



City Council

Council of Neighborhoods Association Memorandum of Understanding Discussion

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Title

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Recommended Action

Committee Recommendation:

At the May 11, 2022 meeting, Community Livability and Public Safety Committee directed staff to proceed with hiring a professional facilitator to lead a process to update the City/Council of Neighborhoods (CNA) Memorandum of Understanding (MOU). The draft presented reflects that process.

City Manager Recommendation:

Discuss the draft Council of Neighborhood Association Memorandum of Understanding and provide staff with feedback and direction.

Report

Issue:

Whether to discuss the draft Council of Neighborhood Association Memorandum of Understanding and provide staff with feedback and direction.

Staff Contact:

Tim Smith, Deputy Director, Community Planning and Development Department, 360.570.3915

Presenter(s):

Tim Smith, Deputy Director, Community Planning and Development Department

Background and Analysis:

The City of Olympia has codified a process for recognizing and working with neighborhood associations in Olympia Municipal Code 18.86. In addition, the City of Olympia originally entered into a three-year Memorandum of Understanding (MOU) with the Coalition of Neighborhood Associations on July 13, 2012. The City and the Coalition renewed their MOU for three additional years on July 7, 2015. In 2018, the Coalition re-named itself the Council of Neighborhood Associations (CNA) and entered into an updated MOU with the City for an additional three years.

During 2021, representatives of the City and CNA engaged in a series of conversations regarding an

updated MOU. The outcome of those conversations is summarized in the document titled “2021 City/CNA MOU Discussion Outcomes” (attached). On November 29, 2021, the two parties agreed to a one-year extension of the 2018 MOU, to provide additional time for further discussion toward an updated MOU. At their meeting on May 11, 2022, CLPS directed staff to hire a professional facilitator to lead the update process.

The City hired J Robertson and Company to facilitate a work group to draft an updated MOU. The work group consisted of Mayor Pro Tem Clark Gilman, Councilmember Dontae Payne, City Manager Jay Burney, Community Planning & Development (CP&D) Director Leonard Bauer, CP&D Deputy Director Tim Smith, CNA Chair Larry Dzieza and CNA Vice Chair Melissa Allen. The group met twice in 2023 and developed the draft MOU.

Climate Analysis:

Sections IV and V of the proposed MOU address CNA involvement in both long range/policy planning and permit review for new development proposals. These sections emphasis collaboration on mutual goals of neighborhood development that implement the City’s Comprehensive Plan and also support climate mitigation strategies such as pedestrian-oriented streetscapes and enhanced walkability. New language was added as a component of collaboration to notify community members and neighborhoods early in the long range planning and permit review processes to ensure adequate time is provided to learn about projects and provide input.

Equity Analysis:

Equity was addressed during work group discussions and language was added to Section II of the proposed MOU (new language in italics):

“The parties agree to review OMC Chapter 18.86 and this MOU periodically to determine if the CNA and the City are achieving the objective of improved public involvement in city affairs. The reviews would include the degree of success in involving neighborhood associations in all areas of the city, *with an emphasis on hard to reach and/or underserved community members. For the purposes of this agreement, the aforementioned group is generally defined as individuals that have higher barriers to participation, such as renters, working families and/or lower income individuals. The parties will consider creative ways to better reach and engage a broad cross-section of neighborhood members.*”

The parties agree to undertake actions *and sharing data* to help overcome impediments to forming a neighborhood association, to assist in the formation of neighborhood associations, and to review existing neighborhood association boundaries *to enhance engagement opportunities for community members. The City will also collaborate with the CNAs and RNAs in the efforts to reach underserved community members.*”

Neighborhood/Community Interests (if known):

The CNA is open to representation of all Olympia neighborhoods and provides a forum for neighborhood interests to be addressed.

Financial Impact:

Financial impact to the City to implement the MOU is primarily staff time to coordinate, prepare for and attend CNA monthly and quarterly meetings. CP&D staff serve as the primary staff contacts and

CP&D allocates time for CNA support in its work program and annual budget.

Options:

1. Discuss the draft Council of Neighborhood Association Memorandum of Understanding and provide staff with feedback and direction.
2. Do not discuss the draft Council of Neighborhood Association Memorandum of Understanding.
3. Discuss the draft Council of Neighborhood Association Memorandum of Understanding and provide staff with feedback and direction at another time.

Attachments:

Proposed MOU

Current MOU

Comparison Table - Current and Proposed MOU

2021 City-CNA MOU Discussion Outcomes