

Log #	Received From	Section	Comment/Question	Staff Response
1	Staff	1.3	Include Code of Ethics in new Councilmember orientation	This rounds out Councilmember orientation and details current practices for required trainings and presentations.
2	Jacobson	1.4	Add parenthesis to “Councilmember(s)” and amend role to “role(s)”	Staff supports
3	Staff	1.5	Amend “training” to “a presentation” on the Code of Ethics”. Correct scrivener’s error in capitalization of Code of Ethics	Councilmembers and Board and Commission members watch a presentation and then acknowledge to the City Clerk. This is more consistent with current practices.
	Reynolds	1.5	“The City shall provide new Councilmembers a presentation on the Code of Ethics” Discuss whether this should be periodically repeated	Staff supports the Code of Ethics presentation being repeated every four years with the Open Government Trainings Act requirements.
4	Jacobson	2.3.A	Strike last sentence regarding Sound Cities Association appointments.	Staff supports
5	Staff	2.3.D	Add new section D to section 2.3 titled “City Council Leadership”.	Section will be used to describe how the Mayor and Deputy Mayor support the City Manager in the leadership of the City. .
6	Jacobson	3.1.G	Amend section as follows: “ City Council Meetings Code of Conduct. The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines <u>acceptable City Council Meeting acceptable</u> behavior while in a City Council Meeting. ”	Staff supports
7	Staff	3.1.H	Staff propose revising Remote Attendance to “Attendance” and clarify the process. Staff also propose moving Councilmember attendance being noted in the minutes to Section 3.3.A Call to Order and Roll Call	Clarifies the process and aligns with current practices.
8	Jacobson	3.1.I	Amend end of second sentence as follows: “...and the Clerk <u>shall record each vote</u> notes the answers. ”	Staff supports.
9	Jacobson	3.1.I	Amend the last sentence as follows: “If the vote count is not clear, the City Clerk reads the names of those who <u>voted answered</u> in the affirmative, and afterwards those <u>who voted</u> in the negative, and then those who <u>voted answered</u> “abstain,” and the Mayor announces the result.”	Staff supports

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10	Staff	3.2.A	Revise meeting location from City Hall Council Chambers to Mercer Island Community & Event Center	Consistent with Ordinance No. 23C-13 adjusting meeting location of the City Council.
11	Reynolds	3.2.A	Amend end of first sentence as follows: <i>“...when <u>practical, permissible, or such other site approved by the majority of the Council.</u>”</i>	Has not been added to Rules as conflicts with # 12
12	Jacobson	3.2.4	Amend end of first sentence as follows: <i>“...when permissible, <u>or other location for which required written notice has been published.</u>”</i>	Has not been added to Rules as conflicts with # 11
	Reynolds	3.2.A	<i>“If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:00 pm, or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council”</i> Does this still count as a Regular Meeting?	Yes, this is still considered a Regular Meeting.
13	Jacobson	3.2.C	Change <i>“impractical”</i> to <i>“impracticable”</i>	
	Jacobson	3.2.D	<i>“... Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the Public Records Act, chapter 42.56 RCW.”</i> Question the legality of this stricture.	
14	Jacobson	3.3.D	Amend the last sentence as follows: <i>“If a Councilmember unintentionally discloses executive session material <u>to any person(s) not a party to the executive session</u> with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.”</i>	

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15	Staff	3.3.A	Amend section as follows: <i>“Call Meeting to Order & Roll Call. The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present (<u>noting if attending in-person or remote</u>) and <u>those</u> absent in the minutes. <u>If a Councilmember joins after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.</u>”</i>	This section will now address attendance being noted in the minutes, clarifies the process, and aligns with current practices.
16	Jacobson	3.3.E	Amend section as follows: <i>“Study Sessions. Study sessions <u>maywill</u> be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions <u>arewill be</u> informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions <u>shallean</u> be made at a study session. Decisions on those issues <u>maywill</u> be scheduled for a regular or special City Council meeting.”</i>	Staff supports
17	Reynolds	3.3.F.3.a	Amend as follows: <i>“Significant service accomplishments <u>for the benefit of Mercer Island residents within the past year;</u>”</i>	
	Reynolds	3.3.F.3	Have the photos of Community Member of the Year been relocated?	Photos are being digitized and will be displayed on the website. Framed photos will be stored until a location is determined.
18	Jacobson	3.3.F.3	Amend second to last sentence as follows: <i>“Councilmembers <u>maywill</u> make nominations and <u>shall</u> select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for <u>this honor</u>nomination.”</i>	Staff supports

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19	Staff	3.3.F.3	Amend last sentence as follows: <i>“The honoree(s) will be recognized at a City Council Meeting and a <u>photo of the honoree will be posted on the website framed photo of the honoree is hung in the City Council Chambers lobby</u> to commemorate this distinction.”</i>	Photos are being digitized and will be displayed on the website. Framed photos will be stored until a location is determined.
20	Staff	3.3.F.4	Add new section regarding requests for presentations to the City Council	This would give staff guidelines for when requests to present to the City Council are received and what the timeline for materials to be presented to the Council is. The intent is that presentation materials are received prior to packet publishing so the City Council is aware of the topic of the presentation.
21	Staff	3.3.G	Add sub section regarding acceptance of written testimony on agenda items being accepted.	To ensure compliance with RCW 43.30.240 adding the acceptance of written testimony before the meeting. Under subsection one of the statutes, “[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.” By adding this sub section, we do not have to worry about the Council taking final action before Appearances or where in the agenda to put Appearances.
22	Jacobson	3.3.H	Amend second sentence as follows: <i>“Items on the consent agenda <u>may</u> include, without limitation,…”</i>	
23	Jacobson	3.3.1.2	Amend second sentence of third paragraph as follows: <i>“The appearance of fairness doctrine prohibits, <u>without limitation</u>, ex parte (outside the hearing)…”</i>	
24	Jacobson	3.3.K	Amend second sentence as follows: <i>“They will also discuss The Planning Schedule <u>shall also be discussed.</u>”</i>	Staff supports
25	Jacobson	4.1	Amend last sentence as follows: <i>“Each item shall be titled to describe the item to be considered by the City Council <u>and supporting materials for each agenda item shall be included in the packet.</u>”</i>	Staff supports
26	Staff/Reynolds/ Jacobson	4.4	Change HAM Radio room reference for packet pickup	Adjusted to MICEC Front Desk

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27	Staff	4.5	Amend as follows: “The City Manager will prepare and keep current the Planning Schedule, <u>which is the long-term</u> calendar of agenda items for all City Council regular and special meetings.”	
28	Jacobson	5.3	Amend as follows: “ Discussion Protocols. The City Council <u>shall observe/agrees to adhere to</u> the following protocols for City Council discussion and debate.”	
29	Reynolds	5.3.D	Amend as follows: “Be respectful of the City Manager, <u>and staff, and other Councilmembers.</u> ”	
30	Jacobson	5.5	Change “corporal” to “corporate”	
31	Reynolds	5.5	Change “48 hours” to “36 hours”	
32	Jacobson	5.7	Amend as follows: “Councilmembers must obtain <u>another</u> Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.”	
33	Staff	5.8 (new)	Add new section as follows: “ Issuance of Statements. <u>From time to time, the Mayor and Deputy Mayor may wish to issue a statement on recent events or issues. For timely issuance, the Mayor and Deputy Mayor may sign a statement on behalf of the City Council when there is not sufficient time to bring the statement to the next Regular City Council meeting.</u> ”	Staff are seeking a mechanism to support Council Leadership in respond to current events and issues in a timely manner
34	Staff/Reynolds/Jacobson	5. 9 <u>10</u>	Updated City Council mail pickup location	Updated to Mercer Island Community & Event Center
35	Jacobson	5. 4 <u>11</u>	Amend last sentence of first paragraph as follows: “Councilmembers are responsible for capturing and retaining any City business-related posts on social media <u>or private email</u> accounts for public records preservation purposes.”	
36	Staff	5. 4 <u>11</u>	Update reference to Twitter to X to address rebranding of Twitter	Housekeeping

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37	Jacobson	6.2	Amend second sentence as follows: "In addition, the City Attorney signs all ordinances <u>as to form.</u> "	
38	Jacobson	7	Grammar corrections	
	Reynolds	7.A	"Channel communications through the appropriate City Staff" This could use clarification	
39	Jacobson	7.E	Amend as follows: "To provide the City Council with timely information, <u>whenever possible</u> , Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting."	
40	Jacobson	7.J	Amend as follows: "Seeking political support from staff is not <u>permitted appropriate.</u> "	
41	Jacobson	8.1	Change "local" to "representative" in last sentence	
	Reynolds	8.2D	"Mercer Island Arts Council" Why is this the only one that specifies "Mercer Island"?	When it was created in 1985, that is the official name the body chose, which was adopted by the City Council
	Reynolds	8.4	Add "or commission" as follows: "The City Council may dissolve any advisory body or commission that..."	Change is not needed; the section is about Advisory Boards and Commissions and is referring to all with the reference "any advisory body."
42	Jacobson	8.6	Add "written" before "notice"	
43	Staff/Jacobson	8.7	Grammar corrections	Housekeeping
	Reynolds	8.8	Add: "Any Board or Commission member who has not signed the statement before their first meeting may be suspended from service by the Mayor until such time as the statement has been signed."	Staff recommend alternative language (see #45).
44	Staff	8.8	Correct capitalization of Code of Ethics	Housekeeping
45	Staff	8.8	Amend to revise "training" to "a presentation" and add to the end "If the required Code of Ethics presentation has not been completed within 45 days of appointment, the member will be referred City Council Leadership for removal."	Staff have spent a considerable amount of time contacting newly appointment board and commission members to complete the required training. This amendment is proposed as a resolution for members who refuse to complete required training.

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46	Staff	8.9	Correct capitalization of liaisons	Housekeeping
47	Jacobson	8.10	Amend second sentence as follows: <i>“City staff are not employees of such bodiesthat body and take direction only from the Department Director or the City Manager.”</i>	
	Reynolds	8.11	This seems like a good idea, but have we been consistently doing this?	Staff recommend a revision to this section (see #48). Work that needs to go before an advisory board or commission is incorporated into each Department’s Work Plan that is adopted by the City Council as part of the biennial budget process.
48	Staff	8.11	Replace with: <i>“As part of the biennial budget process, the City Council adopts a citywide work plan. Staff liaisons shall present the work plan to the boards and commissions and set the appropriate meeting schedule to achieve the deliverables in the work plan.”</i>	Current text in section 8.11 does not align with current procedures. This proposed text aligns with current practices.
49	Staff	8.14	Multiple amendments to capture all required training and provide for a consequence for not completing the training	Staff have spent a considerable amount of time contacting newly appointment board and commission members to complete the required training. This amendment is proposed as a resolution for members who refuse to complete required training.
50	Staff	8.15	Multiple amendments to clarify City Council Liaison role for boards and commissions	Staff have proposed several amendments to the City Council Liaison Roles & Duties section for clarification and current practices.
51	Jacobson	9.5	Add <i>“experience”</i> to second sentence.	
52	Jacobson	10.1	Capitalize <i>“Rules”</i>	
53	Jacobson	Appendix A.7	Amend second sentence as follows: <i>“If there is objection, the City Council will vote whether the motion mayean be withdrawn.”</i>	
54	Jacobson	Appendix B.2.A	Amend as follows: <i>“Please silence All cell phones, computers (other than City Councilmember’s computers), tablets, and cameras shall be silenced while in the City Council meetings.”</i>	Staff supports

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55	Jacobson	Appendix C	Amend first sentence of Interviews as follows: <i>“Each aApplicants shall <u>each</u> be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council.”</i>	Staff supports
56	Jacobson	Appendix C	Amend second sentence of the third paragraph in Deliberations and Voting as follows: <i>“If so, tThe City Clerk shall proceed with a roll-call vote.”</i>	Staff supports
57	Jacobson	Appendix D	Grammar corrections	Staff supports
58	Jacobson	Appendix D.A	Amend 3rd sentence as follows: <i>“When a Councilmember makes a request to a particular staff member, it is important to the City Manager shall be simultaneously informed/copied on the request. y the City Manager.”</i>	
	Jacobson	Appendix D.D	Check for currency	This section is correct.
	Reynolds	Appendix D.E	Should code compliance complaints be emailed to Customer Service instead of the code compliance email?	Addressed in staff’s proposed amendment (see #59).
	Jacobson	Appendix D.E	Is this current practice?	Addressed in staff’s proposed amendment (see #59).
59	Staff	Appendix D.E	Add Customer Service email for questions or assistance with Code Compliance complaints. Delete <i>“You may also come to City Hall to drop off or complete a paper copy”</i> .	Adds the Customer Service Team if assistance or questions arise regarding Code Compliance. Code compliance forms are now all submitted electronically.
	Reynolds	Appendix D.F	<i>“All correspondence is copied to all members of the City Council, regardless of whom it was addressed to.”</i> Should this be limited to “staff correspondence”?	
60	Jacobson	Appendix D.F	Amend end of last sentence as follows: <i>“...regardless of <u>to</u> whom it was addressed to.”</i>	Staff supports
	Jacobson	Appendix D.H	This appears duplicative of other like provisions	This language is specific to submitting questions on agenda items.
61	Staff	Appendix D Footnote	Delete <i>“April 2021”</i> footnote.	This reference should be removed given that there is an approval date on the cover sheet.
62	Staff	Appendix E	Update references to Twitter to X to address rebranding of Twitter	Housekeeping
63	Staff	Appendix E Footnote	Delete <i>“July 2019”</i> footnote.	This reference should be removed given that there is an approval date on the cover sheet.