



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, February 25, 2015

4:30 PM

Room 207

Special Meeting

1. ROLL CALL
2. CALL TO ORDER
3. APPROVAL OF MINUTES
 - 3.A [15-0187](#) Approval of January 28, 2015 General Government Committee Meeting Minutes
Attachments: [Minutes](#)
4. COMMITTEE BUSINESS
 - 4.A [15-0183](#) Community Development Block Grant (CDBG) Program Year 2015 Action Plan
Attachments: [CDBG Annual Action Plan schedule](#)
[CDBG Financial Summary 2.15.15](#)
[Downtown Snapshot](#)
 - 4.B [15-0190](#) Discussion about Councilmember Reports at Meetings
 - 4.C [15-0196](#) Prepare for Advisory Committee Interviews and Discuss Committee Membership Requirements
Attachments: [2015 Openings and Applications](#)
 - 4.D [15-0198](#) Prepare for Annual Meeting with Advisory Committee Chairs
Attachments: [Committee Rules/Roles/Expectations](#)

5. 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 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 Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

General Government Committee
**Approval of January 28, 2015 General
Government Committee Meeting Minutes**

Agenda Date: 2/25/2015
Agenda Item Number: 3.A
File Number: 15-0187

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

Title

Approval of January 28, 2015 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, January 28, 2015

4:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Julie Hankins and Committee Member Cheryl Selby

2. CALL TO ORDER

Chair Roe called the meeting to order at 4:35 p.m.

3. APPROVAL OF MINUTES

3.A [15-0105](#) Approval of December 16, 2014 General Government Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [15-0093](#) Downtown Storefront Partnership

Downtown Liaison/Code Enforcement Officer Brian Wilson noted one of the Council's priorities is to Champion Downtown and to make downtown clean, safe, and welcoming for everyone. He said there are many businesses, individuals and groups actively involved in this effort.

Mr. Wilson and Rob Richards with Capital Recovery Center presented a proposal for a Downtown Welcome Center on 4th Avenue. Mr. Richards said the Center is not intended to be a day time drop in center, public bathroom, or place to hang out for homeless individuals or street youth. Instead, the Center is intended to be a storefront welcome area with information about the community and staffed by volunteers, art work and other items of interest displayed in the front windows, office and storage space for the Downtown Ambassador Clean Team. Mr. Richards said any of the partnering organizations can use the space for meetings related to their organization, but not for general public meetings.

Visitor and Convention Bureau Executive Director George Sharp said the plan is for the Center to have the "wow" factor when people drive or walk by. The windows will be kept lit at night.

Mr. Wilson said a potential benefit is creating an interesting and vibrant amenity in an

underutilized space that has seen frequent turnover in recent years.

Mr. Richards said the proposal is for a one-year pilot project. City Manager Steve Hall noted the City would contract with Capital Recovery Center to operate the proposed Downtown Welcome Center as a pilot project this year using \$20,000 appropriated by Council for this purpose.

Chair Roe mentioned the current Downtown Ambassador logo, when enlarged, gives the appearance of an anarchist symbol. She asked that something different be put on the building. Mr. Wilson said the plan is to remove the large single Ambassador logo currently on the window and instead have the logos of all the participating partners on the front or side window along with words something like "Downtown Welcome Center."

Chair Roe asked for regular updates to the City Council or General Government Committee about the Welcome Center and the Downtown Ambassador program.

Committee members concurred with recommending the proposal as discussed. Mr. Hall suggested the proposal be placed on an upcoming Council Consent Calendar for concurrence so that a contract with the Capital Recovery Center can be quickly finalized. Committee members agreed.

4.B [15-0094](#) Community Development Block Grant (CDBG) Status Report

Community Planning & Development Deputy Director Leonard Bauer provided background on CDBG and a status report on this year's action plan and timely expenditure of funds.

Committee members agreed to schedule discussion at their February meeting about the Program Year 2015 process and priorities.

4.C [15-0103](#) General Government Committee Annual Organizational Activities

Meeting date and time: Committee members agreed to schedule their regular meeting for the 3rd Wednesday, monthly, at 4:30 p.m., in room 207 if available.

Advisory Committee interview dates and times: Committee members agreed to reserve Tuesdays, March 10 and 24 for committee interviews beginning at 5:00 p.m., in room 207 if available. Council does not meet on those nights.

2015 Committee Work Plan: Committee members agreed to recommend the following initial work plan to the full Council:

February 25 (Special Meeting - 4th Wednesday)

- Community Development Block Grant (CDBG) - Program Year 2015 Action Plan Process; and Review of Performance Evaluation Process
- Discussion About Councilmember Reports at Meetings

- Prepare for Advisory Committee Interviews / Review Applications
- Prepare for Annual Meeting with Committee Chairs

March 10 & 24 (Special Meetings)

- Advisory Committee Interviews

April 15

- Status Report on Downtown Ambassador Program and Storefront Partnership
- Status Report on PBIA Clean & Safe Program
- Discussion About Requiring Property Owners to Keep Storefront Areas Clean
- Consideration of a Smoking Ban on All City Property

May 20

- Discussion of Council Communication Actions
- Review Proposal for Councilmember Email Responses
- Update on Civic Engagement and Social Media Efforts

June 17

- Public Safety / OPD Trends, Issues, and Program Updates

July 15

- Community Discussion About Indigenous People's Day Concept (Schedule at TESC Longhouse)

* **August 19**

* **September 16**

* **October 21**

* **November 18**

* **December 16**

* August through December meetings are available for issues referred during 2015 or for follow-up / updates on previously discussed topics.

Chair Roe asked staff to schedule the work plan for Council approval on Consent at the next available meeting.

5. ADJOURNMENT

Chair Roe adjourned the meeting at 6:25 p.m.



General Government Committee
Community Development Block Grant (CDBG)
Program Year 2015 Action Plan

Agenda Date: 2/25/2015
Agenda Item Number: 4.A
File Number: 15-0183

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

Title

Community Development Block Grant (CDBG) Program Year 2015 Action Plan

Recommended Action

City Manager Recommendation:

Consider options for development of PY 2015 Action Plan.

Report

Issue:

The City of Olympia receives federal CDBG funds from the Department of Housing and Urban Development (HUD) and is required to adopt an annual Action Plan for each new Program Year (PY). The PY2015 CDBG Action Plan will cover the period of September 1, 2015 - August 31, 2016.

Do you wish to make any change to the process used the past couple of years? Are you ready to identify a recommended project list, or do you need additional information?

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development, 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development
Anna Schlecht, Housing Program Manager

Background and Analysis:

Action Plan Schedule and Priority Goals

The City of Olympia receives federal CDBG funds from the Department of Housing and Urban Development (HUD). According to the HUD website, the CDBG Program provides federal funds to "develop viable communities by providing decent housing, a suitable living environment and opportunities to expand economic opportunities, principally for low- and moderate-income persons." The City maintains a five-year consolidated plan that outlines the priorities for CDBG grant funding. Each year, the City re-evaluates the plan to reflect the needs of the community, and adopts its Action Plan for that year. The PY2015 CDBG Action Plan will cover the period of September 1, 2015 - August 31, 2016. A proposed schedule for City Council consideration of the PY 2015 CDBG Action

Plan is included in Attachment 1.

The City has identified the following strategies, in priority order, for both the five-year Consolidated Plan and the Action Plan for Program Year 2014. Initial discussion by the committee at its January 28 meeting affirmed these strategies for Program Year 2015.

1. Economic Development
2. Housing Rehabilitation
3. Land Acquisition
4. Public Facilities and Improvements
5. Public Services.

The Consolidated Plan defines the priority goal, Economic Development, as a range of activities that provide economic opportunity and support the creation of jobs, principally for low- and moderate-income people.

Action Plan Funding Availability

There are two basic sources of Community Development Block Grant funds:

Annual Entitlement Grants: The City receives annual grants from HUD for its CDBG Program. The funds must be used in accordance with detailed regulations to benefit low- and moderate-income households or aid in the elimination of slum or blighted conditions. The CDBG grant award in PY 2014 is \$342,375. City staff recently received a preliminary notice from HUD estimating the City's PY 2015 grant award will be \$338,265.

Program Income: In past years, a significant portion of CDBG funding was distributed by the City in the form of housing rehabilitation loans. These loans are repaid to the City according to the loan terms and reused for other CDBG-eligible projects that benefit low- and moderate-income households. These repaid CDBG funds are called "Program Income". When Program Income is, in turn, reinvested in additional loan programs (aka revolving loan programs), it will continue to be repaid as Program Income in future years. However, when it is then used for one-time projects rather than revolving loan programs, future years' Program Income decreases.

Since PY 2009, Olympia's annual Program Income has ranged from \$105,000 to \$201,000. At this time, staff projects PY 2015 Program Income will be approximately \$120,000. Based on this projection, the total amount of federal funding available for the PY 2015 CDBG Action Plan would be \$458,265.

Federal regulations establish several thresholds for financial management of the City's CDBG Program. These include:

- A cap on funding used for administration and planning purposes that equals 20% of the current year's grant amount plus program income.
- A cap on funding used for public services that equals 15% of the current year's grant amount plus the previous year's program income.
- A requirement that 70% of all CDBG expenditures over a three-year period benefit low and moderate income people.

Additionally, HUD requires the City to expend its CDBG funding in a timely way. At the end of each program year, the City must have completed expenditures so that the remaining balance in its CDBG program is no more than 1.5 times its previous year's grant amount.

The Committee reviewed the status of the City's CDBG program in relation to the above financial management thresholds at its January 28 meeting. Updated financial status of the City's CDBG program is included in Attachment 2.

Consolidated Plan Policy

Committee members requested additional information regarding the locations of low-income housing, shelters and services in downtown Olympia. Attachment 3 includes a map and data showing the existing locations and sizes of these facilities and services.

Options:

Project Options

Projects included in Olympia's 2012, 2013 and 2014 CDBG Action Plans are shown in Attachment 2. The Committee may consider continuing one or more of the PY 2014 projects in PY 2015. Additional options include

1. Support for one or more of the Economic Development focus areas to be discussed by the City Council at its February 24 study session.
2. Requesting proposals from the community for specific types of projects for one or more priority strategies listed above (e.g., economic development, housing rehabilitation, etc.). Pursuing this option would require direction to staff at this meeting to provide sufficient time for an RFP process before the PY 2015 CDBG Action Plan must be adopted.

Policy Option

If the Committee desires, it may direct staff to work with legal counsel to draft additional policy language for the Plan expressing preferred general location or distribution of public services and facilities that receive public funding.

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS



**Program Year:
September 1 thru August 31**

Program Year	CDBG Grant	Program Income
PY 2010	\$423,283	\$107,600
PY 2011	\$353,426	\$107,527
PY 2012	\$325,612	\$201,622
PY 2013	\$357,512	\$146,568
PY 2014	\$342,375	\$56,221.71 (9/1/14-01/31/15)

PY 2014 General Administration and Planning Cap

Current Year Grant	+ Current Program Income	*20%	Admin \$ Available to Date	\$ Allocated	Difference
\$342,375	\$56,221.71	20%	\$79,719	\$100,000	\$20,281

PY 2014 Public Service Cap

Current Year Grant	+ Previous Year Program Income	*15%	Public Service Total	\$ Allocated
\$342,375	\$146,568	15%	\$73,341	\$73,341

CDBG regulations require that grantees expend at least 70% of CDBG funds (Grant + Program Income) for activities that benefit low-mod income persons, excluding planning and administration costs.

Timely Expenditures of Funds

Current Year Grant	*1.5	Total	Unexpended To Date	\$ Needing to Spend by 6/30/2015
\$342,375	1.5	\$513,562	\$687,295	\$173,733

PY 2014 Activities

Project	Allocation	YTD Expenses
General Administration	\$ 100,000	\$ 70,656
FSC Pear Blossom Social Services (PY 2012)	\$ 45,847	\$ 14,035
CRC Downtown Ambassador Program*	\$ 27,494	\$ 17,913
Isthmus Building Demolition	\$ 250,000	\$ 0
Section 108 Debt Service	\$ 64,000	\$ 0
CPTED Pilot Program	\$ 25,000	\$ 0
Small Business Revolving Loans	\$ 250,000	\$ 0
Totals	\$ 762,341	\$ 102,604

* Total Allocation = \$51,270

CDBG Allocation = \$27,494

General Fund Allocation (Dedicated Account #003-4601) = \$23,776

PY 2013 Activities

Project	Allocation
General Administration	\$ 60,000
Rehabilitation Projects Delivery Costs (Admin)	\$ 65,000
Panza-Quixote Village Community Center	\$ 55,000
CYS-Rosie's Drop-in Young Adult Center	\$ 144,000
FSC-Smith Bldg Family Shelter & Affordable Housing	\$ 158,000
Panza-Quixote Village Social Services	\$ 40,500
CYS-Transitional Housing for Youth	\$ 10,000
Out of the Woods Family Shelter	\$ 12,000
Together! Evergreen Villages Youth Program	\$ 13,627
CRC-Downtown Ambassador Program*	\$ 7,743
Enterprise for Equity-Microenterprise Training	\$ 25,500
Total	\$ 591,370
Section 108 Loan: Downtown Safety Improvements	\$ 325,000

*Total Allocation = \$25,650

CDBG Allocation = \$7,743

General Fund Allocation (Dedicated Account #003-4601) = \$17,907

PY 2012 Activities

Project	Allocation
General Administration	\$ 61,130
Rehabilitation Projects Delivery Costs (Admin)	\$ 60,000
FSC- Housing Rehabilitation (convert former office building to new housing units)	\$ 101,000
FSC- Emergency Shelter (Public Facilities)	\$ 404,653
FSC- Social Services	\$ 45,847
Total	\$ 672,630

Snapshot of Downtown Olympia

Distribution of Shelters, Subsidized Housing and Social Services Overview

This document offers a concise representation of the distribution of homeless shelters, subsidized housing, and social services in Olympia's downtown core. Following is a brief overview of the map and the attached source documents:

Snapshot of Downtown Olympia | Distribution of: Shelters, Subsidized Housing, Social Services

This map presents data from a number of sources identified herein. The key visual elements include:

- Map of downtown Olympia showing location of major streets.
- Overlay of Census Tract 101 with the four Census Block Groups.
- Color-coded data on the income distribution of each Census Block Group.
- Homeless shelter locations identified by a blue bed icon containing a number representing the number of available shelter beds.
- Subsidized Housing represented by a dark orange house icon with the number of housing units therein.
- Social service agencies by location represented by a black icon of a human, without numbers of people served (*information not readily available*).

Draft - Downtown Housing Units

This document presents a breakdown in downtown and nearby housing units by type: Directly subsidized units; Un-subsidized low-cost units; Sub-total of all low-moderate income affordable housing units; Under-construction market-rate units; Existing market rate units; and, Live-aboard marina housing units.

The data for this chart was drawn from Thurston Regional Planning data on downtown housing units; Olympia records of subsidized housing projects; and, Olympia permit records of construction activity. ***This data was inserted via the dark orange housing icon on the map.***

Thurston County Area Homeless Shelters

This listing presents all formal shelters in the Thurston County area by location in and near the downtown; number of available beds; and, host organization. ***This data was inserted via the blue bed icon on the map.***

Olympia Downtown-based Social Service Agencies

This select listing presents agencies that include services to low-income people by host organization, population served, and location in and near the downtown core. ***Please note:*** This draft listing may not be comprehensive. ***This data was inserted via the black icon of a human on the map.***

For more information:

M. Anna Schlecht | Housing Program Manager
Olympia Community Planning & Development Department
Olympia City Hall | 601 4th Avenue East, Olympia WA 98501
(360) 753-8183 | aschlech@ci.olympia.wa.us



Snapshot of Downtown Olympia | Distribution of: Shelters • Subsidized Housing • Social Services

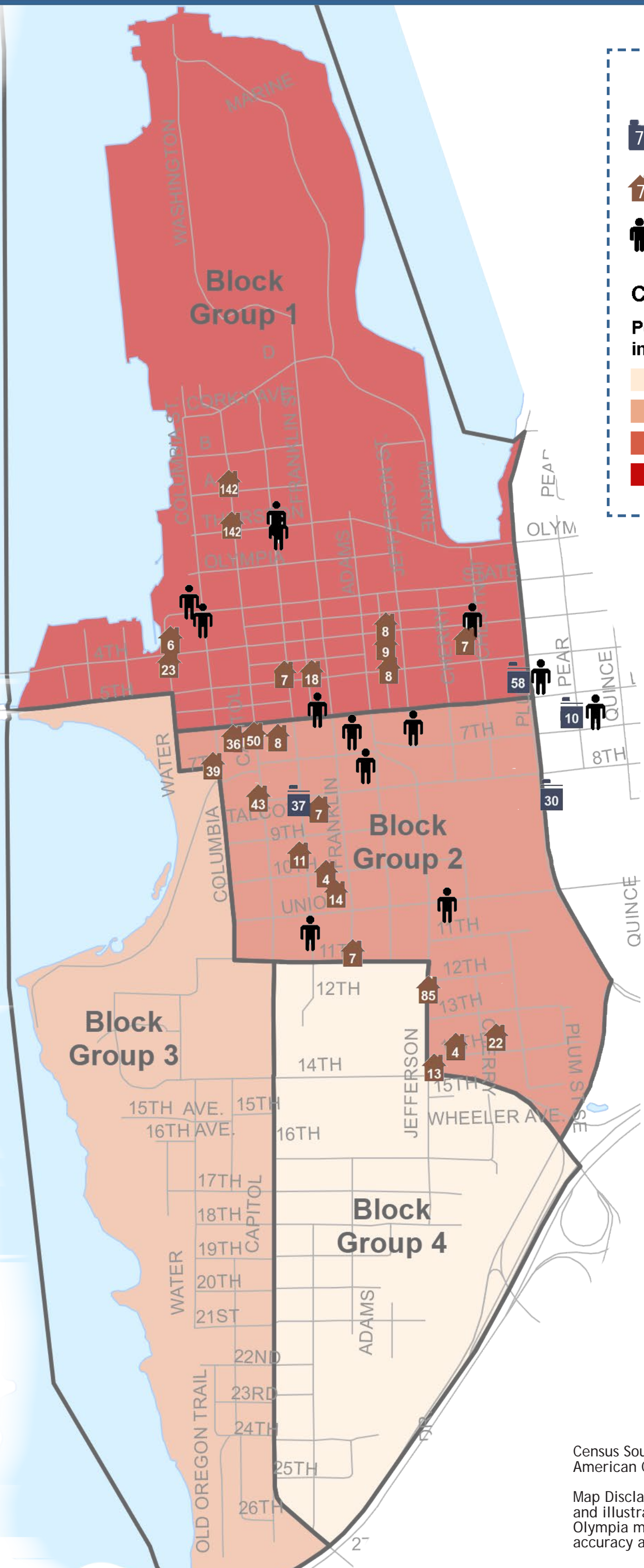
Legend

- Homeless Shelter
Number of beds labeled
- Subsidized Housing
Number of units labeled
- Social Service

Census Tract 101

Percent of households with income less than \$50,000

- Less than 25.0%
- 25.1% - 50.0%
- 50.1% - 75.0%
- 75.1% - 100.0%



Census Source: U.S. Census Bureau 2007-2013 American Community Survey

Map Disclaimer: This map is for general planning and illustration purposes only. The City of Olympia makes no representatives to the accuracy and scale.

DRAFT DOWNTOWN HOUSING UNITS (2/6/15)

OVERVIEW: This *DRAFT* report was updated to present a comprehensive assessment of Olympia's downtown housing stock by affordability. Information presented shows the numbers and percentages of units broken out by: 1) subsidized low-cost housing; 2) un-subsidized low-cost housing; 3) market rate housing; and, 4) live-aboard marina based housing; and 5) Housing units currently under construction in the downtown area.

BOUNDARIES: Downtown is defined as the central area of Olympia bonded by Puget Sound on the North, Capital Lake on the West, the State Capital Campus on the South and Eastside street on East. **DATA SOURCES:** TRPC, City of Olympia records

TOTAL DOWNTOWN HOUSING UNITS

TYPE		# of Units	% of Total Existing Units
Directly Subsidized		713	41%
Unsubsidized Low-Cost Units	(Multi-unit & single family)	550	32%
TOTAL LOW-MODERATE INCOME HOUSING UNITS		1,263	73%
Existing Market Rate Housing		163	10%
Live-aboard Marina Housing		88	5%
Under Construction Market Rate Housing		210	12%
EXISTING TOTAL DOWNTOWN HOUSING UNITS		1,724	100%

DIRECTLY SUBSIDIZED

(HUD 312, tax credits, CDBG, Rental Rehab, Olympia Local Funds, rental vouchers)

NAME	ADDRESS	# of Units
Angelus Apts.	204 4 th Avenue	23
Bentler Apts.	600 13th Ave SE	4
Bettman House Apts.	216 9 th Ave SE	11
Board Walk Apartments	410 Capitol Way S	142
Board Walk Apartments	510 Capitol Way S	142
Brentwood Apts.	527 11 th Ave SE	85
Capital View Apts.	720 – 725 Franklin/ 302 8 th	7
Cove Apts	527 13th Ave SE	13
Elks Building	607 – 615 Capital Way S	39
Fleetwood Building	119 7 th Ave SE	43
Franklin St Apts.	920 Franklin	14
Hale Bldg Apts.	502 – 504 4 th Ave East	9
Huston Apts.	1055 – 1059 Adams	7
Jefferson Apts.	114 -118 Jefferson	8
Kelly Bldg Apts.	501 4 th Ave East	8
Lui Apts.	213 ½ 4 th Ave East	7
Munro Bldg Apts	125 Colmubia NW	6
Olympia Hotel Apts.	539 Washington SE	50
Rex Building Apts.	303 4 th Ave	18
Senate House Apts.	1216 Chestnut SE	22
Staples Bldg Apts.	702 4 th Ave East	7
Stuart Place Apartments	110 Legion Way SE	36
Thompson Apts.	208 Legion Way SE	8

Uhler House Apts.	914 Franklin SE	4
	TOTAL SUBSIDIZED UNITS	713
UNSUBSIDIZED LOW-COST UNITS		
TYPE		# of Units
Unsubsidized Low-Cost Units	Multi-Unit and Single-Family	550
<i>Please note: Information derives from TRPC estimates of low-income housing located in Downtown, no specific addresses available.</i>		
	TOTAL UNSUBSIDIZED LOW-COST UNITS	550
EXISTING DOWNTOWN - MARKET RATE HOUSING		
NAME	ADDRESS	# of Units
Meconi Bldg Condo Project	Union & Capital	7
Capital Crossing	1112 Chestnut SE	78
Capital Steps	621 Eastside	26
Chestnut Ridge Apts	715 - 719 Chestnut	28
Percival Landing Condos	606 Columbia	5
Un-named apartments	1009 - 1003 Columbia SW	15
Un-named apartments	911 5th Ave SE	4
	TOTAL MARKET RATE UNITS	163
EXISTING DOWNTOWN - LIVEBOARD MARINA HOUSING		
NAME	ADDRESS	# of Units
Fiddlehead Marina Inc.	611 Columbia St NW	15
Olympia Yacht Club	201 Simmons St NW	3
Port of Olympia	1022 Marine Dr NE	70
	TOTAL LIVE-ABOARDS	88
DOWNTOWN MARKET RATE HOUSING - Currently under construction		
NAME	ADDRESS	# of Units
Legion Square #1 (Brian Kolb)	402 Legion Way SE	14
Legion Square #2 (Brian Kolb)	404 Legion Way SE	14
Legion Square #3 (Brian Kolb)	406 Legion Way SE	14
Columbia Heights Project	123 4th Avenue West	138
Cunningham Bldg Project	4 th & Adams St	11
Franklin Lofts	600 Franklin SE	19
	PLANNED TOTAL DOWNTOWN MARKET RATE HOUSING	210

Thurston County Area Homeless Shelters

Updated February 2015

Single Adults (Childless) Shelter 58 Beds (42 men, 16 women)

Salvation Army
360-352-8596
808 5th Avenue SE
(Corner of 5th & Plum, Olympia)
Shelter Check-In: 5pm – Women, 7pm – Men
After 7pm, case by case situation

Single Adults (Childless) Shelter 16 Beds

Drexel House
604 Devoe Rd NE
Olympia
360-753-3340

Single Adults (Childless) Shelter 12 Beds

Cold Weather Over-flow Shelter (2 rotating faith-based shelters)

C/O Sidewalk
360-515-5620 – or 360-970-8883

Single Adult (Childless Shelter 37 Beds

Interfaith Works
1st Christian Church
701 Franklin SE
Olympia, WA 98501
C/O 360-628-7343

Families with Children Shelter 30 Beds

Family Support Center
Pear Blossom Place
837 – 7th Avenue SE
Olympia, WA 98501

Families with Children Shelter 12 Beds

Out of the Woods Shelter
2315 Division St NW
Olympia, WA 98502

Domestic Violence Shelter **28 Beds**

Safeplace
213 Thomas St NE
Olympia, WA 98502
360-754-6300

Youth Shelter (17 and under) **10 Beds**

Haven House – Community Youth Services
1630 Eastside Street SE
360-943-0780

Young Adult Shelter (18 – 24) **10 Beds**

Rosie’s Place – Community Youth Services
1630 Eastside Street SE
360-943-0780

Rural Homeless Shelter (Families) **6 Beds**

Yelm Community Services
6224 Crystal Springs Road NW
360-458-7000

Additional info <http://homelessadvocacy.wikispaces.com>

Olympia Downtown-based Social Service Agencies

Select listing of agencies serving low-income people

Downtown Agencies:

<u>Agency Name</u>	<u>Population Served</u>	<u>Location</u>
Capital Recovery Center	People with mental illness	1000 Cherry St SE
Community Youth Services	Youth and young adults	711 State St East (Main offices) 520 Pear St SE (Brighter Futures Youth Center)
Family Support Center	Families with children	210 Capital Way N
Food Bank	Families and individuals	220 Thurston Ave NE
Olympia Free Clinic	Families and individuals	108 State St NE
Olympia Gospel Mission	Childless adults	413 Franklin NE
PIPE	Youth and young adults	408 7 th Ave SE
Planned Parenthood	Youth, young & older adults	402 Legion Way SE
POWER	Families with children	309 5 th Ave SE
SafePlace	Domestic & sexual violence	520 Legion Way SE
Salvation Army	Homeless adults	824 5 th Ave SE
Senior Services for South Sound	Seniors and disabled	220 Columbia St NE (drop in center, meals on wheels, other programs)
YWCA – The Other Bank	Women, families	220 Union Ave SE (clothing, personal hygiene)

Agencies in Adjacent Areas:

<u>Agency Name</u>	<u>Population Served</u>	<u>Location</u>
Housing Authority of Thurston County	Families, individuals	1206 12 th Ave SE
SideWalk	Adults w/o dependents	1139 5 th Ave SE
St. Vincent de Paul Program c/o St. Michael's	Low income people	1208 11 th Ave SE



General Government Committee

Discussion about Councilmember Reports at Meetings

Agenda Date: 2/25/2015
Agenda Item Number: 4.B
File Number: 15-0190

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

Title

Discussion about Councilmember Reports at Meetings

Recommended Action

City Manager Recommendation:

Discuss and provide guidance.

Report

Issue:

Shall General Government Committee recommend an amendment to Council's Guidelines regarding Reports?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

Cathie Butler, Communications Manager

Background and Analysis:

A regular agenda item for Council business meetings is "Councilmember Reports."

Here is the current statement about Councilmember Reports from the Council's Guidelines:

3.9 Councilmember Reports

Councilmember Reports are intended to allow Councilmembers an opportunity to share brief updates on committee and Council assignments and to seek guidance and direction. Councilmembers should do their best to be concise and restrict their remarks to these topics. Generally, Councilmember Reports should be no more than 5 minutes each.

For reports about Council Committee actions, the Committee's chair should give a brief recap of the substance of the Committee's discussion and recommendations. Items needing Council action or discussion will be scheduled for a subsequent Council meeting, so that all Councilmembers and the public have background information on the topic and any recommendations.

It is staff's observation that the "Councilmember Reports" item has evolved and lengthened over the years. Initially, the Report was a brief recap of information about significant issues/actions related to Councilmember interlocal assignments and to share how the Councilmember intended to "vote" on Olympia's behalf. If Council agreed that substantive discussion and/or action was needed, the topic was scheduled for a subsequent Council meeting. In recent years, Councilmembers have also used this portion of the agenda to:

- Recap discussion at Council Committee meetings
- Seek substantive discussion and/or direction on Interlocal assignment and/or Council committee issues
- Provide public service announcements on behalf of other agencies
- Highlight upcoming community events
- Recap individual Councilmember calendars

Councilmember Reports is current scheduled as the final item on Council's business meeting agenda, which often places it later at night.

Do you wish to propose some Guidelines or limitation on Councilmember Reports? A good starting point for discussion may be to define the purpose of Councilmember Reports.



General Government Committee

Prepare for Advisory Committee Interviews and Discuss Committee Membership Requirements

Agenda Date: 2/25/2015
Agenda Item Number: 4.C
File Number: 15-0196

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

Title

Prepare for Advisory Committee Interviews and Discuss Committee Membership Requirements

Recommended Action

City Manager Recommendation:

Provide guidance on interview scheduling and committee membership recommendations.

Report

Issue:

How do you wish to proceed?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

Cathie Butler

Background and Analysis:

Various Council-appointed committee terms end March 31. Attached is a list of applicants. The list also shows the number of openings as of March 31; the number of committee members; and membership requirements.

You reserved the evenings of Tuesday, March 10 and Tuesday, March 24 for interviews in room 207 at City Hall. Council does not meet those nights.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Recommend automatic reappointment for some or all current members who applied for another term; and interview new applicants for any open that remain open after reappointments.
2. Interview each applicant who applied by the deadline, including those seeking reappointment.
3. Interview all applicants, including those seeking reappointment.

Financial Impact:
None.



2015 Committee / Commission Openings

The Olympia City Council is accepting applications for citizen-member, volunteer advisory committees and commissions. Terms are for three years, unless noted.

How to Apply:

- Information and the application form are posted online at olympiawa.gov/committees.
- Complete and submit the application and residence map by Friday, January 30, 4:00 p.m. for the first round of reviews.
- Current members whose terms have ended are welcome to apply for reappointment consideration using the same process and form. Reappointment is not guaranteed.

Questions? Contact:

- Mary Nolan, Executive Secretary, 360.753.8441, mnolan@ci.olympia.wa.us; or
 - Cathie Butler, Communications Manager, 360.753.8i361, cbutler@ci.olympia.wa.us
-

Committee Membership Requirements:

General requirement in OMC. Any differences are noted below for specific committees.

2.100.040 Members

A. Number of Members. Except as may be otherwise be provided by ordinance, each committee shall consist of eleven (11) members.

B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

2015 Openings:

*Applied for more than one committee.

Arts Commission

11 members; 5 positions to fill. If reduced to 9 members, there are 3 positions to fill.

- 2 vacant positions, terms ending 03/31/2017 and 03/31/2018
- 3 positions with current member terms ending in March (Trent Hart, Michael Olson, Danielle Westbrook).

Applications:

- Susan Aurand
- Britta Echte
- James Hart
- Mara Machulsky
- Kathy Murray

Received after deadline for first consideration:

- Betsy Perkins
- Danielle Westbrook - renewal

Bicycle and Pedestrian Advisory Committee

11 members; 3 positions to fill. If reduced to 9 members, there is one position to fill unless the membership is also changed to remove the PRAC appointee. In that case, there would be 2 positions to fill.

- 1 vacant position, term ending 03/31/2018
- 2 positions with current member terms ending in March (Joe Ford, Christina Lock).

2.100.260 BPAC Membership. The Bicycle and Pedestrian Advisory Committee shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Parks and Recreation Advisory Committee.

Applications:

- Paul Elwood
- Joe Ford – renewal
- Duncan Green
- Howard Lim*
- Christina Lock - renewal
- Lucas Nardella
- Steffi Scholer

Design Review Board

9 members; 3 positions to fill

- No vacant positions
- 3 positions (1 architect; 2 citizens-at-large) with current member terms ending in March (Tom Carver, Jami Heinricher, Angela Rush).

Applications:

- Tom Carver – renewal, one of two architect positions on committee
- Jami Heinricher – renewal, citizen-at-large appointee
- Robert Ragland*
- Angela Rush – renewal, citizen-at-large appointee
- Aaron Salinas*
- Joshua Sanderson*

Heritage Commission

11 members; 4 positions to fill. If reduced to 9 members, there are 2 positions to fill.

- 1 vacant position, term ending 03/31/2018
- 3 positions with current member terms ending in March (Luke Howard, Patricia McLain, Mark Rentfrow).

18.12.045 Heritage Commission Composition

- A. In making appointments, the City Council may consider names submitted from any source, but the Council shall notify local history and development-related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.
- B. The Heritage Commission shall always include at least four (4) professionals who have experience in identifying, evaluating and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archeology, cultural geography, American studies, law, and real estate. Heritage Commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the Heritage Commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the City of Olympia and the State Department of Archaeology and Historic Preservation, in which case Heritage Commission action may only be taken if in compliance with said agreements. Exception to the residency requirement of Heritage Commission members may be granted by the City Council in order to obtain representatives from these disciplines.
- C. All members of the Heritage Commission must have a demonstrated interest in and knowledge of historic preservation.

Applications:

- Stephen Austin
- Patricia McLain - renewal
- Tracy Morgan
- Mark Rentfrow - renewal

Lodging Tax Advisory Committee

5 members; 2 eligible agency positions to fill

- 2 positions with current member terms ending in March (Russ Carstensen, Jack Kiley. To be appointed, must represent a group eligible to apply for Lodging Tax / tourism services funding.

Councilmember Hankins recommends reappointing the current members, Russ Carstensen and Jack Kiley.

Parks and Recreation Advisory Committee

11 members; 6 positions to fill. If reduced to 9 members, there are 4 positions to fill unless the membership is also changed to remove the Planning Commission appointee. In that case, there would be 5 positions to fill.

- 3 vacant positions, terms ending 03/31/2016, 03/31/2017, and 03/31/2018
- 3 positions with current member terms ending in March (Barbara Benson, Robert Dengel, Jim Nieland).

2.100.330 PRAC Membership. The Parks and Recreation Advisory Committee shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Planning Commission.

Applications:

- Barbara Benson – renewal
- Robert Dengel – renewal
- Scott Hecht
- Katitza Holthaus
- Candace Jacobs
- Howard Lim*
- Ivor Melmore*
- Brock Milliern
- Jim Nieland - renewal
- Roger Wilson

Planning Commission

9 members; 3 positions to fill

- No vacant positions
- 3 positions with current member terms ending in March (Judy Bardin, Jessica Bateman, Roger Horn).

Applications (as of 01/28/15):

- Jessica Bateman – renewal
- Steven Briggs
- Roger Horn – renewal

- Ivor Melmore*
- Robert Ragland*
- Aaron Salinas*
- Joshua Sanderson*
- Mark Walker
- Patrick Watkins

Utility Advisory Committee

11 members; 4 positions to fill. If reduced to 9 members, there are 2 positions to fill unless the membership is also changed to remove the Planning Commission appointee. In that case, there would be 3 positions to fill.

- No vacant positions
- 4 positions with current member terms ending in March (Michelle Barnett, Carol Law, Jennifer Sievert, Lorelei Walker).

2.100.430 Membership. The Utility Advisory Commission shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Planning Commission.

Applications:

- Ivor Melmore*
- Aaron Salinas*
- Joshua Sanderson*
- Roger Wilson

Received after deadline for first consideration:

- Michelle Barnett – renewal (application was received at 9pm on deadline day. [Committee Chair recommends consideration for reappointment.]

TCTV Board

1 position on a community board

- 1 position with current member ending term (Mark Dahlen)

Applications (as of 01/28/15):

- Ivor Melmore*
- Aaron Salinas*

*Applied for more than one committee.



General Government Committee

Prepare for Annual Meeting with Advisory Committee Chairs

Agenda Date: 2/25/2015
Agenda Item Number: 4.D
File Number: 15-0198

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

Title

Prepare for Annual Meeting with Advisory Committee Chairs

Recommended Action

City Manager Recommendation:

Give guidance on the agenda for your annual meeting with advisory committee chairs.

Report

Issue:

What do you wish to discuss with committee chairs?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

Cathie Butler, Communications Manager

Background and Analysis:

Annually General Government Committee meets with advisory committee chairs to review proposed work plans and discuss other timely issues. The 2015 meeting is scheduled for Wednesday, March 18, 4:30-6:30 p.m.

Possible discussion topics:

- 2015 Work Plans and emerging issues - work plans will be available for review about March 6
- Review and Consolidate Committee Guidelines/Rules/Expectations - attached is information that is currently found in several places
- Orientation and Training for new and existing members
- Other Topics??



Advisory Committee Roles and Expectations

We Welcome Your Comments and Ideas

The Olympia City Council welcomes community comment and involvement.

Informally, individuals and groups share perspectives and advice with the City Council by phone, e-mail, personal contacts, and letters. Formally, the City Council accepts public testimony at its regular meetings, and the City sponsors open houses, community forums, and public hearings throughout the year on specific issues. In addition, the City Council has established several advisory boards and committees to provide advice on key issues.

The General Role of Olympia's Advisory Boards and Committees

Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. The primary purpose of advisory committees is to provide judicious advice, from a citizen perspective, to the City Council which is the City's elected policy-making body.

Advisory committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

City Council Decision Making

In making decisions, the Olympia City Council considers general citizen comment, advisory committee recommendations, staff recommendations, Council priorities and goals, research and background information, and individual Councilmember perspectives.

The City Council expects to receive recommendations from advisory committees that reflect the individual and collective knowledge and thinking of the committee, particularly from a citizen perspective. Your recommendations may be transmitted as part of the staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your committee can assist with this effort; and in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the City Council Executive Office as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or in whole from yours or that of the committee, and that's okay. Differences of perspective are inherent in policy formulation and deliberation work of an organization that welcomes diverse perspectives.

There also may be times when your advisory committee's recommendations will not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decisionmaking where a variety of views, perspectives, and recommendations are considered.

Advisory Committee Work Plans

Each Committee is expected to propose an annual work plan to the City Council for consideration early each year. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise.

The work plans are formally reviewed and adopted by the City Council . The Council has asked that when the plans are transmitted, each be accompanied by a letter from:

- The committee chair outlining the past year accomplishments and highlighting the top two proposed priorities;
- The respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the City Council may change or modify a committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council , the work plan serves as the basis for a committee's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

Expectations for Advisory Committee Members

The Council's General Government Committee has adopted general Rules of Procedure for Olympia's advisory committees/commissions.

It is expected that:

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by Olympia 's City Attorney.
- Individual committee members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the City Council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by State law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the City Council , or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the committee's report to the City Council.
- There are "no surprises" from the Committee either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the City Council. The staff liaison fulfills an important role in assisting the committee in this regard.

Please be careful to not deliberate about Committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. The City attorney is available to consult with or provide advice to committees in this regard and on any other legal issue.

Staff Liaisons

Each Olympia advisory board, commission, or committee has an assigned staff liaison. In addition, the City's Communication Manager serves as a general liaison with the committees on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the committee, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

While Olympia's committee liaisons have some differing duties, depending on past committee practice, time availability, and departmental resources, in general Olympia's staff liaison are responsible for:

- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the committee, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan and depending on their work load and time availability.
- Making sure the intent of the advisory committee is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the advisory committee in staying on track and focused.
- Presenting advisory committee recommendations to the City Council, if requested to do so by either the committee or the City Council.
- Maintaining a positive working relationship with the Chair and committee members.

The liaisons are staff professionals with significant work responsibilities in addition to their committee liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that relate to the same work area as the committee. The liaisons do not work "for" or "at the direction of" the committee. They are professionals who work with the committee to develop information and recommendations for Council consideration.

The Olympia City Council's General Government Committee prepared this document.
The most recent review and update was in 2005.



Committee Rules of Procedure

Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council

Approved by the Olympia City Council General Government Committee: July 22, 2008
Amended: May 20, 2014

As used herein, the term "committee" refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council's General Government Committee.

Wherever there is a conflict between the statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.

Article 1. MEETINGS

1.a. Meeting Location

All committee meetings will be held at a specified location in a City of Olympia facility, unless otherwise scheduled and noticed by the committee Chair or the committee's staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison shall notify in writing the committee's members, City Council, the City Manager's office, and any other pertinent City staff. All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

1.b. Date and Time

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the committee's discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

1.c. Meeting Notice and Agenda

Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, City Council, the City Manager's office, any other pertinent City staff, news media who have requested to be notified of City of Olympia public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

AGENDA

I. Call to Order

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and City Staff
- D. Acceptance of Agenda

II. Comments from the Public in Attendance

III. The Business of the Evening

IV. Other Business

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

1.d. Public Hearings

Committees may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

1.e. Minutes

Meeting minutes should be kept indicating the committee action or recommendation, indicating the individual votes on the agenda item.

ARTICLE 2. COMMITTEE ORGANIZATION

2.a. Membership

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any vacancies to the Chair of the City Council's General Government Committee, with a copy to the City Manager or City Manager's office designate.

2.b. Attendance

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair shall notify and discuss the situation with the Chair of the City Council's General Government Committee. The City Council may choose to revoke the committee member's appointment.

2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

2.d. Duties of the Chair and Vice Chair, or Co-Chairs

The Chair or Co-Chairs shall preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the City's designated staff. The Chair, or consensus of the committee, may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.

2.e. Subcommittees

Subcommittees may be formed by consensus or majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee. Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the City Council's General Government Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.

ARTICLE 3. COMMITTEE OPERATIONS

3.a. Quorum

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).

3.b. Robert's Rules of Order

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

3.c. Testimony at Public Hearings

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair or Co-Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

3.d. Testimony at Public Communication during Committee Meetings

Testimony at Public Communication shall be conducted in a manner similar to the Olympia City Council. Testimony will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. The Chair or Co-Chair has the discretion to determine the overall length of time for Public Communication and the order in which speakers shall testify, to ask speakers to confine their comments to committee business, and to take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

3.e. Work Plan and Reports

The committee shall provide an annual work plan within guidelines and in a format established by the City Council's General Government Committee and a copy of any other appropriate reports to the City Council for review and approval. The Committee Chair shall notify the Chair

of the City Council's General Government Committee if the committee anticipates a change in timing or substance of an approved work plan item.

3.f. Recommendations

The committee may make recommendations to the City Council, the City Manager's office, City staff, and other City committees as may be appropriate, with the City Council copied on all written communication. The Chair shall determine whether the committee's recommendation and opinion is to be stated solely within the body of the staff transmittal memorandum to City Council or as a separate memorandum approved by the Chair. The memorandum shall indicate the committee vote on the item. The Chair shall determine who will present the committee's recommendation to the City Council in public meeting.

3.g. Majority and Minority Opinions

A minority report may accompany any voted decision. Majority and minority opinions will be stated in the committee's minutes. When a recommendation from the committee is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed.

3.h. Act as a Body

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

3.i. City Administrative Guidelines

The City of Olympia Administrative Guidelines for 1) Compliance with State and Federal Discrimination Laws, including Olympia Administrative Policy #3, 2) Standards of Conduct (#20), 3) Records Management and Disclosure (#19 and 27), and the 4) Technology Policy (#26) apply to committee members in their capacity as a City of Olympia volunteer.

3.j. Rules of Procedure and Ordinance Review

The committee shall annually review its ordinance and Rules of Procedure. The committee Chair shall report any recommendations to the Chair of the City Council's General Government Committee.

3.k. E-mail.

If a City email address is provided, advisory committee members shall use such email address for the conduct of their advisory committee business.

E.I. Open Government Training

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act by October 1, 2014, or within 90 days of being appointed or re-appointed to a committee.

ARTICLE 4. STAFF

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

APPENDIX A. ARTS COMMISSION.

CONFLICT OF INTEREST

1. The Olympia Arts Commission requires its commissioners to be independent, impartial, and responsible to the people. Commission decisions and policy will be made in the proper channels of the commission structure and the Commission will act as a whole. Commission appointments will not be used for personal gain.
2. The members and staff of the Commission who are a board or staff member of any organization being considered will absent themselves from discussion of or voting on any proposals which would affect directly or are presented for review by that organization.
3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed according to Commission policy. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.
4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.

Section 4: Advisory Boards and Committees




For more information about Advisory Bodies, see the City's website olympiawa.gov. Also, see Appendix A for the Board and Commission Membership & Qualification Matrix.

Boards, commissions and citizen committees provide a great deal of assistance to the Olympia City Council when formulating public policy and transforming policy decisions into action. The City has the following standing boards and commissions which are appointed by Council:

- Arts Commission
- Bicycle & Pedestrian Advisory Committee
- Design Review Board
- Heritage Commission
- Lodging Tax Advisory Committee
- Parks & Recreation Advisory Committee
- Planning Commission
- Utility Advisory Committee

In addition, special purpose committees and task forces are appointed from time-to-time by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees will be dissolved upon completion of the intended task.

While membership on most committees is by Council appointment, the following exceptions apply:

- [Civil Service Commission](#)  (appointed by the City Manager)
- [LEOFF Disability Board](#)  (elected and member appointed)
- [Parking and Business Improvement Area Board/PBIA](#)  (elected by ratepayers)

The City Council appoints one (1) citizen member to each of this community boards:

- [Thurston Community Television Board](#)  (TCTV)

4.1 Establishment of Advisory Committees/Commissions/ Boards Appointed by the City Council

Council appointed Committees/Commissions/Boards are established by action of the entire Council, usually by ordinance. Short term or Ad Hoc Committees may not necessitate an ordinance and may be established by majority Council approval of the scope for the committee and the term of its appointment.

Most of the positions are citizen-at-large, without specific affiliations, and a majority of each committee's members must reside in the City of Olympia or Olympia's Urban Growth Area. Most Olympia advisory committees have eleven (11) members, with terms for about 1/3rd of the members ending on March 31 each year.

The General Government Committee has adopted Rules of Procedure and conduct expectations for City Advisory Committees and its members. The Rules of Procedure outline such things as number of members, term of office, etc. See Appendix A for the City Advisory Committee Rules of Procedure.

4.2 Appointment to Advisory Bodies

The General Government Committee, on behalf of the entire Council, accepts applications annually at a time specified by the committee, and makes appointment recommendations to the full City Council following review of applications and personal interviews with qualified candidates.

The General Government Committee will establish the procedures for public notification of advisory committee openings and the method for individuals to apply for appointment consideration.

Partial-term vacancies will be filled when appropriate, as determined by the Council's General Government Committee.

4.3 Committee/Commission Resignations

In the interest of timely noticing of vacancies and to minimize the impact of vacancies on boards and commissions, the City Council delegates to the Mayor or the chair of the General Government Committee the authority to accept resignations.

4.4 Staff Relationship to Advisory Bodies

The City's Communications Manager serves as a liaison from the City Manager's office to all advisory committees and provides professional staff support to the General Government Committee. Other staff support and assistance may be provided to advisory boards, commissions, and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager.

The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws.

Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations. Staff support includes: 1) preparation of a summary agenda after approval by the chairperson; 2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and 3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

4.5 Councilmember's Role and Relationship with Advisory Bodies

The City Council annually reviews and approves work plans for each advisory committee, except for the Design Review Board (primarily a quasi-judicial group).

The General Government Committee is the Council's liaison with advisory committees for membership, procedural and general oversight purposes.

For communication and policy development purposes, the City Council's Land Use and Environment Committee is liaison with the Design Review Board and the Olympia Planning Commission. A Councilmember serves as the Chair of the Lodging Tax Advisory Committee as required by State law. By City ordinance, the Council may appoint a liaison with the Parking and Business Improvement Area Advisory Board. The General Government Committee is liaison with the other Council-appointed committees.

Each year, the General Government Committee shall facilitate the identification of a Councilmember to serve as liaisons to the Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, and the Utility Advisory Committee. The purpose of the liaison role is to serve as a communication contact with the committee(s) on behalf of the City Council. The liaison shall not attempt to influence the committee(s) to endorse or validate their personal point of view on an issue. The liaisons shall briefly report their contacts with committees at City Council meetings, as appropriate.

Unless required by State law (such as with the Lodging Tax Advisory Committee) Olympia Councilmembers do not serve on Council-appointed committees. It is expected that any newly elected Councilmember who is serving on a City advisory board or committee at the time of election will resign from their committee appointment at the time of assuming Council office.

In general, individual Councilmembers may attend advisory committee meetings to observe the committee's discussion and action, and should refrain from any comments or actions intended to influence the committee.

If an advisory committee chair requests the presence of a Councilmember at a committee meeting, the Councilmember shall inform the full Council of the request. If requested by the committee or committee chair to express an opinion on a policy topic being discussed by the committee, the Councilmember shall make it clear that the opinion they express is their own and should not be construed as reflecting the opinions of other Councilmembers or of the full Council.

4.6 Work Plans and Referrals to Advisory Bodies

Each year, advisory boards and committees form a work plan for the year. If an item is referred during the year, the staff liaison will notify the Committee Chair of the referral. The Committee Chair will usually report back to the Council regarding their ability to absorb the referral into their current work plan.

It is expected the chair of the advisory committee or their designee, rather than a staff person, report the findings of the committee to the Council. Accordingly, committee chairs should attend the Council meeting when the recommendation is presented and be available for questions or clarifications on the committee recommendation.

Typically, items of a policy nature are presented to Council in written form. Accordingly, committee chairs should review staff materials representing the committee recommendation to assure they accurately convey the committee's intent prior to completion of the council packet.

The City Council Guidebook was last amended May 21, 2013.

City Council Guidebook contact information:

Email: citycouncil@ci.olympia.wa.us
(<mailto:citycouncil@ci.olympia.wa.us>)
Telephone: (360) 753-8447

City Website: <http://olympiawa.gov>
(<http://olympiawa.gov>)
Code Publishing Company
(<http://www.codepublishing.com/>)

POLICY 20 STANDARDS OF CONDUCT

Effective Date: October, 2013

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1. PURPOSE

 SHARE

Every individual employed by the City of Olympia or performing volunteer work for the City of Olympia is expected to fully perform the duties and responsibilities of his/her assigned position in a manner which contributes to the achievement of the City's mission, and is consistent with the City's Philosophy Statement and values.

2. REFERENCE

 SHARE

N/A


3. APPLICATION

 SHARE

This Policy applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., civil service rules, union contract, individual contract, or memorandum of understanding). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the department's standards are consistent with this Policy.

Failure to comply with this Policy may result in disciplinary action up to and including termination from City service.

4. GUIDANCE

 SHARE

4.1. PROHIBITED BEHAVIOR

The following are examples of behavior or conduct that is not acceptable and is inconsistent with the City's general philosophy and values. The list below is intended to be illustrative rather than all inclusive. An employee shall not:

- a. Improperly use of the employee's position for personal gain or for political or religious reasons.
- b. Solicit or coerce a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c. Be insubordinate to a supervisor, department director, the City Manager, or City Council Member.

- d.** Be discourteous or disrespectful treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee.
- e.** Unlawfully harass, discriminate against, or retaliate against a member of the public, fellow employee, or City Council member.
- f.** Assault or show outward actions of anger.
- g.** Bully others in the workplace. Such conduct will not be tolerated under any circumstances. Bullying is persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. It is not simple correction, discipline, being subject to an investigation, being interviewed in the course of employment or other actions consistent with the need to protect all employees and to investigate misconduct in the workplace.
- h.** Drive a city or personal motor vehicle on City business without the required drivers' licenses'; drive said vehicle in an unsafe manner; drive said vehicle while under the influence of any substance that causes a hazardous or unsafe condition.
- i.** Gamble for items of value during working hours or on City premises.
- j.** Engage in activities on or off duty that hinder the employee's ability to perform in his/her job capacity with the City;
- k.** Commit or be convicted of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- l.** Be inattentive to or derelict in their City duties.
- m.** Accept personal gratuities or presents designed to affect the City's response to the public or special interest groups whether or not an affect or influence actually resulted.
- n.** Use City property or City services for personal use or take City equipment or property from City premises for personal use.
- o.** Take City equipment or property from City premises without specific prior knowledge and approval by the department director or his/her designee.
- p.** Use City-owned property including, but not limited to, buildings, offices, other real property and or fleet vehicles for personal activities, convenience or profit. City-owned property is provided solely for the employee to conduct approved City business and must be consistent with the City's policies and procedures.
- q.** Take or use City-owned equipment, including, but not limited to; fleet vehicles; shop tools; FAX machines, copiers, postage, office supplies, cameras, cell phones and laptops, for personal activities, convenience or profit. City owned equipment is provided solely for the employee to conduct City business and such use must be consistent with the City's policies and procedures.
- r.** Accept outside employment without the prior written approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in his/her City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.

- s. Fail to follow the directions of a supervisor, department director, or the City Manager.
- t. Fail to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- u. Abuse or be wasteful of materials, property or work time.
- v. Fail to report to his/her supervisor when absent.
- w. Be habitually absent or tardy, even if excused.
- x. Discuss confidential City business with unauthorized persons.
- y. Fail to follow established safety precautions.
- z. Engage in other similar misconduct not specifically described above.

4.2. PERSONAL APPEARANCE

Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire and modest in appearance so as not to create a distraction. Appropriate attire is determined by the nature of work performed, therefore, department directors have responsibility for establishing specific dress requirements within their department.

If an employee believes that certain dress, attire, or manners of grooming are necessary to adhere to sincerely held religious beliefs or practices, the employee should contact Human Resources and request an accommodation for his/her dress code or grooming standards.

4.3. VEHICLE USE

City vehicles are to be used for City business purposes with only de minimis personal use. When the City requires an employee to commute in a City vehicle, the vehicle may be used for de minimis personal use to and from work. Employees who use City vehicles will be subject to taxable fringe benefits for the commuting use unless specifically exempted by the Internal Revenue Service code. The City uses the "IRS Commuting Valuation Rule" in determining the value of commute use.

4.4. EMPLOYEE IDENTIFICATION

For benefit of the public and other City employees, all employees are encouraged to have at all times the official City of Olympia employee identification card on their person. Any employee who comes to the City Hall building at 601 Fourth Avenue must have their City Identification to gain access to the building. Other departments or buildings may have additional security or identification needs/requirements.

Revision history: October, 2013; September, 2011; May, 1990. *Superseded:* Administrative Guideline "Standards of Conduct".

The City of Olympia Policies are effective as of 10/2013. View detailed Disclaimer ([OlympiaPolicies00.html#00](#)) and Summary of Changes ([OlympiaPolicies99.html#99](#)) .

City of Olympia Policies contact information:

Email: humanresources@ci.olympia.wa.us
(<mailto:humanresources@ci.olympia.wa.us>)

Telephone: (360) 753-8442

City Website: <http://olympiawa.gov>
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