



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, April 28, 2015

4:30 PM

Room 207

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

3.A [15-0385](#) Approval of February 25, 2015 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

3.B [15-0386](#) Approval of March 10, 2015 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

3.C [15-0387](#) Approval of March 18, 2015 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

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

Attachments: [CDBG Annual Action Plan schedule](#)

[PROPOSED PY 2015 CDBG ACTIVITIES 3-18-15](#)

[CDBG 2015 - PW Project Options 3-18-15](#)

4.B [15-0353](#) Municipal Art Plan 2015

Attachments: [Proposed 2015 Municipal Art Plan](#)

4.C [15-0354](#) Preparation for Council's Mid-Year Retreat on June 20, 2015

Attachments: [2012 Agenda and Minutes](#)

[2013 Agenda and Minutes](#)

[2014 Agenda and Minutes](#)

[List of Facilitators](#)

4.D [15-0424](#) Oral Report - Advisory Committee Appointments and Orientation

5. ADJOURNMENT

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

General Government Committee

Approval of February 25, 2015 General Government Committee Meeting Minutes

Agenda Date: 4/28/2015
Agenda Item Number: 3.A
File Number: 15-0385

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of February 25, 2015 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

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

Committee member Selby moved, seconded by Committee member Hankins, to approve the Minutes as submitted. Chair Roe request a minor amendment to the Minutes, item 4A, last sentence, to reflect that the request for Downtown Ambassador updates was to General Government Committee only. The minutes were unanimously approved with the amendment.

The minutes were approved as amended.

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 that 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 Meeting March 18, 2015.

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 the 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 that 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 3 minutes, which would be timed similar to Public Communication. Councilmembers could report on any topic related to City business during their 3 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 recommendation 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 9. They agreed to first check with committee chairs at the March meeting before forwarding a recommendation to Council.

They agreed that 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 that General Government needs to forward a recommendation on work plans. Committee members agreed to review the 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 that 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 the advisory committee chairs in advance about the meeting agenda.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 6:45 p.m.



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601 4th Avenue E.
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General Government Committee
**Approval of March 10, 2015 General
Government Committee Meeting Minutes**

Agenda Date: 4/28/2015
Agenda Item Number: 3.B
File Number: 15-0386

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of March 10, 2015 General Government Committee Meeting Minutes



Meeting Minutes - Draft
General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8447

Tuesday, March 10, 2015

5:00 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 5:00 p.m.

Others present:

Marygrace Jennings, Chair, Olympia Arts Commission

3. COMMITTEE BUSINESS

3.A [15-0229](#) Arts Commission Applicant Interviews

Committee members interviewed applicants in ten minute increments. Following interviews, they discussed applicant qualifications and Commission membership.

The General Government Committee unanimously agreed to recommend the following individuals for appointment to the Olympia Arts Commission:

- Susan Aurand
- Britta Echte
- Hart James

The interviews were completed.

4. ADJOURNMENT

The meeting adjourned at 6:55 p.m.



City Hall
601 4th Avenue E.
Olympia, WA 98501
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General Government Committee
**Approval of March 18, 2015 General
Government Committee Meeting Minutes**

Agenda Date: 4/28/2015
Agenda Item Number: 3.C
File Number: 15-0387

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of March 18, 2015 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, March 18, 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

Committee member Selby called the meeting to order at 4:30 p.m. She noted there were no minutes to consider.

Chair Roe arrived at 5:35 p.m.

3. APPROVAL OF MINUTES - None

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 presented a recommendation for proposed activities for the City's Community Development Block Grant (CDBG) Program Year 2015 (9/1/15 - 8/31/16) based on General Government Committee guidance at the February meeting.

Following discussion, the Committee unanimously agreed to recommend the following activities and funding amounts:

\$91,654	General Program Administration
\$64,000	Section 108 Debt Service
\$55,597*	Downtown Ambassador Program, administered by the Capital Recovery Center
\$27,500*	Downtown Safety Program, titled "Crime Prevention Through Environmental Design (CPTED)
<u>\$219,714*</u>	<u>ADA Sidewalk Accessibility Improvements</u>
\$458,265	Total anticipated CDBG funded activity

**Includes estimated 10% "Activity Delivery Costs (ADC) necessary for managing these programs*

The Committee also reviewed proposed policy changes and unanimously

recommended that applicable sections of the Olympia Comprehensive Plan be incorporated into the City's CDBG Consolidated plan as follows:

City of Olympia will work with regional partners to geographically diversify housing and services for vulnerable populations. Criteria for awarding public funding for housing and social services should include consideration of the proposal's location, prioritizing projects in currently under-served areas. Criteria for awarding public funding for housing and social services should include a requirement for a "good neighbor plan" for communication with neighbors, on a continuing basis, to address any impacts that may occur to those properties.

Chair Roe asked staff to prepare a draft CDBG PY 2015 Annual Action Plan containing the above referenced proposed activities, and amend the current CDBG Consolidated Plan (2013 - 2017) to include the above referenced proposed policies. Staff anticipates these documents will be presented to Council by early May 2015 for review and draft approval. These draft documents will then be released for a 30-day public comment period during the month of June 2015, with the final adoption and submission to HUD to occur by July 15, 2015.

The recommendation was discussed and forwarded to the City Council for review and draft approval.

4.B [15-0227](#) Annual Meeting with Advisory Committee Chairs - Work Plan Review and Discussion of Other Committee Issues of Interest

In addition to staff, Chairs or representatives were present from the following committees: Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, Planning Commission, Utility Advisory Committee.

General Government Committee did not have any changes to the proposed work plans. Committee member Hankins moved, seconded by Committee member Selby, to recommend the work plans be approved as submitted. The motion passed unanimously.

The assembled group discussed communication between committees and Council. Committee representatives said that in general the Council liaisons are helpful and appreciated. It was noted that there is not, however, consistency in the liaison role and that clarification would be helpful regarding expectations for attendance at meetings and frequency of contact/interaction between the liaison and committee.

Chair Roe said General Government Committee was considering recommending reducing the size of 11 member committees to 9 members, similar to action taken with regards to the Planning Commission in 2012, and also eliminating the cross-committee appointments. Holly Davies, Chair of the Heritage Commission, said she wished to express her strong support for keeping the Heritage Commission at 11 members given the quasi-judicial nature of the commission's work, which requires a subcommittee structure and, at times, on-site review of applicant properties.

Representatives of the Arts Commission, Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and Utility Advisory Committee said that 9 members would be sufficient for the work of their committees. All affected committee representatives said they support eliminating the cross-committee appointees with the understanding that a committee can send a delegate to another committee for communication purposes.

General Government Committee members unanimously agreed to recommend an ordinance changing the number of members on the Arts Commission, Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and Utility Advisory Committee from 11 to 9. They further unanimously agreed to recommend an ordinance eliminating all of the current cross-committee appointments so that all members are appointed directly by the City Council.

Chair Roe asked staff to bring the recommended ordinance changes to the Council on Consent Calendar at the earliest opportunity.

The assembled group broke into two small groups to discuss what went well in the past year and what they learned. No action was taken during or following discussions.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 6:45 p.m.



General Government Committee
Community Development Block Grant (CDBG)
Program Year 2015 Action Plan

Agenda Date: 4/28/2015
Agenda Item Number: 4.A
File Number: 15-0183

Type: recommendation **Version:** 3 **Status:** In Committee

Title

Community Development Block Grant (CDBG) Program Year 2015 Action Plan

Recommended Action

City Manager Recommendation:

Reconsider PY-2015 recommendation regarding accessible sidewalks.

Report

Issue:

Should the Committee recommend one project or use of CDBG funds for multiple accessible sidewalk projects in downtown, or another purpose?

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development, 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development
Anna Schlecht, Housing Program Manager

Background and Analysis:

The City Manager was not able to attend the committee's prior meeting on this topic. He has requested an opportunity to comment on the PY-2015 proposed recommendation regarding accessible sidewalks. Council consideration of the recommendations from General Government Committee is scheduled for Council's May 5 meeting.

Following is the same information contained in the March General Government Committee staff report:

Action Plan Schedule and Priority Goals

The City of Olympia receives federal CDBG funds from the Department of Housing and Urban Development (HUD). According to the HUD website, the CDBG Program provides federal funds to "develop viable communities by providing decent housing, a suitable living environment and opportunities to expand economic opportunities, principally for low- and moderate-income persons."

The City maintains a five-year consolidated plan that outlines the priorities for CDBG grant funding. Each year, the City re-evaluates the plan to reflect the needs of the community, and adopts its Action Plan for that year. The PY2015 CDBG Action Plan will cover the period of September 1, 2015 - August 31, 2016. At its February 25 meeting, the Committee accepted the schedule in Attachment 1 for City Council consideration of the PY 2015 CDBG Action Plan.

The City has identified the following strategies, in priority order, for both the five-year Consolidated Plan and the Action Plan for Program Year 2014. The Committee affirmed these strategies for Program Year 2015 at its February 25 meeting.

1. Economic Development
2. Housing Rehabilitation
3. Land Acquisition
4. Public Facilities and Improvements
5. Public Services.

The Consolidated Plan defines the priority goal, Economic Development, as a range of activities that provide economic opportunity and support the creation of jobs, principally for low- and moderate-income people.

Action Plan Funding Availability

There are two basic sources of Community Development Block Grant funds:

Annual Entitlement Grants: The City receives annual grants from HUD for its CDBG Program. The funds must be used in accordance with detailed regulations to benefit low- and moderate-income households or aid in the elimination of slum or blighted conditions. HUD estimates the City's PY 2015 grant award will be \$338,265.

Program Income: In past years, a significant portion of CDBG funding was distributed by the City in the form of housing rehabilitation loans. These loans are repaid to the City according to the loan terms and reused for other CDBG-eligible projects that benefit low- and moderate-income households. These repaid CDBG funds are called "Program Income". When Program Income is, in turn, reinvested in additional loan programs (aka revolving loan programs), it will continue to be repaid as Program Income in future years. However, when it is then used for one-time projects rather than revolving loan programs, future years' Program Income decreases.

Since PY 2009, Olympia's annual Program Income has ranged from \$105,000 to \$201,000. At this time, staff projects PY 2015 Program Income will be approximately \$120,000. Based on this projection, the total amount of federal funding available for the PY 2015 CDBG Action Plan would be \$458,265.

Federal regulations establish several thresholds for financial management of the City's CDBG Program. These include:

- A cap on funding used for administration and planning purposes that equals 20% of the current year's grant amount plus program income.
- A cap on funding used for public services that equals 15% of the current year's grant amount plus the previous year's program income.

- A requirement that 70% of all CDBG expenditures over a three-year period benefit low and moderate income people.

Additionally, HUD requires the City to expend its CDBG funding in a timely way. At the end of each program year, the City must have completed expenditures so that the remaining balance in its CDBG program is no more than 1.5 times its previous year's grant amount.

The Committee reviewed the status of the City's CDBG program in relation to the above financial management thresholds at its January 28 and February 25 meetings.

Proposed PY 2015 Activities

The Committee considered a number of options for PY 2015 activities. At the end of that discussion, the Committee's primary interest was to pursue the activities shown in Attachment 2. These include ADA Sidewalk Accessibility improvements to benefit accessibility for low- to moderate-income people. Attachment 3 provides three options for ADA Sidewalk Accessibility. Staff is presenting them in recommended priority order based on the Council's adopted CDBG goals. All three options benefit low- to moderate-income people, and the first two options improve access to downtown businesses.

Policy Consideration

At its February 25 meeting, the Committee reviewed information regarding the locations of low-income housing, shelters and services in downtown Olympia and directed staff to research options to:

“Disperse low and moderate-income and special needs housing throughout the urban area” (Olympia Comprehensive Plan Policy PL16.4).

(Note: Other housing policies are included under Comprehensive Plan goals PL 16, and PS 5-9).

Adequate and affordable housing is critical to a healthy community. The Washington State Growth Management Act (GMA)(RCW 36.70A) directs each community to plan for it by:

- Encouraging affordable housing for all economic segments of the population
- Promoting a variety of residential densities and housing types
- Encouraging preservation of existing housing stock
- Identifying sufficient land for housing, including government-assisted housing, housing for low-income families, manufactured housing, multi-family housing, group homes, and foster-care facilities.

The Federal Fair Housing Act prevents actions that make a residence unavailable to a person because of race, color, national origin, religion, sex, familial status, or disability (42 U.S.C., Sections 3601-3631).

The Fair Housing Center of Washington recommends communities consider location and availability of affordable housing throughout the community. Policy direction in the City's five-year consolidated plan can help communities accomplish this goal consistent with the Federal Fair Housing Act and the GMA. Consistency with the consolidated plan is frequently a criteria considered by entities that provide funding for housing construction. It also guides the funding programs overseen by the Housing Consortium in Thurston County for housing and social services.

The Committee may consider recommending policy language be amended into the consolidated plan

to implement the Olympia Comprehensive Plan housing policies. Following are some optional policies for consideration:

- a. The City of Olympia will work with its regional partners to geographically diversify housing and services for vulnerable populations.
- b. Criteria for awarding public funding for housing and social services should include consideration of the proposal's location, prioritizing projects in currently under-served areas.
- c. Criteria for awarding public funding for housing and social services should include a requirement for a "good neighbor plan" for communicating with neighbors, on a continuing basis, to address any impacts that may occur to those properties.

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS



PROPOSED PY 2015 ACTIVITIES



Project	Meets 70% LMI Benefit	Allocation
General Administration	N/A	\$ 91,654
Section 108 Debt Service	No	\$ 64,000
CRC Downtown Ambassador Program	Yes	\$ 51,270
CPTED Downtown Safety Program	Partially*	\$ 25,000
ADA Sidewalk Accessibility Improvements	Yes	\$ 226,341**
Totals		\$458,265***

*CPTED Projects on properties that serve low and moderate income people with services or jobs

**Final amount contingent upon program income revenues

**Total funding available subject to change based on actual program income revenues

CDBG Funds 2015 -- Project Options

Priority	Project	Estimated cost	Rationale
1	ADA Accessibility ramps and bulb-outs at selected corners of 7 th and Plum, 5 th and Eastside, and 7 th and Adams if budget allows.	\$225,000	<ul style="list-style-type: none"> • Enhanced ADA Accessibility • Downtown • Connect neighborhood to the downtown • Provides pedestrian improvements at intersections along proposed Bike Corridor • Serves Smith Building as well as Avanti and Madison Schools
2	ADA Accessibility ramps and bulb-outs at selected corners of State and Columbia and State and Capitol. Sidewalk improvements along State Avenue as budget allows.	\$225,000	<ul style="list-style-type: none"> • Enhanced ADA Accessibility • Downtown • Continues similar CDBG work in the area • Near Olympia Transit Center and the Olympia Center
3	ADA Accessibility ramps and ADA sidewalk repairs on Fern Street sidewalks from 9 th Avenue to the south - design and right-of-way only.	\$150,000	<ul style="list-style-type: none"> • Enhanced ADA Accessibility • Low income neighborhood adjacent to transit route • Headstart preschool along route • Completing design and purchasing right-of-way reduces future funding need. Subsequent phase for construction is estimated at \$350,000.



General Government Committee

Municipal Art Plan 2015

Agenda Date: 4/28/2015
Agenda Item Number: 4.B
File Number: 15-0353

Type: recommendation **Version:** 1 **Status:** In Committee

Title

Municipal Art Plan 2015

Recommended Action

City Manager Recommendation:

Move to recommend and forward to the full Council the Municipal Art Plan as recommended by the Arts Commission.

Report

Issue:

The Municipal Art Plan presents proposed projects for 2015 that would draw from the Municipal Art Fund. In addition, the plan lays out a 5 year horizon for future public art projects.

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, Olympia Parks, Arts & Recreation,
360.709.2678.

Presenter(s):

Marygrace Jennings, Chair, Olympia Arts Commission
Stacy Hicks, Vice-Chair, Olympia Arts Commission

Background and Analysis:

The Municipal Art Plan is a planning document for public art projects. There has not been a Municipal Art Plan submitted since 2009, due to a moratorium on new public art projects, which has since been lifted. The attached Plan also does not reflect the addition of funds (\$50,000) recently approved by Council for the Municipal Art Fund since the Arts Commission developed the proposed Plan before the additional funds were approved. A revised Plan to include the \$50,000 may be presented during the General Government presentation.

Neighborhood/Community Interests (if known):

The plan proposes projects across the City, and the community will have the opportunity to participate in the process as individual projects move forward.

Options:

1. Approve the Municipal Art Plan as recommended by the Arts Commission and forward to Council on Consent Calendar.
2. Do not approve the Municipal Art Plan as recommended by the Arts Commission.
3. Provide direction on recommended changes to the Municipal Art Plan.

Financial Impact:

The attached Municipal Art Plan includes includes a table on proposed projects and costs.

A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning Public Art
3. Project List for 2015
4. Five-year Context
5. Summary Spreadsheet
6. Other Activities

The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The Commission's purpose is to promote and encourage public programs to further development, public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase and placement of works of art in the community.

1. Municipal Art Plan: What and Why

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases have historically been funded through two sources: a \$1 per Capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). \$1 per Capita funds have not been allocated to the MAF since 2009, due to the economic recession. In response to a slow economic recovery, the ability to pursue new public art projects has been restored, although the \$1 per Capita funds remain suspended.

The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over 50k) installations involving design teams, and may include visual, literary and performing arts.

2. Planning for Public Art

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAF and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan. This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per Capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
While every piece in the collection may not resonate for every citizen, a wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.**
- **Achieve a balanced city collection that includes a strong local base but also has regional and national reach.**
- **Maintainable and safe.**
- **Well-suited to chosen site or venue.**

3. Project List for 2015

Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways: The following slate of projects are diverse in arts disciplines – sculpture, painting/drawing, music - and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and regional artists, from youth through professional, to benefit the community and change the atmosphere of our built environment.

- Supporting several facets of the arts, including music
- Pushing the arts deeper into our neighborhoods and beyond the downtown core
- Investing in the future of the arts and artists in our community
- Continuing with successful programs that are embraced by the community

Traffic Box Wrap - \$11,000 - Working in partnership with Public Works, 10 transit boxes in West Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available through OlySpeaks for online voting. In 2015, 10 boxes will be wrapped downtown, funded by Lodging tax. Wrapping of 10 boxes on the East side of Olympia is projected in 2016. As vinyl is expected to last 3 years, wraps may be replaced in following years, depending on project evaluation.

Music Out Loud - Artwork - \$22,440 - Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances. Completion of artwork is expected in late 2015.

Music Out Loud - Performance- \$6,433 - Funds to be used for three performances per three sites (9 performances total) during the summer months, once artwork is completed. Per Council direction, the first year will be a pilot project.

Percival Plinth Project – \$22,100 – This ongoing project hosts loaned sculpture (up to 15) for an exhibition of one year along Percival Landing. During the month of August the public is invited to vote for the sculpture they wish for the City to purchase.

Harrison/Black Lake Tree Guards - \$23,000 - In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process. The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems appropriate to pursue this neighborhood-scaled project.

Olympia Artspace Alliance (OAA) - \$50,000 – As a match to a JP Morgan Chase grant of \$50,000 received by the OAA, the City would contract with the OAA to complete pre-development work, including site suitability and financial modeling, for low-income artist live/work housing in Olympia.

City Gateways - \$0 - 2015 will be a planning year for the Arts Commission to develop a scope of work for a public planning process to develop, design and install signature works at key city gateways, as called for in the City's Comprehensive Plan. The Comprehensive Plan calls for gateways that can include

welcoming signage, and for the involvement of citizens, neighborhoods, and City departments and officials in shaping a "distinctive special environmental setting" for these civic gateways. Using the 1% for Art funds from the construction of City Hall, in 2016 the Commission will participate in the public engagement process, and, working with a selected consultant, develop an Art Plan for the primary and secondary gateways that have been identified by city planners. In 2017, artist selection, fabrication and installation will begin, as the budget allows.

City Hall Rotating Exhibit Support - \$6000 - Install display infrastructure (exhibition stands and picture rails), to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall.

(Future years) Eastside/22nd Sidewalk Project - \$43,764 - The third of three public art projects anticipated for sidewalks, this project will build off neighborhood walking experiences to tell the story of the area and encourage pedestrian use. Scheduling of this project is dependent on the Public Works schedule for completion.

4. Five-Year Planning Context

The context for the 2015 project list includes the continued hold on per capita funding since 2009. In the five year period from 2005 - 2009, that fund source provided an average of \$43,000 for the arts every year. This loss of funding and the economic downturn that caused it had a chilling effect on all City spending, including that of the OAC. As we look to 2015, the budget for the arts appears healthy primarily due to the 1% for Art funds made available with the construction of City Hall.

This Municipal Art Plan will utilize all of the available funds in the next four years. If the \$1 per Capita funding is not restored, funding for the arts in Olympia will fall dramatically once the City Hall funds are spent. Restoration of the \$1 per Capita funding is vital to the creative health, vibrancy and economic growth of our City. This community investment affords the possibility to fund small grant programs, the Percival Plinth Project and new initiatives that celebrate what makes Olympia a destination and a regional center for the arts.

5. Summary Spreadsheet

FIVE YEAR MUNICIPAL ART PLAN

	2014	2015	2016	2017	2018	2019	Total
INCOME							
Available balance	298,850						298,850
\$1 per capita	0	0	0	0	0	0	0
Capital projects % for art	0	180,000	18,000	0	5,000	0	203,000
5-year projected total							501850
PLANNED EXPENDITURE							
Committed Funds							
West Bay Sidewalk	14,050						14050
Proposed Projects							
Traffic Box Wrap		11,000	11,000	11,000	11,000	11,000	55000
Music Out Loud - Artwork		22,440					22440
Music Out Loud - Performance			6,433	6,433	6,433	6,433	25,732
Percival Plinth Project		22,100	22,100	22,100	22,100	22,100	110,500
Tree Guards		23,000					23,000
Olympia Artspace Alliance		50,000					50,000
City Gateways			25,000	50,000	60,000	50,000	185,000
City Hall Rotating Exhibit Support		6,000					6,000
Eastside/22nd Sidewalk				43,764			43,764
Subtotal	14,050	134,540	64,533	133,297	99,533	89,533	535486
Balance							-33,636

Projected 1%: Boulevard/Morse Merriman Roundabout

Projected 1%: Sidewalk Construction

\$700 x 15 plinths + \$600 admin + \$1000 new pedestal + \$10,000 purchase prize

6. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care.

Public Works Tribute - \$5,000 - Provide casework and mounting for City-owned artwork to be installed in City Hall. In 1990, as a tribute to his co-workers, former Parks Maintenance employee Charlie Mitchell created a set of painted wood sculptures of Public Works employees in action: emerging from hatch covers, tending to solid waste and sweeping the pathway in a small green space near the city's maintenance buildings. Due to environmental deterioration, the sculptures were removed, stabilized, and readied for interior display. Cases will be fabricated to mount and house them at City Hall near Public Works offices.



General Government Committee

Preparation for Council's Mid-Year Retreat on June 20, 2015

Agenda Date: 4/28/2015
Agenda Item Number: 4.C
File Number: 15-0354

Type: recommendation **Version:** 1 **Status:** In Committee

Title

Preparation for Council's Mid-Year Retreat on June 20, 2015

City Manager Recommendation:

Move to forward to the full Council detailed recommendations for the upcoming Mid-Year Retreat. Recommend to full Council the location, agenda, and if a facilitator is needed.

Report

Issue:

Determine options and recommendations for the agenda, location, and possible use of a facilitator for the mid-year retreat.

Staff Contact:

Steve Hall, City Manager, 350.753.8447

Presenter(s):

Steve Hall, City Manager

Background and Analysis:

The Council holds a mid-year retreat to review its goals and/or focus on other items of interest. The LOTT Board Room has been used the past three years and is available on Saturday, June 20, 2015. Agendas and minutes from the 2012, 2013, and 2014 mid-year retreats are attached for review.

The Mid-Year Retreat is normally four to five hours, usually Saturday morning. We used a facilitator in 2012 and 2013, but not in 2014. If a facilitator is recommended, a list of meeting facilitators for the Committee to consider is attached. A facilitator generally costs \$3,000 - \$7,000 for the retreat, depending on prep work and follow-up.

Two agenda items have already been referred to the Mid-Year Retreat:

1. Evaluation of the City Council's new meeting format.
2. Discussion around public participation at Council Committee meetings.

In addition, the Council typically discusses progress on its annual goals.

A possible agenda for the 2015 Mid-Year Retreat might be:

- Welcome - Retreat Goals, Agenda Review
- Overview of 2015 Goals - Progress Report
- Evaluation of New Council Meeting Format
- Public Communication at Council Committees
- Priorities/Aspirations for Remainder of 2015

Neighborhood/Community Interests (if known):

N/A

Options:

Consider agenda items, locations, and whether a facilitator should be used.

Financial Impact:

Funding to cover the costs is in the City Council 2015 budget.

AGENDA

CITY COUNCIL MID YEAR RETREAT

LOTT Board Room

Saturday, Sept. 15, 2012

8:45 am - 1:00pm

The times are estimates for meeting management purposes

8:45 a.m. – 9:00 a.m.	Arrive, mingle, refreshments	
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9:00a.m. – 9:10a.m.	Welcome ~ Retreat Goals ~ Agenda Review <ul style="list-style-type: none">• Councilmember Interview Themes• High Performing Council Accomplishments• Work Plan Achievements and Highlights• Goals and Priorities for 2012• Revisions to Council Guidelines	Kendra Dahlen, Facilitator, FLT Consulting
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9:10 a.m. – 9:45 a.m.	Small Group Discussion <ul style="list-style-type: none">• High Performing Council Aspirations and Accomplishments• 2012 Achievements, Highlights and Goals<ul style="list-style-type: none">○ City Council Perspective○ Personal Perspective	ALL
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9:45 a.m. – 10:20 a.m.	Discussion Results <ul style="list-style-type: none">• High Performing Council:<ul style="list-style-type: none">○ What's Working Well?○ Strategies for Improvement• Review and Check in on status/progress 2012 Goals and Priorities	Kendra Dahlen, ALL
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10:20 a.m. – 10:30a.m.	Break	
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10:30 a.m. – 11:30 a.m.	Improving Council Guidelines <ul style="list-style-type: none">• Purpose and Objectives• Issues Underlying Proposed Changes• Major vs. Minor Revisions• Review and Discussion• Process for Decision - Making	Councilmember Jeannine Roe, Kendra Dahlen, ALL
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11:30 a.m. – 12:00 p.m. Lunch, Walk, Compose a Headline

12:00 p.m. – 12:40 p.m. Improving Council Business Kendra Dahlen,
ALL

- Agenda Development
- Committee Reports
- Ceremonial Opportunities
- Balance

12:40 p.m. – 1:00 p.m. Wrap Up and Headlines Kendra Dahlen,
ALL

- Common Themes
- Priorities
- Decisions
- Consider items for 2013 Retreat
- Reflection



Artists: Stephanie Lee Fraher with No Limits - Olympia members Carolyn Cox, Ashley Shomo and Pat Starzyk
From City of Olympia Public Art Collection

Enjoy the Day!



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Minutes City Council

Saturday, September 15, 2012

8:45 AM

LOTT Board Room - 500 Adams St. NE

Mid Year Council Retreat

1. ROLL CALL

Present: 6 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer and Councilmember Karen Rogers

Excused: 1 - Councilmember Jeannine Roe

2. [12-0558](#) City Council Mid-Year Retreat

- Attachments:**
- [1. Agenda](#)
 - [2. 2012 Retreat Notes](#)
 - [3. 2012 Priorities Mid-Year Update](#)
 - [4. Guidelines Proposed Changes](#)

Mayor Buxbaum opened the meeting and welcomed everyone at 9:00 am.

*Others Present:
Facilitator Kendra Dahlen, FLT Consulting
City Manager Steve Hall
Assistant City Manager Jay Burney
Communications Manager Cathie Butler*

The Council broke into small groups to discuss "High Performing Council Accomplishments."

After coming together and discussing the accomplishments, Council agreed on the following:

Working Well:

- Engage in proactive, ongoing communication – avoid unnecessary surprises and acknowledge them when they occur*
- After close vote, remain direct, respectful, connected in our communication – move on and affirm integrity of the process*
- Be realistic about what can and can't be achieved/ avoid making promises we can't keep*
- Treat all citizens with respect and acknowledge the emotions with which they often come to the Council meetings*
- Avoid triangulating with other Council members and staff*
- Manage expectations regarding Council's process and what's realistic*
- Committees are working well, moving forward together. The Downtown Project in Land Use Committee is example of effective committee work*
- Avoided temptation to "get into the weeds" and remain strategic in decision making-*

- High functioning group that is working well in general
- Good ongoing progress - moving forward together!

Work in Progress

- Communication with one another:
 - Create more opportunity for interaction*
 - Discuss ideas with one another*
 - Agree on decision-making processes*
 - View disagreements as opportunities to expand on issue*
 - Learn from one another*
 - Share experience and expertise*
 - Awareness of public role as a councilmember and potential impacts of casual public comments*
- Communication with the public:
 - Pro-active and ongoing communication*
 - Learn from one another*
 - Share experience and expertise*
 - Clarity about projects, process, goals and context*
 - Explain framework for decision-making*
 - Improve methods of communication:*
 - Involve public as projects evolve*
 - Celebrate collective victories with community!*
- Managing workload:
 - Time management*
 - Overwhelming at times*
 - On-going learning and growing*

Councilmembers then acknowledged the following accomplishments for 2012 to date:

- Isthmus and Capitol Center Tower Decisions:
 - The Council's acquisition decision making process was clearly articulated, thoroughly considered and generally supported*
- Group Dynamic:
 - The council is working well together and continues to build on experience and strengths*
 - Fortunate to be where we are!*
- Smith Building:
 - Community needs will be well- served*
 - Needs were clearly articulated*
 - Communication with public was inadequate*
- Farmers Market Solar Panels
- Downtown Ambassador Program
- Walking Patrol Enhancements
- Alcohol Impact Area
- Public Safety Ballot Proposal Decision:
 - Represents community values*
- Squaxin Island Canoe Journey:
 - An example of the way things should work – great organization and good partnerships!*
- New Council Dais
- Neighborhood Association MOU
- Investing in Downtown Project is a Holistic and Multifaceted Approach :
 - Public Safety*
 - Development /Redevelopment Incentives*
 - Social Services*

Partnerships

- *Inspiring / Improving Relationships:*
 - Inter-jurisdictional*
 - Advisory Committees*
- *East Bay Plaza:*
 - Wonderful public space!*

Council acknowledged other items in progress:

- *Sustainable Budget – Finance Committee*
- *Community Development Improvements*
- *Communication and Community Involvement:*
 - Improve communication with public*
 - Celebrate accomplishments with public*
 - Build civic pride*

Councilmember Cooper provided an overview of proposed revisions to the City Council Guidelines and Procedures. He said revisions address the following areas of operation:

SHARED LEADERSHIP OPPORTUNITIES

- *Appointment to committees*
- *Selection of committee chairs*
- *Appointments to inter-local boards*

SHARED POLICY AND COUNCIL BUSINESS RESPONSIBILITY

- *City Manager performance review*
- *Council agenda scheduling, review and approval of items and priority*
- *Scrutiny of Consent Calendar as proposed by City Manager*

PROCEDURAL

- *Clarify Committee of Chairs role and necessity*
- *Establish Retreat dates*
- *Evaluate annual meeting schedule – election week*
- *Forwarding committee recommendations*
- *Inclusive agenda setting process for all members*
- *Considering referrals within 90 days*
- *Special Recognition – 1 per meeting*
- *Preferred time for Executive Session (early, not late)*
- *Televised Study Sessions (as practical)*
- *Councilmember reports (be succinct)*
- *Councilmember questions directed to staff for response*

Councilmembers recommended that further discussion of proposed revisions occur at a later date when all members are present. December 2012 or the City Council 2013 Retreat are potential timeframes for consideration of revisions to Council Guidelines and Procedures.

Councilmember Rogers left after the morning session.

IMPROVING COUNCIL BUSINESS

Councilmembers discussed the following:

- *Agenda Development*
 - Criteria for agenda setting:*
 - Time sensitive deadlines and decision-making timeframes drive timing, priorities, and topics*

*Status (ready to go) – items must be complete and ready for agenda inclusion
Balance and consideration of time allocation and availability at a given meeting
Staff develops first draft of agenda for review by Mayor and Mayor Pro Tem*

- Mayor and Mayor Pro Tem agenda considerations:

Timing of decision-making on issues and related impacts to involved parties or projects

Who needs to be involved?

Pros and cons of complex situations – how to best proceed to achieve results

Balance of limited time with number and complexity of issues

Feedback to staff for additional information and revisions

- Councilmember Involvement:

Opportunities for additional members to participate in agenda setting:

Substitution when Mayor or Mayor Pro Tem are absent

Schedule one Councilmember to participate as observer

Councilmembers request agenda items

- Objectives for Council Agendas:

Communication

Policy direction

Transparency

Trust

- Ceremonial Opportunities

Volume of requests overwhelming

Balance and prioritize requests

Align participation with relevant experience and interests of Councilmembers

Recognize that the Mayor and Mayor Pro Tem are often the preferred participants

Share the ceremonial opportunities among Councilmembers and with staff when appropriate

- New Ways of Doing Things

Work in progress – working well together and making great progress on priorities

Council Study Sessions:

- Balance the challenge of too many Study Sessions with need and value of Study Sessions

Communication with the public is high priority:

- Build relationships

- Educate and “tell the story”

Actions that achieve visions, goals, objectives

- Empower citizenship

- Celebrate success!

Community Development:

- Foster new culture of proactive planning and community development

- Support pro-active engagement and problem solving:

Anticipate “hot spots”

- Encourage community partnerships

RETREAT THEMES

- The City Council is making good progress on long and short term goals

- The group dynamic is very good – the Council is working well together

- Councilmembers wish to have more occasions to get together:

Opportunity to learn from one another

Opportunity to discuss ideas and issues

Improve communication with one another

- *The Council achieves many of the traits of a high performing Council and is working on others:*

The Council will continue to re-visit high performing criteria in subsequent retreats

Of particular value for future retreats : Notes from City Council Retreat, February 3 & 4 2012, pg 4 "What can and can't we influence? How do we support one another?"

- *Communication with the public is a high priority and an area for ongoing improvement:*

Involving and communicating with the public is not as robust as desired

Important to admit our mistakes and move forward

- *2012 Accomplishments have exceeded expectations!*

- *The Council is "inventing" new ways of conducting business*

- *Managing the workload to achieve balance is a challenging work in progress*

- *Councilmembers greatly appreciate the quality, integrity and productivity of staff!*

Potential Topics for 2013 Retreat

- *Improving Public outreach and communication – clearly tell the story*

- *Conduct a Smith Bldg Case Study – of process, public engagement, and decision making*

- *Revisions to Guidelines and Procedures*

- *Improving Council Business – Follow-up from Mid Year Retreat*

The report was received.

3. ADJOURNMENT

The meeting adjourned at 1:18 pm.

AGENDA

2013 CITY COUNCIL MID -YEAR RETREAT

LOTT Board Room

500 Adams St NE Olympia, WA 98501

Saturday, June 22, 2013

2:00 p.m. - 7:00 p.m.



2:00 p.m. - 2:15 p.m.

Welcome - Purpose and Goals for Retreat

- Mid-Year Review of 2013 Achievements
 - Priorities and Goals
 - Accomplishments
 - Adjustments
 - Plan for second half of 2013

Kendra Dahlen,
Facilitator,
FLT
Consulting

2:15 p.m. - 3:30 p.m.

**City Council Work to Date: Jan - June 2013
Highlights, Status, Process, Experience,
Adjustments; High Performing Council Actions
in Work to Date**

- Shoreline Master Program
- Community Development Block Grant
- Isthmus Property
- Comprehensive Plan Update

Kendra Dahlen,
Facilitator,
ALL

3:30 p.m. - 3:40 p.m.

BREAK

3:40 p.m. - 5:00 p.m.

**City Council 2013 Priorities and Goals;
Status, Accomplishments, Adjustments**

Kendra
Dahlen,
Facilitator,

1. **Adopt a Sustainable Budget**
 - Finance Committee
2. **Champion Downtown**
 - Land Use and Environment Committee
 - Downtown Project
3. **Change the Culture of Community Development**
 - Community Renewal Authority
 - Process for Improving the City's Approach for Community Development and Land Use Approvals
4. **Inspire Strong Relationships**
 - General Government Committee
 - Advisory Committees: Status, Accomplishments, Successes
 - High Performing Council "Scorecard"

ALL

5:00 p.m. - 5:30 p.m.

Dinner & Reconvene

5:30 p.m. - 6:00 p.m.

Summary of Priorities and Goals

- Priorities for 2nd half of 2013
- Priority and Goal Adjustments
- Benchmarks for remaining year
- Continuous Improvement

Kendra
Dahlen,
Facilitator

6:00 p.m. - 7:00 p.m.

Wrap Up and Additional Issues for 2103

Kendra
Dahlen,
Facilitator

Thank You!



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Minutes City Council

Saturday, June 22, 2013

2:00 PM LOTT Board Room, 500 Adams St.
NE

Mid-Year 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 Karen Rogers

OTHERS PRESENT

City Manager Steve Hall, Assistant City Manager Jay Burney, Communications Manager Cathie Butler, Kendra Dahlen, Facilitator

2. BUSINESS ITEM

2.A [13-0522](#) Olympia City Council's Mid-Year Retreat

COUNCIL WORK TO DATE: JANUARY - JUNE, 2013

Councilmembers reflected on the following improvements, accomplishments, and recommendations:

Shoreline Master Program (SMP)

The Shoreline Master Program informed the Comprehensive Plan update process:

- Planning Commission charter improved the Comprehensive Plan update process.

Improve Shoreline Master Program Updates

- Council needs to provide more direction for update reports and materials.
- SMP updates were not substantive.
- Improvements for SMP Council updates.
- Examples from other cities - compare and contrast.
- Consolidation of materials.
- Clarity of roles and regulations.
- Maps and illustrations.
- Reach by reach analysis of SMP would have been most effective and efficient.
- Public's comprehension of SMP is challenging due to complexity.
- Improved Council updates would have benefited public understanding of the plan and

process.

- Recognize public benefit of Council updates when structuring process.
- Late policy initiatives from staff were not helpful.
- Council was not adequately prepared for policy initiatives.

Comprehensive Plan Update (CPU)

- Planning Commission charter improved the Comprehensive Plan update process.
- Update reports to Council need to be improved with staff.
 - Communicate 'next steps' to the public/alignment of CPU process with community.
 - Development regulations.
 - Implementation process.
 - Action plan.
 - Downtown master plan.
- Prepare for CPU implementation.
 - Policies.
 - Priorities.
 - Process and plan.
 - Public involvement.
 - Community preparation.
 - Sequencing of plans.
 - Planning Commission role.
 - Role of advisory committees.

Council Study Sessions

- Work together and with staff to improve study sessions.
- Improve format to encourage two-way dialogue.
- Plan and prepare agenda and approach to complicated issues.
- Establish what is needed and purpose of the session/what is the 'need to know'.
- Engage stakeholders/public in sessions.
- Recognize different learning styles for materials and planning of sessions.

Define Specific Topics for Study Sessions

- Work sessions.
- Technical sessions (suggested topics).
- Form based codes.
- Public Involvement Tools (IAP2).
- Stakeholder and public involvement.
- Economic forecasting.
- Medical roundtable.
- Inter-jurisdictional.

Community Development Block Grant (CDBG)

- Process improvement for 2014.
 - Include CDBG strategically in 2014 Council work plan.
 - Improve structure for decision-making.
 - Agree on priorities.

- Improve criteria.
- Eliminate politics.
- Too many meetings in relation to proportion of funding.
- Process is jammed due to federal requirements for expenditures.
- General Government Committee will develop recommendations to improve CDBG decision-making process.

- CDBG funding allocations improved.
 - Funding allocation changed from supporting multiple small projects to funding fewer but larger and more impactful projects.

Councilmembers then discussed the 2013 priorities and goals:

ADOPT A SUSTAINABLE BUDGET

- Council is working to improve budget format and accessibility.
 - Plain talk budget language.
 - Improve 'points of entry' for stakeholders and interested public.
 - Explain basis for decision-making.
- Structure information for specific areas of interest.
 - Decision-tree structure.
 - Classify segments of budget.
- Involve stakeholders and advisory committees in budget process.
 - Reach out to all parts of community.
- The budget is a 365 day/year process.
 - It is continuous and year round.
 - Finance Committee is strategically preparing now for 2015 budget.
- Building reserves are ongoing struggle.
- Finance Committee is keeping close eye on debt level.
- Council and City must thank the public for passing public safety bond issue.
 - Report to public will be timely.
- Improve public information/knowledge about decision-making.
 - Isthmus funding decisions.
 - Concerns expressed by Parks and Recreation Advisory Committee (PRAC).
 - Ward Lake history, issues and complications were not explained to public in timely or sufficient manner.
- Improve the budget adoption process.
 - Avoid late decision-making, if possible.

CHAMPION DOWNTOWN

Successes

- Downtown Ambassadors now operating 7 days/week.
- Artesian Well court design.
- Sidewalk ordinance passed.
- Several parklets developed.
- Downtown survey complete.
- Public benches in place.
- Public art and more coming.

- Graffiti abatement is working.
- Walking Patrol started June 1.
- Washington Center for Performing Arts renovation is in progress.
- City staff project coordination.
 - Convergence of multiple agencies.
 - Parks, Police, CP&D.
 - Good agency and staff coordination.

Upcoming Projects

- New improved parking meters.
- Downtown master plan.
- Additional public art.
- Restrooms.
- Combined marketing plan.
- Organizing and syncing efforts will be ongoing challenge due to multiple projects and programs.
 - Performance dashboard needed to monitor multiple projects.
- Communicate downtown achievements.

CHANGE THE CULTURE OF COMMUNITY DEVELOPMENT

Community Renewal Area (CRA) is catalyst for culture change

- Opportunity for new partnerships.
- Leverage public assets with private assets.
- New and different approaches available.
- Influence the role of CP&D.
- Presents a paradigm shift.
- Enthusiasm for new tools and methods.
- Strategic and sequential approach.
 - Downtown master plan.
 - Additional redevelopment areas.
 - 'Big picture' for increasing commerce with citywide perspective.
 - Zero in on opportunities for CRA.
 - Use right tools for right spot.

Process for improving the City's approach for community development and land use approvals

- **CP&D reorganization**
 - New deputy director to be hired.
 - Reorganization will support departmental changes.
 - Increase policy level initiatives.
 - Increase/improve community connections.
- **Consultant RFP - purpose and next steps**
 - Purpose.
 - Research current processes.
 - Build upon process improvement.
 - Consult with Council and stakeholders.

- Identify best practices for development services.
- Develop recommendations to achieve City goals.

- **Next steps**
 - Integrate with CRA process.
 - Cost analysis for services.
 - Council subcommittee review.

- **Culture change - desired outcomes**
 - Both developers and community are generally pleased with changes.

INSPIRE STRONG RELATIONSHIPS

General Government Committee improvements to advisory committees application and selection process

- Process for selection revised/enhanced.
- Advisory committees strengthened due to improvements in selection process.
- Jurassic Parliament training is worthwhile for committee leaders.

Advisory committee coordination with Council has improved

- Planning Commission CPU charter.
- Councilmember participation in advisory committee meetings and retreats.
- There is clear value to better direction for work/role of advisory committees.
 - Intentional guidance for review, evaluation and public input.
 - Improved interaction and communication with Council.
- Relationship with Planning Commission and advisory boards is increasingly better.
 - Relationship with staff also strengthened as a result of improvements.
- Consider methods for retaining these improvements into the future.
 - Institutionalize changes.

General government/public process work session

- IAP2 spectrum of public participation.
- Tool box for outreach.
- Right methods for specific purpose.
- Terminology - need for consistency.
- Excellent resource for public engagement.

Strengthen business relationships

- Welcome new businesses - citywide.
 - Councilmember letters/cards.
- Economic forecasting business meeting.
 - Valuable information for Council.
 - Future resource for Council.
- Improve new licensing communication.
 - Role for PBIA.

Councilmember recommendations for improvements to work to date are briefly summarized as follows:

Improve Shoreline Master Program updates

- Provide more direction for more substantive update reports and materials.
- Public should have better information about the SMP.

Comprehensive Plan update (CPU)

- Communicate next steps to public.
- Work with staff to improve Council update reports.
- Plan for CPU implementation process.

Council Study Sessions

- Work together and with staff to improve the quality of study sessions.
- Define specific study session titles to align with topic categories.

Community Development Block Grant (CDBG)

- Decision making structure, criteria and process need improvement.
- Incorporate CDBG strategically into Council 2014 work plan.

The following recommendations are in addition to initiatives that are currently underway.

ADOPT A SUSTAINABLE BUDGET

- Structure information for specific interests.
- Involve stakeholders and advisory committees in budget process.
- Reach out to all parts of community.
- Improve public information/knowledge about decision-making.
- Thank the public for passing the public safety bond issue.

CHAMPION DOWNTOWN

- Communicate accomplishments!
- Develop performance dashboard to monitor/manage progress of multiple initiatives.

CHANGE THE CULTURE OF COMMUNITY DEVELOPMENT

- Community Renewal Area (CRA) is a catalyst for culture change.
- Process for improving the City's approach for community development and land use approvals will be coordinated with CRA approach and process.

INSPIRE STRONG RELATIONSHIPS

- Consider methods for retaining advisory committees' improvements into the future.
- Strengthen business relationships.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 7:00 p.m.



**OLYMPIA CITY COUNCIL
PROPOSED MID-YEAR RETREAT AGENDA
Saturday, August 30, 2014
9:00 a.m. – 1:30 p.m.
LOTT Board Room
500 Adams Street, Olympia, WA**

I. WELCOME

II. COUNCIL COMMITTEE REPORTS (45 minutes each)

A. Finance Committee

- Accomplishments (5 min)
- 2015 Budget Preview (Goal: Adopt a Sustainable Budget)
 - ACA/Retirement Costs/Public Defense
- Status Report on Budget Revenue Options
- “Budget 365” Update
- Performance Measures

B. Community and Economic Revitalization Ad Hoc Committee

- Accomplishments (5 min)
- Next Steps on Public Process (Goal: Change the Process of Community Development)
- CRA Timeline and Strategy

C. General Government Committee

- Accomplishments (5 min)
- Telling Our Story/Social Media/Council Outreach (Goal: Inspire Strong Relationships)
- Economic Development (Goal: Adopt a Sustainable Budget)

D. Land Use and Environment Committee

- Accomplishments (5 min)
- Downtown Plan Update (Goal: Champion Downtown)
- Comprehensive Plan/Action Plan/Performance Measures

III. LOOKING FORWARD

- Big Picture
- Where do we want to be at the end of 2015?

Noon – Working lunch will be provided

cc-14-35-



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Minutes City Council

Saturday, August 30, 2014

9:00 AM

LOTT Board Room

Special City Council Meeting - Mid-Year Retreat

1. ROLL CALL

Mayor Buxbaum welcomed everyone and outlined the agenda for the day. He indicated City Manager Steve Hall will serve as facilitator to keep discussions moving and on time. He urged everyone to self-facilitate to optimize their ability to complete the agenda. He shared a short video clip entitled "The Ladder of Inference".

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

2. BUSINESS ITEMS

2.A 14-0838 City Council's Mid-Year Retreat

Finance Committee

Councilmember Cooper, Chair of the Finance Committee, provided a brief overview of the Committee's accomplishments year-to-date.

Administrative Services Director Jane Kirkemo presented a 2015 budget preview, including Affordable Care Act implementation impacts, increasing retirement costs, and public defense costs.

Ms. Kirkemo and Councilmember Cooper summarized recent discussions on revenue options, including the cable TV tax recently approved by Council to fund on-going maintenance, and the status of the review of Business and Occupation (B&O) tax exemptions. The Finance Committee plans to make a recommendation on potential B&O tax changes to the full Council as part of the 2015 budget deliberations.

Assistant City Manager Jay Burney presented performance report cards for Champion Downtown and Adopt a Sustainable Budget, two of Council's 2014 goal areas.

General Government Committee

Councilmember Roe, Chair of the General Government Committee, provided a brief overview of the Committee's accomplishments year-to-date.

Public Works Deputy Director Debbie Sullivan led Council through an exercise around

Telling Our Story. Ms. Sullivan emphasized the importance of being on the same page in terms of talking points on key issues. The Council brainstormed about what was working well and what needed improvement in terms of the gaps in communicating important issues. Council related the following as working well or needing improvement:

- Building institutional memory around community issues
 - Be proactive
 - Provide education
- Focus on “What Council can do/What are the constraints in taking action?”
- Do not just provide a technical response - let citizens know we are listening
- Tell the public why decisions are made
- Identify Council consensus early
- Use Plain Talk
- Need to help developers with required public involvement
- Legislative strategy and policy
 - Develop annual work plan
- Framing issues early
 - Who, what, where, when, why, how
- Learn from our past successes
- Weekly 1:1's with Steve - effective at getting messages out to Council
- Develop process and messaging to deal with leadership voids
- Communicate decisions made and why - externally and internally
- Be more proactive when staff sees issues coming
 - Inform Council early
- Better communication amongst Council on hot issues
- Start Council meetings with a positive message
 - Celebrate our success
- Shift communications style
 - Less bureaucratic
 - More marketing focused
- Hold a Study Session to discuss emerging issues
- More community dialogue on issues

Ms. Sullivan stated staff would take the feedback and work on a set of communication strategies to address the gaps, working through the General Government Committee. Once completed, staff will roll it out to the full Council.

Council engaged in a brief discussion about the role of the General Government Committee in taking on topics related to economic development and how the work of the Community and Economic Revitalization Ad Hoc Committee would conclude and roll into the General Government Committee work plan in the future. Council will have more discussions around this topic at its annual retreat in January, 2015.

Land Use and Environment Committee

Councilmember Langer, Chair of the Land Use and Environment Committee, provided

a brief overview of the Committee's accomplishments year-to-date.

Mr. Stahley reviewed the work plan and accomplishments for the Downtown Project. Specifically, Mr. Stahley discussed the current status of the imposed Alcohol Impact Area and results to-date. Based on findings, staff recommends petitioning the Liquor Control Board to add additional products to the list of banned beverages. Staff will bring this issue before Council at a future meeting for further discussion.

Councilmember Langer next provided Council with a set of draft performance measures for the Comprehensive Plan Action Plan. He indicated these measures were developed by staff and are to be used as a jumping off point for community discussion and outreach, and future Council discussion before they are finalized.

LOOKING FORWARD - 2015 AND BEYOND

Council finished their retreat by brainstorming thoughts and ideas around topics and ideas to focus on in 2015 and beyond. Topics included:

- City government - more relevance in community
 - Paradigm shift
- Different approach to public's business
 - Positive communication
 - Big picture focus
 - Dream big
- More focus on following Council guidelines
- Leave legacy for next Council to build on
 - Plans/actions in place
- Look at indirect charges
- Manage our stories
- Downtown Plan scoping underway
- Work with state agencies on species protection
- Bicycle boulevards
- Police/ambassador storefront downtown
- Resolve dash cam/body cam issues for police officers
- More Study Sessions
- Consider quarterly retreats
- Continue to focus on community development issues
- Complete the Comprehensive Plan and Shoreline Management Program updates
- Complete the community renewal area ordinance
- Consider hiring economic development director
- Continue criminal justice regionalization discussions
- Focus on Puget Sound health
- Recreation and tourism opportunities
- Change Council meeting time - start earlier
- More Downtown involvement

- Focus on partnerships
- Community engagement
 - Moving it forward
 - Getting different people involved
 - What do others do?

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 1:30 p.m.

Intercity Transit Planning Session Consultants Used / Potential Consultants

CONSULTANT USED	YEAR
Faith L. Trimble The Athena Group AKA - FLT 101 Capitol Way N Suite 300 Olympia, WA 98501 360-754-1954	2014 – board room 2013 – board room 2012 – board room
Organizational Resource Group Rick Kramer 1800 Cooper Point Road SW, Bldg. 14 Olympia, WA 98502 360-352-5104	2010 – All held in board room 2009 2008 2007 2006 2005 2004
Debbie Rough-Mack 4133 Banbridge Loop SE Olympia, WA 98501 360-664-1945	2003 St. Placid Spirituality Center Catered by Elyse's
Healthy Systems Sara S. Grigsby P. O. Box 146 Corbett, OR 97019 503-695-5678	2002 St. Placid Spirituality Center
MJ Briggs & Associates 17219 SE 36th Street Vancouver, WA 98683 360-944-6250	2001 St. Placid Spirituality Center

POTENTIAL CONSULTANTS:

Wendy Fraser – Fraser Consulting
360-556-6056

Tonia Sugarman
Northwest Consulting
1710 Vista
Tumwater, WA 98512
360-790-9426

Creative Community Solutions, Inc.
2203 Overhulse Road NW
Olympia
360-866-9325

Intercity Transit Planning Session

Consultants Used / Potential Consultants

Doug Mah & Associates
360-867-8802

Rough-Mack Consulting
4133 Banbridge Loop SE
Olympia
360-259-4285

Sparrowhawk Consulting
510 Bates Street SE
Tumwater
360-412-1700

Jason Robertson - TRPC
2424 Heritage Court SW Suite A
Olympia, Washington 98502

<p>City of Olympia (consultants used)</p>	<p>Larry Dressler Blue Wing Consulting Boulder, CO 303-440-0425</p> <p>Michael Pendleton Consulting Kingston, WA 360-638-1179 mpendleton@telebyte.com</p> <p>Kendra Dahlen FLT Consulting, Inc. (AKA Athena Group) Olympia, WA 754-1954</p>
<p>City of Lacey (consultants used)</p>	<p>Jason Robertson Barney & Worth, Inc. 606 Columbia St. SW., Suite 217 Olympia, WA 98501 360.753.1023 www.barneyandworth.com</p> <p>Rhonda Hilyer Agreement Dynamics PO Box 33640 Seattle, WA 98133 260.546.8048</p>

Intercity Transit Planning Session Consultants Used / Potential Consultants

	<p>hq@agreementdynamics.com www.agreementdynamics.com/clientlist.html</p> <p>Paula C. Dillard, CEBS, SPHR Ascent Partners 8512 122nd Avenue NE #224 Kirkland, WA 98033-5831 206.919.5538 www.ascentpartners.net</p>
City of Tumwater (consultants used)	<p>Paula Dillard, CEBS, SPHR Practice Leader/Principal Consultant Ascent Partners PHONE: 206-919-5538 pcd@ascentpartners.net www.ascentpartners.net</p>



General Government Committee
Oral Report - Advisory Committee
Appointments and Orientation

Agenda Date: 4/28/2015
Agenda Item Number: 4.D
File Number: 15-0424

Type: report **Version:** 1 **Status:** In Committee

Title

Oral Report - Advisory Committee Appointments and Orientation

Recommended Action

City Manager Recommendation:

Provide guidance on appointment recommendations for Arts Commission, Planning Commission, Utility Advisory Committee, and TCTV Board. Receive and discuss information about orientation for new committee members.

Report

Issue:

One position each is open on the Arts Commission, Planning Commission, Utility Advisory Committee, and TCTV Board.

Staff Contact:

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