

## **Charter Community and Economic Revitalization (CERC) Committee February 5, 2014**

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**Chartering Authority:** City Council.

**Introduction:** The Olympia City Council agreed to move forward with an RFQ for consulting services to develop a Community Renewal Area (CRA) Plan on August 2, 2011. At that time, Council created a selection committee to review qualifications. The committee was comprised of two councilmembers, staff and downtown business representatives. Responses to the RFQ were received in 2011, however, no action was taken at that time. The selection committee evolved to become the Ad Hoc Community Renewal Area Committee in 2012 and worked to finalize the selection process and the scope of work for the CRA consulting services. City Council approved the contract with ECONorthwest (ECONW) in April 9, 2013 and moved forward with the CRA process.

Council agreed to change the name of the Committee to the Community and Economic Revitalization Committee in February of 2014.

**Membership:** The Community and Economic Revitalization Committee consists of three councilmembers. At least one member should also be a member of the Land Use and Environment Committee. Membership is established at the Council's annual retreat.

**Committee Purpose:** The City of Olympia recognizes the need to focus its limited resources to create the greatest possible return for the citizens of this City. The Council recognizes the benefits of being proactive in its community development processes in an effort to attract high quality development that is well supported by the community. The Council established the Community and Economic Revitalization Committee to coordinate these efforts and provide guidance to staff and the consultant throughout the Community Renewal Area planning process.

The Community and Economic Revitalization Committee's role has grown to include additional and related work. The Community and Economic Revitalization Committee currently has three referrals from City Council:

1. Provide guidance for the community renewal area planning process as established in the ECONW scope of work (**attached**);
2. Provide guidance around the establishment and implementation of the CDBG Section 108 Loan program; and
3. Consider alternative approaches to the community development process consistent with the City Council's goal of moving our development review process from a reactive to a proactive model that includes meaningful and early

neighborhood and stakeholder involvement and promotes high quality growth and commerce in the city.

**Operations:**

- The Community and Economic Revitalization Committee will meet on a regular basis and will publish a list of meetings at the beginning of each year. Meetings occurring outside the regular published meeting times shall be considered to be special meetings and shall be noticed.
- Meeting minutes shall be posted in a manner consistent with all other Council Committees.
- A staff liaison shall be appointed by the City Manager and shall provide administrative and technical support to the committee as may reasonably be required.
- The Chair shall report Committee activity on a regular basis under City Council Reports and shall schedule study sessions as needed to keep Council informed of its work.

**Timeline and Schedule:**

<b>Community and Economic Revitalization Committee Referrals:</b>				
<b>Task</b>	<b>October 2013:</b>	<b>November 2013:</b>	<b>December 2013:</b>	<b>January 2014 and beyond:</b>
<b>1. CRA</b>	Consider Feasibility Recommendation	Conduct CAC meeting	Brief Council	CRA Action Plan and Investment Strategy Implementation
<b>2. Section 108</b>	Consider loan proposals	Conduct required hearing	Loan underwriting	Provide continuing guidance for use of Section 108 Loan pool
<b>3. Proactive Community Dev. Process</b>	Consider RFQ approach	Consider alternative approaches	Provide recommendation to council	Provide continuing guidance for community development process improvements

**Other Considerations:**

Given the nature of the ECONW’s recommendations in their *Investment Strategy: City of Olympia Opportunity Areas* ([The Report](#)) and the need for a long-term perspective on

economic development and city investment, it may be advisable establish a standing Community and Economic Revitalization Committee through December 31, 2015.

In addition to the referrals noted above, this committee could:

- Continually scan the economic development environment for changing circumstances that lead to new opportunities or require different approaches to economic development.
- Coordinate with the Thurston Economic Development Council (EDC) and provide guidance in the development and implementation of their annual contract.
- Work with staff to implement the CRA Plan and the recommendations contained in *The Report*.
- Work with staff and the Planning Commission to more closely align the Comp Plan, the Capital Facilities plan, Consolidated Plan, Downtown Master Plan and the budget processes and documents.
- Work with the City Manager to identify and develop staff and organizational capacity to implement the CRA Plan and *The Report*.
- Work with staff and the consultant to provide guidance in the management of the CDBG Section 108 Loan program.
- Work with staff to identify grant opportunities and other sources of funds to carry out economic development related improvements.
- Work with staff to develop ways to move the City's development review process from a reactive to a proactive model that includes meaningful and early neighborhood and stakeholder involvement and promotes high quality growth and commerce in the city.

Attachments:

- April 2013 ECONorthwest Scope of Work

- *Investment Strategy: City of Olympia Opportunity Areas*