

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF WORKSHOP DINNER MEETING

Monday, November 26, 2018

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

5:45 p.m.

PRESENT: Mayor Hall, Deputy Mayor Salomon, Councilmembers McGlashan, Scully, Chang and Roberts

ABSENT: Councilmember McConnell

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Jessica Simulcik Smith, City Clerk; and Allison Taylor, Deputy City Clerk

At 5:49 p.m., the meeting was called to order by Mayor Hall.

- New City Councilmember Proposed Recruitment/Appointment Process

John Norris, Assistant City Manager, gave an overview of the preparation for the new City Councilmember recruitment/appointment process. He asked for Council feedback on the application form and said the City Attorney would review the rules of appointment. He reminded Council that this appointment would last until certification of the November 2019 election, and that the duration of service would be clearly communicated to applicants.

Council discussion first focused on how to make the vacancy known, and ideas were brainstormed to ensure broad publication of the information by a combination of electronic and printed methods. Mr. Norris said the goal was to build a robust applicant pool, and that he and Debbie Tarry, City Manager, felt comfortable that these methods would create a widespread awareness of the opportunity.

The timing of the application and interview process was discussed, and conversation included considerations for the upcoming holidays and Deputy Mayor Salomon's departure date. Council agreed that the most inclusive approach would include beginning to accept application as soon as possible, with a deadline of January 3, 2019. A Special Dinner Meeting was added to review applications and it was agreed that no staff or facilitator was needed for this process. An interview date of January 28, 2019 was set, during the City Council meeting. It was decided that the chosen candidate would be sworn in by the City Clerk on the same date, and Council would additionally select a Deputy Mayor at that time. Mayor Hall directed Councilmembers to communicate interest in the Deputy Mayor position.

Councilmember Chang asked if conversations with potential applicants were permitted and was told yes, answering questions was fine. Mayor Hall encouraged giving the same information to anyone they spoke to, to ensure impartiality.

The steps of the interview process were established, and Ms. Tarry confirmed that candidates would remain outside of Council Chambers when it was not their turn to interview. Council agreed it was appropriate that each of them would pose one predetermined interview, and Ms. Tarry asked them to share suggestions with staff by December 14th. It was decided that the questions would be confidential until the time of the interviews.

- Council Strategic Planning Workshop Timing, Location and Focus

Ms. Tarry reported on the preliminary ideas for Council's Strategic Planning Workshop and recommended reviewing the Vision 2029 statement to set a framework for the workshop. She said she has secured a facilitator to enhance the forward-thinking process, support the continued development of Council goals, and establish measurable action steps. She suggested deep dive discussions on the Aquatics Center, the Sidewalk Prioritization Plan, and the Fircrest property. Mr. Norris reviewed Council suggestions for discussion items and plans were made for Mayor Hall to talk with the facilitator before the December Council break. Mr. Norris told Councilmembers the retreat packet would be available by January 4, 2019. Councilmember Scully asked that all items that could be discussed in other venues be eliminated from the retreat, so they would have ample time to focus on strategic conversations. Mayor Hall reminded Council that this was their annual opportunity to have big picture discussions. Suggested ideas for discussion/study included reserve policies, update on homelessness, economic development, and housing choices.

- 2019 Proclamations

Council approved the list of suggested Proclamations.

- Workplace Safety Policy – Duress and Lockdown Button Procedures

Mr. Norris reviewed the work the City has done on workplace safety policies and trainings. He explained the emergency procedures and detailed the support available should there be an incident during a Council Meeting.

Councilmembers agreed Mayor Hall could send Blake Snell, a former Shoreline resident, a congratulatory letter for winning the Cy Young award in the American League.

At 6:51 p.m. the meeting adjourned.

Allison Taylor, Deputy City Clerk