



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, December 4, 2017

5:00 PM

Council Chambers

Special Meeting

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
- 4.A [17-1238](#) Approval of November 17, 2017 General Government Committee Meeting Minutes
Attachments: [Minutes](#)
5. **COMMITTEE BUSINESS**
- 5.A [17-1229](#) Discussion of Community Garden Resolution Referral
Attachments: [Proposed Resolution with OPARD edits](#)
[Council Referral Request Form - Community Gardens](#)
[Sustainable South Sound Request](#)
- 5.B [17-1236](#) Scoping 2018 Advisory Committee Work Plan Process
Attachments: [Advisory Board Cycle](#)
- 5.C [17-1237](#) Review of Advisory Committee Rules of Procedures
Attachments: [Rules Of Procedure - May 2014](#)
- 5.D [17-1231](#) Discussion of Preparations for the 2018 City Council Retreat
6. **REPORTS AND UPDATES**
7. **ADJOURNMENT**

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

General Government Committee
**Approval of November 17, 2017 General
Government Committee Meeting Minutes**

Agenda Date: 12/4/2017
Agenda Item Number: 4.A
File Number: 17-1238

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

Title

Approval of November 17, 2017 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Friday, November 17, 2017

4:30 PM

Council Chambers

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 for the 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 a little 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 and 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 the 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.



General Government Committee
Discussion of Community Garden Resolution
Referral

Agenda Date: 12/4/2017
Agenda Item Number: 5.A
File Number: 17-1229

Type: discussion **Version:** 2 **Status:** In Committee

Title

Discussion of Community Garden Resolution Referral

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Discuss the Community Garden Resolution, and recommend the resolution to the full City Council for approval.

Report

Issue:

Whether to Discussion on the proposed Community Garden resolution and forward it to Council for approval.

Staff Contact:

Paul Simmons, Director, Parks, Arts and Recreation, 360.753.8462

Presenter(s):

Paul Simmons, Director, Parks, Arts and Recreation
Luke Burns, Program Specialist, Parks, Arts and Recreation
Fran Eide, City Engineer, Public Works
Rachel Friedman, President, Sustainable South Sound

Background and Analysis:

At the August 22 City Council meeting, representatives from Sustainable South Sound requested that the City Council pass a resolution establishing a goal to have a community garden within a half-mile of every resident. In September, Councilmember Jeannine Roe referred this to the General Government Committee.

Following that referral, Olympia Parks, Arts and Recreation Staff met with representatives from Sustainable South Sound to discuss their proposed resolution while also sharing information about

existing programs and policies that support achieving the goal of having a garden withing a half-mile of every resident. .

Olympia Parks, Arts and Recreation currently manages two successful community gardens in parks: one at Yauger Park, and one at Sunrise Park. The Public Works Department has also developed a pilot-program that would allow Neighborhood Associations to sponsor community gardens in un-opened right-of-way properties managed by the City.

The presentation will include a presentation from Sustainable South Sound, and a brief overview of both city programs. City staff will also present a slightly revised draft resolution for consideration. The revisions to the resolution have been reviewed and supported by Sustainable South Sound representatives.

Neighborhood/Community Interests (if known):

Unknown.

Options:

1. Discuss the Community Garden Resolution and recommend it to full City Council for approval.
2. Discuss the Community Garden Resolution and do not recommend the resolution to full City Council for approval.
3. Discuss the Community Garden Resolution and recommend a modified resolution to full City Council for approval.

Financial Impact:

Resolution as proposed does not commit new City resources to building community gardens.

Attachments:

Proposed resolution
Council Referral Request
Sustainable South Sound Request

A RESOLUTION OF THE CITY OF OLYMPIA AND SUSTAINABLE SOUTH SOUND OF OLYMPIA, WASHINGTON CONCERNING THE IMPLEMENTATION AND PRESERVATION OF COMMUNITY GARDENS WITHIN CITY LIMITS, SUPPORTING THE GOAL THAT SO THAT EVERY RESIDENT LIVES WITHIN WALKING DISTANCE (ONE-HALF MILE) OF A COMMUNITY GARDEN

WHEREAS, community gardens empower residents to become more active in their communities, cultivating volunteers and leaders who come together to create gardens for the benefit of present and future generations.

WHEREAS, community gardens beautify areas, reduce criminal activity, and prevent trash accumulation in the forms of dumping and littering; and

WHEREAS, community gardens provide access to healthy, seasonal food for people of all economic backgrounds, improving nutrition and food security among residents; and

WHEREAS, community gardens contribute to the preservation of, access to, and use of open space, vacant lots, and public parks; and

WHEREAS, the ~~current~~2010 Parks, Arts and Recreation Plan put forward a goal of having all residences within walking distance (one-half mile) of a neighborhood park; and

WHEREAS, Sunrise Park and Yauger Community Garden are the two existing community gardens in City of Olympia parks; and

WHEREAS, on December 4, 2008 The Parks and Recreation Advisory Committee members included community gardens on their "top 10" list of new programs/facilities for the Parks, Arts and Recreation Plan.

NOW, THEREFORE, BE IT RESOLVED, that Sustainable South Sound calls upon the City of Olympia to

SECTION 1. support the creation of sustainable community gardens on both public and private property and will establish policies, ~~and~~ procedures, and programs to insure the successto support the goal of having community gardens on both public and private property within one-half mile of every resident of the city; and

SECTION 2. work with [non-profit organizations, gardeners and neighborhood groups] to identify public and private land suitable for community gardens.



Olympia City Council Referral Request

2016-000CS*	2017-0012NH
Date of Referral	9-12-17
Originator	Council Member Jeannine Roe
Referral To	General Government
Request	<p>At the August 22nd City Council meeting, representatives from Sustainable South Sound requested that the City Council pass a resolution establishing a goal to have a community garden within a half-mile of every resident. This referral proposes that the General Government take this request under consideration while also receiving two program updates -</p> <ul style="list-style-type: none">• Community Gardens at Sunrise & Yauger Parks• New Pilot-Program that allows Neighborhood Associations to create and manage gardens in unopened Right-of-Way.
Options	<ol style="list-style-type: none">1. Receive updates about existing programs and policies that support providing access to community gardens, and work with Sustainable South Sound to recommend a resolution to the full City Council.2. Do not move forward with the requested resolution.
Timing	October 25 th General Government Meeting
Attachments	August 22 nd Request

*Numbering consist of current year-3digitnumber- requesting Councilmember's initials.
(e.g., 2016-003CS = third referral in 2016, requested by Mayor Cheryl Selby)

Sustainable South Sound encourages the Olympia City Council to adopt a resolution for the City of Olympia, Washington, concerning the establishment, management and preservation of community gardens so that every resident of the City lives within a walkable distance (1/2 mile) of such a garden.

What is the Need:

- Total community gardens in City of Olympia: 5 (195 plots)
- Total community gardens managed by City of Olympia: 2 (135 plots, both on Westside)
 - No community gardens located within 1 mile of the downtown core and new households there.
 - Other notable areas of high population density not having walkable access: NE Olympia (Lilly Rd.), SW Olympia, east (18th Ave.) and SE.
- Total staff time allocated to management of Sunrise Park and Yauger Park community gardens by City of Olympia Parks, Arts and Recreation Department: 0.1 FTE
- Typical annual operating costs for one of the gardens Sustainable South Sound has had experience supporting: \$650 (costs covered by 17 members' annual \$40/plot fee)
 - Primary costs:
 - water for irrigation (~1/2 of total)
 - supplies (1/4 of total)

Main points of the City of Olympia community gardening resolution:

The City of Olympia...

supports the creation of sustainable community gardens on both public and private property and will establish policies and procedures to ensure establishment and success of community gardens within one-half mile of every resident of the city; and

will work with [non-profit organizations, gardeners and neighborhood groups] to identify public and private land suitable for community gardens.



PO Box 7336
Olympia, WA 98507
(360) 464-5019

*Jannine - referral
to Gen. Gov.*

DRAFT

**A RESOLUTION OF SUSTAINABLE SOUTH SOUND OF OLYMPIA, WASHINGTON,
CONCERNING THE IMPLEMENTATION AND PRESERVATION OF COMMUNITY GARDENS
WITHIN CITY LIMITS, SO THAT EVERY RESIDENT LIVES WITHIN WALKING DISTANCE
(ONE-HALF MILE) OF A COMMUNITY GARDEN**

WHEREAS, community gardens empower residents to become more active in their communities, cultivating volunteers and leaders who come together to create gardens for the benefit of present and future generations.

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NOW, THEREFORE, BE IT RESOLVED, that Sustainable South Sound calls upon the City of Olympia to

SECTION 1. support the creation of sustainable community gardens on both public and private property and will establish policies and procedures to ensure the success of community gardens on both public and private property within one-half mile of every resident of the city; and

SECTION 2. work with [non-profit organizations, gardeners and neighborhood groups] to identify public and private land suitable for community gardens.

~~*refer to
land use*~~



General Government Committee
**Scoping 2018 Advisory Committee Work Plan
Process**

Agenda Date: 12/4/2017
Agenda Item Number: 5.B
File Number: 17-1236

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

Title

Scoping 2018 Advisory Committee Work Plan Process

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Discuss process for reviewing advisory committee work plans for 2018 and provide guidance.

Report

Issue:

Whether to discuss the process for reviewing 2018 committee work plans.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

Kellie Purce Braseth, Strategic Communications Director

Background and Analysis:

Each year Council-appointed advisory committees prepare a work plan for initial review by the General Government Committee before consideration by the full Council. Advisory committees' work year begins April 1. The date coincides with the appointment of new members and also allows time after the first of the year for committees to consider any goals and priorities identified at Council's annual retreat.

Committee work plans are typically reviewed in conjunction with a meeting of all the committee chairs and liaisons.

Are there any changes in timing or approach the General Government Committee would like to consider for 2018?

Neighborhood/Community Interest (if known):

N/A

Options:

1. Discuss process for reviewing advisory committee work plans for 2018 and provide guidance.
2. Do not Discuss process for reviewing advisory committee work plans for 2018.

Financial Impact:

None

Attachments:

Advisory Committee Cycle

Advisory Committee Cycle





General Government Committee
**Review of Advisory Committee Rules of
Procedures**

Agenda Date: 12/4/2017
Agenda Item Number: 5.C
File Number: 17-1237

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

Title

Review of Advisory Committee Rules of Procedures

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review the current Advisory Committee Rules and Procedure and provide guidance on any amendments

Report

Issue:

Whether to review the current Advisory Committee Rules and Procedure and provide guidance on any amendments

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

Kellie Purce Braseth, Strategic Communications Director

Background and Analysis:

The General Government Committee regularly Rules of Procedure for Advisory Committees and considers amendments. The document was last amended May, 20, 2014.

Attachments:

Committee Rules of Procedure



Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council

Approved by the Olympia City Council General Government Committee: July 22, 2008

Amended: May 20, 2014

As used herein, the term “committee” refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council’s General Government Committee.

Wherever there is a conflict between the statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.

Article 1. MEETINGS

1.a. Meeting Location

All committee meetings will be held at a specified location in a City of Olympia facility, unless otherwise scheduled and noticed by the committee Chair or the committee’s staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison shall notify in writing the committee’s members, City Council, the City Manager’s office, and any other pertinent City staff. All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

1.b. Date and Time

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the committee’s discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

1.c. Meeting Notice and Agenda

Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, City Council, the City Manager's office, any other pertinent City staff, news media who have requested to be notified of City of Olympia public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

AGENDA

I. Call to Order

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and City Staff
- D. Acceptance of Agenda

II. Comments from the Public in Attendance

III. The Business of the Evening

IV. Other Business

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

1.d. Public Hearings

Committees may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

1.e. Minutes

Meeting minutes should be kept indicating the committee action or recommendation, indicating the individual votes on the agenda item.

ARTICLE 2. COMMITTEE ORGANIZATION

2.a. Membership

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any vacancies to the Chair of the City Council's General Government Committee, with a copy to the City Manager or City Manager's office designate.

2.b. Attendance

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair shall notify and discuss the situation with the Chair of the City Council's General Government Committee. The City Council may choose to revoke the committee member's appointment.

2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

2.d. Duties of the Chair and Vice Chair, or Co-Chairs

The Chair or Co-Chairs shall preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the City's designated staff. The Chair, or consensus of the committee, may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.

2.e. Subcommittees

Subcommittees may be formed by consensus or majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee. Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the City Council's General Government Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.

ARTICLE 3. COMMITTEE OPERATIONS

3.a. Quorum

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).

3.b. Robert's Rules of Order

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

3.c. Testimony at Public Hearings

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair or Co-Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

3.d. Testimony at Public Communication during Committee Meetings

Testimony at Public Communication shall be conducted in a manner similar to the Olympia City Council. Testimony will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. The Chair or Co-Chair has the discretion to determine the overall length of time for Public Communication and the order in which speakers shall testify, to ask speakers to confine their comments to committee business, and to take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

3.e. Work Plan and Reports

The committee shall provide an annual work plan within guidelines and in a format established by the City Council's General Government Committee and a copy of any other appropriate reports to the City Council for review and approval. The Committee Chair shall notify the Chair

of the City Council's General Government Committee if the committee anticipates a change in timing or substance of an approved work plan item.

3.f. Recommendations

The committee may make recommendations to the City Council, the City Manager's office, City staff, and other City committees as may be appropriate, with the City Council copied on all written communication. The Chair shall determine whether the committee's recommendation and opinion is to be stated solely within the body of the staff transmittal memorandum to City Council or as a separate memorandum approved by the Chair. The memorandum shall indicate the committee vote on the item. The Chair shall determine who will present the committee's recommendation to the City Council in public meeting.

3.g. Majority and Minority Opinions

A minority report may accompany any voted decision. Majority and minority opinions will be stated in the committee's minutes. When a recommendation from the committee is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed.

3.h. Act as a Body

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

3.i. City Administrative Guidelines

The City of Olympia Administrative Guidelines for 1) Compliance with State and Federal Discrimination Laws, including Olympia Administrative Policy #3, 2) Standards of Conduct (#20), 3) Records Management and Disclosure (#19 and 27), and the 4) Technology Policy (#26) apply to committee members in their capacity as a City of Olympia volunteer.

3.j. Rules of Procedure and Ordinance Review

The committee shall annually review its ordinance and Rules of Procedure. The committee Chair shall report any recommendations to the Chair of the City Council's General Government Committee.

3.k. E-mail.

If a City email address is provided, advisory committee members shall use such email address for the conduct of their advisory committee business.

E.I. Open Government Training

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act by October 1, 2014, or within 90 days of being appointed or re-appointed to a committee.

ARTICLE 4. STAFF

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

APPENDIX A. ARTS COMMISSION.

CONFLICT OF INTEREST

1. The Olympia Arts Commission requires its commissioners to be independent, impartial, and responsible to the people. Commission decisions and policy will be made in the proper channels of the commission structure and the Commission will act as a whole. Commission appointments will not be used for personal gain.
2. The members and staff of the Commission who are a board or staff member of any organization being considered will absent themselves from discussion of or voting on any proposals which would affect directly or are presented for review by that organization.
3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed according to Commission policy. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.
4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.



General Government Committee

Discussion of Preparations for the 2018 City Council Retreat

Agenda Date: 12/4/2017
Agenda Item Number: 5.D
File Number: 17-1231

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

Title

Discussion of Preparations for the 2018 City Council Retreat

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Consider a draft agenda and location for the 2018 City Council Retreat and consider the selection of a facilitator.

Report

Issue:

At the beginning of each calendar year, the Olympia City Council traditionally holds a retreat to develop understanding and agreement on plans, priorities, and protocols for successfully leading the City in the coming year.

Staff Contact:

Steve Hall, City Manager, Executive, 360.753.8447

Presenter(s):

Steve Hall, City Manager

Background and Analysis:

The 2018 Council retreat is scheduled for January 12 and 13. General topics for the retreat normally include Council working relationships, goal setting, Council committee assignments, and other priority topics.

When a retreat facilitator is involved, that person typically interviews Council members in advance of the retreat to finalize the agenda.

Staff recommends that the Committee discuss potential agenda items and consider locations. The Committee can then make a recommendation to City Council on a possible agenda and location for the retreat.

Options:

1. Discuss proposed agenda items and location for the 2018 retreat.
2. Do not Discuss proposed agenda items and location for the 2018 retreat.

Attachments:

None