



**COMMUNITY PLANNING &
ECONOMIC DEVELOPMENT**

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Ashley Arai, Director

Tim Smith, Interim Director
Community Planning & Development
City of Olympia
601 4th Avenue E
Olympia WA 98507

January 7, 2025

Dear Mr. Smith,

I am pleased to inform you that your 2024 Heritage Grant Program award has been provided an extension until June 30, 2025 and a revision in the scope of work.

At the request of Brittany Gillia, City of Olympia Historic Preservation Officer, Thurston County considered several factors in its decision. The original application was to fund a historic preservation intern, but due to staff and leadership turnover at the city, the original plan to hire an intern was not fulfilled by the end of 2024.

Ms. Gillia proposed an extension to the original contract (attached), which the county is able to provide. In addition to the extension, a request was made to revise the scope of the contract from hiring an intern to using the funds to have a staff GIS specialist dedicated to Historic Preservation data management. This work will help prepare the way for a future storymap on the city's historic preservation webpage and create a user-friendly catalog of historic properties. Thurston County agrees that this is an appropriate use of the Heritage Grant Program funds.

Next steps as outlined by city staff via e-mail on December 9, 2024, city staff should:

- Coordinate budget logistics with Human Resources
- Prepare an updated scope and project working schedule

We look forward to receiving those materials. Please let me know if you have any questions regarding this contract amendment.

Thank you.

Leah Davis

Leah Davis
Associate Planner/Historic Preservation Officer