



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Minutes General Government Committee

Tuesday, February 11, 2014

4:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Jim Cooper and Committee Member Cheryl Selby

2. CALL TO ORDER

Chair Roe called the meeting to order at 5:35 p.m.

3. APPROVAL OF MINUTES

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

Committee Member Cooper moved, seconded by Chair Roe, to approve the minutes. Committee Member Selby abstained as she was not on the Committee at that time. The motion carried by the following vote:

Aye: 2 - Chair Roe and Committee Member Cooper

Abstained: 1 - Committee Member Selby

4. COMMITTEE BUSINESS

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

Housing Program Manager Anna Schlecht provided an overview of the City's CDBG program, income history, fund projection, and potential options for PY-2014 investment.

Community Planning & Development Deputy Director Leonard Bauer reviewed projected CDBG entitlement funding and program revenue (loan repayments). He said there is potentially \$116,592 available from the PY-2014 CDBG entitlement to commit to projects after allocating money for the Section 108 debt service, funding for the Downtown Ambassador Program, and administrative costs.

In response to a Committee question about the status of the fund balance, Ms. Schlecht said the City should be in good shape for the June spend-down deadline. Staff is not anticipating a problem this year.

Committee Member Selby asked several clarifying questions about the CDBG program and process.

Committee Member Cooper said that given projections, he is interested in waiting on allocating the PY-2014 entitlement until later in the year or the following program year. He reminded the Committee that Council direction is to focus on economic development activities. He said if we need to commit some of the money this year to meet spend-down requirements, he would suggest taking a look at micro enterprise activities that spur economic development. His preference, though, is to maximize the available funding for next year to have the most impact.

Chair Roe asked for clarification about funding for the Downtown Ambassador Program. Mr. Bauer responded that staff included funding for the Downtown Ambassador Program in the estimate for PY-2014 expenditures.

Chair Roe thanked Mr. Bauer and Ms. Schlecht for the informative presentation.

Committee Member Cooper suggested that staff prepare a recommendation, including process and timeline, to bring to the Committee at its March 18 meeting that is focused on maximizing available money in 2015. Committee members agreed. Chair Roe asked that a copy of the PowerPoint presentation be added to the attachments for that night's meeting.

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

Olympia Arts Commission Chair Trent Hart said the genesis of this item is the Commission's 2013 work plan which included an item to identify ways to recognize and possibly provide performance space for musicians in downtown Olympia. He said the Commission's proposal is to create some defined performance spaces on downtown sidewalks to recognize local musicians of note and to select and pay musicians to perform on the sites in July, August, and September. The proposed funding source is the Municipal Art Fund.

Chair Hart said the Commission has not yet approached any adjacent businesses or developed a budget. The first step was to check in with the General Government Committee to determine if there is interest in further developing the proposal. He said the Commission would only recommend moving forward if adjacent businesses are in favor.

Chair Hart and Arts Commission Commissioner Danielle Westbrook said the initial proposal is to place a bronze plaque in a designated 4' x 10' sidewalk performance space along with the name of the musician being honored and some sort of art work representing the musician.

Arts Commission Commissioner Michael Olson said the Commission talked about honoring deceased musicians who had an impact on our community. Names would be open to a public process. An artist would be tasked with doing a piece of work to

be set in the sidewalk that is personalized to the musician being honored.

Chair Roe asked that the Commission consider whether pedestrian walkways would be blocked with people gathering to watch performers at the designated spaces. She asked the Commission to carefully consider the needs of pedestrians.

Committee members agreed they are interested in seeing a full proposal and learning about the interest / reaction of adjacent businesses. Committee Member Cooper suggested they share with businesses the potential economic impact musicians have in Olympia.

Chair Roe asked the Arts Commission to wait until after she is able to report about the concept at the Council's February 25 meeting to make sure the full Council is interested in proceeding to the scoping phase. She thanked Commissioners for their creativity.

The recommendation was discussed and closed.

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

The Washington Center Board President George LeMasurier and Executive Director Jill Barnes shared some general ideas for fundraising at The Washington Center, including the option for room naming based on donations. Mr. LeMasurier said they do not have a specific proposal as they first wanted to check with the City Council about restrictions, if any. He said they are interested in something similar to the room and amenity naming done by the Hands on Children's Museum in that City-owned facility. Mr. LeMasurier pointed out that the Council, in the past, has encouraged the Board to explore options for financial stability and fund raising.

Ms. Barnes mentioned that in 1985 when the Center opened, many of the features, such as doors and curtains were named. She said she does not know the duration of the naming commitment at that time since the plaques are mostly no longer around. She said the Board is thinking of naming opportunities such as the dressing room, green room, mezzanine, and the Loge. She said they expect to have a sunset on the naming opportunities to allow for continuous revenue stream.

City Manager Steve Hall said the City will need to do some legal research, taking a look at City ordinances, restrictions - if any - on the bonds for the facility, and other regulations and/or laws.

Mr. LeMasurier said corporate funding is very important for the Center's long term financial stability, and the Board would like to offer the naming opportunity with fundraising they are launching in the next couple of months.

Committee members agreed staff should do some research. They agreed to schedule a report back for the Committee's next meeting, March 18.

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

Schedule

Committee members agreed to meet the 3rd Tuesday of the month at 4:30 p.m.

They reviewed a draft work plan and agreed to the following tentative schedule, with the understanding that topics and scheduling may change during the year:

March 18

- Continued Discussion about CDBG Process for PY-2014 with Focus on Economic Priorities (Leonard Bauer, CPD; Anna Schlecht, CPD)
- Advisory Committee Work Plans - Meet with chairs to review (Cathie Butler, Exec)
- Continued Discussion about Washington Center Fundraising Proposal (Jay Burney, Exec)

March TBD

- Advisory Committee Interviews (Cathie Butler, Exec)
- Discussion about Procedures for Responding to Committee Letters

April 15

- [if needed] Continued Discussion about CDBG Process for PY-2014 with Focus on Economic Priorities (Leonard Bauer, CPD; Anna Schlecht, CPD)
- Recap of Discussion with County on Drug Use/Needles (Ronnie Roberts, Police)
- Recap of 2014 Legislative Session (Cathie Butler, Exec; Jay Burney, Exec; Paul Simmons, Parks)
- Briefing on Status of Marijuana Laws (Tom Morrill, Legal)

May 20

- Briefing on Plastic Bag Ban Outreach and Communication (Ron Jones, PW)
- Music Out Loud Proposal from Olympia Arts Commission (Stephanie Johnson, Parks)
- Discussion about "Telling Our Story" (Cathie Butler, Exec)

June 17

- Joint Economic Development Meeting with Economic Development Council, Thurston Chamber, Visitor & Convention Bureau, Olympia Downtown Association, West Olympia Business Association (Cathie Butler, Exec)
- Discussion about Minimum Wage in Context of Local, Regional and Statewide Economic Impact

July 15

- Briefing and Discussion about City-Wide Economic Development Impact of the

Capital Facilities Plan

- Update on Status of HOME Consortium and Health and Human Services Council (Steve Hall, Exec)

August 19

- Briefing and Discussion about Public Safety and Olympia Policing Strategy (Ronnie Roberts, Police)

September 16

- Briefing and Discussion about Economic Development Aspects of the Updated Comprehensive Plan and Action Plan (Keith Stahley, CPD)

October 21

- Annual Meeting with Advisory Committee Chairs (Cathie Butler, Exec)
- Review of Council Guidelines (Cathie Butler, Exec)

November 18

- Program Year 2015 Community Development Block Grant Process (Leonard Bauer, CPD; Anna Schlecht (CPD)
- Scoping - 2015 Advisory Committee Work Plan Process (Cathie Butler, Exec)
- Scoping - 2015 Advisory Committee Application Process (Cathie Butler, Exec)

December 16

- Year End Recap and Celebration

Committee members asked staff to schedule some tentative dates for advisory committee interviews on their calendar.

Chair Roe asked that the proposed work plan be scheduled as a Consent Calendar item on the Council's next meeting agenda, February 25.

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

Committee members reviewed a list of names of individuals who have applied for appointment or reappointment. Chair Roe suggested that applications be reopened until March 1, given the small number of applicants. Committee members agreed with the suggestion.

Committee members discussed whether to automatically recommend the individuals seeking reappointment. They agreed to authorize Chair Roe to make that determination after seeing how many people apply by March 1. Committee members asked Chair Roe to work with staff on an interview schedule and process.

The discussion was completed.

5. ADJOURNMENT

Chair Roe adjourned the meeting at 6:40 p.m.