



# 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.