



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, January 22, 2020**

**5:00 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**     [20-0072](#)     Approval of November 20, 2019 General Government Committee Meeting Minutes

**Attachments:**     [Minutes](#)

**6. COMMITTEE BUSINESS**

- 6.A**     [20-0082](#)     Consideration of Draft 2020 General Government Committee Schedule and Work Plan

**Attachments:**     [DRAFT Genl Govt 2020 Work Plan](#)

- 6.B**     [20-0080](#)     Update on Advisory Committee Recruitment Process

**Attachments:**     [Advisory Board Recruitment Process](#)  
                              [Advisory Board Cycle](#)

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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

**General Government Committee**  
**Approval of November 20, 2019 General**  
**Government Committee Meeting Minutes**

**Agenda Date:** 1/22/2020  
**Agenda Item Number:** 5.A  
**File Number:**20-0072

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

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**Title**

Approval of November 20, 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, November 20, 2019**

**4:00 PM**

**Room 112**

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### Special Meeting

**1. CALL TO ORDER**

The meeting was called 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** [19-1089](#) Approval of October 16, 2019 General Government Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.A** [19-1059](#) Public Safety/Olympia Police Department (OPD) Update on Neighborhood Program

Sergeant Paul Frailey gave an update on the Neighborhood Policing Unit.

Committee members asked clarifying questions.

The information was provided.

- 6.B** [19-1019](#) Final Recommendations and Timeline for Community Development Block Grant (CDBG) Program Year 2020 Action Plan

Community Program Manager Anna Schlecht presented final recommendations and a timeline for public process on the Community Development Block Grant (CDBG)

Program Year 2020 Action Plan.

Economic Development Director Mike Reid discussed options to use CDBG funds for economic development purposes. He discussed developing and indepth proposal for Crime Prevention Through Environmental Design (CPTED) projects using the Economic Development capital fund therefore leaving an extra \$50,000 in the CDBG fund. Some recommended concepts for these funds are; Creaging a pre-apprentice program for constructions trades for at-risk youth ages 16 - 21.

The Committee directed staff to develop a proposal and bring it back in February.

Committee members asked clarifying questions.

**The decision was approved.**

**6.C**     [19-1076](#)            Scoping 2020 Advisory Committee Work Plan Process

Strategic Communications Director Kellie Purce Braseth discussed the development of the 2020 Advisory Committee Work Plans.

Committee members asked clarifying questions.

**The discussion was completed.**

**6.D**     [19-1074](#)            Discussion of 2020 General Government Committee Work Plan Items

Ms. Braseth discussed the 2020 work plan cycle for the General Government Committee. She noted the Design Review Board would like to begin participating in the annual meeting of the committee chairs and submit a work plan.

Committee members asked clarifying questions. Committee member Gilman noted he would like more feedback form the liaisons and boards.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

**8.        ADJOURNMENT**

The meeting adjourned at 6:30 p.m.



## General Government Committee

### Consideration of Draft 2020 General Government Committee Schedule and Work Plan

**Agenda Date:** 1/22/2020  
**Agenda Item Number:** 6.A  
**File Number:**20-0082

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

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#### **Title**

Consideration of Draft 2020 General Government Committee Schedule and Work Plan

#### **Recommended Action**

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

Not referred to committee.

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

Consider the proposed General Government Committee 2020 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 2020 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 2020 General Government Committee work plan is included as an attachment.

In the Council's January retreat, the Council chose to continue the meeting dates for the General Government Committee on the fourth Wednesday of each month. The Committee may need to reschedule several meetings that fall on Council vacation weeks and holidays may need to be rescheduled.

##### **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



# DRAFT 2020 General Government Committee

## Schedule of Regular and Special Meetings

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

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

Committee Members: Councilmembers Renata Rollins (Chair), Clark Gilman, Dani Madrone

**\*Key: CSH = Community, Safety & Health •DT = Downtown •ECON = Economy •ENV = Environment •NBH = Neighborhoods**

Date	Tentative Agenda	Lead Staff	Comp. Plan Goal *	Notes/Debrief
January 22	<ul style="list-style-type: none"> <li>General Govt. 2020 Work Plan Review</li> <li>Advisory Board Recruitment Update</li> <li></li> </ul>	Kellie Braseth Kellie Braseth	Csh	
<b>February ?</b> <i>Special meeting</i>	<ul style="list-style-type: none"> <li>Advisory Board Candidate Interviews</li> </ul>	Kellie Braseth	csh	<i>Recommendations must be ready for March 24 Council meeting at latest</i>
<b>February ?</b> <i>Special meeting</i>	<ul style="list-style-type: none"> <li>Advisory Board Candidate Interviews</li> </ul>	Kellie Braseth	Csh	<i>Recommendations must be ready for March 24 Council meeting at latest</i>
February 26	<ul style="list-style-type: none"> <li>Community Development Block Grant (CDBG) – Program Year 2020 Action Plan (tentative)</li> <li>Prepare for Annual Meeting with Committee Chairs</li> <li>Economic Development Update</li> <li>Public Safety/OPD Update</li> <li>Eastside Street Crossing</li> </ul>	Cary Retlin Kellie Braseth Mike Reid Aaron Jelcick Stephanie Johnson	Csh Csh Econ/DT Csh csh	
March 25	<ul style="list-style-type: none"> <li>Annual Work Plan Review</li> <li>Meeting with Advisory Committee Chairs</li> </ul>	Kellie Braseth Kellie Braseth	csh csh	
April 22	<ul style="list-style-type: none"> <li>Community Development Block Grant Update</li> <li>Mid-Year Retreat Discussion</li> <li>DT Ambassador Update</li> </ul>	Cary Retlin Jay Burney/Kellie Amy Buckler	csh csh econ/dt	<i>Committee Member Madrone absent</i>

Update: January 15, 2020

			dt	
<b>May 27</b> <i>Council vacation week</i>	<ul style="list-style-type: none"> <li>Public Safety / OPD Updates</li> <li>PBIA Briefing</li> <li>Economic Development Update</li> </ul>	Jay Burney Ronnie Roberts Amy Buckler	csh csh econ	
<b>June 24</b> <i>Council vacation week</i>	<ul style="list-style-type: none"> <li>Tenant Assistance Follow up</li> <li>Municipal Art Plan Status Report</li> </ul>	Cary Retlin	econ chs	
July 22	<ul style="list-style-type: none"> <li>CDBG Action Plan PY2020</li> <li>Scoping Advisory Board Recruitment Process</li> <li></li> </ul>	Cary Retlin Kellie Braseth	csh csh	
August 26	<ul style="list-style-type: none"> <li>Public Safety/OPD Update</li> <li>Economic develop. Update</li> <li></li> </ul>	Aaron Jelcick Mike Reid	csh econ	
<b>September 23</b> <i>Council vacation week</i>	<ul style="list-style-type: none"> <li>Biennial Review of Council Guidelines (done on even years)</li> <li>Council Annual Retreat Agenda</li> </ul>	Kellie Braseth  Jay Burney		
<b>October 28</b> <i>Council vacation week</i>	<ul style="list-style-type: none"> <li>CDBG PY2020 Action Plan</li> <li>PBIA Update</li> <li>GG Committee Work Plan for 2020</li> </ul>	Cary Retlin Max DeJarnatt Kellie Braseth	csh dt Dt	
<b>November 25</b> <i>Council vacation week; day before Thanksgiving</i>	<ul style="list-style-type: none"> <li>Public Safety/OPD Update</li> <li>DT Ambassador Update</li> <li>Economic development update</li> </ul>	Aaron Jelcick Amy Buckler Mike Reid	csh dt dt, econ	
<b>December 23</b> <i>Council vacation week; Xmas Eve Eve</i>	<ul style="list-style-type: none"> <li>Scoping Advisory Committee work plan process</li> </ul>	Kellie Braseth		<b>GGC SCHEDULED NO MEETING IN 2019</b>





## General Government Committee

### Update on Advisory Committee Recruitment Process

**Agenda Date:** 1/22/2020  
**Agenda Item Number:** 6.B  
**File Number:**20-0080

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

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#### **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:**

Whether to receive an update on 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 2020 began on Oct. 1, 2019 and ran through Dec. 15, 2019.

At the close of the recruitment period, the City received approximately 60 applications for 17 vacancies across seven Council appointed advisory boards and commissions.

Advisory Committees with open seats are currently reviewing their respective applications and will screen suggested candidates for the General Government Committee to consider for interviews.

##### **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.

**Financial Impact:**

N/A

**Attachments:**

Board Recruitment Process

Advisory Committee Cycle

# ADVISORY BOARD RECRUITING PROCESS



