



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, April 26, 2017

4:30 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A [17-0455](#) Approval of March 22, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A [17-0458](#) Quarterly Olympia Police Department Update

- 5.B [17-0004](#) Approval of Temporary Art at City Hall Call for Exhibitions

Attachments: [Call for Exhibitions](#)

[Policy for Temporary Art Exhibitions at City Hall](#)

- 5.C [17-0443](#) Recommendation for Community Development Block Grant (CDBG) Funding for Program Year (PY) 2017

Attachments: [Preliminary Staff Recommendations - CDBG PY 2017](#)

[CDBG PY 2017 Open House Comments April 12 & 13 2017](#)

[CDBG Program Annual Cycle](#)

[CDBG PY 2017 Total Requests for Funding](#)

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 March 22, 2017 General
Government Committee Meeting Minutes**

Agenda Date: 4/26/2017
Agenda Item Number: 4.A
File Number: 17-0455

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

Title

Approval of March 22, 2017 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, March 22, 2017

4:30 PM

Council Chambers

1. CALL TO ORDER

Chair Roe called the meeting to order at 4:40p.m.

2. ROLL CALL

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

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

The minutes were approved.

- 4.A** [17-0288](#) Approval of February 22, 2017 General Government Committee Meeting Minutes

The minutes were approved.

- 4.B** [17-0286](#) Approval of March 6, 2017 General Government Committee Meeting Minutes

The minutes were approved.

- 4.C** [17-0287](#) Approval of March 13, 2017 General Government Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [17-0307](#) Meeting with Advisory Committee/Commission Chairs

Chair Roe welcomed everyone to the meeting.

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

Each Commission/Committee representative discussed what they felt was their best accomplishment of the past year. General Government Committee members asked clarifying questions.

Chair Roe discussed the role of the Chairs and how they keep committees effective. She asked for input regarding concerns, training needs and guidance.

The group discussed the need for Chairs to understand their roles and expectations and be enthusiastic about the work. Discussion occurred regarding a regular meeting with all the Advisory Committee Chairs to discuss overlapping issues, focus on leadership and other concerns. David Copley, Chair of the Bicycle and Pedestrian Advisory Committee, volunteered to take the lead in working with Strategic Communications Director Kellie Purce Braseth to organize a regular meeting of the Advisory Committee Chairs.

The group discussed the application and recruitment process for Advisory Committee members, in particular members with expiring terms who wish to reapply. There was discussion regarding members who are wishing to reapply to give their notice of intent to renew before the regular recruitment process begins. Should a member not give notice, but still decide to reapply, they will have to compete with the new applicants for a position. The Committee Rules and Procedures will be updated to reflect this policy.

Councilmember Roe asked the group if there is interest in instituting term limits. The discussion elicited varying opinions on the matter. Many felt it really depended on the Committee since some require more commitment and in depth knowledge than others.

Councilmember Roe discussed all the great applicants for Committees, but having so few positions to fill. She discussed how we might be able to mentor future committee members and get more people involved without being appointed.

Councilmember Roe asked the group about interview process for advisory committee vacancies. She wonders whether folks in the community feel represented on advisory committees. Committee member Bateman noted she would make a referral to the General Government Committee to discuss demographics, skills and experience relating to the composition of advisory committees.

Committee members thanked everyone for their work and encouraged them to reach out should there be any issues or concerns.

The discussion was completed.

6. REPORTS AND UPDATES

7. ADJOURNMENT

The meeting adjourned at 6:30p.m.



General Government Committee

Quarterly Olympia Police Department Update

Agenda Date: 4/26/2017
Agenda Item Number: 5.A
File Number: 17-0458

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

Title

Quarterly Olympia Police Department Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the update. Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on the status of Police Department initiatives.

Staff Contact:

Lt. Paul Lower, Olympia Police Department
360.753.8410

Presenter(s):

Lt. Paul Lower, Olympia Police Department

Background and Analysis:

The Olympia Police Department presents a briefing to the General Government Committee quarterly to update the Committee on initiatives undertaken by the Department and issues OPD is managing. This quarter, staff will present the Department's Annual Report, the Annual Professional Standards and Use of Force Report, as well as updating the Council on current projects.

Neighborhood/Community Interests (if known):

Neighborhoods are interested in understanding about crime in the community and in increasing interactions between citizens and police personnel.

Options:

N/A

Financial Impact:

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

N/A

Attachments:

None



General Government Committee

Approval of Temporary Art at City Hall Call for Exhibitions

Agenda Date: 4/26/2017
Agenda Item Number: 5.B
File Number: 17-0004

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

Title

Approval of Temporary Art at City Hall Call for Exhibitions

Recommended Action

Committee Recommendation:

The Arts Commission recommends approval of the Call for Exhibitions.

City Manager Recommendation:

Move to approve the Temporary Art at City Hall Call for Exhibitions.

Report

Issue:

Whether to approve the Call for Exhibitions for temporary art at City Hall.

Staff Contact:

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

Presenter(s):

Stephanie Johnson, Arts Commission staff liaison

Diana Fairbanks, Chair, Art in Public Places Committee, Olympia Arts Commission

Background and Analysis:

On July 27, the General Government Committee approved the policy for exhibiting temporary art at City Hall. The attached Call for Exhibitions builds on that policy and is essentially an RFQ for City Hall exhibitions. Once the Call for Exhibitions is approved, the Arts Commission can make the opportunity available to the community. The policy provides for rotation of temporary exhibits every 6 months.

Neighborhood/Community Interests (if known):

Arts Commissioner Diana Fairbanks spoke with several local arts organizations and exhibition spaces in Olympia and other municipalities during research for the project including the Olympia Art League, Minneart Center, The Washington Center, and City of Seattle Office of Art & Cultural Affairs.

Options:

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

1. Approve the Call for Exhibitions.
2. Recommend changes to the Call for Exhibitions.
3. Do not approve the Call for Exhibitions.

Financial Impact:

\$1,400 annually (\$700 per curator x 2) from the Municipal Art Fund.

Attachments:

DRAFT Call for Exhibitions
Temporary Art Policy

DRAFT

Call for Art

City Hall Exhibitions

The City of Olympia is seeking proposals for temporary exhibition of artwork at City Hall and one time-based component in conjunction with that exhibit.

MISSION STATEMENT

The exhibitions at City Hall serve to focus on two-dimensional or pedestal-sized artworks that reflect the broad diversity and civic interests of Olympia's communities and showcase the work of regional artists, non-profit organizations and community groups. Exhibitions should reflect the diversity of Olympia's communities and emphasize the people, places and character of Olympia.

DEADLINE: Receipt of Entries - Friday, _____, 2016, 5pm

- Two (2) proposals will be selected for the year - exhibitions will rotate every 6 months.
- The selected curators/teams will receive a \$700 honorarium for their work coordinating, installing and deinstalling the exhibition and time-based component. Artists, speakers and performers for the temporary exhibit and public presentation will not receive an honorarium from the City.
- Curators must provide proof of insurance to the City's specifications during installation and deinstallation.
- The artwork can be 2 or 3-dimensional and will be shown in the public spaces of City Hall with viewing opportunities available to the public.
- Proposals may encompass the works of one artist or many artists, as tied together by a theme or other unifying quality that can be easily described and witnessed among the proposed artworks.
- The time-based component may be a forum, discussion, music, dance or literary performance that is tied to the theme of the exhibition.
- Both exhibition and panel presentation will be hosted and publicized by the City of Olympia.
- Artwork may not be sold during exhibition. Sale prices may not be displayed, but the Curator may be noted on exhibition cover card as the point of contact for inquiries.

The City reserves the right not to select any artist at all, and reserves the right to change the process or schedule.



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OLYMPIA
Parks • Arts • Recreation

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of goods and services.



City Hall Exhibitions - Application Form

Eligibility

We encourage exhibition proposals from individual artists as well as arts and community-based organizations. Curators must demonstrate some type of relationship to Olympia.

Jury

2 members Olympia Arts Commission
2 City front-line staff
1 citizen at large

Selection Process/Criteria

- Proposals must include images of all artworks proposed for exhibition. Accepted exhibitions may not include artwork(s), replacements or other, that have not been reviewed by the jury.
- Proposals that include advertising, political, religious or sexual emphasis will not be considered, and displayed artwork will be screened in advance. Curators should bear in mind that the audience for this exhibit and presentation will be broad-based and of all ages and artwork and topics of presentation should be appropriate for public presentation.
- Curator Proposals and qualifications will be reviewed by the jury to determine adherence to selection criteria, and approved by City Council. The annual process will determine two exhibitions for the next 12 months. Selected applicants will be notified by phone and/or e-mail.

Criteria:

Appropriateness of Theme

-Does the exhibition reflect the diversity of Olympia's communities and emphasize the people, places and character of Olympia?

Cohesiveness/Adherence to Proposed Theme

- Is there a relationship among the proposed artworks in the exhibition? Is there a relationship of the artworks to the theme?

- Does the proposed program component support or contribute to the intent of the visual exhibition?

Aesthetic Quality of the Artwork

-Does the proposed exhibition have strong aesthetic merit?

-Are the individual artworks consistently strong?

Unique Vision of the Body of Work

-Does the exhibition illustrate or address the topic in an engaging manner?

-Are the proposed artworks elevated by the combination or grouping?

- Is this exhibition different from the one(s) preceding it? Is it diverse in its vision or approach?

Ability to be Installed

-Can the 2-D artwork be installed on the available track system?

-Are the 2-D artworks framed and glazed? Are the pieces sufficiently durable for the setting?

-Can proposed 3-D artwork be accommodated by existing pedestals?

-Does the artwork pose a safety risk to the public?

Appropriateness of Program Presentation

-Does the program that accompanies the exhibition enrich the topic?

Community Process

-If the artwork proposal has been generated by a community group, how has the surrounding community been involved and consulted?

Location/Duration

- Artwork will be displayed on the first and second floor of City Hall for a period of 6 months. Public viewing opportunities will be available.
- Exhibitions must be installed on the City-provided hardware. Artwork may not be installed where there is no hanging system already in place.
- The public panel presentation in support of each exhibit will be held in the Council Chambers of City Hall and may be videotaped for subsequent viewing. It will be held one time only and last approximately 1 hour not including public viewing of art exhibit.

Honorarium

Selected Curator/Team will be paid a \$700 honorarium for their work on this exhibit and event. This individual/group must purchase a City of Olympia Business License and sign a City agreement. Please see <http://bls.dor.wa.gov/cities/olympia.aspx> for business license information.

Recognition

Curator(s), artists, speakers, and/or performers will be recognized by credits in exhibition and on the project webpage located on the City's website.

APPLICATION FORM

1. **DEADLINE FOR RECEIPT OF APPLICATIONS:** Friday, _____, 2016, 5pm

2. Curator/team may submit one exhibition proposal.

3. Submission packets should be sent, or hand-delivered to:
Stephanie Johnson, City of Olympia Parks, Arts and Recreation
City Hall Exhibition and Panel Presentation Project
222 Columbia S. N.W., Olympia, WA 98501

Digital packets may be downloaded to the City FTP site:

<http://olympiawa.gov/ftp> Do not embed images in a Power Point, PDF, iPhoto or any other library files.

"Recipient" is sjohnso1@ci.olympia.wa.us

4. Curator(s) agree that the City of Olympia may video presentation event and use photos of artwork for promotional purposes.

5. Curators and participating artists agree to sign agreements with the City regarding the exhibit and presentation of their work.

6. For further questions or information contact:

Stephanie Johnson, Arts Program Manager, sjohnso1@ci.olympia.wa.us, 360.709.2678

Selected Curatorship/Warranty

- Selected proposal will be scheduled and installed in consultation with City staff who will advise and assist in art installation, scheduling, audio-visual technology and public event, publication of event and evaluation.
- Curator will verify that artwork is original to the participating artists and does not violate copyright restrictions. Likewise, if artwork includes photography of partially or entirely recognizable people, artists must secure a release from all parties.
- 2-D artwork must be wired for hanging and 3-D artwork can be no larger than 18"x18" at the base and 24" high; 3-D pieces should weigh no more than 50 lbs.
- All exhibit pieces should be sturdy and secure for public interaction.
- Presentation and/or performance pieces should be previewable by video, audio or printed audition.

Calendar:

Friday, _____, 2016, 5pm Entry deadline

Jan _____ Jury: Place & Time

Feb _____ Arts Commission reviews jury recommendation at their regular _____ meeting. Eligible packets will be forwarded to selection jury.

Mar _____ City Council reviews OAC recommendation of selected proposal to move forward to public vote.

April _____ schedule of exhibit and presentation announced. Upon installation of artwork and completion of Panel presentation, curator(s) will be paid their honorarium.

July _____ Exhibition will be deinstalled and artists will pick up their artwork.

The City reserves the right not to select any proposal at all, and reserves the right to change the process or schedule.

SUBMISSION FORM

APPLICATION FOR TEMPORARY CITY HALL EXHIBITION PROPOSAL

Name _____

Address _____

Telephone _____

E-mail _____

Organizational Affiliation _____

DEADLINE FOR RECEIPT OF APPLICATIONS: _____

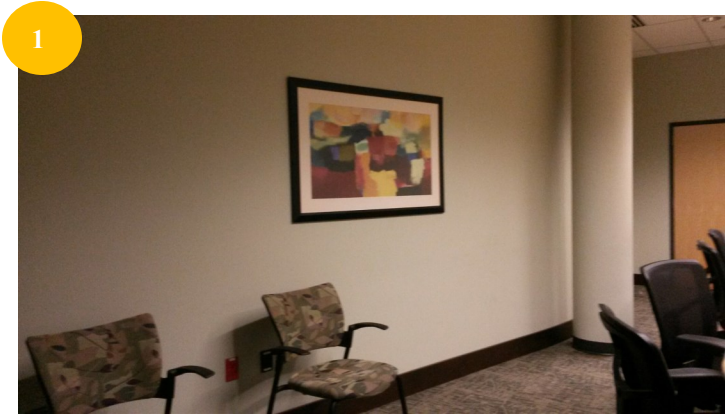
COMPLETE APPLICATIONS MUST INCLUDE:

- 1. This application form.
- 2. Description of Curatorship qualifications (limit to one side of one page) describing your concept of this project. If your experience/cultural heritage is important to this proposal please describe.
- 3. Proposal of the art and presentation theme/material you envision for this project. This should be limited to two single-sided pages, and include description of time-based component.
- 4. Image sheet of the works to be included in the exhibition. Images should be titled and identified by artist, media and size. See submission form included in the packet.
- 5. Sample of performance component, if applicable. This can be a Youtube or web link, or DVD.
- 6. Submission packet may be sent or hand-delivered to:
Stephanie Johnson, City of Olympia Parks, Arts and Recreation
City Hall Exhibition and Panel Presentation Project
222 Columbia S. N.W., Olympia, WA 98501

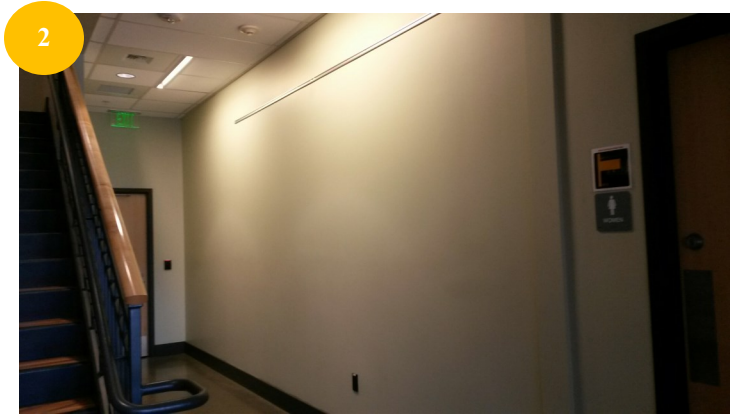
Digital Packets

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Do not embed images in a PowerPoint, PDF, iPhoto or any other library files.
"Recipient" is sjohnso1@ci.olympia.wa.us

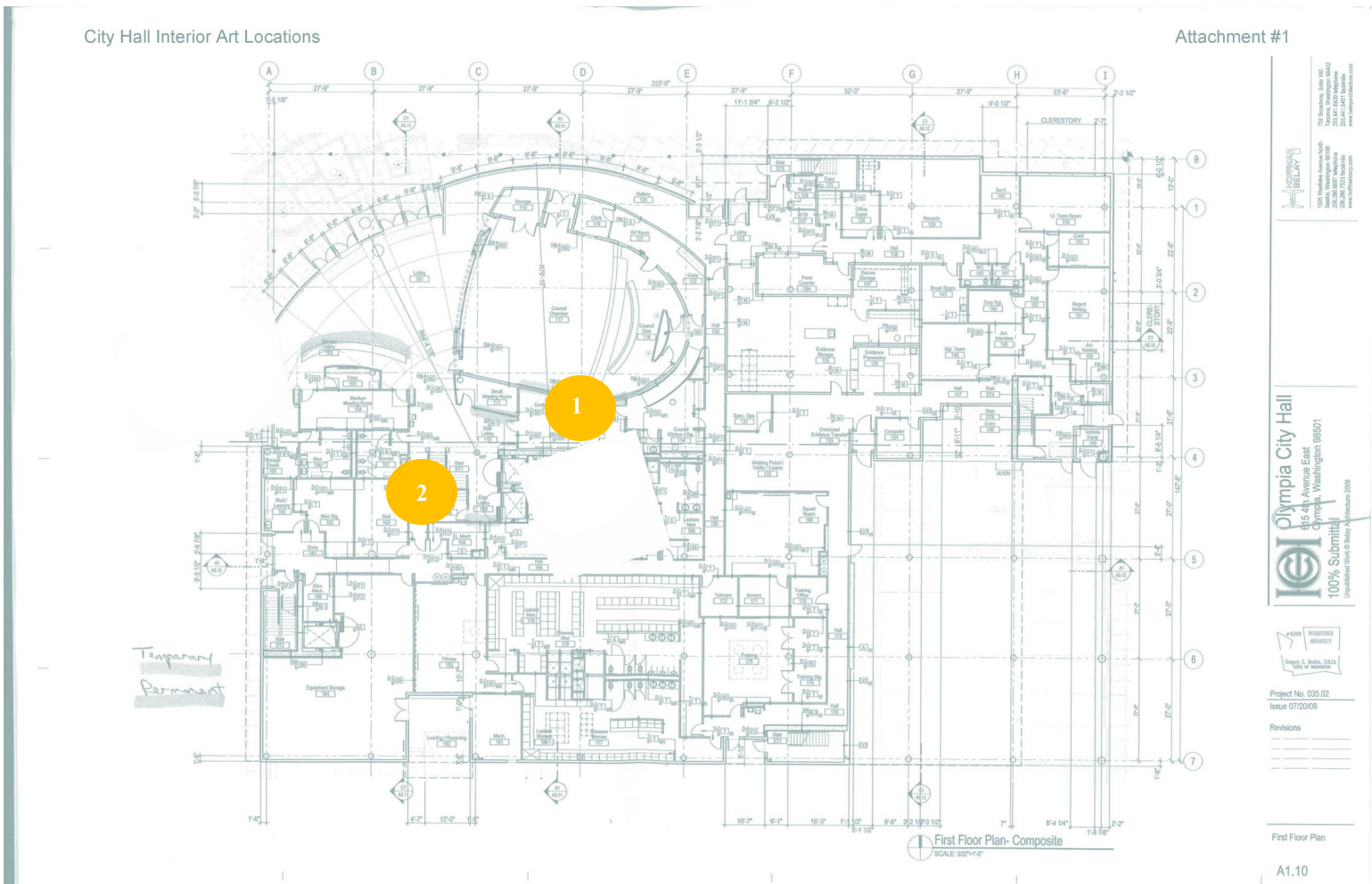
AVAILABLE FIRST FLOOR LOCATIONS



Useable space approximately 24 feet long by 8 feet



Useable space approximately 13 feet long by 8 feet



720 Broadway, Suite 100
 Olympia, WA 98501
 360.339.1100
 www.aceinteriors.com

IEI Olympia City Hall
 415 4th Avenue East
 Olympia, Washington 98501
 100% Submittal
 Updated: 06/08/2009

Project No. 035.02
 Issue 07/20/09
 Revisions

First Floor Plan
 A1.10

AVAILABLE SECOND FLOOR LOCATION



4



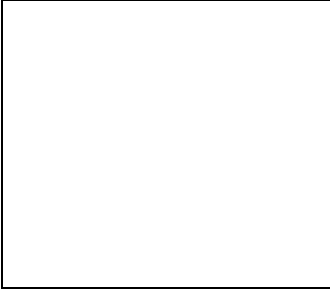
Useable space approximately 42 feet long by 7 feet tall.



Sample Image sheet

Exhibition Proposal: **Wind & Water**

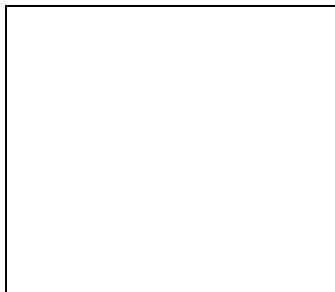
Curator/Team:



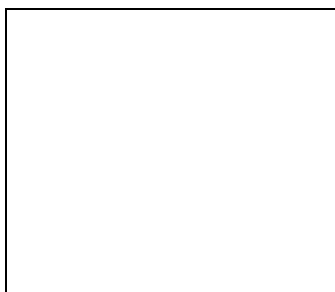
Title:
Artist:
Medium:
Dimension: (Width x Height)



Title:
Artist:
Medium:
Dimension: (Width x Height)



Title:
Artist:
Medium:
Dimension: (Width x Height)



Title:
Artist:
Medium:
Dimension: (Width x Height)

City of Olympia Arts Program

Policy Proposal for Temporary Art Exhibitions at City Hall

BACKGROUND: Policy PR7.11 of the City’s 2015 Comprehensive Plan states *Establish an "art in city buildings" program that would host rotating art exhibits.*

PURPOSE: Rotating art exhibitions at City Hall will invigorate the building’s public spaces through exhibits of two-dimensional and/or pedestal-sized three-dimensional artworks that reflect the broad diversity of Olympia’s communities, and showcase the work of regional artists, non-profit organizations and community groups.

“CURATOR”: Someone who manages an art collection or exhibit. The curator for an exhibition will choose the artworks that will be in it, and decide how they will be arranged during display.

“ARTWORKS” Works of art include, but are not limited to: sculpture, painting, drawing, print, photograph, film or videotape, and crafts in any material or combination of materials such as clay, fiber, textiles, wood, glass metal or plastic.

AUTHORITY: Policy of the Olympia Arts Commission, Olympia Parks, Arts & Recreation, and the Olympia City Council.

1.0 Policy:

1.1 The Olympia Arts Commission is responsible for facilitating review and selection of loaned exhibitions to be displayed at City Hall. The Olympia Arts Commission, using an inclusive jury process, will evaluate the suitability of proposed exhibitions and make recommendations to the City Manager.

2.0 Selection Process:

2.1 A 5-member jury composed of 2 Arts Commission members and 2 staff members housed at City Hall, and one citizen at large shall be convened to review curator’s exhibition proposals for the following year. The Arts Program Manager shall serve as facilitator to this panel.

2.2 Proposals may encompass the work of one artist or many artists, as tied together by a theme. A theme could be physical (such as watercolor), around a concept (such as mountains), or any other unifying quality that can be easily described and witnessed among the proposed artworks.

- 2.3 In general, exhibitions will rotate every 6 months. The Arts Commission may change the schedule or propose a theme, as conditions dictate.
- 2.4 Proposals must include images of all the artworks that are to be presented. Accepted exhibitions may not include artwork(s), replacement or otherwise, that have not been reviewed by the jury.
- 2.5 Artwork that includes advertising or logos or is political, religious or sexual in nature will not be accepted.
- 2.6 Each proposal must include one time-based component, such as a forum, discussion, music, dance or literary performance that is also tied to the theme of the exhibition. These time-based components will take place during the timeline of the exhibition, at City Hall.
- 2.7 The jury makes a recommendation to the full Arts Commission on two exhibitions for the year, and a contingent exhibition. The Commission's recommendation will be communicated to the City Manager for formal acceptance or rejection of the proposed slate of exhibitions. If either of the proposed exhibitions has the potential for substantial community response, the City Manager, at his or her discretion, may forward the proposed exhibitions to the Olympia City Council for review and approval.
- 2.8 For their efforts in coordinating the exhibition, each selected curator will receive an honoraria of \$700 from the Municipal Art Fund.

2.9 ***Criteria***

The jury reviews each proposed exhibition for appropriateness of theme, cohesiveness/adherence to the proposed theme, aesthetic quality of the artwork, unique vision of the body of work, ability to be installed, and appropriateness of program presentation as outlined below.

2.9 (a) ***Appropriateness of Theme***

Does the exhibition reflect the diversity of Olympia's communities and emphasize the people, places and character of Olympia?

2.9 (b) ***Cohesiveness/Adherence to Proposed Theme***

- Is there a relationship among the proposed artworks in the exhibition? Is there a relationship of the artworks to the theme?
- Does the proposed program component support or contribute to the intent of the visual exhibition?

2.9 (c) ***Aesthetic Quality of the Artwork***

- Does the proposed exhibition have strong aesthetic merit?
- Are the individual artworks consistently strong?

2.9 (d) ***Unique Vision of the Body of Work***

- Does the exhibition illustrate or address the topic in an engaging manner?
- Are the proposed artworks elevated by the combination or grouping?
- Is this exhibition different from the one(s) preceding it? Is it diverse in its vision or approach?

2.9 (e) ***Ability to be Installed***

- Can the 2-D artwork be installed on the available track system?
- Are the 2-D artworks framed and glazed? Are the pieces sufficiently durable for the setting?
- Can proposed 3-D artwork be accommodated by existing pedestals?
- Does the artwork pose a safety risk to the public?

2.9 (f) ***Appropriateness of Program Presentation***

- Does the program that accompanies the exhibition enrich the topic?

2.10 ***Community Process***

- If the artwork proposal has been generated by a community group, how has the surrounding community been involved and consulted?

2.1 Potential curators are informed of the importance of the above criteria in the jury's consideration. Groups and individuals are encouraged to read this policy carefully, and the Call for Curator.

3.0 Exhibitions Details, Communication and Logistics

- 3.1 Each selected curator will enter into an agreement with the City that will include dates for installation and deinstallation of the artwork, an opening event, and the time-based component of the exhibition.
- 3.2 The City will communicate only with the curator. The curator will be responsible for all communications with the individual artists regarding installation, deinstallation, opening event and time-based component.
- 3.3 The curator is responsible for arrangement of the artwork and will be assisted in the hanging of the artwork by the City's Arts Program Manager.

All arrangements for building entry will be made through the City's Arts Program Manager.

- 3.4 Exhibitions must be installed on the City-provided hardware. Artwork may not be installed where there is no hanging system already in place.
- 3.5 Each artwork will be accompanied by an identification card stating the title of the artwork, artist's name, medium, and the name of the exhibition. The information will be provided by the curator, and the cards will be designed and printed by the City.
- 3.6 Artwork may not be sold during exhibition. Sales prices may not be displayed, but the Curator may be noted on exhibition cover (1) card as the point of contact for inquiries.
- 3.7 The City reserves the right to cancel or discontinue an exhibition at any time, with or without cause and with or without notice to the artist or public.

4.0 **Insurance and Delivery**

- 4.1 Curator must carry insurance to the City's specifications when installing and deinstalling an exhibition at City Hall.
- 4.2 Curator will arrange for delivery of artwork for installation and deinstallation.
- 4.3 Deinstallation will occur within one week of the noticed close of exhibition date.



General Government Committee

Recommendation for Community Development Block Grant (CDBG) Funding for Program Year (PY) 2017

Agenda Date: 4/26/2017
Agenda Item Number: 5.C
File Number: 17-0443

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

Title

Recommendation for Community Development Block Grant (CDBG) Funding for Program Year (PY) 2017

Recommended Action

Committee Recommendation

Not referred to a committee.

City Manager Recommendation:

Approve Staff recommendations for Community Development Block Grant (CDBG) Funding for Program Year (PY) 2017 activities and forward to full Council for consideration.

Report

Issue:

Whether the recommended Program Year 2017 CDBG activities should be approved in order to spend down CDBG 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:

Overview: Staff seeks the General Government Committee's consideration of its recommendations for PY 2017 CDBG Program that will be forwarded to the Council for the development of a DRAFT PY 2017 CDBG Annual Action Plan. The details of the preliminary recommendations from staff are attached for consideration. Staff estimate there will be \$475,000 in available funds for allocation.

The public process for PY 2017 CDBG Annual Action Plan began in November 2016 with the Committee's initial discussions of funding priorities. The General Government Committee held another discussion on February 3, 2017 and directed staff to hold a CDBG Open House to solicit ideas from CDBG stakeholders. Two Open Houses were held on April 12 and 13, 2017. A record of participants with their ideas itemized is attached. A comprehensive listing of all of the "Total Requests - PY 2017 CDBG Program" is also attached.

The City must allocate funds for an estimated amount of \$475,000 according to the attached timeline. This is described in more detail below. All City funding recommendations should support the timely "**spend-down**" or expenditure of funds to ensure compliance with HUD regulations.

Source of CDBG Funds: The City estimates there will be approximately \$350,000 from the PY 2017 federal CDBG fund distribution, supplemented by an additional \$125,000 in new program income for a total of \$475,000 in CDBG funds to be allocated. These funds must be allocated for activities that will expend funds in a timely manner by June 30, 2018.

If the City receives program income from past housing rehabilitation loans in excess of projections, staff will advise the Council of an opportunity for additional allocations. If less than the anticipated amount of Program Income is received, staff recommends that the greater or lesser amount be allocated to housing rehabilitation, as a continuation of the prior year Housing Rehabilitation Program activities.

PY 2017 CDBG Public Timeline and Public Process: The Committee must review the preliminary staff recommendations for funding and finalize their own recommendations for PY 2017 CDBG funds. Once Council reviews these recommendations, the City will then commence a public process to allow for a 30-day Citizen Participation Process as follows:

February 3, 2017	General Government Committee initial review
April 26, 2017	General Government Committee develops recommendations
June 6, 2017	Council Action to Start Allocation Process
June 7 - July 7	Public Comment Process
June 20, 2017	CDBG Amendments Public Hearing
July 11, 2017	Council Approval - Consent Calendar
July 15, 2017	Submit PY 2017 CDBG Annual Action Plan to HUD

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 2017, the **initial target amount is to spend down to \$525,000 by June 30, 2018**. Because of the difficulty in estimating CDBG Program Income, the City often amends its current Annual Action Plan at some point during the program fiscal year in order to fund projects that will expend money in a timely fashion.

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:

Housing Rehabilitation - *PRIORITY*

Examples: Renovation of Smith Building to create housing units. Can include both acquisition and rehabilitation as conducted by Homes First!

Public Services - *PRIORITY*

Examples: Capital Recovery Center Ambassador Program.

Public Facilities

Examples: Providence Community Care Center.

Land Acquisition

Examples: Purchase of Griswold’s Building.

Economic Development

Examples: Business training programs; CPTED Safety projects.

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. Approve the Staff recommendations for Community Development Block Grant (CDBG) Funding for activities for Program Year (PY) 2017.
2. Ask staff for additional information or revisions to the preliminary recommendations. [Note: This option may jeopardize the City’s ability to meet HUD-required schedule for adoption of CDBG PY 2017 Action Plan.]

Financial Impact:

Staff estimates there will be approximately \$475,000 in federal CDBG funding that can be included in a PY2017 CDBG Annual Action Plan.

Attachments:

Preliminary Staff Recommendations - CDBG Program Year 2017

PY 2017 CDBG Program Open House Comments

Olympia CDBG Program - Annual Cycle

Total Requests - PY 2017 CDBG Program

PRELIMINARY STAFF RECOMMENDATIONS - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Program Year 2017 (September 1, 2017 – August 31, 2018)

ACTIVITY	Description	CDBG ACTIVITY CATEGORY	Proposed CDBG Activity Allocations
General Program Administration	Staffing required to run a compliant program (<i>planning, reporting, documentation of compliance, etc..</i>)	Planning & Administrative Costs	\$90,000 (20% Allowed)
Section 108 Debt Service	Repayment on prior year Section 108 loan guarantee funded downtown safety projects	N/A	\$65,000
Business Training	Training Economic Development Council – “Tune-Up” Business Training	Economic Development	\$25,000*
Business Training & Technical Assistance	Training & assistance Olympia Downtown Association - New Partnership to offer Downtown-based Business Training & Technical Assistance	Economic Development	\$35,000*
Public Facility	Day Center Interfaith Works Year-Round Day Center – Combined warming center & year round center, with potential for 24/7 Facility that provides both day center and night shelter in single facility.	Public Facility (Community Center)	\$100,000*
Social Services	Capital Recovery – Downtown Ambassador Program	Public Services (Social Services)	\$55,000*
Public Facilities / Economic Development	Crime Prevention Through Environmental Design (<i>Alley Lighting Alcove Gates, Security Lighting, Security Cameras, etc</i>)	Economic Development	\$75,000*
Housing Rehabilitation (<i>Loan Program to rehab housing for low income tenants</i>)	Housing Rehabilitation Projects Continued from PY 2016	Housing Rehabilitation	\$30,000* (<i>Indexed to actual program income receipts</i>)
	TOTAL Preliminary Staff Recommended Options		\$475,000

*Allocated amounts include Activity Delivery (ADC) costs

PRELIMINARY STAFF RECOMMENDATIONS - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Program Year 2017 (*September 1, 2017 – August 31, 2018*)

Comments

April 12, 2017

Olympia CDBG Program – PY 2017 Open House on Funding Priorities

ATTENDEES AFFILIATIONS & PRIORITIES

<u>Erica Cooper</u>	<u>Olympia Downtown Association & Orca Real Estate</u> Priorities: Downtown CPTED Projects: Alcove gates; Fencing; Alley lighting
<u>Timothy McKinley</u>	<u>Homes First</u> Priorities: Support for innovative housing projects
<u>Kevin Sparks</u>	<u>Homes First</u> Priorities: Continued City funding for scattered-site housing model. This avoids the high concentrations & potential negative impacts of high density low income housing projects. Strategically purchase properties in high amenity areas (public transportation, affordable shopping, schools. Parlays the aggregate value of their property portfolio to leverage funding to purchase new housing units. High percentage of their portfolio: permanent supportive housing NEXT BIG FOCUS: Senior Citizen housing. Currently facilitating a Senior Housing work group to develop models

April 13, 2017

Olympia CDBG Program – PY 2017 CDBG Open House on Funding Priorities

ATTENDEES AFFILIATIONS & PRIORITIES

Danny Kaden	Interfaith Works: Pre-development costs for County Housing Pipeline projects <i>Tied to Draft Five Year Homeless Housing Plan</i>
Meg Martin	Interfaith Works: Day Center/Warming Center Funding for a 24/7 year-round day center/shelter program housed on the first floor of a multi-floor permanent supportive housing project to be centrally located to maximize access. <i>Tied to Draft Five Year Homeless Housing Plan</i>
Todd Cutts	Olympia Downtown Assn.: <i>(All tied to Downtown Strategy Plan)</i> 1) \$30,000 - Façade Improvement Matching Grant Program along with technical assistance on façade improvements – ODA sub-recipient Special Economic Activities

Comments

2) **\$100,000 Comprehensive Downtown Image Campaign** – development of a marketing and strategy effort. **Community Planning**

3) **\$30,000 Alcove Gate Matching Grant Program:** Comprehensive approach to assessing needs, issuing a competitive bidding process via RFP and managing actual projects

4) **\$25,000 Nightlife/Safety Plan** Development of a Nightlife/Safety Plan. Comprehensive program to assess needs, develop actions to address

5) **\$35,000 Economic Training/Assistance Resource** ODA partnership with other economic development entities to station a resource staffer at the ODA offices to serve as a trainer and technical assistance resource.

(Also tied to Thurston Thrives – Economic Strategy Map)

Derek Harris

Community Youth Services

Housing Plan & implementation for households at and below 80% of the median family income (part the Downtown Strategy Housing Element)

Leveraged funding for Housing Pipeline projects (Pre-development or direct project funding) ***(Tied to Thurston Thrives Housing Strategy Map & Draft 5-Year Homeless Housing Plan)***

Social services – Rosie’s place, street outreach and other programs serving street dependent youth ***(Tied to Five Year Homeless Plan)***

Homeless Planning Support Homeless planning assistance via the Homeless Housing Hub ***(Tied to Draft 5-Year Homeless Housing Plan)***

Trish Gregory

Family Support Center

Housing Pipeline assistance (Pre-development or direct project funding)

Social services – homeless and low income families ***(Tied to Draft 5-Year Homeless Housing Plan)***

Celia Nightingale

The EDC Center for Business & Innovation

Business training and assistance to repeat the highly successful “Tune-Up” program. ***(Tied to Thurston Thrives – Economic Strategy Map)***

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS



SUBMIT ANNUAL ACTION PLAN

PREPARE ANNUAL REPORT (CAPER)

JUL

OCT

ANNUAL REPORT (CAPER)
PUBLIC HEARING

COUNCIL DEVELOPS GOALS FOR CDBG

CITY OF OLYMPIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

SUBMIT ANNUAL REPORT (CAPER)

APPROVE ANNUAL ACTION PLAN

JUN

NOV

ANNUAL ACTION PLAN
PUBLIC HEARING

ANNUAL MILESTONES

- COUNCIL ACTION
- PUBLIC PROCESS
- COMPLIANCE

DEC

- REVIEW: Council Review of Process and Priority Strategies for coming Program Year

MAY

DEVELOP DRAFT ANNUAL ACTION PLAN

JAN

APR

RECOMMENDATIONS 4/26/17:
Forward to Council for Annual Action Plan

MAR

FEB

PROGRAM YEAR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – TOTAL REQUESTS

OVERVIEW: This document presents a comprehensive listing of all proposed activities, including those requests for continued funding from last year’s program; internal requests from other departments; and, recommendations gathered through the CDBG Open House process. **Please note:** the City did not utilize a Request for Proposal process, as a result some requests were presented orally without detailed budgets or outcomes, while others are listed without details. Some requests are recommended for funding as part of a larger activity rather than a line item as proposed by an agency – designated by yellow highlighting. All Committee selected activities will be further developed with clear budgets, deliverables and other information for the DRAFT PY 2017 CDBG Annual Action Plan.

HUD Category	Agency / Business	Activity	Deliverables	Costs	Staff Recommended Action & Rationale
General Program Administration	City of Olympia	Planning & administration of CDBG Program	Compliant CDBG Program	\$90,000	Required
Section 108 Loan Guarantee Debt Service	City of Olympia	Repayment of Section 108 loan	Satisfaction of HUD Section 108 Loan Guarantee Agreement	\$65,000	Required
Economic Development Activities	Economic Development Council	“Tune-Up” Business Training	30 Olympia Businesses Trained	\$25,000	Recommended for CDBG funding. High-impact community development project to support businesses
	Olympia Downtown Assn	Façade Improvement Matching Grant Program	To be determined	\$30,000	Recommended as part of CPTED Funding. High impact public safety project in the urban core
	Olympia Downtown Assn	Branding & Marketing Plan	Development of a marketing plan to strengthen downtown Olympia’s business district	\$100,000	No CDBG planning funds available
	Olympia Downtown Assn	Nightlife/Safety Plan	Creation of a viable plan to make downtown safer	\$25,000	No CDBG planning funds available

	Olympia Downtown Assn	Alcove Gate Matching Grant Program	To be determined	\$30,000	Recommended as part of CPTED Funding. High impact public safety project in the urban core
	Olympia Downtown Assn	Downtown Economic Training/Assistance Resource	To be determined	\$35,000	Recommended for CDBG Funding. High impact community development project to off-set concentrated social services in the urban core
Public Facilities	Interfaith Works	Year-round Day Center, centrally located to ensure access	Provide year-round day center for homeless and street dependent people	\$100,000	Recommended for CDBG funding. Critically needed community center for homeless and street dependent people with no other resources, mitigates negative impact on the business sector
	City of Olympia Public Works	Downtown Safety Projects	Alley lighting creates safe walks and reduces crime in alleyways in the urban core	\$75,000	Recommended as part of CPTED Funding. High impact public safety project in the urban core
Public Services	Capital Recovery Center	Ambassador Street Outreach Program	Serving up to 150 homeless, mentally ill and street dependent people monthly	\$55,000	Recommended for CDBG funding. Critically needed street outreach and referrals for homeless & street dependent people.
	Community Youth Services	Street Outreach Program to Youth	Serving up to 40 street dependent youth per day	\$25,000	Not recommended for funding – limited resources due to 15% cap
Housing Rehabilitation	Homes First	Housing Acquisition/rehabilitation Projects – senior housing	To be determined	\$50,000 - \$100,000	Recommended as a continuation of the prior year housing rehab program.
	CYS	Housing Projects – as called out in the Five	To be determined	To be determined	See above

		Year Homeless Housing Plan			
	Family Support Center	Housing Projects – as called out in the Five Year Homeless Housing Plan	To be determined	To be determined	See above
Community Planning Activities	CYS	Ongoing support for the Homeless Housing Hub and Five-Year Plan process	Enhanced coordination of the Countywide network of homeless resources	Part of CDBG Planning & Administrative Costs	<i>Recommended as part of CDBG Administration</i>
	CYS	Ongoing development of the Olympia Downtown Strategy Housing Element’s section on housing for people at and below 80% of the median family income	Well developed resources to support housing for low and moderate income people in the urban hub	Part of CDBG Planning & Administrative Costs	<i>Recommended as part of CDBG Administration</i>