



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Minutes General Government Committee

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Tuesday, July 10, 2012

4:30 PM

Room 207

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### Special Meeting

#### 1. Roll Call

**Present:** 3 - Chair Roe, Councilmember Rogers and Councilmember Cooper

#### 2. Call to Order

*Chair Roe called the meeting to order at 4:45 p.m.*

#### 3. Committee Business

##### 3.A [12-0093](#) Review of Council Guidelines and Protocols

**Attachments:**     [1. Guideline Sections](#)  
                              [2. All Council Guidelines](#)  
                              [3. Public Comment Flyer](#)

*a. Council Meeting Agendas:  
Committee members discussed and agreed to recommend the following changes:*

*Agenda Setting: Change wording "is set" to "will be reviewed." Include a sentence that the draft will be forwarded to the full Council for changes, additions, deletions and approval. Clarify that the Agenda is proposed by the City Manager with review by the Mayor and Mayor Pro Tem, and is approved by Council as a whole. Include recommendation that the City Manager has discretion to add or delete items with notification to the full Council, and that the review and approval process applies to all City Council meetings.*

*Agenda Review: Add "Review of Upcoming Agendas" at the end of Council business meetings after Councilmember reports.*

*Agenda Referrals: Recommend that Councilmember referrals to committees will be scheduled for discussion within 90 days, unless the Committee Chair has reported an alternate scheduling status to the full Council and the Council agrees with the schedule recommended by the Committee Chair.*

*Executive Sessions: Recommend that the Guideline be amended to state that Executive Sessions scheduled before, not after, business meetings are preferred.*

*Special Recognition: Recommend that no more than one recognition per business meeting is preferred, and that proclamations should be summarized instead of reading the entire document.*

*b. Advisory Committees.*

*Committee members agreed that the Council is already working on a more positive relationship with advisory committees.*

*c. Email/ Council Communications.*

*Committee members agreed that no change is needed to the current Guidelines. They asked that staff make sure Councilmembers are copied on responses back, to close loop.*

*d. Public Communication/ Public Engagement.*

*Committee members agreed to recommend three "Coffee with the Council" events per year, with one held prior to the Council's retreat. These would be informal sessions, possibly at schools, with one each on the east side, west side, and the south side of Olympia. Marketing should be developed for the events.*

*e. Social Media.*

*Committee members asked staff to report back whether changes to public records laws should be included on the City's legislative agenda which would make it easier for Councilmembers to use social media for communication.*

*Committee members will recommend that the Council develop a policy on Use of Social Media that encourages use of social media by the Council.*

*Committee members asked staff to report back the cost of Councilmembers using I-Pads instead of current laptops.*

*Committee members asked staff to prepare a one page visual depiction of how ideas are introduced and advance through the City's legislative process, similar to the State's "How Bills Become a Law" piece.*

*f. Council Relationships.*

*Committee members agreed to recommend that the topic of Council Relations be discussed by the full Council at the mid-year retreat. They agreed it should be a facilitated discussion.*

*g. Invitations to Community Events.*

*Committee members agreed to recommend that the Mayor inform the Council during his reports of any community invites and the attendance status.*

*h. Council Committee Assignments.*

*Committee members agreed to recommend adding to the Guidelines a statement that the Mayor does not serve on any standing committee because of the important additional role he has representing the Council and City for ceremonial purposes. They also agreed to recommend that the Mayor Pro Tem not chair a Council standing committee to provide leadership opportunities for the rest of the Council. In addition, they agreed to recommend that the two Councilmembers without a leadership position as Mayor, Mayor Pro Tem, or Committee Chair, be the Council's delegate for at least one substantive interlocal assignment.*

*i. Staff Support.*

*Committee members discussed various clerical and research needs of Councilmembers. They agreed that staffing is a budget issue and a topic that should be discussed by the full Council either at the mid-year retreat or as part of the 2013 budget.*

*j. Meeting Management/Facilitation.*

*Training: Chair Roe reported about a session she attended at the recent Association of Washington Cities conference called the Theater of Council meetings, in particular the session on Jurassic Parliament. She suggested that this training would be helpful for the Olympia Council and advisory committee members. She asked staff to report back on the cost of the Jurassic Parliament training which could possibly be paid from the Council training budget or Council goal money. They agreed to recommend a joint training session for City Council and advisory committee chairs for fall 2012 since the City Council has already agreed to meet with the Chairs and the Chairs have expressed interest in meeting management training.*

*Clock: Chair Roe said the trainer encourages Council members have a time-up clock to keep track of their speaking and report time. She said that small table top clocks cost about \$15 each.*

*Councilmember Reports: Committee members agreed to recommend a change to the Guidelines to the effect that each Councilmember's report should be no longer than 5 minutes, with an additional 2 minutes for the Mayor and Committee Chairs. Reports should be limited to brief highlights of interjurisdictional and Council committee action, and ceremonial events attended on behalf of the City. Action items, or ones needing substantive discussion, should be scheduled for a future Council meeting.*

*Questions for Staff: Clarify in the Guidelines that Councilmembers may pose questions staff during the meeting; the response should be directed to the City Manager or appropriate staff; and staff, not the Mayor, will decide how to respond.*

*City Council Retreat.*

*Committee members agreed that the Guidelines be amended to include a statement that the Council will hold an annual retreat the 2nd Saturday in January and a mid-year retreat the 2nd Saturday in June, unless alternate dates are agreed to in advance by all Councilmembers.*

*Draft Guidelines.*

*Committee members asked staff to prepare draft updated Guidelines as outlined above for review by the Committee on June 17. At that meeting the Committee will discuss a timeline for bringing the recommendations forward to the full Council.*

**The report was discussed and continued to the July 17 meeting.**

**3.B      [12-0301](#)**

**Logistics for Council's Mid-Year Retreat**

*Committee members agreed to recommend a retreat on Saturday, September 15 facilitated by Kendra Dahlen. They asked staff to check on her availability.*

*Committee members agreed to recommend the following retreat topics:*

- Discussion about Council relations.*
- Discussion about Guidelines and Protocols, if not addressed at a prior Council meeting.*
- Discussion about Committee and Interlocal Assignments.*

*They agreed to recommend that the City Manager's mid-year evaluation not be a retreat topic, instead the review should be scheduled as it has been in the past, prior to a Council meeting.*

**The report was discussed and closed.**

#### **4. Adjournment**

*The meeting adjourned at 6:30 p.m.*