



Meeting Minutes
City of Sammamish Governance Committee
Regular Meeting
Wednesday, February 14, 2018 – 9:00 a.m.
Executive Briefing Room - Plaza 111

Called to Order:

Mayor Christie Malchow called the meeting to order at 9:02 a.m.

Committee Members Present: Christie Malchow – Chair
Pam Stuart
Tom Hornish

Staff Present: Lyman Howard, City Manager – Staff Lead
Jessi Bon, Deputy City Manager
Melonie Anderson, City Clerk
Kellie Stickney, Communications Manager
Mike Sugg, Management Analyst
Tammy Mueller, Administrative Assistant

Election of Committee Chairperson:

Deputy Mayor Tom Hornish nominated Mayor Malchow for Governance Committee Chair. There were no other nominations. Mayor Malchow was unanimously elected to the position of Governance Committee Chair by a vote of 3-0.

Public Comment:

Mary Wictor, 408 208th Avenue NE, spoke about suggestions for updating the committee pages on the City website and process improvements for the City Council Office Hours, communication with the public, and addressing their issues.

Council Attendance at Community Meetings (not sponsored or hosted by the City):

Advice from the City Attorney was reviewed ([link](#)). Discussion commenced.

- It is the City Attorney's advice that no more than three Councilmembers (more than three would constitute a quorum) attend community meetings.

RECOMMENDATION: The Committee recommended a policy be established related to City Council attendance at community meetings. The policy will require council members to share their intent to attend a community meeting with fellow councilmembers a minimum of 24 hours in advance of the meeting. If more than three Councilmembers express an interest in attending the same event, only the first three councilmembers to have shared their intent to attend will be able to attend the meeting. If more than three attend the meeting, one of the members will leave.

Council Communications to Public:

The relevant language from the draft Code of Conduct as provided at the [2018 City Council Retreat](#) was reviewed ([link](#)) along with best practices surrounding social media usage. Discussion commenced.

- The question was raised as to whether more than three Councilmembers may be members of a Facebook group and whether it makes a difference if the group is closed or open to the public. Staff will consult with the City Attorney for advice on the matter.
- The Committee expressed interest in Staff hosting a Facebook 101 event for interested Councilmembers to optimize use of their council pages and to understand the City's code of conduct for social media use. Communications Manager, Kellie Stickney, indicated that this was a possibility in the future after a social media policy has been adopted.
- The Committee requested that Staff create a draft social media policy. Staff will continue to revise the draft City Council Code of Conduct that was reviewed during the meeting, and may consider turning the Code of Conduct into a policy document
- Two action items emerged from the discussion:
 - Guidelines/policies for communication with media and social media.
 - Facebook training for councilmembers

Other Items:

a. Representing official City positions vs. individual positions

- a. The Committee expressed an interest in creating a policy or best practices document regarding the promotion of City and non-City sponsored events. It was suggested that the policy/best practices document state that all Councilmembers must make accurate statements on Facebook to prevent mistruths and misunderstandings from being spread. In addition, the document should encourage Councilmembers to link to or share posts about City business and events from the City's website or social media platforms. This will likely be included in a future social media policy.

b. Directing work of commissions and committees

- a. The Council's purview is policy but individual Councilmembers cannot direct the work of Commissions or Staff without consent from the full Council.
- b. It was suggested that the City Council appoint one to two Councilmember liaisons to each Commission. Rules for this relationship would need to be discussed at a future meeting.

c. Utilizing position with the City while conducting personal business

- a. The Committee suggested creating a policy to specify that Councilmembers not include their Council title if conducting business as an individual (e.g. Christie Malchow rather than Mayor Malchow), unless the title is being listed or labeled as used for identification purposes only.

d. Council Office Hours

- a. The Commission considered offering appointments for Council Office Hours, varying the office hours from the regular schedule, and offering one-on-one phone call appointments for those who cannot make it to meetings or office hours. The topic will be discussed further at the next Committee meeting. In the meantime, Staff will work with Councilmembers to schedule the March Office Hours event.

Future Meeting Topics:

- Council Office Hours
- Review draft social media policy
- Commission liaison discussion

Next Meeting Date(s):

TBD

Meeting Adjournment:

The meeting adjourned at 10:19 a.m.