



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Wednesday, July 22, 2020

5:00 PM

Online and via phone

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Register to attend:

[https://us02web.zoom.us/webinar/register/WN\\_kxmilkroQCGgX0wMIH2OjQ](https://us02web.zoom.us/webinar/register/WN_kxmilkroQCGgX0wMIH2OjQ)

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

*Public comment can be submitted at [www.engageolympia.com](http://www.engageolympia.com) or by emailing [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us).*

5. **APPROVAL OF MINUTES**

5.A [20-0578](#) Approval of May 14, 2020 General Government Committee Meeting Minutes

**Attachments:** [Minutes](#)

5.B [20-0579](#) Approval of June 10, 2020 General Government Committee Meeting Minutes

**Attachments:** [Minutes](#)

6. **COMMITTEE BUSINESS**

6.A [20-0565](#) Discuss Process and Options for Forming a City of Olympia Human Rights Commission

**Attachments:** [City Council Referral Request](#)  
[Options](#)

6.B [20-0561](#) Discussion of Process and Timeline for Hiring a Police Auditor

**Attachments:** [Ordinance](#)

6.C [20-0563](#) Initiative 940 Implementation Update

6.D [20-0580](#) Update on Advisory Board Recruitment Process

**Attachments:** [Advisory Board Cycle](#)  
[Advisory board Recruitment Process](#)

6.E [20-0570](#) Mid-Year Retreat Agenda Scoping

**7. REPORTS AND UPDATES**

**8. 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 Committee meeting, please contact the Council's Executive Assistant 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 Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## General Government Committee

### Approval of May 14, 2020 General Government Committee Meeting Minutes

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 5.A  
**File Number:**20-0578

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

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**Title**

Approval of May 14, 2020 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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Thursday, May 14, 2020

5:30 PM

Online and Via Phone

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Special Meeting - Recovery Roundtable with Quorum of Olympia City Council

Register to attend:

[https://us02web.zoom.us/webinar/register/WN\\_OeCxDPQAQH-gsLqzfmvnlIQ](https://us02web.zoom.us/webinar/register/WN_OeCxDPQAQH-gsLqzfmvnlIQ)

### 1. CALL TO ORDER

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

### 2. ROLL CALL

**Present:** 3 - Chair Renata Rollins, Committee member Dani Madrone and Committee member Clark Gilman

### OTHERS PRESENT

Mayor Cheryl Selby  
Mayor Pro Tem Jessica Bateman  
Councilmember Jim Cooper  
Councilmember Lisa Parshley

Stacey Ray, Senior Planner  
Chelsea Baker, Visual Scribe

### 3. BUSINESS ITEM

#### 3.A [20-0370](#) COVID-19 Recovery Round Table with the Full City Council

Senior Planner Stacey Ray facilitated a discussion with the City Council regarding COVID-19 response and recovery efforts.

**The discussion was completed.**

### 4. ADJOURNMENT

The meeting adjourned at 7:30 p.m.



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

## General Government Committee

### Approval of June 10, 2020 General Government Committee Meeting Minutes

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 5.B  
**File Number:**20-0579

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

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**Title**

Approval of June 10, 2020 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, June 10, 2020**

**5:00 PM**

**Online and Via Phone**

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**Special Meeting  
Register to attend**

[https://us02web.zoom.us/webinar/register/WN\\_yXW5URvSTeGzoRxiBACrvw](https://us02web.zoom.us/webinar/register/WN_yXW5URvSTeGzoRxiBACrvw)

**1. CALL TO ORDER**

Chair Rollins called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Renata Rollins, Committee member Dani Madrone and Committee member Clark Gilman

**OTHERS PRESENT**

Arts Commission: Chair Timothy Grisham, Staff Liaison Stephanie Johnson

Bicycle and Pedestrian Advisory Committee: Chair Brittany Yunker Carlson, Staff Liaison Michelle Swanson

Design Review Board: Chair Joseph LaValle, Staff Liaison Catherine McCoy

Heritage Commission: Chair Holly Davies, Staff Liaison Marygrace Goddu

Parks and Recreation Advisory Committee: Chair Maria Ruth, Staff Liaison Laura Keehan

Parking and Business Improvement Area: Chair Danielle Ruse, Staff Liaison Max DeJarnatt

Planning Commission: Chair Carole Richmond, Staff Liaison Cari Hornbein

Utility Advisory Committee: Chair Mike Buffo, Staff Liaison Eric Christensen

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

No public comment was received.

**5. APPROVAL OF MINUTES**

**5.A** [20-0452](#) Approval of April 22, 2020 General Government Committee Meeting Minutes

**The minutes were approved.**

## 6. COMMITTEE BUSINESS

### 6.A [20-0451](#) Meeting with Advisory Committee/Commission Chairs

Advisory Committee representatives and liaisons introduced themselves and shared highlights of their work.

Each representative discussed emergent issues and concerns for their work plans in the coming year; the impacts and changes to their work plans due to COVID-19 and any items in their work plans to support the City's response to COVID-19.

Committee members and Advisory Committee Liaisons continued the conversation and asked clarifying questions.

**The discussion was completed.**

## 7. REPORTS AND UPDATES

No reports.

## 8. ADJOURNMENT

The meeting adjourned at 7:00 p.m.



## General Government Committee

### Discuss Process and Options for Forming a City of Olympia Human Rights Commission

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 6.A  
**File Number:**20-0565

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

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#### **Title**

Discuss Process and Options for Forming a City of Olympia Human Rights Commission

#### **Recommended Action**

**Committee Recommendation:**

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

Discuss the process and options for forming a City of Olympia Human Rights Commission and forward a recommendation to City Council for review and approval.

#### **Report**

##### **Issue:**

Whether to discuss the process and options for forming a City of Olympia Human Rights Commission and forward a recommendation to City Council for review and approval.

#### **Staff Contact:**

Olivia Salazar de Breaux, Equity and Inclusion Coordinator, Human Resources, 360.753.8343  
Stacey Ray, Strategic Planning and Performance Manager, Office of Performance and Innovation, 360.753.8406

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

Olivia Salazar de Breaux, Equity and Inclusion Coordinator, Human Resources  
Stacey Ray, Strategic Planning and Performance Manager, Office of Performance and Innovation

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

The City Council forwarded to the General Government Committee (Committee) a referral to request the development of a Human Rights Commission (Attachment A). The referral requested the Committee to develop the best process to scope and populate a new commission. The referral also stated that community members most impacted by social and institutional racism needed to be integral to the development of the commission and its resulting work plan.

As is highlighted in the referral, Olympia will not be the first community to create an advisory commission to address social and institutional racism. There are other established models all with



differing names, charges, roles, authority, and positions. To support identifying an approach that will meet our community's unique needs, staff will share several options for how to approach forming a commission (Attachment B).

**Traditional Approach.** This approach follows a process the City currently uses to identify and appoint members to other advisory committees and commissions. This process comprises of the General Government Committee accepting applications, reviewing applicants, and appointing new members.

**Participatory Leadership Approach.** This approach includes hosting community conversations and focus groups to collaborate with a broad diversity of community members, particularly those who are marginalized and most impacted by social and institutional injustice, to contribute to forming the commission's make-up, mission, and responsibilities.

**Hybrid Approach.** This approach melds a traditional approach to forming a commission with greater community engagement. Council first appoints half the commission members, who then host a participatory leadership process to inform the commission's role and identify new and emerging leaders to fill the remaining positions.

To support the discussion, staff will share what is being learned from conversations with community members and community groups on issues of social equity and justice and findings from research on best practices. The discussion will include the importance of identifying a name of the commission that is representative of the role, scope, and responsibility of the commission.

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

There is significant interest from the Olympia community to address systemic racism and inequality. Input that staff and City Councilmembers are receiving from citizens strongly supports a process that is highly inclusive, pays specific attention to the concerns and experiences of marginalized community members, as well as fosters and repairs trust among the City and citizens.

**Options:**

1. Direct staff to establish new advisory commission using one of the staff identified approaches discussed and forward to full Council for review and approval.
2. Direct staff to establish a new Advisory Commission using an approach identified by the General Government Committee and forward to full Council for review and approval
3. Direct staff to come back to the General Government Committee at a later date with a different approach to establishing a new advisory commission.

**Financial Impact:**

N/A

**Attachments:**

City Council Referral Request  
Options



# Olympia City Council Referral Request

Tracking Number  
(Provided by Susan)

Click or tap  
here to enter  
text.

Date of  
Referral

6/9/2020

Requester Lisa Parshley

Referral To  Study Session

Finance Committee

General Government Committee

Land Use & Environment Committee

## Problem Statement

*A clear concise description of the issue(s) that need(s) to be addressed.*

*In 1948 the United Nations General Assembly adopted the universal declaration of human rights. In this Declaration the UN recognizes the inherent dignity and equal and inalienable rights of all members of the human family as the foundation of freedom, justice, and peace in the world. Further the universal declaration of human rights asserts that all people shall enjoy the freedom of speech and belief, and freedom from fear. While this declaration was aimed in large part to promote friendly relations between nations through common understanding and groundwork of human rights, it has served as model and platform for Human Rights Commissions around the world for countries, states, and small jurisdictions.*

*Today we are facing a human rights crisis caused by centuries of institutional and structural racism in our community and government. This crisis is not unique to Olympia. It is a national crisis impacting communities of color across the United States. Racism is built into our nation's very fabric including its institutions, policies, and practices. We must work to dismantle racist institutions and fight for racial, LGBTQ, religious, disability, and social justice for all our community, and create lasting change.*

*While federal and state governments must act to rebuild these systems, local jurisdictions must also undertake this important work. In Olympia we must continue the process of learning and action around how to dismantle all forms of oppression within our city government and its operations, including our entire justice system, civilian oversight, and public safety strategies.*

*To begin this work, we will need the wisdom of those who are most impacted by these systems, which could be achieved through the formation of a Human Rights Commission.*

## Request

*What is being requested to assist in addressing the issue described in the problem statement?*

*This referral is requesting the development of a Human Rights Commission achieved through inviting members of the community, especially the most impacted by social and institutional injustice, and engaging local and regional experts on human rights and social justice to help scope a work plan and how best to populate the commission, with a near-term focus on civilian oversight of law enforcement and the development of policing reforms. Once scoping and feasibility work including consultation with the finance committee, a proposal will be brought back to Olympia City Council with a recommendation on a resolution and/or ordinance for a Human Rights Commission.*

*During this scoping, public, private, and non-profit partnerships should be explored and welcomed.*

## Relationship to City Business or Proposed City Business/Services

*Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization?*

*A Human Rights Commission would begin the process of dismantling institutional racism and all forms of oppression within our city government while helping build a more equitable, just, and thriving community. A human rights commission would review city policy, plans, and operations to incorporate equity and justice principles throughout all city business, departments, the comprehensive plan, and master plans.*

## Connection to Comprehensive Plan

*Choose all that apply.*

**Community, Safety and Health**

*Inclusive, respectful, civic participation; a safe & prepared community; health and wellness; adequate food and shelter; a quality education*

**Downtown**

*Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience*

**Economy**

*Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy*

**Environment**

*Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture*

**Neighborhoods**

*Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live*

## Options

*Describe proposed options for moving the idea or issue forward for the meeting body to consider.*

*This referral will be sent to the General Government Committee to be added into 2020 work plan. This committee would develop the best process to scope and populate a human rights commission. It is envisioned this will require engaging the community, especially those most impacted by institutionalized racism and it is envisioned that they will seek private, public, and nonprofit partnerships to achieve these goals.*

## Timing

*Is this issue time sensitive, are there other timing factors to consider?*

*Development of an advisory board focused on human rights has long been discussed by members of the Olympia City Council. Our community needs and demands action from their city government, especially dealing with police oversight, accountability, and transparency. A human rights commission could provide a solid foundation upon which these issues could be best addressed at the operations, policy, and culture of the department level. Thus, work on a human rights commission needs to start now so we can give thoughtful attention and engage people who are most impacted.*

## Supporting Documentation

*Are there documents that support your request or that should be considered?*

*Equity and social justice are accepted core values of Olympia, as evidenced by previous council actions and staff commitment (e.g. resolutions honoring black history month, equal pay for equal work and the formation of the staff Committee on Diversity and Equity, <http://olympiawa.gov/community/diversity-equity.aspx>). Clear demonstration of Olympia's need for a human rights commission is the paucity of any reference to social justice, equity, diversity, and restorative justice in our comprehensive plan. Other cities and counties across Washington that have already established Human Rights Commissions, including Seattle, Tacoma, Spokane, King County, Snohomish County, Kitsap County. Thurston county has a human rights commission in code that they are not*

implementing. Olympia as the capital city of the state of Washington should join these jurisdictions and form human rights commission to ensure our business as a city and as the capital city has a lens of equity and racial justice.

### Councilmember Signatures

*Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum unless discussed at an open public meeting of the committee.)*

\_\_\_\_\_  
Lisa Parshley  
Sponsoring Councilmember

1. \_\_\_\_\_  
Jessica Bateman  
Councilmember

2. \_\_\_\_\_  
Jim Cooper  
Councilmember

### Staff Supplement

*Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):*

Budget Impacts: Click or tap here to enter text.

Legal Review (to include regulatory authority): Click or tap here to enter text.

Policy implications: Click or tap here to enter text.

Implementation Considerations: Click or tap here to enter text.

Staff Liaison: Click or tap here to enter text.



## Approaches for Forming a New Human Rights Commission

Listed below are several options by which to consider forming a new Advisory Commission to address issues of equity and inclusion. Each approach includes an overview and key considerations to inform Council's discussion of each. The approaches are meant to help facilitate discussion; different elements can be applied so as to create a new option not listed here.

### Option 1: Traditional Approach

The City Council announces a formal recruitment period for the new Advisory Commission. Interested candidates submit a letter of interest, resume, and Commission application. Members of the General Government committee review the applications, select and interview potential candidates, and make a membership recommendation to the full City Council for approval.

#### *Considerations:*

- City Council has full oversight and decision-making for Commission membership
- Could populate the commission, establish a work plan, and begin work on commission activities by the end of the year
- Outreach to a diverse pool of potential applicants may be challenging
- A traditional application process may be viewed as intimidating for citizens not already familiar with this kind of process, thus resulting in a smaller pool and/or less diverse slate of applicants
- There would be limited community involvement in establishing the Commission
- This approach can intentionally or unintentionally lead to focusing on representatives from certain groups, as opposed to emphasizing individual characteristics and contributions

## **Option 2: Participatory Leadership Approach**

The City Council hosts a participatory leadership process, including a combination of community-wide conversations and focus groups. Conversations would be designed so as to hear from citizens:

- Desirable characteristics for the commission as a body (i.e. representation from different groups who have been historically and systemically oppressed and/or been subject to racism, diversity in age)
- Commission mission and role (i.e. convene community forums, recommend and advance social justice policies, ensure City departments are delivering services equitably, community education)
- Potential focus areas or work plan items for the first 1-2 years (i.e. City staff training, community listening sessions, review of departmental policies/procedures)
- Desirable characteristics for a commission member (i.e. a person of color, an emerging leader)

The process includes intentional listening and learning elements, including integrating with the series of Council-hosted town halls, "Finding Our Voice on Race and Justice," and informing community members as to what City policies and programs are in place and/or under development to address inequities.

**Member Selection Alternative 1:** City staff recommends commission members to the General Government Committee, who then recommends to the full Council. Staff's membership recommendation will be based on the participatory leadership process, including having reached out to and interviewed existing local social justice leaders and new participants who engaged in the participatory leadership process.

**Member Selection Alternative 2:** After having listened to and engaged with a diversity of community members through the participatory leadership process, members of the General Government Committee identify commission members and make a recommendation to the full Council.

### *Considerations:*

- This approach extensively engages citizens, resulting in greater community input to ensure development of a Commission that meets the unique needs of our community
- A thoughtful and intentional participatory approach can build trust among the City, Council, community partners (including those who do or don't feel represented by the final commission membership) and set expectations for what this group can and will accomplish

- There is greater potential for identifying commission members who are both known and unknown to Council and City leadership, providing opportunity for new leaders to emerge
- The City has a platform by which to inform the community of current and planned equity actions
- City staff and the newly appointed commission members have extensive community input on which to draw from and develop a clearly defined role, charter and first-year work plan
- The participatory leadership process would take approximately 6-7 months, with the new commission members welcomed, chartered, and ready to carry out an approved work plan on April 1, 2020
- This approach requires more staff resources; including significant contributions from the Office Performance & Innovation, Human Resources, Communications, and the City Manager's Office
- Staff will need additional resources to support community input gathering and analysis and partner with a more diverse cohort of conversation facilitators and co-hosts

### **Option 3: Hybrid Traditional/Participatory Leadership Approach**

The City Council appoints half of the members of the Commission in a first phase. The second phase includes those five members hosting a participatory leadership process to meet, invite, and “sponsor” five additional members who are new and emerging voices and/or fulfill gaps in perspectives on the Commission.

**Phase I Membership Selection Alternative 1:** General Government hosts a formal application and nomination process (see the “traditional approach” as outlined above) to identify and recommend to the full Council appointment of the first five members of the Commission.

**Phase I Membership Selection Alternative 2:** City staff, in consultation with the General Government Committee, identifies and recommends to the full Council appointment of the first five members.

The five original Commission members invite and/or sponsor applicants into an interview process and make recommendation to the City Council on the remaining five members to appoint. After the full commission membership is established, they use input from the Participatory Leadership process to develop the Commission’s mission, scope, and first-year work plan.

*Considerations:*

- It may be challenging to identify and seek agreement on the phase I commission members
- Those first members need to have established trust and confidence in their hosting an equitable process to identify and select the final five members
- This is a time-intensive approach that would require significant staff resources; in addition to implementing a participatory leadership process, also providing support to the phase one members in hosting the community and selecting the second round of members
- The community and City Council share influence over membership selection
- This process enables a structure in which existing and respected leaders on the Commission actively seek out and bring in new voices and emerging leaders to mentor them as Commission members
- Staff will need additional resources to support community input gathering and analysis and partner with a more diverse cohort of conversation facilitators





## General Government Committee

### Discussion of Process and Timeline for Hiring a Police Auditor

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 6.B  
**File Number:**20-0561

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

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#### **Title**

Discussion of Process and Timeline for Hiring a Police Auditor

#### **Recommended Action**

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

Not referred to a committee.

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

Discuss the process and timeline for hiring a Police Auditor

#### **Report**

##### **Issue:**

Whether to discuss the process and timeline for hiring a Police Auditor

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

Debbie Sullivan, Administrative Services Director, 360.753.8499

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

Jay Burney, City Manager

Debbie Sullivan, Administrative Services Director

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

On September 20, 2002, the City Council approved Ordinance No. 6220 which added a new Chapter (2.38) to the Olympia Municipal Code - Police Auditor. The stated purpose of the Police Auditor is to "provide an independent review and audit of investigations of complaints about the Police Department and/or its employees" in order to increase public trust and confidence in the professional accountability systems of the Police Department.

The Ordinance states that the City Council selects the Police Auditor and may do so under a professional services contract. The Ordinance also specifies the term of service, qualifications, as well as the duties and responsibilities of the Police Auditor. The City Council retained their first Police Auditor, in compliance with the Ordinance, on January 28, 2003. A Police Auditor was in place every year until 2009. Due to the great recession, the service was cut starting in 2010.

During the 2020 budget process, Council appropriated \$30,000 to reinstate a Police Auditor. Using Ordinance No. 6220, staff estimates that Council can on-board a Police Auditor by the Fall of 2020. If the General Government Committee, after reviewing the current Ordinance, recommends revisions to Council, the process for hiring a Police Auditor will start once the ordinance is adopted and the required 30-day waiting period is concluded.

Staff will discuss with the General Government Committee the process and timeline for hiring a Police Auditor and receive direction on their preferred approach.

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

The community is interested in City Council hiring a Police Auditor who can provide an independent review of investigations and complaints against the Olympia Police Department.

**Options:**

1. Direct staff to launch the hiring process for a Police Auditor under the existing Ordinance No. 6220 and forward to the full Council for approval. A Police Auditor may be on-board as early as Fall 2020. Future revisions can be discussed and incorporated before hiring the next Police Auditor in 2021.
2. Direct staff to modify Ordinance No. 6220 based on feedback received from the Committee and forward to full Council for approval. A Police Auditor may be on-board in the first quarter of 2021.
3. Direct staff to modify Ordinance No. 6220 based on public input and return to General Government Committee with a community engagement proposal and timeline.

**Financial Impact:**

N/A

**Attachments:**

Ordinance No. 6220

COUNCIL	<input checked="" type="checkbox"/>
STUDY SESSION	<input type="checkbox"/>
COMMITTEE	<input type="checkbox"/>
DATE	9-16-02
AGENDA ITEM NO	4F

**Ordinance No. 6220**

AN ORDINANCE providing for a professional services contract to retain an auditor to review specified investigations within the Olympia Police Department; adding a NEW CHAPTER 2.38 to the Olympia Municipal Code.

**THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1.** That the following NEW CHAPTER 2.38 is hereby added to Title 2 of the Olympia Municipal Code:

NEW CHAPTER 2.38  
POLICE AUDITOR

Sections:

- NEW SECTION 2.38.010 Police Auditor.
- NEW SECTION 2.38.020 Purpose.
- NEW SECTION 2.38.030 Selection and compensation.
- NEW SECTION 2.38.040 Term of service.
- NEW SECTION 2.38.050 Cancellation of service.
- NEW SECTION 2.38.060 Qualifications.
- NEW SECTION 2.38.070 Duties and Responsibilities.
- NEW SECTION 2.38.080 Reporting.
- NEW SECTION 2.38.090 Confidentiality.
- NEW SECTION 2.38.100 Independence of the Police Auditor.

NEW SECTION 2.38.010 Police Auditor. The City Council may, by contract, retain the services of a Police Auditor. The Police Auditor shall be totally independent from the Police Department and shall report to the City Council.

NEW SECTION 2.38.020 Purpose. The purpose of retaining a Police Auditor is to provide an independent review and audit of investigations of complaints about the Police Department and/or its employees. The specific goal is to increase public trust and confidence in the professional accountability systems of the Police Department.

NEW SECTION 2.38.030 Selection and Compensation. The Police Auditor shall be selected by the City Council. The Police Auditor may be retained under a professional service contract for the term specified in this Chapter, under conditions and for compensation determined appropriate by the City Council.

**NEW SECTION 2.38.040 Term of Service.** The term of the Police Auditor professional service contract shall be one year. The Police Auditor may be retained for further one-year terms as determined appropriate by the City Council.

**NEW SECTION 2.38.050 Termination of Service.** The professional services contract of the Police Auditor may be terminated under the conditions set forth by the Council in the contract.

**NEW SECTION 2.38.060 Qualifications.** The Police Auditor shall have the following minimum qualifications:

- A. A history of exemplary personal and professional conduct and integrity;
- B. The ability to establish a broad base of credibility in the community;
- C. A law degree or an advanced degree in a relevant social science;
- D. Knowledge of and experience with contemporary investigative techniques;
- E. Knowledge of labor law as applied to public safety employees;
- F. Excellent written and oral communications skills; and
- G. Facility with basic social science statistical analysis techniques.

**NEW SECTION 2.38.070 Duties and Responsibilities.** The Police Auditor shall have duties and responsibilities set forth in this Section, as follows:

A. The Police Auditor shall review police professional standards investigations relating to complaints about the Police Department or its employees to determine if the investigations meet the standard of being complete, thorough, objective, and fair.

B. The number of complaint cases to be reviewed annually shall include all complaints about police employees which allege the use of excessive or unnecessary force, civil rights violations, or bias and any other cases described in the contract.

C. Each investigative audit conducted by the Police Auditor is intended to be an impartial review of the Police Department's internal investigative process and a verification of the Department's compliance with established policy and procedure. Investigative audits shall not duplicate or interfere with any internal investigation. Materials utilized by the Police Auditor in investigative audits are confidential and anonymous, containing the name of no employee, complainant, or witness.

D. The Police Auditor shall make a written request to the Chief of Police for further investigation whenever he/she concludes that further work is needed for an investigation to meet the established standard. The Chief of Police may respond to such requests from the Police Auditor either by providing the additional investigation or by providing the Police Auditor with a written explanation indicating the reasons why the requested investigation is not being completed. The City Manager shall be provided with a copy of the written response in all cases where the Chief of Police elects not to conduct additional investigation requested by the Police Auditor.

**NEW SECTION 2.38.080 Reporting.** At a minimum, the Police Auditor shall file a mid-year and an annual report with the City Council, and shall provide the City Manager with a copy thereof. The reports shall include, but not be limited to:

A. A listing of each complaint case audited during the reporting period, indicating the following:

1. The complaint type;
2. Whether additional investigation was requested, and, if so, the type of response provided (i.e., compliance with the request or receipt of a written explanation);
3. A finding on each case audited indicating either:
  - a. That the case met the established investigative standard or
  - b. After response to a request for further investigation, the case failed to meet the investigative standard;

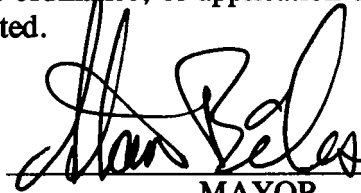
B. An analysis of key trends and patterns; and

C. Recommendations for revisions to process, policy, procedure or training stemming from the audit process.

**NEW SECTION 2.38.090 Confidentiality.** The Police Auditor shall be bound by and shall comply with all state and federal laws relating to access to and confidentiality of law enforcement records and information, and to the privacy rights of individuals. The Police Auditor shall not produce any report which contains the name of any individual police employee, complainant, or witness unless required by state law.

**NEW SECTION 2.38.100 Independence of the Police Auditor.** At all times, the Police Auditor shall be totally independent and findings, requests for further investigations, recommendations, and reports shall reflect the views of the Police Auditor alone. No person shall attempt to undermine the independence of the Police Auditor in the performance of the duties and responsibilities set forth in New Section 7.

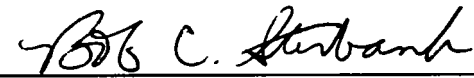
**Section 2.** If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance, or application of the provision to other persons or circumstances, shall be unaffected.

  
MAYOR

**ATTEST:**

  
CITY CLERK

**APPROVED AS TO FORM:**

  
CITY ATTORNEY

Passed: September 16, 2002  
Approved: September 16, 2002  
Published: September 20, 2002



## General Government Committee

### Initiative 940 Implementation Update

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 6.C  
**File Number:**20-0563

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

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**Title**

Initiative 940 Implementation Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive information about Initiative 940 (I-940) and the Olympia Police Department's plan for implementation.

**Report**

**Issue:**

Receive information about Initiative I-940 and the Olympia Police Department's plan for implementation.

**Staff Contact:**

Paul Lower, Lieutenant, Police, 360.753.8410

**Presenter(s):**

Rich Allen, Interim Deputy Chief of Police  
Paul Lower, Lieutenant

**Background and Analysis:**

I-940 passed in 2018 and includes requirements for police departments related to training and officer involved critical incident investigations. Deputy Chief Allen and Lt. Lower will provide information related to what the Olympia Police Department currently has in place to fulfill those requirements as well as the plan for implementation of the remainder of the requirements.

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

To gain a better understanding of I-940 and learn about the Olympia Police Department's plan for implementation.

**Options:**

N/A

**Financial Impact:**

The financial impacts are still unknown pending completion of the rulemaking and requirements from the Criminal Justice Training Commission.

**Attachments:**

N/A





## General Government Committee

### Update on Advisory Board Recruitment Process

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 6.D  
**File Number:**20-0580

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

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**Title**

Update on Advisory Board Recruitment Process

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the update on the recruitment for 2021 Advisory Board members and provide guidance.

**Report**

**Issue:**

Whether to receive an update on the 2021 Advisory Board recruitment process.

**Staff Contact:**

Kellie Purce Braseth, Strategic communications Director, 360.753.8361

**Presenter(s):**

Kellie Purce Braseth, Strategic communications Director

**Background and Analysis:**

Each year, the General Government Committee interviews candidates for vacant seats on the City's Advisory Boards and Commissions and forwards recommendations to the City Council. Staff will update the Committee on the status and changes for the 2021 Advisory Board recruitment cycle, specifically addressing any changes or adjustments needed due to the ongoing COVID-19 pandemic.

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

N/A

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

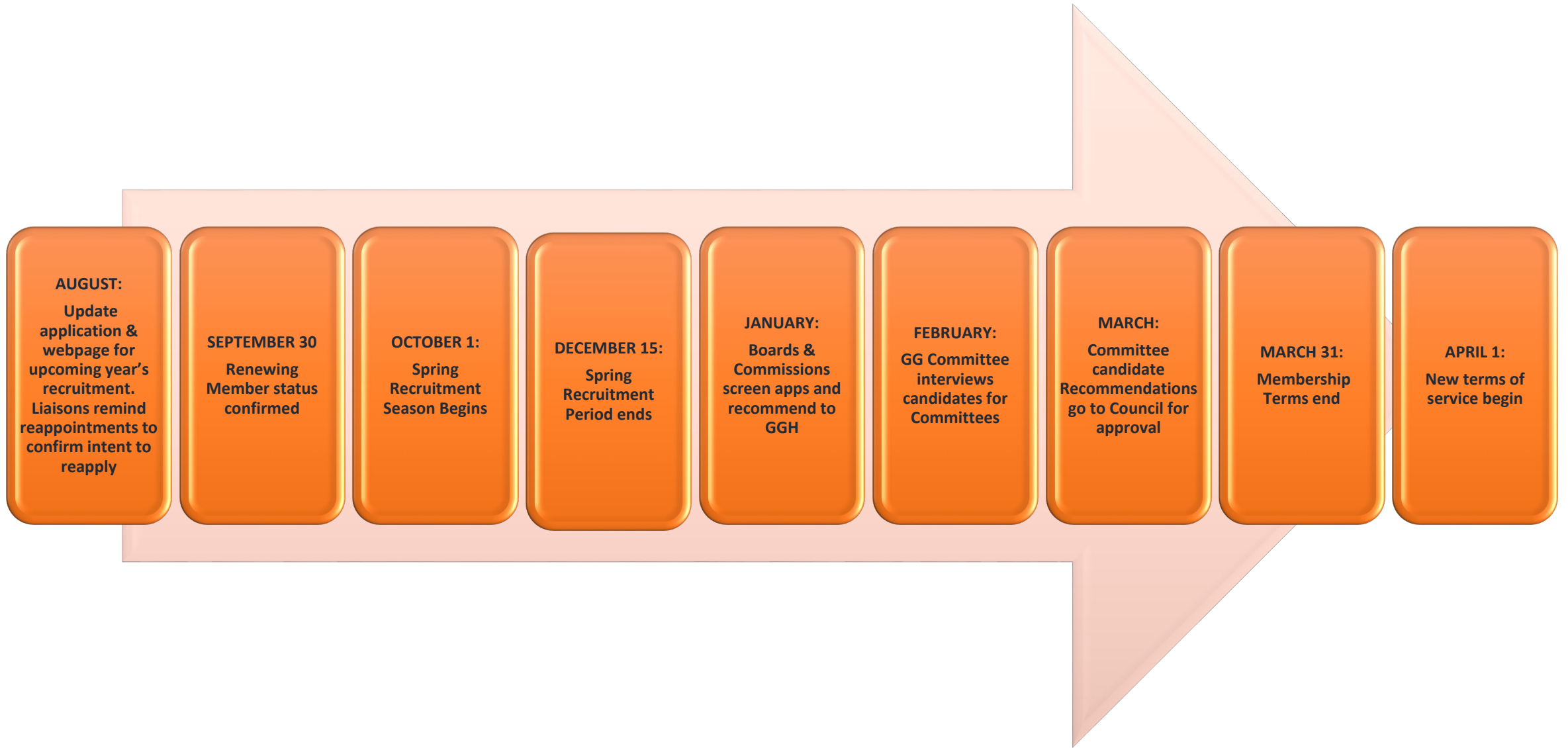
Advisory Committee Cycle

Advisory Board Recruitment Process

# Advisory Committee Cycle



# ADVISORY BOARD RECRUITING PROCESS





## General Government Committee Mid-Year Retreat Agenda Scoping

**Agenda Date:** 7/22/2020  
**Agenda Item Number:** 6.E  
**File Number:**20-0570

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

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**Title**

Mid-Year Retreat Agenda Scoping

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to forward recommendations to the full Council for the upcoming Mid-Year Retreat.

**Report**

**Issue:**

Determine options and recommendations for the for the mid-year retreat.

**Staff Contact:**

Jay Burney, City Manager, 360.753.8740

**Presenter(s):**

Jay Burney, City Manager

**Background and Analysis:**

The Council holds a mid-year retreat to review its progress and/or focus on other items of interest.

With the ongoing response to the global COVID-19 pandemic in Washington State, Governor Inslee took action to slow the spread of the coronavirus, including prohibiting all public gatherings and urging Washingtonians to self-isolate. On March 16, the City of Olympia closed all City building and send most employees home to work remotely or take emergency leave. In that time as well, the issues of racial justice in our community and around the country has come into greater focus. Originally scheduled for June 13, the mid-year retreat was postponed, as we are now in Phase 3 of reopening it is time to consider rescheduling the mid-year retreat.

The impact of the statewide shutdown on the Olympia community and its economy has been significant and is still not yet fully knowable. Along with this, the work around moving the dial on racial justice in our community is just beginning.

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

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A mid-year Retreat is proposed for August 15, so Council can consider together what lessons have been learned through the COVID emergency and assess how to move forward work around of racial justice.

With such critical topics proposed, the use of a facilitator, Nancy Campbell, will be helpful in keeping conversations on track and to ensure the most productive use Council's time.

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

N/A

**Options:**

1. Consider agenda items for Council's mid-year retreat.
2. Do not consider agenda items for Council's mid-year retreat.

**Financial Impact:**

Funding to cover the costs depends on the use of a facilitator. We have budgeted for this work.

**Attachments:**

None