



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Agenda General Government Committee

Tuesday, February 11, 2014

4:30 PM

Room 207

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A** [14-0053](#) Approval of December 17, 2013 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A** [14-0124](#) Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2014 - Options for Economic Development Activities

Attachments: [CDBG Economic Development Options 2 11 14](#)

[CDBG Program Income 2008-2013 2 4 14 Chart](#)

[Revolving Loan Fund Memo from National Development Council](#)

[PY2013 Olympia Annual Action Plan](#)

- 4.B** [13-1008](#) Discussion about Music Out Loud Concept

- 4.C** [14-0072](#) Oral Report: Discussion about Room Naming at The Washington Center for Fund Raising Purposes

- 4.D** [14-0060](#) 2014 General Government Committee Work Plan and Meeting Schedule

Attachments: [Gen Govt 2014 Draft Work Plan](#)

[CRA Draft Work Plan 2014](#)

- 4.E** [14-0136](#) Spring 2014 Committee Applicant Interview and Selection Process

Attachments: [Open Positions - Spring 2014](#)

5. 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 Secretary 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.



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Meeting Minutes General Government Committee

Tuesday, December 17, 2013

5:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Jim Cooper and Committee Member Karen Rogers

2. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

3. APPROVAL OF MINUTES

3.A 13-1036 Approval of November 19, 2013 General Government Committee Meeting Minutes

Committee Member Cooper moved, seconded by Chair Roe, to approve the minutes. The motion carried by the following vote:

Aye: 3 - Chair Roe, Committee Member Cooper and Committee Member Rogers

4. COMMITTEE BUSINESS

4.A 13-1073 Review of Council Interlocal Assignments

The Committee discussed the process for determining and designating Council interlocal assignments. Some of the ideas discussed included having Councilmembers submit their preferences in advance of the Retreat, color-coding, or somehow indicating the time commitments of each committee.

The Committee asked staff to provide a month-at-a-glance calendar to the Council in advance of the Retreat that shows when all of the interjurisdictionals meet to ensure Council has a sense of scale in making their choices, and indicate time commitments for each committee.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

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360-753-8447

General Government Committee

Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2014 - Options for Economic Development Activities

Agenda Date: 2/11/2014

Agenda Number: 4.A

File Number: 14-0124

File Type: discussion

Version: 1

Status: In Committee

..Title

Community Development Block Grant (CDBG) Annual Action Plan for Program Year
2014 - Options for Economic Development Activities

..Recommended Action

City Manager Recommendation:

Discuss and provide guidance on recommendations for inclusion in the draft PY2014
CDBG Action Plan

..Report

Issue:

What economic development activities should be included in the PY2014 CDBG
Action Plan?

Staff Contact:

Leonard Bauer, Deputy Director Community Planning and Development Department,
360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development Department
Anna Schlecht, Housing Program Manager, Community Planning and Development
Department

Background and Analysis:

Council Referral to General Government Committee:

On October 1, the City Council provided the following guidance to General
Government Committee regarding PY2014 CDBG process and recommendations:

“Consider information and discussions by the Community Renewal Area (CRA)
Ad Hoc Committee and other Council committees, such as the Land Use and
Environment Committee’s downtown project and master plan discussions. The
CRA will forward a written summary of discussions related to CDBG and
relationship to CRA and other potential funding sources. The General
Government Committee may wish to receive a formal presentation from the
CRA on economic development priorities.”

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The CRA Ad Hoc Committee considered this topic at its November 13, 2013, meeting,

At a November 26, 2013 Special Council Meeting, General Government Committee received a presentation from the CRA Ad Hoc Committee and the full Council discussed their recommendations for economic development priorities that relate to potential future use of CDBG funds. The CRA Ad Hoc Committee recommended the following issues for consideration:

1. Examine the full range of CDBG-eligible economic development projects and programs
2. Creation of a CDBG revolving loan fund generated by program income to support specific economic projects;
3. Encourage development projects and programs that align with this objective (i.e. request for proposals or other public process); and
4. Options to use CDBG funds to repay Section 108 loans.

Background on Olympia's CDBG Program

There are two basic sources of Community Development Block Grant funds.

Annual Entitlement Grants: The City receives Community Development Block Grant (CDBG) funds as an entitlement grant from the Department of Housing and Urban Development (HUD). The funds must be used in accordance with detailed regulations to benefit low- and moderate-income households or aid in the elimination of slum or blighted conditions. The CDBG grant in PY 2013 \$357,000.

Program Income: Housing rehabilitation funding was distributed by the City in the form of loans. These loans are repaid to the City according to the loan terms and reused for other CDBG-eligible projects that benefit low- and moderate-income households. These funds are called "Program Income". During PY 2013 the City anticipates receiving approximately \$300,000 in program income. (See attachment for City of Olympia's CDBG Program Income 2005-2014).

The recently adopted *Thurston County CDBG Consolidated Plan* serves as the strategic plan for using funds over the next five year. This Plan includes the following six strategic goals:

- 1. Economic Development: Identify and create opportunities for economic development programs that principally benefit low-income people** (see

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- attachment 3 for a list of potentially eligible economic development projects);
2. **Housing:** Maintain, enhance, and expand the supply of rental, homeownership, and special needs affordable housing for low-income populations;
 3. **Public Facilities** Identify priority public facilities and infrastructure projects that serve low-income populations throughout the county;
 4. **Social Services:** Provide essential social services, termed “public services” for low- and moderate income and special needs populations;
 5. **Homeless Continuum of Care:** (*Thurston County Goal*) Create a comprehensive homeless continuum-of-care system that is responsive to the needs in our community; and
 6. **Land Acquisition:** The acquisition of land to support the development of new affordable housing, public facilities, economic development or infrastructure to meet the needs of low-income residents.

The *Consolidated Plan* further defines the Economic Development goal as a range of activities that provide economic opportunity and support the creation of jobs, principally for low- and moderate-income people. These activities include:

- 1) Support for small and “micro” businesses including training, technical assistance;
- 2) Direct loans to support new small businesses and entrepreneurs.
- 3) Community planning process to expand economic opportunities for low and moderate income people.

Olympia’s CDBG Action Plan (attached) is part of the *Consolidated Plan*. It allocates \$1.2 million dollars towards a variety of projects for PY 2013. (*Please note:* This 1.2 million dollar allocation is predicated on all additional program income being utilized for the Isthmus project, up to \$450,000.)

Options for Use of CDBG for Economic Development Activities

An attachment outlines a number of optional CDBG-eligible activities for economic development. Based on the Council’s discussion and direction at its November 26, 2013, special meeting, these options focus on activities in downtown Olympia. However, the options may also be utilized in other areas of the city if they benefit low to moderate income community members.

At the General Government Committee meeting, staff will further describe these options, and request the Committee provide direction on which options staff should develop further for inclusion in the draft PY 2014 CDBG Action Plan.

Neighborhood/Community Interests (if known):

The Community Development Block Grant program is a city-wide program created to

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help low to moderate income residents. Downtown Olympia is within a low to moderate income census tract.

Options:

To be developed at the meeting.

Financial Impact:

Use of Community Block Grant annual allocation and program income. Summary of current estimates for annual allocation and program incomes will be provided at the meeting.

City of Olympia - Community Development Block Grant (CDBG) Program Options for Economic Development Activities

CDBG 5-Year Consolidated Plan Goals 2013-2017

(Excerpted from the Joint City-County 5-Year Consolidated Plan)

1. **Economic Development (City's Priority Strategic Goal)**
 2. Affordable Housing
 3. Public Facilities and Infrastructure
 4. Public Services (Social Services)
 5. Acquisition of Land
 6. Continuum of Care - Homeless Services *(County's goals with other fund sources)*
-

Options for Economic Development Activities

There are a broad range of CDBG-eligible activities available to foster economic development in local communities. This list presents those activities that provide both **direct** and **indirect** assistance. The first section identifies activities that would provide **direct support** for economic development, briefly listed as follows:

1. DIRECT Economic Development Activities:

a. Special Economic Activities:

- Acquiring, restructuring, rehabilitation, or installing commercial or industrial buildings
- Grants, loans or technical assistance for for-profit businesses
- Other services in connection with eligible activity

Options:

- i. **Loans for Real Property:** *Loan to owner of a specific vacant/deteriorated building to support a new or expanded business (could include favorable loan terms such as interest-only for first few years, etc.)*
- ii. **Revolving Loans for Businesses:** *Capitalize a revolving loan fund to assist small businesses (see attached Michelle Morlan memo for detailed alternatives)*
- iii. **Building Rehabilitation:** *Loan for rehabilitation of a building for a specific economic development use, e.g. commercial/industrial employer, artist live/work space or tourist attraction*
- iv. **Planning Activities:** *Funding planning for Downtown Ambassador/Clean Team, CPTED Plan or other special activity supporting economic development*

b. Micro Enterprise Activities:

- Technical Assistance
- Training
- Loans or Other Financial Assistance
- General Support for Micro Entrepreneurs (Childcare, Counseling, Peer Support)

Options:

- i. **Small Business Training:** *Direct funding to Enterprise for Equity Training Program*
- ii. **Start-Up Assistance:** *RFP for training and technical assistance program for start-up businesses*
- iii. **Combined Technical Assistance and Loans:** *Combine training and technical assistance with a small business revolving loan fund*

CDBG Economic Development Options, cont.

c. Planning:

- Development of an economic development plan

Options:

- i. **Planning: Economic Analysis:** *Funding economic analysis portion of downtown plan, such as market study to discover most attractive incentives for desired outcomes (e.g., market-rate housing, specific retail/office mix, minimum number or salary of jobs provided).*
- ii. **General Planning:** *Funding Community Renewal Area redevelopment plan for selected properties*

2. INDIRECT Economic Development Activities:

The following CDBG-eligible activities would provide **indirect support** for economic development activities by acquiring property to be utilized for business(es) or improving public infrastructure, summarized as follows:

a. Acquisition of Real Property

- Purchase of property to support a CDBG-eligible Economic Development Purpose, i.e., end-use meets a national project

Options:

- i. **Property Purchase Repayment** *CDBG entitlement funds used to repay Section 108 loan used to purchase a blighted property downtown, e.g. five properties of interest in Community Renewal Area study*

b. Public Facilities & Improvements:

- Sidewalks, sewer, water and other essential improvements

Options:

- i. **Repayment of Section 108 Funded Projects:**
 - a. **Infrastructure Repayments:** *CDBG entitlement funds used to repay Section 108 loan for water, sewer, stormwater, sidewalk, lighting, bicycling or street tree improvements*
 - b. **Public Amenity Repayments:** *CDBG entitlement funds used to repay Section 108 loan for park, plaza or similar public amenity (e.g. Artesian Commons)*

c. Clearance:

- Demolishing structures or preparing a site for development

Options:

- i. **Clearance Activities:** *Clearance of a blighted building downtown, e.g. five properties of interest in Community Renewal Area study*

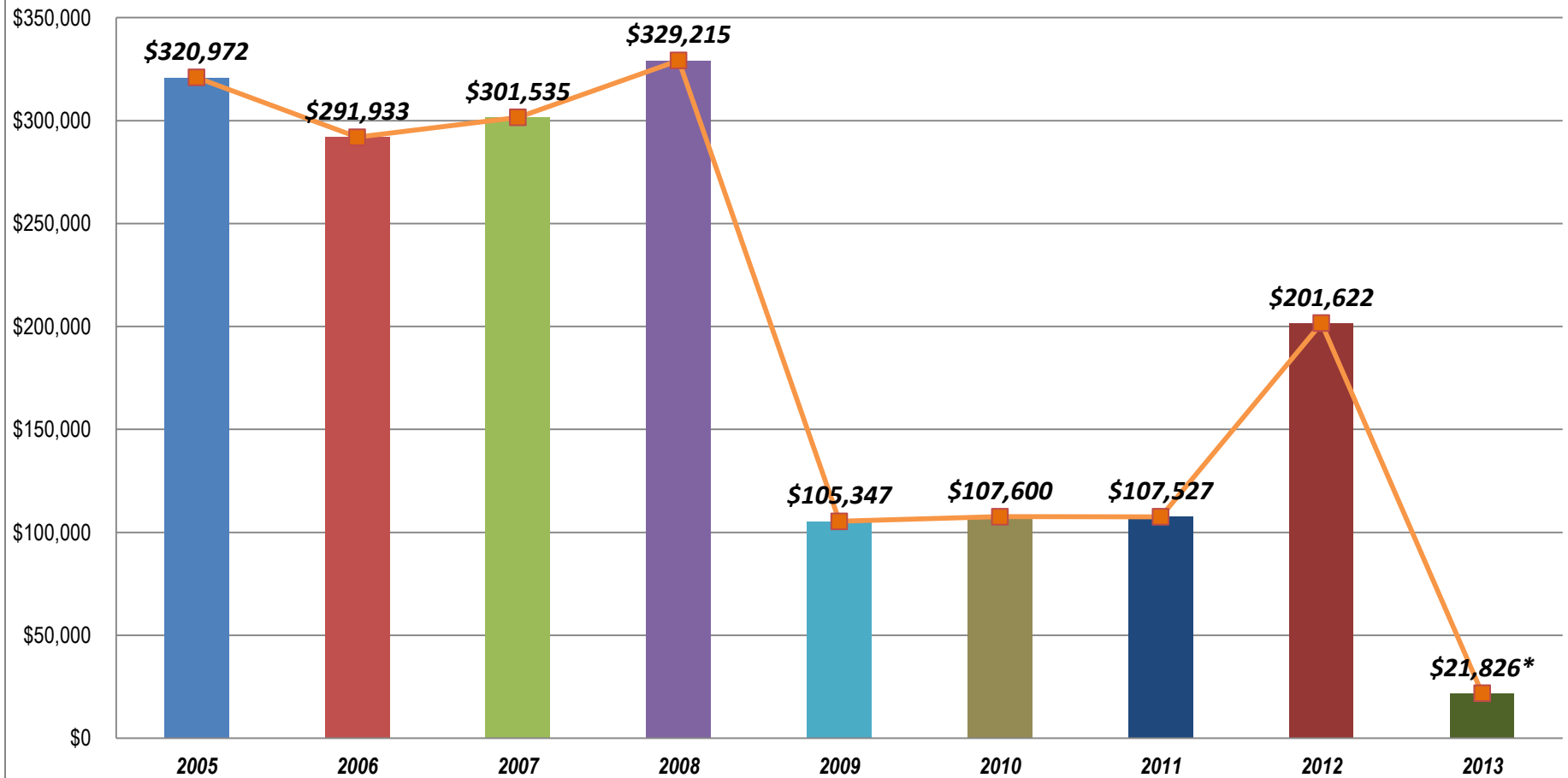
- Brownfields – Environmental Clean-up

Options:

- i. **Environmental Clean-up Activities:** *Environmental Assessment, Clean-up plan, or Remediation on a city-owned site to prepare for sale or redevelopment*

CDBG Program Income 2005 - 2014

This chart presents the rise and fall of Community Development Block Grant (CDBG) Program Income generated by prior loan repayments. Starting with a high-point in 2008 (\$329,215) this chart shows the PI fund closely following the Recession, picking up again in 2012. This chart also reflects a change in Council allocations away from revenue-generating Housing Rehabilitation loans to grants, a shift that will ultimately reduce the program income as a revenue stream. Please note that repayments to date in the current year do not reflect a recent repayment in the amount of \$43,202 received at the end of January 2014.



*The 2013 figure does not include recent payoff of \$43,202 posted 1.17.14.



Date: January 31, 2014

To: Leonard Bauer, City of Olympia

Fr: Michelle Morlan, NDC

RE: Business Revolving Loan Funds – financing options

As part of our ongoing assistance in providing technical support to advance Olympia's economic development goals, we have prepared this memo to talk about potential options for sourcing a fund to establish a Revolving Loan Fund (RLF) to provide financing to economic development efforts. These are meant for discussion purposes only. We are happy to follow up with more specific detail as the City considers these options.

Since Washington State's constitution places severe limitations on a City's ability to provide financing to private for profit entities with the prohibition on lending aid and credit, local funds cannot directly be used to provide financing to businesses or development activities of private for profit entities. The City does have the ability to use federal funding sources to the extent the activities meet the eligibility and use requirements of those federal sources. The City's recent creation of a Section 108 Guaranteed Loan Fund and past use of CDBG-sourced Façade improvement programs are two such examples.

However, Section 108 has limitations which do not make it a workable tool for the creation of an RLF. First, Section 108 loans do not "revolve". Instead, the specific project must be qualified to meet the eligibility and national objective criteria and the loan structure requires repayment of the loan back to HUD. Once repaid, any re-lending would require a separate review and qualification process that would be subject to HUD approval through the same process as the original Section 108 loan. Any additional loan would also be subject to the City's 108 loan capacity at the time of the new loan.

Second, a Section 108 loan made to a for-profit or nonprofit entity for the purposes of re-lending does not satisfy the national objective requirements nor does it meet the public benefit standards, since the actual recipient business is not known at the time. Third, under 24 CFR Section 570.203(c) as referenced in the Section 108 guidelines, a City could make a Section 108 loan to a business that provides economic development services in connection with other eligible economic development activities. However this stops short of permitting that business from lending or re-lending to other borrowers.

City-initiated Options – CDBG RLF:

Many communities use CDBG funds to source an RLF, either through a City-managed program or one carried out by a third party. Such programs typically succeed as revolving funds to the extent that the fund can be appropriately sized, targeted to a certain

credit profile, and have guidelines in place to ensure the proper level of underwriting, limitations on risk, established loan loss reserve requirements and other parameters to ensure it functions as intended. NDC teaches a 3-day course in how to design successful RLFs using CDBG as a source. *A detailed description of the course curriculum is attached.*

Dependent on the amount of CDBG available however, the Loan Fund may not be big enough to create a meaningful impact. Typical Loan Funds created with CDBG provide loans ranging from \$1,000 to \$50,000 in size. Many CDBG RLFs are set up as microenterprise funds. While the smaller loan size and other regulatory parameters can make this a good fit, loans to start-up or microenterprise businesses more often lead to higher loan loss rates or reduced impacts if the business cannot become viable. If administered well, these programs can make their greatest impact by providing much-needed technical assistance and training to start-up businesses. Such support is critical to help businesses access the next level of capital support. Beyond the initial support of a one-time CDBG allocation, loan repayments can be retained and used as CDBG program income to slowly grow the RLF over time. The City could consider a 5-year plan to build up to a reasonable RLF size through a combination of annual allocations of CDBG plus allocations of Program Income from other CDBG loan repayments. The drawback of a CDBG-only fund is of course the need to maintain compliance with the multitude of regulations. For this reason, any revolving loan fund that expands beyond microenterprise is often combined with other sources that can help expand the Fund size and provide off-setting sources to lessen the impact of CDBG requirements. This also has the benefit of providing greater flexibility in the types of businesses that can be assisted. Because the City is limited in the sources it can directly lend, a combined-source RLF is typically going to be easier to administer by a third party entity.

Third-party administered RLFs – with leveraged CDBG:

CDBG can also be used as a source of seed capital combined with other sources or guarantee programs to further expand the impact of a City's investment. Some communities have been able to create a revolving fund that expands the capacity of CDBG in much the same way that the Section 108 program (without the Section 108 limitations). For example, NDC's affiliate entity, the Grow America Fund, is a nationally licensed SBA 7(a) lender. In some NDC client communities, we have created place-based small business revolving loan programs using the GAF model. Essentially, with CDBG as the source for leverage, the place-based program is able to generate other lending investment that receives the 75% SBA guarantee, while the CDBG represents the unguaranteed portion of the fund. Thus the loan fund capitalized with a \$200,000 CDBG is leverage at a rate of 4:1 (minimum) to create an \$800,000 RLF. *More detail on how GAF works is provided in the attached.*

If the CDBG funds are administered by a third party RLF, certain parameters need to be established to ensure CDBG-related compliance and documentation. The CDBG standards are only met once the actual loans to businesses are made, so the City needs to establish a mechanism to advance funds on an as needed basis for the fund. Depending

on how the CDBG capitalization is set up, the repayment of loans under the RLF may or may not be subject to Program Income rules.

Third-party administered RLFs with other capitalization:

NDC's affiliate GAF has also established place-based lending programs using capitalization from other sources that may be generated from economic development activities. For example in a handful of communities where we have provided New Markets Tax Credits to a project, our client community may require that a portion of the NMTC equity be paid back to the City or directed to GAF for use as a capital source for a small business loan fund. In one case, a large project development paid the fee as a special impact fee in exchange for off-setting support to the development that was provided by the City, such as a low interest loan or grant for infrastructure improvements or provision of development bonuses. *A detailed example of this structure is attached.*

These are the primary options for establishing a Revolving Loan Fund. Depending on the specific scope or goals of the Fund, we can discuss these or some combination of these options at your convenience.

Attachments:

NDC Training Course Curriculum – ED405

NDC Grow America Fund™ Overview

Financing Structure Diagram – NMTC Transaction

ED405-Revolving Loan Funds and CDBG Compliance

Description

Many communities, in the face of increasingly limited funding sources for business expansion and development projects, have created local revolving loan funds. RLFs complement scarce public and private financing by recycling funds and leveraging private dollars. HUD's Community Development Block Grant (CDBG) program is a significant source of RLF capitalization. However, use of CDBG means complying with requirements of the Housing and Community Development Act. NDC's three-day RLF course teaches a process for effectively designing public loan portfolios, analyzing credit and collateral, closing and documenting loans, portfolio servicing and management, innovative workout strategies, complying with CDBG requirements and more. Specific topics include:

Revolving Loan Fund Design

- Identifying local needs and RLF goals
- Organizational structure and capitalization
- Quantifying the level of financial risk
- Operating policies and procedures
- Marketing the RLF to borrowers and bankers
- Deal structuring and subordination

Credit and Collateral Analysis

- Using credit analysis to assess company operations and debt capacity
- Cash flow lending
- Personal financial statements

Closing and Documenting Loans

- Designing a loan monitoring and servicing system
- Using a loan classification system
- Protecting collateral

Workout Strategies

- Innovative workout strategies
- Lien positions in bankruptcy
- Liquidation and foreclosure

CDBG Compliance

- Low and moderate income benefit
- Job tracking
- Underwriting requirements
- Davis-Bacon
- Program income issues
- Project administration
- Micro-loan requirements
- Program reporting

GAF OPERATING PHILOSOPHY AND RESULTS

Small businesses are one of the major economic engines in low income communities, creating jobs and investment, and building entrepreneurship and community wealth. Offering economic development loans that are properly structured to meet the needs of the business permits local small businesses to reach their full growth potential.

The Grow America Fund (GAF) is the nation's only U.S. Small Business Administration's licensed small business lending company (SBLC) owned and operated by a nonprofit organization. GAF was established in 1992 when General Electric Capital donated its SBLC license to NDC, a national 501(c)(3) not-for-profit organization engaged in economic development in low income communities.

GAF is a Department of Treasury certified Community Development Finance Institution (CDFI) and Community Development Entity (CDE) under the New Markets Tax Credit Program. GAF also met the rigorous criteria for designation as a Preferred Lender by the SBA and can make small business loans guaranteed by SBA up to \$5 million. Preferred Lender status allows GAF to approve loans without SBA concurrence, the only SBA approval required is for business and loan eligibility. The Seattle Foundation invested \$1 million in GAF in 2010, to make small business loans in Seattle and King County. The Cleveland Foundation selected GAF to be the CDFI lender for the Living Cities Integration Initiative and the Ford Foundation selected GAF to manage their investment in small business lending in Cleveland.

Loan proceeds may be used for any business purpose including: working capital; machinery and equipment; and, acquisition, construction, or renovation of physical plant (land and building). GAF structures loans to provide the maximum benefit to small businesses, by offering lower rates and often 100% financing on the project. GAF currently offers its loans on the following rates and terms:

- Amount: \$100,000 to \$2.0 million
- Rate: Interest rates range from prime minus .50% to prime plus 1.5%; the typical rate is about prime rate plus .75%; rates may be fixed or floating. In the past 12 months, rates range from 2.75% to 4.75%.
- Maturity: Maturities are 7-25 years, based upon the life of the assets acquired with the loan proceeds. The average term in the last 12 months has been 14.5 years.
- Collateral: Generally the assets of the business or assets acquired with the loan proceeds.
- Guarantees: Personal guarantees of principals owning 20% or more of the small business.
- Fees: GAF charges no fees to a borrower; however an SBA guarantee fee is assessed.

GAF operates in more than 40 communities across the nation, from Tacoma to the Commonwealth of Puerto Rico. With a portfolio of 464 small business borrowers and loans totaling \$154 million, GAF has created a nationally recognized track record for:

- tailored financing with flexible terms,
- effective, individualized counseling and mentoring for the borrower, and
- low portfolio loss rates

GAF's mission simply is to foster entrepreneurship, and to create jobs and investment in low income communities by making growth capital available to healthy and expanding small businesses that invest and create jobs in their communities. GAF carries out its mission by:

- partnering with NDC client communities (NDC Community Partners) and NDC Investment Partners to create a flexible and responsive small business development loan fund
- working with and lending to small businesses and entrepreneurs that have or are developing the capacity and ability to succeed, to repay debt, and to create permanent private sector jobs based in the local community
- structuring and tailoring financing that meets the needs of the small business, rather than the needs of bank shareholders or bank regulators
- offering loans with the lowest possible rates of interest, and
- providing patient capital and counseling that helps a small business borrower and entrepreneur through difficult times.

Impact:

In addition to its SBA 7(a) Preferred Lender status, GAF is also a certified Community Development Financial Institution (CDFI) and is required to make 60% of its loans in low income communities and to minority borrowers. GAF has always exceeded this requirement. For example, over the past five years 84% of our loans have been made to minority owned businesses or businesses located in low income neighborhoods. Approximately 10% of our borrowers are start-up businesses that have been in business for less than two years. GAF tracks all loans based on the census tracts of the business, and reviews locations for population in poverty, LMI status, and levels of unemployment indicators.

	GAF Loan Amounts	Number of Loans	% CDFI	Total Jobs
2008	\$ 6,967,000	15	80%	342
2009	\$13,861,091	25	92%	534
2010	\$16,637,955	33	79%	941
2011	\$10,444,500	24	79%	586
2012	\$24,890,240	39	93%	1332
	\$72,800,786	136	85%	3735

One of the hallmarks of GAF is our strategy to offer financing that is well-structured to meet the needs of the borrower and can be repaid. Too often, poorly structured financing offered to a borrower prematurely does the borrower and the community more harm than good, and leaves behind a borrower caught in a quagmire of financial and legal problems. GAF makes every effort to keep interest rates to the small business as low as possible; currently rates are in the 3-4% range. We believe that by keeping interest costs as low as possible for the business, we are affording them a sustainable financing mechanism with which to grow their operations. This helps reduce their annual costs and increases the likelihood of their success.

A second hallmark of GAF is our ability to provide counseling and technical assistance

to the small business while it is a borrower. While providing technical assistance is very labor intensive, our mission is to build the economic fiber of the community by assisting small businesses to grow and prosper in the community, leaving behind a thriving business after the loan has been repaid.

For example, one of our borrowers, the Hughes Group, had an option to purchase a property with significant environmental problems. The Hughes Group, a minority owned business located in Tacoma, is a government logistics contractor. We worked with the owner of the company for over a year and helped the owner review environmental reports and state permitting for the site they wanted to purchase. They ultimately realized the site would be very expensive to remediate and we then provided financing once they found a new location.

This one-on-one counseling is a truly distinguishing characteristic of GAF and we offer it without cost to each borrower. When surveyed by our Community Impact Specialist, all of GAF borrowers in Tacoma stated that they felt our counseling and technical assistance were the most valuable part of their relationship with GAF, more important than the attractive rates we offer. The City of Tacoma evaluated GAF as follows:

“GAF’s lending activities within the City of Tacoma have had a very positive impact on the business community and this impact goes beyond simply making the loan. GAF has provided much needed financial guidance and project support to all of our Grow Tacoma Fund borrowers.”

For small businesses that do not receive financing, the capacity building assistance guides them through the due diligence process to understand why they are not a candidate for financing and what they need to complete to be able to receive loan capital.

Track Record:

We believe GAF has a nearly unparalleled track record in growing and nurturing small businesses borrowers. Our low default rate speaks to the success of our borrowers in maturing into businesses that can be conventionally financed.

The Farm Credit Administration, the federal agency that audits GAF on behalf of the Small Business Administration (SBA) and in effect is GAF’s regulator, has summarized GAF lending activities as follows:

“GAF continues to effectively manage its high risk portfolio and fulfill its SBA lending mandate to provide capital to small businesses that are unable to obtain credit elsewhere. Lending controls and loan servicing actions were not only effective in maintaining credit risk at its current manageable level, but they also had the added benefit of helping less financially able businesses succeed.”

The SBA Guarantee:

As noted previously, GAF is unique in that it provides SBA 7 (a) loans which come with a federal guarantee on loans up to \$5,000,000. The benefit of the SBA guarantee is that it reduces the risk for our lenders and investors. Because the risks are reduced with the guarantee, we can pass along our lower borrowing costs to the small businesses in the form of lower interest rates.

The SBA guarantee is a guarantee against loss. When a loan goes into liquidation,

GAF moves against collateral to reduce the loan's outstanding balance. After the liquidation of collateral, a loss is calculated. The SBA reimburses GAF for 75% of this loss. For smaller loans, the SBA guarantee presently is 85% on loans less than \$150,000.

The SBA guarantee pays 75% of the loss incurred in a default. Assume, an original loan is \$1 million to purchase a building and machinery & equipment (M&E) valued at \$1 million, and the unguaranteed portion is \$250,000. Assume the borrower amortizes the loan to \$700,000 before defaulting. If GAF liquidates collateral and realizes \$700,000, or more, GAF will suffer no loss. If GAF realizes (say) \$600,000 from the collateral, GAF's loss will be \$100,000. The SBA will reimburse GAF \$75,000, and the net loss is \$25,000, about 2.5% of the original loan amount.

GAF Capitalization:

NDC Investor Partners are CRA motivated (Community Reinvestment Act) lenders that invest in NDC mission related activities. For the most part, NDC Investor Partners are bank-owned CDCs that have known and invested in our mission related activities for 20 years or more. No Investor Partner has ever suffered a financial loss from investing into our activities.

Our Investment Partners include:

- Bank of America
- JP Morgan Chase
- Morgan Stanley
- US Bank
- Key Bank
- 5th / 3rd Bank
- Bank of New York
- Barclay's Financial
- PNC Bank
- Wells Fargo Bank
- Sun Trust Bank
- Citizens Bank

NDC Investor Partners provide very attractive financing to GAF. Because GAF has an outstanding track record with the SBA and because the NDC Investor Partners are financing only the SBA guaranteed portions of each loan, their risk of financial loss is very low. GAF normally borrows at LIBOR plus 100 basis points (bp), to which we typically add a small spread to help cover servicing costs. GAF's goal is to produce successful borrowers and to create jobs, not a large volume of loans or profits. Loan origination, servicing and technical assistance customized to each borrower is costly and time intensive. GAF's operating costs are routinely subsidized by NDC as part of our public purpose mission.

NEW MARKETS - HISTORIC TAX CREDITS LEVERAGED EQUITY STRUCTURE

<u>Investment Fund Level</u>			
City RDA Loans (1.15% / 20 yr term)	4,296,000		
Developer Loan (1% / 7 yr term)	89,000		
Investor Equity (Combined RTC & NMTC Equity)	2,865,000		
<hr/>			
QEI			7,250,000
Tax Credits available to investor (at 39% of QEI)		2,827,500	
<hr/>			
<u>CDE Level</u>			
CDE Load	3.5%		253,750
QLICI (NMTC Loans to Project)		6,996,250	
<hr/>			
Net Benefit Calculation			
<u>QALICB Level</u>			
QLICI Loan A (represents City leverage loan)	4,296,000		62%
QLICI Loan B (represents Developer Loan)	89,000		
QLICI Loan C (represents Net Equity)	2,611,250		38%
Less Transaction costs			
City Fee to Capitalize Small Bus. Loan Fund	250,000		
Capitalized Reserve (for Asset Mgmt)	257,625		
Transaction Legal Fees	250,000		
Net-Net Benefit from NMTC Equity	1,853,625		26% of total project costs
(including all NMTC-related costs)			
Total Project Development Cost Excluding NMTC costs	6,845,048		
Total Project Sources:			
City RDA Loans	4,296,000		
Developer Leverage Loan (Cash Spent to date)	89,000		
Net NMTC-RTC Equity fm. Investor	1,853,625		
Developer Equity	606,423		
Total Project Sources:	6,845,048		

Olympia CDBG Action Plan

The City of Olympia will direct CDBG funds to projects and programs benefiting those with low to moderate incomes. Projects benefiting geographical areas will be located in designated low- to moderate-income areas. Many of the pocket areas of racial/ethnic minority concentration are located in Olympia's identified low- to moderate-income areas.

Table 25. Olympia CDBG Projects, 2013

Recipient	Project/ Activity	Outcomes	Strategic Goal(s) Met	HUD CDBG Objective(s) Met	Proposed 2013 Award
Panza	Quixote Village	Cottage Housing for up to 30 formerly homeless people	Homeless continuum of care	Benefit to low- and moderate-income persons	\$55,000
Community Youth Services	Rosie's Drop-In Young Adult Center	45 youth drop-in center clients daily; 10 shelter beds providing 3,650 bed nights annually	Public facilities and infrastructure / Homeless continuum of care	Benefit to low- and moderate-income persons	\$144,000
Family Support Center	Smith Building Family Shelter and Affordable Housing Project	6 homeless families accommodated; 7 formerly homeless families housed, 60 total people assisted	Public facilities and infrastructure / Homeless continuum of care / Affordable housing	Benefit to low- and moderate-income persons	\$158,000
Panza	Quixote Village Social Services	Social services for up to 30 formerly homeless people	Homeless continuum of care	Benefit to low- and moderate-income persons	\$40,500
Community Youth Services	Transitional Housing for Youth	55 youth housed in 15 housing units annually	Homeless continuum of care	Benefit to low- and moderate-income persons	\$10,000
Out of the Woods	Family Shelter	Shelter for up to 48 family members providing 2,190 bed nights annually	Homeless continuum of care	Benefit to low- and moderate-income persons	\$12,000
Together!	Evergreen Villages Youth Program	40 to 50 drop-in youth daily; 60 to 70 drop-in adult clients twice monthly	Homeless continuum of care	Benefit to low- and moderate-income persons	\$13,627
Enterprise for Equity	Microenterprise Training	9 to 12 entrepreneurs trained; 25 to 28 existing businesses assisted	Economic development programs	Benefit to low- and moderate-income persons	\$25,500

Recipient	Project/ Activity	Outcomes	Strategic Goal(s) Met	HUD CDBG Objective(s) Met	Proposed 2013 Award
City of Olympia	Isthmus Park	Two derelict buildings demolished <i>*Contingency use of any additional program income received</i> <i>**Includes an additional \$48,885 allocated by Olympia Council from new CDBG Funds</i>	Public facilities and infrastructure / Land acquisition	Elimination of slum and blight	\$450,000* **
City of Olympia	General administration (20% cap)				\$60,000
City of Olympia	Rehabilitation Projects Delivery Costs				\$50,000
Olympia CDBG Total: \$1,018,627*					

*Funds for the Isthmus Park project will only be made available upon receipt of additional program income.

Thurston County HOME 2013 Projects

The HOME Consortium is an eight-member advisory board responsible for the multi-jurisdictional administration of the county's housing programs. The Consortium is comprised of public elected officials from Bucoda, Olympia, Lacey, Rainier, Tenino, Tumwater, Yelm, and Thurston County. The Consortium is an advisory board to the Thurston County Board of Commissioners, and is responsible for making county housing funding and policy recommendations for the following: HOME Investment Partnership Housing Program, the Affordable Housing Program, and Homeless Housing Programs. The City of Olympia receives no HOME funds directly.

The HOME Consortium offers two funding cycles, both typically conducted in the spring of each year. The first funding cycle is for all HOME eligible activities. The second round focuses on homeless programs, including operations and maintenance, rental assistance, prevention programs, rapid re-housing, and capital projects. In addition, there is a special application process for emergency fund projects to support eligible emergent needs. The City of Olympia participates in these funding cycles as a member of the HOME Consortium.

Table 26 shows projects selected for HOME funding in 2013.

City of Olympia

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601 4th Avenue E.
Olympia, WA 98501
360-753-8447

General Government Committee

Discussion about Music Out Loud Concept

Agenda Date: 2/11/2014

Agenda Number: 4.B

File Number: 13-1008

File Type: recommendation

Version: 1

Status: In Committee

..Title

Discussion about *Music Out Loud* Concept

..Recommended Action

Arts Commission Recommendation:

Approve the *Music Out Loud* concept to be further developed for City Council as proposed by the Arts Commission.

City Manager Recommendation:

Receive a report on the *Music Out Loud* concept. If interested in the concept, ask the Arts Commission to include further refinement and possible implementation of the concept in its 2014 work plan, including a report back to General Government Committee with proposed budget and implementation details before presentation to the full Council.

..Report

Issue:

Review Commission proposal for *Music Out Loud* developed from Arts Commission work plan items 1.2, 2.i and 2.k. Following General Government review, a final proposal will be developed for Council approval.

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, Parks, Arts & Recreation,
360.709.2678

Presenter(s):

Trent Hart, Chair, Olympia Arts Commission
Danielle Westbrook, Olympia Arts Commission
Michael Olson, Olympia Arts Commission

Background and Analysis:

This concept is a culmination of the following Arts Commission work plan items:

1.2 Phase II of Survey of Economic Value of Olympia's Music Industry

Description: To complete the research on the economic value of the music industry of the Olympia community. To make suggestions as to how the industry and the city can support one another to enable a vibrant community.

2.i Music in Olympia

Agenda Date: 2/11/2014

Agenda Number: 4.B

File Number: 13-1008

Description: Explore ways for the City to support music in our community.

2.k Street Designations

Description: Explore street level/wayfinding district identification.

The proposed *Music Out Loud* Project encompasses both public art and programming to celebrate musicians in our community.

- Four sidewalk locations have been identified as possible sites for introduction of art elements responding to the life story and music of influential (deceased) local musicians, as determined by criteria developed by the Arts Commission. Each section would be approximately 4' x 10' and would necessitate removal and reinstallation of a section of sidewalk between expansion joints.
- The public will be invited to join a Commission meeting to provide input about which influential Olympia musicians should be recognized.
- A Call for Artists will yield the opportunity for public view of proposals before final selection is made.
- Following installation of new sidewalk sections, a Call for Musicians will inform a lineup of three musicians (small groups) per site over the summer, providing acoustic music in downtown Olympia - 9 performances total per year. It is the intention of the Commission to continue the performances on an annual basis.

Communication has taken place at the staff level with Public Works transportation, to determine feasibility from their perspective. They are generally supportive of the project and have not identified any areas of major concern.

Neighborhood/Community Interests (if known):

None of the adjacent business owners have been contacted about sidewalk art. Pending approval of General Government Committee, adjacent business owners will be contacted about proposed changes to the sidewalk and future performances.

Options:

- 1) Approve the *Music Out Loud* concept to be further developed as part of the Arts Commission 2014 Work Plan.
- 2) Provide comment and direction for the *Music Out Loud* concept in advance of its development for Council approval.
- 3) Do not approve the concept for the *Music Out Loud*.

Financial Impact:

Funds would come from the Municipal Art Fund. A budget has not yet been developed, but would become part of the proposal to City Council.

Agenda Date: 2/11/2014
Agenda Number: 4.B
File Number: 13-1008

City of Olympia

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General Government Committee

Oral Report: Discussion about Room Naming at The Washington Center for Fund Raising Purposes

Agenda Date: 2/11/2014

Agenda Number: 4.C

File Number: 14-0072

File Type: discussion

Version: 1

Status: In Committee

..Title

Oral Report: Discussion about Room Naming at The Washington Center for Fund Raising Purposes

..Recommended Action

City Manager Recommendation:

Meet with Washington Center representatives to learn about their proposal.

..Report

Presenter(s):

George LeMasurier, President, The Washington Center Board of Directors

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Background and Analysis:

The Washington Center Board President requested to meeting with City Council about a proposal to name rooms at the Washington Center as part of a 2014 fund raising effort. Council referred the issue to General Government Committee is late November, 2013, as the request of Councilmember Roe who is the Council's liaison to The Washington Center.

Some legal and other research may be warranted after the Committee and staff learn more about the proposal.

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360-753-8447

General Government Committee

2014 General Government Committee Work Plan and Meeting Schedule

Agenda Date: 2/11/2014

Agenda Number: 4.D

File Number: 14-0060

File Type: decision

Version: 1

Status: In Committee

..Title

2014 General Government Committee Work Plan and Meeting Schedule

..Recommended Action

City Manager Recommendation:

Prepare the 2014 work plan to submit to the full Council for approval taking into consideration prior referrals, Council's goals, and issues discussed at the annual retreat, plus Councilmember and staff time. Agree on a regular meeting date and time.

..Report

Issue:

Council Guidelines suggest that each committee develop an annual work plan at its first meeting of the year.

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Background and Analysis:

Meeting Dates / Time.

If you continue with the past practice of meeting on 3rd Tuesday, do you wish to meet at 5:00 p.m.? An alternative may be to meet from 4:30-6:15 p.m., and take a dinner break at 6:15 p.m. before Council meeting.

Draft Agenda.

Attached is a draft Agenda to help begin your discussion. A list of previously referred items is at the end of the attachment.

General Government Committee also asked to review the proposed CRA Work Plan (Attachment #2).



General Government Committee 2014 Work Plan

DRAFT

DRAFT

DRAFT

Meeting Date Regular meetings: 3 rd Tues, Time??	Issue / Item
February 11	<ul style="list-style-type: none"> • Report from Arts Commission • Washington Center Proposal • CDBG – Shift to Economic Priorities • Advisory Committee Interview Process • General Government Work Plan
March 18	<ul style="list-style-type: none"> • Advisory Committee Work Plans – Meet with chairs to review • Draft Agendas for Council meetings with the Port and the School District • Review 2014 Communication Strategies – Fireworks and Plastic Bag Bans
March TBD	<ul style="list-style-type: none"> • Advisory Committee Interviews
April 15	<ul style="list-style-type: none"> • Continued CDBG Process/Priorities Discussion • Follow-up from Earlier Discussion with County on Drug Use/Needles • Update on Status of HOME Consortium and Health and Human Services Council (HHSC)
May 20	<ul style="list-style-type: none"> • Joint Economic Development Meeting with Economic Development Council, Thurston Chamber, Visitor & Convention Bureau, Olympia Downtown Association, West Olympia Business Association. • Recap 2014 Legislative Session; identify potential issues of interest for 2015
June 17	<ul style="list-style-type: none"> • Discussion about “Telling Our Story” – What does success look/feel like?
July 15	<ul style="list-style-type: none"> •
August 19	<ul style="list-style-type: none"> •
September 16	<ul style="list-style-type: none"> •
October 21	<ul style="list-style-type: none"> • Annual meeting with Advisory Committee Chairs
November 18	<ul style="list-style-type: none"> • Scoping – 2014 Advisory Committee Work Plan Process • Scoping – 2014 Advisory Committee Application Process
December 16	

Previously Referred Issues.

- A. Briefing and Discussion about City Performance Measures (*Jay Burney, Exec.*)
- B. Briefing and Discussion About Marijuana Laws (*Tom Morrill, Legal*)
- D. ORAL REPORT - Building Repair and Reconstruction Fund Update (File 13-0715, cont. from 9/10/13)
- ~~E. Briefing and Discussion About Jail Administrative Policies (*Chandra Brady, Police*)~~
- G. Use of Bike Helmets - BPAC Letter; plus Process for Responding to Correspondence from Committees (*Rqstd 11/26/13 - Jim Cooper*)

COMMUNITY AND ECONOMIC REVITALIZATION COMMITTEE 2014 DRAFT WORK PLAN
(Last Updated 2/5/2014)

COMMUNITY AND ECONOMIC REVITALIZATION Committee Work Plan items:

1. **Martin Way Planning Process** - April, December
2. **Annual Annexation Report** - October
3. **Annual review of changing market dynamics and Opportunity Sites.** October
4. **Develop relationships with property owners** in Opportunity Areas and other stakeholders to learn about their interests and short-term and long-term development goals. Future
5. **Convene a development roundtable.** March 20, May 22, September Event
6. **Consider the Comp Plan from an Economic Development Perspective** - review the Economy Chapter March
7. **Consider the role of the CFP from an Economic Development Perspective and in moving the Opportunity Sites forward.** March 20, June 12
8. **Meet with the Planning Commission on how to make use of the information about the 5 opportunity sites with their activities.** June
9. **Consider subarea/focus area planning efforts for the Kaiser/Harrison and Division/Harrison areas.** August
10. **Clarify the City's development toolkit.** September
11. **Work with the CAC to guide the development of the Community Renewal Process downtown.** January - June
 - a. **CRA Ad Hoc Committee Guiding Principles for Isthmus Planning**
 - b. **Isthmus Property Owners Meeting** -- February
 - c. **Citizens Advisory Committee Meeting** - March
 - d. **Urban Design Charrette** - April
 - e. **Design Charrette report out and next steps recommendation to City Council** - May
12. **Finalize the CRA Process, Public Involvement and Budget for presentation to City Council.** February 12, March 6, March 20, April 1st City Council
13. **Finalize the CRA Plan** August -- December
14. **Section 108 Loan Program Oversight** - Ongoing, as needed.
15. **Proactive Community Development Process** - Ongoing

Issue	Staff Responsible	Referred By	Status and Notes
Thursday January 30, 2014 4:30 to 5:30			
1. Consider Meeting Schedule and Work Plan	Keith Stahley	CRA Ad Hoc Comm	
2. Status Report and Update on CRA Process	Keith Stahley	CRA Ad Hoc Comm	
3. Consider CRA Ad Hoc Committee Name	Keith Stahley	CRA Ad Hoc Comm	
Thursday February 6, 2014 (Meet with Isthmus Property Owners - not a public meeting)			
1. Review Status of CRA	Lorelei Juntunen	City Council	
2. Consider Guiding Principles	Lorelei Juntunen	City Council	
3. Review Workshop Process	Lorelei Juntunen	City Council	
4. Commitment to Participate	Lorelei Juntunen	City Council	
Wednesday February 12, 2014 4:30 to 6:30			
1. Isthmus Charrette Process	Keith Stahley	CRA Ad Hoc Comm	Property owner feedback, guiding principles.
2. CRA Process	Keith Stahley	CRA Ad Hoc Comm	Consider CRA process required to finish plan.
Thursday March 6, 2014 4:30 to 6:00			
1. CRA Process	Keith Stahley	CRA Ad Hoc Comm	Consider CRA process required to finish plan.
2. Isthmus Charrette Process	Keith Stahley	CRA Ad Hoc Comm	Property owner feedback, guiding principles.
3. Consider Econ. Dev. And Comp Plan	Keith Stahley	CRA Ad Hoc Comm	Review Economic Chapter of the Comp Plan.

Thursday March 6, 2014 (CAC Meeting 6:30 to 9:00 - Potential CRA Ad Hoc Committee Meeting)			
1. Review Status of CRA	Lorelei Juntunen	City Council	
2. Consider Guiding Principles	Lorelei Juntunen	City Council	
3. Review Workshop Process	Lorelei Juntunen	City Council	
4. Commitment to Participate	Lorelei Juntunen	City Council	
5.			
Thursday March 20, 2014 4:30 to 6:30			
1. Finalize CRA Process for City Council Consideration	Keith Stahley	CRA Ad Hoc Comm	Finalize the CRA Process, Public Involvement and Budget for presentation to City Council April 1st
2. Finalize Isthmus Charrette Process	Keith Stahley	CRA Ad Hoc Comm	Property owner feedback, guiding principles.
Saturday April 12, 2014 9:00 to 12:00 (CAC/Property Owners Urban Design Workshop- Potential CRA Ad Hoc Committee Meeting)			
1. Conduct Urban Design Charrette	Lorelei Juntunen	City Council	
Thursday April 17, 2014 4:30 - 6:00			
1. Debrief Urban Design Charrette	Keith Stahley	CRA Ad Hoc Comm	
2. Debrief City Council Meeting	Keith Stahley	CRA Ad Hoc Comm	
3. Martin Way Corridor Study Status Report	Cari Hornbein/Sophie Stimson	CRA Ad Hoc Comm	
4. Consider Role of the Opportunity Sites in CFP Process	Keith Stahley	CRA Ad Hoc Comm	Review the CFP in relationship to the six opportunity sites.
5. Consider next steps to implement opportunity sites and properties of interest	Keith Stahley	CRA Ad Hoc Comm	Consider convening property owners, developers, financiers in a roundtable discussion - coordinate

			with EDC.
Thursday May 15, 2014 6:30 - 9:00 CAC Design Scenario Review- Potential CRA Ad Hoc Committee Meeting			
1. Review Design Scenarios with the CAC	Lorelei Juntunen, John Fregonese	City Council	Provide feedback to the CRA Ad Hoc Committee on what worked and what should be incorporated into future plans.
2. Consider next steps in the CRA process	Keith Stahley	City Council	What is the role of the CAC in ongoing public engagement and outreach around the CRA Plan.
Thursday May 22, 2014 4:30 - 6:00			
1. Debrief CAC Meeting and consider next steps in the CRA process	Keith Stahley	CRA Ad Hoc Comm	How do we use the Isthmus design work. Do we move forward with public engagement towards finalization of the CRA Plan.
2. Continue to consider Developer Roundtable	Keith Stahley	CRA Ad Hoc Comm	Engage EDC
3. Proactive Approach to Community Development	Keith Stahley	CRA Ad Hoc Comm	Hear report on outcomes from CPD Lean Academy
Thursday June 12, 2014 6:30 - 9:00			
1. Planning Commission Finance Subcommittee/CRA Ad Hoc Joint Meeting	Keith Stahley	CRA Ad Hoc Comm	Joint Meeting PC Finance Subcom.
2. Consider Econ. Dev. and Comp Plan	Keith Stahley	CRA Ad Hoc Comm	Review Economic Chapter of the Comp Plan. Discuss with PC Fin. Sub.
July 17, 2014 4:30 - 6:00			
1. Subarea/Focus Area Planning	Keith Stahley	CRA Ad Hoc Comm	Consider scope of focus area planning for Kaiser/Harrison or Division/Harrison. Budget

			implications.
2. Consider Role of the Opportunity Sites in CFP Process	Keith Stahley	CRA Ad Hoc Comm	Review the CFP in relationship to the six opportunity sites. Budget implications.
August 21, 2014 4:30 - 6:00			
1. Consider Draft of the CRA Plan	Lorelei Juntunen	CRA Ad Hoc Comm	Consider first draft of the CRA Plan
2. Clarify Development Tool Kit	Keith Stahley/Abe Farkas	CRA Ad Hoc Comm	Review Economic Development Tool Kit and consider additions, modifications and clarifications
September 18, 2014 6:00 - 9:00			
1. Developers Roundtable	Keith Stahley		Facilitated by the EDC
October 16, 2014 4:30 - 6:00			
1. Debrief Developers Roundtable	Keith Stahley/Michael Cade	CRA Ad Hoc Comm	
2. Annual Opportunity Site Review	Keith Stahley	CRA Ad Hoc Comm	Consider priorities for 2015.
3. Annexation Report	Todd Stamm	CRA Ad Hoc Comm	
4. Consider Draft of the CRA Plan	Lorelei Juntunen	CRA Ad Hoc Comm	
November 13, 2014 4:30 - 6:00 (Special meeting due to Thanksgiving)			
1. Review Draft of the CRA Plan	Lorelei Juntunen	CRA Ad Hoc Comm	
2.			
December 4, 2014 4:30 - 6:00 (Special meeting due to Christmas)			
1. Martin Way Planning Process	Cari	CRA Ad Hoc Committee	Status Report on the Martin Way

	Hornbein/Sophie Stimson		Planning Work
2. Finalize Draft CRA Plan	Lorelei Juntunen	CRA Ad Hoc Comm	Review and approve draft of CRA Plan for consideration by City Council
3.			
Future Items Date TBD			
1. Develop relationships with property owners in Opportunity Areas and other stakeholders			Learn about their interests and short-term and long-term development goals.

DRAFT

City of Olympia

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City Council

Spring 2014 Committee Applicant Interview and Selection Process

Agenda Date: 2/11/2014

Agenda Number: 4.E

File Number: 14-0136

File Type: decision

Version: 1

Status: In Committee

..Title

Spring 2014 Committee Applicant Interview and Selection Process

..Recommended Action

City Manager Recommendation:

Review applicant list and provide guidance on next steps in the selection and appointment process.

..Report

Issue:

How do you wish to proceed with 2014 committee selection process.

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

Cathie Butler, Communications Manager

Background and Analysis:

Attached is a list of:

- Current committee vacancies
- Openings as of March 31, 2014
- Individuals who have applied or expressed interest in reappointment.

Neighborhood/Community Interests (if known):

N/A

Options:

Discuss and provide guidance at the meeting.

Some process options:

- Interview everyone individually.
- Invite all new applicants to a single event such as the Planning Commission discussion group of last year.
- Invite all applicants (new and requesting reappointment) to the small group type of discussion event.
- Recommend reappointment of all or some members requesting reappointment, without interview.
- Do not make any appointment recommendations at this time. Reopen the

Agenda Date: 2/11/2014
Agenda Number: 4.E
File Number: 14-0136

application time.

Financial Impact:
N/A

2014 Advisory Committee Positions to Fill

Arts Commission	5 positions	3 end terms; 2 vacancies
1 – vacant	1 applicant (Stacy Hicks)	Term end 2015
1 – vacant		Term end 2016
Diana Fairbanks	Applied for Reappointment	Term end 2014 / 2017
Erin McGowan	Applied for Reappointment	Term end 2014 / 2017
Rick Perry	Applied for Reappointment	Term end 2014 / 2017
BPAC	5 positions	3 end terms; 2 vacancies
1 – vacant	2 applicants (Greg Wahl and David Coppley)	Term end 2014 / 2017
1 – vacant (Jesse Dwyer)		Term end 2015
Scott Clifthorne		Term end 2014 / 2017
Robert Kam		Term end 2014 / 2017
Gail Wooten		Term end 2014 / 2017
Design Review Board	3 positions	3 end terms
Duane Edwards (Landscape Architect)	Applied for Reappointment	Term end 2014 / 2017
Robert Findlay (Architect)	Applied for Reappointment	Term end 2014 / 2017
Joseph LaValle (Citizen-at-Large)	Applied for Reappointment	Term end 2014 / 2017
	1 applicant (Susan Smiley Burgoon) – citizen-at-large	
Heritage Commission	4 positions	4 end terms
Mary Coacher	Applied for Reappointment	Term end 2014 / 2017
Holly Davies	Applied for Reappointment	Term end 2014 / 2017
Benjamin Helle	Applied for Reappointment	Term end 2014 / 2017
Rachel Newman	Applied for Reappointment	Term end 2014 / 2017
Planning Commission	3 positions	3 end terms
Darrell Hoppe	Applied for Reappointment	Term end 2014 / 2017
Jerry Parker	Applied for Reappointment	Term end 2014 / 2017
Carole Richmond	Applied for Reappointment	Term end 2014 / 2017
PRAC	3 positions	2 end terms / 1 vacancy
Noah McCord	Applied for Reappointment	Term end 2014 / 2017
Dave Hughes	Resigned / Vacancy	Term end 2014 / 2017
Brian Tomlinson	Applied for Reappointment	Term end 2014 / 2017
	2 applicants (Thomas J. Mark and Alicia Seegers Martinelli)	
Utility Advisory Committee	2 positions	2 end terms
Thad Curtz	Applied for Reappointment	Term end 2014 / 2017
Richard Doenges		Term end 2014 / 2017
	1 applicant (Timothy Burns)	