



City of Olympia

City Hall
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Meeting Minutes General Government Committee

Tuesday, December 18, 2012

5:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Karen Rogers and Committee Member Jim Cooper

2. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

3. APPROVAL OF MINUTES

- 3.A [12-0196](#) Approval of October 16, 2012 General Government Committee Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

- 4.A [12-0854](#) Approval of Hearings Examiner Appointment

Community Planning & Development Director Keith Stahley outlined the process for the selection of a new Hearings Examiner. The recommended process has four steps:

1. Issue an RFQ with a 20-day response timeline.
2. Initial screening to narrow down applicants to top 3-5. The screening will be done by a panel consisting of the City Manager, Deputy City Attorney, and Community Services Manager.
3. Top 3-5 will proceed to interview panel consisting of two Olympia City Councilmembers, Olympia City Attorney Tom Morrill, retired Chief Justice Gerry Alexander, and Lacey City Attorney Ken Ahlf.
4. Interview panel will propose one candidate to the City Council for consideration.

Mr. Stahley then briefly described the RFQ components and process.

Councilmember Cooper asked how the two Council representatives would be selected, what the value of the contract is, and whether other models have been considered, such as an elected Hearings Examiner.

Mr. Stahley recommended the General Government and Land Use Committee Chairs as the

Council representatives on the interview panel. He stated that the value of the contract depends on caseload and is variable, but is somewhere in the range of \$80,000. The Committee agreed with Mr. Stahley's recommendation on Council representatives for interview panel.

Deputy City Attorney Darren Nienaber said he had not heard of other cities with an elected Hearings Examiner, and said it might create conflicts if the Hearings Examiner did not work for Council directly.

Councilmember Cooper asked if the position could be shared amongst other agencies. Mr. Stahley stated the work is based on billable hours, so there really is no efficiency gained by sharing the position. He mentioned the previous Hearings Examiner worked for the City and the County, but on separate contracts.

The Committee moved to send the process to the full Council for consideration at the January 8, 2013 meeting.

4.B [12-0862](#) **Meet With Representatives of Non-Profit Agencies in City Buildings**

Chair Roe opened the discussion by welcoming the non-profit representatives. Non-profits in attendance were Senior Services for South Sound, Family Support Center, Washington Center for the Performing Arts, and the Hands On Children's Museum. Assistant City Manager Jay Burney informed the Committee that Charlie Haney from the Farmers Market could not make it due to the weather but passed along that she is very happy with her relationship with the City and did not have any specific concerns. After brief introductions, Char Roe turned it over to Committee Member Cooper to lead the discussion on this item.

Committee Member Cooper stated one of Council's goals is to inspire strong relationships and thought it would be good to reach out to the non-profits who lease space in City buildings to see how things are going. Specifically, he asked each group to share the following:

- 1) What is working well?
- 2) What could be better?
- 3) Could you benefit from having a Council liaison to your board or organization?
- 4) Do you have any concerns with the agreements or contracts between us?
- 5) Do you have any building and/or facility concerns?

Senior Services of South Sound was represented by Chris Quimby, Jan Lovig, and Sara Rucker-Thiessen. They stated they have good relationships with City staff and are well supported by Parks. They experience problems with drug use and the homeless at times, but are working on ways to control that. They liked the idea of a Council liaison and would be interested in exploring that. They stated demand is up and it would be a good time to revisit their contract to allow for more use of space.

The Family Support Center was represented by Executive Director Schelli Slaughter. Ms. Slaughter said she does not think they need a Council liaison, but liked the idea of more

regular meetings like this one to share issues. She said she is getting high quality response from the Facilities group, and in particular Paul Hanna. She said she would like to get a better look at the maintenance schedule and upcoming projects and find ways to better prepare for those projects and lessen impacts. Technical Services Director Debbie Sullivan said she would be happy to share that information. Ms. Slaughter said the biggest issue is parking for her staff and clients. Mr. Burney said he would work with them to look at possible solutions.

The Washington Center for the Performing Arts was represented by Roger MacIntosh and Janet Freeman. They said that day-to-day facilities maintenance has improved dramatically, particularly over the past six months. They inquired about the status of changes to the Operating Agreement that were started by Kevin Boyer, the former Interim Director. Mr. Burney said he would follow up on that item. Mr. MacIntosh complimented the Downtown Ambassadors for their work. He stated they need to continue to work with the City on construction communication for the upcoming remodel so that the community, patrons, artistic partners, and Downtown businesses are kept in the loop on impacts. Ms. Sullivan said Technical Services staff would be happy to work with them on a communication plan. Other needs included looking at upgrading lighting in the building with new LED technology. They could not speak for the Board in terms of the need for a Council liaison, but generally felt it is helpful in terms of communicating needs.

The Hands On Children's Museum was represented by Executive Director Patty Belmonte. She said they are a little unique in that they just moved into their new facility. They have had a great relationship with City staff to date and are just beginning their relationship with Facilities staff. She said in the old location they averaged about 350 visitors per day. In the new facility they budgeted for 500 visitors per day and are getting about 850 per day now. She expects that will level off over time. She did not feel they needed a Council liaison at this time as they have been well supported by staff.

Committee Member Cooper and Chair Roe thanked everyone for coming and participating in the discussion and agreed to include continued discussions with this group in the 2013 work plan.

5. ADJOURNMENT

The meeting adjourned at 6:35 p.m.