



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Minutes - Draft General Government Committee

Wednesday, December 3, 2014

11:00 AM

Room 112

Special Meeting

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Jim Cooper and Committee Member Cheryl Selby

2. CALL TO ORDER

Chair Roe called the meeting to order at 11:05 a.m.

3. APPROVAL OF MINUTES - None

4. COMMITTEE BUSINESS

4.A [14-1104](#) Council Outreach and Communication

Communications Manager Cathie Butler reviewed a draft 2015 Council Communication and Outreach Action Plan.

Committee members said they liked the format, particularly referencing Council priorities and draft Comprehensive Plan goals and policies.

Committee members identified the following refinements to the draft Plan:

- **Coffee with the Council:** Change the word "Coffee" to "Connect" so the title reads "Connect with the Council." Clarify that the intent is to have informal conversations about a topic or topics that relate to current Council policy. Not all Councilmembers need or should be present at each "Connect." Schedule outside City Hall - go where issue or interested community members are. Possibly pair "Connect with Council" with a volunteer opportunity, e.g. Downtown Clean-Up; Volunteer in Parks.
- **Talking Points:** note that it's the "Elevator Speech" communication tool.
- **Current Issues Web Page:** Find an interesting title/web link, such as "Hot Topics," "The Rumor Mill," "Fact or Rumor." Executive office staff will identify issues and write the content. Councilmembers may suggest topics/issues to address.

- **Council Priorities Booklets:** Develop one on the Council's Sustainable Budget Goal and the Budget 365 Initiative.
- **Email to Councilmembers:** Increase storage capacity for Councilmembers. The citycouncil@ci.olympia.wa.us <<mailto:citycouncil@ci.olympia.wa.us>> email should be set up so that emails are automatically forwarded to each email instead of waiting for manual forwarding during the work day by the Executive Office. Each Councilmember is responsible for managing their own email. When staff sends a response on behalf of Council, copy each Councilmember.
- **Opinion Polling:** Add the word "guidelines" to read, "Identify guidelines for questions or surveys about current Council-level policy issues to place on OlySpeaks."
- **Council Liaisons:** At a minimum, each Council liaison will make contact with the Committee Chair and attend one meeting during the year to thank the committee for its work. Consider rotating liaisons every two years.

Committee members agreed to review a final draft at the Committee's December 16 meeting.

Public Works Deputy Director Debbie Sullivan provided a briefing on the Public Works strategic initiative to *Create an Informed and Engaged Community*. Ms. Butler said she and Ms. Sullivan hope to use this work as a model for communication and outreach assessment and strategies with other City departments.

The discussion was completed.

4.B [14-1098](#) Review List of General Government Referred / Unscheduled Items

Committee members agreed to:

- Remove the meeting with Capital City Facilities District (CFD) representative. Assistant City Manager Jay Burney, who is the Olympia staff liaison to the CFD, will provide a brief report at General Government's March or April meeting.
- Combine the discussion of minimum wage and sick leave policies into a single item, and possibly send to Finance Committee. Committee Member Cooper will ask for the re-referral.
- Remove the update on HOME Consortium.
- Combine the Downtown Ambassador Program Oral Report and the Report on PBIA Clean and Safe Committee.
- Possibly schedule the Indigenous People's Day meeting at the TESC Longhouse.

- Schedule the meeting with Advisory Committee Chairs in March, which will also be the annual work plan review.

Chair Roe will ask Mayor Pro Tem Jones to clarify his intent with the “State’s Health and Production” referral.

The discussion was completed.

5. ADJOURNMENT

Chair Roe adjourned the meeting at 1:35 p.m.