



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, January 28, 2015

4:30 PM

Room 207

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 4:35 p.m.

3. APPROVAL OF MINUTES

3.A [15-0105](#) Approval of December 16, 2014 General Government Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [15-0093](#) Downtown Storefront Partnership

Downtown Liaison/Code Enforcement Officer Brian Wilson noted one of the Council's priorities is to Champion Downtown and to make downtown clean, safe, and welcoming for everyone. He said there are many businesses, individuals and groups actively involved in this effort.

Mr. Wilson and Rob Richards with Capital Recovery Center presented a proposal for a Downtown Welcome Center on 4th Avenue. Mr. Richards said the Center is not intended to be a day time drop in center, public bathroom, or place to hang out for homeless individuals or street youth. Instead, the Center is intended to be a storefront welcome area with information about the community and staffed by volunteers, art work and other items of interest displayed in the front windows, office and storage space for the Downtown Ambassador Clean Team. Mr. Richards said any of the partnering organizations can use the space for meetings related to their organization, but not for general public meetings.

Visitor and Convention Bureau Executive Director George Sharp said the plan is for the Center to have the "wow" factor when people drive or walk by. The windows will be kept lit at night.

Mr. Wilson said a potential benefit is creating an interesting and vibrant amenity in an

underutilized space that has seen frequent turnover in recent years.

Mr. Richards said the proposal is for a one-year pilot project. City Manager Steve Hall noted the City would contract with Capital Recovery Center to operate the proposed Downtown Welcome Center as a pilot project this year using \$20,000 appropriated by Council for this purpose.

Chair Roe mentioned the current Downtown Ambassador logo, when enlarged, gives the appearance of an anarchist symbol. She asked that something different be put on the building. Mr. Wilson said the plan is to remove the large single Ambassador logo currently on the window and instead have the logos of all the participating partners on the front or side window along with words something like "Downtown Welcome Center."

Chair Roe asked for regular updates to the City Council or General Government Committee about the Welcome Center and the Downtown Ambassador program.

Committee members concurred with recommending the proposal as discussed. Mr. Hall suggested the proposal be placed on an upcoming Council Consent Calendar for concurrence so that a contract with the Capital Recovery Center can be quickly finalized. Committee members agreed.

4.B [15-0094](#) Community Development Block Grant (CDBG) Status Report

Community Planning & Development Deputy Director Leonard Bauer provided background on CDBG and a status report on this year's action plan and timely expenditure of funds.

Committee members agreed to schedule discussion at their February meeting about the Program Year 2015 process and priorities.

4.C [15-0103](#) General Government Committee Annual Organizational Activities

Meeting date and time: Committee members agreed to schedule their regular meeting for the 3rd Wednesday, monthly, at 4:30 p.m., in room 207 if available.

Advisory Committee interview dates and times: Committee members agreed to reserve Tuesdays, March 10 and 24 for committee interviews beginning at 5:00 p.m., in room 207 if available. Council does not meet on those nights.

2015 Committee Work Plan: Committee members agreed to recommend the following initial work plan to the full Council:

February 25 (Special Meeting - 4th Wednesday)

- Community Development Block Grant (CDBG) - Program Year 2015 Action Plan Process; and Review of Performance Evaluation Process
- Discussion About Councilmember Reports at Meetings

- Prepare for Advisory Committee Interviews / Review Applications
- Prepare for Annual Meeting with Committee Chairs

March 10 & 24 (Special Meetings)

- Advisory Committee Interviews

April 15

- Status Report on Downtown Ambassador Program and Storefront Partnership
- Status Report on PBIA Clean & Safe Program
- Discussion About Requiring Property Owners to Keep Storefront Areas Clean
- Consideration of a Smoking Ban on All City Property

May 20

- Discussion of Council Communication Actions
- Review Proposal for Councilmember Email Responses
- Update on Civic Engagement and Social Media Efforts

June 17

- Public Safety / OPD Trends, Issues, and Program Updates

July 15

- Community Discussion About Indigenous People's Day Concept (Schedule at TESC Longhouse)

* **August 19**

* **September 16**

* **October 21**

* **November 18**

* **December 16**

* August through December meetings are available for issues referred during 2015 or for follow-up / updates on previously discussed topics.

Chair Roe asked staff to schedule the work plan for Council approval on Consent at the next available meeting.

5. ADJOURNMENT

Chair Roe adjourned the meeting at 6:25 p.m.