

CITY OF TUKWILA STRATEGIC PLAN

Staff Committee Meeting #1

May 16, 2012 | 10:00 am - Noon



AGENDA

Meeting Purpose

- Review project objectives, approach, schedule, and deliverables
- Brainstorm ideas on Tukwila's assets and opportunities
- Identify topics to explore in public and stakeholder engagement

10:00 Welcome & Introductions

All

- Please share your name, role within the City, and any other connections you have to Tukwila

10:10 Getting Started: Project Overview & Staff Committee Charge

Brian Murphy/
Dawn Couch

- Project Schedule and Deliverables
- Staff Committee Role and Charge
- Ground Rules
- Q & A

10:30 Brainstorm Tukwila's Assets, Challenges, & Opportunities

Brian/Dawn/All

1. *What are Tukwila's greatest assets, challenges, and opportunities?
Think of these in terms of:*
 - A) *The City as a place or community*
 - B) *The City as an organization*
2. *In the future, when people hear of Tukwila, what do you want them to think of?*
3. *What questions do you hope are answered through this planning process?*

11:15 Community Engagement Planning

Dawn/All

- Overview of engagement purpose and modes
- *What information would be useful to gather from the community?*

11:45 Roundtable Comments & Questions

All

11:55 Note Next Steps & Adjourn

Brian

- Advisory Committee Kick Off Meeting – Tentatively schedule May 30, 2012
- Next Staff Committee Meeting – June 13, 2012
 - Situation Assessment – Baseline Demographic Market and Fiscal information
 - Community Engagement, continued

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STAFF COMMITTEE CHARGE, RESPONSIBILITIES, & GROUND RULES

Team Charge

The Staff Committee will serve as an advisory group to the Mayor, City Manager and Project Management Team. The Committee will carefully consider the issues, analysis, and options presented during the course of the project, and will provide perspectives and recommendations related to Advisory Committee meetings, public engagement, and the Draft and Final Strategic Plan.

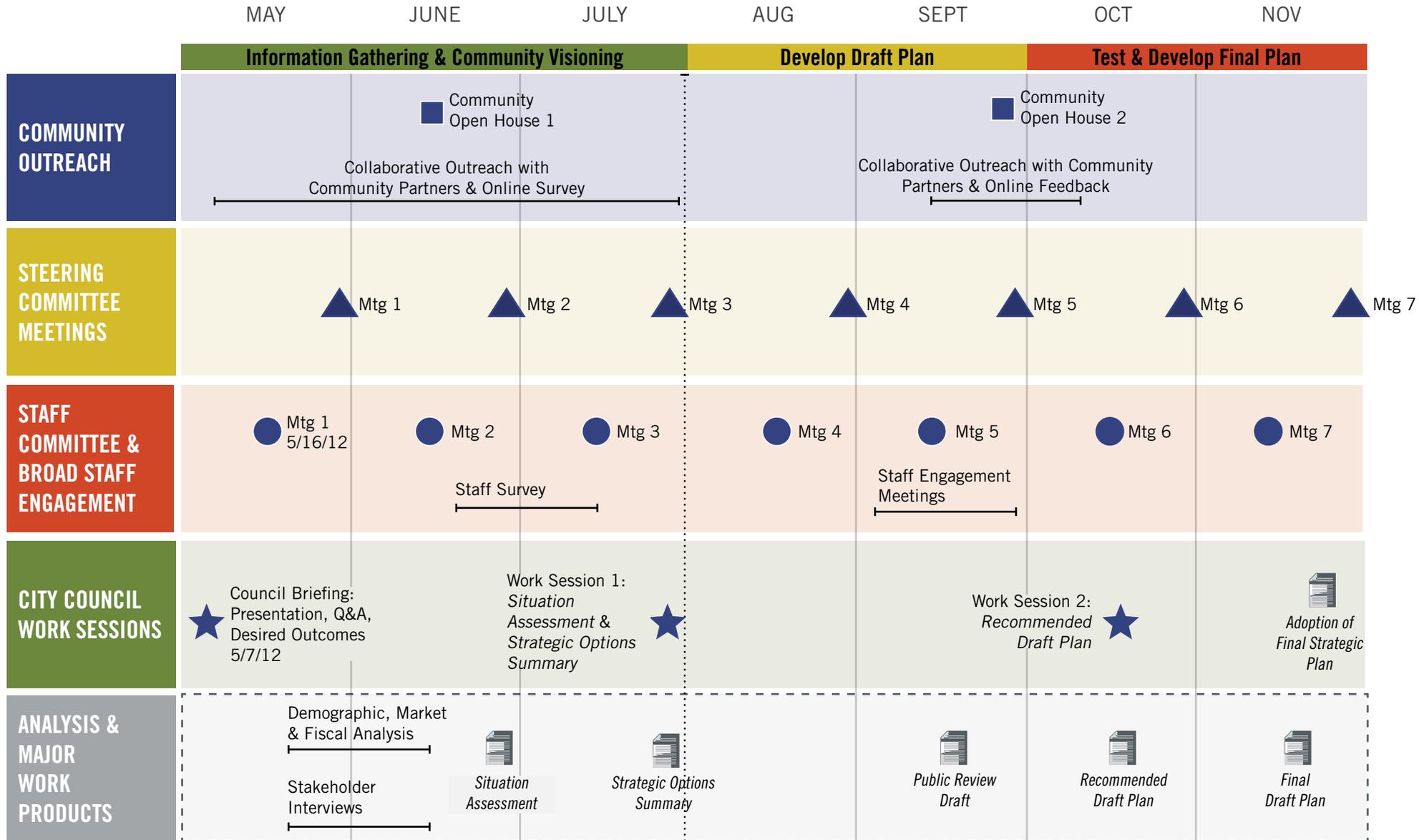
Team Responsibilities

- Prepare for and attend Committee meetings and contribute constructively to discussions. Consider and discuss issues from an organizational and/or city-wide perspective, as well as that of your own department.
- Actively share your ideas, observations and energy.
- Actively listen to others.
- Review and provide comments on draft materials.
- Provide constructive feedback to the Project Management Team on the project's process and progress.
- Communicate and coordinate with your colleagues to (a) represent staff perspective on key issues in the meetings; and (b) convey information about the project to other staff.
- Be ambassadors for the strategic planning process. Help to spread the word about community events. Participate in community engagement activities.

Ground Rules

- The Committee will operate by consensus. All members' positions will be respected and considered, and the group will work collaboratively to reach consensus on recommendations. Consensus is defined as majority opinion, with the objective of achieving unity rather than unanimity.
- Committee meetings will start and end on time.
- Please no mobile phones or other electronic communication devices during the meeting.
- The Committee will be "principals only" – no alternates please. Please try to attend all meetings.
- Members will communicate questions, issues, and suggestions to the Project Management Team.
- E-mails should be used for logistics and coordination purposes, and to share agendas and materials in advance of meetings. Substantive issues are best discussed in the meetings, rather than through e-mail dialogue.
- Other?

Project Schedule



Last Updated 5/14/12

By July 31, input from the strategic planning process will be summarized to inform the City's budgeting process.