



# Meeting Minutes

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8447

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**Wednesday, March 18, 2015**

**4:30 PM**

**Room 207**

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**1. ROLL CALL**

**Present:** 3 - Chair Jeannine Roe, Committee Member Julie Hankins and Committee Member Cheryl Selby

**2. CALL TO ORDER**

Committee member Selby called the meeting to order at 4:30 p.m. She noted there were no minutes to consider.

Chair Roe arrived at 5:35 p.m.

**3. APPROVAL OF MINUTES - None**

**4. COMMITTEE BUSINESS**

**4.A [15-0183](#) Community Development Block Grant (CDBG) Program Year 2015 Action Plan**

Community Planning & Development Deputy Director Leonard Bauer and Housing Program Manager Anna Schlecht presented a recommendation for proposed activities for the City's Community Development Block Grant (CDBG) Program Year 2015 (9/1/15 - 8/31/16) based on General Government Committee guidance at the February meeting.

Following discussion, the Committee unanimously agreed to recommend the following activities and funding amounts:

\$91,654	General Program Administration
\$64,000	Section 108 Debt Service
\$55,597*	Downtown Ambassador Program, administered by the Capital Recovery Center
\$27,500*	Downtown Safety Program, titled "Crime Prevention Through Environmental Design (CPTED)
<u>\$219,714*</u>	<u>ADA Sidewalk Accessibility Improvements</u>
<b>\$458,265</b>	<b>Total anticipated CDBG funded activity</b>

*\*Includes estimated 10% "Activity Delivery Costs (ADC) necessary for managing these programs*

The Committee also reviewed proposed policy changes and unanimously recommended that applicable sections of the Olympia Comprehensive Plan be

incorporated into the City's CDBG Consolidated plan as follows:

*City of Olympia will work with regional partners to geographically diversify housing and services for vulnerable populations. Criteria for awarding public funding for housing and social services should include consideration of the proposal's location, prioritizing projects in currently under-served areas. Criteria for awarding public funding for housing and social services should include a requirement for a "good neighbor plan" for communication with neighbors, on a continuing basis, to address any impacts that may occur to those properties.*

Chair Roe asked staff to prepare a draft CDBG PY 2015 Annual Action Plan containing the above referenced proposed activities and amend the current CDBG Consolidated Plan (2013 - 2017) to include the above referenced proposed policies. Staff anticipates these documents will be presented to Council by early May 2015 for review and draft approval. These draft documents will then be released for a 30-day public comment period during the month of June 2015, with the final adoption and submission to HUD to occur by July 15, 2015.

**The recommendation was discussed and forwarded to the City Council for review and draft approval.**

**4.B**      [15-0227](#)      Annual Meeting with Advisory Committee Chairs - Work Plan Review and Discussion of Other Committee Issues of Interest

In addition to staff, Chairs or representatives were present from the following committees: Arts Commission, Bicycle and Pedestrian Advisory Committee, Heritage Commission, Parks and Recreation Advisory Committee, Planning Commission, Utility Advisory Committee.

**General Government Committee did not have any changes to the proposed work plans. Committee member Hankins moved, seconded by Committee member Selby, to recommend the work plans be approved as submitted. The motion passed unanimously.**

The assembled group discussed communication between committees and Council. Committee representatives said that in general the Council liaisons are helpful and appreciated. It was noted; however, there is not consistency in the liaison role and clarification would be helpful regarding expectations for attendance at meetings and frequency of contact/interaction between the liaison and committee.

Chair Roe said General Government Committee was considering recommending reducing the size of 11 member committees to nine members, similar to action taken with regards to the Planning Commission in 2012, and also eliminating the cross-committee appointments. Heritage Commission Chair Holly Davies said she wished to express her strong support for keeping the Heritage Commission at 11 members given the quasi-judicial nature of the commission's work, which requires a subcommittee structure and, at times, on-site review of applicant properties. Representatives of the Arts Commission, Bicycle and Pedestrian Advisory Committee,

Parks and Recreation Advisory Committee, and Utility Advisory Committee said nine members would be sufficient for the work of their committees. All affected committee representatives said they support eliminating the cross-committee appointees with the understanding that a committee can send a delegate to another committee for communication purposes.

General Government Committee members unanimously agreed to recommend an ordinance changing the number of members on the Arts Commission, Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and Utility Advisory Committee from 11 to nine. They further unanimously agreed to recommend an ordinance eliminating all of the current cross-committee appointments so that all members are appointed directly by the City Council.

Chair Roe asked staff to bring the recommended ordinance changes to the Council on Consent Calendar at the earliest opportunity.

The assembled group broke into two small groups to discuss what went well in the past year and what they learned. No action was taken during or following discussions.

**The discussion was completed.**

## **5. ADJOURNMENT**

The meeting adjourned at 6:45 p.m.