

# Advisory Body Recruitment Process

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Community Livability & Public Safety Committee | January 28, 2026

Stacey Ray, Assistant City Manager



# Agenda

## **Purpose:**

Receive a briefing on the Council-appointed advisory body recruitment, selection and appointment process and provide input to staff on any potential changes for this year.

- Council-appointed Advisory Bodies
- Process & Timeline
- Recruitment
- Applications
- Interview, Selection & Appointment Process
- Advisory Body Evaluation Process



# Council-Appointed Advisory Bodies

## The Role of Advisory Bodies:

Assist Council when formulating public policy and transforming policy decisions into action.  
[Council Guidebook]

- **Board:** A group of persons having managerial, supervisory, investigatory, or advisory powers (e.g. Design Review Board)
  - **Committee:** A group of people entrusted by a government or other official body with authority to take on a task or mission (e.g. Lodging Tax Advisory Committee)
  - **Commission:** A body of persons delegated to consider, investigate, take action on, or report on some matters (e.g. Planning Commission)
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# Council-Appointed Advisory Bodies

## **Council-Appointed Advisory Bodies:**

- Arts Commission
  - Bicycle & Pedestrian Advisory Committee
  - Community Policing Board
  - Cultural Access Advisory Board
  - Design Review Board
  - Heritage Commission
  - Lodging Tax Advisory Committee
  - Olympia Metropolitan Parks District Advisory Committee
  - Parks and Recreation Advisory Committee
  - Planning Commission
  - Social Justice & Equity Commission
  - Utility Advisory Committee
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# Recruitment & Appointment Process



# Recruitment

Recruitment Launched: October 13, 2025

- E-news
- Social media
- Staff liaisons
- Current advisory body members
- City Council meeting announcement

Recruitment Closed: December 12, 2025

Applications Received: 62



# Recruitment

Vacancies:

- Arts Commission (3)
  - Bicycle and Pedestrian Advisory Committee (3)
  - Cultural Access Program Advisory Board (2)
  - Design Review Board (2)
  - Heritage Commission (3)
  - Olympia Metropolitan Park District Advisory Committee (1)
  - Parks and Recreation Advisory Committee (2)
  - Planning Commission (1)
  - Utility Advisory Committee (1)
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# Recruitment

No Recruitments this Cycle:

- Community Policing Board
- Social Justice & Equity Commission
- Lodging Tax Advisory Committee



# Applications

Advisory Body (# of Members)	Existing Vacancies	Not Seeking Reappointment	Seeking Reappointment	Total Known Vacancies	# Apps Rcvd: 1st or 2nd choice	Ideal # to Interview
Arts Commission (9)	2	1	3	3	18	5
BPAC (9)	1	2	1	3	16	5
CAAB (9)	2	0	1	2	8	4
Design Review (9)	2	0	2	2	5	4
Heritage (9)	2	1	2	3	6	5
LTAC (4)	0	0	1	0	N/A	N/A
OMPDAC (5)	0	1	2	1	2	3
PRAC (9)	1	1	2	2	20	4
Planning Commission (9)	1	0	2	1	17	3
SJEC (9)	0	0	2	0	N/A	N/A
UAC (9)	1	0	3	1	4	3
Community Policing Board (7)	0	N/A	N/A	0	N/A	N/A
<b>TOTALS:</b>	<b>12</b>	<b>6</b>	<b>21</b>	<b>18</b>		<b>36</b>

Total Vacancies: 18

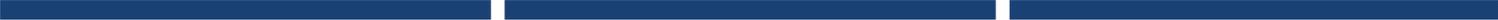
Total Applications: 62

# Interview & Selection Process

## **Guidance for Advisory Bodies:**

- Review applications
- Recommend for interview two (2) applicants more than the number of existing vacancies

## **Community Livability & Public Safety Committee Interviews:**

- Scheduled for March 4 & 5
  - Virtual – 5:30-9:30 PM
  - 10 minutes per applicant
  - Advisory Body Chairs (or representative) are typically invited to attend
  - Goal: Determine individuals to recommend for appointment
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# Appointment Process

## **Community Livability & Public Safety Committee:**

- March 25: Formal action to recommend applicants for appointment by the full Council

## **City Council:**

- March 31 City Council Meeting:
  - Proclamation to honor outgoing advisory body members
  - City Council action on recommended advisory body appointments

## **Advisory Body Members:**

- April 1: New terms start
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# Advisory Body Evaluation Process

## **Purpose:**

Evaluate the Council-Appointed Advisory Boards, Commissions and Committees to better understand if they are effectively achieving their purpose and engaging community members in a way that is meaningful and inclusive.

**Currently Underway:** Research, Interviews & Dialogue.

**Next Steps:** Discussion on options with CLPS in February.

*\*Staff recommends continuing this year's recruitment and appointment process as has been done previously and implementing any potential changes for the 2026/27 appointment cycle.*



# Questions & Discussion

