



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, September 22, 2021

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_kNnHUT2tQNWoquvtK0XU_A

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [21-0914](#) Approval of August 25, 2021 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

- 5.B** [21-0915](#) Approval of August 31, 2021 Special General Government Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [21-0715](#) Artist-in-Residence Program Update

Attachments: [Draft Artist in Residence Call for Art](#)
[Draft Artist in Residence Policy](#)

- 6.B** [21-0916](#) Preparations for the 2022 City Council Retreat

Attachments: [2021 Retreat Agenda](#)

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 August 25, 2021 General
Government Committee Meeting Minutes

Agenda Date: 9/22/2021
Agenda Item Number: 5.A
File Number:21-0914

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

Title

Approval of August 25, 2021 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

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

Wednesday, August 25, 2021

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_gSGD07DoTdKYcStm-gGEkg

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 Yến Huỳnh and Committee member Dani Madrone

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

No one spoke.

5. APPROVAL OF MINUTES

- 5.A** [21-0824](#) Approval of July 28, 2021 General Government Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A** [21-0814](#) Economic Development Update

Economic Development Director Mike Reid and Strategic Programs Manager gave a briefing on the City's economic development activity and Economic Resilience plan in response to COVID-19.

Committee Members asked Clarifying questions.

The discussion was completed.

- 6.B** [21-0829](#) Interview Firms to Provide Facilitation for the City Council Annual Goal-Setting Retreat

The Committee interviewed the following firms to consider for their 2022 goal-setting retreat; Creative Strategy Solutions, Communication Resources NW and The Falconer Group. Each firm gave a several minute presentation and the Committee then asked a series of questions. After the interviews the Committee deliberated and discussed the merits of each interview.

Committee member Madrone moved, seconded by Chair Rollins, to recommend Communications Resources NW as the facilitator for the City Council's 2022 annual goal-setting retreat. The motion carried by the following vote:

Aye: 3 - Chair Rollins, Committee member Huynh and Committee member Madrone

7. REPORTS AND UPDATES

Strategic Communications Director Kellie Purce Braseth discussed the upcoming meeting between the General Government Committee and the founding members work group.

8. ADJOURNMENT

The meeting adjourned at 8:13 p.m.



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General Government Committee

Approval of August 31, 2021 Special General Government Committee Meeting Minutes

Agenda Date: 9/22/2021
Agenda Item Number: 5.B
File Number:21-0915

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

Title

Approval of August 31, 2021 Special General Government Committee Meeting Minutes



Meeting Minutes

General Government Committee

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

Tuesday, August 31, 2021

5:30 PM

Online and Via Phone

Special Meeting with Founding Member Work Group

Attend: [https://us02web.zoom.us/j/85650507791?](https://us02web.zoom.us/j/85650507791?pwd=WHFjUFZCc1loL2pMeWNSWEhxaWdvdz09)

[pwd=WHFjUFZCc1loL2pMeWNSWEhxaWdvdz09](https://us02web.zoom.us/j/85650507791?pwd=WHFjUFZCc1loL2pMeWNSWEhxaWdvdz09)

1. CALL TO ORDER

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

ROLL CALL

Present: 3 - Chair Renata Rollins, Committee member Yến Huỳnh and Committee member Dani Madrone

2. COMMITTEE BUSINESS

2.A [21-0845](#) New Social Justice & Equity Commission Development - Discussion with Founding Member Work Group

The General Government Committee met with the Founding Member Work Group to discuss their work in the development of a Social Justice & Equity Commission.

The Work group, consisting of Megan Matthews, Anthony Markland, Joslyn Nelson and Rusty Sheka provided the Committee an overview of the focus group sessions held with community members; research on possible frameworks for the for a Commission, and preferred options for establishing the Commission. Also participating in the discussion were Strategic Planning and Performance Manager Stacey Ray and Communication Resources NW Principal Meg Winch.

Committee members asked clarifying questions throughout the discussion.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 7:26 p.m.



General Government Committee

Artist-in-Residence Program Update

Agenda Date: 9/22/2021
Agenda Item Number: 6.A
File Number: 21-0715

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

Title:

Artist-in-Residence Program Update

Recommended Action

Committee Recommendation:

Information only. No action requested.

City Manager Recommendation:

Information only. No action requested.

Report

Issue:

Discussion on the Artist-in-Residence program

Staff Contact:

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

Presenter(s):

Stephanie Johnson, Arts Program Manager
Kim Kondrat, Olympia Homeless Response Coordinator
Kathy Dorgan Arts Commissioner
Kathy Murray Arts Commissioner
Stacy Hicks Arts Commissioner

Background and Analysis:

Item 1.4 on the Arts Commission approved 2021 Work Plan identifies the City Artist-In-Residence Program:

In partnership with the City's Homeless Response efforts, work with City supported shelters to invite an Artist-in-Residence to provide art education to one location for a period of up to 6 months.

The development of the program has been, in part, a response to City Council feedback to the Grants to Arts and Culture Organizations program, showing a preference for art making opportunities in the community over arts experiences.

Modeled after the Art Crossing program, in which neighborhoods are consulted for input before an artist is selected, this project is built on working with the City's Homeless Response Coordinator to first identify homeless communities interested in working with an Artist-in-Residence, and later, helping to shape what that project will look like.

In preparation, the Arts Commission has drafted a policy and a draft Call for Art.

Neighborhood/Community Interests (if known):

The community has an interest in arts opportunities for all community members.

Options:

1. Receive the update and provide feedback.
2. Do not receive the update or provide feedback.
3. Receive the update and provide feedback at another item.

Financial Impact:

\$2,250 from the Municipal Art Fund.

Attachments:

Draft Artist in Residence Call for Art

Draft Artist in Residence Policy

City of Olympia

Call for Artist in Residence



SAMPLE: In partnership with the Pear Blossom family shelter, the City of Olympia is seeking the services of a teaching artist who has experience designing, drawing and developing comic books.

Short Description

In an effort to make the arts accessible to traditionally underserved populations, the City of Olympia has developed an Artist in Residence (AIR) program to meet this need.

The Artist in Residence Program hopes to address the following goals:

- Provide opportunities for underserved community members to participate in the art making process
- Broaden the community experience of the arts
- To create connection with the City of Olympia and the greater community.
- Enhance the quality of peoples' lives
- Offer a variety of unique opportunities for the city's diverse communities to participate and benefit from the art making process.

Primary Contact

Stephanie Johnson, Arts Program Manager
sjohnso1@ci.olympia.wa.us
360-709-2678

Budget

- The selected Artist in Residence will be paid a \$1,500 honoraria
- There is also up to \$750 per year for reimbursable expenses available for agreed-upon materials and supplies.
- The teaching artist must purchase a City of Olympia Business license and insurance to City specifications. Insurance is estimated at \$250-\$500 per year and may be considered a reimbursable expense.

Eligibility

Applicants must be teaching artists who reside in Thurston County and be at least 18 years of age.

Deadline

Applications are due by **Midnight, Wednesday, April 15**

Project Description

SAMPLE: Pear Blossom Community is home to houseless families who live at the shelter anywhere from 6 months to a year, before transitioning to permanent housing. This community is requesting the opportunity for their children to learn how to draw their own comic books. They feel this is a skill the children can take with them and also help them to process their experiences in transitional housing. They estimate 9-12 children who would be interested, ranging in ages from eight to fourteen. There is a common room onsite that can be used with advanced notice.

Scope of Work

- Each selected Artist in Residence will enter into an agreement with the City, and work with City Staff to determine a final scope of work.
- The selected Artist in Residence agrees to sign a contract with the City regarding their scope of work.
- The Artist in Residence also agrees to responsibly handle administrative duties in association with the program, working with City staff and the partner agency to arrange.
- Artists in Residence will be working with vulnerable communities and a background check may be required before an agreement is made. The organization may have additional procedures. (put the liability on the organization)
- Artists in Residence agree that the City of Olympia may photograph them during their workshops and projects

Details

- Residency shall be project based, for a period of time from 1 to 6 months, offering a minimum of six instructional workshops. (Poet Laureate was 2 workshops, Arts Walk spring or fall plus 6 additional hours of contact time)
- \$1500 stipend, up to \$750 in materials by reimbursement

SUBMISSION/SELECTION PROCESS

A minimum of four applications must be received for the review process to move forward.

Phase I—Submission of Application:

Selection Committee

Kim Kondrat, City of Olympia Homeless Response Coordinator
Representative of the partner community
Member of the Arts Commission

The panel reserves the right to select up to three artists or artist teams as finalists for this opportunity. The panel also reserves the right to not select any artists, if it so chooses.

Selection criteria

Artists should bear in mind that the audiences will be broad-based and of all ages, and in representing the City's inclusive, non-partisan stance, must use discretion when acting in the capacity of the City's Artist in Residence.

Aesthetic Quality:

- Do the work samples exhibit strong aesthetic merit?
- Are the works consistently strong? Does the applicant demonstrate a commitment to continuing their art practice?

Potential for Community Engagement:

- Does the applicant demonstrate an understanding of the needs of the underserved community with whom they will be working?
- Does the applicant have experience teaching art?

Appropriateness of Project for Identified Population:

- Does the proposal support the artist's ability to engage in meaningful ways to further the arts in our community?
- Does the proposed project create capacity for participant success?

Application Materials

Applicants may apply via SurveyMonkey ____link_____through **Midnight, Wednesday, April 15.**

☐ **Letter of Interest (one single page or less)**

Describe why this opportunity is of interest, proposal of how the applicant would teach and engage with the partner community including engagement strategy, and samples of workshops or projects that would support the request of the community, and relevant skills brought to this project.

☐ **Digital Work Samples**

Applicants may submit up to 8 images that clearly show past projects and work experience. Files should be prepared as .jpg files only and must be 1920 pixels on the longest side and 72 dpi. Files should be labeled "01OGP_last name, 02OGP_last name", etc.

☐ **Annotated Image List**

This list of images may include work samples listing the title, year, media, or project samples with a brief description (50 words or less) of the applicant's role in the project.

☐ **Resume**

Applicants must include a resume, two pages maximum.

☐ **References**

Contact information for three professional references who are familiar with your teaching. Please do not include letters of recommendation. References will be contacted prior to the finalist interviews.

Do not submit specific proposals or additional information at this time.

Phase II—Finalist Interviews:

Each finalist will be interviewed by the same selection committee as in Phase I (????)

During finalist interviews, the partner community will have a chance to meet the applicants and determine a good fit.

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

Artist Selection Schedule (subject to change)

Application open	Monday, March 2, 2020
Workshop for interested applicants	Thurs., March 19, 6-8pm, Olympia City Hall, Room 112
Deadline for Entry	Midnight, Wednesday, April 15, 2020
Jury process	May 5, 8-10am, 2020
Arts Commission review	Thursday, May 14, 6pm, TBD
Finalist interviews	May 27, 3:30-5pm, 2020
Arts Commission review	June 11, 2020, 6pm, City Hall Council Chambers
City Council approval	June 23, 2020, 7pm, City Hall Council Chambers

Contact Information

Questions?

Stephanie Johnson, Arts Program Manager
Olympia Parks, Arts & Recreation
sjohnson@ci.olympia.wa.us
360.709.2678

Legal Requirements

Applicants must have, or be willing to acquire an Olympia Business license, if selected. For more information, go to <http://olympiawa.gov/city-government/forms/busn-license-bo-tax/business-license.aspx>

The selected artist will be required to carry insurance. Specific coverages are included in the contract the selected artist will execute with the City.

The City reserves the right not to select any artist at all, and reserves the right to change the process or schedule upon public notice.

City of Olympia Arts Program

Artist in Residence Program

BACKGROUND: The Arts Commission has identified a gap in the City's efforts to make public art accessible to low-income and traditionally underserved populations and proposes an Artist in Residence (AIR) program to meet this need. The AIR program will require that the artists propose and implement a variety of unique opportunities for the city's diverse communities to participate and benefit from the art making process.

PURPOSE: The purpose of this document is to establish a City of Olympia Artist in Residence program. This is consistent with the Art Commission 2020 Work Plan that was approved by the Olympia City Council on June 16, 2020.

GOALS: The Artist in Residence Program hopes to address the following goals:

- Provide opportunities for underserved community members to participate in the art making process
- Broaden the community experience of the arts
- To create connection with the City of Olympia and the greater community.
- Enhance the quality of peoples' lives
- Offer a variety of unique opportunities for the city's diverse communities to participate and benefit from the art making process.

AUTHORITY: Policy of the Olympia Arts Commission, Olympia Parks, Arts & Recreation, and the Olympia City Council.

1.0 Policy:

1.1 The Olympia Arts Commission is responsible for providing Artist in Residence recommendations to the Olympia City Council. The Olympia Arts Commission, using an inclusive jury process, will evaluate the applicants according to stated criteria.

2.0 Selection Process:

2.1 A 3 or 5-member jury, selected by the Arts Commission shall be convened to review the Artist in Residence submissions. The Arts Program Manager shall serve as facilitator to this panel.

2.2 Prior to the submission deadline, the Arts Commission will offer a free workshop to prospective applicants, clarifying the application and selection process. In

future years this panel will include former Artists in Residence, who can share their individual experiences.

- 2.3 Applicants must be teaching artists who reside in Thurston County and be at least 18 years of age.
- 2.4 Submissions require a resume and samples of work, as part of the application package.
- 2.5 Residency shall be project based, for a period of time from 1 to 6 months.
- 2.6 The City will design each Artist in Residence Call for Art with the following elements:
 - Identified underserved community
 - Opportunity to teach art making skills
 - Required culminating event or exhibition for the general public
- 2.7 The jury recommends to the full Arts Commission one Artist in Residence and an alternate. The Commission's recommendation will be communicated to the City Council for formal acceptance or rejection.
- 2.8 For their term of service in the community, each Artist in Residence will receive a project award from the Municipal Art Fund.

3.0 **Selection Criteria:**

- 3.1 The jury reviews each application for aesthetic quality, potential for community engagement, and appropriateness of project for identified population, all equally weighted.

3.1(a) ***Aesthetic Quality***

- Do the work samples exhibit strong aesthetic merit?
- Are the works consistently strong? Does the applicant demonstrate a commitment to continuing their art practice?

3.1(b) ***Potential for Community Engagement***

- Does the applicant demonstrate an understanding of the needs of the underserved community with whom they will be working?
- Does the applicant have experience teaching art?

3.1(c) ***Appropriateness of Project for Identified Population***

- Does the proposal support the artist's ability to engage Olympia's citizens in meaningful ways to further the arts in our community?
- Does the proposed project create capacity for participant success?

4.0 **Administration**

- 4.1 Each selected Artist in Residence will enter into an agreement with the City.
- 4.2 Each Artist in Residence will manage their own schedule, be the point of contact for all programming inquiries from the public, arrange details for their programs, and coordinate press releases with the City's Arts Program staff.
- 4.3 The City reserves the right to cancel or discontinue the Artist in Residence term of service at any time, with or without cause and with or without notice to the artist or public.

Park Director_____



General Government Committee

Preparations for the 2022 City Council Retreat

Agenda Date: 9/22/2021
Agenda Item Number: 6.B
File Number: 21-0916

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

Title

Preparations for the 2022 City Council Retreat

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss potential agenda items, location etc. for the 2021 City Council Retreat.

Report

Issue:

At the beginning of each calendar year, the Olympia City Council traditionally holds a retreat to develop understanding and agreement on plans, priorities, and protocols for successfully leading the City in the coming year.

Staff Contact:

Jay Burney, City Manager, Executive, 360.753.8447

Presenter(s):

Jay Burney, City Manager

Background and Analysis:

The 2022 Council retreat is currently scheduled for Friday, January 14, and Saturday January 15. General topics for the retreat normally include Council working relationships, goal setting, Council committee assignments, and other priority topics.

The retreat facilitator will interview Councilmembers in advance of the retreat to finalize the agenda.

Staff recommends the Committee discuss potential agenda items and consider the location, including the potential need to meet virtually. The Committee can then make a recommendation to City Council on a possible agenda items and location for the retreat. Last year's retreat agenda is attached as a reference point.

Options:

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

1. Discuss proposed agenda items and location for the 2022 retreat.
2. Do not discuss proposed agenda items and location for the 2022 retreat.

Attachments:

2021 Retreat Agenda

AGENDA

2021 OLYMPIA CITY COUNCIL RETREAT

January 8 – 9, 2020

via Zoom



Friday, January 8 ♦ 10:00 a.m. - 3:00 p.m.

9:45 a.m. - 10:00 a.m.	ARRIVE, TECH CHECK	
10:00 a.m. - 10:30 a.m.	WELCOME ~ RETREAT OVERVIEW ~ GOAL <ul style="list-style-type: none">• Welcome• Retreat Agenda Review• Opening Ice Breaker	Nancy Campbell, Facilitator Jay Burney, City Manager
10:30 a.m. - 11:00 p.m.	HOW WE GOT HERE/WORKING TOGETHER <ul style="list-style-type: none">• Operating Rules for Today• Interview Themes• Working Agreements	Nancy Campbell, Facilitator and Councilmembers
11:00 a.m. - 11:15 a.m.	COMFORT BREAK	All
11:15 a.m. - 12:00 p.m.	GETTING TO EQUITY	Erin Jones
12:00 p.m. - 1:00 p.m.	LUNCH <ul style="list-style-type: none">• Take 15 minutes to get lunch• Small group Exercise	All
1:00 p.m. – 2:00 p.m.	GETTING TO EQUITY	Erin Jones
2:00 p.m. - 2:50 p.m.	NEW MEMBER INTRODUCTION <ul style="list-style-type: none">• Our interaction patterns• MBTI• How our personality types help or hinders	Nancy Campbell, Facilitator and Councilmembers
2:50 p.m. - 3:00 p.m.	REVIEW AND PREVIEW	Nancy Campbell, Facilitator and Councilmembers

AGENDA

2021 OLYMPIA CITY COUNCIL RETREAT

Via Zoom



Saturday, January 9 ♦ 9:00 a.m. - 2:00 p.m.

8:45 a.m. - 9:00 a.m.	ARRIVE, TECH CHECK	
9:00 a.m. - 9:30 a.m.	OPENING EXERCISE	
9:30 a.m. - 10:30 a.m.	PROCESS REVIEW Council Guidebook <ul style="list-style-type: none">• Brainstorm areas for attention	Nancy Campbell, Facilitator and Councilmembers
10:30 a.m. - 10:45 a.m.	BREAK	All
10:45 a.m. - 11:45 p.m.	ROLES AND RESPONSIBILITIES <ul style="list-style-type: none">• Role of Mayor• Role of Mayor Pro Tem• Role of Council Advisory Board/Interjurisdictional Liaison• Role of Council Committee Chairs• Council Role with City Manager	Nancy Campbell, Facilitator City Manager Councilmembers
11:45 a.m. - 12:45 p.m.	LUNCH <ul style="list-style-type: none">• Take 15 minutes to get lunch• Small group Exercise	All
12:45p.m. - 1:45 p.m.	COUNCIL COMMITTEE ASSIGNMENTS <ul style="list-style-type: none">• Mayor Pro Tem• Council Committees• Inter-jurisdictional liaisons• Advisory Board Liaisons• Annual Calendar	Jay Burney, City Manager Councilmembers
1:45p.m. - 2:00 p.m.	APPRECIATIONS/NEXT STEPS	Nancy Campbell, Facilitator Jay Burney, City Manager