



# Meeting Agenda

## 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

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 [19-1089](#) Approval of October 16, 2019 General Government Committee Meeting Minutes

**Attachments:** [Minutes](#)

6. COMMITTEE BUSINESS

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

**Attachments:** [Presentation](#)

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

**Attachments:** [Draft Options for Economic Development CDBG PY 2020](#)

[DRAFT PY 2020 CDBG Allocations & Activities](#)

[CDBG Program Annual Cycle](#)

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

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

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

**Attachments:** [Yearlong Calendar](#)

**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 October 16, 2019 General  
Government Committee Meeting Minutes**

**Agenda Date: 11/20/2019**  
**Agenda Item Number: 5.A**  
**File Number: 19-1089**

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

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**Title**

Approval of October 16, 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, October 16, 2019**

**4:00 PM**

**Council Chambers**

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**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** [19-0949](#) Approval of September 25, 2019 General Government Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.A** [19-0920](#) Downtown Ambassador Update

Strategic Projects Manager Amy Buckler gave an overview of the work and key duties of the Downtown Ambassador Program. Downtown Ambassadors Katherine Trahan and Teal Russell gave an overview and data on the types of calls and contacts they receive. The Ambassadors also shared the types of outreach they do to homeless individuals and several success stories of individual they have assisted. Ms. Trahan and Russell described the work they do regarding business checks and shared related data.

Committee members asked clarifying questions.

The report was received.

- 6.B** [19-0941](#) Economic Development Update

Economic Development Director Mike Reid gave an update on economic developments throughout the City, he also shared information regarding census data and City employment.

Committee members asked clarifying questions.

**The discussion was completed.**

**6.C**     [19-0938](#)             Preparations for the 2020 City Council Retreat

Director of Strategic Communications Kellie Purce Braseth discussed planning for the 2020 City Council Retreat. The retreat will take place on January 9 & 10. The committee agreed to forward recommendations to the full City Council for approval that includes the location (LOTT Wet Science Center), times (10 a.m. - 5:00 p.m. on Friday and 9:30 p.m. on Saturday). Potential topics for the agenda will be skill building on practical application of personality styles, forms of government follow-up discussion, economic ecosystems, and Council goals.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Ms. Purce Braseth updated the committee on the status of applications for the Advisory Committee recruitments for 2020.

**8.        ADJOURNMENT**

The meeting adjourned at 5:11 p.m.

**Aye:** 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman and Councilmember Rollins

**Recused:** 1 - Councilmember Parshley

**5. PUBLIC HEARING - None**

**6. OTHER BUSINESS**

**6.A** [19-0031](#) Approval of Olympia 2019 Legislative Agenda

Assistant City Manager Jay Burney presented the proposed 2019 City of Olympia legislative agenda. He also discussed a change in process for next year that would include discussion at a Study Session.

Councilmembers asked clarifying questions and discussed changes to the agenda.

**Councilmember Bateman moved, seconded by Councilmember Parshley, to approve the Olympia 2019 legislative agenda. The motion carried by the following vote:**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

**6.B** [19-0049](#) Approval of the Annual City Council Retreat Agenda

City Manager Steve Hall reviewed the proposed City Council retreat agenda.

**Mayor Pro Tem Jones moved, seconded by Councilmember Cooper, to approve the annual City Council retreat agenda. The motion carried by the following vote:**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

**7. CONTINUED PUBLIC COMMENT - None**

**8. REPORTS AND REFERRALS**

**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on meetings and events attended.

**8.B CITY MANAGER'S REPORT AND REFERRALS**

Mr. Hall discussed 2017 crime statistics in Olympia.

**9. ADJOURNMENT**

Mayor Selby adjourned the meeting at 8:14 p.m.



**General Government Committee**  
**Public Safety/Olympia Police Department (OPD)**  
**Update on Neighborhood Program**

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-1059

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

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**Title**

Public Safety/Olympia Police Department (OPD) Update on Neighborhood Program

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the Public Safety/OPD Update on Neighborhood Program. Briefing only; no action requested.

**Report**

**Issue:**

Whether to receive information on the Public Safety/OPD Update on Neighborhood Program.

**Staff Contact:**

Sam Costello, Lieutenant, Olympia Police Department, 360.753.8066

**Presenter(s):**

Paul Frailey, Sergeant, Olympia Police Department

**Background and Analysis:**

In 2017, the City of Olympia voters passed a Public Safety Levy Lid Lift funding Olympia Police Department (OPD) programs including the Neighborhood Policing Unit. In this update, OPD will present program data and stories to show the impact of this new program on our community and partnerships with other City Departments.

**Neighborhood/Community Interests (if known):**

The OPD programs directly impact the Olympia Community by providing non-traditional police resources and responses to current issues in the City of Olympia.

**Options:**

N/A



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

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**Financial Impact:**

This program is funded by the public safety levy that passed in 2017.

**Attachments:**

Update Presentation

 Community Policing Division

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### Who we are

- Sergeant
  - Sgt Frailey
- 2 Neighborhood Officers
  - Officer Peters
  - Officer Clark
- Program Assistant
  - Margo Morales



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### Mission & Priorities

- Consistently earn the trust of the residents and visitors in our community.
  - Build trust and strengthen existing relationships
  - Establish new partnerships with community groups
  - Crime prevention education



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### What are we doing

- o Partnering with community organizations, schools, and businesses
  - o 105 organizations
  - o 334 events
  - o 34 Neighborhood Meetings (vs. 17 in 2018)
  - o Engaged with 30,250 people




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### What are we doing

- o Social Media – Instagram, Twitter, Nextdoor
- o Crime prevention tips & education tool
- o Engagement growth since January 2019:
  - o Instagram 51%
  - o Twitter 6%
  - o Nextdoor 16%




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### Success Stories – Problem Houses

- o Resolved
  - o Lakemoore Drive
  - o Vine St. SW
  - o Garrison St. NE (2x)
  - o 11<sup>th</sup> Avenue SE
  - o State Avenue NE
  - o 14<sup>th</sup> Avenue NE
  - o Fones Rd. SE
  - o Kenyon St. NW
- o Ongoing
  - o Ethridge Avenue NE
  - o Humphrey St. SE
  - o Brawne Avenue NW
  - o Devoe St. SE




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## Success Stories – Partnerships

- Code Enforcement
- Parking Services
- Parks Department
- United States Postal Service
  - Successfully arrested repeated package thief



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Thank you

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## General Government Committee

### Final Recommendations and Timeline for Community Development Block Grant (CDBG) Program Year 2020 Action Plan

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-1019

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

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#### **Title**

Final Recommendations and Timeline for Community Development Block Grant (CDBG) Program Year 2020 Action Plan

#### **Recommended Action**

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

Not referred to a committee.

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

Review new information on potential economic development activities, and develop final recommendations and a public process timeline for the CDBG Program Year 2020 (9/1/20 - 8/31/21) Action Plan for Council action.

#### **Report**

##### **Issue:**

Whether to develop final recommendations and a timeline for public process on the CDBG Program Year 2020 Action Plan.

#### **Report**

##### **Staff Contact:**

Anna Schlecht, Community Service Programs Manager, Community Planning and Development Department (360-753-8183).

##### **Presenter(s):**

Anna Schlecht, Community Service Programs Manager.  
Mike Reid, Economic Development Director.

#### **Background and Analysis:**

The goal for tonight's meeting is for the General Government Committee to receive new information on economic development options and to develop final recommendations for Community Development Block Grant (CDBG) allocations and activities, as well as to determine the public process for the Program Year (PY) 2020 Annual Action Plan (9/1/20 - 8/31/21). The Committee specifically asked for information on two economic development options: 1) Arbutus Folk School;

and, 2) the Northwest Cooperative Development Council. CDBG staff consulted with the City's Economic Development Director to tap his expertise on the highest and best uses of CDBG to support Economic Development. He suggested gathering together a broader range of economic development expertise to present options for the Committee. The attached matrix identifies the community partners that staff consulted with and some initial information about possible CDBG-funded activities. Due to scheduling challenges the final report on those options won't be available until the meeting.

**Public Process:** Once the Committee develops its recommendations, the following timeline will allow for a robust public process:

November 20:	General Government Committee final recommendations
Dec 2019 - March 2020:	Council action to launch the CDBG Citizen Participation Process
May - June 2020:	30 Day CDBG Citizen Participation Process
June 2020:	Public Hearing - PY 2018 CDBG Annual Action Plan
June - July 2020:	Council review and approval of draft PY 2020 Annual Action Plan
July 15, 2020:	Submission of PY 2020 Annual Action Plan to HUD

**Prior Discussions:** This item was discussed at a General Government Committee meeting held on September 25. At that time, the Committee requested additional information on potential economic development activities as stated above. Separate from this agenda item, the Committee also discussed options for a potential CDBG amendment in the current PY 2019 to add land acquisition for housing to PY 2019 and a City budget appropriation to use available Housing General Funds for a Homes First Navigator program and an expansion of the Community Youth Services Rosie's Place Program.

**Draft Recommendations for CDBG-funded Activities** - The attached "Draft PY2020 Community Development Block Grant Allocations & Activities" presents a framework for the recommendations developed by the General Government Committee in 2019 with more specific recommendations prepared by staff. These activities are drawn from recommended CDBG Five-Year Consolidated Plan strategies.

**CDBG Program Purpose:** The CDBG Program was created as a "bundled" federal program intended to aid the development of viable urban communities, by providing:

- Decent housing;
- Suitable living environment; and,
- Expanding economic opportunities, principally for persons of low and moderate income.

All applicable regulations for the CDBG Program are contained in 24 CFR 570. The coming PY 2020 will be the third year of the next Five-Year (2018 - 2022) CDBG Consolidated Plan, also referred to as the CDBG Five-Year Strategic Plan. This strategic plan currently identifies housing and land acquisition for housing to be the highest priorities, however each year the Council can revise the priorities based on current needs.

**Neighborhood/Community Interests (if known):**

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are

invested in community development programs and projects.

**Options:**

- 1) Review new information on potential economic development activities and develop final recommendations and a public process timeline for the CDBG Program Year 2020 (9/1/20 - 8/31/21) Action Plan for Council action.
  
- 2) Delay the process to recommend proposed activities as well as the public process timeline for Program Year 2020 (9/1/20 - 8/31/21) Community Development Block Grant Program (CDBG) and seek additional information.

**Financial Impact:**

The PY 2020 (September 1, 2020 - August 31, 2021) Annual Action Plan will guide the investment of an estimated \$450,000. This includes \$350,000 in new CDBG funds, \$150,000 in CDBG Program Income (Estimates have increased since 2017). This also includes the reallocation of approximately \$500,000 of unspent prior year funding.

**Attachments:**

DRAFT Options for Economic Development Funding - Program Year 2020  
DRAFT PY 2020 CDBG Allocations & Activities  
CDBG Program Annual Cycle

## **DRAFT** Options for Economic Development Funding – Community Development Block Grant Program Year 2020

*Preliminary* chart of community partners consulted on options for economic development activity – more detailed information to be presented November 20, 2019

Organization	Contact Person	Description of Economic Development Activities &/or Program Name <i>(PLEASE NOTE: More detailed CDBG proposals to be presented at the committee meeting)</i>	Partnerships & Deliverables <i>(PLEASE NOTE: More detailed information to be presented at the committee meeting)</i>	Total Program Budget	Prior CDBG Funding	PY 2020 CDBG \$ Request
Arbutus Folk School	Stacey Waterman-Hoey	Training program for arts-crafts entrepreneur start-ups	Creates teaching jobs for artists  Supports art entrepreneurs	\$250,000	\$0.00	TBA
Economic Development Council (EDC)	Michael Cade Kaylee Fergusson	<b>Scale-up Training:</b> Training & technical assistance for existing small businesses & emergency “trriage” assistance for struggling businesses	30 – 40+ Olympia-based Graduates annually Partnerships with ODA & WOBA	\$40,000	<b>\$30,000</b>	\$30,000
Educational Service District – ESD 113	Gerald Gubbs	<b>Gravity Program – Trades Entry</b> Classroom for Post GED / pre-apprenticeship & job skills training	Economic opportunities for former drop-outs to go into the trades Financial literacy training Night School Partnerships with Building Industries Assc. Of Washington (BIAW)	Unk	\$0.00	\$30,000
Enterprise for Equity (E4E)	Lisa Smith	<b>Micro-Enterprise Training:</b> Assistance for micro-enterprise start-ups	8 – 12 Graduates per year Financial literacy training program TBA Partnerships with	\$35,000	<b>\$20,000</b>	\$20,000  \$10,000
NW Cooperative Development Center (NWCDC)	Diane Gassoway	<b>Cooperative Business Assistance:</b> Fostering Community Economic Development primarily through the cooperative business model	Technical assistance for cooperative businesses  Partners with E4E	Unk.	\$0.00	TBA
Olympia Downtown Alliance (ODA)	Todd Cutts	<b>Downtown Safety Program:</b> Association of Downtown business & property owners <b>DoBIZ:</b> Downtown intensive training Program	Consulting on downtown safety programs guided by CPTED <i>(Crime Prevention Through Environmental Design)</i>  Partnerships with EDC & other economic development entities	\$50,000 \$40,000	<b>\$2,500</b> <i>(CPTED)</i> <b>\$30,000</b> <i>(Training)</i>	TBA
Pacific Mountain	Corinne Watts	<b>WorkSource Training Centers:</b> Providing workforce training by sector	Programs focused on key sectors to link people and employers for expanded economic opportunities	Unk	\$0.00	TBA
Thurston Chamber of Commerce	David Shaffert	Works with broad range of community partners to address the challenges and opportunities before our community.	Leverage resources for developing community wealth and economic opportunity through work force development  Many partnerships for diverse economic development efforts	Unk	\$0.00	TBA
West Olympia Business	Craig Ottavelli	Business Association of Westside business owners	Partnerships with other economic development entities	Unk	\$0.00	TBA



**DRAFT Options for Economic Development Funding – Community Development Block Grant Program Year 2020**

*Preliminary chart of community partners consulted on options for economic development activity – more detailed information to be presented November 20, 2019*

Alliance (WOBA)						
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## DRAFT CDBG PY 2020 Allocations & Activities

Following is a **DRAFT** CDBG PY 2020 (9/1/20 – 8/31/21) breakdown of proposed projects, recipients, HUD defined goals and objectives and the actual proposed funding amount by activity as proposed by the General Government Committee on September 25, 2019 **Please note:** line for “UNK Economic Development Activity” is to be determined at November 20, 2019 Committee meeting.

Recipient	Project	Outcomes	HUD Goal(s)	HUD Objectives	Proposed Funding
Housing / Land Acquisition	TBA	Increased new housing inventory	Housing	LMH: Low/Moderate Income – Housing	\$205,000
Enterprise for Equity	Micro Business Training & Technical Assistance	Assistance for up to 10 businesses with fewer than 4 employees	Micro Enterprise	LMI: Low/Moderate Income Direct Assistance	\$20,000
Thurston Economic Development Council	Small Business Training & Technical Assistance	Assistance for up to 40 small businesses with more than 4 employees	Economic Development	LMJ: Low/Moderate Income Jobs	\$30,000
UNK Economic Development Activity	UNK	Creates Jobs Directly assists low & moderate income people	UNK	LMJ: Low/Moderate Income Jobs  OR LMI: Low/Moderate Income Direct Assistance	\$50,000
City of Olympia	Olympia Downtown Ambassadors	Outreach for up to 150 street dependent people daily	Public Services	LMC: Low/Moderate Income – Limited Clientele	\$55,000
City of Olympia	Program Administration	Planning & administrative for a compliant CBDG Program	N/A	N/A	\$90,000
		<b>TOTAL</b>	<b>PY 2020</b>	<b>ALLOCATIONS</b>	<b>\$450,000</b>

### ANTICIPATED FUNDING:

SOURCE	AMOUNT
PY 2020 Grant Award	\$350,000
Program Income	\$100,000
<b>TOTAL PY 2020 FUNDING</b>	<b>\$450,000</b>

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE





**General Government Committee**  
**Scoping 2020 Advisory Committee Work Plan  
Process**

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.C  
**File Number:** 19-1076

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

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**Title**

Scoping 2020 Advisory Committee Work Plan Process

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager's Recommendation:**

Discuss process for reviewing advisory committee work plans for 2020 and provide guidance.

**Report**

**Issue:**

Whether to discuss the process for reviewing 2020 committee work plans.

**Staff Contact:**

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

**Presenter(s):**

Kellie Purce Braseth, Strategic Communications Director

**Background and Analysis:**

Each year Council-appointed advisory committees prepare a work plan for initial review by the General Government Committee before consideration by the full Council. Advisory committees' work year begins April 1. The date coincides with the appointment of new members and also allows time after the first of the year for committees to consider any goals and priorities identified at Council's annual retreat.

Committee work plans are typically reviewed in conjunction with a meeting of all the committee chairs and liaisons.

Are there any changes in timing or approach the General Government Committee would like to consider for 2020?

**Neighborhood/Community Interest (if known):**

N/A

**Options:**

1. Discuss process for reviewing advisory committee work plans for 2020 and provide guidance.
2. Do not discuss process for reviewing advisory committee work plans for 2020.

**Financial Impact:**

None

**Attachments:**

Advisory Committee Cycle

# Advisory Committee Cycle





**General Government Committee**  
**Discussion of 2020 General Government  
Committee Work Plan Items**

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.D  
**File Number:** 19-1074

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

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**Title**

Discussion of 2020 General Government Committee Work Plan Items

**Recommended Action**

**Committee Recommendation:**

Not referred to committee.

**City Manager Recommendation:**

Discuss proposed items for the General Government Committee Work Plan for 2020.

**Report**

**Issue:**

Whether to discuss the General Government Committee work plan 2020.

**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 General Government Committee's 2019 Work Plan asks for a discussion of the Committee's work plan items for 2020. A year-long calendar of standing items is attached

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Review the calendar of standing items and concur to incorporate it into the 2020 Work Plan. Staff will return with an updated 2020 Work Plan.

2. Review the calendar of standing items and revise as needed. Staff will return with an updated 2020 Work Plan.

**Attachments:**

Year-long Calendar of Standing Items



## General Government Committee Yearlong Calendar of Standing Items

Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Advisory Board Recruit. Update	<b>CDBG Action Plan PY2020</b>	Annual meeting with Advisory Committee Chairs	Economic develop. update	Public Safety/OPD Update	Municipal Art Plan Status Report	Economic develop. update	Public Safety/OPD Update	Biennial Review of Council Guidelines (Done on even years)	Council Annual Retreat Agenda	Public Safety/OPD Update	Scoping Advisory Committee work plan process
Economic develop. update	Public Safety/OPD Update	Review Advisory Committee work Plans	Council Mid-Year Retreat Agenda	PBIA Briefing		<b>CDBG Action Plan PY2020</b>	Scoping Advisory Board Recruitment Process		<b>CDBG PY 2020 Action Plan</b>	PBIA Briefing	
<b>CDBG Action Plan PY2020</b>	Advisory Committee Interviews		<b>CDBG Action Plan PY2020</b>						DT Ambassador Update	GGCmte Work Plan Discussion for Next Year	
			DT Ambass. Update						Economic devel. update		

<p><b>Annual Items:</b></p> <ul style="list-style-type: none"> <li>• Council Guidelines Reviewed Biennially</li> <li>• Advisory Committee interviews</li> <li>• Annual meeting with Advisory Committee Chairs</li> <li>• Advisory Board Recruitment</li> <li>• Review Advisory Committee work Plans</li> <li>• Scoping Advisory Committee work plan process</li> <li>• Scoping Advisory Committee application process</li> <li>• Council Retreat Agenda and Mid-Year Retreat</li> <li>• Committee Work Plan for Next Year</li> </ul>	<p><b>Biannual Items:</b></p> <ul style="list-style-type: none"> <li>• DT Ambassador Update</li> <li>• PBIA Briefing</li> </ul>	<p><b>Quarterly Items:</b></p> <ul style="list-style-type: none"> <li>• Public Safety/OPD Update</li> <li>• Economic Development Update</li> <li>• CDBG</li> </ul>	<p><b>Upcoming Items for 2020:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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Updated 11/14/2019