



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Friday, February 3, 2017

3:00 PM

Room 112

1. **CALL TO ORDER**

Chair Roe called the meeting to order at 3:00 p.m.

2. **ROLL CALL**

Present: 2 - Chair Jeannine Roe and Committee member Clark Gilman

Excused: 1 - Committee member Jessica Bateman

3. **APPROVAL OF AGENDA**

The agenda was approved.

4. **APPROVAL OF MINUTES**

4.A [17-0091](#) Approval of December 9, 2016 General Government Committee Meeting Minutes

Chair Roe asked for a correction to the December 9 minutes regarding Item 5C. She requested a note be added that the City still needs a citizen correspondence tracking system. She commented the Citizen Request Management System is a great project but doesn't reflect what the General Government Committee wants.

The minutes were approved as amended.

5. **COMMITTEE BUSINESS**

5.A [16-1212](#) Options for Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016 Amendments & PY 2017 Annual Action Plan

Community Planning & Development (CP&D) Deputy Director Leonard Bauer highlighted decision points needed today: 1) amend the current 2016 Action Plan, and (2) discuss the 2017 Action Plan.

CP&D Community Service Program Manager Anna Schlecht went through a presentation about 2016 unexpended CDBG funds, federal requirements and deadlines for spending CDBG money, proposed projects and funding recommendations.

Committee members asked clarifying questions.

Committee member Gilman moved, seconded by Chair Roe, to recommend the options in attachment 1 of the staff report for amending the current PY 2016 Action Plan, including reallocation of approximately \$210,000 of unexpended CDBG program revenue from past years and authorization to expend an additional \$105,000 in expected program revenue. The motion carried by the following vote:

Aye: 2 - Chair Roe and Committee member Gilman

Excused: 1 - Committee member Bateman

Mr. Bauer and Ms. Schlecht explained the anticipated PY 2017 funding was \$450,000. They reviewed the timeline for the public process and noted proposed project categories for PY 2017.

Discussion included:

- Showing proposed projects by category during the open house to help the public prioritize needs.
- Community proposals versus Council direct selection.
- Alley lighting project.
- Commitment to long-term projects.

Committee members asked clarifying questions.

The Committee directed staff to bring forward the long-term programs (Program Administration-\$98,000; Section 108 Debt Service-\$65,000; and Downtown Ambassadors-\$56,000) and to come up with a list of flexible spending ideas to be presented in an open house format for community input. Council action will occur by the end of April, 2017.

5.B [17-0097](#) Update of Advisory Board Recruitment

Strategic Communications Director Kellie Purce Braseth gave an update on advisory board recruitment applications and committee members whose terms are ending who didn't reapply.

Discussion included:

- Whether to interview or automatically reappoint members whose terms are ending.
- The process for going through applications and determining who to interview.
- Interview date(s) and format.
- Future recruitment options for term-ending advisory board seats; requiring term-ending seatsholders to notify intent to continue serving, with automatic reappointment (no need to interview) if notification received by a certain internal deadline and application received on time. If notification received after internal deadline, the seat will become an "open" seat and the existing seatholder will have to compete with new applicants for the seat.
- Councilmember Cooper is interested in being part of the interview process for the OPMD Advisory Board. Following discussion, the Committee agreed he can have a seat at the table and provide input, but he will be a non-voting participant. The

General Government Committee will decide who to recommend to the full Council for appointments.

- The OMPD Advisory Board will have a narrow charge. They are basically a financial oversight committee. From conversations with OMPD Advisory Board applicants, there appears to be an assumption that this Board will have input on what properties the OMPD Board considers for purchase. There will need to be some education to help those appointed to the OMPD Advisory Board understand their role.

The Committee looked at dates to conduct advisory board interviews. They tentatively decided to hold interviews on Monday, February 27. Ms. Braseth will check in with Committee member Bateman to ensure February 27 works for her. If so, Ms. Braseth will add the meeting to the Committee's Outlook calendar. The open meeting will begin at 4:30. From 4:30 - 5:00 Committee members will have a working meal and discuss interview questions. Interviews will be held from 5:00 to 8:00 p.m. Each candidate will only be interviewed once, even if they applied for multiple committees. After all candidates for a given advisory board have been interviewed, time will be scheduled for Committee members to compare notes and formulate which applicants to move forward for the full Council to appoint. Committee members noted last recruitment seemed to have more breaks than necessary, which resulted in more downtime between interviews than was needed.

Notes for the next recruitment period:

- If an applicant applies for more than 1 advisory board, provide a way for them to prioritize interests.
- No need to touch base with abandoned application applicants.

Ms. Braseth agreed to send the Committee advisory board application packets as soon as Susan Grisham is back in the office.

The Committee agreed to review all applications and individually select the top 4 or 5 to interview. At the next General Government Committee meeting, the Committee will discuss and come to consensus on which top applicants for open advisory board seats to interview.

6. REPORTS AND UPDATES

Ms. Braseth distributed a draft General Government Committee work plan and inquired about whether the Committee wanted to change the meeting dates for the November and December meeting dates. Following discussion, the Committee agreed to change the November meeting date from November 22 (the day before Thanksgiving) to November 17 at a special time of 2:00 p.m. The December meeting date was changed from December 27 to December 4 at its normal meeting time of 4:30 p.m.

Ms. Braseth noted the Council Guidelines are ready for the Council Consent Calendar and Mayor signature if the General Government Committee is finished with review. She reviewed updates that have been made following General Government prior discussion and the Council Retreat. The Committee agreed to move the Council

Guidelines to the full Council for consideration and approval.

Ms. Braseth reviewed upcoming topics for the February 22 meeting.

7. ADJOURNMENT

The meeting was adjourned at 5:10 p.m.