



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Saturday, January 10, 2015

9:00 AM

**Fire Station Headquarters, 100
Eastside St NE**

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
City Attorney Mark Barber
Community Planning and Development Director Keith Stahley
Public Works Director Rich Hoey
Facilitator Kendra Dahlen

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

Administrative Services Director Jane Kirkemo
Parks, Arts and Recreation Director Paul Simmons
Police Chief Ronnie Roberts
Fire Chief Larry Dibble
Associate Planner Amy Buckler
Associate Planner Stacey Ray
Downtown Code Enforcement Officer Brian Wilson

2. BUSINESS ITEMS

2.A [15-0053](#) City Council Retreat

The Council met on Friday, January 9, from 12:00 p.m. to 5:00 p.m., and on Saturday, January 10, from 9:00 a.m. to 2:30 p.m.

Councilmembers established the following priorities for 2015:

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:**

- 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.

Deliver Proactive 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 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.

Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis

Staff and Councilmembers, in small groups, brainstormed opportunities, challenges, strengths and weaknesses for the City in 2015 and beyond. Each group shared its results.

Councilmembers discussed 2015 Council Committee Key Initiatives for the following:

Land Use and Environment Committee

The Downtown Strategy will be the roadmap that defines what actions we will take to achieve our community vision for downtown as expressed in the Comprehensive Plan.

Community and Economic Revitalization Committee

The Community Renewal Act provides the City with new tools to encourage private sector participation in downtown renewal by increasing commerce and private investment. A Community Renewal Area (CRA) in downtown is the means to increase commercial activity by encouraging quality development through public/private partnerships.

General Government Committee - Council Communication Action Plan

The Communication Action Plan will be guided by the IAP2 Spectrum for Public Participation and enhanced by training for staff, Council and Advisory Committees. The Plan is viewed as a starting point to be re-evaluated after first year for continual improvement and enhancement of productive outreach and communication.

Finance Committee

The major goal for the Finance Committee in 2015 is to move toward a sustainable budget. With many current and future funding gaps in both City operations and capital needs, the Finance Committee will be delving into a number of revenue and budget balancing tools for the future.

The Council discussed the structure of Study Sessions and Council meetings and agreed to try the following and reevaluate this at the mid-year retreat:

- Two Study Sessions per month on the 2nd and 4th Tuesdays - 6:00 p.m. to 7:45 p.m., (will be televised).
- Study Sessions will be followed by abbreviated Council Business Meetings, beginning at 8:00 p.m., to include Public Comment, Consent Calendar and brief Council Reports.
- Regular Council Meetings on the 1st & 3rd Tuesdays, beginning at 7:00 p.m.

Councilmembers reviewed and gave initial direction on Council Committee assignments.

Next Steps and Follow-up

City Manager will work with Council to establish schedule for Work Sessions. Work Session issues identified during retreat:
Artesian Commons

Comprehensive Plan Implementation Action Plan
Scoping Downtown Strategy
CRA RFP/RFQ
Funding Initiatives for 2015 - Parks Plan

Department Directors identify strategies, actions and measurable objectives for priority goal areas.

Items identified for 2015 Mid -Year Retreat Agenda:

Review and update the High Performing Council Criteria
Align Council Priorities and Goals with Comp Plan Goals
Review Work Session structure to strengthen and improve Council effectiveness
Consider Collective Impact approach to addressing complex issues / Thurston Thrives Model

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 2:30 p.m. Saturday afternoon.