



Meeting Minutes

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Wednesday, February 25, 2015

4:30 PM

Room 207

Special Meeting

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee member Julie Hankins and Committee member Cheryl Selby

2. CALL TO ORDER

Chair Roe called the meeting to order at 4:30 p.m.

3. APPROVAL OF MINUTES

3.A [15-0187](#) Approval of January 28, 2015 General Government Committee Meeting Minutes

Chair Roe request a minor amendment to the last sentence of Item 4A minutes, to reflect that the request for Downtown Ambassador updates was to General Government Committee only.

Committee Member Selby moved, seconded by Committee Member Hankins, to approve the minutes as amended. The motion passed unanimously.

4. COMMITTEE BUSINESS

4.A [15-0183](#) Community Development Block Grant (CDBG) Program Year 2015 Action Plan

Community Planning & Development Deputy Director Leonard Bauer and Housing Program Manager Anna Schlecht provided an overview of the CDBG Program, current fund status, and 2015 Action Plan process and potential fund use options.

Following discussion, the Committee unanimously agreed staff should return in March with a specific proposal regarding use of PY 2015 funds for the Downtown Ambassador Program, ADA Sidewalk Accessibility, Crime Prevention through Design / Downtown Safety; Section 108 Debt Service commitment; and Program Administration.

Committee Member Selby said she is interested in funding for the Hotel Project and Artspace, but she realizes these are not yet at a "ready to go" stage.

The Committee also reviewed proposed policy changes and agreed to discuss a

recommendation at the March meeting.

Chair Roe asked that the process chart from 2014 be included in the March packet.

The recommendation was discussed and forwarded to the General Government March 18, 2015 Meeting.

4.B [15-0190](#) Discussion about Councilmember Reports at Meetings

Chair Roe said she requested this referral to discuss the intent of Councilmember reports. She said reports are often late at night after a long work day for many Councilmembers and usually after a long meeting. She said there isn't any consistency in the nature or length of reports, with some being almost too short and others way too long - sometimes up to 20 minutes for a single report. She also said that sometimes Councilmembers are asked to make a decision based only on information conveyed in the oral report and without any knowledge or background information shared with Council or the public in advance of the meeting.

Communications Manager Cathie Butler said Chair Roe asked her to do some quick internet research to determine how other cities handle reports. She shared the Report Rules for the City of Port Townsend, which are stated in the staff report for this item. She said she was able to find one city in Texas where Councilmembers submit written reports for posting on that city's website in lieu of oral reports at meetings. She was not able to locate a template for Council Reports.

Following discussion, Committee members agreed reports should be brief, especially given the late hour. They unanimously agreed to suggest the following two options to the full Council for consideration:

1. Eliminate oral reports. Replace with written reports posted on the website.
2. Cap the time for oral reports at three minutes, which would be timed similar to Public Communication. Councilmembers could report on any topic related to City business during their three minutes. Chair Roe said she would prefer a "time up" timer instead of the City's current "time down" timer so Councilmembers could see how much time they have used for their report.

Chair Roe said she would inform Council of the Committee's discussion at a future meeting.

The discussion was completed.

4.C [15-0196](#) Prepare for Advisory Committee Interviews and Discuss Committee Membership Requirements

Each Committee member said they had reviewed the applications in advance of the meeting. They unanimously agreed to recommend for reappointment all members with ending terms who had applied by the initial application deadline, January 20. Chair Roe asked staff to forward the reappointment recommendations to the Council

for approval as a Consent Calendar item as soon as possible.

Given the number of applicants for the Arts Commission who applied by the deadline, they agreed to not interview the two individuals who applied after the deadline.

Committee members also discussed whether to recommend reducing the size of committees from 11 to nine. They agreed to first check with committee chairs at the March meeting before forwarding a recommendation to Council.

They agreed staff should proceed with scheduling 10-minute interviews with each applicant for committees with openings.

The discussion was completed.

4.D [15-0198](#) Prepare for Annual Meeting with Advisory Committee Chairs

Committee Member Hankins said she is interested in “changing up the dynamic” between the Council and committees so there is more dialogue. She suggested coming up with a format to encourage dialogue at this meeting.

Chair Roe noted the General Government Committee needs to forward a recommendation on work plans. Committee members agreed to review work plans in advance and only ask clarifying questions at the March meeting. They also agreed to ask the question about membership size.

Committee members agreed the bulk of the March meeting would be for small group dialogue and sharing what went well the prior year and what they learned or what did not go so well.

Chair Roe asked staff to inform advisory committee chairs in advance about the meeting agenda.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 6:45 p.m.