

## **CITY OF SHORELINE**

### **SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL JOINT-MEETING**

Monday, August 11, 2014  
5:30 p.m.

Council Chambers - Shoreline City Hall  
17500 Midvale Avenue North

**PRESENT:** Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, and Salomon

**ABSENT:** Councilmember Roberts

**STAFF:** Debbie Tarry, City Manager; John Norris, Assistant City Manager; Julie Ainsworth-Taylor, Interim City Attorney; Dick Deal, Parks, Recreation and Cultural Services Director; Jessica Simulcik Smith, City Clerk; and Bonita Roznos, Deputy City Clerk

**GUESTS:** Planning Commission Members: Chair Keith Scully, William Montero, David Maul, and Donna Moss

Parks, Recreation and Cultural Services/Tree Board Members: John Hoey, Garry Lingerfelt, Betsy Robertson, Christine Southwick, Al Wagar, Lauren Smith

Library Board Members: Mark A. Hulak, Brooke Shirts, R.L. Smith, and Karen Thielke

At 5:35 p.m., the meeting was called to order by Mayor Winstead.

**Councilmember Hall moved to excuse Councilmember Roberts for personal reasons. The motion was seconded by Councilmember McGlashan and passed 6-0.**

Mayor Winstead welcomed everyone to the training, made introductions, and stressed the importance of open government and understanding the requirements. Ms. Ainsworth-Taylor shared background on the Open Government Training Act and explained what necessitated mandatory education training. The group then watched videos prepared by the Washington State Attorney General's Office on the Open Public Meetings Act and the Public Records Act. Ms. Simulcik Smith then presented training on Records Management and Retention.

Participants asked about email management protocol and metadata, retention requirements for project documents, and on what constitutes a serial meeting.

Ms. Simulcik Smith responded that she will provide directions on how to forward email metadata, and Ms. Ainsworth-Taylor stated that only those draft documents that have been

presented to the group needed to be retained. Ms. Ainsworth-Taylor defined and provided examples of serial meetings.

At 6:42 p.m. the meeting was adjourned.

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Bonita Roznos, Deputy City Clerk

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