



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Friday, February 3, 2017

3:00 PM

Room 112

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1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

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

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

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

Attachments: [Olympia CDBG Program - Annual Cycle](#)  
[Options for CDBG Fund - PY 2016 Amendments](#)  
[Options for CDBG PY 2017 Annual Action Plan](#)

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

6. REPORTS AND UPDATES

7. ADJOURNMENT

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## General Government Committee

### Approval of December 9, 2016 General Government Committee Meeting Minutes

**Agenda Date:** 1/25/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0091

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

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**Title**

Approval of December 9, 2016 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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Friday, December 9, 2016

3:00 PM

Room 207

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### Special Meeting

#### 1. CALL TO ORDER

The meeting was called to order at 3:05 p.m.

#### 2. ROLL CALL

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

#### 3. APPROVAL OF AGENDA

Item 5.D, Sanctuary City Resolution, was moved to the first topic on the agenda.

**The agenda was approved as amended.**

#### 4. APPROVAL OF MINUTES

- 4.A [16-1362](#) Approval of October 26, 2017 General Government Committee Meeting Minutes

**The minutes were approved.**

#### 5. COMMITTEE BUSINESS

- 5.A [16-1248](#) Public Safety/OPD Update

Lieutenant Paul Lower reviewed crime statistics from the last month. He discussed seasonal safety information and the work that the Olympia Police Department (OPD) and Volunteers are doing to keep citizens safe during shopping season.

Lt. Lower noted at the recent meeting of the International Association of Chiefs of Police, OPD was recognized for their communications work. In particular, many jurisdictions are replicating OPD's best practices regarding social media.

Lt. Lower gave a brief overview of the over 150 community events OPD participated in during 2016, including the LatinX Youth Summit, Cops for Kids, Walk and Roll, neighborhood meetings and a conversation cafe sponsored by the Black Alliance of Thurston County. He also announced an event in January to commemorate Melnic's upcoming retirement.

Committee members asked clarifying questions.

**The report was received.**

- 5.B**     [16-1205](#)     Update on Welcome Center/ Downtown Ambassadors and Clean Team

Downtown Liaison Mark Rentfrow introduced Jim Wright of the Capital Recovery Center and Katherine Trahan of the Downtown Ambassadors.

Ms. Trahan gave a high-level overview of statistics related to the Downtown Welcome Center - hours, visitors, business checks, dispatch calls, and information requests. She discussed the work of the Clean Team; waste and leaf removal and pressure washing etc.

Committee members asked clarifying questions. It was decided updates from the Downtown Ambassadors should occur quarterly, on the same day the General Government receives updates from OPD.

**The report was received.**

- 5.C**     [16-1361](#)     Citizen Request Management (CRM) Project Update

IT Supervisor Melynda Schmitt gave an update of the Q-Alert system, also known as Oly Connects. The project, sponsored by Public Works, is primarily for citizens to have a mobile option to submit service requests to the City. The application also includes internal workflow and reporting functions.

Ms. Schmitt demonstrated the application and walked through the process requests go through when submitted. Once submitted, a request is then forwarded to the appropriate work area for assignment and completion, once the issue is resolved a notification is sent to the requester. She also described the Self Help section of the application where users can find answers to frequently asked questions regarding City Services.

Ms. Schmitt noted a soft launch of the application occurred on November 1 to help iron out any issues before the application is fully deployed to the public.

Committee members asked clarifying questions.

**The information was received.**

- 5.D**     [16-1365](#)     Sanctuary City Resolution

City Manager Steve Hall gave a brief overview of the draft Sanctuary City resolution, which makes it clear that all citizens should be treated with dignity and respect.

Committee member Bateman noted since the recent election community members have expressed fear and concern. She discussed the relevance of the resolution and

the impacts of potential policies particularly on students and young people in the community.

Committee member Bateman discussed her work drafting the resolution, which included meeting with stakeholders and the review of similar resolutions from Seattle and Winooski, Vermont.

Committee members discussed the draft resolution.

Members of the audience were invited to discuss the draft resolution. The following people spoke: Bob Ziegler, Lynn Nelson, Karrama Blackthorn and Eileen Yoshina.

**Committee member Gilman moved, seconded by Committee member Bateman, to recommend a Resolution Declaring Olympia a Sanctuary City to the Olympia City Council. The motion carried by the following vote:**

**Aye:** 3 - Chair Roe, Committee member Bateman and Committee member Gilman

## 6. REPORTS AND UPDATES

Strategic Communications Director Kellie Purce Braseth gave a brief update on the status of the Boards and Commissions recruitment.

## 7. ADJOURNMENT

The meeting adjourned at 5:00 p.m.



## General Government Committee

### Options for Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016 Amendments & PY 2017 Annual Action Plan

**Agenda Date:** 1/25/2017  
**Agenda Item Number:** 5.A  
**File Number:** 16-1212

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**Type:** recommendation   **Version:** 2   **Status:** In Committee

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#### Title

Options for Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016 Amendments & PY 2017 Annual Action Plan

#### Recommended Action

##### Committee Recommendation

Not referred to a committee.

#### City Manager Recommendation:

Consider options and develop recommendations for CDBG funding for amending the current PY 2016 and for the upcoming PY 2017 Annual Action Plan.

#### Report

##### Issue:

- 1) Whether the City should amend its PY2016 Action Plan in order to spend down CDBG funds in a timely manner. Amendments could include:
  - a. re-allocation of approximately \$210,000 of unexpended CDBG program revenue from past years; and
  - b. authorization to expend additional \$105,000 in expected program income.
  
- 2) What priorities should be recommended for an estimated \$450,000 in the next CDBG PY 2017 (September 1, 2017 - August 31, 2018) in order to spend down funds in a timely manner.

#### Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, 360.753.8183

#### Presenter(s):

Leonard Bauer, Community Development Department Deputy Director  
Anna Schlecht, Community Service Programs Manager

**Background and Analysis:**

Council has two opportunities to allocate CDBG funding: 1) **PY 2016 Amendments** in the amount of \$315,000; and 2) **PY 2017 Annual Action Plan Public Process** to allocate an estimated \$450,000. All City funding recommendations should support the timely “spend-down” or expenditure of funds to ensure compliance with HUD regulations.

**\$315,000 PY 2016 CDBG Amendment:** The City has approximately \$210,000 from past Community Development Block Grant (CDBG) program years that has not been expended as quickly as anticipated. These funds must be re-allocated by the City for new activities that will expend funds in a timely manner. HUD has advised the City to either expend or re-allocate these funds prior to March of 2017, for expenditure during PY2016.

In addition, the City continues to receive program income from past housing rehabilitation loans in excess of projections. Staff now estimates an additional \$105,000 of program income could be received in PY2016 that can be allocated at this time.

In order to expend these funds in a timely fashion, the City must go through the full CDBG Substantial Amendment process to allow for citizen participation in how these funds are invested. Committee discussion of the amendment process was delayed from the originally-scheduled November date due to a cancelled committee meeting. Now time is of the essence and the process should begin as soon as possible in order to meet the March 2017 HUD deadline. Suggested options for investing funds are itemized in Attachment “Options for Community Development Block Grant (CDBG) PY 2016 Amendments.”

**\$450,000 CDBG PY 2017 Action Plan Funds:** At the same time, the City is commencing its public process to consider priorities for the PY 2017 annual Action Plan for an estimated \$450,000 to be used during the program year that runs from September 1, 2017 - August 31, 2018 (see annual CDBG timeline attached). The decision for these funds must be concluded and submitted to HUD on or before July 2017. Options for these CDBG funds are itemized in Attachment “Options for Community Development Block Grant (CDBG) PY 2017 Annual Action Plan.” The sub-total for these options range from \$602,000 - \$907,000. Staff is looking for committee input to narrow the range of options for final consideration by City Council.

**PY 2017 Public Timeline and Public Process:** The Council has flexibility in creating a timeline to develop the PY 2017 CDBG Annual Action Plan so long as key deadlines are met and sufficient time is allowed for administrative work. If a “Request for Proposals” (RFP) is used, it should be launched by late February 2017. If the Council decides to identify activities, they can do so in public meetings open to stakeholders. Council can also conduct a hybrid process that includes some Council identified activities and others identified through a public RFP process. If an RFP process is pursued, the result of this process should produce proposed activities for the draft PY CDBG Annual Action Plan by April 2017. During May and June, staff will draft the PY 2017 Annual Action Plan and prepare materials for a public hearing. Final submission of the Annual Action Plan must occur on or before July 15, 2017.

**Program Income and Spend-down Deadlines:** HUD regulations require that the City spend down to 1.5 times its current grant. The regulatory intent is to ensure that tax-payers money is used promptly to meet community needs. In PY 2016, the target amount is to spend down to \$511,338 by June 30, 2017. At this time, the City needs to spend approximately \$310,000 to get down to the target amount. Because of the difficulty in estimating CDBG Program Income, the City often amends its current Annual Action Plan in order to fund projects that will expend money in a timely fashion. Please note there may be an additional \$105,000 in Program Income received between now and the June 30 deadline. Staff are looking for Committee recommendations to allocate these additional Program Income funds which are also listed along with the prior program year monies in Attachment “Options for CDBG Fund PY 2016 Amendments”.

### **CDBG Background**

**CDBG Purpose:** The Community Development Block Grant (CDBG) Program was created as a “bundled” federal aid program intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The program was designed with flexibility to allow communities to determine how to meet the specific local needs of low-moderate income individuals.

**CDBG Annual Action Plan Referral:** Every year the Council refers the initial review of the CDBG Program to General Government Committee for the purpose of developing recommendations on priorities and the public process for the coming program year.

**Options for CDBG-funded Activities:** The current CDBG Five-Year Consolidated Plan identifies the following five key strategies:

- **Economic Development**  
Examples: Business training programs; CPTED Safety projects.
- **Housing Rehabilitation**  
Examples: Renovation of Smith Building to create housing units. Can include both acquisition and rehabilitation has conducted by Homes First!
- **Land Acquisition**  
Examples: Purchase of Griswold’s Building.
- **Public Services**  
Examples: Capital Recovery Center Ambassador Program.
- **Public Facilities**  
Examples: Community Youth Service’s Rosie’s Place Drop in Center.

The above five priorities were identified in the City’s strategic plan, the Five-Year Consolidated Plan (2013 - 2017). While Housing Rehabilitation and Public Services were identified as the highest priorities for the current annual action plan, the other three identified strategy areas are also eligible. Additionally, the Council could decide to add other CDBG-eligible strategic goals based on current conditions not anticipated at the time of the Five-Year Consolidated Plan development.

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

The federal CDBG Program offers a flexible source of funding to meet a wide variety of affordable housing, social service, economic development and other community development needs. All neighborhoods and community stakeholders have an interest in how CDBG funds are invested in community development programs and projects.

**Options:**

1. Recommend the options in Attachment 1 for amending the current PY 2016 CDBG Action Plan, and provide direction on priorities for the PY 2017 Annual Action Plan.
2. Recommend other options for amending the current PY 2016 CDBG Action Plan, and provide direction on priorities for the PY 2017 Annual Action Plan.
3. Delay recommendations on PY 2016 CDBG Action Plan Amendment and direct staff to provide additional options at a future meeting. [Note: this option would prevent meeting HUD direction to re-allocate unexpended funds by March 2017.]

**Financial Impact:**

Staff estimates there will be approximately \$210,000 from unexpended CDBG funds to reallocate via the CDBG Amendment process prior to March 2017. Staff also estimates up to \$105,000 additional program income may be received in PY2016 that can be included in a PY2016 CDBG Amendment process. Staff estimates that there will be approximately \$450,000 in PY 2017 funds to be allocated by July, 2017. Attachment "Options for Community Development Block Grant (CDBG) PY 2017 Annual Action Plan" reflects a range of options for consideration ranging from \$602,000 to \$907,000.

**Attachments:**

Olympia CDBG Program - Annual Cycle  
Options for CDBG PY 2016 Amendments  
Options for CDBG PY 2017 Annual Action Plan

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS



**ATTACHMENT #1: OPTIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND –PY 2016 AMENDMENTS**

<b>COMMUNITY DEVELOPMENT BLOCK GRANT - PY 2016 Options for Funding Amendments</b>				
<b>ACTIVITY</b>	<b>Options / Comments</b>	<b>70% LMI</b>	<b>Current PY 2016 Allocation</b>	<b>Proposed PY 2016 Amendments</b>
<b>Planning &amp; Administrative Costs</b>	Staffing required to run a compliant program	N/A	\$98,178	\$0.00
<b>Economic Development</b>	EDC – Business Training	Yes	\$25,864	\$0.00
<b>Micro Enterprise</b>	Enterprise for Equity – Micro Business Assistance	Yes	\$18,953	\$0.00
<b>Public Facility</b>	Providence Community Care Center	Yes	\$200,000	\$0.00
<b>Social Services</b>	Capital Recovery – Downtown Ambassador Program	Yes	\$55,397	\$0.00
<b>Economic Development</b>	Crime Prevention Through Environmental Design	Yes	\$27,500	\$0.00
<b>Housing Rehabilitation*</b>	<ul style="list-style-type: none"> <li>• <b>Candlewood Manor</b> – Water Supply <b>\$47,000</b></li> <li>• <b>Homes First!</b> Oxford House repairs: <b>\$68,000</b></li> <li>• <b>Sewer Connections:</b> 1111 Lilly Rd NE: 6 units very low income housing for disabled immigrants: <b>\$105,000</b></li> <li>• <b>Sewer Connections:</b> 5<sup>th</sup> Avenue NE: 6 units for very low income residents: <b>\$70,000</b></li> </ul> <p><b>HOUSING REHAB SUB-TOTAL = \$290,000**</b></p>	Yes	\$65,000	<b>\$120,000</b> <i>(Please Note: This portion of funding to come from re-allocated prior year funds)</i>
<b>Portland Loo – Equipment Purchase</b>	City funding options include several fund sources, equipment purchase would be most timely for CDBG regulatory compliance .	YES	\$0.00	<b>\$90,000</b>
<b>SUB-TOTAL</b>	<b>RE-ALLOCATED PRIOR YEAR CDBG FUNDS</b>			<b>\$210,000</b>
<b>Housing Rehabilitation</b>	<b>ADDITIONAL FUNDS FROM NEW PROGRAM INCOME</b>	Yes	See above	<b>\$105,000***</b>
	<b>TOTAL FOR AMENDMENT OPTIONS</b> <i>Please Note: These optional amendments allow the City to meet the spend-down target of \$315,000</i>	<b>TOTAL</b>	<b>\$490,892</b>	<b>\$315,000</b>

\*Allocated amounts include Activity Delivery (ADC) costs

\*\*Housing Rehab sub-total contingent upon actual costs and subject to change

\*\*\*Program Income may exceed staff estimates - this yet unknown total receivable PI can be allocated to Housing Rehabilitation as received

ATTACHMENT #2 - OPTIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND –PY 2017 Annual Action Plan

<b>PY 2017 Options for Annual Community Development Block Grant (CDBG) Action Plan</b>			
<i>PY 2017 = September 1, 2017 – August 31, 2018</i>		<i>Estimated CDBG Program funds for PY 2017 = \$450,000</i>	
ACTIVITY	OPTIONS / COMMENTS	70% LMI	ESTIMATED COST
General Administration	<b>Planning &amp; Administrative Activity:</b> Minimum staff level to run compliant program	N/A	\$98,000
Downtown Strategy Implementation	<b>Planning – Homeless Action Plan</b> (Limited funds)	YES	\$5,000 - \$10,000
Downtown Strategy Implementation*	<b>Housing Rehab:</b> Low Moderate Income (LMI) housing rehab/Acquisition; Accessibility Improvements	YES	\$100,000 - \$200,000
Housing Rehab: Fire Sprinklers*	<b>Housing Rehab:</b> Sprinklers for existing LMI housing	YES	\$50,000 - \$100,000
Commercial Rehab: Fire Sprinklers*	<b>Commercial Rehab</b> - creating LMI job creation		\$50,000 - \$100,000
Section 108 Debt Service	<b>Repayment</b> - Section 108 Loan payment	N/A	\$65,000
CRC Ambassadors – Street Outreach Only*	<b>Social Services:</b> Continued Funding for the Street Outreach services for homeless, mentally and other street dependent people.	YES	\$56,000
Crime Prevention Through Environmental Design (CPTED)*	<b>Commercial Rehab or Community Centers:</b> Safety projects to reduce crime in the downtown core.	Potentially	\$28,000
Public Restrooms*	<b>Public Facilities:</b> Funding part or all of facility that serves homeless / LMI ( <i>Potentially Contingent upon PY 2016 Amendment actions</i> )	YES	\$100,000 - \$200,000
Business Training Programs*	<b>Economic Technical Assistance:</b> Tune-up & Micro-businesses	YES	\$50,000
		<b>TOTALS</b>	<b>\$602,000 - \$907,000 **</b>

\*Up to 10% Activity Delivery Cost to be included within overall project costs.

\*\*Cumulative costs of options are greater than available PY 2017 funds

**ATTACHMENT #2 - OPTIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND –PY 2017 Annual Action Plan**



## General Government Committee

### Update of Advisory Board Recruitment

**Agenda Date:** 1/25/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0097

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

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**Title**

Update of Advisory Board Recruitment

**Recommended Action**

**Committee Recommendation:**

Not referred to a Committee

**City Manager Recommendation:**

Receive the update on spring recruitment of 2017 Advisory Board members and provide guidance on next steps.

**Report**

**Issue:**

Whether to receive an update on recruitment to fill vacancies on Advisory Boards.

**Staff Contact:**

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

**Presenter(s):**

Kellie Purce Braseth, Strategic Communications Director  
Steve Hall, City Manager

**Background and Analysis:**

Each year, the General Government Committee interviews candidates for vacant seats on the City's Advisory Boards and forwards recommendations to the City Council. The Recruitment and application period began in November 2016 for vacant positions that open in spring. The recruitment and application period closes on Jan. 31 at 5 p.m.

Staff will update Committee members on current applications received and vacancies open,

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

N/A

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

None