



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 16, 2020

5:30 PM

Council Chambers

Register to attend:

https://us02web.zoom.us/webinar/register/WN_QkQEvNNUTcKNF-Rn_3X9BA

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [20-0493](#) Special Recognition - Proclamation Recognizing Capital City Pride

Attachments: [Proclamation](#)

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 [20-0480](#) Approval of June 9, 2020 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [20-0464](#) Bills and Payroll Certification

Attachments: [Bills and Payroll](#)

4.C [20-0483](#) Approval of 2020 Advisory Committee Work Plans

Attachments: [2020 Arts Commission Work Plan Cover Letter](#)
 [2020 Arts Commission Work Plan](#)
 [2020 Arts Municipal Art Plan](#)
 [2020 BPAC Work Plan Cover Letter](#)
 [2020 BPAC Work Plan](#)
 [2020 DRB Cover Letter](#)
 [2020 DRB Work Plan](#)
 [2020 Heritage Cover Letter](#)
 [2020 Heritage Work Plan](#)
 [2020 OPC Cover Letter](#)
 [2020 OPC 2020 Revised Work Plan](#)
 [2020 PRAC Cover Letter](#)
 [2020 PRAC Work Plan](#)
 [2020 PBIA Work Plan](#)
 [2020 UAC Work Plan](#)

4.E [20-0481](#) Approval of a Resolution Directing the City Manager to Impose a Moratorium on the Use by the Olympia Police Department of Less-Than-Lethal Agents for Crowd Control Purposes During the Period of the Coronavirus COVID-19 Pandemic

Attachments: [Resolution](#)

4. SECOND READINGS (Ordinances)**4.D** [20-0468](#) Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None**5. PUBLIC HEARING - None****6. OTHER BUSINESS****6.A** [20-0442](#) Approval of 2020 Home Fund Capital Award Recommendation

Attachments: [Request for Proposal](#)
 [Family Support Center Application](#)

Draft Award Letter

- 6.B** [20-0443](#) Update on Economic Response and Reopening Strategic Plan

Attachments: [Draft Economic Response and Reopening Strategic Plan](#)

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. EXECUTIVE SESSION

- | | | |
|------------|--------------------------------|---|
| 9.A | <u>20-0484</u> | Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1) (c) - Real Estate Matter |
| 9.B | <u>20-0485</u> | Closed Session Pursuant to RCW 42.30.140 (4)(b) - Labor Negotiations |

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 - Proclamation Recognizing Capital City Pride

Agenda Date: 6/16/2020
Agenda Item Number: 2.A
File Number: 20-0493

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

Title

Special Recognition - Proclamation Recognizing Capital City Pride

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim June 2020 Capital City Pride Month.

Report

Issue:

Whether to proclaim June 2020 Capital City Pride Month.

Staff Contact:

Susan Grisham, Executive Assistant, Executive Office, 360.753.8244

Presenter(s):

Representative of Capital City Pride

Background and Analysis:

Olympia has a long history of celebrating and supporting the diversity of all its citizens and visitors. 29 years ago, Capital City Pride organized the first small town Pride outside of Seattle and has continued its annual celebration since. The City, its employees, elected officials, citizens, places of business and visitors have always enthusiastically participated in Pride festivities every year. Due to the COVID-19 pandemic, the public Pride event in Olympia will not take place this year. However, the City is recognizing the entire month of June as Pride Month and continues its support and celebration of the LGBTQ community.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, the City of Olympia values and celebrates the diversity of all citizens and visitors; and

WHEREAS, the City of Olympia enacted the first LGBTQ rights law in 1986, setting a local standard for upholding LGBTQ rights in Thurston County; and

WHEREAS, 29 years ago Capital City Pride organized the first small town Pride located outside of the relative safety of the big city of Seattle; and

WHEREAS, the City of Olympia has passed multiple LGBTQ protections since 1986; and

WHEREAS, many City of Olympia Council members have testified before the Washington State Legislature in support of LGBTQ rights over the past 21 years; and

WHEREAS, Capital City Pride recognized the City of Olympia with a Key Community Partner award in 2011 as part of the Pride 20th Anniversary recognition; and

WHEREAS, the City of Olympia has been honored to serve as the host city for the first Olympia Pride (later renamed Capital City Pride), and every Pride since; and

WHEREAS, due to COVID-19 pandemic, the public pride event in Olympia will not take place this year; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim the month of June 2020 to be Capital City Pride Month.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 16th DAY OF JUNE, 2020.

OLYMPIA CITY COUNCIL

*Cheryl Selby
Mayor*



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

City Council

Approval of June 9, 2020 City Council Meeting Minutes

Agenda Date: 6/16/2020
Agenda Item Number: 4.A
File Number:20-0480

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

Title

Approval of June 9, 2020 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 9, 2020

5:30 PM

Online and Via Phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_s3Nd92CXQ5qkVLJf9M1kJw

1. ROLL CALL

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

1.A ANNOUNCEMENTS

Mayor Selby discussed the death of George Floyd, racism, community anger and unrest in the last few weeks. She announced tonight's Council meeting is to primarily listen to the community. Due to the number of people signed up for public comment, she reduced the time limit for each speaker from 3 to 2 minutes for this meeting.

1.B APPROVAL OF AGENDA

The Consent Calendar was moved ahead of Public Comment for the meeting.

The agenda was approved as amended.

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

The following people spoke: Griff Masters, Rob Richards, Jimmy Pham, Zach Lynch, Heddie Leonne, Franz Kilmer-Shoultz, Tracey Carlos, Giselle Garcia, Sophie Tuchel, Robert Truman, Sierra Abrams, Conan King, Benjamin Davison, Maya Iturra, Meaghan Stuke, Hillary Detamore, James Hutcheon, Kerri Wheeler, Justin Stang, Alina Chandra, Evan Clifthorne, Jennifer Rothfuss, Katrina Keleher, Elisa McGee, China Star, Emmett Riddels, Zoltan Grossman, Kallie Kidder, Dora Hamilton, Katherine Lane, Sam Sparkman, Hannah Kelly, Jeff Thomas, Vanessa S, Karolyn Kukoski, Maria Flores, Mindy Chambers, and Gwendolyn Bayer.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

Councilmembers responded to public comment speakers.

4. CONSENT CALENDAR

- 4.A** [20-0453](#) Approval of June 2, 2020 City Council Meeting Minutes

The minutes were adopted.

- 4.B** [20-0433](#) Approval of a Resolution Authorizing a Listing Agreement with Kidder Matthews for 1305 Cooper Point Rd - West Olympia Commercial Property

The resolution was adopted.

- 4.C** [20-0435](#) Approval of a Resolution Authorizing a Rental Agreement with South Puget Sound Community College for Property Located at 112 - 4th Avenue W

The resolution was adopted.

Approval of the Consent Agenda

Councilmember Parshley moved, seconded by Councilmember Gilman, 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 Madrone, Councilmember Parshley and Councilmember Rollins

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmember Parshley requested a referral to the General Government Committee as part of its 2020 work plan to develop a Human Rights Commission achieved through inviting members of the community, especially the most impacted by social and institutional injustice, to help scope a work plan and how best to populate the commission, with a near-term focus on civilian oversight of law enforcement and the

development of policing reforms. Once scoping and feasibility work has been done, including consultation with the Finance Committee, a proposal will be brought back to the full Council with a recommendation on a resolution and/or ordinance for a Human Rights Commission. ***The Council agreed to the referral.***

Councilmember Madrone moved, seconded by Mayor Pro Tem Bateman, to approve a policy that bans the use of chemical weapons for crowd control during a pandemic. The motion passed unanimously.

Councilmember Cooper requested that the Council take some time to thoroughly review the whole continuum of use of force and how police interact with the community.

City Manager Jay Burney asked for clarification on the Council's intent for the duration of Councilmember Madrone's motion. The Council agreed the ban should remain in effect until Phase 5 of the pandemic when a vaccine is available or people are no longer at risk for the COVID-19 virus. The potential continuation of the ban on a more permanent basis can be revisited at that time.

8.B CITY MANAGER'S REPORT AND REFERRALS

Mr. Burney reported on two active police complaints. He also reported he's working on a plan for staffing a Human Rights Commission.

Councilmember Gilman asked about the State Patrol surveillance plane, noise complaints, decisions on how and when to decide to fly. Mr. Burney agreed to look into it and report back.

9. ADJOURNMENT

The meeting adjourned at 8:02 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 6/16/2020
Agenda Item Number: 4.B
File Number:20-0464

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

Title
Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 5/10/2020 5/16/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3725898 THROUGH 3726060
FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED 5/20/2020 ADMINISTRATIVE SERVICES DIRECTOR [Signature]

TOTAL APPROVED FOR PAYMENT

FUND	
\$187,123.20	001 GENERAL FUND
\$0.00	002 SHOP FACILITIES
\$25,979.72	003 REVOLVING ACCOUNT FUND
\$0.00	004 URBAN ARTERIAL FUND
\$0.00	006 Development Fee Revenue
\$13,721.25	007 Parking Fund
\$433.80	014 LEOFF 1 OPEB Trust Fund
\$0.00	21 Washington Center Endow
\$149.11	025 WASHINGTON CENTER
\$0.00	026 MUNICIPAL ARTS FUND
\$0.00	029 EQUIP & FACIL REPLACE RES
\$14,825.00	107 HUD
\$0.00	108 HUD
\$0.00	127 IMPACT FEES
\$0.00	130 SEPA MITIGATION FUND
\$5,599.83	132 LODGING TAX FUND
\$0.00	133 ARTS AND CONFERENCE FUND
\$0.00	134 PARKS AND REC SIDEWALK UT TAX
\$0.00	135 PARKING BUSINESS IMP AREA
\$0.00	136 FARMERS MKRT REPAIR/REPLC
\$0.00	137 CHILDREN'S HANDS ON MUSEUM
\$0.00	138 TRANS BENEFIT DISTRICT
\$0.00	141 Oly Metro Park District
-\$29,461.32	142 HOME FUND
\$0.00	208 LID OBLIGATION CONTROL
\$0.00	216 4th/5th AVE PW TRST
\$0.00	223 LTGO BOND FUND '08-PARKS
\$0.00	224 UTGO BOND FUND 2009 FIRE
\$0.00	225 CITY HALL DEBT FUND
\$0.00	226 2010 LTGO BOND-STREETPROJ
\$0.00	227 LOCAL DEBT FUND
\$0.00	228 2010B LTGO BONDS-HOCM
\$0.00	230 LTGO Bond Fund 2016
\$22,734.74	317 CIP
\$0.00	318 Home Fund
\$0.00	322 4/5th AVE CORRIDOR/BRIDGE
\$0.00	323 CIP CONSTR FUND - PARKS
\$0.00	324 FIRE STATION 4 CONSTRUCT
\$0.00	325 CITY HALL CONST
\$0.00	326 TRANSPORTATION CONST
\$0.00	329 GO BOND PROJECT FUND
\$0.00	331 FIRE EQUIPMENT REPLACEMENT FUND
\$29,196.01	401 WATER
\$1,143,230.62	402 SEWER
\$19,452.06	403 SOLID WASTE
\$6,638.39	404 STORM AND SURFACE WATER
\$0.00	417 W/S REV BOND REDEMPTION
\$0.00	418 Stormwater Debt Service Fund
\$15,118.50	434 STORM AND SURFACE WATER CIP
\$0.00	461 WATER CIP FUND
\$36,007.85	462 SEWER CIP FUND
\$0.00	463 SOLID WASTE/ADVERTISING
\$4,108.02	501 EQUIPMENT RENTAL
\$0.00	502 C. R. EQUIPMENT RENTAL
\$0.00	503 UNEMPLOYMENT COMPENSATION
\$0.00	504 INS TRUST FUND
\$54,441.51	505 WORKERS COMPENSATION
\$0.00	604 FIREMEN'S PENSION FUND
\$0.00	605 CUSTOMERS WATER RESERVE
\$0.00	621 WASHINGTON CENTER ENDOW
\$0.00	631 PUBLIC FACILITIES
-\$225.63	682 LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701 PARKS-NEIGHBORHOOD
\$0.00	702 PARKS-COMMUNITY
\$0.00	703 PARKS-OPEN SPACE
\$0.00	707 PARKS-SPECIAL USE
\$0.00	711 TRANSPORTATION
\$0.00	720 SCHOOLS

\$1,549,080.66 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	EFY 13346		(45,906.00)
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			(45,906.00)
VOID CHECKS			0.00
EFT			104,024.15
A/P Checks			1,490,962.51
Grand Total			1,549,080.66
Proof			0.00

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

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FOR PERIOD	5/17/2020	5/23/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	3726061	THROUGH 3726254
FOR OTHER ELECTRONIC PAYMENTS DATED	THROUGH	

INCLUSIVE IN THE AMOUNT TOTALING

DATED	ADMINISTRATIVE SERVICES DIRECTOR
<u>5.28.2020</u>	

TOTAL APPROVED FOR PAYMENT

FUND	FUND
\$1,407,595.16	001 GENERAL FUND
\$0.00	002 SHOP FACILITIES
\$2,131.79	003 REVOLVING ACCOUNT FUND
\$0.00	004 URBAN ARTERIAL FUND
\$0.00	006 Development Fee Revenue
-\$32.38	007 Parking Fund
\$11,298.52	014 LEOFF 1 OPEB Trust Fund
\$0.00	21 Washington Center Endow
\$0.00	025 WASHINGTON CENTER
\$0.00	026 MUNICIPAL ARTS FUND
\$1,212.25	029 EQUIP & FACIL REPLACE RES
\$19,390.46	107 HUD
\$0.00	108 HUD
\$0.00	127 IMPACT FEES
\$0.00	130 SEPA MITIGATION FUND
\$0.00	132 LODGING TAX FUND
\$0.00	133 ARTS AND CONFERENCE FUND
\$0.00	134 PARKS AND REC SIDEWALK UT TAX
\$0.00	135 PARKING BUSINESS IMP AREA
\$0.00	136 FARMERS MKRT REPAIR/REPLC
\$0.00	137 CHILDREN'S HANDS ON MUSEUM
\$0.00	138 TRANS BENEFIT DISTRICT
\$0.00	141 Oly Metro Park District
\$0.00	142 HOME FUND
\$0.00	208 LID OBLIGATION CONTROL
\$0.00	216 4th/5th AVE PW TRST
\$0.00	223 LTGO BOND FUND '06-PARKS
\$0.00	224 UTGO BOND FUND 2009 FIRE
\$0.00	225 CITY HALL DEBT FUND
\$0.00	226 2010 LTGO BOND-STREETPROJ
\$0.00	227 LOCAL DEBT FUND
\$0.00	228 2010B LTGO BONDS-HOCM
\$0.00	230 LTGO Bond Fund 2016
\$38,659.69	317 CIP
\$0.00	318 Home Fund
\$0.00	322 4/5th AVE CORRIDOR/BRIDGE
\$0.00	323 CIP CONSTR FUND - PARKS
\$0.00	324 FIRE STATION 4 CONSTRUCT
\$0.00	325 CITY HALL CONST
\$0.00	326 TRANSPORTATION CONST
\$0.00	329 GO BOND PROJECT FUND
\$0.00	331 FIRE EQUIPMENT REPLACEMENT FUND
\$56,313.61	401 WATER
\$30,840.29	402 SEWER
\$302,965.93	403 SOLID WASTE
\$9,576.29	404 STORM AND SURFACE WATER
\$0.00	417 W/S REV BOND REDEMPTION
\$0.00	418 Stormwater Debt Service Fund
\$0.00	434 STORM AND SURFACE WATER CIP
\$1,817.50	461 WATER CIP FUND
\$474.72	462 SEWER CIP FUND
\$0.00	463 SOLID WASTE/ADVERTISING
\$25,358.63	501 EQUIPMENT RENTAL
\$0.00	502 C. R. EQUIPMENT RENTAL
\$27,525.11	503 UNEMPLOYMENT COMPENSATION
\$0.00	504 INS TRUST FUND
\$18,211.82	505 WORKERS COMPENSATION
\$1,043.33	604 FIREMEN'S PENSION FUND
\$0.00	605 CUSTOMERS WATER RESERVE
\$0.00	621 WASHINGTON CENTER ENDOW
\$0.00	631 PUBLIC FACILITIES
\$0.00	682 LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701 PARKS-NEIGHBORHOOD
\$0.00	702 PARKS-COMMUNITY
\$0.00	703 PARKS-OPEN SPACE
\$0.00	707 PARKS-SPECIAL USE
\$0.00	711 TRANSPORTATION
\$0.00	720 SCHOOLS

\$1,954,382.72 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			0.00
VOID CHECKS			(3,212.78)
EFT			598,710.51
A/P Checks			1,358,884.99
Grand Total			1,954,382.72
Proof			0.00

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

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FOR PERIOD	5/24/2020		5/30/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	3726255	THROUGH	
FOR OTHER ELECTRONIC PAYMENTS DATED		THROUGH	3726408

DATED

ADMINISTRATIVE SERVICES DIRECTOR

FUND

\$189,291.44	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$4,796.50	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$5,518.05	006	Development Fee Revenue
\$645.15	007	Parking Fund
\$0.00	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$40,418.66	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$6,503.83	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$65,748.57	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$27,565.15	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Band Fund 2016
\$38,488.71	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$36,012.36	401	WATER
\$5,635.14	402	SEWER
\$78,395.32	403	SOLID WASTE
\$4,219.53	404	STORM AND SURFACE WATER
\$0.00	417	W/S REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	434	STORM AND SURFACE WATER CIP
\$10,793.59	461	WATER CIP FUND
\$6,853.25	462	SEWER CIP FUND
\$6,605.25	463	SOLID WASTE/ADVERTISING
\$47,264.17	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$18,522.02	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
		<i>Subtotal</i>	<i>0.00</i>

VOID CHECKS	(7,833.96)
EFT	233,155.48
A/P Checks	367,955.17
Grand Total	593,276.69
<i>Proof</i>	<i>0.00</i>

EXPENDITURE SUMMARY

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS, AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

6/6/2020

3726547

THROUGH

ADMINISTRATIVE SERVICES DIRECTOR

FUND

\$516,697.55	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$0.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	Development Fee Revenue
\$241.47	007	Parking Fund
\$9,864.90	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$123.08	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Gly Metro Park District
\$35,813.00	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$128,453.41	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$13,171.94	401	WATER
\$15,435.68	402	SEWER
\$27,393.17	403	SOLID WASTE
\$31,898.72	404	STORM AND SURFACE WATER
\$0.00	417	WIS REV BOND REDEMPTION
\$0.00	418	Stormwater Debt Service Fund
\$0.00	431	STORM AND SURFACE WATER CIP
\$15,350.25	461	WATER CIP FUND
\$6,529.38	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$9,045.07	501	EQUIPMENT RENTAL
\$46,014.51	502	C R EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$89.81	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

Reconciliation of Superior All Checks Register to Expenditure Summary
Data From Superior All Checks Register

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	3729487	3726487	2,639.87
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			2,639.87

VOID CHECKS	(148 50)
EFT	414,940.03
A/P Checks	438,657.14

Grand Total	856,087.94
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Proof □ □ □

**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 **5/31/2020** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,390,275.59</u>
Fire Pension Gross Pay:	<u>\$ -</u>
TOTAL	<u><u>\$ 2,390,275.59</u></u>

Payroll Check Numbers	<u>92729</u>	<u>92731</u>	Manual Checks
And	<u></u>	<u></u>	Fire Pension Checks
And	<u></u>	<u></u>	Manual Checks
And	<u>92732</u>	<u>92736</u>	Semi Payroll Checks

and Direct Deposit transmission.

6.8.2020
DATE


ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of 2020 Advisory Committee Work Plans

Agenda Date: 6/16/2020
Agenda Item Number: 4.C
File Number:20-0483

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

Title

Approval of 2020 Advisory Committee Work Plans

Recommended Action

Committee Recommendation:

General Government Committee recommends approval of the 2020 advisory committees and commissions work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

City Manager Recommendation:

Move to approve the 2020 advisory committee and commission work plans as recommended by the General Government Committee.

Report

Issue:

Whether to approve the recommended advisory committee work plans.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Annually, most Council-appointed advisory boards and commissions prepare a work plan for Council review and approval. Past Councils have agreed that Lodging Tax Advisory Committee only need to submit work plans if they propose activities that are different from their routine annual work.

At its April 22 regular meeting, the General Government Committee discussed the work of the Advisory Committees in light of the COVID-19 pandemic and the enormous impact it is having and will have on our community and the work of the City going forward.

The Committee wanted to harness the energy and creativity of the City's Boards and Commission and focus it on helping the City's recovery from the coronavirus emergency and on helping position

the City for the world post global pandemic. General Government requested that the Advisory Committees revisit their 2020 work plans during the month of May and organize the year's work on a three-tiered approach:

TIER 1: Any new work plan items that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.

TIER 2: Any items currently on the work plan that support the City's recovery from the COVID-19 emergency

TIER 3: Any items that are critical to advancing City Council priorities, as follows:

- Homeless Response Plan/Implementation
- Regional Climate Mitigation Plan
- Transportation Master Plan
- Parks Plan
- Yelm Highway Master Plan
- SE Annexation
- Housing Options (1923)
- Fire Regionalization
- Economic Development

General Government Committee members reviewed the plans and met with advisory committee chairs on June 10.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the plans as recommended.
2. Approve the plans with Council amendments.
3. Do not approve the plans and send back to the respective committee/commission for revisions indicated.

Financial Impact:

If applicable, listed on individual plans.

Attachments:

2020 Arts Commission Work Plan Cover Letter
2020 Arts Commission Work Plan
2020 Arts Municipal Art Plan
2020 Bicycle and Pedestrian Advisory Committee Work Plan Cover Letter
2020 Bicycle and Pedestrian Advisory Committee Work Plan
2020 Design Review Board Work Plan Cover Letter
2020 Design Review Board Work Plan
2020 Heritage Commission Work Plan Cover Letter
2020 Heritage Commission Work Plan
2020 Planning Commission Work Plan Cover Letter

2020 Planning Commission Work Plan
2020 Parks & Recreation Advisory Committee Work Plan Cover Letter
2020 Parks & Recreation Advisory Committee Work Plan
2020 PBIA Work Plan
2020 Utility Advisory Committee Work Plan



May 28, 2020

Chair Rollins and members of the General Government Committee,

Attached please find the Arts Commission Work Plan for 2020, with Tiers noted in the far right column.

We believe that the arts in general provide a balm in trying times, as well as contribute to the vibrancy of our community, which will be even more necessary as we emerge and recover from COVID – 19. Even as staff work from home and the Arts Commission just returned to Zoom meetings after a two-month meeting furlough, our projects continue to move forward. Following our review, there are a few projects we would like to bring to your attention:

Arts Walk – The spring event was canceled, and the fall event must be re-envisioned to meet safety requirements and anticipate community concerns about assembly.

Pop-Up Parks Performances – With the retirement of the downtown Third Thursday event presented by the ODA, the future of the Music Out Loud performances were already a topic for the Arts Commission. Pop-Up performances are a placeholder for that project - a direct response to COVID -19 seeking smaller, informal venues for families to enjoy music in their neighborhood parks.

While the following two items do not fit into Tiers, the Commission would still like to pursue them:

Public Art Assessment – This annual condition assessment of the public art collection conducted by Arts Commissioners is none-the-less important. In a year with limited summer seasonal staffing, which will affect the ability of the artwork to be cleaned, a review is especially important.

Keystone – This anticipated forum to kick-off ArCH in the community is tied to the fall Arts Walk.

I look forward to meeting with the General Government Committee in June.

Timothy Grisham, Chair
Olympia Arts Commission

ARTS COMMISSION - 2020 Work Plan

During 2020, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees may meet the hour before each Commission meeting.

Section 1 - 2020 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2020.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 22%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	COVID Response Tier
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
1.1 2020 Municipal Art Plan to City Council Description: As part of the 2020 Work Plan process, recommend plan for 2020 \$1 per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2020 Municipal Art Plan to City Council, along with 2020 Work Plan.	3 hours	3 hours	June	Municipal Art Fund	Tier 1, 2, 3

1.2 Commission Retreat/Work Session Description: Fall session to discuss new work plan, possibly virtual. Deliverable: Complete the retreats	4 hours	4 hours	October	None	Tier 1
1.3 Support the Downtown Strategy Description: Support efforts to include arts and artists in the downtown strategy area. Deliverable: Facilitate communication with the art community, local business, and the City.	4 hours	4 hours	Ongoing	None	Tier 3
1.4 City Artist-in-Residence program Description: Explore an artist in residency program to encourage participation in the arts. Deliverable: Increased participation in the arts.	4 hours	4 hours	December	TBD	Tier 3
1.5 Parks Plan Description: Meet with City staff to review initial input from public meetings and survey and again to review the initial Park Plan draft. Deliverable: Advise to City staff	2 hours	2 hours	TBD	TBD	Tier 3

SECTION 2.

2020 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City's annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 56%

<i>Title Description</i>	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
2.1 Arts Walk 60 Description: Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. Deliverable: Engage artists and downtown community.	2 hours	2 hours	Explore event for October 2 & 3 November: Poster Jury	None	Tier 2

2.2 Pop-Up Parks Performances Description: Consider best/safe practices for small music performances in City Parks following Phase 4 of Washington's COVID re-opening plan. Deliverable: Advise staff	2 hours	2 hours	TBD	Municipal Art Fund - \$2,970	Tier 1, 2
2.3 Public Art Assessment Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair. Deliverable: Assist staff in determining what artworks require repair, removal or conservation efforts.	2 hours	2 hours	August	Repairs from Public Art Maintenance Fund	Infrastructure
2.4 Traffic Box Mural Wrap Public Art Project Description: Working in partnership with Public Works, 10 transit boxes across the city will be wrapped and/or re-wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting. Deliverable Project completion.	2 hours	2 hours	August	Municipal Art Fund - \$16,000	Tier 2

2.5 Percival Plinth Project Description: Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases. Deliverable: Program plinths for art exhibitions.	4 hours	4 hours	June/ July	Municipal Art Fund - \$27,000	Tier 2
2.6 Poet Laureate Description: Assist as needed to support program. Recommendation next Poet Laureate to Council for 2021-2022 Deliverable: Poet Laureate program is supported and successful.	6 hours	6 hours	Ongoing - Council recommendation in November	Municipal Art Fund - \$1,500	Tier 2
2.7 Implementation of Temporary Display of Art at City Hall & Programming Description: Conduct two rotating exhibitions and concurrent presentations at City Hall. Deliverable: Placement of temporary art in City Hall.	6 hours	6 hours	Ongoing	Municipal Art Fund - \$1,100	Tier 2
2.8 Olympia Art Crossings Description: In coordination with the Planning Commission, support Art Crossings project. Deliverable: The West Bay Drive location is currently in fabrication, with installation expected spring 2020, with the Eastside St. location getting started with artist selection.	10 hours	10 hours	Ongoing	Municipal Art Fund - \$59,000	Tier 2, 3

2.9 Grants to Arts and Culture Organizations Description: Continue program Deliverable: Provide equitable access to the arts for all Olympians.	8 hours	8 hours	December	Municipal Art Fund - \$20,000	Tier 2
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SECTION 3.

2020 ArCH Support

The Olympia Arts Commission works to support the City's efforts to strengthen the Arts, Cultures and Heritage (ArCH) components of our community.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

<i>Title Description</i>	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
3.1 Support Creative District Designation Description: Support ongoing efforts regarding development of Olympia's Creative District. Deliverable: Provide feedback as required.	4 hours	4 hours	Ongoing	None	Tier 3

3.2 Keystone Description: Work cooperatively with the OHC to create a half-day public forum for exploring relevant and timely ArCH topics in the community. Deliverable: Keystone (Summit)	16 hours	16 hours	Explore event for October 3, 2020	Municipal Art Fund - \$2,500	
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A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning for Public Art
3. Project List for 2020
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



Growing II, by Jesse Swickard, Gift of the Artist, Dedicated in 2019, Woodruff Park

The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The Commission's purpose is to promote and encourage public programs that further development public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase, placement and maintenance of works of art in the community.

1. Municipal Art Plan (MAP): What and Why

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases are funded through two sources: a \$1 per capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over \$50k) installations involving design teams, and may include visual, literary and performing arts.

2. Planning for Public Art

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAP and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are reviewed and considered by Arts Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the

Commission's Annual Work Plan. This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects, programs and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
A wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.** Encourage community conversation with focus on broader art experiences and culture and heritage focus.
- **Achieve a balanced City collection that includes a strong local base but also has regional and national reach.**
- **Ensure artwork is maintainable and safe.**
- **Ensure artwork is well-suited to chosen site or venue.**

3. Project List for 2020

The following slate of projects is diverse in arts disciplines and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and regional artists, from youth through professional, to benefit the community and shared built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Expanding a diversity of the arts deeper into our neighborhoods and beyond the downtown core,
- Investing in the future of the arts and artists in our community, and showcasing their talent,
- Continuing with successful programs that are embraced by the community.

Traffic Box Wraps - \$16,000 – Up to 10 utility boxes in Olympia will be wrapped with artwork by local artists of all ages and printed on vinyl. The focus this year will be to replace failing existing wraps throughout Olympia. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation. This project is intended to provide opportunities for youth and emerging artists.

Pop-Up Performances in Parks (Placeholder for Music Out Loud – Performance) - \$2,970 - Funds have been used for three performances per three artwork sites (9 performances total) during the summer months, in association with the ODA's Third Thursday event. With the closure of the event, and the need for dispersed music performances in 2020, the Arts Commission will consider best/safe practices for small music performances in City Parks following Phase 4 of Washington's COVID re-opening plan.

Percival Plinth Project – \$27,000 – This ongoing project hosts loaned sculpture (up to 17) for an exhibition of one year along Percival Landing. During the month of July, the public is invited to vote for the sculpture they wish for the City to purchase.

Olympia Art Crossings - \$75,000 – Sited at key "gateway" locations surrounding the downtown, creative works of art that reflect Olympia's neighborhoods and community, and mark passage between downtown and our neighborhoods. The West Bay Drive location is currently in fabrication, with installation expected spring 2020, with the Eastside St. location will be getting started with artist selection.

City Hall Rotating Exhibit Support - \$1,100 – Host rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall. Exhibits will be supported by concurrent presentations open to the public.

Poet Laureate - \$1,500 – Biennial Poet Laureate program, to promote poetry as an art form, expand access to the literary arts, connect the community to poetry, and promote poetry as a community voice that contributes to a sense of place. Funds cover an annual honoraria and small fund for materials and supplies.

Arts and Culture Organizations Granting Program - \$20,000 – The Arts Commission will continue with Grants to Arts & Culture Organizations, to provide equitable access to the arts for all Olympians. The program goal is to expand citizen involvement with the arts, engage underserved populations, and promote the interests of the broader Olympia community.

Keystone - \$2,500 - Work cooperatively with the Olympia Heritage Commission to create a half-day public forum for exploring relevant and timely ArCH topics in the community.

4. Planning Context

Beginning in 2015 the OAC adopted a five-year budget planning horizon to allow a longer look ahead, facilitating planning for prospective capital projects that will be phased over several years, and for ongoing costs associated with others.

Taken together with the efforts described in the 2020 Work Plan, this 2020 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative energy that the arts bring to our community. The organizational underpinnings to elevate art, culture and history (ArCH) in Olympia are beginning to take form. The first Olympia Arts Crossing will be dedicated and the second launched over the course of the year. Three of the eight planned Gateway installations are funded in the existing MAF, and Arts staff will apply for a federal matching grant in 2020.

The balance of 2020 projects reflect this Commission's goal to continue with programs that have shown strong popular support and public engagement, including Arts Walk, the Plinth Project, and Traffic Box Wraps, Grants to Arts & Culture Organizations and temporary exhibitions at City Hall. 2020 also marks recruitment and appointment of the City's third Poet Laureate.

5. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. In addition, the Arts Commission proposes to change the ordinance in 2020, to allow for 10% of the \$1 per Capita funds to be set aside additionally for maintenance. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care. 2017 was the first year to engage a .25 parks seasonal staff person for annual public art cleaning/maintenance.

6. Budget Summary & 5-Year Prospective

FIVE YEAR MUNICIPAL ART PLAN

	2019 Actual	2020	2021	2022	2023	2024
Projected Revenue						
Available balance	408,750	394,085	310,114	207,594	105,074	77,554
\$1 per capita - 10% to maintenance	52,000	46,800	46,800	46,800	46,800	46,800
Capital projects 1% for art (received)	24,794					
Revenue Total	485,544	440,885	356,914	254,394	151,874	124,354
Projects						
Traffic Box Wrap	15,432	16,000	16,000	16,000	16,000	16,000
Music Out Loud - Performance	2,970	2,970	2,970	2,970	2,970	2,970
Percival Plinth Project	25,430	27,000	28,000	28,000	28,000	28,000
Olympia Art Crossings	16,000	59,000	75,000	75,000		
City Hall Rotating Exhibit Support	1,434	1,100	1,100	1,100	1,100	1,100
Proposed Arts Walk cover purchase	1,200	1,500	1,500	1,500	1,500	1,500
Poet Laureate	1,534	1,750	1,750	1,750	1,750	1,750
Washington Center Exhibition	155					
Grants to Arts and Culture Organizations	20,000	18,451	20,000	20,000	20,000	20,000
Keystone		2,500	2,500	2,500	2,500	2,500
Heritage Park Fountain Utility Boxes	7,304					
Insurance		500	500	500	500	500
Expense Totals	91,459	130,771	149,320	149,320	74,320	74,320
Remaining Balance	394,085	310,114	207,594	105,074	77,554	50,034

4.

4.

5.



June 1, 2020

General Government Committee
City of Olympia
601 4th Avenue E
Olympia, WA 98507

Dear Chair Rollins and Councilmembers Gilman and Madrone,

Thank you for the opportunity to submit the 2020 Draft Work Plan for the Bicycle and Pedestrian Advisory Committee (BPAC). The BPAC met in May to re-evaluate our proposed work plan. We made the following changes to the draft work plan as discussed in our January meeting:

- Added a focus including “COVID-19-related impacts” to the “Emerging Policy Issues” plan item 1.b.;
- Expanded the anticipated schedule of Traffic Safety topics to span the entire year;
- Removed a briefing on construction zones and temporary traffic control for people walking and biking; and
- Removed an update on the Regional Trails Plan from the Thurston Regional Planning Council.

The BPAC recognizes the City’s budget limitations due to the COVID-19 pandemic and economic slowdown. We understand that the City is focusing on essential services and that staff time available to devote to non-essential projects and initiatives will be limited. For this reason, we removed two items from our work plan.

However, BPAC members see this as a unique period in which Olympia could leverage residents’ renewed interest in walking and biking to promote a shift to sustained, safe, car-free travel. In order to do that, we need more space on our sidewalks, streets and parks to keep everyone safe. Even large city parks and open spaces seem cramped when outdoor recreation demand is high. We’ve found that most sidewalks don’t allow for six-foot social distancing without someone stepping into a street.

Many cities across the globe have considered temporary closing of streets or traffic lanes to promote safer human-powered travel and recreation. We recommend that the City Council consider options like this for our city, too. Many of the city’s new cyclists are interested in biking but remain concerned about safety and interactions with cars. Luckily, there are fewer cars on the road now. But we believe that giving walkers and bikers more space now will help them *continue* to choose car-free transportation even after the pandemic.

The BPAC would be happy to provide feedback on any efforts of this nature that the council wants to explore.

Thank you for time and consideration,

Brittany Yunker Carlson
Chair
Bicycle & Pedestrian Advisory Committee

DRAFT Bicycle and Pedestrian Advisory Committee (BPAC) 2020 Work Plan April 2020 - March 2021 Work Plan

The BPAC will hold six full committee meetings in 2020. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2020 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2020-21.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

Title Description	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
1.b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues, with an emphasis on Covid-related impacts, for bicycle and pedestrian transportation. Deliverable: Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1.c. New member applications: Review applications for BPAC vacancies and make recommendations. Deliverable: Recommendation to the General Government Committee	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March	None anticipated

1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope
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SECTION 2.
2020 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan. Deliverable: Comments to City staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours	June - December	None anticipated
2.b. Traffic safety: Briefing on traffic safety analysis, with a focus on collisions involving bicyclists and pedestrians. Deliverable: Comments to City staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours	April - March	None anticipated
2.c. Thurston Climate Mitigation plan: Briefing on Olympia’s participation in the creation of a regional climate mitigation plan. Deliverable: Comments to City staff	Full committee: 1-2 hours	Water resources staff: 2-4 hours Transportation staff: 1-2 hours	July - March	None anticipated

2.d. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. Deliverable: Comment to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	June - December	None anticipated
2.e. Project, plans, & study review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies. Deliverable: Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated

May 29, 2020

Olympia City Council
General Government Committee

In accordance with your request for Olympia advisory boards and committees to revisit their 2020 Work Plan in response to the COVID-19 emergency, the Chair and Co-Chair of the Design Review Board respectfully submit the Design Review Board's Revised Annual Work Plan. The goal of the revised work plan is to reduce the Board's time commitment on staff, thereby increasing their availability to support Council priorities and economic recovery efforts.

The General Government Committee requested Boards revise their work plans using a 3-Tiered approach. Our review revealed that our work plan efforts all fall into the Tier 2 category, "Items currently on the work plan that support the City's recovery from the COVID-19 emergency". We then prioritized our work plan items into two sections.

Section 1: Items focused for completion in 2020

- a. **Design review of development proposals** – the Board's most relevant contribution to economic recovery
- b. Identify problematic code language in the new "Downtown Zoning Ordinance", and throughout Chapters 18.76, and 18.100-18.175.
- c. Annual Retreat
- d. Study sessions that provide needed professional development for Board members during this pandemic and recovery period, such as new Code training, and focused and ongoing orientation for the mostly new Design Review Board.

Section 2: Items for the foreseeable future

- a. Develop a brochure illustrating appropriate architectural solutions for the development community, design teams, and citizens
- b. Award of Merit(s) to recognize deserving architectural solutions constructed and occupied in Olympia
- c. Design Featurettes

The Design Review Board is wholly supportive of the City's efforts to recover from the COVID-19 emergency, and we thank the Council and City staff for their efforts in overcoming the emergency. Please do not hesitate to call on the Design Review Board in any way, now or in the future.

Sincerely,
Chair Joseph LaValle, Architect, and Co-Chair Angela Rush, Citizen at Large

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

In the 20-21 cycle (April 2020 – March 2021) the Olympia Design Review Board (DRB) will hold 23 regular meetings, on the second and fourth Thursday of each month except for the November 2020, which will fall on the first and third Thursday of the month, and the December 2020 meeting, which will be held the first Thursday only. Subcommittee meetings and special meetings will be scheduled as needed.

Professional Staff Liaison to the Design Review Board: Catherine McCoy, Associate Planner :: 360.570.3776 :: cmccoy@ci.olympia.wa.us

Section 1:					
Estimated Percent of Overall Design Review Board Effort: 0-100%					
Title, Description, Deliverables	Tier	Board Lead & Commitment	Staff Commitment	Schedule	Budget Implications
A. Design Review of Development Proposals <ul style="list-style-type: none"> Review project proposals as scheduled and determined by development project proposals, through the Community Planning and Development Department. 	2	DRB: Ongoing	CP&D Staff: Ongoing	January – December	Included in base budget
B. Identify Problematic Code Language <p>Proposed Work:</p> <ul style="list-style-type: none"> As needed and on-going, the Chair shall maintain a list of “code fixes”; language, or other, that proves ambiguous, misleading, or needs further interpretation or rewrite. <p>Deliverable(s): List of Problematic Code Language to present to CPD Staff for possible consideration in future amendments to the Code, and for Board discussion in regular meetings.</p>	2	DRB: Ongoing	CP&D Staff: 1 hr.	January – December	Included in base budget

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

<p>C. Annual Retreat</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Staff and Board will work together to determine an agenda of items for discussion at the retreat. <p>Deliverable(s): Successful and productive retreat with full attendance</p>	2	10-15 hrs. of Board prep + 4 hrs. at the retreat	20-25 hrs.	Last meeting in December	TBD by Staff
<p>D. Study Sessions</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Board identifies areas where training is needed Staff finds opportunities to schedule and learn from presenters on those topics. <p>Deliverable(s): Full Board engages in study sessions during regular meeting times with no scheduled projects; to study elements of the Code, particular architectural topics, etc. Includes annual Open Meetings Act training.</p>	2	Full Board: 2 mtgs, 2 hrs. each; OPMA & PRA training 1 hr.	2-4 hrs.	As needed; OPMA/PRA every 3 yrs.	Included in base budget
<p>Section 2:</p> <p>Estimated Percent of Overall Design Review Board Effort: 0-100%</p>					
<p>Presubmittal Brochure for Applicants</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Board meets to scope the brochure content Board volunteers outline and write content to present to CPD & Communications staff for review and feedback. 	2	Full Board 3-5 hrs., plus 10 hrs. research and writing	10-15 hrs. staff plus communications team	July 1 – Sep 30	Included in base budget

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

Deliverable(s): Printed and electronic version of a presubmittal brochure outlining design review processes and expectations for project applicants.					
Awards of Merit Proposed Work: <ul style="list-style-type: none"> One or more Board members photograph completed and occupied projects Staff assembles a review for Board Board reviews and votes Board members create an award and present the award(s) to recipients at City Council recognition meeting Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.	2	Full Board 2 hrs., plus 2 hrs. Board research	5 hrs.	At Board discretion. The process begins Oct 1, wraps up on Nov 30, and is presented at annual CC recognition meeting.	Included in base budget
Design Featurettes Proposed Work: <ul style="list-style-type: none"> Individual Board members research and write short narratives (3 - 5 paragraphs) on design topics and identify graphics to illustrate themes and concept. Present to the Board for approval. Deliverable(s): Completed and edited design featurettes to post online, present in CPD lobby on easels and/or on monitor, possible other uses.	2	4 per year, 2 hrs. each for individual Board members; 4 hrs. full Board review	4 hrs.	Quarterly	Included in base budget

June 1, 2020

TO: General Government Committee

FROM: Olympia Heritage Commission
Holly Davies, Chair
Garner Miller, Vice-Chair

RE: Revisions to 2020 Work Plan

The Olympia Heritage Commission (OHC) has re-examined its 2020 workplan to reflect impacts of the pandemic and align with City Council priorities. The primary objectives of the plan are established by OMC and remain unchanged, but we propose a shift in focus for the remainder of this year's work.

Completion of this work plan will be supported by two strategies that have newly emerged as essential:

- First, we will be meeting, working, and interacting with the public online rather than in person.
- Second, we will be coordinating with other organizations more than ever before to support and share Olympia's heritage and deliver value for the public. Immediate partners include the Olympia Downtown Association, the Olympia Historical Society/Bigelow House Museum, and the Olympia Arts Commission.

TIER 1: New Work Plan items that seize on opportunities or learnings related to C-19 Emergency.

The Commission will give new emphasis to online educational offerings in 2020, with local history information and activities, and technical help to meet needs of historic building owners. This initiative responds to the isolation-imposed focus on everything local—including our homes, neighborhoods, and local history. Ideas include:

- Women of Olympia Series/National Suffrage Centennial (complete)
- Deepening the Preservation How-To resources on City HP Website.
- Research and online content about local businesses in historic buildings.

TIER 2: Items currently on the work plan that support the City's recovery from the COVID-19 emergency.

The OHC will continue its required role in support of the permit process: review of permits and applications for heritage register and special tax valuation.

Historic preservation plays a critical role in forming the sense of place and character of our downtown. The OHC will continue to work with the Arts Commission on planning for a fall ArCH Forum and other ArCH initiatives, including socially distanced programming for downtown that highlights Olympia's arts, cultures, and heritage, and supporting future acquisition of the Olympia Armory.

TIER 3: Any items that are critical to advancing City Council priorities.

- **Housing Options (1923)**

Our 2020 work plan includes policy guidance for city infill planning and continued support for historic building owners. OHC will seek to promote adaptive reuse of downtown and commercial structures, keeping existing housing stock strong through historic preservation policy, and pursue sensitive infill policies that preserve historic neighborhoods and buildings.

- **Economic Development**

Small businesses are essential partners in historic preservation because their success is the foundation for better stewardship of historic properties. Businesses operating historic spaces offer customers an experience that is an expression of Olympia's unique character and heritage, in addition to their products or services.

Our 2020 Work Plan includes working with downtown historic building owners to encourage new listings on the Olympia Heritage Register, and to educate, instill pride, and to pursue a long-term strategy toward expansion of the downtown historic district. Working with partner organizations, this effort may include short videos of current historic building tenants to share building history and promote their businesses at the same time.

The Commission will be following best practices and initiatives across the country for recovery in historic downtowns and Mainstreet programs and will bring forward ideas to put to work for Olympia.

Finally, this Work Plan includes updates related to time lost in March and April, mostly impacting Heritage Month activities for May 2020.

Olympia Heritage Commission (OHC) – 2020 Work Plan

In the 20-21 cycle (April 2020 – March 2021) the Olympia Heritage Commission (OHC) proposes to hold 8 regular meetings, on the fourth Wednesday of each month excepting the December 2020 meeting, which will be the first Wednesday. The commission will not meet in July or November, and March and April meetings are cancelled due to pandemic. Subcommittee meetings and special meetings will be scheduled as needed. Hours of commitment to work plan items are estimates only.

Professional Staff Liaison to the Heritage Commission: Marygrace Goddu

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: 50%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.</p> <p>Begin implementation of long-term plan for pursuing expanded or new historic districts. Develop strategy and schedule for utilizing grant opportunities to support this effort.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Promote individual listings of significant properties, especially surrounding the DT Historic District. Schedule and strategy for seeking Grant opportunities Plan for Gov Stevens District Designation Begin planning for update to Downtown Historic District 	<p>Survey & Designation: 30 hrs</p> <p>HRC: 4 hrs</p> <p>Outreach: 8 hrs</p> <p>OMC 18.12..055.A.3 and .13</p>	<p>CPD Staff: 80 hrs</p>	<p>Grant-cycle and finding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p>	<p>Tiers 2 and 3</p> <p>Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
1.b. Recommend Revisions to Heritage-Related City Code Proposed Work: Review existing City ordinances and municipal code for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations. Deliverables: <ul style="list-style-type: none"> Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register. Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources. 	Policy & Ordinance: 8 hours OHC: 4 hours Olympia Planning Commission: 4 hours OMC 18.12.055 (6) and (7)	CPD Staff: 40 hours Legal Staff: 10 hours	May – December	Tier 3 Included in base budget
1.c. Evaluate Special Tax Valuation Applications Proposed Work: Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program. Deliverable: <ul style="list-style-type: none"> Recommendations to City Council; ongoing monitoring 	OHC: Review at regular OHC meeting HRC: 4 - 6 hours OMC 18.12.055.A.5	CPD Staff: 40 hours Legal Staff: 10-20 hours	As needed, 1 to 3 per year typ., October-December	Tier 3 Included in base budget
1.d. Recognize local excellence in rehabilitation and new construction. Proposed Work: Identify 2020 candidates for recognition and hold for later in 2020 or in 2021 Deliverables: <ul style="list-style-type: none"> Heritage Awards 2020, tbd 	OHC: 1 hours Outreach 8 hrs OMC 18.12.055.A.10		May - Dec	Tier 3 Included in base budget

OHC Standing Committees: Heritage Review | Outreach | Policy & Ordinance | Survey & Designation

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: Engage in long-term planning and commission development training; conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Five-year Goals</i> • <i>Annual Retreat</i> • <i>Development training</i> • <i>Annual Work plan</i> 	OHC: 6 hrs	CPD Staff: 15 - 20hrs	Retreat in October; Training in June or TBD; all else ongoing.	<p>Tier 3</p> <p>Seek grant funds for commission development training; may require City match.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

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Olympia Heritage Commission (OHC) – 2020 Work Plan

Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.

Estimated Percent of Overall Commission Effort: 26%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.a. Conduct Heritage Review for Building Permit and Land Use Applications for Register, Historic District, and Culturally Sensitive Properties.</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register-listed and District-listed properties; conduct pre-submission guidance meetings with potential applicants, and review and consult on cultural resources protection as needed.</p> <p>Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommendations to Building Official</i> • <i>Recommendations to Community Planning & Development Director or Hearing Examiner</i> 	<p>HRC: 12 hrs</p> <p>OMC 18.12.055.A.6;</p>	<p>CPD Staff: 70 hrs</p>	<p>May – December, 10 – 15 HRC review meetings per year</p>	<p>Tier 2</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.b. Develop public guidance for heritage review and best practices in historic preservation</p> <p>Proposed Work: Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Guidance on emergent issues such as ADU's and Short-Term Rentals</i> • <i>Deepen the technical guidance and information for historic building owners available via City Website</i> • <i>Support development of policy and zoning changes to support adaptive re-use</i> 	<p>Policy & Ordinance: 5 hrs</p> <p>OHC: 3 hours</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p>OMC 18.12.055.A.9 and .11</p>	<p>CPD Staff: 20 hrs</p>	<p>Schedule: May – December, ad hoc Committee meetings</p>	<p>Tier 3</p> <p>Included in base budget.</p>
<p>2.c. Review and provide historic preservation input on City planning and capital projects. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</p> <p>Proposed Work: Review, discuss, and provide input on City planning and public works projects, including Comprehensive Plan's Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Input and guidance re preservation of historic character for city implementation of elements of the Downtown Strategy</i> 	<p>OHC: Review at regular OHC meetings</p> <p>OMC 18.12.055.A.15</p>	<p>CPD Staff: 20 hrs</p>	<p>As needed</p>	<p>Tier 2 and 3</p> <p>Included in base budget.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>2.d. Support Exemplary Stewardship of City-Owned Historic Properties</p> <p>Proposed Work: Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying</i> • <i>Input on adaptive re-use proposals</i> • <i>Input on planned maintenance or rehabilitation treatments</i> • <i>Support City acquisition of the Olympia Armory.</i> 	<p>Survey & Designation: 3 hrs</p> <p>Policy & Ordinance: 1 hr</p> <p>HRC: 3 hrs</p> <p><i>OMC 18.12.020.A – D, F, G; OMC 18.12.055.A.1,2, 6,15</i></p>	<p>CPD staff: 40 hrs</p>	<p>Jan - December</p>	<p>Tiers 2 and 3</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

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Olympia Heritage Commission (OHC) – 2020 Work Plan

Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City’s goals to protect and enhance Olympia’s historic character and sense of place.

Estimated Percent of Overall Commission Effort: 24%

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>3.a. Provide liaison support, communication, and cooperation with other government, private and non-profit entities to further preservation objectives including education.</p> <p>Proposed Work: Champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment, with new emphasis on on-line offerings that feature local history and architecture.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Partner and help to host online activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> 	<p>Outreach: 15 hrs</p> <p>OHC: Varies</p> <p><i>OMC 18.12.055.A.14</i></p>	<p>CPD Staff: 10 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Tiers 1, 2 and 3</p> <p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts; grants may require City match.</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements implementation of the Downtown Strategy, economic development and C-19 recovery efforts; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Engage with ODA or successor to promote Main Street programs, and support DT businesses in historic properties Promote individual register listing for eligible downtown properties 	<p>Outreach: 10 hrs</p> <p>OHC: 8 hrs</p> <p><i>OMC.18.12.055. A.15</i></p>	<p>CPD Staff: 20 hrs</p>	<p>Ongoing</p>	<p>Tiers 2 and 3</p> <p>Included in base budget</p>
<p>3.c. Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</p> <p>Proposed Work: Provide technical guidance in care and treatment of historic assets.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Share and distribute publications with focus on online guidance Educational outreach to local Realtors, Contractors, Neighborhood Associations, Historic Districts Neighborhoods 	<p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055 A.1</i></p>	<p>CPD Staff: 10 hrs</p>	<p>Ongoing</p>	<p>Tier 3</p> <p>Included in base budget</p>

Olympia Heritage Commission (OHC) – 2020 Work Plan

Title, Description, Deliverables	Committee Lead & Commitment	Staff Commitment	Schedule	C-19 Response Tier and Budget Implications
<p>3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia’s heritage and historic built environment.</p> <p>Proposed Work: Identify theme and plan for May 2021. Work with other heritage organizations to develop and share on-line content, recognizing limitations imposed by pandemic response.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2020 – Women of Olympia series</i> • <i>Planning for 2021</i> 	<p>Outreach: 24 hrs</p> <p>OHC: 4 hrs</p>	<p>CPD Staff: 20 hrs</p> <p>Communications Staff: 10 hrs</p>	<p>March - May</p>	<p>Tier 3</p> <p>Included in base budget</p>
<p>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City’s ArCH Profile.</p> <p>Proposed Work: Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>2020 Keystone Forum</i> • <i>Collaborate with Arts Commission on downtown ArCH programming and activities.</i> • <i>Appointed liaison from Outreach Committee to Arts Commission</i> 	<p>Outreach: 40 hrs</p> <p><i>OMC 18.12..020 A - D</i></p>	<p>CPD Staff: 40 hrs</p>	<p>October, 2020 and Ongoing</p>	<p>Tiers 2 and 3</p> <p>Included in base budget; some funding from Arts Commission for Arch-related work.</p>

May 28, 2020

City of Olympia

General Government Committee

RE: Olympia Planning Commission, Repositioned 2020-2021 Work Plan

Dear Councilmembers,

The Olympia Planning Commission is honored to present you with a revised 2020-2021 Work Plan repositioned to the 3-tier format in accordance with your request. The purpose of this revision is to identify new or existing work plan items that will aid in recovery of the COVID-19 emergency and align with City Council priorities. The OPC is fortunate that most of its existing work plan items fit within the 3-tier format with the exception of informational briefings that the OPC did not assign to a tier.

The OPC approached the repositioning of its work plan by first designating the existing items into 3 tiers in accordance with the guidance provided by the GGC. The work plan also lists informational briefings on a number of topics which are not assigned to tiers but may be scheduled later depending on time and staff resources. The revised work plan items are summarized as follows:

Tier 1 - The existing items designated in Tier 1 will be instrumental in developing new ideas that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.

- The OPC annual organizational retreat
- The OPC 2021-2022 Work Plan

Tier 2 – The existing items designated in Tier 2 support the City’s recovery from the COVID-19 emergency.

- Capital Facilities Plan review
- Zoning Map & Development Code updates including:
 - Wireless code updates
 - RV/mobile home code updates
 - Restructure land use permit types
 - Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards
 - Housekeeping amendments
- Neighborhood Centers
- Joint Plan Recommendations
- Subarea/Neighborhood Plans

Tier 3 – The existing items designated in Tier 3 advance City Council priorities.

- Housing Options Code amendments
- Shoreline Master Plan periodic update (Economic Development)
- Short-term Rentals Code amendments (Economic Development)
- Downtown Zoning Code updates (Economic Development)

The following items, previously scheduled as informational briefings, will be scheduled when time and staff resources allow:

- | | |
|------------------------------------|--------------------------------------|
| - Thurston Climate Mitigation Plan | - Thurston Regional Planning Council |
| - Economic Development | - Park Projects |
| - Transportation Master Plan | - I-5 Corridor Study |

- Growth and Development
- Martin Way Corridor Study
- Homeless Response Plan
- Downtown Strategy
- Greenprint Community Mapping
- Solar Access
- Coalition of Neighborhood Associations
- Affordable Housing
- 2019 Legislation
- Housing Action Plan
- Development Patterns
- Priorities, Performance, and Investment (PPI) Cycle

The Commissioners also reflected on the lessons learned during the “stay home, stay healthy” order and how these lessons may generate new ideas to address the COVID-19 recovery and help the community adapt to the “new normal.” Three important themes emerged as a result of this discussion. These themes encompass and support many of the community values and goals of the Comprehensive Plan:

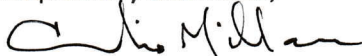
1. **Protect the community’s vulnerable populations.** Our residents that are financially burdened or physically impaired have suffered disproportionately during this period and are in need of financial relief, affordable healthcare, and affordable food and shelter.
2. **Enhance neighborhoods.** Complete neighborhoods that are accessible and offer basic goods and services can support those people who choose to work-at-home or school-at-home.
3. **Support local, small businesses.** The adverse effect COVID-19 has had on small business has severely impacted the local economy. Small, local businesses are disadvantaged by competing with larger, national firms.

It is the intent of the OPC to examine these lessons more thoroughly during its annual organizational retreat and as it develops the 2021-2022 Work Plan. In the meantime, a few items emerged from the short discussion that may merit more consideration, including:

- Provide shelter for the homeless that allows for safe, social distancing (motel conversions and tiny homes)
- Monitor the conditions of long term care institutions
- Prepare a “greenhouse gas inventory” to identify GHG generators and track mitigation progress
- Partner with private firms to provide wifi hotspots throughout the community and in under-served neighborhoods
- Consider restrictions on formula-based businesses especially in neighborhood centers to encourage local businesses
- Reduce barriers to home-based business
- Create a system to certify businesses as “local and safe” or “Olympia Strong”

The Olympia Planning Commission appreciates the efforts of the General Government Committee in taking bold steps to address the COVID-19 emergency and encouraging the Advisory Committees to contribute to the recovery strategy.

Respectfully submitted,



Candis Millar, AICP

Olympia Planning Commission Chair

REVISED
Draft Olympia Planning Commission
2020 Work Plan
(April 1, 2020 to March 31, 2021)

The Olympia Planning Commission (OPC) is expected to hold approximately 22 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD (chornbei@ci.olympia.wa.us; 360.753.8048).

Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general, these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.							
Title and Description	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Start and Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Housing Options Code Amendments – City Council Referral Request Review proposed code language prepared in accordance with ESHB 1923. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Council priority	8 - 10 hours (4-5 meetings)	CP&D staff: 20 - 30 hours Other staff: 10 hours	January – May/June	Included in base budget	Review, public hearing, and recommendation	City Staff
1.2 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council.	2 Rationale: Annual process	8 - 10 hours (4-5 meetings)	CP&D: 10-20 hours Other staff: 10 hours	August - November	Included in base budget	Review, public hearing, and recommendation	City Staff
1.3 Shoreline Master Program Periodic Update A review of the current Shoreline Master Program, including policies and regulations, to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports economic development. Involves two contracts with 2020 deliverable dates. Account for lengthy adoption process in timeline.	8 hours (3-4 meetings); optional sub-committee hours	CP&D: 10-20 hours Other staff: 10 hours	February – September/October	Included in base budget; partially funded with Ecology Grant	Review, public hearing, and recommendation	City Staff
1.4 Short Term Rentals Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports small, home-based business.	6 hours (2-3 meetings)	CP&D staff: 10 - 15 hours	To Be Determined Based on Staff Resources	Included in base budget	Review, public hearing, and recommendation	City Staff

1.5 Zoning Map and Development Code Text Amendments Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2020 including updates to: <ul style="list-style-type: none"> • Wireless code updates • RV/mobile home code updates • Restructure land use permit types • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments Deliverables: Public hearing and recommendation to City Council.	2 Rationale: Supports small business and housing affordability	2-4 hours per proposal	CP&D staff: 8 - 10 hours per proposal	RV Ordinance: March – June/July Other Items: dependent on timing of proposals	Included in base budget; private applicants pay a \$3,200 fee.	Review, public hearing, and recommendation	City Staff or Private Party
1.6 Neighborhood Centers Code A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community. Deliverable: Proposed development code update for consideration by the City in 2020.	2 Rationale: Supports small businesses and encourages neighborhood resilience	8 hours (3-4 meetings); optional work group hours	CP&D: 20 – 30 hours Other staff: 10 hours	June – December May carry over into 2021	Included in base budget	Review, public hearing, and recommendation	Planning Commission -- continued item begun in 2014
1.7 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Development code amendments for implementation of the downtown strategy. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports economic development	6 hours (2-3 meetings)	CP&D staff: 10 - 20 hours	To Be Determined	Included in base budget	Review, public hearing, and recommendation	City Staff
1.8 Joint Plan Recommendations Review Thurston County Joint Plan for consistency with the City of Olympia's Comprehensive Plan. Deliverable: Public hearing (joint) and recommendation to City Council/Thurston County.	2 Rationale: Fundament to role of OPC; timing based on County staffing and work priorities.	4-6 hours (2-3 meetings)	CP&D staff: 10 - 20 hours	To Be Determined	Included in base budget	General review and recommendation	City/County Staff

SECTION 2

2019 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.

Title and Description	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<div>2.1 Subarea/Neighborhood Plan</div> <div>Review of Draft Subarea Plan</div> <div>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</div>	<div>2</div> <div>Rationale: Supports small businesses and encourages neighborhood resilience.</div>	2 hours	CP&D staff: 4 hours	Dependent on requests from neighborhood associations.	Included in base budget	Optional advisor to staff, citizens and Council	City staff

SECTION 3
2020 Administrative Activities
In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 5% percent of overall commission work effort.

Title and Description	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles	1 Rationale: May be an opportunity to brainstorm new work plan items that relate to COVID-19 emergency.	10 hours (including retreat)	8 to 10 hours Other staff: Variable	To Be Determined	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2021 Work Plan Time allotted for proposing and discussing work items for following year Deliverable: Recommendation to Council	1 Rationale: May be an opportunity to add new work plan items that relate to COVID-19 emergency	2 - 4 hours (1 – 2 meeting	CP&D: 6 hours	December - January	Included in base budget	Led by Planning Commission	Customary practice

SECTION 4**2020 Informational Briefings**

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

ALL BRIEFING ITEMS IN THIS SECTION TO BE DEFERRED

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
4.1 Thurston Climate Mitigation Plan – http://olympiawa.gov/community/climate-change-response.aspx Briefing regarding the development of the Thurston Climate Mitigation Plan, including best available science and consistency with count and state goals.	2 hours	CP&D: 1 hour Other staff: 4 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff
4.2 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to CPD. Also of interest is how OPC could interact with TRPC, when appropriate, and participate in projects relevant to Olympia’s Comprehensive Plan or regional planning projects.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.3 Economic Development Briefing Briefing on economic development opportunities and actions in the city.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.4 Park Projects Briefing on major park projects, including information regarding the development of park master plans and use of the Greenprint tool.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.5 Transportation Master Plan (TMP) http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx Briefing on progress of the TMP.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.6 I-5 Corridor Study https://www.wsdot.wa.gov/planning/studies/i5/tumwater-mounts-road/home Briefing on the I-5 Tumwater to Mounts Road Corridor Study	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.7 Growth and Development Briefing on population growth and annual development activity within the City and Urban Growth Area.	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.8 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).	2 hours	CP&D: 4 hours	To Be Determined	Included in base budget	Led by Planning Commission	Planning Commission

4.9 Martin Way Corridor Study Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County.	2 hours	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget; partial funding from the Federal Surface Transportation Block Grant Program	Informational Briefing	City Staff
4.10 Affordable Housing Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.11 Homelessness Response Plan Briefing http://olympiawa.gov/community/homelessness/Response-Plan.aspx Briefing on the City’s strategies to respond to homelessness	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.12 Legislative Briefing Briefing on the 2019 Legislative session, with an emphasis on the City’s legislative agenda and outcomes with impacts on local government and priority issues for the City.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.13 Downtown Strategy Briefing http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.14 Housing Action Plan Briefing on the development of the City’s Housing Action Plan.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget; partially grant funded	Informational Briefing	City Staff
4.15 Greenprint Tool for natural resource/open space conservation.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Led by Planning Commission?	Planning Commission
4.16 Development Patterns Explore development patterns and their impact on walkability and density.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Led by Planning Commission?	Planning Commission
4.17 Solar Access Develop solar access regulations for inclusion in the zoning code.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Planning Commission
4.18 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission’s role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan.	2 hours	5-7 hours	To Be Determined	Included in base budget	Advisor to staff and Council	Comprehensive Plan



May 27, 2020

Dear Council Members Rollins, Gilman, and Madrone,

On behalf of Olympia's Parks and Recreation Advisory Committee (PRAC), I respectfully submit our revised 2020-2021 Work Plan.

Olympia's parks are vital to the mental, physical, and emotional well-being of our community. During this unprecedented time of heightened stress and anxiety related to COVID-19 pandemic, our parks are also vital to the recovery of our community.

At our May 21 meeting, PRAC members discussed our Work Plan with Park staff and made revisions according to City Council's recommended three-tier approach to help address the COVID-19 emergency.

TIER 1: NEW WORK PLAN ITEMS

We have added an October 2020 "OPARD COVID-19 Update" from OPARD staff to better understand the outcomes of plans and actions during the Summer 2020 park season under COVID-19-related restrictions.

At this time (late May 2020), without a clear view of how the use of our parks and recreational activities will be modified and synchronized with the state's re-opening plan this summer, PRAC members did not generate new (Tier 1) actions during our May 21 meeting. We anticipate adding Tier-1 items to our June and August agenda as this rapidly evolving COVID-19 science and response unfolds.

PRAC supports Olympia Parks, Arts, and Recreation Department's (OPARD's) response to date and also supports its careful, four-phase plan for the re-opening of parks and recreational activities between May 5 and July 13. This plan is conditional and is based on Governor Inslee's guidelines and timelines for a phased re-opening of business and activities in Washington state. When parks and recreational activities do more resume, many will do so with appropriate restrictions and/or modifications to protect our community from further spread of the COVID-19 virus.

PRAC also supports any creative ideas generated by OPARD to enhance the public's sense of safety (from COVID-19 exposure) in our parks. To support recovery efforts, we believe restrictions and modifications can and should be balanced with creative ways to allow more people, especially those who are not currently park users or who are infrequent park users, take advantage our parks in ways that not only make them feel safe (i.e. protected by social distancing practices) but also enhance their sense of well-being.

TIER 2: CURRENT WORK PLAN ITEMS

- **“Stewardship Program Update”** will remain scheduled for June 2020 but will focus on if/how this program can be enhanced to aid in the response to the COVID-19 emergency. Stewardship activities typically take the form of volunteer work parties, but current social-distancing guidelines prohibit such events from taking place. With Park Stewardship staff, PRAC will explore potential opportunities for members of the public to engage in activities that encourage more members of the community to safely engage in activities—such as habitat restoration—that may help with restoration of the participant’s personal health and well-being as well as sense of connection to community members.
- **“Outdoor Adult Fitness Equipment & Fitness in Parks”** discussion will remain schedule for August 2020 but will focus on if/how this program can be enhanced to aid in the response to the COVID-19 emergency. As adults and seniors are excluded from OPARD’s priority recreation activities (such as Summer Camps, Sports Leagues, and Child Care) during the COVID-19 response, it is important to consider our park amenities to provide COVID-19-safe opportunities for these older constituents.
- **“Arts Program”** will remain on the schedule for September 2020 but will focus on how this program enhances the park experience for users especially during the COVID-19 emergency.

TIER 3: CITY COUNCIL PRIORITIES

- **“Parks Plan”** update is on our June 2020 agenda.
- **“Yelm Highway Master Plan”** An update of this plan was received at PRAC’s May 2020 meeting (due to cancellation of both March and April 2020 meetings).
- **“Aquatic Feasibility Study”** In advance of our approved revised Work Plan, PRAC received an update on this study at our May 2020 meeting (instead of June 2020). Two members of PRAC volunteered to serve in the group of stakeholders, local jurisdictions, and interested citizens that meets with Park staff and the project design team throughout the process of developing this study. The two PRAC members will share information from their meetings regularly at PRAC meetings during the standing “Reports” agenda item.

For all but a few weeks this spring, our parks have served as essential and socially equitable places essential for exercise, and for respite, refuge, and recharge. Under the duress of the stay-at-home restrictions, our parks have already helped aid the recovery of our city by providing everyone in our community—especially those without yards, garden, outdoor space of their own—opportunities to enjoy the balm of the nature and the outdoors.

*

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We hope the General Government Committee will approve this revised Work Plan and feel confident that PRAC will remain conscientious and agile in refining our agenda to better serve the City's recovery from the impacts of the COVID-19 pandemic.

Sincerely,

A handwritten signature in cursive script, reading "Maria M. Ruth".

Maria Ruth, Chair
Parks and Recreation Advisory Committee (PRAC)

Month	Title/Description	Staff	Time Needed	PRAC Action
Apr-20				
	MEETING CANCELED Due to COVID-19			
May-20	New Member Welcome & Introductions	PRAC members	15 minutes	N/A
	Parks Status Update Due to COVID-19	Paul Simmons	30 minutes	Briefing
	Regional Aquatic Center Feasibility Study	Paul Simmons	15 minutes	Briefing and provide feedback
	PRAC Work Plan Revisions Due to COVID-19	Laura Keehan	30 minutes	Discussion
	RCO Grants - Letters of Support	Laura Keehan	20 minutes	Briefing and approve letters of support
	Yelm Hwy Community Park Master Plan Update	Laura Keehan	15 minutes	Briefing
Jun-20	Stewardship Program Modifications Due to COVID-19	Jennifer Gessley-Gayman & Amy Stull	20 minutes	Briefing and provide feedback
	Parks Plan Update	Laura Keehan	30 minutes	Briefing and provide feedback
JULY 2020 - NO MEETING				
Aug-20	Capital Facilities Plan (CFP)	Tammy LeDoux	30 minutes	Briefing
	Capital Asset Management Program (CAMP)	Jake Lund	20 minutes	Briefing
	Park Impact Fees Update	Tammy LeDoux	30 minutes	Briefing and provide feedback
	Outdoor Adult Fitness Equipment & Fitness in Parks during COVID-19 Restrictions	Jonathon Turlove	25 minutes	Briefing and provide feedback
Sep-20	Capital Facilities Plan	Tammy LeDoux	30 minutes	Recommendation to Council
	Capital Asset Management Program (CAMP)	Jake Lund	30 minutes	Recommendation to Council
	Arts Program During COVID	Stephanie Johnson	20 minutes	Briefing and provide feedback
	Parks Plan Update	Laura Keehan	20 minutes	Briefing and provide feedback
Oct-20	Summer Camps Debrief	Tad Early & Veronica Gemmell	20 minutes	Briefing and provide feedback
	OPARD COVID-19 Update	Paul Simmons	30 minutes	Briefing and provide feedback
	Yelm Hwy Park Master Plan	Laura Keehan	25 minutes	Briefing and provide feedback

Month	Title/Description	Staff	Time Needed	PRAC Action
NOVEMBER & DECEMBER 2020 - NO MEETINGS				
Jan-21	Screening New PRAC Member Applications	Laura Keehan	30 minutes	Recommend Interviewees to Council Gen Gov't Cmte
	PRAC Workplan and Officer Elections	Laura Keehan	30 minutes	Review draft workplan for Council General Gov't Cmte
	Regional Aquatic Center Feasibility Study	Paul Simmons	20 minutes	Briefing and provide feedback
Feb-21	Open to Business Items as Needed or Cancel February meeting.			
Mar-21	Grant Applications	Laura Keehan	30 minutes	Letters of Support
	Parks Plan Update	Laura Keehan	30 minutes	Briefing and provide feedback
As Needed- Unlikely in 2020	Park Naming	Laura Keehan	60 minutes	Hold Public Hearing & Recommendation to Council
	Participation in groundbreakings and dedications	N/A	45 minutes	Attendance is Optional

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PBIA (Parking & Business Improvement Area) Advisory Board 2020 Work Plan

January 2020 through April 2021. The committee meets once per month. Staff liaison for PBIA is Max DeJarnatt

SECTION 1: PBIA Initiatives (actions funded and/or implemented by the PBIA)

A. Communications (with members/downtown businesses)

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2020.

Estimated Percent of Overall Committee Effort: 18%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
1A.1 Monthly Meeting Roundtable PBIA Role: Time devoted at end of each PBIA meeting to discuss downtown business interests, leading to: <ul style="list-style-type: none">• Quarterly short survey questions• Identification of issues that can be addressed by existing programs• Identification of key messages or issues that need to be reported to the City Council (quarterly at GG)• Advice for staff about messages important to convey to Downtown businesses through ongoing communication materials (e.g., e-blasts, quarterly or bi-annual newsletters, PBIA annual report) Deliverable/Outcome: As outlined above. Connect the downtown businesses and City. Help staff communicate effectively with downtown business stakeholders.	10-20 minute discussion at each meeting	10-20 minute discussion at each meeting + Prepare and distribute communications	Monthly	N/A

1A.2 Survey Downtown Businesses: Gauge the interests, concerns and priorities of downtown businesses (members) and get their feedback about PBIA and City efforts. PBIA Role: Develop short 3-question surveys that will be sent quarterly to members online; establish a “suggestion box” – both physical and online - to constantly gather member feedback. Deliverable: Survey results and other comments received will be provided to City Council through reports shared with City Council quarterly.	Identify questions and discuss survey results as part of monthly roundtable	Identify questions and discuss survey results as part of monthly roundtable + Put survey online, notice it, prepare summary report + Put up and monitor suggestion box, prepare summary	Quarterly	N/A
1A.3 Annual member meeting PBIA Role: Host an annual meeting for PBIA members (ratepayers). This is required by the PBIA bylaws. Source inspiring speaker to generate attendance. Deliverable/Outcome: Meeting to promote member relations.	3 hours (1 hour to plan to event, 2 hours for event)	2.5 hours (.5 hours to plan to event, 2 hours for event) + Handle meeting logistics	TBD	Included in \$2,000 Administration budget

1B. Clean & Safe

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 1%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
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Plans

1B.1 Partially fund the Downtown Ambassador and Clean Team program PBIA Role: Provide funds. Gather feedback from members about the program, which may influence priorities. Deliverable/Outcome: Leverage City funds to expand the ambassador and clean team operations.	0 hours (any time devoted would be part of Communications in Section 1)	0 hours (any time devoted would be part of Communications in Section 1)	N/A	\$43,500
1B.2 Mural Protection PBIA Role: Identify murals in need of protection /preservation/ rehabilitation Deliverable/Outcome: preservation of community assets and a cleaner downtown	Approximately .5 hours of discussion	Approximately .5 hours of discussion	Q2 or Q3	\$1,500
1B.3 Extra Alley Flushings PBIA Role: Provide funds to carry out 3 extra alley flushings during the summer months, in addition to the 2 provided by Public Works. (May-Sept). Coordinate for pre-cleaning to avoid unintended messes. Options for pre-emptive signage. Deliverable/Outcome: A cleaner downtown	0	0	N/A	\$1,200

1C. Beautiful Streetscapes

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 2%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
<p>1C.1 Flower Baskets: 80 flower baskets to be hung and regularly maintained from end of May-Sept. Seek partnerships/sponsorships for expanding program.</p> <p>PBIA Role: Review 2020 results and provide input to staff about contract needs for 2021 program</p> <p>Deliverable/Outcome: Flower baskets that contribute to an attractive and welcoming downtown environment</p>	.5 hours	.5 hours	Q2-3	<p>\$23,400 total</p> <p>(\$5,400 for product and \$18,000 for maintenance)</p>
<p>1C.2 Public Art Investment: (i.e. Art in Windows, benches, murals, plinth purchase etc)</p> <p>PBIA Role: Discuss what type of art or themes they would like to see showcased in vacant windows (staff works w/property owners)</p> <p>Deliverable: Art/photos in vacant storefronts</p>	.5 hours	1-2 hours	<p>Q2- start discussion</p> <p>Coordinate with the Wayfinding Plan</p>	\$2,500

1D. Marketing

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 7%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
1D.1 Sponsoring Events that benefit and draw visitors into downtown (e.g., Pride, Girls Night Out, Trick or Treat, etc.) PBIA Role: Develop application process for sponsorship requests. Choose which events to sponsor and amount Deliverable: Support for events hosted by other organizations	2 hours	2 hours	Discussion March 2020	\$7,000
1D.2 Holiday Lighting & Twinklefest illuminating dark streets during the winter holiday retail season. PBIA Role: Participate in the identification of placement opportunities of lights. Deliverable: Festive lighting displays	.5 hours	2 hours	Q2-4	\$14,000

1D.3 Provide a welcome packet to new downtown residents PBIA Role: Review results of pilot to Annie's Artist Flats, refine and plan for remaining openings Deliverable: A packet of information to welcome residents to downtown.	.5 hours On-going	.5 hours	Q2	None (may use leftover budget or parking tokens)
Continuation of #WhyIGoDowntown PBIA Role: Deliverable:				
Illuminate underneath 4th Ave Bridge PBIA Role: Deliverable:				

1E. Parking

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 3%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
1E.1 Educate downtown businesses about the City parking strategy – how it aims to make parking more convenient for customers and where employees can and should park	1-2 hours at committee Additional time for outreach can be folded into Communications efforts outlined in 1A	1-2 hours at committee + develop materials	Q2-4	N/A – materials to be supplied by CPD

<p>PBIA Role: Advise staff on development of communication materials and member outreach to businesses</p> <p>Deliverable: Materials and messages</p>				
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SECTION 2: Administrative Duties

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
Plans				
2.1 Provide input re: potential update to PBIA Ordinance PBIA Role: Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council Deliverable: Input to staff & Council	2 hours	2 hours	Q3	Included in CP&D base budget
2.2 Review & update PBIA Bylaws PBIA Role: Scope, consider and adopt potential changes to PBIA bylaws Deliverable: Updated bylaws	2 hours	2 hours	Q3	Included in base CP&D budget
2.3 Recommendation on PBIA's 2021 budget PBIA Role: Develop a recommended 2020 budget to implement PBIA's roles and goals Deliverable: Recommended budget	2 hours	2 hours	Q4	Recommendation process included in CP&D base budget. Shapes the 2020 PBIA budget

<p>2.4 Joint meeting with the Olympia Downtown Association (ODA)</p> <p>PBIA Role: Help set the agenda and participate</p> <p>Deliverable: Two meetings with ODA</p>	<p>2-4 hours</p> <p>May be part of D.1</p>	<p>2-4 hours</p>	<p>Q3</p>	<p>N/A</p>
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SECTION 3. Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy.

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #2 staff commitments in 2020.

Estimated Percent of Overall Committee Effort: 7%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<p>Opportunities are unknown at this time, but may include participation in:</p> <ul style="list-style-type: none"> • Wayfinding Plan • Potential shared parking program stakeholder group • Ambassador & Clean Team Program • Downtown Design Guidelines • Eco-District • Artswalk 	<p>1 hour of board discussion and/or 1-2 members participate in a stakeholder group</p>	<p>1 hour</p>	<p>TBD</p>	<p>N/A</p>

SECTION 4. 2020 Informational Briefings (about issues of importance to downtown)

Unless otherwise noted, there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 40%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
4.1 Ambassador & Clean Team Program Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for 4 quarterly updates	1 hour for 4 quarterly updates	Quarterly	N/A
4.2 Economic Development Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for 2 semi-annual updates	1 hour for 2 semi-annual updates	Semi-annually	N/A
4.3 ODA Marketing Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hours for 3 updates	1 hour for 3 updates	3x/Year	N/A
4.4 Downtown Strategy Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	1 hour for semiannual update	1 hour for semiannual update	Semiannual	N/A

4.5 Action Plan Update, including indicators PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2 (May)	N/A
4.6 Parking Strategy Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	2 hour for quarterly updates	2 hour for quarterly updates	Quarterly	N/A
4.7 OPD Update on Safety Levy Implementation and Walking Patrol PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q1	N/A
4.8 Homeless Coordinator Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q2 or Q3	N/A
4.9 Sanitation Master Plan Update PBIA Role: Hear the information. Provide any insights.	.5 hours	.5 hours	Q3	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.10 Transportation Master Plan: A briefing from Public Works Transportation PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2	N/A
4.11 Wayfinding Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.12 Sea Level Rise Plan Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.13 Visitor & Convention Bureau Update PBIA Role: Hear the information. Provide any insights. Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.14 Code Enforcement Officer PBIA Role: Hear the information.	.5 hours	.5 hours	TBD	N/A

<p>Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>				
<p>4.15 Homefund</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.16 Downtown Design Guidelines</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.17 Neighborhood Center</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.18 Eco-District</p> <p>PBIA Role: Hear the information. Provide any insights</p> <p>Deliverable/Outcome: PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p>4.19 Short-term Rentals</p> <p>PBIA Role: Hear the information. Provide any insights</p>	.5 hours	.5 hours	TBD	N/A

Deliverable/Outcome: PBIA understands the issue and can communicate it to members				
4.20 Sign Code Update PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Shoreline Master Plan PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.21 Waste water PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.22 EDDS PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.23 ARTSWALK PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA	.5 hours	.5 hours	TBD	N/A

understands the issue and can communicate it to members				
4.24 Isthmus Park PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.25 Courthouse Project PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A
4.26 Downtown Pet Parks PBIA Role: Hear the information. Provide any insights Deliverable/Outcome: PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	TBD	N/A

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

Items highlighted below are recommendations to City Council. The other items are secondary policy and program matters for UAC review. Items 3, 5, 6 and 9 are routine in nature and come before the UAC every year.

Unless otherwise noted, there is sufficient staff time to accomplish all the items in the UAC Work Plan.

UAC Staff Liaison: Water Resources Director, Eric Christensen

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications	Tier
April and May 2020 meetings cancelled due to Covid-19. Special meeting held on May 21, 2020 to discuss draft work plan.					
1. Customer Assistance Program (Lifeline Rates) Staff briefing on the current program and ideas to expand financial assistance to multi-family renters. Deliverable: Review and provide feedback to City Council through recommendation letter.	30 minutes	Eric Christensen	June 2020	If needed, incorporate into utility rates as appropriate.	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.
2. Waste ReSources Maintenance Facility Update Staff will provide a briefing on the status of the Carpenter Road facility. Deliverable: Review and provide to staff	75 minutes total	Gary Franks	June 2020 & December 2020	Potential Rate implications to be determined	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical and capital facility projects will help aid economic recovery.
3. Utilities Quarterly Financial Update Provide quarterly updates on City finances. Deliverable: Review and provide to staff	15 minutes	Eric Christensen	June, September, December 2020 & March 2021	None	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications	Tier
4. Storm & Surface Water Rate Structure Change Review the staff's proposed information on rates, general facility charges for storm and surface water finances. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	45 minutes	Susan Clark	August 2020	None at this time. The proposed rate structure will be designed to be revenue neutral.	Not applicable.
5. Utility Operating Budgets, Rates, Capital Facilities Plan and General Facilities Charges <u>August:</u> Review initial drivers and trends for the City's proposed utility budgets, rates, CFP and GFCs. <u>September:</u> Continue discussion and provide feedback. <u>October:</u> See deliverable below. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	120 minutes total	Eric Christensen and Gary Franks	August, September & October 2020	To be determined.	Tier 3 - Capital facility projects will help in economic recovery, budgets and rates will need to account for economic conditions.
6. LOTT Rates, CDCs & Cost of Service Briefing on LOTTs 2021-2022 rates, increases to the CDCs and cost of service. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	30 minutes	LOTT Staff	September 2020	Incorporate into 2021 LOTT charges in the City's utility rates.	Tier 3 - LOTT rates and CDCs may impact economic development.
7. Water System Plan – Risk & Resiliency Assessment Receive a briefing and review the assessment. Deliverable: Review and provide feedback to staff.	45 minutes	Susan Clark	November 2020	To be determined.	Tier 2 - Lessons learned during the COVID-19 Emergency will be integrated into the Water System Plan, Risk and Resiliency Assessment.

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

Title/Description	Estimated Committee Time	Staff Lead(s)	Month	Potential Budget Implications	Tier
8. Sea Level Rise Update Provide an update on the progress in implementing the Sea Level Rise Response Plan. Deliverable: Review and provide feedback to staff.	30 minutes	Susan Clark and Eric Christensen	November 2020	\$500,000 (2020 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100)	Tier 3 - Sea level rise adaptation projects may help in economic recovery and will build a more resilient community.
9. UAC Work Plan Development & Officer Elections <u>December:</u> Develop the 2021-2022 UAC work plan. <u>February:</u> Finalize workplan and elect UAC Chair and Vice Chair. Deliverable: Approve work plan and forward to Council's General Government Committee.	60 minutes total	Eric Christensen	December 2020 & February 2021	None	Tier 2 - Lessons learned during the COVID-19 emergency will be integrated into the work plan to support the City's recovery from the COVID-19 emergency.
10. Utility Operations and Scope of Services Update Provide an overview of typical utility operations. Deliverable: Review and provide feedback to staff.	30 minutes	Eric Christensen	February and March 2021	None	Tier 2 - Lessons learned during the COVID-19 Emergency will be communicated to the UAC.
11. Recycling Program Update Provide a briefing on the status of the City's recycling program. Deliverable: Review and provide feedback to staff.	30 minutes	Gary Franks and Ron Jones	February 2021	To be determined.	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical to the City's mission.
12. NPDES Annual Report Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review. Deliverable: Review and provide feedback to staff.	30 minutes	Jeremy Graham	March 2021	The Storm and Surface Water utility funds the majority of compliance with the NPDES permit.	Tier 2 - The COVID-19 emergency is likely to impact the City's ability to fulfill requirements of the NPDES permit.

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan



City Council

Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading

Agenda Date: 6/16/2020
Agenda Item Number: 4.D
File Number: 20-0468

Type: ordinance **Version:** 1 **Status:** 2d Reading-Consent

Title

Approval of an Ordinance Declaring a Continuing Public Health Emergency Relating to Coronavirus (COVID-19) - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Ordinance declaring a continuing state of public health emergency relating to Coronavirus (COVID-19) and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency on first and final reading.

Report

Issue:

Whether to approve an Ordinance declaring a continuing state of public health emergency relating to Coronavirus (COVID-19) and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On January 21, 2020, the Washington State Department of Health confirmed the first case of Novel Coronavirus (COVID-19) in the United States of America in Snohomish County, Washington.

On January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public health emergency effective January 27, 2020 for the Novel

Coronavirus known as COVID-19.

On February 29, 2020, Governor Jay Inslee signed Proclamation 20-05 declaring that a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state, and that the risk of person-to-person transmission throughout Washington State and the United States of America would significantly impact the life and health of people, as well as the economy of Washington State, and is a public disaster that affects life, health, property or the public peace. The Governor directed State agencies and departments to utilize State resources to do everything reasonably possible to assist political subdivisions of the State in an effort to respond and recover from the outbreak.

On March 11, 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic. The WHO acknowledged that as of March 11, 2020, there were more than 118,000 cases in 114 countries, and 4,291 had lost their lives to COVID-19. The WHO called for nations to take urgent and aggressive action.

On March 12, 2020, the Thurston County Board of Health adopted Resolution No. H-03-2020, finding that as of March 12, 2020, there were 366 positive results and 29 deaths due to COVID-19 in Washington State, with twelve (12) counties reporting cases, evidencing the growing nature of the epidemic.

On March 12, 2020, the Board of Thurston County Commissioners adopted Resolution No. 15880, finding that Thurston County's declaration of a local emergency will allow the County to undertake emergency purchases pursuant to RCW 36.32.270 and RCW 39.04.280 when such purchases require immediate action in the event of an emergency, among other emergency actions.

On March 17, 2020, the Olympia City Council enacted Ordinance No. 7233 declaring a state of public health emergency, and that the Olympia City Council will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the citizens, residents and businesses of the City of Olympia during the novel coronavirus COVID-19 pandemic to mitigate the consequences of the illness and public health emergency taking place and to maintain essential public services such as police, fire, public works and public utilities such as water and solid waste collection.

As a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, the Governor subsequently issued amendatory Proclamations 20-06 through 20-53 and 20-55 through 20-57, exercising his emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations.

On May 29, 2020, the Governor issued Proclamation 20-25.4 declaring that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-06 and all amendments thereto remain in effect as otherwise amended, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 (*Stay Home - Stay Healthy*) were amended to extend all of the prohibitions and each expiration date therein to 11:59 p.m. on July 1, 2020, and were renamed (*Safe Start - Stay Healthy*), and that except as otherwise provided in Proclamation 20-25.4 or the *Safe Start Washington* Phased Reopening County-by-County Plan, all other provisions of Proclamations 20-25,

20-25.1, 20-25.2, and 20-25.3 remain in full force and effect.

The worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace.

The Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident.

The Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

On June 9, 2020, the Washington State Department of Health was reporting 22,484 confirmed cases and 1,118 deaths statewide due to COVID-19. As of June 9, 2020, Thurston County had 170 confirmed cases of COVID-19 and three deaths.

Declaring a continuing state of public health emergency provides a factual basis for the public health emergency and references statutory authority that allows the City more flexibility to act quickly in response to COVID-19. Under the Ordinance, the City may, for example, obligate funds for emergency expenditures as directed by the City Council and enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of persons and property.

The Ordinance shall take effect immediately upon adoption by a vote of a majority plus one, and the emergency will be in effect through September 18, 2020 at 11:59 p.m., at which point the City Council will review the conditions that gave rise to this public health emergency to determine if keeping it in place is warranted.

Neighborhood/Community Interests (if known):

COVID-19 continues to be a significant concern to the citizens, residents and businesses of Olympia.

Options:

1. Move to approve the Ordinance declaring a continuing state of public health emergency relating to coronavirus (COVID-19) and authorizing actions as are reasonable and necessary to mitigate conditions caused by such public health emergency.
2. Direct staff to modify the Ordinance.
3. Move to take no action.

Financial Impact:

Unknown.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO PUBLIC HEALTH AND SAFETY AND DECLARING A CONTINUING STATE OF PUBLIC HEALTH EMERGENCY RELATING TO CORONAVIRUS (COVID-19) AND AUTHORIZING ACTIONS AS ARE REASONABLE AND NECESSARY TO MITIGATE CONDITIONS CAUSED BY SUCH PUBLIC HEALTH EMERGENCY

WHEREAS, on January 21, 2020, the Washington State Department of Health confirmed the first case of novel coronavirus (COVID-19) in the United States of America in Snohomish County, Washington, and local health departments and the Washington State Department of Health have since worked to identify, contact, and test persons in Washington State who may have been potentially exposed to COVID-19 in coordination with the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public emergency effective January 27, 2020, for the novel coronavirus known as COVID-19; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed Proclamation 20-05 declaring that a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State, and that the risk of person-to-person transmission throughout Washington State and the United States of America would significantly impact the life and health of our people, as well as the economy of Washington State, and is a public disaster that affects life, health, property or the public peace. The Governor directed State agencies and departments to utilize State resources to do everything reasonably possible to assist political subdivisions of the State in an effort to respond and recover from the outbreak; and

WHEREAS, on March 10, 2020, Governor Inslee signed Proclamation 20-06, addressing risks to persons living in congregate care settings, such as long-term care facilities, and imposing certain restrictions in all counties of the State of Washington. The Governor found that since the initial confirmed case of COVID-19 in Snohomish County on January 21, 2020, COVID-19 had spread to eight counties of Washington State, resulting in 23 deaths. Further, the risk of severe illness and death from COVID-19 appeared to be higher in those members of the State's population who are 60 years of age and older and those with chronic health conditions. The Governor also found that the worldwide outbreak of COVID-19 and the resulting epidemic in Washington State continued to threaten the life and health of our people as well as the economy of Washington State and that Proclamation 20-05 remains in effect and is amended as provided in Proclamation 20-06; and

WHEREAS, on March 11, 2020, Governor Inslee signed Proclamation 20-07, imposing restrictions in King, Pierce and Snohomish counties on large gatherings of people of 250 or more for social, spiritual, and recreational activities, including but not limited to community, civic, public, leisure, faith-based, or sporting events, parades, concerts, festivals, conventions, fundraisers and similar activities. The Governor found that COVID-19 is a respiratory disease that spreads easily from person-to-person and may result in serious illness or death, and that its presence had been confirmed in nine counties of Washington State, resulting in 24 deaths, with significant community spread in King, Pierce and Snohomish counties, and remains a public disaster affecting life, health, property and the public peace. Based upon these facts, the Governor found that implementation of limitations on large gatherings and use of social distancing would help prevent initial exposure and secondary transmission to the State's most vulnerable populations, and are especially important for people over 60 years of age and those with chronic health conditions due to the risk of severe illness and death from COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic, recognizing that the word “pandemic” is not a word to use lightly or carelessly, acknowledging it is a word that, if misused, can cause unreasonable fear, or unjustified acceptance that the fight is over, leading to unnecessary suffering and death. WHO acknowledged that there were, as of March 11, 2020, more than 118,000 cases in 114 countries, and 4,291 had lost their lives to COVID-19. WHO stated it had never before seen a pandemic sparked by a coronavirus and that this is the first pandemic caused by a coronavirus. Likewise, WHO acknowledged that it had never before seen a pandemic that can be controlled, at the same time. WHO called for nations to take urgent and aggressive action, stating “We have rung the alarm bell loud and clear.” WHO stated that all countries can still change the course of this pandemic; and

WHEREAS, on March 12, 2020, the Thurston County Board of Health adopted Resolution No. H-03-2020, finding that as of March 12, 2020, there were 366 positive results and 29 deaths due to COVID-19 in Washington State, with 12 counties reporting cases, evidencing the growing nature of the epidemic; and

WHEREAS, on March 12, 2020, the Board of Thurston County Commissioners adopted Resolution No. 15880, finding that Thurston County’s declaration of a local emergency will allow the County to undertake emergency purchases pursuant to RCW 36.32.270 and RCW 39.04.280 when such purchases require immediate action in the event of an emergency. Further, the Board of Commissioners found that the County’s declaration of a local emergency will allow the County, pursuant to RCW 42.30.070, to provide for a meeting site other than the regular meeting site, and the notice requirements of the Open Public Meetings Act shall be suspended during such emergency. The Board further found that the public health emergency conditions stated within Resolution No. 15880 constitute an emergency for Thurston County, necessitating activation of the Thurston County Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to RCW 36.40.180, 38.52.070(2), and 38.52.110(1); and

WHEREAS, on March 12, 2020, Governor Inslee adopted Proclamation 20-08, amending his prior proclamations to prohibit public school districts, charter schools, and private schools in King, Pierce and Snohomish counties from conducting in-person educational, recreational, and other K-12 school programs in their school facilities. Subsequently, on March 13, 2020, the Governor, as reported in *The Seattle Times*, expanded K-12 school closures of all Washington schools from March 17 through at least April 24, 2020; and

WHEREAS, on March 17, 2020, the Olympia City Council enacted Ordinance No. 7233 declaring a state of public health emergency, and that the Olympia City Council will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the citizens and businesses of the City of Olympia during the novel coronavirus COVID-19 pandemic to mitigate the consequences of the illness and public health emergency taking place and to maintain essential public services such as police, fire, public works and public utilities such as water and solid waste collection; and

WHEREAS, on March 23, 2020, the Governor issued Proclamation 20-25 ordering citizens of Washington to stay home, non-essential businesses to cease operations, and restricting essential business activities until midnight April 8, 2020, subject to extension by further order of the Governor; and

WHEREAS, on April 2, 2020, the Governor issued Proclamation 20-25.1, amending Proclamations 20-05 and 20-25, extending the order to stay-at-home to May 4, 2020; and

WHEREAS, on April 22, 2020, the leadership of the Washington State Senate and House of Representatives responded to Governor Inslee’s request on April 17, 2020, agreeing to extend the statutory waivers and suspensions in most of the Governor’s Proclamations until the termination of the COVID-19 State of Emergency or May 4, 2020, whichever occurs first. Subsequently, on April 27, 2020, the Governor issued Proclamation 20-25.2 amending and extending his stay-at-home order to May 4, 2020; and

WHEREAS, on April 23, 2020, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-28 were extended by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 4, 2020, whichever occurs first; and

WHEREAS, on April 23, 2020, the Governor issued Proclamation 20-28.1 acknowledging the extension of statutory waivers and suspensions therein by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 4, 2020, whichever occurs first, and similarly extending its prohibitions; and

WHEREAS, on May 4, 2020, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamations 20-28 and 20-28.1 were again extended by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 31, 2020, whichever occurs first, with the exception of RCW 42.56.520(1), which the leadership of the Washington State Senate and House of Representatives extended until the termination of the COVID-19 State of Emergency or May 11, 2020, whichever occurs first; and

WHEREAS, on May 5, 2020, the Governor issued Proclamation 20-28.2 acknowledging the extension of statutory waivers and suspensions therein by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 31, 2020, whichever occurs first, and similarly extending its prohibitions, with the exception of RCW 42.56.520(1), which the Governor extended to May 11, 2020, as authorized by the leadership of the Washington State Senate and House of Representatives; and

WHEREAS, on May 11, 2020, under the provisions of RCW 43.06.220(4), the statutory waiver and suspension of RCW 42.56.520(1) in Proclamation 20-28, 20-28.1, and 20-28.2 were again extended by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 31, 2020; however, the waiver of RCW 42.56.520(1) no longer applied to requests for public records received by an agency electronically; and

WHEREAS, on May 12, 2020, the Governor issued Proclamation 20-28.3 acknowledging the extension of the statutory waiver and suspension therein by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or May 31, 2020, whichever occurs first, and similarly extending its prohibitions to May 31, 2020, as authorized by the leadership of the Washington State Senate and House of Representatives; and

WHEREAS on May 29, 2020, under the provisions of RCW 43.06.220(4), the statutory waiver and suspensions in Proclamation 20-28, as subsequently amended in 20-28.1, 20-28.2 and 20-28.3 were again extended by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or June 17, 2020;

WHEREAS, on May 29, 2020, the Governor issued Proclamation 20-28.4 acknowledging the extension of the statutory waiver and suspension therein by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or June 17, 2020 at 11:59 p.m., whichever occurs first, and similarly extending its prohibitions to June 17, 2020 at 11:59 p.m., as authorized by the leadership of the Washington State Senate and House of Representatives; and

WHEREAS, on May 29, 2020, the Governor also issued Proclamation 20-25.4 declaring that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-06 and all amendments thereto remain in effect as otherwise amended, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 (*Stay Home – Stay Healthy*) were amended to extend all of the prohibitions and each

expiration date therein to 11:59 p.m. on July 1, 2020, and were renamed (*Safe Start – Stay Healthy*), and that except as otherwise provided in Proclamation 20-25.4 or the *Safe Start Washington* Phased Reopening County-by-County Plan, all other provisions of Proclamations 20-25, 20-25.1, 20-25.2, and 20-25.3 remain in full force and effect; and

WHEREAS, the health professionals and epidemiological modeling experts predict that although we have passed the peak of the first wave of COVID-19 in the State and we have made adequate progress as a state to modify some of the initial community mitigation efforts, the nature of COVID-19 viral transmission, including both asymptomatic and symptomatic spread as well as the relatively high infectious nature, suggests it is appropriate to slowly re-open Washington State only through a careful, phased, and science-based approach; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people; and

WHEREAS, on June 9, 2020, the Washington State Department of Health was reporting 22,484 confirmed cases and 1,118 deaths statewide due to COVID-19; and

WHEREAS, as of June 9, 2020, Thurston County had 170 confirmed cases of COVID-19 and three deaths; and

WHEREAS, the Olympia City Council finds that the above circumstances and facts continue to present significant public health and safety issues for the City of Olympia and its citizens, residents and businesses and continues to necessitate urgent further actions to mitigate the risks and threat to public health and safety and the City's economy caused by the COVID-19 pandemic; and

WHEREAS, the City continues to be confronted with exigent financial circumstances related to this public health emergency to protect its citizens, residents, and businesses, and to protect the community, and must continue to take immediate measures to reduce the public health risk caused by COVID-19; and

WHEREAS, the Olympia City Council finds that providing essential public services by continuing operation of the City's business, including but not limited to first responders such as fire and police, water, sewer and solid waste utilities and other essential government services must continue, but not without recognizing the risks associated with the COVID-19 epidemic to its citizens, residents and employees, the declaration of a continuing public health emergency will allow, pursuant to RCW 42.30.070, the need for expedited action by the City's governing body to continue to meet the emergency, which may continue to entail providing for meeting sites other than the regular meeting site and that notice requirements of the Open Public Meetings Act may continue to be suspended during such emergency pursuant to proclamation and order of the Governor, and as provided by law; and

WHEREAS, the above public health emergency continues to warrant the exercise of the City's power to declare a continuing public health emergency under authority of Article XI, Section 11, of the Washington

State Constitution; 35A.11.020 RCW; 35A.11.030 RCW; 35A.13.190 RCW; 35A.38.010 RCW; 35.33.081 RCW; Chapter 38.52 RCW; Chapter 39.04 RCW; WAC 197-11-880; and other applicable laws and regulations, and pursuant to Chapter 2.24 of the Olympia Municipal Code, as are reasonable and necessary in light of such of public health emergency to mitigate the conditions giving rise to the public emergency;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. The above-stated recitals are adopted as findings of the Olympia City Council and are incorporated by this reference as though fully set forth herein.

Section 2. It is hereby declared that a state of emergency continues to exist due to an exigent threat to human health related to the COVID-19 epidemic affecting the City of Olympia, its citizens, residents and businesses, as defined in the City of Olympia Comprehensive Emergency Management Plan, due to the worldwide and local outbreak of COVID-19 and for all the reasons stated in the Governor's Proclamations 20-05, 20-06, 20-07, 20-08 and his successive orders. Therefore:

- A.** The City Manager is hereby authorized and empowered to carry out those powers and duties as are reasonable and necessary to mitigate the effects of the COVID-19 public health emergency.
- B.** All of the personnel, services and facilities of the City of Olympia will be utilized as needed, in response to the emergency needs of the community and its businesses.
- C.** Those departments, officers, and employees of the City are authorized and empowered, among other things, to do the following:
 - (1) Obligate funds for emergency expenditures as directed by the City Council;
 - (2) Enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of persons and property;
 - (3) To enter into contracts and incur obligations necessary to combat such public health emergency and to protect the persons, property and environment, and provide emergency assistance to the victims of such emergency, consistent with the City's Comprehensive Emergency Management Plan;
 - (4) Take other actions, as appropriate, in response to such emergency, including but not limited to changing the manner and meeting sites of the business meetings of the Olympia City Council and the notice requirements of the Open Public Meetings Act as provided in RCW 42.30.070, or the terms or collection of fees, charges and taxes; and
 - (5) The City Manager is authorized to make and adjust Human Resources Policies related to leave usage and other issues related to employees as necessitated by the impacts of COVID-19, with the primary goal to maintain the functions and services provided by the City of Olympia.
- D.** Each designated City department is authorized to exercise the powers vested under Section 2 of this Ordinance in light of these exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (with the exception of mandatory constitutional requirements).

Section 3. Sunset Provision. This Ordinance shall sunset and no longer be in force or effect at 11:59 p.m. on September 18, 2020. The City Council shall review the conditions that have given rise to this public health emergency to determine if such conditions warrant keeping in place the extraordinary measures authorized herein to respond to this public health emergency, or whether the public health emergency has passed. If the Olympia City Council finds that the public health emergency continues, this Ordinance may be extended by legislative action.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance is for the preservation of public peace, health, safety, and welfare and shall take immediate effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of a Resolution Directing the City Manager to Impose a Moratorium on the Use by the Olympia Police Department of Less-Than-Lethal Agents for Crowd Control Purposes During the Period of the Coronavirus COVID-19 Pandemic

Agenda Date: 6/16/2020
Agenda Item Number: 4.E
File Number:20-0481

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

Title

Approval of a Resolution Directing the City Manager to Impose a Moratorium on the Use by the Olympia Police Department of Less-Than-Lethal Agents for Crowd Control Purposes During the Period of the Coronavirus COVID-19 Pandemic

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve the Resolution Directing the City Manager to Impose a Moratorium on the Use by the Olympia Police Department of Less-Than-Lethal Agents for Crowd Control Purposes During the Period of the Coronavirus COVID-19 Pandemic

Report

Issue:

Whether to approve a resolution directing the City Manager to impose a moratorium on the Olympia Police Department's use of less-than-lethal agents for crowd control purposes during the period of the coronavirus COVID-19 pandemic.

Staff Contact:

Mark Barber, City Attorney, 360.753.3883

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On June 9, 2020, the City Council passed a motion to declare a moratorium on the use of less-than-lethal agents for crowd control purposes. The proposed resolution authorizes and directs the City

Manager to impose such a moratorium.

Neighborhood/Community Interests (if known):

Protecting public peace, health, safety, and welfare during the COVID-19 pandemic and protecting the rights of persons to lawfully exercise their rights under the First Amendment and to peacefully assemble and demonstrate in the City of Olympia is in the best interests of Olympia citizens and residents.

Options:

1. Move to approve the Resolution Directing the City Manager to Impose a Moratorium on the Use by the Olympia Police Department of Less-Than-Lethal Agents for Crowd Control Purposes During the Period of the Coronavirus COVID-19 Pandemic
2. Direct staff to modify the Resolution.
3. Do not approve the Resolution.

Financial Impact:

None.

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
DIRECTING THE CITY MANAGER TO IMPOSE A MORATORIUM ON USE BY THE OLYMPIA
POLICE DEPARTMENT OF LESS-THAN-LETHAL AGENTS SUCH AS TEAR GAS (CS GAS),
PEPPER SPRAY, SMOKE, MACE, OR OTHER AGENTS USED AS LESS LETHAL TOOLS BY LAW
ENFORCEMENT FOR CROWD CONTROL PURPOSES, DURING THE PERIOD OF THE
CORONAVIRUS COVID-19 PANDEMIC**

WHEREAS, the killing of George Floyd by a police officer in Minneapolis on May 25, 2020, has generated anger and outrage across the United States resulting in mass demonstrations and public protests; and

WHEREAS, the City of Olympia supports the people's right of free speech and peaceful assembly guaranteed by the Constitution of the United States of America and the Constitution of the State of Washington; and

WHEREAS, demonstrations over the killing of George Floyd in Olympia have largely been nonviolent; and

WHEREAS, as persons march in support of justice and compassion for persons of color within their communities and call for change to eliminate systemic racism; and

WHEREAS, the City of Olympia is currently in a declared state of emergency regarding the outbreak of a coronavirus, causing the respiratory disease COVID-19. COVID-19 is an acute respiratory illness that affects the lungs in addition to other symptoms. The severity of these symptoms increases based on underlying health conditions including asthma, heart and lung problems, diabetes, and other medical conditions; and

WHEREAS, public health experts have concluded that less lethal agents like tear gas and pepper spray may make people more susceptible to COVID-19 and increase its community-wide spread. Along with the immediate pain, tear gas can cause watering eyes, burning throats, and mucus generation, possibly causing damage to people's lungs and make them more susceptible to a respiratory illness, according to studies on the risks of exposure. It is also recognized by public health experts that gas, smoke, pepper spray and mace can also incite coughing, which can further spread the virus from an infected person; and

WHEREAS, the Olympia City Council recognizes that the use of tear gas (CS gas), pepper spray, mace and smoke are currently authorized less-than-lethal uses of force by law enforcement, which can be deployed in crowd control situations under Olympia Police Department policy, with specific conditions; and

WHEREAS, the Olympia Police Department has deployed tear gas and other forms of less-than-lethal crowd control agents to disperse demonstrators who do not obey a lawful order to disperse or who engage in behaviors that are an immediate threat to persons or property. This use has raised concerns over police use of tear gas during public demonstrations and protests, and the indiscriminate impact on all people in the area and the chilling effect it has on people engaging in First Amendment activity, and the health impacts of tear gas or other less-than-lethal agents such as pepper spray, mace, and smoke during a time of a declared public health emergency; and

WHEREAS, on March 17, 2020, the Olympia City Council enacted Ordinance No. 7233 declaring a state of public health emergency, and that the Olympia City Council will take all actions within its powers and resources to protect the public peace, health, safety and welfare of the citizens and businesses of the City of Olympia during the novel coronavirus COVID-19 pandemic to mitigate the consequences of the illness and public health emergency taking place and to maintain essential public services such as police, fire, public works and public utilities such as water and solid waste collection; and

WHEREAS, the COVID-19 pandemic is still a serious threat to public health and safety and the Olympia City Council has before it an ordinance to extend the declaration of the COVID-19 public health emergency caused by said virus; and

WHEREAS, during the COVID-19 state of emergency, there is a heightened risk of persons contracting the virus if they are exposed to tear gas, pepper spray, mace or smoke which can cause mucus generation and coughing. Such exposure will put people's safety and lives at risk. As a public health strategy, the deployment of tear gas, pepper spray, smoke and mace must be suspended as a tool for crowd control purposes by the Olympia Police Department; and

WHEREAS, researchers are concerned that the use of tear gas in crowds might catalyze a new wave of COVID-19 infections; and

WHEREAS, the use of tear gas and other less-than-lethal agents for crowd control adversely affects individuals in crowds of demonstrators, as well as residents who are not involved in protesting, and it can have serious effects on medically vulnerable people and increase the spread of COVID-19; and

WHEREAS, as the capital of Washington state, the City of Olympia has experience with citizens and residents exercising their constitutional rights to peacefully assemble and to demonstrate in support or opposition to issues of public concern and to seek redress of grievances from their government; and

WHEREAS, the Olympia City Council understands and expects such demonstrations will continue to be planned in Olympia in coming days and weeks and the Olympia City Council should take immediate action to impose this moratorium on the use of less-than-lethal agents for crowd control purposes during the COVID-19 pandemic and to provide time for further study on the use of this law enforcement tool, and other alternatives that may be employed; and

WHEREAS, prohibiting the use of tear gas, pepper spray, mace, and smoke will require the Olympia Police Department to use other non-lethal tactics in crowd control situations, the Olympia City Council also recognizes that use of tear gas, pepper spray, mace, smoke and other less-than-lethal agents may be necessary in situations involving extreme risk to public safety, including but not limited to hostage situations or events or locations where persons are engaging in assaultive behavior and violence against other persons who are at risk of severe injury or death; and

WHEREAS, other law enforcement agencies in Washington, including the Washington State Patrol and the City of Seattle, are following Olympia's lead by declaring a halt to use of tear gas and other less than lethal agents during the pandemic; and

WHEREAS, the Olympia City Council deems it in the best interests of public health and safety of citizens and residents of the City of Olympia to place an immediate moratorium prohibiting the use of tear gas,

pepper spray, mace, smoke and other less-than-lethal agents for crowd control purposes during public rallies and demonstrations for the duration of the COVID-19 pandemic;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

Section 1. The Olympia City Council recognizes its responsibility to protect public peace, health, safety, and welfare during the COVID-19 pandemic and to also protect the rights of persons to lawfully exercise their rights under the First Amendment and to peacefully assemble and demonstrate in the City of Olympia.

Section 2. The City Manager is hereby directed to impose an immediate moratorium by the Olympia Police Department prohibiting the use of tear gas, pepper spray, mace, smoke and other less-than-lethal agents for crowd control purposes during public demonstrations, which pose a risk of coughing and mucus generation, until such time as the COVID-19 pandemic has ended or until Thurston County and the City of Olympia is in Phase 5 of the Governor's *Safe Start—Stay Healthy* plan, except as may be necessary in situations involving extreme risk to public safety, such as and including but not limited to, hostage situations or events or locations where persons are engaging in violence and assaultive behavior against other persons who are at risk of severe injury or death.

Section 3. Further, the Olympia City Council hereby ratifies and confirms actions of the City Manager already taken in response to the Council's motion to declare a moratorium prohibiting the use of less-than-lethal agents for crowd control purposes, passed by the Council in its business meeting on June 9, 2020.

PASSED BY THE OLYMPIA CITY COUNCIL this 16th day of June 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY



City Council

Approval of 2020 Home Fund Capital Award Recommendation

Agenda Date: 6/16/2020
Agenda Item Number: 6.A
File Number: 20-0442

Type: decision **Version:** 1 **Status:** Other Business

Title

Approval of 2020 Home Fund Capital Award Recommendation

Recommended Action

Committee Recommendation:

Move to authorize the Home Fund Advisory Board's recommendation to issue Family Support Center of South Sound an award letter of \$1 million for the creation of 62 new homes for homeless children and their families as well as survivors of domestic violence.

Report

Issue:

Whether to authorize staff to proceed with a conditional award letter for the 2020 funding application for permanent housing with supportive services on Olympia's westside.

Staff Contact:

Cary Retlin, Home Fund Manager, Community Planning and Development, 360.570.3956

Presenter(s):

Cary Retlin, Home Fund Manager

Background and Analysis:

Home Fund Advisory Recommendation:

The Olympia Home Fund Advisory Board unanimously recommends awarding Family Support Center of South Sound \$1 million for the creation of 62 new homes for homeless children and their families as well as survivors of domestic violence. An award letter drafted by staff (attached) would accompany future applications for funds and make this project more competitive against similar projects in other jurisdictions. If all funds are awarded and other award letter criteria are met staff would draft a contract for your review and approval.

Impact of this Award:

This project will help create 62 new homes for homeless children and their families as well as survivors of domestic violence. If this project were completed today, the units could be immediately filled with households with children in the Coordinated Entry system, those in shelter and other prioritized homeless families. In the first year, it is expected that this project will serve 209 children,

parents and survivors of domestic violence. This housing plans to be fully occupied by March 2023.

Background of the Home Fund:

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. Proceeds from the Home Fund account will be used to construct affordable and supportive housing and related purposes; including mental and behavioral health facilities, costs for operations, maintenance, delivery and evaluation of mental health programs and services, or housing-related services, as allowed by RCW 82.14.530.

2020 Home Fund Capital Award Criteria:

The Home Fund Advisory created criteria for the 2020 award based on the 2018 sales tax levy approved by Olympia voters. The Criteria included:

- Construct new affordable housing units, shelter beds, or treatment beds in Thurston County Washington. Construction can include conversion of existing market rate units into affordable housing.
- Provide housing to households earning no more than 50 percent of area median income (AMI). Beyond the minimum 50 percent AMI requirement, applicants are strongly encouraged to include as many units as possible that are affordable to households with incomes below 50% AMI.
- Provide housing, treatment, or shelter for targeted vulnerable household types including:
 - Seniors
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied youth or young adults
 - Survivors of domestic violence
 - Veterans
- Reduce homelessness in Thurston County's most vulnerable homeless households through referrals from a Thurston County Coordinated Entry provider. Proposals should articulate what levels of service and operating subsidies would likely be necessary for the project to be successful and any partnerships have been or will need to be established to successfully operate the homeless units.
- Demonstrate readiness to begin construction based on occupancy date and other measures.
- Provide integrated supportive services at the housing, shelter or treatment facility after construction.
- Demonstrate efficiency in development costs to maximize the impact of City and other public and private fund sources. This priority will be evaluated through per-unit costs and a review of the project budget.

Background on application criteria and Request for Proposal Process:

Based on that criteria an RFP was posted in February on the City website and on the Builders Exchange webpage. The RFP legal notice was posted in the Olympian. One qualifying application was received before the deadline of March 2. The Home Fund Advisory Board members reviewed the application and met to discuss its merits and challenges at their March 11 meeting. That discussion resulted in a unanimous funding recommendation to Council for this application.

Neighborhood/Community Interests (if known):

Affordable housing development and homelessness are of high interest to the community. Siting of affordable housing projects are also of high interest to the public and neighborhoods.

Options:

1. Approve 2020 Home Fund Advisory Board award for Family Support Center of South Sound for \$1 million.
2. Direct staff to take other action.
3. Do not take action related to the Home Fund Advisory Board recommendation.

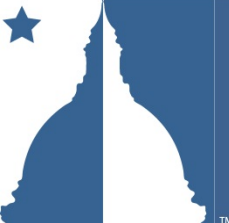
Financial Impact:

The Home Fund would obligate \$1 million for construction costs related to the project based on the terms set in the award letter.

The total construction cost for this project is \$15.7 million. Other funders that this project will rely on includes Thurston County (\$372,000) the Washington State Housing Trust Fund (\$3.3 million) and federal Low Income Housing Tax Credits authorized by the Washington State Housing Finance Commission \$10 million. Local contributions will make applications for state and federal awards much more competitive.

Attachments:

Request for Proposal
Family Support Center Application
Draft Award Letter



Request for Proposal (RFP)

City of Olympia | Capital of Washington State

OLYMPIA HOME FUND: CAPITAL FUNDS FOR SUPPORTIVE HOUSING

The City of Olympia (City) is seeking proposals from qualified development teams to submit proposals for construction funding for the development of new affordable housing, shelter, or treatment for specific income levels and populations in Thurston County.

The Home Fund has set the goal of supporting the construction of 300 units of supportive housing in Thurston County in the next five years.

APPLICATION REQUIREMENTS

- At least 40 percent of the units in the project must be set aside as supportive housing.
- At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
- Units must be targeted to serve households described in the Objectives section below.

The deadline for submission of proposals is **5 PM PDT, Monday March 2, 2020.**

Only email submissions will be accepted.

INTRODUCTION

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. Proceeds from the Home Fund Account will be used to construct affordable and supportive housing and housing-related purposes, including mental and behavioral health facilities, and for costs for operations, maintenance, delivery, and evaluation of mental health programs and services, or housing-related services, as allowed by [RCW 82.14.530](#)¹.

OBJECTIVES

- **Construct new affordable housing units, shelter beds, or treatment beds in Thurston County Washington.** Construction can include conversion of existing market rate units into affordable housing.
- **Provide housing to households earning no more than 50 percent of area median income (AMI).** Beyond the minimum 50 percent AMI requirement, applicants are strongly encouraged to include as many units as possible that are affordable to households with incomes below 50% AMI.
- **Provide housing, treatment, or shelter for targeted vulnerable household types** including:

¹ Olympia Home Fund Proposition 1 Ballot Language, 2018

- Seniors
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied youth or young adults
 - Survivors of domestic violence
 - Veterans
- **Reduce homelessness to Thurston County's most vulnerable homeless households** through referrals from a Thurston County Coordinated Entry provider. Proposals should articulate what levels of service and operating subsidies would likely be necessary for the project to be successful, and any partnerships have been or will need to be established to successfully operate the homeless units.
 - Demonstrate **readiness** to begin construction based on occupancy date and other measures.
 - Provide **integrated supportive services** at the housing, shelter, or treatment facility after construction.
 - Demonstrate **efficiency in development costs** to maximize the impact of City and other public and private fund sources. This priority will be evaluated through per-unit costs and a review of the project budget.

CONTRACT AND COMPENSATION

The selected developer will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted up to \$1,000,000 for these activities for fiscal year 2020. The City may award multiple contracts, or choose not to award.

All prospective contractors are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

SUBMISSION REQUIREMENTS

Proposals must be delivered to Cary Retlin, Home Fund Manager, by email **no later than 5:00 p.m. Pacific Time on Monday March 2, 2020** to cretlin@ci.olympia.wa.us. Submissions must include:

1. At least 40 units of the project must be set aside as supportive housing.
2. At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
3. Units must be targeted to serve households described in the Objectives section below.

Detailed application response requirements are under Directions for Delivery of Application (proposal response) on page 7.

Future Home Fund award rounds may include additional categories like affordable housing maintenance, operational expenses, case management, other service expenses and preservation of existing affordable housing.

INSTRUCTION TO PROPOSERS

Questions related to this RFP must be submitted in writing to Cary Retlin, Home Fund Manager, at cretlin@ci.olympia.wa.us. **Questions via telephone will not be accepted.** All questions related to this RFP (detailed in Exhibit C) must be received by Friday February 21, 2020 at 5:00 p.m. Pacific Time. Questions received after this date may not be answered.

To Make Public Records Request: To obtain records related to this RFP via a public records request, please visit our [Public Records webpage](#). Public records fee apply.

After application submittal, the Home Fund Advisory Board or staff may arrange an interview for those respondents that are short listed or select from submitted written material.

SCORING CRITERIA

1. Serve priority population (20 percent of score)

The Olympia Home Fund will prioritize projects and programs serving the most vulnerable members of our community:

- a. **Households with incomes below 50 percent of AMI** based on U.S. Department of Housing and Urban Development (HUD) 2019 income limits².
- b. **Those priority populations also include one or a mix of the following:**
 - Seniors (age 62 or over)
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied homeless youth or young adults³
 - Other people with special needs including:
 - Individuals with disabilities,
 - Individuals with behavioral health challenges,
 - Survivors of domestic violence,
 - Veterans.

² This round is targeting projects that serve income levels at or below 50 percent of median income. The Olympia Home Fund Administrative and Financial Plan (2017) targets up to 60 percent of median income. This round is targeted to serve even lower income levels.

³ This population is not currently included in the Olympia Home Fund Administrative and Financial Plan (2017) but is included in RCW 82.14.530.

2. Demonstrate readiness (20 percent of score)

Readiness is defined as projects that have site control, a percentage of other committed fund sources, development teams in place, or other measures of preparation for construction and tenancy.

3. Reduce homelessness for the most vulnerable (10 percent of score)

Priority will be placed on housing projects that target vulnerable homeless households who are currently or recently homeless (although a project does not need to solely target this population). Any project serving homeless households must do so in collaboration with a Thurston County Coordinated Entry provider.

4. Provide Supportive housing (20 percent of score)

Supportive services can be provided by the housing operator, or by another partnering agency. Projects that include agencies that have been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity will be prioritized.

5. Cost (30 percent of score)

Projects will be encouraged to strive to maximize per-unit cost effectiveness and leverage of non-City funds to increase financial stability. Examples of leverage include donations of cash or property, awards of cash or property, or anticipated awards from philanthropic or public sources.

The City may select more than one respondent to receive an award. Proposals will be evaluated based on the following criteria (the application questions are attached in Exhibit C):

Selection Criteria Scoring Summary

Serve priority population	20
Demonstrate readiness	20
Reduce homelessness for the most vulnerable	10
Provide supportive housing	20
Cost	30
Total possible score	100

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the selection criteria contained in this RFP.

The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City is not be responsible for any costs incurred by the respondents in preparing, submitting or presenting its response to the RFP.

The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or agreement.

The selected respondent(s) will be an independent contractor, not City employee.

The City reserves the right to cancel this RFP at any time.

All RFP documents are public record and subject to public disclosure.

Washington State Law and Venue: Any resulting contracts, (if any) must be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts must be brought in Thurston County, Washington.

Consultants on City contracts estimated to \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and Equal Benefits Compliance Declaration (Exhibits A & B).

DIRECTIONS FOR DELIVERY OF APPLICATION (PROPOSAL RESPONSE)

The deadline for submission of proposals is Monday **March 2, 2020 at 5 PM.**

All applications must include:

1. A scan of the signed Equal Benefits Compliance Declaration (Exhibit B)
2. A scan of the signed Statement Of Compliance With Nondiscrimination Requirement (Exhibit A)
3. A Microsoft Word narrative response to the application questions (Exhibit C) and;
4. A Microsoft Excel Budget completed in the Washington State Combined Funders Application Spreadsheet.

Application documents must be emailed to Cary Retlin, Home Fund Manager, at cretlin@ci.olympia.wa.us

Exhibit "B"
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors or consultants on City agreements or contracts estimated to cost \$50,000 or more shall comply with Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors or consultants provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors or consultants must have policies in place prohibiting such discrimination, prior to contracting with the City.

I declare that the Consultant listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Consultant.

Consultant Name

Signature

Name (please print)

Date

Title

Exhibit "A"

STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION REQUIREMENT

The Olympia City Council has made compliance with the City's *Nondiscrimination in Delivery of City Services or Resources* ordinance (OMC 1.24) a high priority, whether services are provided by City employees or through contract with other entities. It is important that all contract agencies or vendors and their employees understand and carry out the City's nondiscrimination policy. Accordingly, each City agreement or contract for services contains language that requires an agency or vendor to agree that it shall not unlawfully discriminate against an employee or client based on any legally protected status, which includes but is not limited to: race, creed, religion, color, national origin, age, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or the presence of any disability. Indicate below the methods you will employ to ensure that this policy is communicated to your employees, if applicable.

_____ affirms compliance with the City of Olympia's nondiscrimination ordinance and contract provisions. **Please check all that apply:**

- ☐ Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.). What type, and how often? _____
- ☐ Nondiscrimination provisions are posted on applications for service.
- ☐ Nondiscrimination provisions are posted on the agency's web site.
- ☐ Nondiscrimination provisions are included in human resource materials provided to job applicants and new employees.
- ☐ Nondiscrimination provisions are shared during meetings. What type of meeting, and how often? _____
- ☐ If, in addition to two of the above methods, you use other methods of providing notice of nondiscrimination, please list:

- ☐ If the above are not applicable to the contract agency or vendor, please check here and sign below to verify that you will comply with the City of Olympia's nondiscrimination ordinance.

Failure to implement the measures specified above or to comply with the City of Olympia's nondiscrimination ordinance constitutes a breach of contract.

By signing this statement, I acknowledge compliance with the City of Olympia's nondiscrimination ordinance.

(Signature)

(Date)

Print Name of Person Signing

Date

Title

Exhibit "C"

2020 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Submitting organization name:

2. Name of primary contact for this application:

3. Telephone number, email, and mailing address for submitting organization:

4. Project Name:

5. Brief description of proposed project:

6. Location of project, city, address (if known), zoning (if known):

7. Name and brief experience of developer:

8. Name and brief experience of project manager (if organization managing project is different from developer):

9. Serve priority population (20 percent of score) *Priority Population is defined on RFP page 4)*

a. Target population(s) of project:

b. Proposed number of units or beds total (if mixed, please specify each):

c. Proposed number units or beds per population:

d. Proposed number units or beds per income level:

10. Demonstrate readiness (20 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

11. Reduce homelessness for most vulnerable (10 percent of score)

a. Will this project serve the most vulnerable homeless households?

b. How will this project ensure it is serving the most vulnerable households in Coordinated Entry during lease up?

c. How many units or beds will be dedicated to the most vulnerable?

12. Provide Supportive housing (20 percent of score)

a. Will this project provide supportive housing?

- b. What are the targeted supportive needs of the households served?
- c. How have supportive services been integrated into the design of the proposed project?
- d. How will services, like case management or behavioral health, be funded?
- e. Has the provider of these services been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and evaluating organization.

13. Cost (30 percent of score)

- a. What is the average cost per unit based on the total project cost?

Please include your calculation

- b. Average cost per Home Fund dollar requested?

Please include your calculation

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. The budget must be completed in the Washington State Combined Funders Application Spreadsheet and should include estimated income and expenses for:

- | | |
|--|--|
| <input type="checkbox"/> All estimated fund sources
including Olympia Home Fund | <input type="checkbox"/> Permits and fees |
| <input type="checkbox"/> Design and inspection | <input type="checkbox"/> Land/property acquisition |
| <input type="checkbox"/> Project management | <input type="checkbox"/> Site development |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Construction/rehabilitation |
| <input type="checkbox"/> Title Insurance | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Environmental review | <input type="checkbox"/> Other expenses |



March 2, 2020

Cary Retlin, Home Fund Manager
City of Olympia
601 4th Avenue East
Olympia, WA 98507

Dear Cary Retlin,

The Family Support Center of the South Sound (FSCSS) is excited to submit this funding application for our permanent housing with supportive services project on Olympia's westside. FSCSS anticipates that this project will be a landmark step forward for residents, neighbors and affordable housing advocates. The FSCSS project is the first phase of a multiple-phase development, located on 7th Avenue Southwest across the street from FSCSS's main campus.

The FSCSS Family Housing Phase I project will create new affordable homes for sixty-two (62) families with children and individuals, the majority of whom are unsheltered or have experienced domestic violence. Half of the units will serve households at or below 30% of Area Median Income (AMI) and the other half will serve households at or below 50% AMI. This application presents our estimate of construction costs, private investment resources, and the remaining gap that we are requesting from public sources including the City of Olympia and the State of Washington Housing Trust Fund. We have already received a \$400,000 CDBG funding award from the City of Olympia to purchase the property; a \$372,585 commitment from Thurston County; \$530,000 in bridge financing from the Washington State Housing Finance Commission (WSHFC); \$85,000 in bridge financing from Impact Capital, and most recently a \$1,000,000 award from the Federal Home Loan Bank (FHLB). The City of Olympia's funding commitment in this funding round is essential to our project's success. **FSCSS is requesting that the City of Olympia support our project with a commitment of \$1,000,000 towards the development of 62 new homes for the neediest families in Olympia.**

Since our funding request last year, we have gained cost efficiencies by revising the building configuration and planned phasing of the overall project. We have reduced common area square footage and increased the unit count, adjusted the unit mix to continue to meet our main goal of serving families with children while increasing building efficiencies. We have also incorporated additional two- and three-bedroom units into the design. The current layout develops approximately 55% of the lot area, reducing initial site costs and allows for future development phases of the site. The budgets assume Davis Bacon residential wage rates and anticipated procurement requirements for selection of the general contractor. It is important to remember that family units are more expensive on a per unit basis because of the additional square footage necessary to house a family. But this investment in families is essential to building a safe and healthy community for all of our residents.

Thank you for your consideration of this ambitious endeavor. We look forward to discussing this project in more detail over the coming months. Please address questions to Kasey Liedtke, Housing Developer at Bellwether Housing, at 206-588-4803 or kliedtke@bellwetherhousing.org or you can contact me at (360)754-9297 x206 or TrishG@fscss.org.

Sincerely,



Trish Gregory
Executive Director
Family Support Center of the South Sound

1. Submitting organization name:

Family Support Center of South Sound (FSCSS)

2. Name of primary contact for this application:

Trish Gregory, Executive Director

3. Telephone number, email, and mailing address for submitting organization:

Trish Gregory, Executive Director
Family Support Center of the South Sound
P.O. Box 784
Olympia, WA 98507
(360)754-9297
trishg@fscss.org

4. Project Name:

FSCSS Family Housing

5. Brief description of proposed project:

Homeless families with children, while the least visible, make up a significant portion of the Thurston County unsheltered homeless population. A 2018 report compiled by Thurston County Health and Social Services, indicated that 15% of the County's households experiencing homelessness were families with children. While this percentage may not sound high, each household is comprised of multiple family members; thus, 41% of the total people experiencing homelessness in that report were children and their parents; sleeping in cars, outdoors, or in places not meant for human habitation.

Current data demonstrates that family homelessness is still a significant issue in our community. As of February 2020, there are 219 unsheltered households on FSCSS master-list, equivalent to 282 parents and 342 children, waiting for a safe, stable, and permanent housing solution. Twenty percent (20%) of these households meet the chronic homeless definition, 40% are actively fleeing domestic violence, 12% are pregnant, and 7% of the heads of households identify as LGBTQ+.

Currently, 79 of the above described households have housing vouchers. Despite sufficient financial support and intensive housing searches on the part of staff and the families, identifying available units has proven extremely difficult. There are simply not enough affordable housing options to meet the demand for housing, even for those with a housing voucher. In the month of January 2020, 47 households held active housing vouchers, but only 3 households successfully identified and moved into housing. The average length of time from issuance of a voucher to moving into a housing unit is currently 75 days.

FSCSS's Family Housing Project will create a significant and measurable reduction in family homelessness in Olympia. This project will create 62 new homes for homeless children and their families as well as survivors of domestic violence. If this project were completed today, the

units could be immediately filled with the households currently holding housing vouchers from FSCSS. In the first year, it is expected that we will serve approximately 209 children, parents, and survivors. City of Olympia Home Fund support is critical to making this vision a reality and it is essential that we receive City support in this round so that we can go into the State HTF and WSHFC funding rounds fully funded.

The site is located on 5 acres of undeveloped land in West Olympia. FSCSS owns the property, which was purchased in November 2018 with support from the City of Olympia, as well as Impact Capital and the Washington State Housing Finance Commission (WSHFC). Permanent affordable housing will be developed on this site in two phases in order to maximize the number of units on the site balanced by currently available public financing.

FSCSS's main campus is located directly across the street from the development site. In addition to FSCSS' own extensive family support programs and services, the office complex features more than 14 additional organizations that provide direct services to families, children, and survivors of violence. FSCSS supportive services are driven by, and responsive, to the individual needs of each household. Residents will be able to choose where to access services, including home visitations, the on-site service space, or across the street at the main campus. All services, regardless of where they are offered, will be provided in close collaboration with the partner organizations located onsite at FSCSS's Main Campus location.

The proposed development emphasizes family-sized units with forty-three 2- and 3- bedroom apartments plus nineteen 1-bedroom units to accommodate single survivors, single pregnant women, or single parent households with a child under age two. Half, or 31 units, will house households at or below 30% AMI and the other half be set aside for households at or below 50% AMI.

Since the initial design that was presented in last year's application, the development team has focused on a more cost efficient site and building layout. The number of units was increased from 44 to 62, allowing us to spread fixed costs and site work more efficiently over a greater number of units. We have scaled down the size of units to 528 square feet (sf) for 1-bedrooms, 768 sf for 2-bedrooms, 1,008 sf for 3-bedroom units.

In addition, the initial project now includes a "C" shaped building that is located at the front portion of the site, reducing the amount of sitework required for Phase I and allowing for a more efficient layout of the family-sized units. The new design allows the building to encircle a courtyard and outdoor play area where the building acts as a barrier from the street, providing natural protection and security for children and their parents. The development will include space for management and service offices as well as community gathering space. This new site layout has resulted in a more efficient development cost per unit that is reflected in the attached budgets.

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6. Location of project, city, address (if known), zoning (if known):

Address:

3524 7th Avenue SW
Olympia, WA 98502

Zoning:

The site is zoned "PO/RM," meaning professional office and residential multifamily.

7. Name and brief experience of developer:

Family Support Center of South Sound (FSCSS), founded in 1992, annually provides 4,000 parents, children, and survivors of domestic violence/sexual assault with coordinated supportive services to accomplish the mission, "Working Together to Strengthen All Families". Utilizing a "one-stop-shop" model, the agency works to build strong, healthy, safe, and hopeful families through collaborative programs in an effort to reduce the negative impacts of poverty, homelessness, and family violence.

In July 2013, FSCSS was the successful bidder for \$550,000 of City of Olympia federal HOME capital dollars and the ability to purchase the then vacant "Smith Building" for \$1 to develop Pear Blossom Place, a family shelter and a permanent housing project. FSCSS, with the support of Bellwether Housing who served as the development management consultant for the project, successfully managed the project from start to finish including; overseeing all aspects of the design, permitting, construction, and lease up of the project, identifying and acquiring the additional \$1,550,000 in funding necessary to complete the full renovations; and developing a partnership with Housing Authority of Thurston County to acquire project based vouchers. Pear Blossom Place: A Family Support Community successfully opened its doors in July 2014 and has been at full capacity since that time. Pear Blossom Place includes six shelter suites on the lower level, providing 36 beds for children and their parents year round and upwards of 30 more each night during the cold weather season, November 1-April 30. The second level of Pear Blossom Place is home to six permanent housing units with supportive services. A seventh, ADA accessible unit is located on the first floor adjacent to the shelter.

In 2018, FSCSS ventured into its next real estate project to help advance our mission. We successfully purchased a \$3,400,000 commercial office property along with the vacant land that will be utilized for this proposed development. As part of the commercial office space, Nature Nurtures Farm, will open and operate a childcare center for 96 children, over half of whom will have a childcare subsidy. While construction has not yet started, FSCSS has navigated this process, successfully negotiating permitting requirements as well as identifying an additional \$1,600,000 in funding to complete the necessary renovations and frontage improvements that a change of use prompted. Construction for this project is set to begin soon.

For the FSCSS Family Housing project, FSCSS has contracted with Bellwether Housing as the development management consultant. Bellwether Housing is an experienced developer, construction manager and property manager. Bellwether has developed and sustained high-quality affordable housing, as the largest nonprofit housing developer in the Puget Sound region, since 1980, and has aided other organizations in the development of thousands of units

state-wide. Bellwether's portfolio includes 2,100 apartments in 32 buildings, serving approximately 3,500 people annually.

8. Name and brief experience of project manager (if organization managing project is different from developer):

FSCSS will work closely with Bellwether's project management consulting team to ensure the resulting development fulfills the organization's mission. Bellwether has assigned a dedicated Development Management team to collaborate with FSCSS throughout the project. The project team is as follows:

Bellwether Housing Development Management Team:

Kasey Liedtke, Housing Developer, will serve as the lead project manager. Mr. Liedtke has 7 years of project management experience in real estate development, construction, financial management, and federal contract administration. Mr. Liedtke has worked on the project since 2018, including overseeing the acquisition of both the development site and FSCSS' administrative headquarters.

Mr. Liedtke will be supported by Heather Burns, Senior Housing Developer, and by Richard Loo, Director of Real Estate Development. Ms. Burns has over 20 years of experience working in affordable housing as a development consultant, nonprofit owner and public funder. Mr. Loo has over 30 years of experience in architecture, real estate development and affordable housing. Stephan Petryczka, Associate Housing Developer, and Emma Geyer, Construction Manager will provide additional project support.

Family Support Center of South Sound Team:

Trish Gregory, Executive Director, has 25 years of experience working in social services, 20 of which have been with FSCSS. Ms. Gregory has held a leadership position at the agency for the past 14 years. Ms. Gregory is responsible for the development of many of the existing programs and services operated by FSCSS and was directly involved in the acquisition, development, and opening of Pear Blossom Place. Ms. Gregory has extensive experience in grant writing, Federal and State contract compliance, project management, financial management, and supervision of staff.

Natalie Skovran, Deputy Director of FSCSS has worked for FSCSS for over 7 years. Ms. Skovran has grant writing and program development experience, oversees all program management staff, and is working closely with Bellwether to support the development and acquisition of the newest housing project. As the Deputy Director, Ms. Skovran is responsible for the oversight of Pear Blossom Place, including ensuring the apartments are leased up with direct referrals from Coordinated Entry, as well as the shelter placement. Ms. Skovran has helped to develop Thurston County's Coordinated Entry Policies and Procedures, and is well versed in Federal, State, and Local requirements to remain in compliance with Coordinated Entry. Ms. Skovran also oversees the distribution of more than \$500,000 in rapid re-housing

funds, and ensures client portions, unit occupancy, and fair market rents are followed for all clients on the rapid re-housing programs.

9. Serve priority population (20 percent of score)

a. Target population of project:

This project will prioritize serving unsheltered homeless families with children and survivors who are fleeing domestic violence. All households served by the project will be referred by the Coordinated Entry system, for which FSCSS is the current lead agency, and will prioritize the most vulnerable as determined by the assessment process. All households served will be at or below 50% AMI, with half of the units specifically dedicated to serve households that are at or below 30% AMI. Preference will be given to households who are chronically homeless and unsheltered, or fleeing domestic violence, as per the HUD definition. As stated previously, of the current families and survivors on the master-list, 20% meet the chronic homeless definition wherein the head of households has a disabling condition, has been homeless for either 12 consecutive months, or has experienced 4 episodes of homeless in the last 3 years.

b. Proposed number of units or beds total:

FSCSS is proposing 62 units of permanent housing with supportive services. This includes twenty 3-bedroom units, twenty-three 2-bedroom units and nineteen 1-bedroom units. Based on Thurston County occupancy standards the project will be serving approximately 168-250 with an average of 209 individuals at one time.

c. Proposed number units or beds per population:

All of the units will serve households that meet one or more of the HUD definitions of homelessness:

- Category 1: Literally homeless or living somewhere not fit for human habitation.
- Category 2: At imminent risk of homelessness (within 14 days)
- Category 3: Homeless under other Federal statutes
- Category 4: Fleeing/Attempting to flee domestic violence

Priority will be given to households who meet Categories 1 and 4. It is expected that 80% of the units will be occupied by families with children. The remaining 20% of the units will be reserved for survivors of domestic violence, many of whom are eligible under both Categories 1 and 4.

d. Proposed number units or beds per income level:

Half, or 31 units, will serve households at 30% AMI or below. The other half will serve households at or below 50% AMI.

10. Demonstrate readiness (20 percent of score)

- a. What is your estimated timeline for completion? When will the project reach full occupancy?*

FSCSS has already secured permanent financing from the City of Olympia (CDBG), Thurston County (Home), and the Federal Home Loan Bank (FHLB). We will submit funding applications to the State of Washington Housing Trust Fund in September 2020 and a 9% Tax Credit application in January 2021. We anticipate completing design, permitting and financing in the Fall of 2021 and completing construction by the end of 2022. The project will be fully leased in the first quarter of 2023.

<i>Milestone</i>	<i>Date of Completion</i>
<i>City of Olympia CDBG Award/ WSHFC LAP Financing</i>	<i>11/30/2018</i>
<i>Thurston County HOME Award</i>	<i>5/16/2019</i>
<i>FHLB Award</i>	<i>1/23/2020</i>
<i>Begin Construction</i>	<i>10/1/2021</i>
<i>Certificate of Occupancy Issued</i>	<i>12/31/2022</i>
<i>100% Lease-Up</i>	<i>4/1/2023</i>

b. Has a site been purchased for this purpose or are there properties available for this rehabilitation?

Yes, FSCSS purchased the property in November 2018.

11. Reduce homelessness for most vulnerable (10 percent of score)

a. Will this project serve homeless households?

Yes, this project will serve families with children and survivors of domestic violence who meet the federal HUD definition as indicated in questions 9c. Preference will be given to households that are chronically homeless, unsheltered, and those who meet Category 1 (literally homeless) and Category 4 (fleeing domestic violence).

b. How will this project ensure it is serving the most vulnerable households in Coordinated Entry during lease up?

FSCSS is the lead Coordinated Entry Provider for Thurston County, and is the designated entry point for homeless families with children and survivors of domestic violence. As the Coordinated Entry provider for these populations, FSCSS is committed to ensuring households have quick and easy access to all available homeless services programming and resources, including placement into permanent units with supportive services. When a household experiencing homelessness seeks Coordinated Entry services from FSCSS, a comprehensive assessment is completed to better understand that household's present situation. Currently, households who are unsheltered are assessed utilizing the Vulnerability Index Family Service Decision Assistance Tool (VI-F-SPDAT), which evaluates their history of homelessness, mental health, medical conditions, and other key elements that are proven to be risk factors linked to increased death on the street. For survivors who are fleeing domestic violence, they are assessed utilizing the Jackie Campbell Danger Assessment, an evidence-based tool that assesses the risk of lethality by their perpetrator. Once the applicable assessment is completed, households are given a score, which then puts them on the County-wide master list which is maintained by FSCSS. As resources become available, the next household on the master list, that is interested and eligible, is offered the resource. Households with the highest score rise to the top of the list, meaning the households with the greatest need, biggest barriers to housing, chronic homelessness, greatest safety needs, AND the least amount of familial and/or community support, are offered services first. Households are offered resources which may include rapid re-housing, shelter, case management, Foundations Community Support services, and referrals into housing programs as they become available. During lease-up and as units become available once FSCSS Family Housing is operational families at the top of the waiting list will be contacted and begin the tenant application process.

Because FSCSS has worked with families experiencing homelessness for more than 28 years, families and survivors regularly hear about the available services by word of mouth, social media, other social service providers, law enforcement, 211, Crisis Clinic, and the Coordinated Entry hotline. FSCSS answers the family extension of the Coordinated Entry hotline 24 hours a day, 7 days a week, providing information about shelter and housing, as well as how to access the Coordinated Entry system. The organization's main office campus is located directly across the street from the development site, a fact that is well known and routinely publicized at community meetings throughout Olympia. Because FSCSS operates Pear Blossom Place, the County's ONLY shelter for homeless families, there is a natural flow of families experiencing homelessness to the organization. Additionally, FSCSS' offices are integrated with a multitude of social service, community service, housing service and coordinated entry providers ensuring that the organization is well-situated within the community to help households who are in need of services and that they will be directed to FSCSS when needed.

c. *How many units or beds will be dedicated to the most vulnerable?*

All 62 apartment units developed in this project will be dedicated to serving the most vulnerable homeless families with children and survivors of violence in our community. As both the lead contracted Coordinated Entry provider, and the point of entry for all homeless families with children and survivors of domestic violence, FSCSS is well-versed and experienced in utilizing a master list to distribute resources based on prioritization. As previously stated, FSCSS uses the VI-F-SPDAT and the Jackie Campbell Danger Assessment to determine placement on the master list for available resources. As resources become available, FSCSS refers to the master list to identify the next interested and eligible household for the resource. FSCSS initiated this

development as a means to fill a critical gap and improve outcomes for the most vulnerable families with children and survivors of violence. FSCSS is dedicated to ending unsheltered family homelessness. A key strategy to accomplish this is to increase the number of available units in our community.

12. Provide Supportive housing (20 percent of score)

a. Will this project provide supportive housing?

This project will provide supportive services for all 62 housing units. Services will be tailored to the individual needs of each household, and will include case management and goal plans to support households in identifying and achieving their goals for greater family stability.

b. What are the targeted supportive needs of the households served?

Once families have entered FSCSS's housing units, each household's needs will vary. Case managers will work with each family to meet identified needs, including mental health and substance abuse treatment enrollment and participation; assistance with enrolling in mainstream benefits (such as SSDI or SSI), and securing gainful employment; increasing the overall health and stability of their children through early childhood programs, securing IEP or other school-based supports, enrolling in medical care and finding a doctor; bolstering financial stability which can include budgeting, paying off past debts, enrolling in technical or education programs (such as GED courses or college); increasing overall safety through confidential domestic violence advocacy, accessing a protection order or other civil legal route such as parenting plans and dissolutions of marriage. Supportive services offered are trauma-informed and operate from a strengths-based perspective. Programs also operate following best practice standards such as harm reduction, low barriers to entry, and other evidence-based service delivery models.

c. How have supportive services been integrated into the design of the proposed project?

From the early planning stages, prior to even purchasing the property, FSCSS envisioned a campus style facility which would include housing, childcare, multiple other basic need services, and opportunities for family engagement and enrichment. FSCSS recognizes that by serving the most vulnerable households at the proposed housing development it is then incumbent upon the agency to also to provide a comprehensive array of support services to engage families and support their long term stability, including but not limited to those services described in subsection 'b' of this question. The FSCSS Main Campus, located across the street from the housing development, houses the majority of FSCSS's case managers and services including coordinated entry, rapid rehousing, and family resource services, as well as the shelter intake and placement for Pear Blossom Place.

FSCSS believes that services need to be easily accessible and will leverage existing FSCSS programs and services as well as partnerships with other direct service organizations in order to provide services to the new housing development tenants within their own community. The FSCSS Campus houses multiple partner agencies who are committed to helping us in our

mission of strengthening families. Such partners include: Thurston County Volunteer Legal Services who provide free civil legal assistance, Catholic Community Services' volunteer and Veteran programs, Enriching Therapy and Beautiful Instant Psychotherapy who provide mental health care, the Thurston County Prosecutor's and County Clerk's Office as well detectives from across the county who are housed onsite to provide assistance to victims fleeing domestic violence. Parenting and prenatal support are provided through partnerships with Nurse Family Partnership, Parents as Teachers, and ChildCare Action Councils who hosts a Kaliedescope Play and Learn group and accepts referrals to their Homeless Childcare program. FSCSS staff and onsite partners have the flexibility to meet with families at whichever location is the most comfortable and convenient for the family, including the client's home. Each household will be assigned a designated case manager and will have access to FSCSS staff 24 hours a day to assist in mitigating any challenges or crises that arise.

d. How will services, like case management or behavioral health, be funded?

FSCSS is a dynamic agency that has a proven track record of securing funding for case management and supportive services for families experiencing homelessness and for survivors of domestic violence through a combination of government grants and contracts, foundation and community grants, corporate, community, and individual contributions, as well fundraising events, faith-based support, and in-kind donations. While not all resources for this development project have been specifically identified, FSCSS has an established contract with Foundational Community Supports (FCS) through Amerigroup and the Health Care Authority for supportive housing services as well as supportive employment services. Proposed services to be offered on-site align with allowable services under FCS. We expect that approximately half of the tenants will be eligible for the FCS Supportive Housing Program. FSCSS currently has County and HUD funded rapid re-housing programs in excess of \$500,000 this fiscal year, which may be utilized to subsidize households at the development, as well as ongoing case management services. FSCSS has successfully secured and managed Washington Balance of State HUD funding, and is actively tracking NOFA's that may provide supportive services for the permanent housing project. FSCSS feels confident in their ability to secure and maintain funding for the supportive services aspect of the project, and will continue to seek out funding and leverage existing awards to support this project.

FSCSS is currently operating a program for Pear Blossom Place shelter guest and apartment tenants funded by Thurston County Treatment Sales Tax that is focused on supporting participation in behavioral and mental health programs. Intensive case management support is offered, and the Adult Needs and Strengths Assessment is completed with adults to assess their behavioral and mental health functioning and needs. It is expected that the services currently offered and being developed for Pear Blossom Place clients can be replicated for those in this affordable housing project.

e. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

FSCSS has enrolled and begun participating in SAMHSA Supportive Housing Fidelity training and will have fidelity evaluation completed prior to the onset of services at the new facility.

13. Cost (30 percent of score)

a. *What is the average cost per unit based on the total project cost? Please include your calculation.*

We have made a series of design changes to increase the cost efficiency of the building. It is important to remember that per unit costs of constructing family housing are significantly higher than the cost of developing Single Room Occupancy (SRO) units for homeless individuals. Almost one-third of our proposed units are 3-bedroom units and more than one-third are 2-bedroom units. The typical SRO unit can be 400 sf or smaller. Our 1-bedrooms are designed to serve small families and are 30-50% larger than a typical SRO unit. The 2-bedroom units are at least twice the size and the 3-bedroom units are 2.5 times the size of a typical SRO. In addition to the design changes already made, the development team intends to work diligently and collaboratively with the project architect and an as yet to be selected general contractor to identify additional changes to further increase the cost efficiency of the project.

a1. Per unit hard construction costs, including contractor overhead and profit and estimated off-site costs, are \$219,399 per unit or \$229 per square foot. Per bedroom the hard costs are \$108,822. **This is a reduction in hard costs of over (\$22,086) per unit from our previous application.** These numbers include a 3% escalation contingency from today to the expected start of construction and assume federal Residential Davis-Bacon wage rates.

$$\$13,602,768 / 62 = \textbf{\$219,399/unit}; / 59,264 \text{ sf} = \textbf{\$229/sf}$$

$$1\text{BR} \times 19 + 2\text{BR} \times 23 + 3\text{BR} \times 20 = 125 \text{ bedrooms};$$

$$\$13,602,768 / 125 = \textbf{\$108,822/bedroom}$$

a2. Total project costs excluding land costs are \$324,308/unit. This is a reduction of over (\$41,257)/per unit from our 2019 application. Including land costs, the total project costs per unit are \$331,675.

$$\$20,564,625 - \$457,500 = \$20,107,125 / 62 = \textbf{\$324,308/unit}$$

$$\$20,564,625 / 62 = \$331,688$$

b. *Average cost per Home Fund dollar requested? Please include your calculation.*

City of Olympia Home Fund Request: $\$1,000,000 / 62 \text{ Units} = \textbf{\$16,129 / Unit}$. Divided by the expected occupancy of the project the per bed the Home Fund Request is $\$1,000,000 / 252 \text{ persons} = \textbf{\$3,968 / person}$ or by bedroom $/125 = \textbf{\$8,000/bedroom}$.

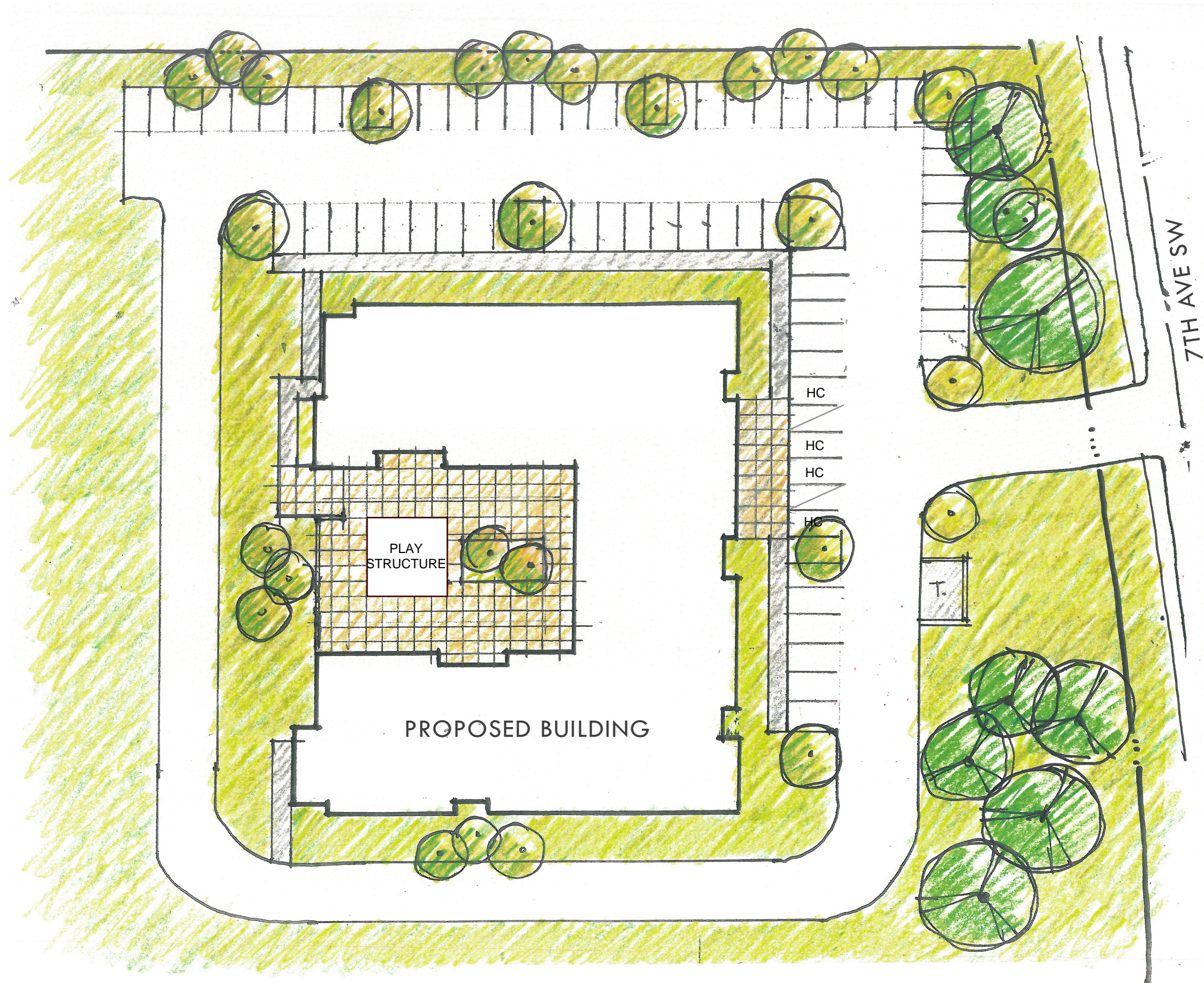
This is a reduction from our 2019 request of over (\$20,234)/unit. This reduction is due to the increase in the number of units in the project and other design changes that we have made.

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. *The budget must be completed in the Washington State Combined Funders Application Spreadsheet and should include estimated income and expenses for:*

- o All estimated fund sources including Olympia Home Fund*
- o Design and Inspection*
- o Project management*
- o Relocation*
- o Title insurance*
- o Environmental review*
- o Permits and fees*
- o Land/property acquisition*
- o Site development*
- o Construction/rehabilitation*
- o Utilities*
- o Other expenses*

Please reference FSCSS's Excel budget document included in our application.

SITE AREA FOR
FUTURE PHASE



SITE PLAN

SCALE 1" = 30'



June 3, 2020

Trish Gregory, Executive Director
Family Support Center of South Sound
Via Email – TrishG@fscss.org

Re: Award for \$1 Million from Olympia Home Fund

Dear Trish:

Congratulations! Your application for the City of Olympia's Home Fund in the amount of \$1,000,000 towards developing 62 new homes for the neediest of families in Olympia is conditionally approved by City Council. These funds are available through the City of Olympia Home Fund.

This award is conditional and is not a guarantee of funds. This letter provides an overview of our conditions and what some details you can expect in our contract for services. Once I am assured the preconditions for contracting are met, we will negotiate a contract to make funds available for your project.

As you pursue funds from other funders, you must provide me with the following by email:

- ☐ Updated development budgets and operating pro forma submitted to other funders;
- ☐ A written summary of changes in services provided, populations served, and cost changes in those applications.

These other Home Fund preconditions also apply: You must provide me emailed copies of award letters or reservation of credits from the sources you documented in your application including:

- ☐ Thurston County (including local, state or federal resources)
- ☐ The Washington State Housing Trust Fund
- ☐ The Washington State Housing Finance Commission

I will initiate contract negotiation after you provide those documents. Council and the Home Fund Advisory Board require that our contract stipulate:

- No funds will be made available until commitment is documented from your other proposed funders (examples are listed on page one of this letter);
- All funds will be paid through reimbursements documented through invoices;
- Reimbursements for development fees will be linked to project milestones (like permits, occupancy, or other negotiated milestones);
- Our contract term will be consistent with your development timeline;

Click or tap here to enter text.

Click or tap to enter a date.

Page 2

- Your budget and scope of work will be based on the application you submitted;
- Your proposal and contract will meet the requirements of the City of Olympia Home Fund's Administrative Plan;
- Other agreements, like a Development Agreement or Good Neighbor Plan, may be required.

Please notify me as you reach funding and other milestones or encounter challenges. I anticipate reserving your award for the time period specified in your application. If you do not demonstrate the progress you proposed within nine months of the date of this letter the City of Olympia reserves the right to withdraw this award.

I am committed to helping your project be successful. Please let me know how I can help along the way. I can be reached at cretlin@ci.olympia.wa.us or 360.570.3956.

Thank you for your commitment to make the City of Olympia more affordable for everyone in our community!

Sincerely,

CARY RETLIN
Home Fund Manager



City Council

Update on Economic Response and Reopening Strategic Plan

Agenda Date: 6/16/2020
Agenda Item Number: 6.B
File Number: 20-0443

Type: information **Version:** 1 **Status:** Other Business

Title

Update on Economic Response and Reopening Strategic Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive an update on a City Economic Response and Reopening Strategic Plan

Report

Issue:

Whether to receive an update on a City Economic Response and Reopening Strategic Plan.

Staff Contact:

Mike Reid, Economic Development Director, Community Planning & Development, 360.753.8591

Presenter(s):

Keith Stahley, Interim Assistant City Manager

Mike Reid, Economic Development Director, Community Planning & Development

Stacey Ray, Office of Performance & Innovation, Administrative Services

Background and Analysis:

On March 24, 2020, City Council approved actions to respond quickly to the impacts COVID-19 on our local economy. That work included launching several significant emergency response efforts by funding partners such as Thurston County United Way, Community Foundation, Olympia Downtown Alliance, and Thurston County Economic Development Council.

At the same time, City Manager Jay Burney directed that a City task force start work on developing a more comprehensive and cross-departmental approach to guide the City's response. The approach would build off of the first wave of response efforts by identifying the City's role and responsibilities, guiding principles for decision-making, and additional strategies and actions to support our local economy in reopening amidst new public health requirements and continuing uncertainty.

Task Force members provided subject matter expertise, a high degree of decision-making authority; and were motivated by the need to be both methodical and action oriented. Throughout the process, the team consistently reviewed data, researched best practices, and listened to the unique and emerging needs of our community. As new response efforts were identified, they were implemented immediately. The City's Response and Reopening Strategic plan includes actions completed, underway, and future actions to be implemented.

The purpose of this agenda item is to provide City Council with an overview of the Economic Response and Reopening Strategic Plan, including guiding principles, strategic goals, and specific actions. Staff will also discuss how the City will approach implementation to ensure it is coordinated, timely, and flexible.

Neighborhood/Community Interests (if known):

There is significant interest in how the City can and will support businesses and residents to recover from the severe economic impact caused by the pandemic.

Options:

1. Receive a briefing on an Economic Response and Reopening Strategic Plan.
2. Do not receive a briefing on an Economic Response and Reopening Strategic Plan.

Financial Impact:

Development of an Economic Response and Reopening Strategic Plan was led internally by the Office of Performance and Innovation; no additional consulting or professional services were needed to complete this work effort.

Attachments:

Draft Economic Response and Reopening Strategic Plan

City of Olympia

Economic Response & Reopening – Strategic Plan

DRAFT June 4, 2020

Background

On March 24, 2020, City Council approved actions to respond quickly to the impacts COVID-19 on our local economy. That work included launching several significant emergency response efforts by funding partners such as Thurston County United Way, Community Foundation, Olympia Downtown Alliance, and Thurston County Economic Development Council.

At the same time, City Manager Jay Burney directed the formation of a City of Olympia task to immediately start working on a comprehensive and cross-departmental approach to guide the City's response. This effort was led by the Office of Performance and Innovation to facilitate developing guiding principles, strategies, goals and actions that would lead to swift actions that would help our community mitigate the economic impacts caused by the pandemic.

Team Members

Facilitator – Stacey Ray, Office of Performance and Innovation

Mike Reid, Economic Development Director

Amy Buckler, Strategic Projects Manager, Community Planning & Development

Rich Hoey, Public Works Director

Aaron Jelcick, Interim Police Chief

Keith Stahley, Interim Assistant City Manager

Debbie Sullivan, Administrative Services Director

Tim Smith, Planning and Engineering Supervisor, Community Planning & Development

Jessi Turner, Communication Services

Jonathon Turlove, Director of Parks Planning & Maintenance

Guiding Principles

The following guiding principles were developed by the team to help inform decision-making

- Strategically align with and support our community partners to leverage limited resources and achieve greater impact
- Promote recovery and growth that is equitable and inclusive of all segments of our community
- Embrace innovative, entrepreneurial and resourceful solutions
- Be biased towards action; recognize and quickly adapt to emerging needs
- Model effective best practices in protecting City staff and community members
- Communicate accurate, timely, and consistent information, and work with our community to identify the best and wisest path forward.
- Balance City support of people and businesses to achieve economic stability, while prioritizing public health

Strategies and Actions

The following strategies and actions are intended to recognize those efforts completed, currently underway, and allow for future actions to be added. The plan is intended to be flexible and adaptive based on emerging information and the unique needs of our community.

Strategy 1. Understand and redress social and economic inequities.

Goal: Economic recovery and growth is equitable and inclusive of all members of our community.

Action	Lead*/Partner(s)	Status
1A. Engage with minority-, women-, and LGBTQ-owned businesses to better understand their unique challenges and needs, and connect them to available resources	CP&D* Economic Development Council	Phase 2
1B. Create ways to invest in and nurture diverse entrepreneurs and workers	CP&D* Economic Development Council	Underway
1C. Collaborate with community partners to host a community conversation on equitable approaches to economic recovery	CP&D*	Phase 4

Strategy 2. Ensure public spaces are clean, safe, and welcoming to all.

Goal: Community members can safely and confidently participate in the local culture and economy.

Action	Lead*/Partner(s)	Status
2A. Install temporary restrooms and hand-washing stations in Downtown to encourage good hygiene	PW*	Completed
2B. Coordinate Downtown clean and safe activities with the Olympia Downtown Alliance	CP&D* Olympia Downtown Alliance	Underway
2C. Deep clean Downtown	CP&D*, PW Olympia Downtown Alliance	Underway
2D. Expand Downtown beautification efforts	CP&D* Olympia Downtown Alliance	Underway
2E. Proactively patrol areas where businesses are closed	OPD*	Underway
2F. Expand the Familiar Faces Peer Navigator Program	OPD*	Underway
2G. Clarify and communicate the role of Police and Code Enforcement officers in enforcing public health requirements (i.e. social distancing)	OPD*, CP&D, Executive Office	Phase 2

Strategy 3. Foster innovation and adaptation.

Goal: Make it easier for businesses to adapt and safely re-open, and for employees to return to work.

Action	Partner(s)	Status
3A. Allow the creative use of City-owned and managed spaces to provide additional social distancing capacity for social and economic activities Downtown	PW*, CP&D Olympia Downtown Alliance	Underway
3B. Develop and distribute a public street closure plan and schedule	PW*, CP&D Olympia Downtown Alliance; Parking & Business Improvement Area	Phase 2
3C. Install portable tent structures to provide additional social distancing capacity to local businesses (multiple locations where needed in Downtown)	CP&D Olympia Downtown Alliance*	Phase 3 or 4
3D. Launch a Sidewalk Café program for restaurants	CP&D*, PW	Underway
3E. Streamline the outdoor public space permitting process	CP&D*, PW	Underway
3F. Develop parking reopening strategies to support businesses with curbside food pick-up and retail sales	CP&D*	Underway
3G. Provide local businesses with bulk PPE (including purchase and distribution)	Regional Economic Recovery Task Force (Thurston Strong)*	Phase 2
3H. Provide small businesses with small-scale start-up grants to assist with reopening	Regional Economic Recovery Task Force (Thurston Strong)*	Phase 2
3I. Partner with the Olympia School District to provide adequate space for City-hosted summer camps to ensure working parents have care for their children (approximately 275 children per week)	OPARD* Olympia School District	Underway

Strategy 4. Provide technical assistance and funding to community partners.

Goal: Leverage community resources and expertise to expedite a successful re-opening of our local economy and culture.

Action	Partner(s)	Status
4A. Provide additional funding support to the United Way	CP&D* United Way	Completed
4B. Provide additional funding support to the Community Action Council	CP&D* Community Action Council	Completed
4C. Provide additional funding support to Enterprise for Equity	CP&D* Enterprise for Equity	Completed
4D. Provide funding to support development of a regional economic support website (Thurston Strong)	CP&D* Regional Economic Recovery Task Force (Thurston Strong)	Completed
4E. Provide additional funding to the EDC, Chamber, and VCB to continue to provide business support services	CP&D* Economic Development Council, Chamber of Commerce, and Olympia Visitor & Convention Bureau	Underway
4F. Provide funding to the Childcare Action Council to analyze and provide recommendations on short-term strategies to build capacity in the regional childcare system	Regional Economic Recovery Task Force (Thurston Strong)	Underway
4G. Reach out to West Olympia businesses to see what their needs and challenges are for reopening	CP&D* West Olympia Business Association (WOBA)	Phase 2
4H. Provide technical support to community organizations to help them launch and carry out creative and safe outdoor programming.	OPARD*, CP&D	Underway

Strategy 5. Curate and promote safe community events and experiences.

Goal: Re-cultivate and strengthen civic pride in our local culture, community identity, and collective traditions

Action	Partner(s)	Status
5A. Curate and promote safe and fun opportunities for the public to participate in the local economy	CP&D* Arts, Culture, and Heritage (ArCH) partner organizations	Phase 2-4
5B. Increase the frequency of sanitization of park restrooms to a minimum of twice per day to reduce the likelihood of transmission of COVID	OPARD*	Underway
5C. With each stage or reopening, update temporary signage in parks to encourage social distancing, one-way travel on loop trails, and safe use of park amenities	OPARD*	Completed
5D. Provide virtual recreation programming to encourage opportunities for health and wellness	OPARD*	Underway
5E. Organize small music performances in parks to help maintain Olympia's vibrant music culture	OPARD*	Phase 4
5F. Pay artists to paint murals on boarded up windows (Artists on Board)	CP&D Olympia Downtown Alliance*	Completed

Strategy 6: Promote Olympia's local economy.

Goal: Preserve local independent business owners and investors.

Action	Partner(s)	Status
6A. Support the local economy & businesses, and encourage community members to support local	ODA*, WOBA	Underway
6B. Contract with the Olympia Downtown Alliance and Visitor and Convention Bureau to produce videos highlighting and encouraging investment in local businesses	CP&D Olympia Downtown Alliance* Olympia Visitor and Convention Bureau	Underway
6C. Provide proactive outreach to businesses on reopening plans (both to learn theirs and share information from the City)	CP&D*	Underway

Strategy 7. Invest in new public and private construction.

Goal: Construct new infrastructure and private development that meets community needs and generates local revenue for City services and programs.

Action	Partner(s)	Status
7A. Be ready to capitalize on state and federal dollars with shovel-ready projects	PW*, CP&D	Underway
7B. Continue the timely review and issuance of development permits	CP&D	Underway
7C. Ensure CPD and PW have adequate staffing to continue inspections	CP&D*, PW	Underway
7D. Determine how to continue to hold public hearings with social distancing	CP&D*, Executive Office	Underway

Strategy 8. Collect and report on data.

Goal: The City makes decisions based on data and the unique needs of our community.

Action	Partner(s)	Status
8A. Survey Downtown businesses to understand what they need to reopen	CP&D Olympia Downtown Alliance*	Phase 2
8B. Develop a dashboard with economic response and recovery metrics	OPI*, CP&D	Phase 2

Strategy 9. Engage City staff throughout the organization in recovery.

Goal: Tap into the creative energy and ideas of our talented staff.

Action	Partner(s)	Status
9A. Launch a United Way campaign with City employees to raise funds for the Covid-19 Response Fund	Executive Office* United Way	Phase 2
9B. Model social distancing, wearing masks in public, and other CDC guidelines	Executive Office*	Underway
9C. City Manager shares the Economic Response & Reopening Plan with City staff	Executive Office*	Phase 2
9D. Solicit ideas from City staff to inform reopening and recovery strategies	CP&D*, OPI	Phase 2
9E. Provide a way for City staff to identify new and innovative cost savings at the City	OPI*	Underway



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City Council

Executive Session Pursuant to RCW 42.30.110 (1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter

Agenda Date: 6/16/2020
Agenda Item Number: 9.A
File Number:20-0484

Type: executive session **Version:** 1 **Status:** Executive Session

Title

Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter



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Olympia, WA 98501
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City Council

Closed Session Pursuant to RCW 42.30.140 (4) (b) - Labor Negotiations

Agenda Date: 6/16/2020
Agenda Item Number: 9.B
File Number:20-0485

Type: executive session **Version:** 1 **Status:** Executive Session

Title

Closed Session Pursuant to RCW 42.30.140 (4)(b) - Labor Negotiations