



# Meeting Minutes

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Friday, November 17, 2017

4:30 PM

Council Chambers

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### Special Meeting

#### 1. CALL TO ORDER

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

#### 2. ROLL CALL

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

#### 3. APPROVAL OF AGENDA

The agenda was approved.

#### 4. APPROVAL OF MINUTES

- 4.A [17-1161](#) Approval of October 25, 2017 General Government Committee Meeting Minutes

The minutes were approved.

#### 5. COMMITTEE BUSINESS

- 5.A [17-1038](#) Parking and Business Improvement Area (PBIA) Advisory Board Update and Recommended 2018 Budget

Senior Planner Amy Buckler gave an update on the Parking and Business Improvement Area (PBIA) Advisory Board. She discussed the work being done by the Advisory Board to better connect the business community and City as well as ensure the work plan and budget aligns with the Downtown Strategy. Ms. Buckler noted the PBIA is a critical piece of implementing the Downtown Strategy and vision.

She noted the Advisory Board has identified the following objectives:

- Reach out to businesses on an ongoing basis
- Offer a welcome wagon to new businesses
- Scale investments to have impact
- Be more informed
- Strengthen associations with the Olympia Downtown Association (ODA)
- Have less meetings

Ms. Buckler shared the recommended 2018 PBIA budget. She noted there is \$45,000 of unspent funds which would require an ordinance passed by the City Council to approve one time purchases.

Community Planning & Development Director Keith Stahley noted it is important for the Council to share their expectations of the PBIA. He noted currently they are focused on building relationships.

Chair Roe shared that she appreciates the efforts to create more structure. She asked that next year's Council Liaison to the PBIA also be someone who serves on the General Government Committee.

Mr. Stahley noted the PBIA is being organized more similarly to the other City advisory boards.

Committee member Bateman shared she would like to have staff ensure the PBIA is not duplicating projects and efforts being addressed by other committees.

Ms. Buckler discussed the PBIA working with the ODA to draw people from the region to shop downtown. They will work together to pool resources and tell positive stories about downtown.

Committee members asked clarifying questions.

**The report was completed.**

**5.B**     [17-1159](#)           Report on Liberating Structures

Senior Planner Stacey Ray gave an overview of the Liberating Structures, a method of designing and facilitating engaging meetings and workshops. Ms. Ray reviewed the 33 structures, five organizing elements and examples of how to use the tools.

Committee members asked clarifying questions.

**The report was received.**

**5.C**     [17-1178](#)           Priority Strategies for Program Year 2018 CDBG Program and the Upcoming Five-Year CDBG Strategic Plan

Program Manager Anna Schlecht gave an overview of the Community Development Block Grant Program Year 2018.

The Committee agreed to move forward with the staff recommendations for Program Year 2018, which includes using Request for Proposal (RFP) process for the Business Training & Technical Assistance Program, Downtown Safety, and facade improvements.

Ms. Schlecht gave an overview of the Consolidated 2018-2022 Five Year Plan. The

Committee agreed to move forward with staff recommendations.

Next steps in the process are as follows:

- December 2017 - finalize draft recommendations
- Early 2018 - City Council starts the public process
- March 2018 - first draft plan is released
- April - May 2018 - review and revision occurs
- June 2018 - 30 day public comment period
- July 2018 - Council final decisions are made
- July 15, 2018 - both plans submitted to the Housing and Urban Development Authority
- September 2018 - projects begin

Committee members asked clarifying questions.

**The recommendation was completed.**

**5.D** [17-0942](#)

Review of the City Manager's Performance Evaluation Process

Committee members discussed the City Manager's evaluation process.

They agreed to propose the following process to begin next year:

- Use the International City/County Management Association (ICMA) evaluation process.
- Have feedback from Councilmembers consolidated by an outside person, either the HR director or another objective party.
- Have an objective party facilitate the evaluation discussion.
- The City Manager will still create a self evaluation.
- The mid-year City Manager's evaluation will be comprised of an update on the status of Council goals.
- A letter from the Mayor will be drafted that explains why there is a change in the evaluation process.
- The City Manager will have the option for the evaluation to occur in an open meeting.

Other items were identified for future discussion:

- Adding clarification or vision for succession planning.
- How to change compensation and publicly own the decision.

**The discussion was completed.**

**5.E** [17-1182](#) Preparations for the 2018 City Council Retreat

The Committee discussed potential locations, facilitator and agenda for the January City Council Retreat. They agreed upon the following:

- Using a facilitator - staff will reach out to Kendra Dahlen to determine availability.
- Locating the meeting at the LOTT board room.

Staff will develop a proposed agenda to be presented at the December 4 General Government Committee meeting for review and discussion.

The discussion was completed.

**6. REPORTS AND UPDATES - None**

**7. ADJOURNMENT**

The meeting adjourned at 6:30 p.m.