

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Monday, August 3, 2015

Conference Room 104 - Shoreline City Hall  
17500 Midvale Avenue North

5:45 p.m.

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

**ABSENT:** None

**STAFF:** John Norris, Assistant City Manager; Jessica Simulcik-Smith, City Clerk; and Bonita Roznos, Deputy City Clerk

**GUESTS:** None

At 5:47 p.m., the meeting was called to order by Mayor Winstead.

Councilmembers discussed the following Council Operations items:

1. Council iPad/Phone Replacements

John Norris, Assistant City Manager, recounted discussions about the City's intent to transition away from Apple Computer products to a Microsoft Window-based Tablet and Android Smart Phone. He stated that while researching the Microsoft product it was discovered that the current legislative agenda software is not compatible with the Microsoft Surface Tablet. He asked Councilmembers if they have concerns with the functionality, applications and data storage of the current iPad, and recommended delaying the upgrade to a new tablet until compatible agenda software is identified.

Councilmembers discussed using the "Docs to go" feature on the iPad and shared that they utilize it primarily to view documents. They talked about the challenge of creating a new document on the iPad, and asked if incoming Councilmembers will receive new equipment. Mr. Norris responded that Microsoft Office 365 may assist with document creation and is currently being testing on the City Manager's iPad. He explained the iPads of exiting Councilmembers will be wiped clean and reissued to incoming Councilmembers when transition occurs on the Council. He said USB drives will be offered again to Councilmembers that haven't already received one to store city documents.

Mr. Norris shared that Android cell phones will be issued to Council in the next two months and explained that they have the option of upgrading the cell phone at their expense.

Councilmember Roberts asked how often the Council voicemail system is used and said that he would like to have a discussion regarding discontinuing the system, and making use of Councilmember's individual city cell phones. Mr. Norris stated that he will add this item to the next Council Operations discussion.

## 2. Potential Council Town Hall Meeting

Councilmembers discussed holding a town hall meeting to provide citizens an opportunity to engage in dialog with Councilmembers. They discussed the format of the meeting, if it should be topic specific, appropriate timing, recommended using a facilitator, and asked for examples of models used by other cities. They suggested that comments and expressions to the public should reflect adopted council policy and positions, and that while Council will be on hand to address policy matter, staff should be available to address specific details. Councilmembers discussed having the 145<sup>th</sup> Station Subarea Planning as a topic.

Mr. Norris stated that he will research models and formats on how other cities conduct Town Hall meetings and report back to Council.

## 3. 2015 Celebrate Shoreline Festival and Main Stage Concert Update

Mr. Norris shared that Celebrate Shoreline is scheduled for August 15, 2015 and explained the event will also acknowledge the 20<sup>th</sup> birthday of the City. He extended an invitation to Councilmembers to participate in the City sponsored information booth, and requested that they arrange times with Eric Bratton, Communication Program Coordinator. He explained that the event is similar to last year's with the addition of a main stage concert featuring bands playing original music. He stated that the event is being advertised on KEXP-FM radio. He commented on moving forward with future Celebrate Shoreline events and including it in the budget planning process.

Councilmembers discussed attracting people who do not live in Shoreline to attend the event and agreed that music is big part of festivals. Councilmembers asked about parking, food trucks, and discussed appropriate parking signage locations.

Mr. Norris responded that there will be A-frame signs directing people to parking and said that he anticipates that there will be some parking in neighborhoods. He stated that logistics have been coordinated with police, fire and emergency management, and that police officers will be on hand until 10:00 p.m. He said that they will be assisting with traffic and ensuring orderly conduct at the concert. He shared that additional food trucks have been added.

## 4. Council Regional Committee Update

Councilmembers reviewed the Council External Committee Assignment sheet and identified committee vacancies. They commented that it is important for City of Shoreline officials to be represented on the Puget Sound Regional Council Transportation Policy Board, King County Regional Transit Committee, and the SeaShore Transportation Forum to ensure Shoreline's active participation in transportation issues in light of Light Rail Station planning. Mayor

Winstead asked Councilmembers to think about what committees they would like to serve on and identify who is applying to which committee by the end of September 2015. They discussed that a newly elected official can be appointed to a Committee but may be prohibited from serving in the capacity of Boardmember.

At 6:52 p.m. the meeting was adjourned.

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Bonita Roznos, Deputy City Clerk