



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, October 16, 2019**

**4:00 PM**

**Council Chambers**

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**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**     [19-0949](#)     Approval of September 25, 2019 General Government Committee Meeting Minutes

**Attachments:**     [Minutes](#)

**6. COMMITTEE BUSINESS**

- 6.A**     [19-0920](#)     Downtown Ambassador Update

- 6.B**     [19-0941](#)     Economic Development Update

- 6.C**     [19-0938](#)     Preparations for the 2020 City Council Retreat

**Attachments:**     [2019 Council Retreat Agenda](#)

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

**General Government Committee**  
**Approval of September 25, 2019 General**  
**Government Committee Meeting Minutes**

**Agenda Date:** 10/16/2019  
**Agenda Item Number:** 5.A  
**File Number:** 19-0949

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

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**Title**

Approval of September 25, 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

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**Wednesday, September 25, 2019**

**3:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

**3. APPROVAL OF AGENDA**

The was approved.

**4. PUBLIC COMMENT**

None.

**5. APPROVAL OF MINUTES**

- 5.A** [19-0872](#) Approval of July 17, 2019 General Government Committee Meeting  
Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.C** [19-0865](#) Tenant Relocation Assistance Briefing

Home Fund Manager Cary Retlin gave an overview of rental protection approaches. He shared data regarding Olympia area rents and incomes along with the causes and effects of eviction in Washington State. Mr. Retlin discussed rental protection programs in the cities of Corvallis and Portland, in Oregon, sharing pros and cons.

He reviewed issues a program in Olympia would need to address: type of landlord/exclusions (many programs exclude room rental or attached duplex); amount of benefit (fixed or based on current rent); if tenant is leaving because unit is unsafe or unhealthy (not being evicted); should this apply only to no-fault and how will we enforce compliance.

Committee members asked clarifying questions. They asked Mr. Retlin to come back

again with more information regarding rentals, what a program would look like related to enforcement and rental discrimination complaints.

**The discussion was completed.**

**6.A**     [19-0840](#)           Options for Community Development Block Grant (CDBG) Allocations and 2020 Action Plan Public Process

Community Service Program Manager Anna Schlect reviewed the activities and public process related to the Program Year 2020 Community Development Block Grant and the five year consolidated plan (2018-2022). She discussed the five year plan strategies and alignment with the Olympia Home Fund, Thurston County's Five Year Homeless Housing Plan, Downtown Strategy, Community Review Area Strategies and Economic Development Strategies.

The Committee members asked clarifying questions. The committee agreed to move forward the recommendations for funding related to housing, Ambassador Program, business training & technical assistance and planning. Committee members asked that staff consult with the NW Cooperative Development Center and other business organizations.

**The discussion was completed.**

**6.B**     [19-0841](#)           Reallocating Community Development Block Grant (CDBG) and Related Funds

Ms. Schlecht discussed amendments to the Program Year 2018 and 2019 CDBG funds.

Committee members asked clarifying questions. The committee directed her to begin the public process regarding amendments.

**The discussion was completed.**

**6.D**     [19-0842](#)           Arts Commission Work Plan and Municipal Art Plan Status Report

Arts Program Manager Stephanie Johnson and Arts Commission Chair Timothy Grisham updated the Committee on the status of the Municipal Art Plan.

Committee members asked clarifying questions.

**The information was received.**

**7.        REPORTS AND UPDATES**

Strategic Communications Director Kellie Purce Braseth gave an update on the Boards and Commissions recruitment process.

**8.        ADJOURNMENT**

The meeting adjourned at 5:09 p.m.





## General Government Committee

### Downtown Ambassador Update

**Agenda Date:** 10/16/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0920

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

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#### Title

Downtown Ambassador Update

#### Recommended Action

##### Committee Recommendation:

Not recommended to a committee.

##### City Manager Recommendation:

Receive an update on the Downtown Ambassadors. Briefing only: No action requested.

#### Report

##### Issue:

Whether to receive an update on the Downtown Ambassadors.

##### Staff Contact:

Amy Buckler, Strategic Projects Manager, Community Planning & Development, 360-570-5847

##### Presenter(s):

Amy Buckler, Strategic Projects Manager  
Teal Russell, Downtown Ambassador  
Katherine Trahan, Downtown Ambassador

##### Background and Analysis:

The Downtown Ambassadors work five days a week from 8:30 am to 4:30 pm. They are part of the City's front-line service delivery system and help promote and a vibrant and attractive urban destination.

The Ambassadors provide street outreach, business support and hospitality services to residents, business owners, property owners and visitors to Downtown. Key Services include:

- Maintain a visible presence on the street
- Visitor assistance
- Parking assistance
- Social Service Availability Information

- Business check-ins and outreach
- Trespass engagement
- Welcome new businesses

At the briefing, staff will present data regarding their progress and activities and answer any questions.

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

The City receives consistent, positive feedback about the Downtown Ambassador program.

**Options:**

No action requested; briefing only.

**Financial Impact:**

N/A

**Attachments:**

None



## General Government Committee

### Economic Development Update

**Agenda Date:** 10/16/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0941

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

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**Title**

Economic Development Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a presentation on City of Olympia economic development activity. Briefing only; No action requested

**Report**

**Issue:**

Whether to receive a briefing on economic development activity.

**Staff Contact:**

Mike Reid, Economic Development Director, Community Planning and Development, 360.753.8591

**Presenter(s):**

Mike Reid, Economic Development Director

**Background and Analysis:**

Economic Development Director Mike Reid will provide an overview of current economic development initiatives in Olympia. Topics will include city economic data overview and current/proposed development projects.

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

N/A

**Options:**

Briefing only

**Financial Impact:**

N/A



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

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**Attachments:**

None



## General Government Committee

### Preparations for the 2020 City Council Retreat

**Agenda Date:** 10/16/2019  
**Agenda Item Number:** 6.C  
**File Number:** 19-0938

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

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#### **Title**

Preparations for the 2020 City Council Retreat

#### **Recommended Action**

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

Not referred to a committee.

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

Consider a draft agenda and location for the 2020 City Council Retreat and consider the need and process for selecting a facilitator.

#### **Report**

##### **Issue:**

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

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

Steve Hall, City Manager, Executive, 360.753.8447

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

Steve Hall, City Manager  
Kellie Purce Braseth, Strategic Communication Director

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

The 2020 Council retreat is scheduled for Friday, January 10, and Saturday January 11. General topics for the retreat normally include Council working relationships, goal setting, Council committee assignments, and other priority topics.

When a retreat facilitator is involved, that person typically interviews Council members in advance of the retreat to finalize the agenda.

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

**Options:**

1. Discuss proposed agenda items and location for the 2020 retreat.
2. Do not discuss proposed agenda items and location for the 2020 retreat.

**Attachments:**

2019 Council Retreat Agenda

# AGENDA

## 2019 OLYMPIA CITY COUNCIL RETREAT

January 11 – 12, 2019

Coach House  
221 21st Ave SW  
Olympia, WA 98501



Friday, January 11

12:00 p.m. - 5:15 p.m.

<b>12:00 p.m. - 12:30 p.m.</b> [Working Lunch]	<b>WELCOME ~ RETREAT OVERVIEW ~ GOAL</b> <ul style="list-style-type: none"><li>• Retreat Agenda Review</li><li>• Interview Themes</li></ul>	Nancy Campbell, Facilitator Steve Hall, City Manager
<b>12:30 p.m. - 1:30 p.m.</b>	<b>BUILDING ON OUR STRENGTHS</b> <ul style="list-style-type: none"><li>• Opening Ice Breaker</li><li>• Operating Rules for Today</li></ul>	Nancy Campbell, Facilitator and Councilmembers
<b>1:30 p.m. - 1:45 p.m.</b>	<b>BREAK</b>	
<b>1:45 p.m. – 3:15 p.m.</b>	<b>ALIGNING OUR PURPOSES</b> <ul style="list-style-type: none"><li>• Artifact Exercise</li><li>• Why this Matters</li><li>• Individual and Group Purpose</li></ul>	Nancy Campbell, Facilitator, Staff and Councilmembers
<b>3:15 p.m. - 4:00 p.m.</b>	<b>BREAK</b>	
<b>4:00 p.m. - 5:15 p.m.</b>	<b>MOVING FORWARD</b> <ul style="list-style-type: none"><li>• Operating Principles</li><li>• Operating Norms</li><li>• Meeting Management</li><li>• Role in Setting Priorities</li></ul>	Nancy Campbell Facilitator and Councilmembers

∞ SOCIAL DINNER ∞

5:30pm

Water Street Cafe  
610 Water Street SW

# AGENDA

## 2019 OLYMPIA CITY COUNCIL RETREAT



Saturday, January 12

9:00 a.m.

<b>8:45 a.m. - 9:00 a.m.</b>	<b>ARRIVE, MINGLE, REFRESHMENTS</b>	
<b>9:00 a.m. – 9:45 a.m.</b>	<b>WAYS TO ENGAGE THE COMMUNITY</b>	Nancy Campbell, Facilitator
<b>9:45 a.m. - 10:30 a.m.</b>	<b>ROLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Role of Mayor</li><li>• Role of Mayor Pro Tem</li><li>• Role of Council Advisory Board/Interjurisdictional Liaison</li><li>• Role of Council Committee Chairs</li><li>• Council Role vis a vis:<ul style="list-style-type: none"><li>○ City Staff</li><li>○ Partners and Stakeholders</li></ul></li></ul> <b>POLICY ANALYST FUNCTIONS</b>	All
<b>10:30 a.m. - 10:45 a.m.</b>	<b>BREAK</b>	
<b>10:45 a.m. - 11:15 a.m.</b>	<b>PREPARATION FOR 2019</b>	Steve Hall, City Manager Councilmembers
<b>11:15 a.m. - 12:10 p.m.</b>	<b>TOUR OF MITIGATION SITE</b>	Steve Hall, City Manager Councilmembers
<b>12:10 p.m. - 1:00 p.m.</b>	<b>WORKING LUNCH</b> <ul style="list-style-type: none"><li>• County Courthouse Presentation</li></ul>	County Staff
<b>1:00 p.m. - 1:45 p.m.</b>	<b>COUNCIL COMMITTEE ASSIGNMENTS</b> <ul style="list-style-type: none"><li>• Mayor Pro Tem</li><li>• Council Committees</li><li>• Inter-jurisdictional liaisons</li><li>• Advisory Board Liaisons</li><li>• Annual Calendar</li></ul>	Steve Hall, City Manager Councilmembers
<b>1:45 p.m.</b>	<b>CONCLUSION AND NEXT STEPS</b>	Nancy Campbell, Facilitator