



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

## Meeting Minutes - Draft City Council

Information: 360.753.8447

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**Saturday, January 11, 2014**

**8:30 AM**

**Fire Station #4 - 3525 Stoll Road**

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### **Council Annual Retreat**

#### **1. ROLL CALL**

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

#### **OTHERS IN ATTENDANCE**

City Manager Steve Hall  
Assistant City Manager Jay Burney  
Communications Manager Cathie Butler  
Facilitator Kendra Dahlen  
Facilitator Faith Trimble (Saturday only)

The following Department Directors were in attendance for portions of the retreat:

City Attorney Tom Morrill  
Administrative Services Director Jane Kirkemo  
Parks, Arts and Recreation Director Paul Simmons  
Public Works Director Rich Hoey  
Community Planning and Development Director Keith Stahley  
Community Planning and Development Deputy Director Leonard Bauer  
Police Chief Ronnie Roberts  
Fire Chief Larry Dibble

#### **2. BUSINESS ITEMS**

**14-0041** Annual City Council Retreat

The Council met on Friday, January 10, from 11:30 a.m. to 5:00 p.m., and on Saturday, January 11, from 8:30 a.m. to 4:15 p.m.

#### **FRIDAY, JANUARY 10**

Councilmembers reviewed the 2013 highlights, including:

- Shoreline Master Plan
- The Washington Center

- LED Lighting
- Public Safety Ballot Measure
- Isthmus Purchase
- Interjurisdictional work
- Community renewal momentum and potential impacts
- Countywide coordination of homeless services
- Health and human services coordination
- Downtown project accomplishments
- New parking meters
- Budget 365 process
- Planning Commission
- Comprehensive Plan process
- Council teamwork

The Council then discussed and agreed to the following appointments:

**Alliance for a Healthy South Sound**

Delegate: Andy Haub, Staff

Alternate: Julie Hankins

**Animal Services**

Delegate: Jeannine Roe

Alternate: Cheryl Selby

**Capitol Lake Adaptive Management Committee**

Delegate: Stephen Buxbaum

Alternate: Steve Langer

**Communications Board (TCCOM911)**

Delegate: Julie Hankins

Alternate: Cheryl Selby

**Economic Development Council**

Delegate: Stephen Buxbaum

Alternate: Jim Cooper

**EMSS (Medic I)**

Delegate: Steve Langer

Alternate: Jim Cooper

**Health & Human Services Review Council**

Delegate: Jeannine Roe

Alternate: Jim Cooper

**Intercity Transit Authority Board**

Delegate: Nathaniel Jones

Alternate: Jeannine Roe

**Law & Justice Council**

Delegate: Cheryl Selby  
Alternate: Steve Langer

**LEOFF Disability Board**

Delegates: Jim Cooper and Jeannine Roe

**LOTT Board of Directors**

Delegate: Steve Langer  
Alternate: Julie Hankins

**Olympic Region Clean Air Authority**

Delegate: Jim Cooper  
Alternate: None

**Regional Transportation Policy Board**

Delegate: Cheryl Selby  
Alternate: Stephen Buxbaum

**Sustainable Thurston Task Force**

Delegate: Stephen Buxbaum  
Alternate: Cheryl Selby

**Thurston Council for Children and Youth (Policy Team)**

Delegate: Cheryl Selby  
Alternate: Jim Cooper

**Thurston County Solid Waste Advisory Committee (SWAC)**

Delegate: Ron Jones, Staff  
Alternate: Nathaniel Jones

**Thurston Regional Planning Council**

Delegate: Nathaniel Jones  
Alternate: Stephen Buxbaum

**Visitors and Convention Bureau**

Delegate: Julie Hankins  
Alternate: Jeannine Roe

**Coalition of Neighborhood Associations**

Delegate: Julie Hankins  
Alternate: None

**Liaison to The Washington Center**

Delegate: Jeannine Roe  
Alternate: Cheryl Selby

**Lodging Tax Advisory Committee**

Delegate: Julie Hankins

Alternate: None

**Mayors Forum**

Delegate: Stephen Buxbaum

Alternate: None

**PBIA Liaison Board**

Delegate: Jeannine Roe

Alternate: Julie Hankins

**Liaisons to Advisory Boards and Commissions**

**Arts Commission** - Jim Cooper

**Bicycle and Pedestrian Advisory Committee** - Julie Hankins

**Design Review Board** - Steve Langer

**Heritage Commission** - Jeannine Roe

**Parks and Recreation** - Nathaniel Jones

**Planning Commission** - Steve Langer

**Utility Advisory Committee** - Cheryl Selby

**FINANCE COMMITTEE**

Jim Cooper, Chair

Nathaniel Jones

Cheryl Selby

**GENERAL GOVERNMENT COMMITTEE**

Jeannine Roe, Chair

Jim Cooper

Cheryl Selby

**LAND USE AND ENVIRONMENT COMMITTEE**

Steve Langer, Chair

Julie Hankins

Jeannine Roe

**AD HOC COMMUNITY RENEWAL AREA COMMITTEE**

Stephen Buxbaum

Nathaniel Jones

Julie Hankins

Council agreed to move the 2013 priorities forward to 2014. These include:

**Adopt a Sustainable Budget**

**Goals:**

- Make our budgetary process transparent, simple, and accessible so that everyone knows how and when to be involved
  - Protect and strengthen core services as well as identify strategic investments
  - Build and maintain reserves so that we can continue services when times are bad
  - Continue to manage our debt level responsibly
- Ensure all resources are used responsibly and effectively

**Desired Outcome:** We have adequate revenues and reserves to support the social, economic, and environmental values of the community.

### **Champion Downtown Goals**

#### **Goals:**

- Increase commerce and private investment
- Create a safer, cleaner, and more welcoming downtown for all to enjoy
- Develop partnerships to expand desirable public spaces
- Play a greater role in developing the vision and enhancing the image of downtown
- Develop a Community Renewal Plan

**Desired Outcome:** More people will want to work, live, shop, and play here, and to increase the revenue base.

### **Change the Culture of Community Development**

#### **Goals:**

- Invest in a proactive system that encourages collaboration in formulating and implementing plans
- Engage neighborhoods to plan their own future so that investments reflect community values
- Encourage a staff culture of community involvement and dialogue
- Increase revenue base so that we can provide the enriching services and environmental stewardship that the community values
- Align plans and ordinances so that plans can be implemented

**Desired Outcome:** We achieve the growth and development as defined by the community in the Comprehensive Plan

### **Inspire Strong Relationships**

#### **Goals:**

- Develop stronger and healthier regional partnerships
- Enrich public participation so that the community has a role in shaping public policy
- Fully use advisory committees and the Coalition of Neighborhood Associations
  - Make homelessness a collaborative, regional priority so that we can establish an effective service system

**Desired outcome:** We get things done most efficiently, foster trust, stay connected, and move forward together.

#### **Next steps:**

- The City Manager will work with Department Directors to identify key strategies and measurable objectives for each priority goal area. He will report back to the Council when this has been done.
- As resources allow, include strategies and related activities in department and advisory board work plans, complete with assignments, budget, and schedule. The City Manager will then report back to the full Council.

**The meeting adjourned at 5:00 p.m.**

### **SATURDAY, JANUARY 11**

The Council reviewed and discussed the "Ultimate Policy Intent Model - Framework for Decision Making."

Mr. Keith Stahley and Mr. Leonard Bauer reviewed planning projects as they relate to the goal areas.

Mr. Keith Stahley and Ms. Lorelei Juntunen, Senior Planner of ECONorthwest, reviewed economic development of the downtown, including community renewal areas; the action plan, purpose, process, and outcomes; and the next steps. Mr. John Fregonese with Fregonese and Associates joined the discussion via telephone.

The Council then reviewed the 2014 goals and work plan from the Friday discussion. They reviewed issues and approaches for each goal area, action plans, roles and responsibilities, measures, partnerships, and timeframes.

Due to the late hour, the Council agreed to postpone the discussion on communications and "telling our story."

**The work session was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 4:15 p.m.