



PBIA Board Orientation

Outline for Today:

- Advisory Board Roles & Expectations
- Code of Conduct
- Public Participation
- Open Public Meetings
- Appearance of Fairness Doctrine
- Public Records & Email
- Quick Protocols
- About the Money
- Questions & Answers



Role & Responsibilities

- PBIA Board advises City Council on:
 - Annual Work Program and Budget
 - Plan for Communication with Rate Payers
 - Other Projects and Activities as approved by the City Council
- Staff Role
 - Communication Link
 - Coordinate meetings, Public Notice, Recordkeeping
 - Research and professional guidance



Council's Expectations

- Conduct meetings in public
- Be fair, impartial & respectful
- Respect limits of authority
- Share knowledge & perspectives
- Appreciate different points of view
- Attempt consensus, but be willing to vote & move on
- No surprise work items

DOWNTOWN ★ **It's Your**
OLYMPIA



Code of Conduct

- Act in a way that contributes to the City's mission, vision and values
- Create a workplace free from all forms of harassment and discrimination
- Be familiar with prohibited behaviors and Report any issues

City of Olympia's

Mission: *To protect and enrich our community*

Vision: *Working together to make a difference*

Values: *Compassion, Integrity and Effectiveness*



Public Participation

- **Public has a right to:**
 - Adequate notice of a proposal, and how one may comment and participate
 - A reasonable opportunity to review and properly prepare a response
- **Ethical Responsibility**
 - Be Fair
 - Represent the community interest and not your own
 - Avoid the appearance of conflict of interest



Open Public Meetings Act

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.



What makes a Meeting?

- Quorum (1/2 of Board plus 1) + Deliberation, Action
- Over Email or in-person



Public Records

- Meeting agendas, reports, minutes
- Written and oral public comments
- Information provided to you that influences your decision
- Not your notes



Email Protocols

- Create separate files on computer & email for PBIA business
- Use for one-way communication, not for conversation
- Avoid hitting “reply all”
- Forward all correspondence to staff liaison



Other Protocols

- To the public, you are always representing the City.
- If you don't want it published in *The Olympian*, don't say or write it.
- Use social media for personal affairs, not City business.
- It's okay to avoid conversations and ask folks to write a letter.
- If someone provides you with information relevant to an issue, share it with your liaison.
- You don't speak for the board unless the board has authorized you to do so.



About The Money

Long Term Financial Strategies:

- Make Trade-Offs
- Do It Well
- Focus Programs on Olympia Residents & Businesses
- Preserve Physical Infrastructure
- Use Unexpected One-Time Revenues for One-Time Costs or Reserves
- Invest in Employees
- Pursue Innovative Approaches to Service Delivery
- Contract In/Contract Out
- Maintain Capacity to Respond to Emerging Community Needs
- Pursue Entrepreneurial Initiatives
- Address Unfunded Liabilities •
- Selectively Recover Costs
- Recognize the Connection Between the Operating Budget and the Capital Budget



About The Money

Tools of the Trade:

- Budget
- Capital Facilities Plan
- Audit

Guidance:

- State Constitution
- Revised Code of Washington
- Olympia Municipal Code
- Policies and Procedures
- Government Accounting Standards Board -- Generally Accepted Accounting Principles



Questions, Answers, Etc.

