



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Wednesday, May 18, 2016

4:30 PM

Conference Room 207

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### Special Meeting

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - 3.A [16-0523](#) Approval of March 21, 2016 General Government Committee Meeting Minutes  
*Attachments:* [Minutes](#)
  - 3.B [16-0524](#) Approval of March 23, 2016 General Government Committee Meeting Minutes  
*Attachments:* [Minutes](#)
  - 3.C [16-0525](#) Approval of March 25, 2016 General Government Committee Meeting Minutes  
*Attachments:* [Minutes](#)
  - 3.D [16-0526](#) Approval of March 28, 2016 General Government Committee Meeting Minutes  
*Attachments:* [Minutes](#)
4. COMMITTEE BUSINESS
  - 4.A [16-0532](#) Interview for Heritage Commission Vacancy  
*Attachments:* [Kelly Application](#)  
[Kelly Resume](#)
  - 4.B [15-1198](#) Poet Laureate Program Recommendation  
*Attachments:* [Poet Laureate Referral](#)  
[Poetry Reading by Natasha Tretheway](#)  
[Spoken Word by Brian McCracken](#)
  - 4.C [16-0533](#) Community Development Block Grant (CDBG) Program Year 2016 Action Plan  
*Attachments:* [CDBG PY2016 Action Plan slide](#)

[CDBG Program Milestones](#)

[TCVOC overview](#)

- 4.D [16-0516](#) Economic Development Update
- 4.E [16-0531](#) Preparation for Council's Mid-Year Retreat on June 11, 2016

**Attachments:** [2013 Mid-year retreat Agenda](#)  
[2013 mid-year retreat Minutes](#)  
[2014 mid-year retreat Agenda](#)  
[2014 mid-year retreat Minutes](#)  
[2015 mid year retreat Agenda](#)  
[2015 mid-year retreat Minutes](#)  
[January 2016 Council Retreat Summary Report](#)  
[Comp Plan Overview](#)

## 5. STATUS UPDATES AND REPORTS

## 6. ADJOURNMENT

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

**General Government Committee**  
**Approval of March 21, 2016 General  
Government Committee Meeting Minutes**

**Agenda Date: 5/18/2016**  
**Agenda Item Number: 3.A**  
**File Number: 16-0523**

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

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**Title**

Approval of March 21, 2016 General Government Committee Meeting Minutes



**Meeting Minutes - Draft**  
**General Government Committee**

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, March 21, 2016**

**6:00 PM**

**City Hall Council Chambers**

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**Special Meeting**

**1. ROLL CALL**

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

**2. CALL TO ORDER**

Chair Roe called the meeting to order at 6:00 p.m.

**3. COMMITTEE BUSINESS**

**3.A [16-0403](#) Advisory Committee Interview**

Committee members interviewed applicants for the Planning Commission using a process that included introductions, a group discussion activity and report out. Following the interviews Committee members discussed applicant qualifications and Commission membership.

The Committee members agreed to finalize the list of individuals recommended for appointment at the final special meeting of the General Government Committee for committee interviews on March 28.

**The interviews were completed.**

**4. ADJOURNMENT**

The meeting adjourned at 7:45 p.m.



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

**General Government Committee**  
**Approval of March 23, 2016 General  
Government Committee Meeting Minutes**

**Agenda Date: 5/18/2016**  
**Agenda Item Number: 3.B**  
**File Number: 16-0524**

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

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**Title**

Approval of March 23, 2016 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, March 23, 2016**

**4:30 PM**

**Council Chambers**

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**1. ROLL CALL**

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

**2. CALL TO ORDER**

Chair Roe called the meeting to order at 4:32 p.m.

**3. APPROVAL OF MINUTES**

**3.A** [16-0390](#) Approval of February 24, 2016 General Government Committee Meeting Minutes

**The minutes were approved.**

**4. COMMITTEE BUSINESS**

**4.A** [16-0411](#) Meeting with Advisory Committee/Commission Chairs

In addition to staff, Chairs or representatives were present from the following: Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, Planning Commission and Utility Advisory Committee.

Each Commission/Committee representative discussed highlights and challenges of the past year. Plans and projects for the upcoming year were also shared. General Government Committee members asked clarifying questions.

Chair Roe discussed getting more youth involvement in Commissions/Committees. After some discussion it was decided the topic of youth engagement will be added to an upcoming General Government Committee agenda to explore the issue further.

Chair Roe asked the group about training needs and noted they should send training requests to Strategic Communications Director Kellie Purce Braseth for tracking. She thanked everyone for their hard work and sharing Commission/Committee efforts with the General Government Committee.

**The discussion was completed.**

**4.B**     [16-0402](#)            Update on Welcome Center/ Downtown Ambassadors

Downtown Liaison Mark Rentfrow and Downtown Ambassador Program Manager Sharon Holley gave an update on the Downtown Welcome Center and Ambassador program.

Ms. Holley shared since it's opening nearly a year ago, the Welcome Center has received over 2,800 visitors. The visitors range from new residents, out of town visitors and longtime residents rediscovering downtown. She noted a two year lease was recently signed to continue operating at the current location.

Mr. Rentfrow discussed staffing and noted in the past year the program has expanded and now employs a Program Manager, two Downtown Ambassadors, three clean team members and has the help of approximately a dozen regular volunteers. Ms. Holley discussed future plans for the program to include partnerships with the Visitors and Convention Bureau as well as expanding Welcome Center hours.

Committee members asked clarifying questions and expressed appreciation for the hard work by the Ambassadors and volunteers.

**The report was received.**

**4.C**     [16-0388](#)            Community Development Block Grant (CDBG) Program Year 2015  
Action Plan Amendment and Program Year 2016 Action Plan

Program Manager Anna Schlecht gave background on the Community Development Block Grant (CDBG). She shared that the General Government Committee reviewed the initial Program Year 2016 Action Plan at the October 2015 meeting, where staff were directed to develop projects to address some of the City's strategies. During development, it was determined that some project opportunities may be funded with Program Year 2015 funding, that must be expended by June 30, 2016.

Ms. Schlecht discussed potential amendments and recommendations to the Program Year 2015 Action Plan that would reallocate additional funding to currently funded CDBG activities. These included, additional repayments of the City's Section 108 Loan; Crime Prevention Through Environmental Design (CPTED) program; property acquisition; purchase of equipment; or services and feasibility studies.

Committee members asked clarifying questions.

**The Committee agreed to move forward with the public process to amend the Program Year 2015 Action Plan, which includes a public hearing and an open comment period of 30 days.**

**5.        ADJOURNMENT**

The meeting adjourned at 6:42 p.m.



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

**General Government Committee**  
**Approval of March 25, 2016 General  
Government Committee Meeting Minutes**

**Agenda Date: 5/18/2016**  
**Agenda Item Number: 3.C**  
**File Number: 16-0525**

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

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**Title**

Approval of March 25, 2016 General Government Committee Meeting Minutes





# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Friday, March 25, 2016

5:30 PM

Conference Room 207

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### Special Meeting

#### 1. ROLL CALL

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

#### 2. CALL TO ORDER

Chair Roe called the meeting to order at 5:30 p.m.

#### 4. COMMITTEE BUSINESS

##### 4.A [16-0404](#) Advisory Committee Interviews

Committee members interviewed applicants for the Bicycle and Pedestrian Advisory Committee in two groups. An applicant for the Planning Commission and several applicants for the Design Review Board were interviewed in ten minute increments. Following interviews, the Committee discussed applicant qualifications and Commission membership.

**The interviews were completed.**

#### 5. ADJOURNMENT

The meeting adjourned at 7:36 p.m.



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

**General Government Committee**  
**Approval of March 28, 2016 General  
Government Committee Meeting Minutes**

**Agenda Date: 5/18/2016**  
**Agenda Item Number: 3.D**  
**File Number: 16-0526**

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

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**Title**

Approval of March 28, 2016 General Government Committee Meeting Minutes



**Meeting Minutes - Draft**  
**General Government Committee**

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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**Monday, March 28, 2016**

**5:30 PM**

**Conference Room 224**

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**Special Meeting**

**1. ROLL CALL**

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

**2. CALL TO ORDER**

Chair Roe called the meeting to order at 5:30 p.m.

**4. COMMITTEE BUSINESS**

**4.A [16-0436](#) Advisory Committee Interviews**

Applicants for the Heritage Commission; Parks, Arts and Recreation Advisory Committee; and Utility Advisory Committee were interviewed in ten minute increments. Following interviews, the Committee discussed applicant qualifications and Commission membership.

**The interviews were completed.**

**. ADJOURNMENT**

The meeting adjourned at 7:45 p.m.



## General Government Committee

### Interview for Heritage Commission Vacancy

**Agenda Date:** 5/18/2016  
**Agenda Item Number:** 4.A  
**File Number:** 16-0532

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

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#### **Title**

Interview for Heritage Commission Vacancy

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee

##### **City Manager Recommendation:**

Interview applicant for the Heritage Commission Vacancy and finalize appointment recommendations.

#### **Report**

##### **Issue:**

Whether to recommend the applicant to the full Council

##### **Staff Contact:**

Kellie Purce Braseth, Strategic Communications Director, 360-753-8361

##### **Presenter(s):**

N/A

##### **Background and Analysis:**

General Government Committee will interview an applicant for an outstanding vacancy on the Heritage Commission. The Committee may also discuss any open positions on other committees.

The applicant has been notified and their application and resume is attached. The interviews will be in Council Chambers at Olympia City Hall, 601 4<sup>th</sup> Avenue E. The Heritage Commission chair has been invited to join the General Government Committee for the interviews.

##### **Attachments:**

Kelly Application  
Kelly Resume



**APPLICATION FOR MEMBERSHIP CONSIDERATION  
CITY OF OLYMPIA VOLUNTEER ADVISORY COMMITTEES**

**2016 APPOINTMENT APPLICATION**

**Name:** Katherine M. Kelly

**Residence Address:** 336 Foote Street Olympia, WA

**Zip:** 98502

**Home Phone:** 360 – 570 - 9019

**Work Phone** (optional)

**Email:** kmkelly2003@gmail.com

**Please place a check mark in front of the committee you are applying for with this application. Individual applications are required if you wish to apply for more than one committee.**

<input type="checkbox"/>	Arts Commission	<input type="checkbox"/>	Utility Advisory Committee
<input type="checkbox"/>	Planning Commission		
<input type="checkbox"/>	Design Review Board		
<input checked="" type="checkbox"/>	Heritage Commission		

Applications filed by **4:00 p.m., Friday, February 12, 2016** will be considered in the first round of screening. Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may use this form or another sheet of paper for your answers. You may attach a resumé. **An Olympia map with your residence clearly marked MUST BE SUBMITTED with your completed application. Yahoo, Google, or other similar web maps are acceptable.**

Once filed with the City, your completed application is a public record, potentially eligible for release.

**1. Briefly describe why you wish to serve on this advisory committee.**

In the past, I have served whatever community I've lived in by volunteering with community-based nonprofit organizations. I see working on the citizen advisory board as a way to contribute in a meaningful way, with my professional expertise and experience, to the community that has been so welcoming and nurturing to me and my family.

**2. Describe your qualifications and/or skills which would benefit this advisory committee.**

The Heritage Commission needs four professionals from the fields of architecture, historic preservation, anthropology, history, and law. As a professional archaeologist, I would be able to fulfill one of the requisites. My experience working with a variety of cultures and ethnicities, my familiarity with federal, state, and local regulatory contexts, my experience in identifying, evaluating and protecting historic places, and my level of comfort with Olympia (and Washington State) history and prehistory would be of benefit to the Commission. I have presented projects to local historical societies and historic commissions and am very comfortable reading project plans and both environmental and cultural technical reports. I am a strong advocate of public outreach in historic preservation and have developed outreach programs for adult avocational archaeologists, volunteer programs for students, and smaller scale outreach programs for grade school students.

**3. Describe your involvement in the Olympia community.**

I have lived and worked in Olympia for the past 15 years. When I first moved here, I worked at the Downtown YMCA. My years at the Y and the fact that my partner is a 3<sup>rd</sup> generation Olympian helped me swiftly integrate into the community and has given me a deep appreciation for Olympia's past. I live in a vibrant Westside neighborhood, within

walking distance of the Downtown. We have block parties, lean over the fence for a chat in the afternoons, and keep an eye out for each others' pets and children. One of the things I love about my adopted hometown is this sense of community (with a capital C) my neighborhood so well represents. Working Downtown and having relatives that live in the Marina has helped me see that the "small town" quality of Olympia is present outside of the Westside. I love this about Olympia and would like to continue to find ways to create more opportunities for inclusiveness and community pride.

**4. Please state your current occupation.**

I am a professional archeologist. I work for the Washington State Department of Fish & Wildlife in Olympia.

**5. List your educational and professional background and area of study.**

I am a professional archeologist. I work for the Washington State Department of Fish & Wildlife and have worked for South Puget Sound Community College, USACE, and in the private sector. My undergraduate work focused on shoreline resources (shell middens); my graduate research (at Evergreen State College) focused on landscape archaeology (the study of people's interaction with the landscape) and environmental restoration. As a professional, I have worked on both historic and prehistoric archaeological site excavation and recordation, as well as the review of projects with the context of various federal, state, and local regulations. I have attached a resume.

**6. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?**

12 – 15 during the summer; more in the fall and winter

**7. If you are not appointed to this committee at this time:**

Do you wish to be considered for appointment to another advisory board?	Yes _____	No <u> X </u>
Do you wish to be considered for future appointment to this board?	Yes <u> X </u>	No _____
Would you be willing to volunteer for other City activities?	Yes <u> X </u>	No _____

**8. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Olympia, you may possibly reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

Yes  X  No \_\_\_\_\_

**9. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business; can you comply with this expectation?**

Yes  X  No \_\_\_\_\_

**10. How did you learn about this advisory committee recruitment?**

A former Historic Commission member mentioned that he was leaving and suggested I look into applying for a position. When I investigated, I learned from Michelle Sadlier that there is still an open position. Michelle encouraged me to apply.

**The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.**

**AN OLYMPIA MAP WITH YOUR RESIDENCE CLEARLY MARKED MUST BE SUBMITTED WITH THIS APPLICATION. A resumé may be submitted IN ADDITION to the application. **When filed with the City, your application and attachment documents are public records, and may be subject to public release.****

**Applications are accepted for the calendar year only. Submit by: Friday, February 12, 2016, 4:00 p.m. to be considered in the first round of screening.**

**POSTAL MAIL TO: Susan Grisham, Executive Assistant, PO Box 1967, Olympia, WA 98507-1967  
HAND DELIVERY TO: Susan Grisham, Executive Assistant Olympia City Hall, 601 4<sup>th</sup> Avenue East,  
Olympia, WA**

**EMAIL TO: Susan Grisham, Executive Assistant [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)**

**The Olympia Council's General Government Committee recommends appointments to the full Council. The recommendations are made following review of applications and an interview of qualified candidates. For further information, contact:**

**Susan Grisham, Executive Assistant  
360.753.8244  
[sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)**



**Figure 1. Location of my house, near the Garfield Nature Trail Park.**

**KATHERINE M. KELLY**

336 Foote Street NW • Olympia, WA 98502  
(cell) 360 951 0941 • kmkelly2003@gmail.com

**EDUCATION**

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- 2007** **The Evergreen State College** **Olympia, WA**  
*MES Environmental Studies*
- 2005** **The Evergreen State College** **Olympia, WA**  
*Bachelor of Arts*

**PROFESSIONAL EXPERIENCE**

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**March 2014 to present** **Washington Department of Fish & Wildlife**  
*Department Archaeologist - Principal Investigator (historic and prehistoric archaeology)*

Design and implement cultural resource strategies addressing Department responsibilities under a variety of regulatory contexts, including Executive Order 0505, SEPA, and Section 106 of the National Historic Preservation Act. Manage and supervise background research using Washington State Department of Archaeology and Historic Preservation (DAHP) database and other sources, survey, excavation fieldwork, data analysis, and report preparation. Coordinate project design and review with local, state, federal, and tribal agency personnel. Budget and proposal preparation. Contract management.

**July 2013 to March 2014** **Tierra Right of Way**  
*Principal Investigator (historic and prehistoric archaeology)*

Designed and implemented cultural resource strategies addressing client responsibilities under a variety of regulatory contexts, including Executive Order 0505, SEPA, and Section 106 of the National Historic Preservation Act. Managed and supervised background research using Washington State Department of Archaeology and Historic Preservation (DAHP) database and other sources, survey, excavation fieldwork, data analysis, and report preparation. Coordinated project design and review with clients, local, state, federal and tribal agency personnel. Budget and proposal preparation. All projects delivered on time and on/under budget.

**February 2009 to March 2014** **Cultural Resource Consultants, Inc.**  
*Project Archaeologist*

Supervised crews conducting evaluative testing for Grant County PUD FERC Re-Licensing. Conducted cultural resources surveys to locate, identify, and evaluate archaeological and historic properties. Conducted archaeological monitoring of construction projects. Prepared technical reports for state and federal compliance.

- 2011 - Present Central Washington University - Ellensburg, WA *Special Faculty*
- 2005 – 2009 US Army Corps of Engineers-Seattle District *Project Archaeologist*
- 2005 Paragon Research Associates - Seattle, WA *Lab Technician*
- 2004 - 2005 Cultural Resource Consultants - Bainbridge Island, WA *Field-Lab Technician*
- 2002 - 2004 South Puget Sound Community College - Olympia, WA *Anthropology Lab Manager*
- 2002 - 2004 South Puget Sound Community College - Olympia, WA *Qwu?qwes Field School TA*



## RESEARCH INTERESTS

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GIS Applications (ethnohistoric modeling)  
 Lithic Tool Typology (re-assessment of Pacific Northwest stone tool types)  
 Precontact rock features (cognitive landscapes, regulatory significance)  
 Community-driven watershed restoration projects  
 World War II oral history (Women's Auxiliary Ferrying Squadron– Women Air Force Service Pilots)  
 Impacts of aquaculture on precontact littoral sites (Puget Sound)

## REPORTS

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*All my reports, archaeological site and historic property inventory forms are archived with the Washington State Department of Archaeology and Historic Preservation. These reports may be reviewed through DAHP's web portal (Washington Information System for Architectural and Archaeological Records Data).*

## PUBLICATIONS

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*Cairn Complexes in the Channeled Scablands of Eastern Washington: New Approaches to Evaluating Cultural Landscapes.* [TESC MES Thesis]

Qwu?gwes: a Squaxin Island tribal heritage wet site, Puget Sound, USA. In *Archaeology from the Wetlands: Recent Perspectives*. WARP Occasional Paper 18: Proceedings of the 11th WARP Conference, Edinburgh 2005. Society of Antiquaries of Scotland, Edinburgh. [with D. Croes, R. Foster, L. Ross, M. Diedrich, N. Hubbard, M. McCullough, T. McCullough, K. Myers, C. Sharron, B. Vargo and R. Wigen]

Cultural Historical Context of Qwu?gwes (Puget Sound, USA): a Preliminary Investigation. In *Journal of Wetland Archaeology*, 5, 2005, 137–149. [with D. Croes and M. Collard]

Re-Cultivating God's Country: A survey of the archaeological evidence for precontact land management practices in the Pacific Northwest. (TESC)

Analysis of the Stone, Bone-Antler, and Shell Artifacts from the Qwe?gques Site (45TN240), South Puget Sound. (January 1, 2005)

## RECENT PAPERS PRESENTED

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*Looting: An Inside Perspective to the Legal Process, Damage Assessment, and Mitigation Symposium.* Facilitator and Discussant. 69<sup>th</sup> Northwest Anthropological Conference (NWAC), Tacoma, WA. 2016

Report from the Hot Tin Roof: Post-fire Fieldwork on the Methow. In *Fire!* Symposium. 68<sup>th</sup> Northwest Anthropological Conference (NWAC), Eugene, OR. 2015

The Meta of Mining: the Search for Data and Meaning on a Shifting Landscape. In *Reconstructing Monte Cristo: Research in a Historic Mining District in Snohomish County, Washington* Symposium. 67<sup>th</sup> Northwest Anthropological Conference (NWAC), Bellingham, WA 2014

Wicked Problems: Framing the Discussion. In *Archaeology and Environmental Restoration (Wicked Problems, Unintended Consequences, and Righteous Solutions Symposium)*. 67<sup>th</sup> Northwest Anthropological Conference (NWAC), Bellingham, WA 2014

Extending our (out) Reach – Promoting Stewardship, Public Awareness, and Education. In *Mission Possible: Salvage at the Mission Spit Site, Olympia, Washington* Symposium. 67<sup>th</sup> Northwest Anthropological Conference (NWAC), Bellingham, WA 2014



## General Government Committee

### Poet Laureate Program Recommendation

**Agenda Date:** 5/18/2016  
**Agenda Item Number:** 4.B  
**File Number:** 15-1198

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**Type:** recommendation   **Version:** 3   **Status:** In Committee

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#### **Title**

Poet Laureate Program Recommendation

#### **Recommended Action**

##### **Committee Recommendation:**

Direct staff to develop a City of Olympia Poet Laureate Program for Council review and approval.

##### **City Manager Recommendation:**

Direct staff to move forward with the development of a City of Olympia Poet Laureate Program, as recommended by the Arts Commission, for Council review and approval.

#### **Report**

##### **Issue:**

Whether to recommend a Poet Laureate Program for the City of Olympia for Council review and approval.

##### **Staff Contact:**

Stephanie Johnson, Arts & Events Program Manager, Olympia Parks, Arts & Recreation,  
360.709.2678

##### **Presenter(s):**

Stacy Hicks, Vice Chair, Olympia Arts Commission  
Marygrace Jennings, Chair, Olympia Arts Commission

##### **Background and Analysis:**

Based on Council referral of November 10, 2015, the Arts Commission has researched Poet Laureate programs and options. Members of the Olympia Arts Commission met Thursday, January 21, from 4 to 8pm to learn about Poet Laureate programs in other communities. Suzanne Simons, faculty at The Evergreen State College, provided a primer on Poet Laureate programs in Tacoma WA, Fresno CA and Reno NV, sharing the statements of purpose, program activities, and processes used by each of these cities.

Discussion about shaping a program for Olympia followed. Critical programmatic and administrative elements were discussed. The commission explored options for each, developing recommendations suited to Olympia. These program elements are discussed below, with **Commission**

**recommendations offered in bold.**

What is a Poet Laureate? Statement of Purpose.

According to Wikipedia:

*A "poet laureate" (plural: "poets laureate") is a poet officially appointed by a government or conferring institution, who is often expected to compose poems for special events and occasions. The Italians Albertino Mussato and Francesco Petrarca were the first to be crowned poets laureate after the classical age, respectively in 1315 and 1342.*

The best known examples of the traditional role are the National Poets Laureate, who often (but not exclusively) provide and recite poems for Presidential inaugurations.

Among the 35 cities that currently have a Poet Laureate, the role is expanded to also include poets who have embraced the "Spoken Word" movement, which addresses social equity, community building and creative expression.

Sometimes referring to themselves as "artists" (artist + activist), these poets see their work as empowering others through arts and advocacy, addressing concerns of social injustice and discrimination, in an attempt to provide a voice to these issues.

While literary poetry and spoken word poetry can be written and read, (also known as "page" and "stage" poetry, respectively), the former is primarily read, while the latter is primarily heard.

Of the three poetry organizations currently active in Olympia, the *Olympia Poetry Network* and *Grey Skies* lean toward traditional poetry, and the *Old Growth Collective* toward the spoken word.

**The Arts Commission recommends a model such as Tacoma's that includes both literary poetry and spoken word poetry.**

**Some early concepts for a Statement of Purpose include:**

- **Promote poetry as an art form**
- **Expand access to the literary arts**
- **Connect the community to poetry resources**
- **Promote poetry as a community voice that contributes to sense of place.**

Eligibility, Nominations and Submissions

Some cities only allow nominations, others allow applications (self-nomination) and others accept either. Many require that a poet be published. Typically eligibility is limited to residence in a relevant geographic area.

**The Arts Commission recommends allowing the broadest opportunity for candidates to participate in the process. For this reason the Commission would:**

- **Set broad submission requirements, considering applicants who can offer a resume of published work, self-published volumes and/or taped readings and performances, in lieu of the more exclusive requirement of commercially published work.**
- **Accept both nominations and applications from working poets 18 years or older.**
- **Extend eligibility to poets who live in Olympia.**
- **Offer a free workshop to prospective applicants, clarifying the application and selection process. In future years this panel will include former Olympia Poets Laureate, who can share their individual experiences.**
- **Recommends a jury that is representative of both literary and spoken word poetry communities.**

**The Commission recommends that Olympia's Poet Laureate be selected biennially in odd years, to start service on January 1, 2017.**

#### Length of Term and Stipend

Our research shows that cities with Poets Laureate offer a stipend to support the work of the artist and terms typically run a minimum of two years, allowing the individual time to shape and deliver a program and develop relationships.

**The Arts Commission recommends a two-year term with a total stipend of \$2,000 (from the Municipal Art Fund), which is commensurate with both Tacoma and Reno.**

#### Scope of Work

Generally speaking, Poet Laureate programs offer a degree of flexibility that allows each individual poet to shape a program that reflects their interests, skills, and abilities. Once selected, the poet refines and develops a two-year program for the City's approval, arriving at an agreed scope of work. Poets make their own arrangements and manage administrative duties and reporting with a minimum of City staff support.

**The Arts Commission recommends that selected poets each propose their own two-year program, to be approved by Council, which meets the following minimum requirements:**

- **Offer a minimum of 2 free public workshops in Olympia each year relating to poetry.**
- **Participate in Arts Walk spring or fall each year.**
- **Actively contribute and advance Olympia's literary community in meaningful ways through readings, performances, workshops, presentations, publications, special projects, City events, etc., with a minimum of six (6) hours of additional contact time with the public each year as determined with the City's Arts Program staff.**

- **Manage administrative duties including being the point of contact for all Poet Laureate programming inquiries from the public, managing a schedule, arranging details for programs, and coordinating press releases with the City's Arts Program staff.**
- **Help to choose and transition the successor Poet Laureate, including assistance producing an event that announces the selected poet for the following term.**

### Commissioned Works for Special Events

The traditional role of Poet Laureate, as with our National Poets Laureate, includes the periodic preparation of works on request for events and occasions. This practice is not consistently seen at the city level. Not every artist's style is a good match for formal occasions, and differences of opinion on what is appropriate become more pronounced when the work is specially commissioned. Even traditional Poets Laureate may have the option of selecting and presenting poetry by others to read at events and special occasions.

**The Arts Commission recommends that Olympia's Poet Laureate have the option to pen special poem(s) for City occasions, but may also read one of their existing works or propose to read an appropriate work by another poet.**

#### **Options:**

1. Direct the Arts Commission to go forward and develop a Poet Laureate program as recommended, for Council review and approval.
2. Do not direct the Arts Commission to create a Poet Laureate program.
3. Recommend an alternative approach to creating a Poet Laureate.

#### **Attachments:**

- Poet Laureate Referral from Council
- Poetry Reading by Natasha Tretheway, National Poet Laureate (video)
- Spoken Word Performance by Brian McCracken of Olympia's Old Growth Poetry Collective (video)



# Olympia City Council Referral Request

Date of Referral	Nov. 10, 2015
Originator	Mayor Stephen Buxbaum
Referral To	The Arts Commission and a subsequent report and recommendation to the General Government Committee in early 2016.
Request	<p>Investigate the creation of a City of Olympia Poet Laureate.</p> <p>There is interest on the part of local poetry societies and the Library to support the designation of a City of Olympia Poet Laureate. This would be an unpaid, honorary designation. Volunteers in the community are willing to step forward to assist in helping research the development of such a position and a process for applications. In particular, the Olympia Poetry Network (OPN), has expressed their commitment and attention to the following issues and interests:</p> <ul style="list-style-type: none"><li>• A poet laureate for the city of Olympia</li><li>• Diversifying the poetry community, both in terms of poets and listeners/supporters. This could include doing outreach and events at schools, and various community organizations, such as CIELO, Nisqually NWR, etc.</li><li>• Connecting the various poetry groups in Olympia and doing some joint events, such as a city-wide poetry festival (in addition to OPN's monthly readings at Traditions, the Evergreen State College affiliated Old Growth Collective has weekly spoken word events and <i>poetry slams</i> at Ben Moore's that attracts a mostly younger crowd. There's beginning to be a little cross-pollination of the groups, which is hopeful in terms of fostering a wider poetry presence in Olympia)</li></ul> <p>Other cities, including Tacoma, have a poet laureate program. The Arts Commission, as reflected in our Comprehensive Plan, has interest and intent to expand interest in the arts - moving into performing arts was one of the expressed goals. Tapping into the interest and commitment of local associations, such as the members of the OPN and faculty from local colleges and universities is appropriate to help meet this goal.</p> <p>Any initial appointment of a poet laureate should have a clear vision for the position and plan for implementation. This is an exciting time for poets and poetry, ignited by the youth-driven spoken word movement and enlivening traditional literary poetry. Poetry has taken to the streets, the classroom, coffee houses and living rooms - it would be wonderful to see a more formal expansion and support of these developments in the State's Capital City.</p>

Options	<ol style="list-style-type: none"><li>1. Investigate and recommend the creation of a honorary, unpaid City of Olympia Poet Laureate</li><li>2. Investigate and recommend not creating a Poet Laureate</li><li>3. Investigate and recommend an alternative approach to creating a Poet Laureate</li></ol>
Timing	Creation of a report and recommendation to the General Government Committee in early 2016.
Attachments	None

Poet laureate readings natasha trethewey vido

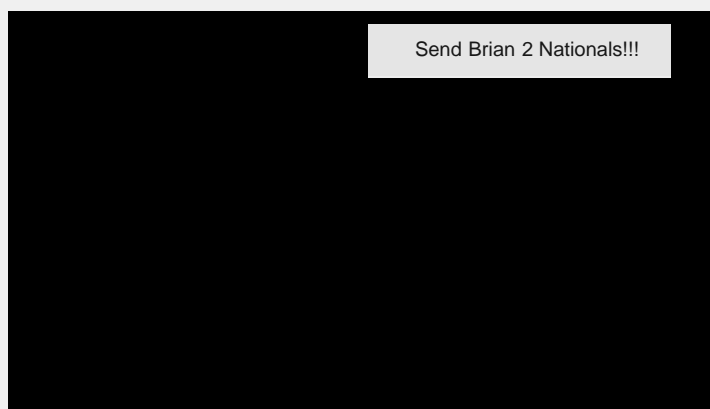


Weekly Poem by U.S. Poet Laureate Natasha Trethewey

YouTube · 546 views · 9/16/2012

Feedback





## Brian McCracken - "Origin Story" (Olympia Grand Slam 2015)



Old Growth Poetry Collective



335 views



Published on Jul 10, 2015  
Subscribe to Old Growth Poetry Collective!

Help Team Olympia get to the National Poetry Slam:

SHOW MORE

Up next

Autoplay



Brian McCracken - "Serenity" & "Avoiding Straitjackets"

Old Growth Poetry Collective  
251 views



Kina Wolfenstein - "You're So Pretty" (Olympia Grand Slam 2015)

Old Growth Poetry Collective  
495 views



Can a computer write poetry? | Oscar Schwartz

TED  
55,969 views



Hi, I'm a Slut - A Slam Poem

Savannah Brown  
1,023,531 views



Kina Wolfenstein - "Angler Fish" (Olympia Grand Slam 2015)

Old Growth Poetry Collective  
193 views

Moth GrandSlam winning story on April 6, 2011

bklynrob11201



56,985 views



CABE 2015 - Dylan Garity - Poetry Slam

ITCABE  
489 views



Tucker Bryant - "Facts About Myself" (NPS 2015)

Button Poetry  
152,755 views



Tara Hardy - "Sand" (Olympia Grand Slam 2015)

Old Growth Poetry Collective  
111 views



Smile: An Origin Story | Dante Basco & Shihan Van Clief | TEDxVeniceBeach

TEDx Talks  
1,003 views

Kavindu "Kavi" Ade performing IT

VerbaLInfluencE  
352,953 views

3:00

Jon Jay Read Moth GrandSLAM winner

Jon Read  
955 views

7:36

Chasing Away the Big Black Bird | Jeff Simmermon at The Moth GrandSlam

Jeff Simmermon  
1,627 views

6:11

"Concentration Closets" by Clutch (CUPSI 2015)

Lindsey Michelle Williams  
3,176 views

3:05

Gabriel Green - "Ask a Black Dude" (CUPSI 2015)

Button Poetry  
171,067 views

3:15

Adam Wade The Moth StorySlam GrandSlam Winning Story #1

Adam Wade  
26,998 views

8:35

Will Giles - "Deodorant" (NPS 2015)

Button Poetry  
26,608 views

3:20

Old Growth Poetry Collective

Old Growth Poetry Collective  
82 views

3:53

Shane Koyczan, "This is my Voice," Words Aloud 2007, Canada

WordsAloud  
362,635 views

2:52

## Send Olympia to the National Poetry Slam!!!

Old Growth Poetry Collective

100 views

2:03

SHOW MORE



Language: English ▾

Country: Worldwide ▾

Restricted Mode: Off ▾



History



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**General Government Committee**  
**Community Development Block Grant (CDBG)**  
**Program Year 2016 Action Plan**

**Agenda Date:** 5/18/2016  
**Agenda Item Number:** 4.C  
**File Number:** 16-0533

---

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

---

**Title**

Community Development Block Grant (CDBG) Program Year 2016 Action Plan

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Recommend the projects proposed for the Community Development Block Grant (CDBG) Program Year 2016 Action Plan.

**Report**

**Issue:**

Whether to recommend the projects proposed for CDBG funding in Program Year 2016 (September 2016 - August 2017).

**Staff Contact:**

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development Department  
360.753.8183

**Presenter(s):**

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development Department

**Background and Analysis:**

Each year the General Government Committee reviews options and develops goals for the coming CDBG Program Year. As identified in the attached CDBG Annual Cycle, this process starts in October or November of the prior program year and concludes with the CDBG Annual Action Plan that is submitted to the federal Housing and Urban Development (HUD) regional office by July 15 of the subject year.

The City's allocation for Program Year 2016 will be \$340,892 with an estimated \$150,000 in program income from prior year projects for a total of \$490,892 in CDBG funds. Of this amount, staff

estimates that there will be approximately \$392,714 available for programs and projects during PY 2016.

**CDBG Regulatory Guidelines:** Federal regulations limit flexibility in project spending in several primary ways:

1. CDBG funds must be allocated for clearly identified, specific projects (i.e., the Isthmus Park Building Demolition in 2015) or for defined programs with clear guidelines for activities (i.e., the CPTED Program).
2. Federal regulations require the timely expenditure of funds to ensure that tax monies are not “banked” indefinitely for the future.
3. Funds for direct social services are capped at 15% of total CDBG expenditures.
4. Over each 3-year period, at least 70% of the City’s CDBG expenditures must provide benefit to low-to-moderate income people.

The PY2016 Action Plan project list proposed in the attached Proposed PY 2016 Options meets these requirements.

**Staff Recommendation:**

The City Manager recommends the projects in Attachment 1 for the CDBG Program Year 2016 Action Plan.

Of the recommended projects, the first two on the project list (Program Administration and Section 108 Loan Debt Service) are necessary to continue the City’s CDBG program in a compliant manner with federal requirements.

The next two projects (CRC Downtown Ambassador Program and CPTED Program) are continuing existing programs funded in previous years’ CDBG Action Plans.

The remaining two recommended projects are new proposals for this year’s Action Plan:

- 1) \$200,000 for a portion of the costs for a Providence Community Care Center in downtown Olympia. This would be one-time funding for improvements in an existing building to establish this center.
- 2) Up to \$44,817 for one or more local organizations to expand existing small business training programs.

Additional eligible projects that could be considered are provided at the end of the project list. The Committee could consider these as alternatives to the recommended projects, as long as the CDBG regulatory requirements described above are still met. A brief overview of one of those projects, a Thurston County Veteran’s Outreach Center (TCVOC), is included as an attachment.

**Neighborhood/Community Interests (if known):**

All Olympia residents have an interest in how CDBG funds are allocated. A 30-day public comment process, including a public hearing, is required before the City Council adopts the PY 2016 CDBG Action Plan.

**Options:**

1. Recommend the projects in Attachment 1 for the CDBG PY 2016 Action Plan.
2. Direct staff to conduct further research on one or more of the potential projects for CDBG PY 2016 Action Plan for further consideration at the Committee's May meeting.

**Financial Impact:**

The City will receive \$340,892 in PY 2016 CDBG funds along with an estimated \$150,000 in prior year program income for a total of \$490,892.

# PROPOSED PY 2016 OPTIONS



Project	Meets 70% LMI Benefit	Allocation
General Administration	N/A	\$ 98,178
Section 108 Debt Service	No	\$ 65,000
CRC Downtown Ambassador Program***	Yes	\$ 55,397*
Crime Prevention Through Environmental Design (CPTED)	Yes: If low-mod income	\$ 27,500*
Providence Community Care Center	Yes	\$ 200,000
Business Training Programs	Yes: If low-mod income	\$ up to 44,817*
<u>Other Options:</u> Thurston County Veteran's Outreach Center Downtown Housing or Social Services Housing Rehabilitation Loan Program Small Business Loan Program		
<b>Totals</b>		<b>\$490,892</b>

\* Includes estimated 10% activity delivery costs

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS





# Thurston County Veterans Services Outreach Center Plan and Budget Highlights

## Background:

As of 2014, there are over 29,000 veterans in Thurston County. The WDVA projects that within the next five years, this population will increase five-fold. At national levels, two thirds of veterans do not access their earned benefits. Over 50% of veterans in Thurston County are over the age of 55. This specific group of veterans requires targeted outreach due to the fact that many have never applied for benefits and their experience of rural isolation.

## Objectives:

The Outreach Center will initially serve as a community bridge for veterans seeking services by providing:

- Coordinated intake
- Referral for services

The outreach center will provide service coordination around individual client needs. Additionally, the outreach center will serve as a nexus to provide effective collaboration of services that allow veterans access to benefits, employment and health care opportunities, and a place of community.

Through this system optimization approach, we will leverage and coordinate existing community resources to simplify the process for veterans seeking services, and to alleviate stresses put upon community services.

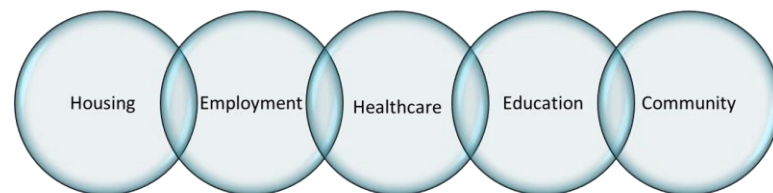
## Proposed Funding Mechanisms:

**Phase 1:** Support from municipalities

**Phase 2:** Funding will be diversified through grant funding, private donations, and community support (including City and County participation).

**Mission Statement:** To enhance, standardize, and coordinate veteran services in Thurston County by creating a Thurston County Veterans Outreach Center that operates in the five key domains of veterans services to reduce barriers for veterans seeking services.

**Five Domains:** The five domains of service are interconnected and serve a holistic approach that offer solutions based referrals for veterans in need of services.



**Vision:** To empower veterans through empathy, resource navigation, and peer-to-peer mentoring for the purpose of creating a quality of life for all veterans and their family members.

**Current System Flow:** In the current service system veterans face multiple “access points” in Thurston County. Differences in funding streams, program requirements, and eligibility criteria create service silos for veterans seeking support. As a result, the current system creates barriers to veterans successfully accessing services that are timely and solutions-based. To alleviate this barrier, a unified outreach center will enable veterans to easily obtain the critical services necessary for upward mobility.

**Proposed Solution:** Thurston County Outreach Center for veterans will provide a single access point for veterans rather than veterans accessing services that specialize in no veteran sub-populations. The outreach center will focus on the five domains using a holistic approach for serving individuals accessing services. This will not only facilitate effective solutions, but will also decrease the cost to the community by reducing the time and resources needed to effectively serve the veteran population.

## II. Budgeted Costs for Program Operations 2017

<u>A. Capital Expenditures for Public Facilities and Improvements</u>	
Facility Charges (Office Space Rent )	\$9,000
Acquisition of Furniture and Furnishings, Telecommunication Equipment	\$4,500
Case Navigation; ADP Tracking Development and Equipment	\$10,000
Capital Cost Contingency (10%)	\$2,350
<b>Total Capital Expenditures for Public Facilities and Improvements</b>	<b>\$25,850</b>
<u>B. New Public Service Activities related to the domains identified above (employment, health, education and housing) Program &amp; Adm. Costs</u>	
<b>Personnel and Consultants</b>	
Management (Executive Director)	\$16,500
Financial Management (Accountant)	\$3,000
CPA (Audit of Financial Statements )	\$1,200
Cost Contingency (10%)	\$2,070
<b>Total Personnel and Consultants</b>	<b>\$22,770</b>
<b>Charity Outreach and Organizational Costs</b>	
Marketing and Outreach to Veterans and Provider Organizations	\$6,500
Organizational Expenses	\$1,250
Travel and Conferences	\$1,000
All Other Expenses	\$1,000
Cost Contingency (10%)	\$975
<b>Total Outreach and Organizational Costs</b>	<b>\$9,750</b>
Operational Reserve Funds for Continuity of Service to Veteran	\$7,000
<b>Total New Service Activities: Program and Administrative Costs</b>	<b>\$39,520</b>
<b>Grand Total</b>	<b>\$65,370</b>

## III. Outreach Center Public Services: Operational Phases

### A. Phase I : Coordination and Volunteer Referral to the following programs

#### Federal Resources:

- H-PACT (Homeless Patient Aligned Care Teams)
  - Primary care for homeless Veterans and links to housing resources
- VASH Outreach
  - Screening for housing programs through the Federal VA-VASH and GPD
  - Compensated Work Therapy Program
  - Admission to the PTSD Domiciliary or Substance Abuse Domiciliary

#### State Resources:

- Federal Way Vet Center/Tacoma Vet Center
  - Individual/Couples/Group Counseling for combat veterans
- Women Veteran Advisory Committee
  - Assist women veterans in pursuing benefits and looking for work or housing

**County Resources:**

- Thurston County Veterans Assistance Fund
  - Assistance with basic needs for eligible veterans
  - Referral to community resources
- Thurston County Economic Development Council for Business and Innovation
  - New Business Assistance and Education

**Community Resources:**

- SideWalk Veteran Assistance Program
  - VA Benefits, VA Document Procurement, Veteran Housing Assistance
  - Referral to Education Benefits, Medical Benefits, Counseling Resources
  - Discharge Status upgrade counseling (legal resources)
- Goodwill of Olympics and Rainier
  - Employment Services, Case Management, Trainings
- Disabled American Veterans
  - Disability Compensation Applications
  - Widow/er assistance
  - Monthly meetings
- Bread Basket Ministries
  - Counseling
  - Assistance with VA Forms
  - Assistance with food, housing, clothing, and job search
- Supportive Services for Veteran Families
  - Housing Program funded through the VA and delivered through Catholic Community Services and the Metropolitan Development Council
- South Puget Sound Community College
  - Veteran Education Advisor

**Additional Programs interested in engaging in Phase 1**

- State WDVA HVRP program
  - Homeless Veteran Reintegration Program (employment)
- WorkSource
  - Disabled Veteran and Local Veteran Employment Programming
- Washington National Guard
  - Transition Assistance Program
- Local American Legion Post 94 –
  - Service Officer for Veteran Benefits Programming
- American Legion Post 264- Rural Veteran Engagement –
  - Stand-down's and Programs

## **B. Phase II**

Outreach Center: Sustain Phase I initiatives and add Case Navigators

- Case Navigators assist veterans with planning and goal setting
- Case Navigators follow up with veterans and fill in service gaps
- Focused navigation for senior veterans
- Develop Transportation Program for VA, education, employment, and other providers
- Create County standard procedures for veteran services
- Begin development of Community Store

The Community Store will provide marketplace and employment readiness programs to supplement veteran incomes and support local veteran merchandising. It will also provide potential funding for a Veteran Community Endowment Program. We will augment Phase I services by adding programming for Health and Wellness; PTSD, MST, and TBI programs and support; Housing and Homelessness Support; Employment Resources; Family Programming and Volunteer Projects.

### **Partners interested in collaboration:**

- Local Veteran and Agriculture Programming (GRuB, Vet Café, Growing Veterans)
- Local Veteran and Recreational Programming (Mission Continues, Team Rubicon)
- Local Bereavement Programs (National Alliance to End Veteran Suicide, 22 Too Many)

### **Veteran and family member internship opportunities:**

- Mission Continues: works with Veterans to increase community engagement and empowers veterans to be community leaders.
- AmeriCorps: multiple civic engagement programs for veterans and family members including Veteran Corps, Veteran Leadership Corps, and Senior Corps
- VA Work Study – offers post 9/11 veterans financial assistance for part-time work on and off campus while enrolled in school

### **Collaborative foci for partner engagement:**

- Veteran Benefit Access Programs (Choice Program, Veteran Service Orgs)
- Employment Readiness Programs (WorkSource, Goodwill)
- Incarcerated Veteran Reintegration programs (WDVA)
- Housing First Programs (local government and landlord participation)



## General Government Committee Economic Development Update

**Agenda Date:** 5/18/2016  
**Agenda Item Number:** 4.D  
**File Number:** 16-0516

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

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**Title**

Economic Development Update

**Recommended Action**

**Committee Recommendation:**

Not referred to committee

**City Manager Recommendation:**

Receive the update on economic development. Briefing only; no action requested

**Report**

**Issue:**

Whether to Receive the update on economic development.

**Staff Contact:**

Renee Sunde, Economic Development Director, Community Planning & Development Department  
360.753.8591

**Presenter(s):**

Renee Sunde, Economic Development Director  
Keith Stahley, Director Community Planning and Development Department

**Background and Analysis:**

The City has had a strategic focus on Economic Development since the hiring of an Economic Development Director in the summer of 2015. The position has been focused on working to ensure strategies are in alignment with community values, City and Council goals and policies and Olympia's Comprehensive Plan.

Positive economic development outcomes are made possible through coordinated efforts that include city leadership, engaged partner organizations, broad community support, strong public/privates partnerships and the leveraging of financial resources.

Staff to provide update on current economic development efforts and key initiatives including:

1) Community Renewal and Redevelopment Initiatives

- 2) Economic Development Alignment with City Planning Efforts
- 3) Utilizing Economic Development Resources to Make Things Happen
- 4) Connecting the Dots between Business Opportunities + Market Timing
- 5) Industry Expansion
- 6) Getting the Economic Development Message Out
- 7) Marketing the Opportunities - ICSC RECON, May 22 - 25, 2016

**Options:**

Briefing and update of efforts only

**Financial Impact:**

No financial impact at this time

**Attachments:**

None



## General Government Committee

### Preparation for Council's Mid-Year Retreat on June 11, 2016

**Agenda Date:** 5/18/2016  
**Agenda Item Number:** 4.E  
**File Number:** 16-0531

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

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#### **Title**

Preparation for Council's Mid-Year Retreat on June 11, 2016

#### **City Manager Recommendation:**

Move to forward to the full Council recommendations for the upcoming Mid-Year Retreat. Recommend to full Council the location, agenda, and if a facilitator is needed.

#### **Report**

##### **Issue:**

Determine options and recommendations for the agenda, location, and possible use of a facilitator for the mid-year retreat.

#### **Staff Contact:**

Steve Hall, City Manager, 360.753.8447  
Jay Burney, Assistant City Manager, 360.753.8740

#### **Presenter(s):**

Jay Burney, Assistant City Manager

#### **Background and Analysis:**

The Council holds a mid-year retreat to review its goals and/or focus on other items of interest. The LOTT Board Room has been used in the past and is available on Saturday, June 11, 2016. Agendas and minutes from the 2013, 2014, and 2015 mid-year retreats are attached for review.

The Mid-Year Retreat is normally four to five hours, usually Saturday morning. Sometimes the City Council uses a facilitator. Sometimes they have not used a facilitator. If a facilitator is recommended, the cost is generally \$3,000 - \$7,000 for the retreat, depending on prep work and follow-up.

The Council typically discusses progress toward its annual goals. In 2015, the City Council adopted a new Comprehensive Plan, which establishes five goal areas and performance indicators.

A possible agenda for the 2016 Mid-Year Retreat might be:

1. Welcome - Retreat Goals, Agenda Review

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

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2. Check in on Council working relationships, meeting management
3. Progress Report on Comprehensive Plan Performance Indicators
4. Check in on Citywide Major Planning Projects
5. Priorities for the Remainder of 2016

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Consider agenda items, locations, and whether a facilitator should be used.

**Financial Impact:**

Funding to cover the costs depend on use of a facilitator.

**Attachments:**

2013 Mid-Year Retreat Agenda  
2013 Mid-Year Retreat Minutes  
2014 Mid-Year Retreat Agenda  
2014 Mid-Year Retreat Minutes  
2015 Mid-Year Retreat Agenda  
2015 Mid-Year Retreat Minutes  
January 2016 Council Retreat Summary Report  
Comp Plan Overview





# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Agenda

### City Council

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Saturday, June 22, 2013

2:00 PM LOTT Board Room, 500 Adams St.  
NE

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#### Mid-Year Retreat

#### 1. ROLL CALL

[13-0522](#) Olympia City Council's Mid-Year Retreat

Attachments: [Agenda](#)

#### 2. ADJOURNMENT

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Minutes City Council

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**Saturday, June 22, 2013**

**2:00 PM**

**LOTT Board Room, 500 Adams St.  
NE**

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### Mid-Year Retreat

#### 1. ROLL CALL

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Karen Rogers

#### OTHERS PRESENT

City Manager Steve Hall, Assistant City Manager Jay Burney, Communications Manager Cathie Butler, Kendra Dahlen, Facilitator

#### 2. BUSINESS ITEM

##### 2.A [13-0522](#) Olympia City Council's Mid-Year Retreat

**COUNCIL WORK TO DATE: JANUARY - JUNE, 2013**

Councilmembers reflected on the following improvements, accomplishments, and recommendations:

##### **Shoreline Master Program (SMP)**

The Shoreline Master Program informed the Comprehensive Plan update process:

- Planning Commission charter improved the Comprehensive Plan update process.

##### **Improve Shoreline Master Program Updates**

- Council needs to provide more direction for update reports and materials.
- SMP updates were not substantive.
- Improvements for SMP Council updates.
- Examples from other cities - compare and contrast.
- Consolidation of materials.
- Clarity of roles and regulations.
- Maps and illustrations.
- Reach by reach analysis of SMP would have been most effective and efficient.
- Public's comprehension of SMP is challenging due to complexity.
- Improved Council updates would have benefited public understanding of the plan and

process.

- Recognize public benefit of Council updates when structuring process.
- Late policy initiatives from staff were not helpful.
- Council was not adequately prepared for policy initiatives.

#### **Comprehensive Plan Update (CPU)**

- Planning Commission charter improved the Comprehensive Plan update process.
- Update reports to Council need to be improved with staff.
  - Communicate 'next steps' to the public/alignment of CPU process with community.
  - Development regulations.
  - Implementation process.
  - Action plan.
  - Downtown master plan.
- Prepare for CPU implementation.
  - Policies.
  - Priorities.
  - Process and plan.
  - Public involvement.
  - Community preparation.
  - Sequencing of plans.
  - Planning Commission role.
  - Role of advisory committees.

#### **Council Study Sessions**

- Work together and with staff to improve study sessions.
- Improve format to encourage two-way dialogue.
- Plan and prepare agenda and approach to complicated issues.
- Establish what is needed and purpose of the session/what is the 'need to know'.
- Engage stakeholders/public in sessions.
- Recognize different learning styles for materials and planning of sessions.

#### **Define Specific Topics for Study Sessions**

- Work sessions.
- Technical sessions (suggested topics).
- Form based codes.
- Public Involvement Tools (IAP2).
- Stakeholder and public involvement.
- Economic forecasting.
- Medical roundtable.
- Inter-jurisdictional.

#### **Community Development Block Grant (CDBG)**

- Process improvement for 2014.
  - Include CDBG strategically in 2014 Council work plan.
  - Improve structure for decision-making.
    - Agree on priorities.

- Improve criteria.
- Eliminate politics.
- Too many meetings in relation to proportion of funding.
- Process is jammed due to federal requirements for expenditures.
- General Government Committee will develop recommendations to improve CDBG decision-making process.
  
- CDBG funding allocations improved.
  - Funding allocation changed from supporting multiple small projects to funding fewer but larger and more impactful projects.

Councilmembers then discussed the 2013 priorities and goals:

#### **ADOPT A SUSTAINABLE BUDGET**

- Council is working to improve budget format and accessibility.
  - Plain talk budget language.
  - Improve 'points of entry' for stakeholders and interested public.
  - Explain basis for decision-making.
- Structure information for specific areas of interest.
  - Decision-tree structure.
  - Classify segments of budget.
- Involve stakeholders and advisory committees in budget process.
  - Reach out to all parts of community.
- The budget is a 365 day/year process.
  - It is continuous and year round.
  - Finance Committee is strategically preparing now for 2015 budget.
- Building reserves are ongoing struggle.
- Finance Committee is keeping close eye on debt level.
- Council and City must thank the public for passing public safety bond issue.
  - Report to public will be timely.
- Improve public information/knowledge about decision-making.
  - Isthmus funding decisions.
  - Concerns expressed by Parks and Recreation Advisory Committee (PRAC).
  - Ward Lake history, issues and complications were not explained to public in timely or sufficient manner.
- Improve the budget adoption process.
  - Avoid late decision-making, if possible.

#### **CHAMPION DOWNTOWN**

##### **Successes**

- Downtown Ambassadors now operating 7 days/week.
- Artesian Well court design.
- Sidewalk ordinance passed.
- Several parklets developed.
- Downtown survey complete.
- Public benches in place.
- Public art and more coming.

- Graffiti abatement is working.
- Walking Patrol started June 1.
- Washington Center for Performing Arts renovation is in progress.
- City staff project coordination.
  - Convergence of multiple agencies.
    - Parks, Police, CP&D.
  - Good agency and staff coordination.

#### **Upcoming Projects**

- New improved parking meters.
- Downtown master plan.
- Additional public art.
- Restrooms.
- Combined marketing plan.
- Organizing and syncing efforts will be ongoing challenge due to multiple projects and programs.
  - Performance dashboard needed to monitor multiple projects.
- Communicate downtown achievements.

#### **CHANGE THE CULTURE OF COMMUNITY DEVELOPMENT**

##### **Community Renewal Area (CRA) is catalyst for culture change**

- Opportunity for new partnerships.
- Leverage public assets with private assets.
- New and different approaches available.
- Influence the role of CP&D.
- Presents a paradigm shift.
- Enthusiasm for new tools and methods.
- Strategic and sequential approach.
  - Downtown master plan.
  - Additional redevelopment areas.
  - 'Big picture' for increasing commerce with citywide perspective.
  - Zero in on opportunities for CRA.
  - Use right tools for right spot.

#### **Process for improving the City's approach for community development and land use approvals**

- **CP&D reorganization**
  - New deputy director to be hired.
  - Reorganization will support departmental changes.
  - Increase policy level initiatives.
  - Increase/improve community connections.
- **Consultant RFP - purpose and next steps**
  - Purpose.
  - Research current processes.
  - Build upon process improvement.
  - Consult with Council and stakeholders.

- Identify best practices for development services.
- Develop recommendations to achieve City goals.
  
- **Next steps**
  - Integrate with CRA process.
  - Cost analysis for services.
  - Council subcommittee review.
  
- **Culture change - desired outcomes**
  - Both developers and community are generally pleased with changes.

#### **INSPIRE STRONG RELATIONSHIPS**

##### **General Government Committee improvements to advisory committees application and selection process**

- Process for selection revised/enhanced.
- Advisory committees strengthened due to improvements in selection process.
- Jurassic Parliament training is worthwhile for committee leaders.

##### **Advisory committee coordination with Council has improved**

- Planning Commission CPU charter.
- Councilmember participation in advisory committee meetings and retreats.
- There is clear value to better direction for work/role of advisory committees.
  - Intentional guidance for review, evaluation and public input.
  - Improved interaction and communication with Council.
- Relationship with Planning Commission and advisory boards is increasingly better.
  - Relationship with staff also strengthened as a result of improvements.
- Consider methods for retaining these improvements into the future.
  - Institutionalize changes.

##### **General government/public process work session**

- IAP2 spectrum of public participation.
- Tool box for outreach.
- Right methods for specific purpose.
- Terminology - need for consistency.
- Excellent resource for public engagement.

##### **Strengthen business relationships**

- Welcome new businesses - citywide.
  - Councilmember letters/cards.
- Economic forecasting business meeting.
  - Valuable information for Council.
  - Future resource for Council.
- Improve new licensing communication.
  - Role for PBIA.

Councilmember recommendations for improvements to work to date are briefly summarized as follows:

**Improve Shoreline Master Program updates**

- Provide more direction for more substantive update reports and materials.
- Public should have better information about the SMP.

**Comprehensive Plan update (CPU)**

- Communicate next steps to public.
- Work with staff to improve Council update reports.
- Plan for CPU implementation process.

**Council Study Sessions**

- Work together and with staff to improve the quality of study sessions.
- Define specific study session titles to align with topic categories.

**Community Development Block Grant (CDBG)**

- Decision making structure, criteria and process need improvement.
- Incorporate CDBG strategically into Council 2014 work plan.

The following recommendations are in addition to initiatives that are currently underway.

**ADOPT A SUSTAINABLE BUDGET**

- Structure information for specific interests.
- Involve stakeholders and advisory committees in budget process.
- Reach out to all parts of community.
- Improve public information/knowledge about decision-making.
- Thank the public for passing the public safety bond issue.

**CHAMPION DOWNTOWN**

- Communicate accomplishments!
- Develop performance dashboard to monitor/manage progress of multiple initiatives.

**CHANGE THE CULTURE OF COMMUNITY DEVELOPMENT**

- Community Renewal Area (CRA) is a catalyst for culture change.
- Process for improving the City's approach for community development and land use approvals will be coordinated with CRA approach and process.

**INSPIRE STRONG RELATIONSHIPS**

- Consider methods for retaining advisory committees' improvements into the future.
- Strengthen business relationships.

**The discussion was completed.**

**3. ADJOURNMENT**

The meeting adjourned at 7:00 p.m.



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

## Meeting Agenda

### City Council

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**Saturday, August 30, 2014**

**9:00 AM**

**LOTT Board Room**

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#### Special City Council Meeting - Mid-Year Retreat

**1. ROLL CALL**

**2. BUSINESS ITEMS**

**2.A** [14-0838](#) City Council's Mid-Year Retreat

Attachments: [Agenda](#)

**9. ADJOURNMENT**

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# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

## Meeting Minutes City Council

Information: 360.753.8447

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**Saturday, August 30, 2014**

**9:00 AM**

**LOTT Board Room**

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### Special City Council Meeting - Mid-Year Retreat

#### 1. ROLL CALL

Mayor Buxbaum welcomed everyone and outlined the agenda for the day. He indicated City Manager Steve Hall will serve as facilitator to keep discussions moving and on time. He urged everyone to self-facilitate to optimize their ability to complete the agenda. He shared a short video clip entitled "The Ladder of Inference".

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

#### 2. BUSINESS ITEMS

##### 2.A [14-0838](#) City Council's Mid-Year Retreat

###### Finance Committee

Councilmember Cooper, Chair of the Finance Committee, provided a brief overview of the Committee's accomplishments year-to-date.

Administrative Services Director Jane Kirkemo presented a 2015 budget preview, including Affordable Care Act implementation impacts, increasing retirement costs, and public defense costs.

Ms. Kirkemo and Councilmember Cooper summarized recent discussions on revenue options, including the cable TV tax recently approved by Council to fund on-going maintenance, and the status of the review of Business and Occupation (B&O) tax exemptions. The Finance Committee plans to make a recommendation on potential B&O tax changes to the full Council as part of the 2015 budget deliberations.

Assistant City Manager Jay Burney presented performance report cards for Champion Downtown and Adopt a Sustainable Budget, two of Council's 2014 goal areas.

###### General Government Committee

Councilmember Roe, Chair of the General Government Committee, provided a brief overview of the Committee's accomplishments year-to-date.

Public Works Deputy Director Debbie Sullivan led Council through an exercise around

*Telling Our Story.* Ms. Sullivan emphasized the importance of being on the same page in terms of talking points on key issues. The Council brainstormed about what was working well and what needed improvement in terms of the gaps in communicating important issues. Council related the following as working well or needing improvement:

- Building institutional memory around community issues
  - Be proactive
  - Provide education
- Focus on “What Council can do/What are the constraints in taking action?”
- Do not just provide a technical response - let citizens know we are listening
- Tell the public why decisions are made
- Identify Council consensus early
- Use Plain Talk
- Need to help developers with required public involvement
- Legislative strategy and policy
  - Develop annual work plan
- Framing issues early
  - Who, what, where, when, why, how
- Learn from our past successes
- Weekly 1:1’s with Steve - effective at getting messages out to Council
- Develop process and messaging to deal with leadership voids
- Communicate decisions made and why - externally and internally
- Be more proactive when staff sees issues coming
  - Inform Council early
- Better communication amongst Council on hot issues
- Start Council meetings with a positive message
  - Celebrate our success
- Shift communications style
  - Less bureaucratic
  - More marketing focused
- Hold a Study Session to discuss emerging issues
- More community dialogue on issues

Ms. Sullivan stated staff would take the feedback and work on a set of communication strategies to address the gaps, working through the General Government Committee. Once completed, staff will roll it out to the full Council.

Council engaged in a brief discussion about the role of the General Government Committee in taking on topics related to economic development and how the work of the Community and Economic Revitalization Ad Hoc Committee would conclude and roll into the General Government Committee work plan in the future. Council will have more discussions around this topic at its annual retreat in January, 2015.

#### Land Use and Environment Committee

Councilmember Langer, Chair of the Land Use and Environment Committee, provided

a brief overview of the Committee's accomplishments year-to-date.

Mr. Stahley reviewed the work plan and accomplishments for the Downtown Project. Specifically, Mr. Stahley discussed the current status of the imposed Alcohol Impact Area and results to-date. Based on findings, staff recommends petitioning the Liquor Control Board to add additional products to the list of banned beverages. Staff will bring this issue before Council at a future meeting for further discussion.

Councilmember Langer next provided Council with a set of draft performance measures for the Comprehensive Plan Action Plan. He indicated these measures were developed by staff and are to be used as a jumping off point for community discussion and outreach, and future Council discussion before they are finalized.

### **LOOKING FORWARD - 2015 AND BEYOND**

Council finished their retreat by brainstorming thoughts and ideas around topics and ideas to focus on in 2015 and beyond. Topics included:

- City government - more relevance in community
  - Paradigm shift
- Different approach to public's business
  - Positive communication
  - Big picture focus
  - Dream big
- More focus on following Council guidelines
- Leave legacy for next Council to build on
  - Plans/actions in place
- Look at indirect charges
- Manage our stories
- Downtown Plan scoping underway
- Work with state agencies on species protection
- Bicycle boulevards
- Police/ambassador storefront downtown
- Resolve dash cam/body cam issues for police officers
- More Study Sessions
- Consider quarterly retreats
- Continue to focus on community development issues
- Complete the Comprehensive Plan and Shoreline Management Program updates
- Complete the community renewal area ordinance
- Consider hiring economic development director
- Continue criminal justice regionalization discussions
- Focus on Puget Sound health
- Recreation and tourism opportunities
- Change Council meeting time - start earlier
- More Downtown involvement

- Focus on partnerships
- Community engagement
  - Moving it forward
  - Getting different people involved
  - What do others do?

**The discussion was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 1:30 p.m.



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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Saturday, June 20, 2015

9:00 AM

LOTT Board Room, 500 Adams St.  
NE, Olympia, WA

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### City Council Mid-Year Retreat

1. **ROLL CALL**

2. **BUSINESS ITEMS**

2.A [15-0636](#) Olympia City Council's Mid-Year Retreat

Attachments: [Agenda](#)

3. **ADJOURNMENT**

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# Meeting Minutes

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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**Saturday, June 20, 2015**

**9:00 AM**

**LOTT Board Room, 500 Adams St.  
NE, Olympia, WA**

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### City Council Mid-Year Retreat

#### 1. ROLL CALL

**Present:** 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

#### 2. BUSINESS ITEMS

##### 2.A [15-0636](#) Olympia City Council's Mid-Year Retreat

The meeting was called to order at 9:00 a.m.

##### **WELCOME AND INTRODUCTIONS**

Retreat Facilitator Kendra Dahlen welcomed everyone and provided a brief overview of the agenda and the plan for the day.

##### **2015 GOALS DISCUSSION**

Ms. Dahlen provided each of the Councilmembers with some post-it notes and a pen, and asked them to write down what they see as the strengths of the Council in how they work together. Strengths listed included:

- Citizen oriented
- Thorough
- Diplomatic
- Deliberate
- Fun
- Work hard for community
- Individually care about the City of Olympia - Respect
- Downtown Project
- Professional
- Creative and open to ideas
- Care about community
- Intelligence
- Realistic expectations of staff
- Set policy for staff
- Value one another

- Gotten a lot accomplished in five years
- Work together most of time - come to agreement
- Listen well to the public
- Overall consensus on issues before us
- Respect different views
- Diversity of community connections
- Strong skill sets for this job
- Eager to learn
- Unique backgrounds that we bring to Council
- Respect different views
- Collaborative independence
- Willingness to work on tough issues
- We're fairly respectful of each other
- Clever and humorous
- We have balanced strengths
- Involved in a wide variety of community groups
- Appreciate others' views

### **2015 ACCOMPLISHMENTS**

Assistant City Manager Jay Burney presented a PowerPoint of the City's accomplishments from the first half of 2015, and what staff believes are the focus areas for the remainder of the year.

Ms. Dahlen asked the Council to discuss anything missing from staff's list of priorities, or additional items that need focus and/or attention the remainder of the year.

Councilmembers commented on the great work done so far this year and provided the following additional comments:

- Excited about the work accomplished so far this year
- Acknowledged the significant amount of staff time and effort put forth
- Recognized Keith Stahley & CP&D staff for an incredible amount of work accomplished (CRA, Comp Plan, DT Plan)
- The pictures in the PowerPoint tell a great story
- Worked toward stronger Communications Plan: Acknowledged Cathie Butler's work and that of the Communications Team
- We have made solid strides in outreach and communication
- CRA - Huge effort/closer to meaningful projects
  - o Example of compromise among Council
- Isthmus Demo - good progress
- Many examples of departments working together

### **PRIORITIES AND EMERGENT ISSUES**

- Shoreline Master Program
- Parks
- Community Policing

- Equity Lens
- Comprehensive Plan Action Plan
- Artesian Commons improvements, action plans
- Downtown Strategy - Links with Port Plan & State Capital, TC Courthouse, Bike Corridor project
- Solid Grounding in December
  - o Prep for new Council
- Economic Development Plan
  - o New Economic Development Director - focus on economic priorities
  - o Water Taxi
- Capitol Campus Relationship
  - o Radar - State Master Plan
    - Parking
    - Capitol Lake Environment
    - Keith report back to Council on State Master Plan
    - Coordinate City efforts/action related to the State
- Community Renewal Area Adoption
- Sub Area Planning
- Sustainable Budget
- Replace Downtown Liaison
- Percival Landing
  - o Fix Percival to make it more viable for boating community
- West Bay - Connect to Percival and Deschutes Parkway
- Tree Management Plan/Staff
  - o Multiple benefits of expanding urban forestry efforts
- Artesian Commons this summer
  - o Role of Council/Committee
  - o Monitor progress
  - o Programming is key
- Critical Areas Ordinance
  - o Habitat
  - o Arborist/Tree Management
  - o Park Plan
- Parks
  - o Metropolitan Park District/Utility Tax - new funding needed
  - o Connections to Sustainable Budget
  - o Community Priorities - Clarify, reconcile what is most important
  - o Percival Landing (Not Part of Metropolitan Park District or Condition Assessment and Major Maintenance Program)
    - Maintenance or replacement plans
      - Redesign next phases
      - Cost of maintenance is known
  - o Options for funding Percival Landing?
  - o Need context clear framing for funding and implications
  - o Money for maintenance operations



- Two ordinances and interlocal agreement being considered for MPD
  - Seattle and Kirkland
- Need from Council:
  - What are the deal killers about Parks funding?
  - Bottom line
- Outcomes

The Council then shifted its discussion to emergent issues that will require attention in the immediate future. Items included:

- Evaluation of Council pay and benefits for future Councils
- Community Policing
  - Public awareness/education - Share recent OPD presentation with community groups
  - Public engagement actions
    - Recognize Police Dept. - Accomplishments
    - Elevate Accomplishments
- Community need for discussions about Equity: Race, Gender issues - Race, Power, Privilege
- Equity
  - Minimum wage
  - No best practice
  - Validated, safe and secure - goal for everyone
  - Community that is "Welcome for all"
  - Equipped for changes in world
  - Positive perspective/social norm
  - Power and influence
- Community Convener Group - Several issues to be addressed
  - Equity values go beyond border of City of Olympia - Greater social equity is needed
  - Multiple aspects - define outcomes
- Community Expectations
  - Appetite to do more

### **NEW COUNCIL MEETING FORMAT DISCUSSION**

Councilmembers discussed how the new Council meeting format has been working over the first half of the year. City Manager Steve Hall shared that from a staff perspective it has been difficult at times to find times in the schedule to fit everything in, but there were some positives in terms of having more time on Study Session nights to have concentrated discussions on significant issues. The Council and Mr. Hall listed the following pros/cons:

#### Pros

- Concentrated time for big issues
- Able to add Executive Sessions
- Meeting concludes earlier
- Better interactive process among Council

Cons

- Confusing for public about start time
- Only one item per session
- Transitions between Study Session and Business Meeting are awkward
- No 5:30 Study Sessions available on 2nd and 4th Tuesdays
- Vacation weeks make it hard to fit things in
- Public confused about where to enter into Public Comment
- Break between 6:30 - 7:00 pm is too long
- Not televised
- Some items on Study Sessions are not Study Sessions
- Hard on families (schedule)
- Study Sessions in Council Chambers are televised
- Longer Study Sessions (opportunity)
- Acknowledge a very busy Council schedule
- Standing Committee Sessions as full Council meetings?

The Council agreed on the following format moving forward:

- o Move back to 7:00 p.m. Council business meetings every week the Council meets
- o Schedule 5:30 Study Sessions as needed
  - On these nights, conclude the business meeting at 10:00 p.m., unless extension is agreed to by Councilmembers
  - Televisе all Study Sessions if possible (in Council Chambers)
- o Quarterly or Bi-Monthly schedule a long Study Session with short Consent Agenda and no public comment

**GENERAL GOVERNMENT COMMITTEE RECOMMENDATION FOR COUNCIL REPORTS**

Councilmember Roe, as Chair of the General Government Committee, shared the discussions held at the General Government Committee meeting about Council Reports. Their recommendations were to eliminate oral reports and post written reports online, or reduce them to three minutes with a time-up timer to stay on track.

Council discussed other options, including:

- Review the Port Townsend - "Rules of Order" for dealing with reports
- Definitive 'Cut-off' time - Continued next meeting
- Reports in minutes - draft
- Time delay reduced by 'draft'
- Chair decides to highlight meeting information
- What is critical to report out?
- Action: Staff will develop a template for reporting Committee highlights to help

reporting

- Standardize format
- Include in packet as a written summary (when possible)

Council also discussed what should be included in reports and referrals:

- When something is important/interjurisdictional, put it under OTHER BUSINESS - scheduled
  - Unless specific questions to Chair
- Report vs. referral - Be specific - which is it?
- Action: Move to a two-step process for referrals
- When referring to Advisory Committee, it needs to be clear - What? And Why?
  - 1) Staff will develop a referral template
  - 2) Staff works with Councilmembers to clarify
- General Government Committee - Discuss/review new template/process for referrals at July meeting
- Reports - Talk less to do more
- Reports from Interjurisdictionals - Get synopsis in packet from interjurisdictionals in one week
- 2016 - Look at Committee reports - efficiency
  - Reduce redundancy
- Give TCTV heads-up for transition to new meeting schedule
- Discussed challenges of managing Public Communication
- Public Comment Challenge - no change decided
- Add Department Reports to Council meetings
  - Regularly scheduled
  - Balance with the number of Special Recognitions on agenda
  - Five to ten minutes of good news - Tell our Story

Staff will work on some templates for referrals to committees and a process for bringing them forward for reporting.

**The discussion was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 1:00 p.m.

## OLYMPIA CITY COUNCIL RETREAT SUMMARY REPORT

JANUARY 8, 2016

### CORE VALUES \*

- **Integrity:** Being authentic, protecting trust to address the public's needs; owning who you are and where you come from
- **Stewardship:** Acting as [guardians] stewards of the common good of the City

### Secondary values:

- **Wisdom:** Being open and willing to seek/consider input; being compassionate and just
- **Serve with joy** and kind-spirited humor

\*Exercise instructions can be downloaded from the Center for Ethical Leadership website

### APPLICATION OF GRACIOUS SPACE TO THE COUNCIL'S WORK

1. Create clear process and follow it so that people know what to expect
  - a. Publish in Council minutes what next step(s) & follow-up will be following public comment
  - b. Share a positive story or accomplishment at the beginning of every meeting
  - c. Increase transparency- intentional framing of questions & of what goes on the agenda
  - d. Take breaks at realistic intervals during meetings
2. Councilmembers rotate serving as hosts to great citizens before meetings
3. Ensure there's "enough" space, chairs, handouts, good sound for the audience as a means of creating a welcoming setting
4. Listen actively
5. Interact graciously with staff; acknowledge that they/their work are appreciated
6. Support the Mayor's role in facilitating meetings by all Councilmembers tracking own behavior
7. Clarity objectives and intended outcomes
  - a. Identify conflicts and next steps toward resolution
8. Use break-out groups as often as appropriate
9. Think through decision making strategically regarding opportunities for public participation
10. IAP2- Utilize this tool to be clear about the public's role in the decision-making process. Maybe list it on the staff reports.

### DISCUSSION ABOUT POTENTIAL REVISIONS TO COUNCIL GUIDELINES

1. Look at length of term of Mayor Pro Tem
2. Mayor's Role as facilitator- maintain a neutral stance throughout discussions, adding your own comments last.
  - Be clear when you switch from facilitator role to councilmember role in discussions.

- If you have information that needs to be shared upfront, invite the City Manager to comment
3. Mayor Pro Tem role: Interest expressed in making better use of this role
- Participation in agenda setting (continue to invite councilmembers to rotate through attending these meetings)
  - Actively follow agenda items to be scheduled w/ referral tracking system
  - Manage Public Testimony process: the order of people speaking and calling them to the podium
    - Deal with issue of Councilmembers not easily able to see the clock
  - Covering for the Mayor in the five minutes before meetings start so the Mayor can complete final prep

## **REVIEW OF INFORMATION GATHERED IN INTERVIEWS**

**(What items from the pre-retreat list of accomplishments were mentioned or missing?)**

### **Accomplishments**

#### **Surprises:**

- We have become a council that cares about clean air
- Unanticipated revenues
- We finally got some things done that took years to that point

#### **What's missing from Accomplishments?**

- Market rate housing- Sear's building – Franklin Lofts
- LBA woods/Kaiser Heights Acquisitions
- We did well on more than one thing
- *Implementation* of past projects- State Street storm water treatment
- Downtown- we need to be more specific with the public about what we've done & the positive things that are happening downtown

### **Challenges (mentioned in pre-retreat interviews)**

#### **Surprises:**

- That only one person talked about homelessness
- That our response to the office-involved shooting was excellent. We took this challenge and made it into an opportunity
- Stepping up by Providence to provide for Community Care Clinic
- We continue to get unfunded state & Federal mandates

#### **What's Missing:**

- Homelessness is short-hand for lack of mental health, service delivery, shelter space, warming centers
- Economic development- we still have huge challenges
- Impact of economic downturn & how to turn that around

- Sub-area planning

### **Priorities**

#### **Surprises:**

- Nisqually
- Brogan purchase option for Capitol Lake building

#### **What's Missing:**

- Downtown Strategy
- DES ( Capitol Lake)
- Transportation & bicycle funding & other funding sources (TBD)
- Street maintenance
- Recommendations from the Ad Hoc Committee, like Body Cams

### **THREE WISHES EXERCISE**

1. Address homelessness so that everyone has a home that is safe & affordable and has access to medical care (18 votes)
2. The City has a thriving downtown economy that includes (10 votes):
  - a. No empty/vacant buildings
  - b. Ample parking
  - c. Resolution of Sea-level rise
  - d. Dirty/contaminated soil cleaned/gone
  - e. Seismic risk addressed
  - f. Transportation challenges solved
3. Olympia is held up as the city every other city wants to emulate (4 votes)
  - a. Residential density is increased
  - b. Vitality of neighborhood centers is increased
  - c. High volume transit systems are enhanced to encourage vitality of downtown
4. The Shoreline is redeveloped as a public amenity, including the Big W & freeing the Deschutes (3 votes)
5. The City's culture attracts job growth and business investors (3 votes)
6. Active, successful isthmus with community consensus (finally) (2 votes)
7. We implement a process where all citizens know how & when [and where] to have their voices heard
8. Relocate the courthouse to downtown and redevelop courthouse hill into a planned development and parking

### **WRAP-UP/EVALUATION OF DAY ONE**

**Rating of overall afternoon:** average: 4.5 ( 4,4,4.25, 4.5, 4.5, 5,5)

#### **Most Useful**

- Foundation for Gracious Space (GS) and having a common language (2)
- Application of GS (2)
- Review of Council Guidelines and role of Mayor Pro Tem (2)
- Core Values exercise
- Talking about the future & regrouping
- Great crash course of my first day

**What to do more of:**

- More time for us to talk/dialogue with each other
- More movement
- Facilitator was good at bringing us back to task
- We were well fed; would like coffee
- More frequent breaks

**What to do less of:**

- Fewer sweets
- Less talk about GS and more focus on application

**JANUARY 9, 2016**

**WHAT STOOD OUT FROM YESTERDAY'S SESSION:**

- Listen before you speak and avoid "groupthink"
- Same values provide a foundation for working together
- The dance floor and the balcony metaphor was very helpful
  - Varying levels of public participation and active listening
  - Advocates vs. stewards
  - Three wishes activity
  - Cohesive team and a new cohesiveness
- Three wishes exercise
- Attitude is everything
- This is the strongest group of public servants I've seen in a decade: compassionate, professional, fun
- Enjoyed the Three Wishes/ Appreciative Inquiry exercise. Great energy and fun.
- We're all working with the stranger. Council wants the Mayor Pro Tem to take on more responsibilities to assist the Mayor.
- Enough trust on Council to constructively discuss modifying the structure of Council meetings.
- The ideas of inviting the stranger and welcoming the "conflict"

**REVISED GROUND RULES**

- Be thoughtful about perspective ("balcony" vs. "dance floor")
- Share the floor

- Listen
  - Minimize side-bar conversations
  - Be open to hearing other people’s perspectives
  - Listen without judgment (inquiry before advocacy)
  - Question assumptions (yours own and others)
  - Respect confidences and confidentiality
- Be honest
- Use tact and be gracious
- Respect the body, the process, and each other

**NOTES FROM IMPLICIT BIAS DISCUSSION & HOW TO APPLY AS COUNCILMEMBERS**

- Bias goes beyond race- its’ the story we tell ourselves before we know the individual
- We can apply this in our day-to-day interactions, in how we represent the City- both individually and institutionally
- Approach those we typically wouldn’t
- Increased awareness about treating all people fairly
- The idea of Councilmembers as Greeters in the lobby before meetings to approach all who come
- Challenge one’s own biases → look for disconfirming data
- Take all seriously, and thus fairly- challenge assumptions
- Lead by example on both the balcony and the dance floor
- Perhaps invite the public to engage in this conversation [from Ad Hoc Committee to City Government] to bring it more main stream

**DIMENSIONS OF COMMUNITY EXERCISE**

<b>Examples of Social Quadrant:</b> Farmers Market, Evergreen and other Colleges, people economically struggling, coordinated entry program for the homeless, social isolation & lacking services for stay-at-home moms and the elderly, South Sound Senior Center.	
<b>Things going well</b>	<b>Things not going well</b>
Evergreen, SPSCC, Emerging diversity, Compassionate advocates, Farmers Market, Social Services/Social Service Providers, MEI Score/LGBTQ support, Food bank, strong network of services	Homelessness, mental illness, drug abuse, domestic violence, hopelessness
<b>Examples of Spiritual/Cultural Quadrant:</b> Arts Walk, Parks, Interfaith Works, active church groups & across congregations, Camp Quixote, Music Out loud, Procession, Harbor Days, Music in the Park, Dragon Boat races, Canoe journeys, PRIDE, culture of Evergreen and its impact on the City.	
<b>Things going well</b>	<b>Things not going well</b>
WA Center, MEI Score, Interfaith Works, PRIDE, Procession, Arts Walk, Parks waterfront, Community events, Tribes, Community festivals, event opportunity rich, theater/arts scene	Loss of habitat, Legacy cleanup, window breakers, under-utilized regional marketing, bridge between evangelical & mainline churches (families vs. elders), not enough parks, library/could be better YMCA, Lack of educational source downtown, no museum
<b>Examples of Power Quadrant:</b> Black Alliance, CNA, Advisory Committees, citizens extremely involved & feel entitled to participate, continual push to evaluate our process, State!!, Sustainable Thurston, regional partnerships, youth engagement missing.	
<b>Things going well</b>	<b>Things not going well</b>
Highly engaged , Sustainable Thurston County Commission, CNA Thurston CEO Roundtable, LTC/Chamber, culture of engagement, Black Alliance, Advisory Committees, ODA, PBIA,	Not engaging majority, under-representation of minority population and vocal minority, divided community, fear-based thinking, division between classes, lack of opportunity for youth



Advisory Committees	engagement
<b>Examples of Economics/Wealth Quadrant:</b> CYS, Youth Employment, Port of Olympia, EDC, worker rights, unions, State Government, We are the State Capitol, Evergreen College.	
<b>Things going well</b>	<b>Things not going well</b>
TESC, SPSCC, good housing stock, St. Peters, Port of Olympia, Enterprise for Equity, engaged around ideas related to community prosperity, Gov't partners, ODA, PBIA, WOBA	Low wages, empty storefronts, lack of affordable housing, legacy cleanup, state shared resources, economic inequity, need stronger support of Biz, under-developed/DT not vibrant, support of investor interests lacking

**DIMENSIONS OF COMMUNITY DISCUSSION**

- Impact of increasing diversity
- Time pressure- impact on meaningful conversation
- Power has the greatest opportunity to change. Council can include/share systems
  - When the norms change, it is disruptive
- Spiritual/Cultural & Social quadrants would be most difficult to change
- Economics/ Wealth quadrant affects all quadrants
- It would be helpful to have assistance identifying groups/people that are outside my group that I am not connected to
- How can we use our branding to strengthen Spiritual/Cultural quadrant?

**NOTES FROM ACTION PLAN UPDATE**

- Process included Public meetings, partner organizations, consultant, sharing process with the community. Input impacted and changed the Action Plan.
- One page overview got big thumbs up/affirmation from the public
- Review of dashboard and drill down with detail re: why each indicator is important, what influences it, what we are doing about it, how progress is measured.
- Downtown Sales Tax Data is compiled from a random sample of 25 businesses.

**Comments:**

- Suggested that information be added about how tax revenues are being used
- There are many measures- maybe too many
  - There are 28-30 measures. We have data for about half of them. Some have data that is pulled from other sources. In a year we will be in a very good place w/ solid data. There are a few that will still likely not have data; it doesn't currently exist.

Example Action Plan- Downtown Map Feedback

- Alcohol Impact Area (AIA) - it looks like it needs to have its own line
- Bathroom is for all citizens, not just the homeless

- Partner list at the highest level; only use City logos, not other logos
- Add staff lead w/ contact information
- Documents are well done & easy to digest. Great job of getting rid of jargon. Love the local photos.
- There are so many indicators under each of the five categories that there would be too many to put them all into hard copy. It will be easier to look online to see the nest/cascade which can rolled-up or drilled down.
- Work on a condensed/high level version with complete scores.
- Review of Wheel
- Partner Workgroup has been convened & has met. About 15 participating to date. Partners may shift depending on goal being worked on.
- How can you do annual report w/o annual financials? December may better to be a progress report with the annual report published in March. Councilmember Cooper suggested that in 2017 an annual report be mailed out to all households in the community. Still working on how to do it, how much it would cost.

Plans in Action:

- How to show connections between various actions with the plan. Concern that it would be confusing to the public. It might look like a spider web.
- Could relate to Committees & their links to the Comprehensive Plan

**ECONOMIC DEVELOPMENT PRESENTATIONS**

Downtown Olympia is a regional downtown. There are issues that are unique and issues that are common across cities. For downtown, one of the issues is redevelopment from commercial to residential.

Renee reviewed recent and in-progress development.

Renee's Top 10 priorities:

1. Survey DT businesses
2. Support to business retention
3. Outreach to major employers
4. Support current development projects & respond to new inquiries
5. Work w/regional partners to support strategies to attract new investors
6. Assimilate working knowledge of current market realities
7. Ensure ED strategies are consistent w/ the Comprehensive Plan
8. Work to strategize methodologies that help demonstrate Olympia is a great place to do business
9. Get the word out that the City supports culture of growth & quality of life
10. Motivate the team

Critical Elements of success:

Community support, creating partnerships and timing

Most commonly identified issues in business survey were parking, vagrancy, and lack of public restrooms. Would also like to see more family-friendly businesses.

## SUMMARY OF RETREAT EVALUATIONS

1. Greatest accomplishments:
  - a. Positive interactions
  - b. Trust. Pushing us to reconsider structure and agenda of meetings to include the stranger, more welcoming to all
  - c. Getting through the entire agenda and being productive
  - d. Common understanding regarding bias and economic development
  - e. Getting through the Council assignments and calendar without anxiety and anger
  - f. No votes! Most collaborative retreat ever!
  
- 2.a. Review of accomplishments, challenges and priorities: Ave score: 4.43; (5,5,5,4,4,4,4)
- 2.b. Review of Council Guidelines: Ave score: 4.23; (5,5,5,4,4,4,3)
- 2.c. Review and discussion of Comprehensive Plan Action Plan: Ave Score:4.21 (5,5,4.5,4,4,4,3)
- 2.d. Council Committee and Jurisdictional Assignments: Ave score:4.07; (5,5,4,4,4,3.5,3)
- 2.e. Gracious Space exercises and discussions: Ave score: 4.36; (5,5,5, 4.5,4,4,3)
3. We made good use of our together: Ave score: 4.5; (5,5,5,4.5,4,4,4)
4. Overall rating of the Council retreat: Ave score: 4.65; (5,5,5,4.8,4.5,4.25,4)
5. One thing that would have improved the day:
  - a. Skip the Dimensions of Communities exercise
  - b. Unclear about what the objective and task was for the Dimensions of Communities exercise
  - c. More standing and stretching breaks
  - d. More discussion of economic development
  - e. Start at 8:30am
  - f. None
6. Additional comments:
  - a. Wonderful! A+. Thank you. Please come back.
  - b. Thank you Diane for your skilled and gracious work.

**Comprehensive Plan Overview:** Below is a summary of Olympia's 2014 Comprehensive Plan. The plan is our road-map for where we, as a community, want to see ourselves in 20 years. Our vision is a reflection of our community values.

## Our Vision | Olympians Enjoy...

### Community, Safety & Health

- respectful, inclusive civic engagement,
- a quality education,
- transportation choices,
- comprehensive wellness resources,
- quality support for those in need, and
- responsive emergency services.



### Downtown

- a vibrant, attractive urban destination,
- a mix of urban housing options,
- a variety of businesses, and
- connections to our cultural and historic fabric.



### Economy

- a stable growing economy,
- family-wage jobs,
- quality infrastructure,
- engaging arts & entertainment experiences, and
- abundant local food, products and services.



### Environment

- clean water and air,
- a daily connection to nature,
- preserved, quality natural areas,
- a toxin-free community, and
- a waste-free culture.



### Neighborhoods

- distinctive places and spaces,
- safe and welcoming places to live,
- opportunities to help plan for thoughtful growth, and
- nearby goods, services, and gathering places.

