



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 26, 2019

4:30 PM

Council Chambers

Special Meeting

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, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [19-0147](#) Approval of January 23, 2019 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [19-0161](#) Discussion with Heritage Commission Representatives about a Potential Study Session with City Council

- 6.B** [19-0150](#) Continued Discussion of Options for 2019 Community Development Block Grant (CDBG) Annual Action Plan and Public Process

Attachments: [Preliminary Options](#)

[CDBG Five-Year Strategies](#)

[Olympia CDBG Program Annual Cycle](#)

- 6.C** [19-0154](#) Preparation for Annual Meeting with Advisory Committee Chairs

Attachments: [Roles and Expectations](#)

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 January 23, 2019 General
Government Committee Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 5.A
File Number: 19-0147

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

Title

Approval of January 23, 2019 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 23, 2019

4:00 PM

Council Chambers

1. CALL TO ORDER

Chair Rollins called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: 3 - Chair Renata Rollins, Committee member Clark Gilman and
Committee member Cheryl Selby

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

No one spoke.

5. APPROVAL OF MINUTES

- 5.A** [19-0097](#) Approval of December 18, 2018 General Government Committee
Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A** [19-0084](#) Options for 2019 Community Development Block Grant (CDBG) Annual
Action Plan and Public Process

Community Service Program Manager Anna Schlecht discussed options for the Program Year 2019 annual Community Development Block Grant (CDBG) Action Plan and public process. She shared the strategies identified in the 5-year consolidated plan, which is now in year two. Last year the City Council determined housing and land acquisition as CDBG priorities, along with social services, public facilities, and economic development.

Ms. Schlecht noted the anticipated Program Year 2019 allocation for CDBG is \$450,000. She discussed options for the public process and reviewed the annual program cycle timeline. A draft plan will be needed by the end of April/early May. The committee discussed potential projects that could be candidates for CDBG funding.

HOME Fund Manager Cary Retlin discussed how HOME Funds could potentially work to leverage CDBG funds.

This topic will be revisited on the February General Government Committee meeting agenda for further discussion. Committee members asked clarifying questions.

The discussion was completed.

6.B [19-0093](#) Consideration of Draft 2019 General Government Committee Schedule and Work Plan

Strategic Communications Director Kellie Purce Braseth reviewed the General Government Committee schedule and Work Plan for 2019.

The Committee discussed meeting dates and topics, as well as asked clarifying questions. The updated schedule and work plan will be forwarded to the City Council for approval.

The discussion was completed.

6.C [19-0090](#) Update on Advisory Committee Recruitment Process

Ms. Purce Braseth updated the Committee on the Advisory Committee recruitment process including the number of applicants so far and the timeline for the recruitment process.

Committee members asked clarifying questions.

The information was provided.

7. REPORTS AND UPDATES

There were no reports.

8. ADJOURNMENT

The meeting adjourned at 5:53 p.m.



General Government Committee
Discussion with Heritage Commission
Representatives about a Potential Study
Session with City Council

Agenda Date: 2/26/2019
Agenda Item Number: 6.A
File Number: 19-0161

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

Title

Discussion with Heritage Commission Representatives about a Potential Study Session with City Council

Recommended Action

Committee Recommendation:

Discussion

City Manager Recommendation:

Discuss recent topics related to historic preservation and develop a plan for a future Study Session with the full City Council.

Report

Issue:

Whether to have a discussion with Heritage Commission representatives.

Staff Contact:

Leonard Bauer, Assistant Community Planning & Development Director 360.753.8206

Marygrace Goddu, Associate Planner 360.753.8031

Steve Hall, City Manager 360.753.8370

Presenter(s):

Representatives of the Heritage Commission

Background and Analysis:

The Heritage Commission is one of several citizen boards in the City whose main mission is to support and advise the Olympia City Council.

Recent actions of the City related to property acquisitions, use of City properties with historic significance, and the City's response to private property redevelopment have raised questions about the role of the Heritage Commission and whether it can be more helpful to the City Council. These questions include the processes and communications channels used to consider a balance of historic preservation goals with the other goals of the City including affordable, economic development and

relationships with other local governments such as Thurston County, among others

In addition, new staffing and added staff resources for historic preservation and cultural activities provide an opportunity to more completely integrate these values into the City's work efforts.

Staffing for the Commission has been variable over the past many months, which has added to communication issues. Recently City staff and Heritage Commission reps met with General Government Committee chair to discuss some internal administrative issues that can be addressed at the staff level. These are not the purpose of the meeting with General Government.

Instead, the purpose is to scope a study session with the full City Council to ensure that the Commission is doing everything it can to support the City Council in its deliberations. In addition, to share highlights of the Heritage Commission's 2019-draft work plan.

Elements of an upcoming study session could include:

- Review of work plan highlights.
- Discussion of Comprehensive Plan goals and City code provisions related to historic preservation.
- Discussion of the role and mission of the Commission and how it can add value.
- Discussion of how the Commission might better support City Council deliberations and decisions.
- Success stories of recent historic preservation work.

Neighborhood/Community Interests (if known):

Historic preservation is a very important element of the City's vision for the community.

Options:

1. Hold a discussion
2. Do not hold a discussion

Financial Impact:

None

Attachments:

None



General Government Committee

Continued Discussion of Options for 2019 Community Development Block Grant (CDBG) Annual Action Plan and Public Process

Agenda Date: 2/26/2019
Agenda Item Number: 6.B
File Number: 19-0150

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

Title

Continued Discussion of Options for 2019 Community Development Block Grant (CDBG) Annual Action Plan and Public Process

Recommended Action

Committee Recommendation:

At its January 23 meeting, the General Government Committee sought to continue the discussion of options for the 2019 CDBG Annual Action Plan, the CDBG public process and options for alignment with the Olympia Home Fund.

City Manager Recommendation:

Continue the discussion of options for the Program Year 2019 (9/1/19 - 8/31/20) Community Development Block Grant (CDBG) Action Plan, the CDBG public process, potential alignment with Olympia Home Funds and give direction to staff.

Report

Issue:

Whether to discuss what additional information is needed for the Committee's review of options for the PY 2019 CDBG Annual Action Plan, what public process should be utilized and how can these funds align with the Olympia Home Fund allocation process?

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning and Development Department (360-753-8183)

Presenter(s):

Anna Schlecht, Community Service Programs Manager.

Background and Analysis:

Tonight's Goal: The goal for tonight's meeting is to review additional information on the preliminary options identified by the Committee for the coming CDBG PY 2019 (9/1/18 - 8/31/19) Annual Action Plan. and to launch the CDBG Citizen Participation Process.

Starting now allows more time to request information on how the CDBG Program could align with other funding sources including the Olympia Home Fund monies, which began its first full inaugural fiscal year in 2019. The Committee may also consider whether to recommend either a *“Direct Select”* process or a *“Request for Proposals”* process.

Staff guidance is needed on recommended allocations, the public process and alignment with the Olympia Home Fund.

CDBG Program Purpose: The CDBG Program was created as a “bundled” federal program intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Regulations for the CDBG Program are contained in 24 CFR 570.

Prior Discussions: Tonight’s discussion follows the January 23, 2018 initial review of options the CDBG PY 2019 Annual Action Plan. The committee asked for additional information to be provided on five (5) options for capital projects listed below. Please note that options for alignment of the CDBG Program and the Home Fund have been addressed at numerous meetings during calendar years 2017 and 2018.

Initial Options for Capital Projects in CDBG PY 2019: The Committee identified five (5) options for capital investments and stated an interest in continuing several current programs. These options are described in more detail in the attached, “Preliminary Options: Olympia’s Program Year 2019 Community Development Block Grant Annual Action Plan”. Additional information will also be provided as part of the staff presentation.

Following is a list of the Committee’s five (5) options for capital projects:

Salvation Army Day Center / Community Kitchen: This project was initially funded with \$300,000 in PY 2018 CDBG funds for building improvements.

Family Support Center Housing Project: This project was initially funded with \$400,000 in PY 2018 CDBG funds for land acquisition which was completed.

2828 Martin Way Project: The property was purchased with City General Funds. The project is still in the scoping phase with several options under consideration.

Thurston County Food Bank: The Thurston County Food Bank is in the initial phase of seeking community support a new, central facility for their County-wide operations. No location has been identified yet.

Thurston County Court House: The City Council is working with the County Commission to identify a location and funding sources to build a new County Courthouse. No location has been identified yet.

The Committee also indicated an interest in continuing the following CDBG-funded activities:

Olympia Downtown Ambassador Program: Social services for street dependent homeless and severely mentally ill people. Last year’s allocation was \$55,000.

Business Training & Technical Assistance: Assistance for both Micro-enterprises and small

businesses. Last year's allocation was for \$50,000.

Downtown Safety Loans: Assistance for lighting projects and alcove gates. Last year's allocation was for \$50,000.

General Administration: Each year 20 percent of CDBG funding is required to administer this complex federal program. The estimate for PY 2019 will be \$90,000.

CDBG Public Process: The public process for the PY 2019 CDBG Annual Action Plan is presented in the attached chart, "Olympia CDBG Program - Annual Cycle," and is summarized as follows:

January 23, 2019	General Government Committee review of PY 2019 options
February 12, 2019	Committee continues review of PY 2019 options
April	General Government Committee recommendations to Council
May	Council launch of the CDBG Citizen Participation Process
May - June	30 Day CDBG Citizen Participation Process
June	Council's Public Hearing - PY 2019 CDBG Annual Action Plan
June - July	Council review and approval of draft PY 2018 Annual Action Plan
July 15	Submission of PY 2019 Annual Action Plan to HUD
September	Start of PY 2019 CDBG & potential alignment with Olympia Home Fund

The coming PY 2019 will be the second year of the next Five-Year (2018 - 2022) CDBG Consolidated Plan, also referred to as the CDBG Five-Year Strategic Plan.

Five-Year Strategies for CDBG Program: The attached "CDBG Program Five-Year Strategies - Overview" identifies the key strategies selected by Council for investing CDBG funds during the five years between 2018 - 2022. This plan identifies housing as a key strategy, which could potentially align with Home Fund priorities.

Alignment with Home Fund: Throughout the planning of the Home Fund, Council expressed interest in using those funds to leverage other monies including CDBG funds. At this time, the Home Fund is still in the early stages of founding an Advisory Body, whose work will ultimately inform Council decisions on allocations. More information on options for alignment will be made available once the Advisory Body meets later in 2019.

Neighborhood/Community Interests:

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are invested in community development programs and projects.

Options:

1. Continue the discussion of options for the Program Year 2019 (9/1/19 - 8/31/20) Community Development Block Grant (CDBG) Action Plan, the CDBG public process, potential alignment with Olympia Home Funds and give direction to staff.
2. Request additional information to support the discussion of options for the Program Year 2019 (9/1/19 - 8/31/20) Community Development Block Grant (CDBG) Action Plan, the CDBG public process, potential alignment with Olympia Home Funds prior to giving direction to staff.

Financial Impact:

The PY 2019 (September 1, 2019 - August 31, 2020) Annual Action Plan will guide the investment of an estimated \$450,000. This estimate includes \$350,000 in new PY 2019 CDBG funds along with \$100,000 in CDBG Program Income. This estimate will be updated with the actual CDBG annual entitlement along with revised estimates of program income by Spring 2019. At that time, staff can provide the most current estimates of Olympia Home Funds that could potentially be allocated in conjunction with CDBG funds.

Attachments:

Preliminary Options: Olympia's CDBG Program Annual Action Plan

CDBG Five-Year Strategies - Overview

Olympia CDBG Program - Annual Cycle

Preliminary Options:

Olympia's Program Year 2019

Community Development Block Grant Annual Action Plan

Overview: Following is a list of options identified by the General Government Committee for funding in the coming Program Year 2019 (PY 2019) Community Development Block Grant (CDBG) Annual Action Plan. This list includes capital projects, social services programs and economic development activities. Please note that all listed options are identified as eligible activities in the CDBG Five Year Consolidated Plan, with the exception of the Thurston County Court House. Options are presented as follows:

CAPITAL PROJECTS:

Salvation Army Day Center / Community Kitchen: This project was initially funded with \$300,000 in PY 2018 CDBG funds. During the pre-development phase, additional unforeseen costs were identified, including: sprinklers; a sub-grade grease trap; asbestos removal; and other expenses not identified at the time of PY 2018 funding approval.

Location: 820 5th Avenue SE, Olympia. Property is a large open room with peripheral offices, currently part of a three (3) building complex operated by the Salvation Army.

Eligibility: This qualifies as a “**Public Facility – Community Center**”.

Project Readiness: This project will begin in once the federally mandated Environmental Review is complete in early 2019.

Relation to 5 Year Homeless Housing Plan: Day Centers are a critical element of the Five Year Homeless Housing Plan (5YP). This Day Center is an essential component of the Salvation Army's 24/7 service model and will help to disperse some of the over-concentration of street dependent people competing for limited space and services in the in urban hub.

Family Support Center Housing Project: This project was initially funded in PY 2018 to acquire land for the purpose of building 88 new housing units in two (2) phases. Project also includes the relocation of the Family Support Center to Southwest Olympia with co-located service providers.

Location: 3524 7th Avenue SW, Olympia. Property is currently undeveloped land without any structures or improvements.

Eligibility: The utility improvements would qualify as a “**Public Facilities – Water/Sewer Improvements**”.

Project Readiness: Family Support Center has completed their property acquisition and is moving directly into pre-development architectural and engineering work. Water/Sewer improvements are tentatively projected for mid PY 2019 (calendar year: early 2020).

Preliminary Options:
Olympia's Program Year 2019
Community Development Block Grant Annual Action Plan

Relation to 5 Year Homeless Housing Plan: Housing for homeless and at risk families with children is an essential element of the 5YP.

2828 Martin Way Project: The project is still in the scoping phase with several options but no specific plan of action at this time. Options include converting the existing medical facility to a combination of shelter / day center / respite beds

Location: Property is located at 2828 Martin Way East, building currently configured as a medical clinic, parking lot and large undeveloped lot to the North.

Eligibility: The respective options on this project qualify as follows:

Shelter/day center: qualifies as a “**Public Facility – Community Center**”

Respite Facility: qualifies as a “**Health Facility**”

Utilities: qualifies as “**Public Facilities – Water/Sewer**”

Please note: New construction of housing is not an eligible activity

Project Readiness: Readiness is contingent upon to begin once the federally mandated Environmental Review is complete.

Relation to 5 Year Homeless Housing Plan: Day Centers are a critical element of a 24/7 service model and will help to disburse some of the over-concentration in the in urban hub. Respite housing for homeless people coming out of hospitals is part of the 5YP.

Food Bank: The Thurston County Food Bank is in the initial phase of seeking a new central location for food storage & distribution.

Location: Unknown at this time.

Eligibility: This qualifies as a “**Public Facilities – Community Center**”.

Project Readiness: This project appears to be in the early stages, more information is needed from their Executive Director.

Relation to 5 Year Homeless Housing Plan: Supportive services including food are considered a part of the 5YP.

Thurston County Court House: The Council is working the Thurston County Board of Commission to develop options for constructing the new County Court House.

Location: Unknown at this time.

Eligibility: This project would be considered an activity supporting the general conduct of government operations and would not qualify for funding.

Project Readiness: This project is in the early scoping stages, more information is needed to evaluate any potential benefit to low and moderate income people.

Preliminary Options:
Olympia's Program Year 2019
Community Development Block Grant Annual Action Plan

Relation to 5 Year Homeless Housing Plan: A County Court House or any other facility that supports the general conduct of government operations is not included in the 5YP.

SOCIAL SERVICES:

Olympia Downtown Ambassador Program: The Olympia Downtown Ambassador Program (ODAP) provides social services for street dependent homeless and severely mentally ill people in the urban hub.

Location: Scattered sites in downtown Olympia.

Eligibility: Street outreach is social services, eligible as "Public Services".

Project Readiness: ODAP is an ongoing social services program.

Relation to the 5 Year Homeless Housing Plan: Street outreach and social services are an essential element of the 5YP.

ECONOMIC DEVELOPMENT PROJECTS:

Business Training & Technical Assistance: Assistance for both Micro-enterprises and small businesses. Last year allocation was \$50,000.

Location: Scattered sites in downtown Olympia

Eligibility: Street outreach is social services, eligible as "Public Services"

Project Readiness: ODAP is an ongoing social services program.

Relation to the 5 Year Homeless Housing Plan: Street outreach and social services are an essential element of the 5YP.

Downtown Safety Loans: Assistance for lighting projects and alcove gates on privately owned downtown buildings. Last year allocation was \$50,000.

Location: Scattered sites in downtown Olympia

Eligibility: Street outreach is social services, eligible as both "**Micro Enterprise Activity**" and as "**Special Economic Development Activities**"

Project Readiness: ODAP is an ongoing social services program.

Relation to the 5 Year Homeless Housing Plan: Downtown safety loans are not part of the 5YP. They are part of the Olympia Downtown Strategy Plan and

Preliminary Options:
Olympia's Program Year 2019
Community Development Block Grant Annual Action Plan

help to mitigate the high concentration of services, shelters, mitigation sites and unsanctioned camps on the urban hub.

General Administration: Each year 20% of CDBG funding is required to administer this complex federal program. Estimated costs of General Administration for PY2019 will be \$90,000.

CDBG Program *Five-Year Strategies* - **OVERVIEW**

(Taken from the CDBG Consolidated Plan 2018 – 2022)

- **Housing - PRIORITY**
- **Land Acquisition – PRIORITY**
 - ✦ (As it supports housing)
- **Economic Development**
 - ✦ Business Training
 - ✦ Downtown Safety Projects
- **Public Facilities**
 - ✦ Community centers
 - ✦ Public Infrastructure
- **Social Services**
 - * Downtown Ambassador Program
 - * Day Center Staffing



HOUSING: Billy Frank Jr. Place: City discounted land for 43 new homes for formerly homeless people. CDBG Funds could leverage Home Fund dollars on housing projects

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS





General Government Committee

Preparation for Annual Meeting with Advisory Committee Chairs

Agenda Date: 2/26/2019
Agenda Item Number: 6.C
File Number: 19-0154

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 2019 meeting is currently scheduled for March 27.

Possible discussion topics include:

- 2019 Work Plan and emerging issues
- New liaison relationship between Council Committees and advisory committees
- Feedback on advisory committee member application review process
- Review of committee guidelines/roles and expectations (please see attachment)
- Orientation and training for new and existing members

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

- 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.