



# Meeting Agenda

## General Government Committee

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

---

Wednesday, February 22, 2017

4:30 PM

207

---

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A [17-0199](#) Approval of the February 3, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A [17-0185](#) Parking and Business Improvement Area (PBIA) Board Update

Attachments: [Approved 2017 PBIA Budget](#)

- 5.B [17-0186](#) Briefing on Public Safety Funding Needs

Attachments: [Public Safety Future Needs](#)

- 5.C [17-0192](#) Preparation for Annual Meeting with Advisory Committee Chairs

Attachments: [Roles and Expectations](#)

- 5.D [17-0191](#) Discuss Advisory Committee Applications and Preparation for Interviews

Attachments: [Vacancies Report](#)

6. REPORTS AND UPDATES

7. 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  
360-753-8244

## **General Government Committee**

### **Approval of the February 3, 2017 General Government Committee Meeting Minutes**

**Agenda Date:** 2/22/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0199

---

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

---

**Title**

Approval of the February 3, 2017 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

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

---

Friday, February 3, 2017

3:00 PM

Room 112

---

1. **CALL TO ORDER**

Chair Roe called the meeting to order at 3:00 p.m.

2. **ROLL CALL**

**Present:** 2 - Chair Jeannine Roe and Committee member Clark Gilman

**Excused:** 1 - Committee member Jessica Bateman

3. **APPROVAL OF AGENDA**

**The agenda was approved.**

4. **APPROVAL OF MINUTES**

4.A [17-0091](#) Approval of December 9, 2016 General Government Committee Meeting Minutes

Chair Roe asked for a correction to the December 9 minutes regarding Item 5C. She requested a note be added that the City still needs a citizen correspondence tracking system. She commented the Citizen Request Management System is a great project but doesn't reflect what the General Government Committee wants.

**The minutes were approved as amended.**

5. **COMMITTEE BUSINESS**

5.A [16-1212](#) Options for Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016 Amendments & PY 2017 Annual Action Plan

Community Planning & Development (CP&D) Deputy Director Leonard Bauer highlighted decision points needed today: 1) amend the current 2016 Action Plan, and (2) discuss the 2017 Action Plan.

CP&D Community Service Program Manager Anna Schlecht went through a presentation about 2016 unexpended CDBG funds, federal requirements and deadlines for spending CDBG money, proposed projects and funding recommendations.

Committee members asked clarifying questions.

**Committee member Gilman moved, seconded by Chair Roe, to recommend the options in attachment 1 of the staff report for amending the current PY 2016 Action Plan, including reallocation of approximately \$210,000 of unexpended CDBG program revenue from past years and authorization to expend an additional \$105,000 in expected program revenue. The motion carried by the following vote:**

**Aye:** 2 - Chair Roe and Committee member Gilman

**Excused:** 1 - Committee member Bateman

Mr. Bauer and Ms. Schlecht explained the anticipated PY 2017 funding was \$450,000. They reviewed the timeline for the public process and noted proposed project categories for PY 2017.

Discussion included:

- Showing proposed projects by category during the open house to help the public prioritize needs.
- Community proposals versus Council direct selection.
- Alley lighting project.
- Commitment to long-term projects.

Committee members asked clarifying questions.

**The Committee directed staff to bring forward the long-term programs (Program Administration-\$98,000; Section 108 Debt Service-\$65,000; and Downtown Ambassadors-\$56,000) and to come up with a list of flexible spending ideas to be presented in an open house format for community input. Council action will occur by the end of April, 2017.**

**5.B**     [17-0097](#)     Update of Advisory Board Recruitment

Strategic Communications Director Kellie Purce Braseth gave an update on advisory board recruitment applications and committee members whose terms are ending who didn't reapply.

Discussion included:

- Whether to interview or automatically reappoint members whose terms are ending.
- The process for going through applications and determining who to interview.
- Interview date(s) and format.
- Future recruitment options for term-ending advisory board seats; requiring term-ending seatsholders to notify intent to continue serving, with automatic reappointment (no need to interview) if notification received by a certain internal deadline and application received on time. If notification received after internal deadline, the seat will become an "open" seat and the existing seatholder will have to compete with new applicants for the seat.
- Councilmember Cooper is interested in being part of the interview process for the OPMD Advisory Board. Following discussion, the Committee agreed he can have a seat at the table and provide input, but he will be a non-voting participant. The

General Government Committee will decide who to recommend to the full Council for appointments.

- The OMPD Advisory Board will have a narrow charge. They are basically a financial oversight committee. From conversations with OMPD Advisory Board applicants, there appears to be an assumption that this Board will have input on what properties the OMPD Board considers for purchase. There will need to be some education to help those appointed to the OMPD Advisory Board understand their role.

The Committee looked at dates to conduct advisory board interviews. They tentatively decided to hold interviews on Monday, February 27. Ms. Braseth will check in with Committee member Bateman to ensure February 27 works for her. If so, Ms. Braseth will add the meeting to the Committee's Outlook calendar. The open meeting will begin at 4:30. From 4:30 - 5:00 Committee members will have a working meal and discuss interview questions. Interviews will be held from 5:00 to 8:00 p.m. Each candidate will only be interviewed once, even if they applied for multiple committees. After all candidates for a given advisory board have been interviewed, time will be scheduled for Committee members to compare notes and formulate which applicants to move forward for the full Council to appoint. Committee members noted last recruitment seemed to have more breaks than necessary, which resulted in more downtime between interviews than was needed.

Notes for the next recruitment period:

- If an applicant applies for more than 1 advisory board, provide a way for them to prioritize interests.
- No need to touch base with abandoned application applicants.

Ms. Braseth agreed to send the Committee advisory board application packets as soon as Susan Grisham is back in the office.

**The Committee agreed to review all applications and individually select the top 4 or 5 to interview. At the next General Government Committee meeting, the Committee will discuss and come to consensus on which top applicants for open advisory board seats to interview.**

## **6. REPORTS AND UPDATES**

Ms. Braseth distributed a draft General Government Committee work plan and inquired about whether the Committee wanted to change the meeting dates for the November and December meeting dates. Following discussion, the Committee agreed to change the November meeting date from November 22 (the day before Thanksgiving) to November 17 at a special time of 2:00 p.m. The December meeting date was changed from December 27 to December 4 at its normal meeting time of 4:30 p.m.

Ms. Braseth noted the Council Guidelines are ready for the Council Consent Calendar and Mayor signature if the General Government Committee is finished with review. She reviewed updates that have been made following General Government prior discussion and the Council Retreat. The Committee agreed to move the Council

Guidelines to the full Council for consideration and approval.

Ms. Braseth reviewed upcoming topics for the February 22 meeting.

**7. ADJOURNMENT**

The meeting was adjourned at 5:10 p.m.



**General Government Committee**  
**Parking and Business Improvement Area**  
**(PBIA) Board Update**

**Agenda Date:** 2/22/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0185

---

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

---

**Title**

Parking and Business Improvement Area (PBIA) Board Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the review of the PBIA's accomplishments in 2016 and the highlight of strategies for successful efforts in 2017

**Report**

**Issue:**

Whether to receive information on what the best and most effective ways are for the PBIA to serve businesses in Downtown Olympia and how to best coordinate with City polices and services to the greatest advantage of Downtown businesses, residents, and visitors?

**Staff Contact:**

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

**Presenter(s):**

Mark Rentfrow, Downtown Liaison // Mary Corso, PBIA Board Chair and Owner of Courtyard Antiques and Courtyard Studio 721

**Background and Analysis:**

The Parking and Business Improvement Area (PBIA) was established in 2006 under OMC Chapter 3.62

On Dec. 6, 2016, the PBIA submitted its requested 2017 budget for Council approval. The Approved 2017 budget is in line with past approved budget priorities and ensures that the PBIA has the necessary funds available to meet its operational goals (See **Attachment**)

In 2016 the PBIA had some great accomplishments including:

- The continued deployment of brooms and dustpans to downtown businesses to promote a clean and safe environment
- Establishing three new murals on buildings to create sense of vibrancy and deter graffiti
- Advocating for public restrooms
- Providing the shopping, dining, and entertainment district with hanging baskets

**Staff Goals for 2017:**

- Promote the vitality of Downtown along with new Downtown businesses and new opportunities for livability in the Downtown core.
- Work with ODA to develop new downtown events and Welcome Center
- Continue to work with Parks and Public Works to establish and evaluate the Downtown Sanitation plan

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

Council will have many opportunities to partner with PBIA in 2017 on issues such as public restrooms and public art, expanding Downtown Ambassador opportunities and working with Downtown Stakeholders

**Options:**

NA.

**Financial Impact:**

The PBIA's approved 2017 budget is \$110,000

**Attachments:**

PBIA Approved 2017 Budget



## Approved 2017 PBIA Budget Allocations

\$8,000	Flower Baskets
\$10,000	Maintenance (Watering & Probation Crew)
\$6,500	Marketing (advertising)
\$10,000	Holiday Support
\$3,000	Communications
\$5,000	Admin Support
\$3,000	Downtown Clean-up (Spring/Fall)
\$1,000	Volunteers in Paint
\$43,500	Downtown Ambassador Program
\$18,000	Clean & Safe Projects (Art/Maintenance)
\$2,000	Contingency

\$110,000





## General Government Committee

### Briefing on Public Safety Funding Needs

**Agenda Date:** 2/22/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0186

---

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

---

**Title**

Briefing on Public Safety Funding Needs

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the information on funding needs for the Olympia Police Department. Briefing only; No action requested.

**Report**

**Issue:**

Whether to receive a briefing about funding needs for the Olympia Police Department.

**Staff Contact:**

Laura Wohl, Administrative Services Manager, Olympia Police Department, 360.753.8214

**Presenter(s):**

Ronnie Roberts, Chief of Police

**Background and Analysis:**

The Police Department is engaged in its mission to build public trust. It is at the forefront of efforts to incorporate the ideals of the President's "21<sup>st</sup> Century Policing." To achieve these goals, additional resources are needed to fully implement programs that enhance transparency, engage the community, and provide appropriate services to increase the safety of all of who live, work, and play in Olympia.

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

The community has expressed support for the Police Department implementing 21<sup>st</sup> Century Policing strategies.

**Options:**

NA

---

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

---

**Financial Impact:**

Funding need is approximately \$2,554,500

**Attachments:**

PowerPoint Presentation

# Building OPD for the Future





# Downtown

**\$1,758,000**

## Additions

- Day & Evening Downtown Walking Patrol
  - 4 Additional Officers
  - 1 Additional Sergeant
- Mental Health Response
- Community Court

## Impact

- 7 day/week, year-long Walking Patrol
- Improve Safety in Downtown Shopping Area
- Increase Security in Parks
- Community Engagement
- Right Services to Right People

# Downtown

## Walking Patrol

- 2 Officers Downtown
- 7 days & evenings a week
- Interacting with business owners and downtown users
- Providing services tailored to the needs downtown
- Increasing the feeling of “safety” for everyone downtown

## Community Court

- 1 Case Manager
- Alternatives to Jail
- Individualized programs to improve lives
- Coordination of mental health, medical, educational, and other services
- Reduce recidivism

## Mental Health Response

- 1 Program Manager
- Contract with local social services for staffing
- The mentally ill receive appropriate care in an appropriate setting - not the Jail
- Reduction of unpredictable and/or criminal behavior that makes people feel unsafe

# Neighborhoods

**\$495,000**

## Additions

- Community Liaison Program
  - 2 Officers, 1 Sergeant
- Additional Code Enforcement
  - 1 Code Enforcement Officer

## Impact

- Stronger Connection to Families Living in our Town
- Neighborhood Focused Policing Strategies
- Collaborative approach to Safe Neighborhoods





# Neighborhoods

## Community Liaison Officers

- 2 Officers assigned to the Westside and to the Eastside
- Develop relationship between OPD and neighborhoods
- Go-to person for citizens
- Tailor services to the needs of the neighborhoods
- Coordinate with other City programs

## Code Enforcement

- 1 additional CE Officer
- Better response to property complaints and health concerns in the neighborhoods
- Work with police to address concurrent crime problems
- Help neighborhoods problem-solve quality of life issues



# Shaping the Future

**\$301,500**

## Additions

- Contemporary Standards
  - 1 Policy Manager
- Enhanced Training Program
  - 2 Program Staff
  - Advanced Training
  - Regional Training Coordination
- Recruiting for Diversity

## Impact

- Fulfilling 21<sup>st</sup> Century Policing Principles
- De-escalation & Crisis Intervention Training
- Hiring the Best Candidates for a Complex Job

# Shaping the Future

## Recruitment

- Enhance recruitment efforts to increase minority and women applicants
- Increase the number of highly qualified applicants to OPD
- Replace retiring staff quickly: Expect 25% of staff to retire by 2021

## Training

- Provide contemporary training to all OPD staff on complex issues
- Maintain de-escalation & Crisis Intervention training
- Increase use of scenario-based training
- Coordinate training with regional partners to increase effectiveness

## Policy

- 1 Policy manager to ensure policies are current
- Ensure OPD implementing best-practices
- Provide direction to OPD staff that reflects community values
- Increase accountability with clear guidelines for behavior



## General Government Committee

### Preparation for Annual Meeting with Advisory Committee Chairs

**Agenda Date:** 2/22/2017  
**Agenda Item Number:** 5.C  
**File Number:** 17-0192

---

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

---

#### **Title**

Preparation for Annual Meeting with Advisory Committee Chairs

#### **Recommended Action**

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

Not referred to a committee.

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

Give guidance on the agenda for the General Government Committee's annual meeting with advisory committee chairs.

#### **Report**

##### **Issue:**

Whether to review what the General Government Committee wishes to discuss with committee chairs.

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

Kellie Purce Braseth, Strategic Communications Director, Executive, 360.753.8361

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

Kellie Purce Braseth, Strategic Communications Director

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

Annually the General Government Committee meets with advisory committee chairs to review proposed work plans and discuss other timely issues. The 2017 meeting is currently scheduled for March 22.

Possible discussion topics include:

- 2017 Work Plan and emerging issues
- Review of committee guidelines/roles and expectations (please see attachment)
- Orientation and training for new and existing members
- Other topics?

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

N/A

**Financial Impact:**

None

**Attachment:**

Advisory Committee Roles and Expectations



# Advisory Committee Roles and Expectations

City of Olympia WA City Council Office  
PO Box 1967  
Olympia WA 98507-1967

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.



## General Government Committee

### Discuss Advisory Committee Applications and Preparation for Interviews

**Agenda Date:** 2/22/2017  
**Agenda Item Number:** 5.D  
**File Number:** 17-0191

---

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

---

#### **Title**

Discuss Advisory Committee Applications and Preparation for Interviews

#### **Recommended Action**

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

Not referred to a committee.

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

Provide guidance on interview schedule and committee membership recommendations.

#### **Report**

##### **Issue:**

Whether to review applications and determine how the General Government Committee wishes to proceed with the interview process.

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

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

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

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

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

Various Council-appointed committee and commission terms end on March 31, 2016. Attached is a list of applicants. Overall, the City received 64 applications for 27 positions across 9 Advisory Boards.

The General Government Committee is considering a process and setting dates and times for the interviews. Given the number of applications, where necessary, staff recommends screening applications to a manageable pool of approximately four or so candidates for interviews.

In the past the General Government Committee has recommended automatically reappointing some or all of current board members in good standing who applied for another term and only interviewed new applicants for any remaining open positions after the reappointments.



---

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

---

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

N/A

**Options:**

1. Recommend automatic reappointment of some or all current members of good standing who applied for another term, and screen applications to a small interview pools and confirm dates and times for interviews with the Committee.
2. Recommend automatic reappointment some or all current members who applied for another term, and interview all new applicants for any openings that remain after reappointments.

**Financial Impact:**

None

**Attachment**

Vacancy Report

# Boards & Commissions

---

## ARTS COMMISSION

The Arts Commission was created to help enrich the lives of the people of this region by making visual, performing and literary arts vital elements in the life of our community. The Commission works to support local artists through networking, skill development and visibility through a variety of unique opportunities.

The Arts Commission is charged with accomplishing the following: To promote and encourage public programs to further the development and public awareness of, and interest in, the fine and performing arts and the cultural heritage of the area; and to advise the City Council in connection with the artistic and cultural development of the Olympia area; and to provide local artistic and cultural services to citizens of the Olympia area by making available to the City and its citizens expertise on the subject of visual and performing arts and cultural heritage; and to encourage donations, grants or other support to further expand artistic, cultural programs, and services for citizens of the Olympia area; and to reach out to and work with the governments, institutions and citizens of neighboring jurisdictions in connection with these purposes, and ultimately to include representatives of said jurisdictions on the Commission.

### Current Vacancies



**Immediate Vacancy** **Term Ends:** Mar 31, 2018  
**Position:** Commissioner

### Upcoming Vacancies



Diana Fairbanks  
**Term Ends:** Mar 31, 2017  
**Position:** Commissioner



Rick Perry  
**Term Ends:** Mar 31, 2017  
**Position:** Commissioner

---

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Bicycle and Pedestrian Advisory Committee (BPAC) was established to advise the City Council on the encouragement and facilitation of the use of bicycles and walking as regular means of transportation or recreation, and provide for pedestrian and bicycle safety needs.

### Current Vacancies



**Immediate Vacancy Term Ends:** Sep 01, 2019  
**Position:** Committee Member



**Immediate Vacancy Term Ends:** Mar 31, 2018  
**Category:** Joe Ford vacancy

### Upcoming Vacancies



David Copley  
**Term Ends:** Mar 31, 2017  
**Position:** Vice Chair



Rebecca Brown  
**Term Ends:** Mar 31, 2017  
**Position:** Committee Member



Scott Morgan  
**Term Ends:** Mar 31, 2017  
**Position:** Committee Member



Jan P Vleck  
**Term Ends:** Mar 31, 2017  
**Position:** Committee Member

---

## **CITY COUNCIL**

The City Council makes policy and serves as the legislative group responsible for approving City ordinances and establishing City policy. Councilmembers are part-time employees, although Olympia's Councilmembers estimate that, on average, they devote from 25-40 hours per week to Council business. Many Councilmembers hold full-time jobs in addition to their duties on the City Council.

Olympia's City Council positions are nonpartisan, are elected for four-year terms, and represent the community at-large rather than designated districts. The seven positions are staggered, with positions ending for three members at one time and four members the next.

The Mayor presides at all meetings of the Council and is recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Council selects another member to serve a two-year term as Mayor Pro Tem.

### **Current Vacancies**

No Current Vacancies

### **Upcoming Vacancies**

No upcoming vacancies

---

## DESIGN REVIEW BOARD

The Design Review Board was established to promote those qualities in the natural environment which bring value to the community; foster the attractiveness and functional utility of the community as a place to live and work; preserve the special character and quality of Olympia by maintaining the integrity of those areas which have a discernible character or are of special historic significance; raise the level of community expectations for the quality of the built environment; encourage originality and creativity in site planning and architecture; communicate these purposes to applicants and assist applicants in achieving these purposes; preserve and enhance property value; ensure that new developments maintain or improve neighborhood character and livability; and consider applicants' needs and goals and the broader public impact of any proposal.

### Current Vacancies

No Current Vacancies

### Upcoming Vacancies



Joseph S LaValle  
**Term Ends:** Mar 31, 2017  
**Category:** Citizen at Large  
**Position:** Chair



Robert Findlay  
**Term Ends:** Mar 31, 2017  
**Category:** Architect  
**Position:** Boardmember



Duane Edwards  
**Term Ends:** Mar 31, 2017  
**Category:** Citizen at Large  
**Position:** Boardmember



Marnie McGrath  
**Term Ends:** Mar 31, 2017  
**Category:** Citizen at Large  
**Position:** Boardmember

---

## HERITAGE COMMISSION

The Heritage Commission was established to identify and actively encourage the preservation of the City's historic resources by initiating and maintaining a Heritage Register of Historic Places and reviewing proposed changes to register properties; to raise community awareness of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning and preservation.

### Current Vacancies



**Immediate Vacancy Term Ends:** Mar 31, 2018

**Category:** Heather Youckton vacancy

**Position:** Commissioner

### Upcoming Vacancies



Rachel Newmann

**Term Ends:** Mar 31, 2017

**Position:** Commissioner



Tamara A Hayes

**Term Ends:** Mar 31, 2017

**Position:** Commissioner



Holly Davies

**Term Ends:** Mar 31, 2017

**Position:** Chair

---

## **LODGING TAX ADVISORY COMMITTEE**

The Lodging Tax Advisory Committee is established to advise the City Council on potential annual uses of the lodging tax imposed and collected by the City of Olympia.

### **Current Vacancies**

No Current Vacancies

### **Upcoming Vacancies**

No upcoming vacancies

---

## OLYMPIA METROPOLITAN PARK DISTRICT ADVISORY BOARD

The Olympia Metropolitan Park District (OMPD) Board created an advisory board to create transparency and public reporting on the use of OMPD and other dedicated City of Olympia Parks funds.

Members must be City of Olympia residents. Members must be knowledgeable about or be willing to learn about parks budgeting, parks acquisitions and development, maintenance, park standards and funding levels.

### Current Vacancies



**Immediate Vacancy Term Ends:** N/A

**Category:** Parks and Recreation Advisory Committee Member

**Position:** Committee Member



**Immediate Vacancy Term Ends:** N/A

**Category:** Parks and Recreation Advisory Committee Member

**Position:** Committee Member



**Immediate Vacancy Term Ends:** N/A

**Category:** Citizen at Large

**Position:** Committee Member



**Immediate Vacancy Term Ends:** N/A

**Category:** Citizen at Large

**Position:** Committee Member



**Immediate Vacancy Term Ends:** N/A

**Category:** Citizen at Large

**Position:** Committee Member

### Upcoming Vacancies

No upcoming vacancies



---

## PARKS AND RECREATION ADVISORY COMMITTEE

The Parks & Recreation Advisory Committee (PRAC) was established in 1983 to make recommendations to the City Council regarding parks and recreation plans, policies, programs and projects and to serve as liaison between citizens and the Council on parks and recreation related matters.

### Current Vacancies

No Current Vacancies

### Upcoming Vacancies



Alicia Seegers Martinelli

**Term Ends:** Mar 31, 2017

**Position:** Vice Chair



Brock Milliern

**Term Ends:** Mar 31, 2017

**Position:** Committee Member



Brian Tomlinson

**Term Ends:** Mar 31, 2017

**Position:** Committee Member

---

## PLANNING COMMISSION

The Planning Commission was established to advise the City Council on the long-range growth and development of Olympia, including changes to the City's comprehensive land use plan and zoning ordinance.

### Current Vacancies



**Immediate Vacancy Term Ends:** Mar 31, 2017

**Category:** Jerome Parker vacancy

**Position:** Commissioner

### Upcoming Vacancies



Darrell K Hoppe

**Term Ends:** Mar 31, 2017

**Position:** Commissioner



Carole B Richmond

**Term Ends:** Mar 31, 2017

**Position:** Commissioner

---

## THURSTON COMMUNITY MEDIA BOARD

To provide policy oversight for community access television programming in Thurston County.

### Current Vacancies

No Current Vacancies

### Upcoming Vacancies



Mark Dahlen

**Term Ends:** Mar 31, 2017

**Position:** Olympia Rep

---

## UTILITY ADVISORY COMMITTEE

The Utility Advisory Committee (UAC) was established to act as a public advisor to the City Council, the City Manager's office and the Public Works Department on utility policy matters for the City's four public utilities: Water, Wastewater, Storm and Surface Water, and Waste ReSources.

### Current Vacancies

No Current Vacancies

### Upcoming Vacancies



Thad Curtz

**Term Ends:** Mar 31, 2017

**Position:** Chair



Dever Kuni

**Term Ends:** Mar 31, 2017

**Position:** Committee Member