the Regional Centers of Lynnwood, Northgate, Bothell/Canyon Park, etc.
<i>Provides a range of travel modes</i>	<ul style="list-style-type: none"> Provides safe access to the light rail station for pedestrians and bicyclists; with a grade separated bridge and other multi-modal links to the surrounding area and the station. Vehicle access and safety to and through the local center is improved by the additional lane of vehicle travel as well as the separation of vehicles and pedestrians/bicyclists.
<i>Consistent with subarea plans and comp plan</i>	<ul style="list-style-type: none"> Draft 145th Street Station Subarea Plan would support up to approximately 36,647 people and facilitate the opportunity for up to 15,270 total households and 9,639 total jobs in the subarea. This would result in a net increase of up to approximately 29,322 people, 11,803 households, and 10,152 jobs in the subarea at full build-out (over current levels). Sound Transit Draft ST3 Plan adds bus rapid transit service between the 145th & I-5 interchange and Woodinville.
System Continuity/Long Term Benefit and Sustainability	
<i>Supports a long-term strategy to maximize corridor efficiency</i>	<ul style="list-style-type: none"> The improvement of the interchange at I-5 will provide for efficient movement of all users – people and freight – through a reduction in travel time and reduction of the bottleneck of the N/NE 145th Street (SR 523) and I-5 interchange. Project has been designed in collaboration with the new 148th Street light rail station, which is estimating 6,000 daily boardings that will take riders north to Lynnwood and south to Northgate and beyond.
<i>Provides a logical segment and fills a missing link</i>	<ul style="list-style-type: none"> Provides a logical connection to the new light rail station for users (in many capacities – from vehicles, buses, bicycles, or on foot) who want to access the regional transportation system from the west, Aurora Avenue N (SR 99) including King County Metro RapidRide Bus Rapid Transit E Line or the Interurban Trail and east including SR 522 and the cities of Lake Forest Park, Kenmore, and Bothell.
<i>Reduces modal conflict and relieves pressure on the transportation system</i>	<ul style="list-style-type: none"> Improves safety and accessibility for all users by reducing modal conflicts, increasing transit use, and enhancing active transportation options. Once the improvements are in place, including those in the improvements on sections of N/NE 145th (SR 523), pedestrians and bicyclists will have a safe connection from Shoreline's Interurban Trail to the Sound Transit light rail station at N/NE 145th Street (SR-523). Improvements will sustainably improve multi-modal access along the 145th corridor to the light rail station, which is estimated to help reduce automobile travel in the region by approximately 300,000 miles per day by 2035.
Air Quality/Climate Change	
<i>Induces a mode shift away from single occupancy vehicles</i>	<ul style="list-style-type: none"> Project is in support of Sound Transit's new light rail station at 148th Street and significantly improves pedestrian and bicycle access to the station, increasing usage of the station. Additionally, the added travel lane will improve vehicle mobility to the station.
<i>Improves traffic flow</i>	<ul style="list-style-type: none"> Traffic signal level of service standards (LOS) for Shoreline and WSDOT are met or exceeded by this design for the design year 2035.
Project Readiness	
	<ul style="list-style-type: none"> The project is included in the City of Shoreline's Comprehensive Plan and will be in the 2017 Capital Improvement Plan. In April 2016 the City of Shoreline completed a multi-modal Route Develop Plan (RDP) for N/NE 145th St (SR 523) from Bothell Way NE (SR 522) to Greenwood Avenue North in April 2016.



Attachment B: 145th Street Corridor



PROJECT DESCRIPTION

N/NE 145th Street (SR 523) is a regionally significant corridor. It is a primary link between three of the state's busiest highways: Bothell/Lake City Way (SR 522), I-5, and Aurora Avenue (SR 99). The project will improve safety and accessibility for all users by reducing modal conflicts, increasing transit use and enhancing active transportation options.

This project is divided into three phases.

Phase 1 is from I-5 to Corliss Avenue.

Phase 2 is the portion from Corliss Avenue to Wallingford Avenue.

Phase 3 is the portion between Wallingford Ave to Linden Ave.



PROJECT ESTIMATE for Phase 1
(Using apparent low bid)

Design:	\$9.5 million
Right-of-Way:	\$12.7 million
Construction:	\$11.0 million
Utilities:	\$2.7 million
Mgmt Reserve:	\$0.7 million
TOTAL:	\$36.7 million

Phases for ROW/Construction from Aurora Avenue to I-5

GOALS

MAKE TRANSIT CONNECTIONS

King County bus rapid transit service, RapidRide, connects Shoreline to downtown Seattle along SR 99. Express bus service between Seattle and Woodinville runs along 522. Improving SR 523 will create a vital east-west link between the two and provide transit connections to the future light rail system and I-5.

IMPROVE REGIONS I-5 CONNECTION

The operation of SR 523, particularly the interchange at I-5, impacts the ability for SR 99, SR 522 and I-5 itself to function optimally. Capacity improvements, revisions to the interchange and improvements that benefit transit, cyclists and pedestrians are all needed.

ENHANCE SAFETY

Substandard sidewalks, high accident rates and increasing traffic volumes create safety challenges for all users. Improvements are needed to provide a safe environment for motorists, pedestrians and transit users.

SUPPORT FREIGHT MOBILITY

The safe, efficient movement of freight will remain an important component of design along SR 523. Improvements are needed to allow trucks and goods to continue moving through the corridor.

LIGHT RAIL LINK FOR REGION

The Lynnwood Link light rail extension will benefit the entire Puget Sound region. Improvements to SR 523 can build upon that investment by reducing impacts to I-5 and provide better community linkages the 148th Street Station.

TRANSIT ORIENTED DEVELOPMENT

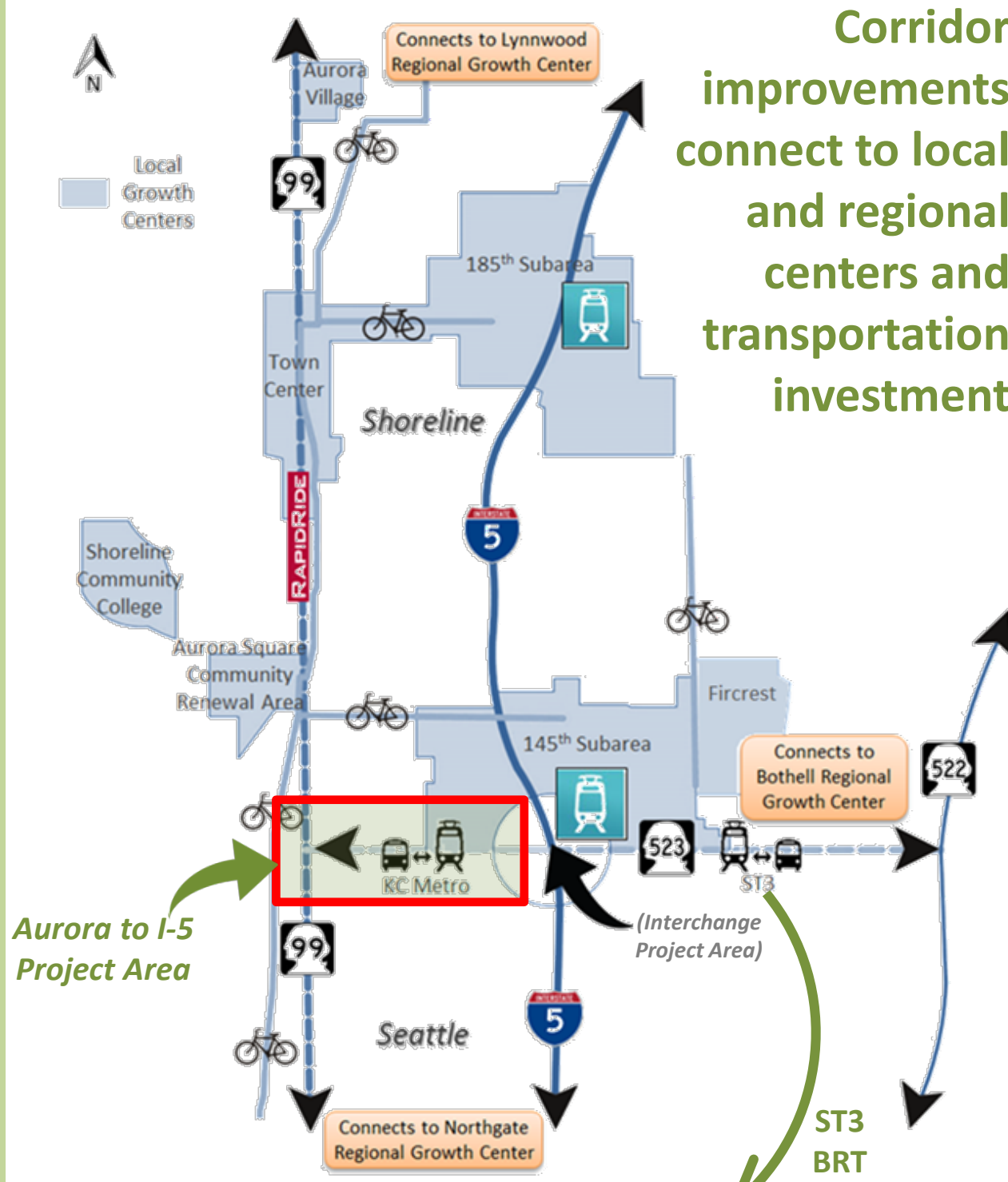
Improvements to SR 523 and the I-5 interchange will be an important element to support future development near the future 148th Street light rail station and in the Community Renewal Area at Aurora Square.

IMPROVE ADA ACCESSIBILITY

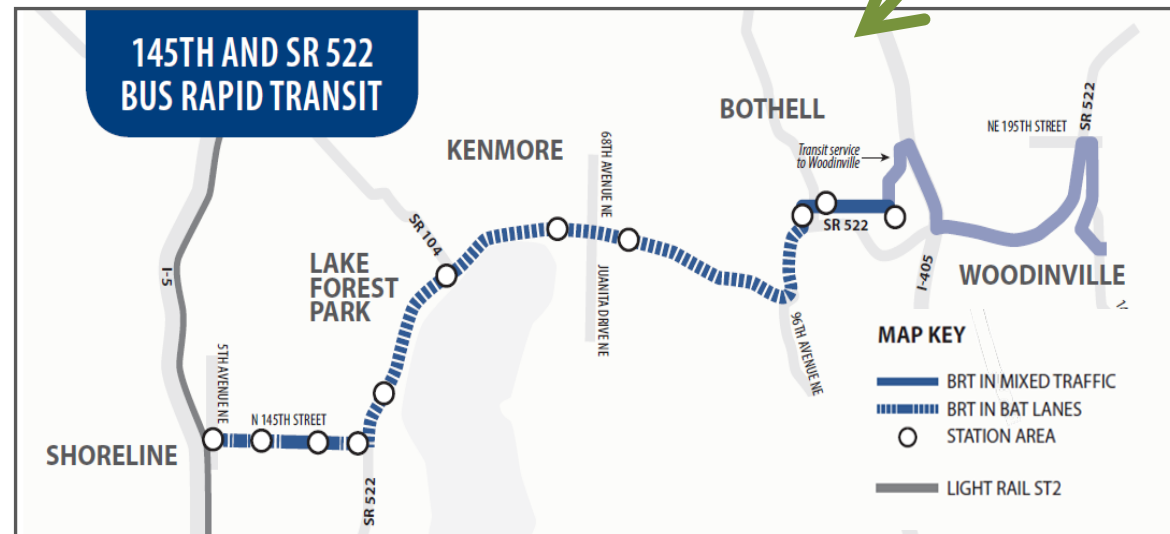
Currently sidewalks with utility poles, mailboxes and other obstructions significantly interfere with pedestrian mobility on SR 523, particularly for persons with disabilities. Buses are unable to deploy wheelchair lifts at several stops due to obstructions.

IMPLEMENT SUSTAINABLE ELEMENTS

All of the agencies that are involved in the improvement of SR 523 have demonstrated their commitment to sustainability in past projects or operations and this project will look to be a leader in sustainable/green road design.



Aurora to I-5 Project Area



Corridor improvements connect to local and regional centers and transportation investment

PHASE 1 IMPROVEMENTS

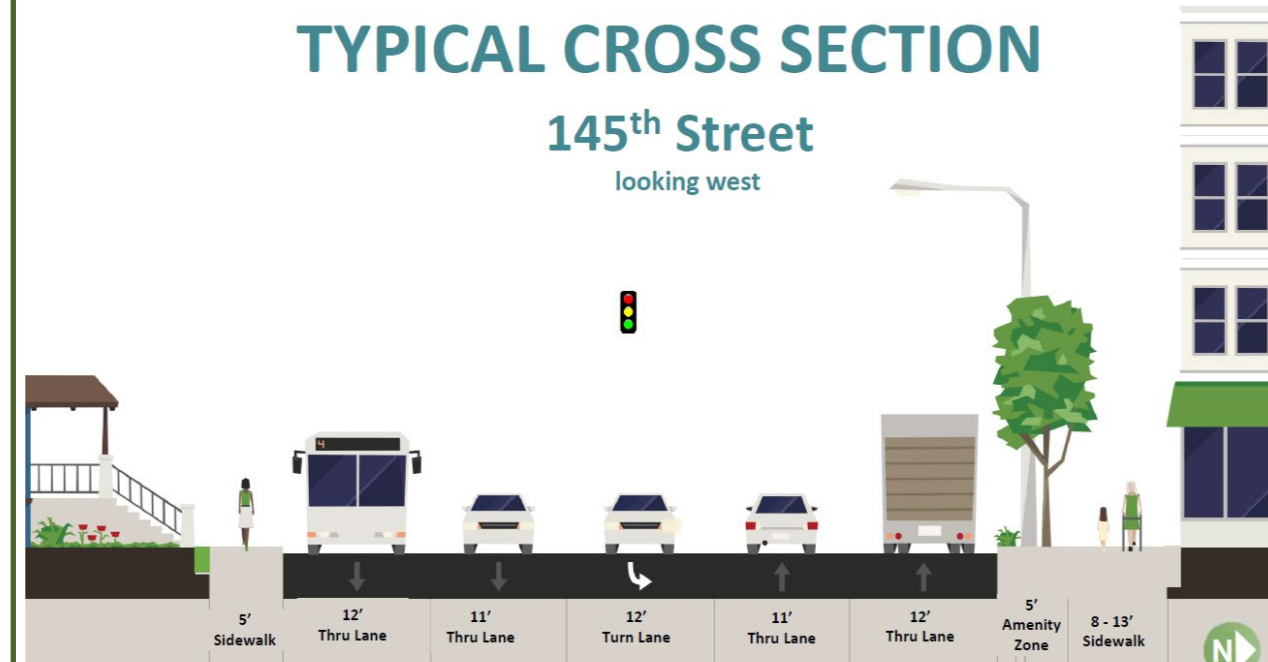
CORLISS AVENUE TO I-5



- New traffic signal at 1st Avenue.
- New left turn lanes on 145th Street with lengthened storage, right turn lanes, and traffic signal timing.
- Transit signal priority to improve bus travel time.
- A new shared-use 8-foot sidewalk and 5-foot bike path on north side of street to meet City standards to create a safer pedestrian and bicycle environment, supporting connections to bus stops.
- Relocation of numerous utility poles (many currently block sidewalk access due to their placement in the center of existing 5-foot sidewalks).
- Pedestrian scale street lighting.
- New wheelchair accessible bus stops.

TYPICAL CROSS SECTION

145th Street looking west





Geographic Information System

Zoning 2022

Zoning Designations

- MUR-35'; Mixed Use Residential (35' height)
- MUR-45'; Mixed Use Residential (45' height)
- MUR-70'; Mixed Use Residential (70' height)
- MB; Mixed Business
- CB; Community Business
- NB; Neighborhood Business
- TC-1; Town Center 1
- TC-2; Town Center 2
- TC-3; Town Center 3
- TC-4; Town Center 4
- R-4; Residential, 4 units/acre
- R-6; Residential, 6 units/acre
- R-8; Residential, 8 units/acre
- R-12; Residential, 12 units/acre
- R-18; Residential, 18 units/acre
- R-24; Residential, 24 units/acre
- R-48; Residential, 48 units/acre
- PA 3; Planned Area 3
- PA 4; Planned Area 4
- CCZ, FCZ, PHZ, SCZ; Campus
- CZ; Contract Zone

Zoning Phase

- 145th Station - Phase 2 (Unlock 2033)
- 185th Station - Phase 3 (Unlock 2033)

Future Zoning Designations

- MUR-35'; Mixed Use Residential (35' height)
- MUR-45'; Mixed Use Residential (45' height)
- MUR-70'; Mixed Use Residential (70' height)

Other Map Features

- Street Classification**
 - Interstate
 - Principal Arterial
 - Minor Arterial
 - Collector Arterial
 - Local Primary
 - Local Secondary
 - Outside City Limits
- School
- Link Station
- Burlington Northern Rail
- Planned Action Area
- Park
- Tax Parcel
- City Boundary

0 500 1,000 2,000 Feet



Representation of Official Zoning Map
Adopted by City Ordinance Nos: 292, 811, 836, 837, & 838
Shows amendments through Feb 01, 2022.

Printed: 11/16/2022
Request ID: 34442

