



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 24, 2018

5:00 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A** [18-0088](#) Approval of December 4, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A** [18-0091](#) Consideration of Draft 2018 General Government Committee Schedule and Work Plan

Attachments: [Draft Genl Govt 2018 Work Plan](#)
 [December-2018-Calendar](#)

- 5.B** [18-0090](#) Update on Advisory Committee Recruitment Process

- 5.C** [18-0095](#) Discussion of Policy Analyst Process

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 December 4, 2017 General Government Committee Meeting Minutes

Agenda Date: 1/24/2018
Agenda Item Number: 4.A
File Number: 18-0088

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

Title

Approval of December 4, 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

Monday, December 4, 2017

5:00 PM

Council Chambers

Special Meeting

1. CALL TO ORDER

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

2. ROLL CALL

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

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

- 4.A [17-1238](#) Approval of November 17, 2017 General Government Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A [17-1229](#) Discussion of Community Garden Resolution Referral

Parks, Arts and Recreation Director Paul Simmons, City Engineer and Parks Program Specialist Luke Burns discussed a draft resolution establishing a goal to have a community garden within a half mile of every Olympia resident. Mr. Burns gave an overview of the two successful community gardens in Yauger Park and Sunrise Park. The Public Works Department has also developed a pilot-program that would allow Neighborhood Associations to sponsor community gardens in un-opened right-of-way properties managed by the City.

President of Sustainable South Sound, Rachel Friedman shared their support for the resolution and the importance of community gardens.

Committee members asked clarifying questions.

The discussion was completed.

5.B [17-1236](#) Scoping 2018 Advisory Committee Work Plan Process

Strategic Communications Director Kellie Purce Braseth discussed the process for reviewing and meeting with the Advisory Committees regarding their workplans.

Chair Roe noted she likes the high level reviews and more casual discussions that occur during the yearly meeting with Advisory Committees. She would like to explore how the committees could interconnect more.

Committee members asked clarifying questions.

The discussion was completed.

5.C [17-1237](#) Review of Advisory Committee Rules of Procedures

Ms. Braseth did a check in on the Committee Rules and procedures noting they were last amended in 2014.

Committee members asked clarifying questions.

The discussion was completed.

5.D [17-1231](#) Discussion of Preparations for the 2018 City Council Retreat

City Manager Steve Hall shared the draft agenda for the upcoming City Council retreat. It has been recommended that Nancy Campbell facilitate the meeting. The Committee members noted they would prefer less presentations and more time for discussion along with reviewing priorities for the Action Plan in 2018.

The draft agenda and facilitator recommendation will move forward to the City Council for action at their next meeting.

The discussion was completed.

6. REPORTS AND UPDATES**7. ADJOURNMENT**

The meeting adjourned at 6:03 p.m.



General Government Committee

Consideration of Draft 2018 General Government Committee Schedule and Work Plan

Agenda Date: 1/24/2018
Agenda Item Number: 5.A
File Number: 18-0091

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

Title

Consideration of Draft 2018 General Government Committee Schedule and Work Plan

Recommended Action

Committee Recommendation:

Not referred to committee.

City Manager Recommendation:

Consider the proposed General Government Committee 2018 Work Plan and the committee schedule and forward to City Council for review and approval.

Report

Issue:

Whether to discuss and move forward with the draft 2018 General Government Committee Work Plan and revised committee meeting schedule

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

Kellie Purce Braseth, Strategic Communications Director

Background and Analysis:

Each year the City Council reviews and approves an annual work plan for all Council Committees. The Draft 2018 General Government Committee work plan is included as an attachment.

In the Council's January retreat, the Council chose to make the meeting dates for the General Government Committee the fourth Wednesday of each month. The December 2018 meeting currently fall during a Council Vacation week and will need to be re-scheduled. A calendar of General Government Committee member's assignment schedules for non-vacation weeks in December are included as an attachment, and meant to help facilitate members' discussion on rescheduling the meeting for that month.

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

Neighborhood/Community Interests (if known):

N/A

Options:

1. Review and approve the Work Plan as presented and revise the schedule and forward Work Plan and revised Schedule to City Council for Consideration.
2. Revise both the Work Plan and the Schedule and forward to the City Council for Consideration.
3. Review Schedule and Work Plan and postpone final action to a future meeting.

Financial Impact:

N/A

Attachments:

Draft Work Plan and Schedule
December Calendar



2018 General Government Committee - DRAFT

Schedule of Regular and Special Meetings – Updated Jan. 18, 2018

Note: Meeting dates and agenda items are subject to change.

Regular meeting: 4th Wednesday, 5:00 – 7:00 p.m., Olympia City Hall,

Committee Members: Councilmembers Jessica Bateman (Chair), Renata Rollins, Cheryl Selby

Date	Tentative Agenda	Lead Staff	Comp. Plan Goal Connection	Notes/Debrief
January 24	<ul style="list-style-type: none"> General Govt. 2018 Work Plan Advisory Board Recruitment Update Policy Analyst Process 	Kellie Braseth Kellie Braseth Steve Hall		
February <i>Will need a special mtg or two in Feb/March</i>	<ul style="list-style-type: none"> Review Advisory Board applications /Prepare for Interviews/ 	Kellie Braseth		
February 28	<ul style="list-style-type: none"> Community Development Block Grant (CDBG) – Program Year 2018 Action Plan Public Safety/OPD Update PBIA Briefing Prepare for Annual Meeting with Committee Chairs 	Keith Stahley Ronnie Roberts Amy Buckler Kellie Braseth		
March <i>Special meeting</i>	<ul style="list-style-type: none"> Advisory Board Candidate Interviews 	Kellie Braseth		<i>Recommendations must be ready for March 27 Council meeting at latest</i>
March 28	<ul style="list-style-type: none"> Annual Work Plan Review and Meeting with Advisory Committee Chairs 	Kellie Braseth		
April 25	<ul style="list-style-type: none"> Economic Development Update Community Development Block Grant (CDBG) – Program Year 2018 Action Plan DT Ambassador Update Mid-Year Retreat Discussion 	Mike Reid Keith Stahley Mark Rentfrow Kellie Braseth		

May 23	<ul style="list-style-type: none"> • Public Safety / OPD Updates • PBIA Update • Farmers Market Lease Agreement 	Ronnie Roberts Amy Buckler Scott River		
June 27	<ul style="list-style-type: none"> • Municipal Art Plan Status Report • ARCH Policy and Organization • Constituent Tracking System 	Stephanie Johnson Jay Burney Steve Hall		
July 25	<ul style="list-style-type: none"> • CDBG CAPER Report • CDBG Action Plan PY2018 • Economic develop. Update 	Keith Stahley Keith Stahley Mike Reid		
August 22	<ul style="list-style-type: none"> • Public Engagement /Social Media Report • Public Safety/OPD Update • PBIA Update 	Kellie B/Josh Linn Ronnie Roberts Amy Buckler		
September 26	<ul style="list-style-type: none"> • Biennial Review of Council Guidelines (Done on even years) • Scoping Advisory Board Recruitment Process • Predictive Work Scheduling 	Kellie Braseth Kellie Braseth		
October 24	<ul style="list-style-type: none"> • CDBG PY2018 • DT Ambassador Update • Economic development update • GG Committee Work Plan for 2019 	Keith Stahley Mark Rentfrow Mike Reid Kellie Braseth Kellie Braseth Anna Schlecht		
November 28	<ul style="list-style-type: none"> • Public Safety/OPD Update • PBIA Update • Predictive Work Scheduling 	Ronnie Roberts Amy Buckler		
December 26*	<ul style="list-style-type: none"> • Scoping Advisory Committee work plan process 	Kellie Braseth		

*Council vacation weeks/scheduling discussion needed

December 2018

December 2018						
◀ Nov 2018					Jan 2019 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 RR,, 3 p.m. Artesian JB, 5:40, UAC	7 CS, Noon, Mayors Mtg	8
9	10 Possible Special GG MTG.	11	12 JB, 5:30, LOTT	13 JB, 11:30 a.m. SWAC CS, 6 p.m. Arts	14	15
16	17 Possible Special GG MTG.	18	19 JB, 5:30, Finance	20 CS, Noon, WCPA RR, 4:30, Law/Just	21	22
23	24 CS, 3:30 p, EDC	25	26 Regularly Scheduled GG MTG.	27	28	29
30	31					



General Government Committee

Update on Advisory Committee Recruitment Process

Agenda Date: 1/24/2018
Agenda Item Number: 5.B
File Number: 18-0090

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

Title

Update on Advisory Committee Recruitment Process

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Receive the update on the advisory committee recruitment process. Briefing only, no action requested.

Report

Issue:

Making the Committee aware of the status of the advisory committee recruitment process.

Presenter(s):

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

Background and Analysis:

The General Government Committee is responsible for advisory committee recruitment. The recruitment process for 2017 began on Dec. 1 and runs through Jan. 31 at 5 p.m.

The City has posted the application and outlined the process on its website, with a link on the front page. A press release has been sent out announce the open recruitment process, and advisory committee liaisons are reminding committee members who may want to continue on committee to reapply.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Receive the update on the advisory committee recruitment process.
2. Do not receive the update on the advisory committee recruitment process.

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

Financial Impact:
N/A

Attachments:
None



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

General Government Committee

Discussion of Policy Analyst Process

Agenda Date: 1/24/2018
Agenda Item Number: 5.C
File Number: 18-0095

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

Title
Discussion of Policy Analyst Process