



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, January 7, 2020

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [20-0015](#) Special Recognition - Swearing-In Ceremony of Newly Elected City Councilmembers

2.B [20-0013](#) Special Recognition - Poetry Reading from the City of Olympia Poet Laureate Sady Sparks

3. PUBLIC COMMENT

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [20-0002](#) Approval of December 17, 2019 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [20-0016](#) Bills and Payroll Certification

Attachments: [Bills and Payroll](#)

- 4.C** [19-1014](#) Approval of the Community Development Block Grant (CDBG) Program Year 2019 Action Plan Amendment

Attachments: [DRAFT Amendment of PY 2019 CDBG Annual Action Plan](#)
[Land Acquisition Project Overview](#)
[Olympia CDBG Program Annual Cycle - Amendment PY 2019](#)
[Public Comment - Build-a-Bus Email](#)
[Public Comment - Build-a-Bus Letter to Council](#)
[Public Comment - Build-a-Bus Summary](#)
[PY 2019 CDBG Public Hearing Minutes](#)

- 4.D** [20-0024](#) Approval of the Annual City Council Retreat Agenda

Attachments: [Draft Agenda](#)

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMENT

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Council

Special Recognition - Swearing-In Ceremony of Newly Elected City Councilmembers

Agenda Date: 1/7/2020
Agenda Item Number: 2.A
File Number:20-0015

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Swearing-In Ceremony of Newly Elected City Councilmembers

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Conduct a swearing in ceremony of newly elected City Councilmembers.

Report

Issue:

Whether to swear in Councilmembers elected in the November 2019 election.

Staff Contact:

Susan Grisham, Executive Assistant, 360.753.8244

Presenter(s):

Mayor Cheryl Selby
Mayor Pro Tem Jessica Bateman
Councilmember Dani Madrone

Background and Analysis:

Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman and incoming Councilmember Dani Madrone were elected on November 5, 2019. They will be sworn in at this first meeting of the year.

Attachments:

None



City Council

Special Recognition - Poetry Reading from the City of Olympia Poet Laureate Sady Sparks

Agenda Date: 1/7/2020
Agenda Item Number: 2.B
File Number:20-0013

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Poetry Reading from the City of Olympia Poet Laureate Sady Sparks

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the poetry presentation. Reading only; No action requested.

Report

Issue:

Whether to receive a presentation of poetry from Olympia's Poet Laureate Sady Sparks.

Staff Contact:

Stephanie Johnson, Arts Program Manager, Parks, Arts & Recreation, 360.709.2678

Presenter(s):

Stephanie Johnson, Arts Program Manager
Sady Sparks, Olympia Poet Laureate

Background and Analysis:

Part of the work of Olympia's Poet Laureate is to present a poem at the first City Council meeting of each year. In January 2019, Olympia Poet Laureate, Sady Sparks, kicked off the opening City Council meeting of the year with her poem, "Eating Out of Season." Since that first official engagement, Sparks has worked to fulfill the goals of the Poet Laureate program:

- Promote poetry as an art form
- Expand access to the literary arts
- Connect the community to poetry
- Promote poetry as a community voice that contributes to a sense of place

In 2019, she:

Type: recognition **Version:** 1 **Status:** Recognition

- Conducted four community workshops: two on the topics of “Love” and “Writing in Season,” one in association with the Olympia Poetry Network, and one with the Olympia Zine Fest.
- Designed and conducted **Instant Poetry** at the Spring Arts Walk, coordinating fifteen poets and five typewriters, to put personalized poems in the hands of 200 (estimated) community members. To return in April 2020.
- Conducted a similar **Poetry Pop-Up** at the Capital Mall during the Holiday season.
- Read poems at the opening of the downtown Pump Track and new trail opening to Priest Point Park.
- Participated in six community poetry readings including the first ever Laureate Fest, celebrating all five Washington State Poets Laureate.
- Hosted a family-oriented New Year’s Poetry Open House at Harbor House.

Sparks’ term ends in December 2020. In addition to continuing her work of championing poetry in our community for her final quarter as Poet Laureate, she will also help facilitate the transition of the successor Poet Laureate for the next two-year term.

Neighborhood/Community Interests (if known):

None known.

Options:

N/A

Financial Impact:

Funds for the Poet Laureate’s two-year appointment have already been approved.

Attachments:

None



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

City Council

Approval of December 17, 2019 City Council Meeting Minutes

Agenda Date: 1/7/2020
Agenda Item Number: 4.A
File Number:20-0002

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of December 17, 2019 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 17, 2019

7:00 PM

Council Chambers

Last Meeting of the Year

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Nathaniel Jones, Councilmember Lisa Parshley and Councilmember Renata Rollins

1.A ANNOUNCEMENTS

Mayor Selby announced Council met earlier in closed session and executive session, followed by a short reception recognizing outgoing Councilmember Jones.

Waste ReSources Senior Program Specialist Ron Jones gave an update on the City's recycling program, specifically the removal of glass and coated plastics from recycling. This is due to changes in the global recycling market. Glass bottles will need to be brought to a drop off location or put in the trash. Coated plastics will need to be placed in the trash. He also shared the types of communication that will be used to inform residents.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

The following people spoke: Heather Spradlin, Candy Mercer, Renee Dars, Jerry Dierker, Nicole Alexander, Colleen Bradford, TJ Johnson, CC Coates, and Sharon Koontz.

COUNCIL RESPONSE TO PUBLIC COMMENT

Councilmembers discussed further review of a proposed resolution related to the development of a large parcel of land in Maytown.

4. CONSENT CALENDAR

- 4.A [19-1173](#) Approval of December 10, 2019 Study Session Meeting Minutes

The minutes were adopted.

- 4.B [19-1174](#) Approval of December 10, 2019 City Council Meeting Minutes

The minutes were adopted.

- 4.C [19-1002](#) Approval of a Resolution Authorizing the Pursuit of an Ecology Grant for a Second Street Sweeper

The resolution was adopted.

- 4.D [19-1003](#) Approval of a Resolution Authorizing a Sublease at Percival Landing with Mg Burgher & Associates

The resolution was adopted.

- 4.E [19-1068](#) Approval of a Resolution Authorizing an Amendment to the Interagency Agreement Between the Department of Ecology and the City of Olympia to Sponsor Bioretention Hydrologic Performance Studies

The resolution was adopted.

- 4.F [19-1169](#) Approval of a Resolution Authorizing the Mayor to Sign a Letter to the United States Secretary of State Conveying the City of Olympia's Consent to Welcoming and Resettling Refugees

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.G [19-1151](#) Approval of an Ordinance Amending Ordinance 7212 (Special Funds)

The ordinance was adopted on second reading.

- 4.H [19-1152](#) Approval of an Ordinance Amending Ordinance 7213 (Capital Budget)

The ordinance was adopted on second reading.

- 4.I [19-1150](#) Approval of an Ordinance Amending Ordinance 7214 (Operating Budget)

The ordinance was adopted on second reading.

- 4.J [19-1069](#) Approval of an Ordinance Adopting 2020 Utility Rates and General Facilities Charges

The ordinance was adopted on second reading.

- 4.K [19-1104](#) Approval of an Ordinance Setting 2020 Development Fee Adjustments

The ordinance was adopted on second reading.

- 4.L [19-1093](#) Approval of an Ordinance Amending Transportation Impact Fees

The ordinance was adopted on second reading.

- 4.M [19-1123](#) Approval of an Ordinance Amending Olympia Municipal Code Related to Storm and Surface Water Management

The ordinance was adopted on second reading.

- 4.N [19-1122](#) Approval of an Ordinance Amending Olympia School District Impact Fees

The ordinance was adopted on second reading.

- 4.O [19-1124](#) Approval of an Ordinance Authorizing State-Mandated Amendments to the Model Business and Occupation Tax Ordinance

The ordinance was adopted on second reading.

- 4.P [19-1149](#) Approval of an Ordinance Adopting the 2020 Operating, Special Funds, Capital Budget, Capital Facilities Plan, and 2020-2025 Financial Plan

The ordinance was adopted on second reading.

- 4.Q [19-1143](#) Approval of an Ordinance to Vacate a Portion of Bethel Street NE between State Avenue and Olympic Drive

The ordinance was adopted on second reading.

- 4.R [19-1144](#) Approval of an Ordinance to Grant a Master Permit to Noel Communications

The ordinance was adopted on second reading.

- 4.S [19-1142](#) Approval of an Ordinance to Grant a Master Permit to Astound Broadband

The ordinance was adopted on second reading.

- 4.T [19-1049](#) Approval of an Ordinance Extending the Term of the Cable Television Franchise with Comcast Cable Communications Management, LLC

The ordinance was adopted on second reading.

Approval of the Consent Agenda

Councilmember Parshley moved, seconded by Mayor Pro Tem Bateman, to adopt the Consent Calendar. The motion carried by the following vote:

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

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A [19-1162](#) 2019 Year-End Highlights

Strategic Communications Director Kellie Purce Braseth presented the 2019 year end highlights, and Councilmembers remarked on the year's accomplishments.

The information was received.

6.B [19-1164](#) Remarks from Outgoing Councilmember Jones

Councilmembers recognized the work of outgoing Councilmember Jones, and Councilmember Jones remarked on his service on the City Council.

The discussion was completed.

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmember Parshley reported on meetings she attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

Interim City Manager Jay Burney followed up on the discussion related to a Fire Station within the Boulevard Road RFQ. He noted the Fire Station item could be removed from the RFQ.

9. ADJOURNMENT

The meeting adjourned at 8:14 p.m.



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

City Council
Bills and Payroll Certification

Agenda Date: 1/7/2020
Agenda Item Number: 4.B
File Number:20-0016

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Bills and Payroll Certification

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **11/30/2019** have been examined and are approved as recommended for payment.

Employees Gross Pay:	\$	<u>2,392,493.06</u>	
Fire Pension Gross Pay:	\$	<u>29,689.06</u>	
Employer Share of Benefits:	\$	<u>765,055.23</u>	
Employer Share of LEOFF I Police Post-Retirement Benefits:	\$	<u>24,280.34</u>	
Employer Share of LEOFF I Fire Post-Retirement Benefits:	\$	<u>17,908.75</u>	
TOTAL	\$	<u><u>3,229,426.44</u></u>	

Payroll Check Numbers	-	-	Manual Checks
And	<u>92472</u>	<u>92476</u>	Fire Pension Checks
And	<u>92477</u>	<u>92478</u>	Manual Checks
And	<u>92479</u>	<u>92497</u>	Semi Payroll Checks

and Direct Deposit transmission.

12/11/19
DATE


ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **12/15/2019** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,319,478.27</u>
Fire Pension Gross Pay:	<u>\$ 29,689.06</u>
Employer Share of Benefits:	<u>\$ 787,391.69</u>
TOTAL	<u><u>\$ 3,136,559.02</u></u>

Payroll Check Numbers	<u>92479</u>	<u>92500</u>	Manual Checks
And	<u>92501</u>	<u>92505</u>	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>92506</u>	<u>92531</u>	Semi Payroll Checks

and Direct Deposit transmission.

12/26/19
DATE


ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of the Community Development Block Grant (CDBG) Program Year 2019 Action Plan Amendment

Agenda Date: 1/7/2020
Agenda Item Number: 4.C
File Number: 19-1014

Type: decision **Version:** 1 **Status:** Consent Calendar

Title

Approval of the Community Development Block Grant (CDBG) Program Year 2019 Action Plan Amendment

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the CDBG Program Year 2019 Action Plan Amendment and direct staff to proceed with implementation of the amended Action Plan.

Staff Contact:

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

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City has determined that Community Development Block Grant (CDBG) funds should be aligned with the Olympia Home Fund in housing development projects. The Council priority for housing development has guided this proposed amendment to the Program Year (PY) 2019 (September 1, 2019 - August 31, 2020) Action Plan to include \$550,000 for land acquisition.

The funds to be re-allocated come from the cancelled Salvation Army's Day Center / Community Kitchen project, which offered up \$425,000 in PY 2018 and PY 2019 CDBG funds. Staff identified another \$125,000 in unused prior-year funds. Together this Amendment will re-allocate a total of \$550,000, which will increase the PY 2019 Annual Action Plan from the original \$450,000 to a new total of \$875,000.

Proposed PY 2019 Amendment Process: On September 25, 2019, staff presented a recommendation to the General Government Committee to re-allocate all of the Salvation Army funds

(\$425,000) for the purchase of land intended for the development of affordable/low cost housing. Since that meeting, staff identified an additional \$125,000 in prior year unused funding. The City held a 30-day public comment period (December 3, 2019 - January 3, 2020), which included a public hearing on December 10, 2019, to receive public comments on the draft amendments.

Public Comments: Attached is one emailed comment received that included two previously submitted comments from **Build a Bus Home (BABH)**, an organization seeking funds for their start-up mobile hygiene service. Initial staff response to BABH was that their project was more suitable for flexible local funding than the highly regulated federal CDBG dollars. Also attached are the minutes from the December 10 CDBG Public Hearing. Council will receive hardcopies of all other public comments received by the January 3, 2020, deadline.

Proposed Amendment: Council will consider final approval of the draft amendment to the current PY 2019 Action Plan as follows:

\$550,000	<i>PROPOSED AMENDMENT: Land Acquisition</i>
\$ 80,000	Interfaith Works Shelter Repairs
\$ 50,000	Crime Prevention Through Environmental Design (CPTED)
\$ 30,000	Small Business Training & Assistance
\$ 20,000	Micro-Enterprise Assistance/Business Training & Technical Assistance
\$ 55,000	Downtown Ambassador Program
<u>\$ 90,000</u>	<u>Program Administration - Required</u>
\$875,000	TOTAL PROPOSED PY 2019 CDBG FUNDING AMENDMENT

Property Acquisition: Staff conducted a review of properties based on the criteria set forth in the "Land Acquisition Project Overview," from which suitable options were identified. Due diligence continues to find the best possible property for a future affordable housing project.

CDBG Program Purpose: The 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. Regulations for the CDBG Program are contained in 24 CFR 570. The Olympia CDBG Program is subject to a Five-Year Consolidated Plan that provides strategic guidance, subject to annual revisions and mid-amendments. Please note that this Amendment will occur during the second year of the Five-Year CDBG Consolidated Plan (2018 - 2022).

Prior Discussions: The original Salvation Army project was discussed during Public Process for both the CDBG PY 2018 and the PY 2019 Action Plans. This proposed PY 2019 Amendment was discussed at a General Government Committee meeting on September 25, 2019. Council launched the Amendment Public Process on November 11, 2019 and held a 30-day Public Comment Period from December 3, 2019 - January 3, 2020 during which a public hearing was held on December 10, 2019.

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. Move to Approve CDBG Program Year 2019 Amendment and direct staff to proceed with implementation of amended Action Plan.
2. Do not move to approve CDBG Program Year 2019 Amendment and instead direct staff to develop new options for consideration.

Financial Impact:

The proposed amendment will re-allocate a total of \$550,000 in unused current and prior year CDBG funds for use in land acquisition to support housing development, making the new total PY 2019 Annual Action Plan \$875,000.

Attachments:

Draft Amendment of PY 2019 CDBG Annual Action Plan
Land Acquisition Project Overview
CDBG Program Annual Cycle
Public Comment - Build a Bus Email
Public Comment - Build a Bus Letter
Public Comment - Build a Bus Summary
PY 2019 CDBG Public Hearing Minutes

DRAFT AMENDMENT OF PROGRAM YEAR 2019 CDBG ANNUAL ACTION PLAN

Highlighted in yellow are the proposed amendments to the Olympia PY 2019 Plan, to be funded by re-allocated funds from current & prior CDBG years:

Recipient	Project	Outcomes	HUD Goal(s)	HUD Objectives	Proposed Funding
To Be Determined	Land Acquisition for Housing Development	Expanded Housing Inventory	Land Acquisition	LMH – Low/Moderate Housing – Low/Mod income residents	\$550,000
Interfaith Works Shelter	Shelter Sewer Repairs	Shelter Capacity Retained	Public Facilities	LMC – Low/ModIncome – Limited Clientele	\$80,000
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	\$20,000
Thurston Economic Development Council	Small Business Training & Technical Assistance	Assistance for up to 40 businesses with more than 4 employees	Economic Development	LMJ – Low/Moderate Income Jobs	\$30,000
Multiple Recipients	Downtown Lighting Safety Project	Safety lighting enhancements in key downtown areas	Economic Development	LMJ – Low/Moderate Income Jobs	\$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 & administration	N/A	N/A	\$90,000
		TOTAL	PY 2019	ALLOCATIONS	\$875,000

PUBLIC COMMENT

The 30 Day public comment period runs from **December 3, 2019 - January 3, 2020**, offering the following options:

- **Written comments:** Olympia City Council, 601 4th Ave E, Olympia, WA 98501
- **Emails:** cdbg@ci.olympia.wa.us,
- **Phone calls:** City Council at 360-753-8244
- **Public hearing:** 7:00 p.m., Tuesday, December 10 at Olympia City Hall.

For more information:

M. Anna Schlecht, Community Development Block Grant Program Manager
aschlech@ci.olympia.wa.us | 360.753.8183



Land Acquisition Project Overview

Amendment to Community Development Block Grant Action Plan

The City is considering an amendment to the current Community Development Block Grant (CDBG) Program Year Program Year 2019 (*September 1, 2019 – August 31, 2020*) to re-allocate \$550,000 in CDBG funds for land acquisition to develop affordable housing for low income households. City staff surveyed a range of properties, of which two will be presented to Council during an Executive Session for a confidential review. All properties were considered with the following criteria:

Availability: Is the property available – for sale; clear ownership; other ownership factors.

Zoning: The ultimate goal for land acquisition is to develop high density housing for low income households. The ideal property would be located in a area already identified as appropriate for such density. Zones include High Density Corridor (HDC); Downtown Business (DB); Urban Waterfront (UW) or Multi-family Residential 24 (RM-24) . While other properties could be development via the Conditional Use Permit process, staff focused on areas already identified as suitable for the development of such housing density.

Transportation Access: Each property was considered on the basis of access to multi-modal transportation, given that *Housing + Transportation = Affordability*. Included in the review was the Redfin “Walk Score” that evaluates access for walking, public transit and bicycling.

Quality of Life Amenities: Each location was mapped in relation to conventional amenities, such as parks, retail stores, health care facilities, schools and entertainment.

Social Service Amenities: Using a GIS map of the location of all social services in Olympia, each site was evaluated for access to key social services, including: meal programs; day centers; mental health services; drug & alcohol services; and other services.

Employment Opportunities: Access to potential employment opportunities is part of the affordability equation *Housing + Jobs = Affordability*.

Consistency with other plans: The property search was guided by several plans, including: 1) **CDBG Consolidated Plan** – Highest Priority: Land acquisition for housing development; 2) **Home Fund Plan:** Leverage Home funds with CDBG and all other available resources to maximize housing development; 3) **Olympia Downtown Strategy:** High density housing development was identified as a key goal of this plan; and 4) **Thurston County Regional Homeless Housing Plan:** the solution for homelessness is housing that is either subsidized or low-cost.



For more information: Anna Schlecht aschlech@ci.olympia.wa.us

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE



PUBLIC COMMENT – PY 2019 CDBG ACTION PLAN AMENDMENT - EMAIL

Sent: Tuesday, December 3, 2019 9:47 PM

From: peter.babh@gmail.com <peter.babh@gmail.com>

To: Cary Retlin <cretlin@ci.olympia.wa.us>

Cc: Lisa Gillotti <buildabushome@gmail.com>; larry.babh@gmail.com; jameso.babh@gmail.com; Tyler Gundel <tyegundel1994@gmail.com>; Jonathan Stevens <jonathanstevens@alum.mit.edu>; Aaron Sauerhoff <aaron.sauerhoff@gmail.com>

Subject: Documents on Shower Trailer proposals for Olympia

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Dear Cary:

Thanks for your time today, that was a very interesting and deep conversation about a variety of topics that are important to Olympia and it was good to exchange some info on each other's background.

I am attaching as I promised electronic copies of the Summary of the Mobile Hygiene Infrastructure Program (MHIP) Operating Plan and request for funding from the City of Olympia. This provides some of the answers to your questions.

However we did conclude that we need a meeting to provide more details on our approach and projected operations, that might be funded by a contract with the City on a reimbursable basis. Also we can discuss how we are planning to interact with the residents of encampments and other low income people in tiny house villages or mitigation sites and the related property owners.

We are highly sensitive to the issues involved and we are working on procedures to facilitate the services with minimal negative impacts.

Lets us try and set up a time next week for this kind of discussion.

Thanks for your attention.

Peter

Peter Cook
BABH Acting Board Member



BUILD A BUS HOME

November 4, 2019

To City Council Members:

Regarding: Funding Request for Mobile Hygiene Infrastructure Program (MHIP)

Thurston County declared Homelessness a “Public Health Crisis” in June 2018, subsequently followed by the same declaration by the City of Olympia in July of 2018. Additionally, the Point in Time (PIT) count revealed in June 2019 that the number of unsheltered homeless residents had grown yet an additional 23% over the previous year.

MHIP has been created by Build a Bus Home (BABH) to provide a way for the City to meet part of the basic hygiene needs and reduce the health and environmental impacts of some of the most at risk residents in Olympia.

Looking out for the basic health and safety needs of residents is a challenge when many homeless residents go without basic hygiene services, such as showers and laundry. Failure to address these basic human needs has environmental and public health consequences that not only effect the underserved individuals, but the greater community. These include pollution and disease risk.

BABH is proposing a partnership with the City of Olympia to address our mutual concerns relating to our “Public Health Crisis”. MHIP provides a straightforward way to meet the needs and reduce risks without incurring ongoing construction, maintenance, staffing and utility costs for the city. MHIP can visit homeless sites, provide services for a few hours and then move on. This program is also versatile in that it can be scheduled to provide services for new priority locations as they are identified. In addition, BABH provides staffing through volunteers and operates with lower equipment and material costs through donations and in-kind contributions from local government and businesses.

Therefore, we are requesting startup funding from the City of Olympia in the amount of \$20,000 within the next 30-60 days to deploy a “Proof of Concept” use of our equipment before the end of 2019. We are also requesting basic funding for 2020 in the amount of \$50,000, to fully launch active services. A summary of our Operating Plan and Budget is attached, along with pictures of our equipment and volunteer crew. This attachment also details the categories of costs to which the funding would be applied.

Thank you for your attention to this request

Sincerely Yours,

Lisa Gillotti, Founder & Executive Director

BABH Acting Board: Peter Cook; Larry Pederson; Aaron Sauerhoff; Christina Davis; James Osier



Summary of Mobile Hygiene Infrastructure Program Operating Plan and Budget - October 29, 2019

Build a Bus Home (BABH) has initiated a Mobile Hygiene Infrastructure Program (MHIP) to deliver hygiene services to our unsheltered and homeless neighbors in Thurston County. We will serve encampments, mitigation sites and tiny home villages at locations selected in coordination with the City of Olympia and other funding partners throughout the County.

Providing these services may help to:

- enhance quality of life, health and self-esteem of these individuals
- reduce demands on public and private services.
- improve health, job, income, housing and service outcomes.
- increase the level and number of social contacts of the residents, and their upward mobility

The MHIP is a start-up program, run initially by volunteers, that is being phased in over time as equipment and funding sources are acquired. In the first phase it will consist of a shower trailer and supporting equipment accompanied by field operations staff with well-thought out procedures developed by people with knowledge and experience of working with homeless clients.

The **immediate-term plan** is to demonstrate the proof of concept by testing the deployment of the shower trailer and the operating procedures in at least two locations under controlled conditions. We will assess the interest and effectiveness of a mobile shower service for guests that are homeless or in transitional tiny houses with little to no hygiene services. We are growing our volunteer base and expanding our relationships with strategic partners.

This immediate phase (November-December 2019) will cost approximately \$25,000, of which half will be supplied by private businesses and individual donations. ¹ We are requesting \$25,000 from the City of Olympia to cover:

1. Fuel (diesel and propane)
2. Hygiene supplies: liquid soaps, towels, and cleaning
3. Insurance and permit fees
4. Vehicle maintenance and supplies

This proof of concept will be video recorded and used both as a learning tool and for future fundraising campaigns.

The **short-medium term plan** (2020) will start up scheduled operations in conjunction with our funding partners and add laundry and toilet services, with the scope and frequency of operations determined by the level of funding. We will continue creating agreements with our key strategic partners and expanding our volunteer program. Our field procedures will be continually updated and improved as we learn what works best in actual life experience.

¹ We have also received a permit from LOTT, and blessed with free grey water dumping.

We will move from an all-volunteer staff to a few contracted key staff who are also volunteers. This operations model will need to be tested and converted to a more formal operation as experience dictates.

The anticipated MHIP budget for 2020 will be in the range of \$150,000-\$250,000 depending on the number of days of service provided and the costs to be covered. This budget range reflects opportunities to reduce costs through in-kind donations of fuel, spare parts, food for volunteers, propane and possibly discounted contract maintenance services.

We are requesting \$50,000 from the City of Olympia for 2019 deployment of Hygiene Program

(to complement funding from other jurisdictions and funding sources to cover:

1. Fuel (diesel and propane)
2. Paper towels, disposable bath towels
3. Insurance, registrations and permit fees
4. Vehicle supplies
5. Volunteer support costs
6. Water supply costs (where applicable)

We are also working with several business and individual donors to contribute significantly to our funding needs.

More detail is available in the MHIP Operating Plan document which has been supplied to City staff. More description of our plans and aspirations is available from a recent Thurston Talk article which can be found at <https://www.thurstontalk.com/2019/09/29/shower-power-mobile-hygiene-infrastructure-program-with-build-a-bus-home/>







Meeting Minutes

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 10, 2019

7:00 PM

Council Chambers

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman,
Councilmember Jim Cooper, Councilmember Clark Gilman,
Councilmember Nathaniel Jones and Councilmember Lisa Parshley

Excused: 1 - Councilmember Renata Rollins

EXCERPT:

5. PUBLIC HEARING

5.A [19-1017](#) Public Hearing on Community Development Block Grant (CDBG)
Program Year 2019 Amendments

CDBG Program Manager Anna Schlecht gave an overview of the CDBG consolidated plan and proposed amendments.

Mayor Selby opened the public hearing at 7:58 p.m. Derek Harris and Lisa Gillotti spoke. The public hearing closed at 8:01 p.m. Mayor Selby noted written comments will be accepted until January 3, 2020.

The public hearing was held and closed.

6. OTHER BUSINESS



City Council

Approval of the Annual City Council Retreat Agenda

Agenda Date: 1/7/2020
Agenda Item Number: 4.D
File Number:20-0024

Type: decision **Version:** 1 **Status:** Consent Calendar

Title

Approval of the Annual City Council Retreat Agenda

Recommended Action

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed agenda for the City Council's Annual Retreat.

Report

Issue:

The City Council retreat will take place on January 10 and 11, 2019. The retreat facilitator has spoken with each Councilmember and the City Manager about possible topics and priorities for the retreat. Based on those discussions, the facilitator developed a proposed agenda for the retreat.

Staff Contact:

Jay Burney, Interim City Manager, 360.753.8370

Presenter(s):

Jay Burney, Interim City Manager

Background and Analysis:

Annually the City Council holds a retreat to consider priorities for the upcoming year and discuss other issues or topics of importance to the Council and the community. The 2019 retreat is scheduled for Friday, January 10 from 9:30 a.m. - 5 p.m. and Saturday, January 11 from 8:30 a.m. - 5 p.m. at the LOTT Board Room 500 Adams Street, NE.

Nancy Campbell has been engaged as the retreat facilitator. Based upon conversations with Councilmembers and the City Manager, Ms. Campbell developed the proposed agenda for the retreat.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Adopt the retreat agenda as proposed
2. Modify and adopt the proposed agenda

Financial Impact:

None

AGENDA

2020 OLYMPIA CITY COUNCIL RETREAT

January 10 – 11, 2020

LOTT Board Room
500 Adams St NE,
Olympia, WA 98501



Friday, January 10

9:30 a.m. - 4:30 p.m.

9:30 a.m. – 10:00 a.m.	ARRIVE, MINGLE, REFRESHMENTS	
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10:00 a.m. – 11:00 a.m.	WELCOME ~ RETREAT OVERVIEW ~ GOAL <ul style="list-style-type: none">• Welcome• Retreat Agenda Review• Opening Ice Breaker	Nancy Campbell, Facilitator Jay Burney, Interim City Manager
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11:00 a.m. - 12:00 p.m.	BUILDING ON OUR STRENGTHS <ul style="list-style-type: none">• Operating Rules for Today• Interview Themes• Review of Past Agreements	Nancy Campbell, Facilitator and Councilmembers
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12:00 p.m. - 12:45 p.m.	LUNCH	All
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12:45 p.m. - 1:45 p.m.	NEW MEMBER INTRODUCTION <ul style="list-style-type: none">• Narrative Exercise	Nancy Campbell, Facilitator, Staff and Councilmembers
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1:45 p.m. - 2:00 p.m.	BREAK	
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2:00 p.m. - 2:45 p.m.	NEW MEMBER INTRODUCTION <ul style="list-style-type: none">• Narrative Exercise	Nancy Campbell, Facilitator, Staff and Councilmembers
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2:45 p.m. - 3:45 p.m.	OUR INTERACTION PATTERNS <ul style="list-style-type: none">• MBTI• How our personality types help or hinder our process	Nancy Campbell, Facilitator, Staff and Councilmembers
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3:45 p.m. - 4:00 p.m.	BREAK	
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4:00 p.m. - 4:30 p.m.

ROLES AND RESPONSIBILITIES

Nancy Campbell
Facilitator and
Councilmembers

- Role of Mayor
- Role of Mayor Pro Tem
- Role of Council Advisory Board/Interjurisdictional Liaison
- Policy Analyst
- Role of Council Committee Chairs
- Council Role vis a vis:
 - City Staff
 - Partners and Stakeholders

∞ SOCIAL DINNER ∞
5:30pm

Dockside Bistro
501 Columbia Street NW

AGENDA

2020 OLYMPIA CITY COUNCIL RETREAT



Saturday, January 11

8:30 a.m. - 2:00 p.m.

8:30 a.m. - 9:00 a.m.	ARRIVE, MINGLE, REFRESHMENTS	
9:00 a.m. - 9:30 a.m.	OPENING EXERCISE	
9:30 a.m. - 10:45 a.m.	HOMELESS RESPONSE PLAN UPDATE	Amy Buckler & Stacey Ray, Facilitator Interim City Manager Councilmembers
10:45 a.m. - 11:00 a.m.	BREAK	All
11:00 a.m. – 12:00 p.m.	ECONOMIC ECOSYSTEM DISCUSSION	Mike Reid, Facilitator Interim City Manager Councilmembers
12:00 p.m. - 12:45 p.m.	LUNCH	All
12:45p.m. - 1:45 p.m.	COUNCIL COMMITTEE ASSIGNMENTS <ul style="list-style-type: none">• Mayor Pro Tem• Council Committees• Inter-jurisdictional liaisons• Advisory Board Liaisons• Annual Calendar	Jay Burney, Interim City Manager Councilmembers
1:45 p.m. - 2:00 p.m.	CONCLUSION AND NEXT STEPS	Nancy Campbell, Facilitator
