



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 20, 2018

5:00 PM

Room 207

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A** [18-0181](#) Approval of January 24, 2018 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A** [18-0173](#) Discuss Advisory Committee Applications and Preparation for Interviews

Attachments: [List of Applicants and Committees](#)
[2018 Vacancy Graphic](#)

6. REPORTS AND UPDATES

7. ADJOURNMENT

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

General Government Committee
Approval of January 24, 2018 General
Government Committee Meeting Minutes

Agenda Date: 2/20/2018
Agenda Item Number: 4.A
File Number: 18-0181

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

Title

Approval of January 24, 2018 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, January 24, 2018

5:00 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jessica Bateman, Committee member Renata Rollins and Committee member Cheryl Selby

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

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

The minutes were approved.

5. COMMITTEE BUSINESS

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

Strategic Communications Director Kellie Purce Braseth walked through the proposed 2018 General Government Committee work schedule and work plan. She shared a request from Arts Program Manager Stephanie Johnson to discuss arts grants at a future meeting. Kellie noted she will get clarification about the request to see if it is time sensitive. If the arts grants discussion is not time sensitive it will be added to the Arts update that is on the schedule for June.

Chair Bateman discussed the predictive work scheduling item on the work plan. Chair Bateman noted she wants to remain cognizant of this topic being a new and complex policy issue and a reasonable timeline needs to be determined. She will request a write up from Councilmember Cooper regarding the topic and invite him to a future General Government Committee to discuss it further.

Ms. Braseth noted the December Committee meeting would fall on December 26, the day after Christmas. It was determined that December 17 will be held as a placeholder

should a meeting in December be needed.

Several items on the schedule were moved around:

April - ArCH Program update

May - Economic Development and Downtown Ambassador/Clean Team updates

June - Public Safety and PBIA updates

September - Predictive Scheduling

The recommendation was approved as amended.

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

Ms. Braseth reviewed the upcoming Advisory Boards and Commissions vacancies and the amount of applications received during the recruitment period so far.

Committee members discussed the process for interviews.

Chair Bateman noted she would like evaluation criteria developed to provide consistency. The applications will be vetted using the criteria to narrow down the number of candidates interviewed. For Boards and Commissions that have one vacancy two candidates will be interviewed and with three vacancies five candidates will be interviewed. The interviews will take no longer than 10 minutes. The Boards and Commissions Chairs will be in attendance during the interview process. A special meeting of the General Government will be held on February 20 to review applications. Committee members will send Kellie their rankings of candidates by February 15. Interviews will take place on March 7.

Chair Bateman noted she would like to discuss term limits for Boards and Commissions in the future.

The information was received.

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

City Manager Steve Hall discussed the struggle to find someone to work on last year's tax regressivity and access to education referrals. He shared a draft RFP that would be used to develop an on-call contract for an experienced, objective researcher to provide research to assist City Council policy considerations. Mr. Hall wants to ensure the full Council scopes the proposed research and has agreement on expected deliverable.

Mr. Hall shared the challenges related to the time for Council to scope each separate research topic area; ensuring quality work product that is unbiased, professionally sound, thorough and usable and prioritizing work for the analyst.

Mr. Hall reviewed some possible criteria for prioritizing the work of the analyst. The criteria includes, the research must be relevant to a current decision or issue before the

City Council and supports possible requests to the State Legislature or other governing bodies and regulatory agencies. Possible policy areas for review are, the impact of college affordability/unaffordability on the community; effective local strategies to address homelessness; regressive taxation structures and its effect on Olympia residents; modelling of reduced utility rates (lifeline rates) for low income residents and the cost/benefit of proposed annexation.

Chair Bateman noted the Council can adopt a work plan to prioritize the work of the analyst, but wants to ensure the work fits criteria and relates to Council work.

The discussion was completed.

6. REPORTS AND UPDATES

Executive Assistant Susan Grisham shared the referral request sheet and tracking document. The referral request sheet will be updated to ensure new requests reflect how they connect to the current work of the Council and the Comprehensive Plan.

Committee member Rollins discussed wanting to add public comment to the General Government Committee agenda. The Committee agreed to add it to the agenda.

7. ADJOURNMENT

The meeting adjourned at 6:43 p.m.



General Government Committee

Discuss Advisory Committee Applications and Preparation for Interviews

Agenda Date: 2/20/2018
Agenda Item Number: 5.A
File Number: 18-0173

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:

Review the applications and 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, 2018. Attached is a list of applicants. Overall, the City received 54 applications for 13 vacancies across 7 Advisory Boards and Commissions (see attached).

The General Government Committee has set aside March 7 for the interviews. Given the number of applications, the Committee discussed screening applications to a manageable pool of candidates for interviews.

In 2017, the General Government Committee asked all current board members with expiring terms to notify the Committee of their interest in continuing to serve by Oct. 31, 2017, and to submit an application by the Jan. 31, 2018, deadline. Those who met the Committee's requests and are in

good standing will be recommended for reappointment. The seats of those incumbents who had not notified the Committee by the deadline would be considered open, and the members were welcome to reapply for the positions. The Committee would only interview new applicants and incumbents who had not notified the Committee of their interest to continue by Oct. 31 for any remaining open positions after the reappointments.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Recommend reappointment of current members of good standing who notified the Committee of their interest in continuing to serve by Oct. 31, 2017, and submitted an application by the Jan. 31, 2018, and screen all other applications to small interview pools and confirm dates and times for interviews.
2. Recommend reappointment of current members of good standing who notified the Committee of their interest in continuing to serve by Oct. 31, 2017, and submitted an application by the Jan. 31, 2018, and interview all new applicants for any openings that remain after reappointments.

Financial Impact:

None

Attachment

List of Applicants and Committees
2018 Vacancy Graphic

Applicants	Board/Commission	Residency
Autumn Yoke	Arts Commission	
Allison Spector^	Arts Commission	
Brian Harris	Arts Commission	
Andrew Saturn	Arts Commission	
Kelley Morgan	Arts Commission	
Cal Ledbetter	Arts Commission	
Fredrick Dobler	Arts Commission	
Jeanie Chang	Arts Commission	JBLM
Dennis Bloom^	Arts Commission	
Terry Anderson	Arts Commission	Outside of Oly
John Utter	Bicycle and Pedestrian Advisory Committee	Outside of Oly
Duncan Green	Bicycle and Pedestrian Advisory Committee	
Peter Gould	Bicycle and Pedestrian Advisory Committee	
Tim Dagiau	Bicycle and Pedestrian Advisory Committee	Tumwater
Dennis Bloom^	Design Review Board	
Karl Young	Design Review Board	
Allison Spector^	Design Review Board	
Angela Rush	Design Review Board	
Caitlin Regan	Design Review Board	
Jami Heinreicher*	Design Review Board	
Josh Gobel	Design Review Board	
Yuri Bockwinkel^	Design Review Board	
Heather Walker	Heritage Commission	
Maurice Major	Heritage Commission	
Audrey Henley	Heritage Commission	
Amelia Dickson	Heritage Commission	
Jessica Blose^	Heritage Commission	
Allison Spector^	Parks and Recreation Advisory Committee	
Lou Kesthely	Parks and Recreation Advisory Committee	
Rhianna Hruska	Parks and Recreation Advisory Committee	
Tai Harmon	Parks and Recreation Advisory Committee	
Kyle Guzlas	Parks and Recreation Advisory Committee	
Marjorie Hanson	Parks and Recreation Advisory Committee	
Melissa Allen	Parks and Recreation Advisory Committee	
Tim Burns	Parks and Recreation Advisory Committee	
Allison Spector^	Planning Commission	
Yuri Bockwinkel^	Planning Commission	
Jessica Blose^	Planning Commission	
Kim Murillo	Planning Commission	
Noah Martin^	Planning Commission	
Boudicca Walsh	Planning Commission	
Ivana Trottman	Planning Commission	
Aaron Sauerhoff	Planning Commission	
Thomas Muller	Planning Commission	
Caleb Martin	Planning Commission	
April Holland	Planning Commission	
Candis Millar	Planning Commission	
Kodi Gaddis	Planning Commission	
C Davis	Planning Commission	
Kento Azegami	Planning Commission	

Corey Gauny	Planning Commission	
Allison Spector^	Utility Advisory Committee	
Noah Martin^	Utility Advisory Committee	
Zena Hartung	Utility Advisory Committee	

*Current Member

^Applied for multiple boards

2018 BOARD & COMMISSION VACANCIES

