



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 11, 2018

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [18-1131](#) Special Recognition - Memorandum of Understanding with Council of Neighborhood Associations

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 COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [18-1162](#) Approval of November 27, 2018 Study Session Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [18-1163](#) Approval of November 27, 2018 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.C [18-1195](#) Approval of December 4, 2018 Study Session Meeting Minutes
Attachments: [Minutes](#)
- 4.D [18-1167](#) Bills and Payroll Certification
Attachments: [Bills and Payroll](#)
- 4.E [18-1171](#) Approval of a Bid Award for Percival Landing Bulkhead Replacement Project
Attachments: [Summary of Bids](#)
- 4.F [18-1128](#) Approval of a Resolution Approving a Memorandum of Understanding with the Council of Neighborhood Associations
Attachments: [Resolution](#)
[Memorandum of Understanding](#)
- 4.G [18-0152](#) Approval of a Resolution Adopting the 2020-2025 Transportation Improvement Program (TIP)
Attachments: [Resolution](#)
[TIP Project Summary 2020-2025](#)
[TIP Project Maps 2020-2025](#)
[TIP WSDOT Report 2020-2025](#)
- 4.H [18-1117](#) Approval of a Resolution Executing Contracts to Purchase Traffic Signal Controller Upgrades
Attachments: [Resolution](#)
[Contracts](#)
[Vicinity Maps](#)
[Summary of Contract Pricing](#)
- 4.I [18-1159](#) Approval of a Resolution Approving an Updated Interlocal Agreement for Jury Resource List
Attachments: [Resolution](#)
[Agreement](#)

4. SECOND READINGS (Ordinances)

- 4.J [18-1175](#) Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading
Attachments: [Ordinance](#)
[Summary of Planning Commission Recommendation](#)
- 4.K [18-1194](#) Approval of an Ordinance Amending Olympia Municipal Code Sections 18.02.180, 18.04.040, and 18.06.040 Relating to Emergency Housing Facilities - First and Final Reading

Attachments: [Ordinance](#)

4.L [18-0301](#) Approval of an Ordinance Adopting a Pavement Restoration Fee

Attachments: [Ordinance](#)

4.M [18-1092](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters 2.06 and 2.100 Related to Council Committees and Citizen-Member Boards and Commissions

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances)

4.N [18-1170](#) Approval of an Ordinance Relating to the Storm and Surface Water Utility and Repealing Section 13.16.170 of the Olympia Municipal Code

Attachments: [Ordinance](#)

4.O [18-1174](#) Approval of an Ordinance Reducing Impact Fees for Qualified Low-Income Housing Development Projects

Attachments: [Ordinance](#)

[Impact Fee Waiver White Paper](#)

[Olympia School District Resolution No. 589](#)

4.P [18-0153](#) Approval of an Ordinance Amending Transportation Impact Fees

Attachments: [Ordinance](#)

[Cost Distribution](#)

4.Q [18-1069](#) Approval of an Ordinance Adopting the 2019 Utility Rates and General Facilities Charges

Attachments: [Ordinance](#)

4.R [18-1139](#) Approval of an Ordinance Amending Olympia School District Impact Fees

Attachments: [Ordinance](#)

4.S [18-1191](#) Approval of an Ordinance Creating a Waste ReSources Capital Fund for Monies Being Set Aside for a Future Maintenance Center and Other Capital Expenditures

Attachments: [Ordinance](#)

4.T [18-1173](#) Approval of an Ordinance Adopting 2019 Park Impact Fee Rates

Attachments: [Ordinance](#)

4.U [18-1188](#) Approval of an Ordinance Adopting the 2019 Operating Budget

Attachments: [Ordinance](#)

[Council Changes to Preliminary Budget](#)

- 4.V [18-1189](#) Approval of an Ordinance Adopting the Capital Facilities Plan: 2019-2024 Financial Plan and Appropriating Funds for 2019

Attachments: [Ordinance](#)
[Planning Commission Letter](#)
[Utility Advisory Committee Letter](#)
[Bicycle and Pedestrian Advisory Committee Letter](#)
[Parks & Recreation Advisory Committee Letter](#)

- 4.W [18-1190](#) Approval of an Ordinance Appropriating the 2019 Special Funds

Attachments: [Ordinance](#)

- 4.X [18-1185](#) Approval of an Amendment to Ordinance 7152 (Special Funds)

Attachments: [Ordinance](#)

- 4.Y [18-1187](#) Approval of an Amendment to Ordinance 7153 (Operating Budget)

Attachments: [Ordinance](#)

- 4.Z [18-1186](#) Approval of an Amendment to Ordinance 7154 (Capital Budget)

Attachments: [Ordinance](#)

5. PUBLIC HEARING

- 5.A [18-1114](#) Public Hearing on the 2018 Engineering Design and Development Standards (EDDS) Update

Attachments: [Link to EDDS Webpage](#)
[EDDS 2018 Summary of Proposed Changes](#)

6. OTHER BUSINESS

- 6.A [18-1183](#) 2019 Legislative Overview

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

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



City Council

Special Recognition - Memorandum of Understanding with Council of Neighborhood Associations

Agenda Date: 12/11/2018
Agenda Item Number: 2.A
File Number: 18-1131

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

Title

Special Recognition - Memorandum of Understanding with Council of Neighborhood Associations

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize the partnership between the City of Olympia and the Council of Neighborhood Associations.

Report

Issue:

Whether to recognize the accomplishments of the partnership between the City and the CNA and the opportunity for the renewed MOU.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development
360.753.8206

Presenter(s):

Mayor Cheryl Selby
Denise Pantelis, CNA Steering Committee President

Background and Analysis:

The City of Olympia has partnered with the Council (formerly Coalition) of Neighborhood Associations (CNA) since 2012 on numerous activities affecting neighborhoods. The Memorandum of Understanding (MOU) has guided these efforts. Later in the meeting's agenda, the City Council will consider renewing the MOU for an additional three years.

Neighborhood/Community Interests (if known):

The CNA was formed specifically to address issues of interest to neighborhoods and community-wide.

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

Options:

N/A

Financial Impact:

N/A

Attachment(s):

None



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

City Council

Approval of November 27, 2018 Study Session Meeting Minutes

Agenda Date: 12/11/2018
Agenda Item Number: 4.A
File Number: 18-1162

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

Title

Approval of November 27, 2018 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 27, 2018

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [18-1125](#) Boulevard Road Process and Objectives

Economic Development Director Mike Reid gave an overview and background regarding the Boulevard Road surplus property. He reviewed areas of consensus and discussion that were brought forward at the Land Use and Environment Committee. Mr. Reid discussed the plan for stakeholder engagement around the issue and the development of an RFP. He shared an estimated timeline for the project.

Councilmembers asked clarifying questions.

City Manager Steve Hall noted he would like the ideas discussed to be brought back to the Land Use & Environment Committee.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:06 p.m.



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

City Council

Approval of November 27, 2018 City Council Meeting Minutes

Agenda Date: 12/11/2018
Agenda Item Number: 4.B
File Number: 18-1163

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

Title

Approval of November 27, 2018 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
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Information: 360.753.8244

Tuesday, November 27, 2018

7:00 PM

Council Chambers

1. ROLL CALL

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

1.A ANNOUNCEMENTS

Mayor Selby introduced Cary Retlin as the newly hired Home Fund Coordinator.

1.B APPROVAL OF AGENDA

Mayor Selby noted the following changes to the agenda: Item 4C-resolution and agreement were updated online; Item 4D-moved from Consent to Other Business; Item 4F-ordinance was updated online to reflect updated property values from the County and updated debt service payments for the 2009 excess levy.

The agenda was approved as amended.

2. SPECIAL RECOGNITION

2.A [18-1134](#) Special Recognition - Proclamation Recognizing Giving Tuesday

Councilmember Cooper read a proclamation recognizing Giving Tuesday.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Jim Reeves, Collum Liska, Ryan Pelletier, John Pettit, Bob Jacobs, Lisa Gillotti, CC Coates, Michael Scott, Richie Mello, Alexis Sarah, and Gary Spelts.

4. CONSENT CALENDAR

4.A [18-1113](#) Approval of November 13, 2018 City Council Meeting Minutes

The minutes were adopted.

4.B [18-1116](#) Approval of 2019 Grants to Arts Organizations

Arts Program Manager Stephanie Johnson and Arts Commission Vice Chair Timothy Grisham gave an overview of this new program.

The decision was adopted.

- 4.C [18-1120](#) Approval of a Resolution Authorizing a Multi-Family Housing Limited Property Tax Exemption Agreement for 320 Columbia St NW

The resolution was adopted.

- 4.E [18-1124](#) Approval of Resolution Authorizing a Lease Agreement with the Low Income Housing Institute for the Plum Street Village Tiny Home Project

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.F [18-1078](#) Approval of an Ordinance Setting the 2019 Ad Valorem Tax

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.G [18-1092](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters 2.06 and 2.100 Related to Council Committees and Citizen-Member Boards and Commissions

The ordinance was approved on first reading and moved to second reading. Councilmember Cooper voted no on this item.

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [18-1088](#) Approval of Poet Laureate for 2019-2020

Ms. Johnson discussed the Poet Laureate program. Arts Commission member Marygrace Goddu discussed the recommendation of Sady Parks as the next City of Olympia Poet Laureate.

Councilmember Rollins moved, seconded by Councilmember Parshley, to approve the proposed 2019-2020 Poet Laureate and alternate. The motion carried by the following vote:

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

6.B [18-1122](#) 2019 Operating and Capital Budgets Final Budget Review

City Manager Steve Hall gave an overview of the 2019 Operating and Capital final budget. He reviewed Finance Committee recommendations and the current general fund balancing position. Mr. Hall shared 2019 unfunded ongoing items along with unfunded one-time costs. He shared next steps.

Councilmembers asked clarifying questions.

Councilmember Cooper requested the Council discuss prioritizing Council goal funds during the January retreat.

Mayor Pro Tem Jones proposed \$2,000 funding for the Thurston Historical Journal on an ongoing basis. He also requested an account be established for a Women's or Human Rights Commission setting aside \$65,000 for future use.

The discussion was completed.

4.D [18-1123](#) Approval of Resolution Authorizing a Funding Agreement with the Low Income Housing Institute for the Plum Street Village Tiny House Project

Downtown Programs Manager Amy Buckler discussed the Plum Street Tiny House Village funding agreement and gave an overview of the services and housing to be provided. She shared the continuum of housing interventions underway.

Councilmembers asked clarifying questions.

Councilmember Cooper moved, seconded by Councilmember Parshley, to approve a resolution authorizing a funding agreement with the Low Income Housing Institute for the Plum Street Village Tiny House project. The motion carried by the following vote:

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

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Councilmember Cooper requested the process for referrals and how legislation is handled be discussed at the January retreat.

8.B CITY MANAGER'S REPORT AND REFERRALS

Mr. Hall discussed the upcoming City Council Retreat and legislative breakfast.

9. ADJOURNMENT

The meeting adjourned at 9:04 p.m.



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601 4th Avenue E.
Olympia, WA 98501
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City Council

Approval of December 4, 2018 Study Session Meeting Minutes

Agenda Date: 12/11/2018
Agenda Item Number: 4.C
File Number: 18-1195

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

Title

Approval of December 4, 2018 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 4, 2018

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

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

2. BUSINESS ITEMS

2.A [18-1157](#) Report on Thurston 911 Communications (TCOMM 911) Radio System Issues and Options

Thurston 911 Communications Director Wendy Hill gave an overview of the agency's work, which includes running the Thurston County emergency radio system. She provided 911 statistics over the prior three years and discussed the public safety radio system history, along with radio system goals and priorities. She stated outcomes and recommendations for a new radio system and discussed funding needs and strategies to move forward.

Councilmembers asked clarifying questions.

The study session was completed.

2.B [18-1141](#) Crisis Response Team and Familiar Faces Program Rollout

Police Outreach Services Coordinator Anne Larsen gave an overview of the Familiar Faces Program, which is a collaboration between Olympia Police and Catholic Community Services. The goal of the program is to have a safe environment downtown for everyone. Ms. Larsen reviewed the need for the program and discussed peer navigators, project personnel, collaborators and partners supporting the program. She reviewed services the program provides along with timelines for implementation.

Ms. Larsen discussed the Crisis Response Unit and gave an overview of the program's core principles. She shared how the program can identify an individual's circumstances and needs, and provided timelines for implementation.

Councilmembers asked clarifying questions.

The study session was completed.

2.C [18-1156](#) Briefing on the Providence Community Care Center

Community Planning and Development Director Keith Stahley introduced the topic. Chief Nursing Officer Michelle James gave an overview of the Providence Community Care Center, its services, partners, statistics, and community partnership goals. She shared current risks and challenges.

Providence St. Peter Foundation Executive Director Peter Brennan discussed funding for the program. Providence Behavioral Health Director Sue Beal gave an overview of staff at the Community Care Center. Community Care Liaison Heather Kranz shared work she does related to assisting clients in connecting with long-term mental health services.

Interfaith Works Program Director Meg Martin shared day room hours of operation, core services provided, staffing model and operations management. She noted funding needs and concerns. Sidewalk Director Phil Owen discussed the need to work together as a community for faster results. Olympia Free Clinic Executive Director Katie Giuliano gave an overview of services provided at the Community Care Center and financial information.

Councilmembers asked clarifying questions.

The study session was completed.

2.D [18-1158](#) Briefing on Homelessness Response Measures and Timelines

Mr. Stahley gave an update on the City's homeless response work. He shared the Continuum of Housing Interventions graphic which show the ongoing regional response, new interventions with City and partner support and unsanctioned activities.

Mr. Stahley shared an update on the Plum Street Village, the Franklin mitigation site, expanded shelter system, 2828 Martin Way, secure storage, Homelessness Response Plan and Code Blue shelters. He discussed staffing related to the homeless response efforts, and noted his request for another temporary staff person to assist.

Councilmembers asked clarifying questions.

The study session was completed.

3. EXECUTIVE SESSION**3.A** [18-1132](#) Executive Session Pursuant to RCW 42.30.110(1)(i); Litigation and Potential Litigation

Mayor Selby recessed the meeting to Executive Session at 9:00 p.m. pursuant to RCW 42.30.110(1)(i) to discuss a matter related to litigation and potential litigation. She announced no decisions would be made, the meeting is expected to last no longer than 30 minutes, and Council will adjourn immediately following the Executive Session. The

City Attorney was present at the Executive Session.

The executive session was held and no decisions were made.

4. ADJOURNMENT

The meeting adjourned at 9:30 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 12/11/2018
Agenda Item Number: 4.D
File Number: 18-1167

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

Title
Bills and Payroll Certification

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/31/2018** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,181,623.64</u>
Fire Pension Gross Pay:	<u>\$ 30,049.07</u>
Employer Share of Benefits:	<u>\$ 716,824.27</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 96.00</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 166.80</u>
TOTAL	<u><u>\$ 2,928,759.78</u></u>

Payroll Check Numbers	<u>91804</u>	<u>91805</u>	Manual Checks
And	<u>91806</u>	<u>91811</u>	Fire Pension Checks
And	<u>91812</u>	<u>91813</u>	Manual Checks
And	<u>91814</u>	<u>91839</u>	Semi Payroll Checks

and Direct Deposit transmission.

11.5.18
DATE


ADMINISTRATIVE SERVICES DIRECTOR

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 10/28/2018 11/3/2018
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3707506 THROUGH 3707782
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

11/6/18

ADMINISTRATIVE SERVICES DIRECTOR

Rebecca Sullivan

TOTAL APPROVED FOR PAYMENT
FUND

\$477,265.62	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$76,356.30	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	Development Fee Revenue
\$1,609.47	007	Parking Fund
\$7,476.90	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$2,269.53	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$16,593.34	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
\$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
\$52,057.56	317	CIP
\$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
\$71,239.64	401	WATER
\$18,452.36	402	SEWER
\$63,333.98	403	SOLID WASTE
\$7,564.18	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$14,501.60	434	STORM AND SURFACE WATER CIP
\$213.36	461	WATER CIP FUND
\$3,097.62	462	SEWER CIP FUND
\$4,526.70	501	EQUIPMENT RENTAL
\$25,914.88	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$1,685.37	504	INS TRUST FUND
\$0.00	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 MGNYSYS
\$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
\$12.91	720	SCHOOLS

\$844,421.32 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

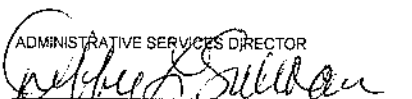
"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF 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 11/4/2018 11/10/2018
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3707783 THROUGH 3707974
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUDE IN THE AMOUNT TOTALING

DATE: 11-14-18

ADMINISTRATIVE SERVICES DIRECTOR


TOTAL APPROVED FOR PAYMENT

FUND		
\$349,940.21	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$30,870.52	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$317,206.51	006	Development Fee Revenue
\$1,388.18	007	Parking Fund
\$27,454.36	014	LEOFF 1 GPEB Trust Fund
\$0.00	21	Washington Center Endow
\$0.00	025	WASHINGTON CENTER
\$148.99	026	MUNICIPAL ARTS FUND
\$27,801.45	029	EQUIP & FACIL REPLACE RES
\$11,400.00	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 MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$40.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$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
\$605,170.71	317	CIP
\$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	328	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$36,228.91	401	WATER
\$1,128,065.33	402	SEWER
\$15,456.09	403	SOLID WASTE
\$6,472.58	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$25,292.25	434	STORM AND SURFACE WATER CIP
\$30,059.72	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$11,490.62	501	EQUIPMENT RENTAL
\$65,945.14	502	C R EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	606	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

\$2,690,431.67 GRAND TOTAL FOR WEEK

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 11/11/2018 11/17/2018
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3707975 THROUGH 3708311
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

11.21.18

ADMINISTRATIVE SERVICES DIRECTOR

Robbie L. Sullivan

TOTAL APPROVED FOR PAYMENT
FUND

\$581,341.00	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$58,918.24	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$8,664.72	006	Development Fee Revenue
\$12,842.02	007	Parking Fund
\$2,734.36	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$38,620.16	025	WASHINGTON CENTER
\$15.74	026	MUNICIPAL ARTS FUND
\$3,468.90	029	EQUIP & FACIL REPLACE RES
\$79,250.31	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$2,196.48	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$2,499.39	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$10.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$15.25	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
\$222,326.88	317	CIP
\$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
\$32,107.84	401	WATER
\$7,814.01	402	SEWER
\$428,268.55	403	SOLID WASTE
\$10,928.94	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$81,384.05	434	STORM AND SURFACE WATER CIP
\$254,204.90	461	WATER CIP FUND
\$259,665.48	462	SEWER CIP FUND
\$10,004.74	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$2,364.49	504	INS TRUST FUND
\$0.00	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

\$2,099,646.45 GRAND TOTAL FOR WEEK

~~CERTIFICATION~~

~~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 claim is a just, due and unpaid obligation against the City of Olympia, and that I am authorized to authenticate and certify said claim.~~

~~Department Authorization~~

~~BARS Number~~

~~Commodity Sub-Commodity/Project #~~

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	<u>11/18/2018</u>		<u>11/24/2018</u>
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	<u>3708312</u>	THROUGH	<u>3708376</u>
FOR OTHER ELECTRONIC PAYMENTS DATED	<u>10/1/2018</u>	THROUGH	<u>10/31/2018</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED 11-29-18 ADMINISTRATIVE SERVICES DIRECTOR 

TOTAL APPROVED FOR PAYMENT

FUND		
\$887,072.52	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$0.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$2,463.17	006	Development Fee Revenue
\$3,818.92	007	Parking Fund
\$692.00	014	LEOFF + OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$0.00	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 MRKT 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	L/D 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	228	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$0.00	317	CIP
\$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
\$57,181.43	401	WATER
\$16,731.46	402	SEWER
\$78,503.78	403	SOLID WASTE
\$10,884.17	404	STORM AND SURFACE WATER
\$0.00	416	Stormwater Debt Service Fund
\$0.00	434	STORM AND SURFACE WATER CIP
\$55,497.80	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$613.21	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$5,393.00	504	INS TRUST FUND
\$93,663.53	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
\$160,492.84	720	SCHOOLS

\$1,173,507.83 GRAND TOTAL FOR WEEK



City Council

Approval of a Bid Award for Percival Landing Bulkhead Replacement Project

Agenda Date: 12/11/2018
Agenda Item Number: 4.E
File Number: 18-1171

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

Title

Approval of a Bid Award for Percival Landing Bulkhead Replacement Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve awarding the construction contract for the Percival Landing Bulkhead Replacement Project to Quigg Bros., Inc., in the amount of \$1,511,586.45, and authorize the City Manager to execute the contract.

Report

Issue:

Whether to award the construction contract for the Percival Landing Bulkhead Replacement project to Quigg Bros., Inc.

Staff Contact:

Kip Summers, Senior Engineer, Parks, Arts and Recreation, 360.570.5834

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City began the first phase of rehabilitation of Percival Landing in 2010. Staff does annual evaluations of the landing and a five-year structural analysis. In our most recent structural evaluation in 2014, the bulkhead was identified as the most vulnerable portion of the landing and in need of replacement. This contract award will replace the bulkhead with approximately 400 lineal feet of new steel sheet pile wall along Water St. and 4th Ave.

The City Council approved the state grant agreement for this project on October 23, 2018, in the amount of \$921,500.

Six bids were received. Bids ranged from the low bid of \$1,511,586.45 to a high bid of

\$1,839,484.35. The low bidder, Quigg Bros, was the contractor for Percival Landing Phase 1 work in 2011 that included the same type of sheetpile wall construction. They have also done Percival Landing E and F float repairs and several other City of Olympia Public Works projects. They are a qualified contractor to do the work and are based out of Aberdeen.

Neighborhood/Community Interests (if known):

Percival Landing is a vital part of the community and this project is part of a continued effort to rehabilitate Percival Landing. The wall is consistent with sea level rise planning and can be modified to meet future sea level rise adaptations.

Options:

- 1) Award the construction contract to Quigg Bros, Inc., in the amount of \$1,511,586.45, and authorize the City Manager to execute the contract. The project proceeds as planned.
- 2) Do not award the construction contract, reject all bids, and request staff to rebid the project. Delaying the project could result in higher bids, will require re-appropriation of state grant funding and will require additional staff time to rebid the project.

Financial Impact:

The Engineers Estimate was \$1,924,235.78 and the low bid is 21 percent below the Engineers estimate. There are sufficient funds in the budget to complete the project.

Attachments:

Summary of Bids



BID TABULATIONS

Project Name: Percival Landing Bulkhead Replacement

Project No. : 1136H

Bid Opening Date: 11.20.18

**OPINION OF PROBABLE
CONSTRUCTION COSTS**

BID #1
QUIGG BROS., INC
PO BOX 1707
ABERDEEN WA 98520

BID #2
ROGNLIN'S, INC.
321 W STATE ST
ABERDEEN WA 98520

Item Number	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization and Demobilization (10% Max)	LS	1	\$ 153,650.00	\$ 153,650.00	\$ 95,000.00	\$ 95,000.00	\$ 150,000.00	\$ 150,000.00
2	Project Administration	LS	1	\$ 76,825.00	\$ 76,825.00	\$ 60,000.00	\$ 60,000.00	\$ 65,000.00	\$ 65,000.00
3	Health and Safety	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 15,000.00	\$ 15,000.00
4	Project Closeout	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 30,000.00	\$ 30,000.00
5	Temporary Environmental Controls	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 45,000.00	\$ 45,000.00
6	Temporary Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 40,000.00	\$ 40,000.00	\$ 65,000.00	\$ 65,000.00
7	Demolition and Disposal	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00	\$ 75,000.00	\$ 86,000.00	\$ 86,000.00
8	Excavation and Disposal	CY	200	\$ 70.00	\$ 14,000.00	\$ 60.00	\$ 12,000.00	\$ 125.00	\$ 25,000.00
9	Furnish Steel Sheet Piles	LF	430	\$ 1,850.00	\$ 795,500.00	\$ 1,320.00	\$ 567,600.00	\$ 1,294.00	\$ 556,420.00
10	Install Steel Sheet Piles	LF	430	\$ 500.00	\$ 215,000.00	\$ 350.00	\$ 150,500.00	\$ 177.00	\$ 76,110.00
11	Construct Bulkhead Pilecap	LF	430	\$ 750.00	\$ 322,500.00	\$ 600.00	\$ 258,000.00	\$ 552.00	\$ 237,360.00
12	Furnish, Place & Compact Imported Fill	TN	755	\$ 20.00	\$ 15,100.00	\$ 42.00	\$ 31,710.00	\$ 105.00	\$ 79,275.00
13	Concrete Slab on Grade	SF	1420	\$ 20.00	\$ 28,400.00	\$ 22.00	\$ 31,240.00	\$ 35.00	\$ 49,700.00
14	Landscaping	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 36,000.00	\$ 36,000.00	\$ 30,000.00	\$ 30,000.00
15	Utilities	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00	\$ 39,000.00	\$ 39,000.00
				SUB-TOTAL	\$ 1,766,975.00		\$ 1,388,050.00		\$ 1,548,865.00
				Tax @ 8.9%	\$ 157,260.78		\$ 123,536.45		\$ 137,848.99
				TOTAL BID	\$ 1,924,235.78		\$ 1,511,586.45		\$ 1,686,713.99

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.



BID TABULATIONS

Project Name: Percival Landing Bulkhead Replacement

Project No. : 1136H

Bid Opening Date: 11.20.18

**OPINION OF PROBABLE
CONSTRUCTION COSTS**

BID #3
MASSANA, INC.
4810 PT FOSDICK DR STE 237
GIG HARBOR WA 98335

BID #4
ORION MARINE CONTRACTORS INC
1112 EAST ALEXANDER AVE
TACOMA WA 98421

Item Number	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization and Demobilization (10% Max)	LS	1	\$ 153,650.00	\$ 153,650.00	\$ 105,000.00	\$ 105,000.00	\$ 150,000.00	\$ 150,000.00
2	Project Administration	LS	1	\$ 76,825.00	\$ 76,825.00	\$ 40,000.00	\$ 40,000.00	\$ 60,000.00	\$ 60,000.00
3	Health and Safety	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
4	Project Closeout	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
5	Temporary Environmental Controls	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6	Temporary Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 48,000.00	\$ 48,000.00	\$ 50,000.00	\$ 50,000.00
7	Demolition and Disposal	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00	\$ 100,000.00	\$ 95,000.00	\$ 95,000.00
8	Excavation and Disposal	CY	200	\$ 70.00	\$ 14,000.00	\$ 90.00	\$ 18,000.00	\$ 75.00	\$ 15,000.00
9	Furnish Steel Sheet Piles	LF	430	\$ 1,850.00	\$ 795,500.00	\$ 1,450.00	\$ 623,500.00	\$ 1,535.00	\$ 660,050.00
10	Install Steel Sheet Piles	LF	430	\$ 500.00	\$ 215,000.00	\$ 375.00	\$ 161,250.00	\$ 300.00	\$ 129,000.00
11	Construct Bulkhead Pilecap	LF	430	\$ 750.00	\$ 322,500.00	\$ 700.00	\$ 301,000.00	\$ 600.00	\$ 258,000.00
12	Furnish, Place & Compact Imported Fill	TN	755	\$ 20.00	\$ 15,100.00	\$ 70.00	\$ 52,850.00	\$ 40.00	\$ 30,200.00
13	Concrete Slab on Grade	SF	1420	\$ 20.00	\$ 28,400.00	\$ 25.00	\$ 35,500.00	\$ 20.00	\$ 28,400.00
14	Landscaping	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
15	Utilities	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
SUB-TOTAL					\$ 1,766,975.00		\$ 1,560,100.00		\$ 1,548,150.00
Tax @ 8.9%					\$ 157,260.78		\$ 138,848.90		\$ 137,785.35
TOTAL BID					\$ 1,924,235.78		\$ 1,698,948.90		\$ 1,685,935.35

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.



BID TABULATIONS

Project Name: Percival Landing Bulkhead Replacement

Project No. : 1136H

Bid Opening Date: 11.20.18

**OPINION OF PROBABLE
CONSTRUCTION COSTS**

<p align="center">BID #5 PACIFIC PILE & MARINE LP 700 RIVERSIDE DR SEATTLE WA 9818</p>	<p align="center">BID #6 BRUMFIELD CONSTRUCTION INC PO BOX 1768 WESTPORT WA 98595</p>
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Item Number	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization and Demobilization (10% Max)	LS	1	\$ 153,650.00	\$ 153,650.00	\$ 112,000.00	\$ 112,000.00	\$ 100,000.00	\$ 100,000.00
2	Project Administration	LS	1	\$ 76,825.00	\$ 76,825.00	\$ 76,260.00	\$ 76,260.00	\$ 58,000.00	\$ 58,000.00
3	Health and Safety	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 500.00	\$ 500.00	\$ 12,000.00	\$ 12,000.00
4	Project Closeout	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 4,500.00	\$ 4,500.00	\$ 16,000.00	\$ 16,000.00
5	Temporary Environmental Controls	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 11,800.00	\$ 11,800.00	\$ 10,000.00	\$ 10,000.00
6	Temporary Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 41,000.00	\$ 41,000.00	\$ 24,000.00	\$ 24,000.00
7	Demolition and Disposal	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 44,800.00	\$ 44,800.00	\$ 28,000.00	\$ 28,000.00
8	Excavation and Disposal	CY	200	\$ 70.00	\$ 14,000.00	\$ 89.00	\$ 17,800.00	\$ 140.00	\$ 28,000.00
9	Furnish Steel Sheet Piles	LF	430	\$ 1,850.00	\$ 795,500.00	\$ 1,888.00	\$ 811,840.00	\$ 1,700.00	\$ 731,000.00
10	Install Steel Sheet Piles	LF	430	\$ 500.00	\$ 215,000.00	\$ 320.00	\$ 137,600.00	\$ 600.00	\$ 258,000.00
11	Construct Bulkhead Pilecap	LF	430	\$ 750.00	\$ 322,500.00	\$ 745.00	\$ 320,350.00	\$ 400.00	\$ 172,000.00
12	Furnish, Place & Compact Imported Fill	TN	755	\$ 20.00	\$ 15,100.00	\$ 40.00	\$ 30,200.00	\$ 50.00	\$ 37,750.00
13	Concrete Slab on Grade	SF	1420	\$ 20.00	\$ 28,400.00	\$ 30.00	\$ 42,600.00	\$ 12.00	\$ 17,040.00
14	Landscaping	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00	\$ 36,000.00	\$ 36,000.00
15	Utilities	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 7,900.00	\$ 7,900.00	\$ 26,000.00	\$ 26,000.00
				SUB-TOTAL	\$ 1,766,975.00		\$ 1,689,150.00		\$ 1,553,790.00
				Tax @ 8.9%	\$ 157,260.78		\$ 150,334.35		\$ 138,287.31
				TOTAL BID	\$ 1,924,235.78		\$ 1,839,484.35		\$ 1,692,077.31

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.



City Council

Approval of a Resolution Approving a Memorandum of Understanding with the Council of Neighborhood Associations

Agenda Date: 12/11/2018
Agenda Item Number: 4.F
File Number: 18-1128

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

Title

Approval of a Resolution Approving a Memorandum of Understanding with the Council of Neighborhood Associations

Recommended Action

Committee Recommendation:

Staff reported to the Land Use and Environment Committee several months ago that an updated Memorandum of Understanding with the Council of Neighborhood Associations was upcoming.

City Manager Recommendation:

Move to approve the resolution approving the Memorandum of Understanding (MOU) with the Council of Neighborhood Associations (CNA) and authorize the City Manager to sign the agreement.

Report

Issue:

Whether to renew a Memorandum of Understanding with the Council of Neighborhood Associations.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development Department, 360.753.8206

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

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 (with slight revisions) for three additional years on July 7, 2015. That MOU expired July 8, 2015, though the two parties have continued to honor its provisions since that date while working on an updated MOU.

The Coalition re-named itself the Council of Neighborhood Associations (CNA), and proposes entering into the attached MOU with the City for an additional three years. The draft MOU recognizes

the CNA as an entity that can provide assistance to the City and the individual recognized neighborhood associations established under Chapter 18.86 of the Municipal Code. It also addresses a number of issues of joint interest between the City and the CNA.

The proposed MOU would renew the primary provisions of the previous MOU with CNA. It includes several revisions to reflect updated conditions and remove outdated provisions. The purpose and general topic areas covered by the MOU remain the same.

Neighborhood/Community Interests (if known):

The Coalition of Neighborhood Associations is open to representation of all Olympia neighborhoods. Among other things, it provides a forum for neighborhood interests to be expressed and addressed, if possible.

Options:

1. Approve the resolution approving the MOU as proposed.
2. Direct staff to continue discussions with CNA to prepare an alternative version of the MOU.
3. Decide not to pursue an MOU with CNA.

Financial Impact:

The renewed MOU can be supported within existing budget. It is possible that future initiatives may be introduced as a result of continuing work with the CNA that may have budget impacts, which would be considered by the City Council at that time.

Attachments:

Resolution
Memorandum of Understanding

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
OLYMPIA AND THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.**

WHEREAS, Olympia Municipal Code (OMC) 18.86.040 was adopted in 1990, and amended in 1995, which established the Recognized Neighborhood Association program; and

WHEREAS, OMC 18.86.100 instructs the City Manager to "develop a program to support the establishment of neighborhood associations and their active participation in City decision processes; and

WHEREAS, the Council of Neighborhood Associations (CNA), formerly known as the Coalition of Neighborhood Associations, was formed as an organization representing the individual recognized neighborhood associations to promote and enhance the quality of life in neighborhoods by providing a forum for neighborhoods to collaborate to achieve common goals; and

WHEREAS, the CNA is a membership organization comprised solely of representatives of recognized neighborhood associations that has been actively engaged with the city in policy discussions and actions; and

WHEREAS, over the past six years, the CNA has played a strong role in facilitating communication between the City and its neighborhoods under previous Memorandums of Understanding with the City of Olympia; and

WHEREAS, the City recognizes the unique role that the CNA plays in providing a variety of forums for discussion and consideration of issues affecting neighborhoods; and

WHEREAS, the CNA has provided a great service to help citizens better understand development proposals and other issues affecting residents, and to help City staff and elected officials better understand the perspectives and issues that are important to its neighborhoods.

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

1. The Olympia City Council hereby approves the form of Memorandum of Understanding between the City of Olympia and the Council of Neighborhood Associations and the terms and conditions contained therein.

2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Memorandum of Understanding, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

CITY ATTORNEY

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS AND THE CITY OF OLYMPIA

This agreement is entered into this ____ day of _____, 2018 between and among the Council of Neighborhood Associations (“CNA”) and the City of Olympia (“City”), collectively known as the “Parties”. This supersedes and replaces the existing Memorandum of Understanding, approved by the City in July, 2015.

Olympia Municipal Code (“OMC”) 18.86.040 et seq. established the Recognized Neighborhood program and the rights and responsibilities of the parties. This code provides that neighborhoods will actively participate in City decision-making processes and this agreement clarifies how the parties will collaborate on city-wide issues through dialogue and discussion. Therefore, the parties agree to collaborate and exchange views on the following subjects:

I. Official Recognition of the Council of Neighborhood Associations

The CNA is recognized as an entity that can provide assistance to the City and the individual recognized neighborhood associations (RNA) established under OMC Chapter 18.86.

II. Update the City code and MOU for the Council of Neighborhood Associations

The parties agree to review OMC Chapter 18.86 and this MOU periodically to determine if the CNA and MOU 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. The parties agree to undertake actions to remove impediments to forming a neighborhood association, to assist in the formation of alliances of neighborhood associations and to review existing neighborhood association boundaries.

III. CNA Involvement in City Decision Making and Processes

The parties agree to pursue an open dialogue concerning citywide issues, and to foster a spirit of openness and mutual trust. The goals of this dialogue are to facilitate an exchange of views, to increase public awareness, information and consultation, and to respond actively to public concerns. Where appropriate, the city and CNA agree to use the International Association for Public Participation IAP2 Spectrum for Public Participation as a model for developing public outreach and involvement. The parties agree to accomplish these goals through the following processes and activities:

A. Neighborhood Issues Forums. CNA agrees to periodically provide, through CNA meetings, forums for the discussion of regional, citywide and neighborhood issues.

1. The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums.

2. This will help residents stay informed and will provide feedback to the City about issues and impacts from a neighborhood perspective.
3. Such forums will be structured to ensure broad participation of neighborhoods and interested parties affected by the issue.
4. Forums will be conducted early in the process before any significant final decisions are made and allow for broad dissemination of proposals and consideration of alternatives to the proposed action.
5. The forums may cover subjects such as:
 - making City programs more neighborhood-centric,
 - incorporating the interests of neighborhoods in land use decisions, and
 - emergency preparedness.
6. The CNA and the City agree that a work plan detailing Neighborhood Issues and a schedule shall be developed jointly with the City Manager on an annual basis.

B. Review of City Services and Neighborhood Services

1. Upon request of the City, CNA will provide input to the city concerning the efficiency and effectiveness of the City's delivery of services and make proposals and recommendations for city expenditures that reflect the needs of the neighborhoods and neighborhood priorities.
2. Upon the request of the CNA, the City will provide information to the CNA about the factors affecting its delivery of services.
3. The parties agree to pursue open dialogue and a collaborative process concerning the provision of services and programs affecting neighborhoods. The goals of this dialogue and process are to facilitate an exchange of views, to increase public awareness, to provide information and consultation, and to respond actively to public concerns.

IV. CNA Involvement in City Decisions Related to Land Use Planning and Resource Allocations

- A. Planning, land use and permitting decisions of the city have a major impact on residents and neighborhoods. The goals and policies of the Comprehensive Plan both reflect and seek to preserve the interests of Olympia's neighborhoods. Land use decisions that focus on pedestrian -oriented streetscapes, sidewalk and trail system improvements that connect neighborhoods and enhance walkability also help create community. The parties agree to collaborate in pursuing these policies.

- B. Maintenance of neighborhoods is also an important factor in maintaining the quality of life for residents and the desirability of the city as a place to work and live. The parties agree to foster such neighborhood improvements by prioritizing health and safety issues. This includes reducing risks to public health and safety, promoting emergency preparedness, inventorying and expanding health-promoting neighborhood assets such as sidewalks, trails, and bike lanes.
- C. Maintenance of neighborhoods also includes enforcing ordinances affecting neighborhoods' quality of life, which include, but are not limited to, enforcing home occupation, parking, zoning, and code enforcement ordinances.

V. New Development

The parties agree to establish the following mechanisms to consult with the affected residents and neighborhoods periodically throughout the development and implementation of a land use project.

- A. The CNA collaborates with the City regarding new development proposals in neighborhoods, and shall convene its membership as necessary to consider development proposals within or affecting recognized neighborhoods. Development proposals can include infill housing projects which propose the introduction of placement of multi-family housing unit- types in existing single-family housing neighborhoods, as either new construction or remodeling of an existing structure.
- B. The CNA agrees to co-host a Neighborhood Development Forum with the City when requested by a development interest and to report the results of such meetings to the City. A Neighborhood Development Forum process shall include an opportunity for an applicant for development approval to present a project description and plans to the CNA membership. Such meetings shall be open to the public and shall provide an opportunity for public comment and applicant response. These meetings are intended to be collaborative dialogues between the prospective applicant and the neighborhoods. The CNA and the City shall cooperate on providing notice of such meetings to achieve the broadest possible awareness and participation in the forums.
- C. The City agrees to notify potential applicants, such as those who submit for pre-application review by the Site Plan Review Committee, of the existence of the Neighborhood Development Forum process and public meeting requirements, and to encourage them to make use of the Forum process.

VI. Neighborhood/Subarea Plans

Neighborhoods and neighborhood issues are an important part of the Olympia Comprehensive Plan. The Comprehensive Plan includes recommendations affecting neighborhoods; the CNA is uniquely qualified to provide assistance in their implementation.

- A. CNA will provide input to the city concerning goals and objectives related to growth in neighborhoods and ensuring that new infill development will fit comfortably within existing neighborhoods. As part of subarea planning, the city and CNA may work with residents to design neighborhood “frameworks” that are consistent with the city comprehensive plan, and may identify land use types and design styles that fit with existing neighborhoods. A neighborhood framework could be shared with permit applicants to guide new development proposals in that neighborhood. It could also identify locations for future community “third place” developments and neighborhood enhancements (e.g. community gardens, connector pathways, etc.)
- B. The Comprehensive Plan includes recommendations regarding sub-area planning. These recommendations envision sub-area plans being developed for the entire city. The City encourages the CNA to play an active role in helping to shape how this recommended aspect of the Comprehensive Plan is implemented. Evaluation of subarea planning efforts and outcomes to date will be conducted jointly with the City, representatives from the City-council chartered subareas, and the CNA. A likely outcome for this process will be the need to update the OMC 18.86.040 to be consistent with the Comprehensive Plan.

VII. Administrative Support for Registered Neighborhood Associations

Focusing Resources on Policy Making

Recognized neighborhood associations and CNA need assistance in the area of administrative support. To allow more resources to be dedicated to policy review and consultation, the parties agree to the following activities:

- Develop and implement templates for the establishment and operation of neighborhood associations, such as developing agendas, bylaws, and meeting minutes
- Collaborate on the development of a common web site template format for neighborhoods.
- Develop an on-line repository of administrative resources for access and use by both RNAs and unaffiliated residents that includes an administrative procedures handbook, land use guides, leadership training opportunities and materials, and other benefits such as the Neighborhood Matching Grant program.
- CNA can work with neighborhood associations to the City’s neighborhood matching grant program for projects that achieve the other purposes contained in this agreement.

VIII. Communication with the City and the City Council

A. CNA and City Leadership

The agreement is intended to improve communication between neighborhoods and the City. The parties agree to the following common protocols and methods:

1. The Chair of CNA will serve as the CNA Liaison to the City Manager.
2. The City Council will appoint a Councilmember as liaison to the CNA.
3. The City Manager and the CNA agree to jointly prepare and submit to the City Council an annual report.

B. Points of Contact

The City Manager or his designee shall serve as the primary contact for the City for purposes of administration of this agreement. The Chair of the CNA shall serve as primary contact for the CNA for the purpose of administration of this agreement.

IX. Other Terms and Conditions

- A. Amendment: This agreement may be amended from time to time with the approval of both parties.
- B. Duration: This agreement shall remain in effect for three years at which time it will be reviewed and updated.
- C. Limited Effect of this MOU: This document is an expression of the intent of the Parties on how they will work toward supporting neighborhood associations. This document is not a legally binding agreement and it does not in any manner amend any of the City's regulations or create additional requirements for development within the City of Olympia.
- D. This document in no way inhibits the ability of an individual RNA to pursue open dialogue and a collaborative process concerning issues the RNA may have with the City.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date and year written above.

Council of Neighborhood Associations

CITY OF OLYMPIA

By: Denise Pantelis, Chair, CAN

By: Steven R. Hall, City Manager

By: Dave Marty, Vice Chair, CAN

APPROVED AS TO FORM:



Mark Barber, City Attorney



City Council

Approval of a Resolution Adopting the 2020-2025 Transportation Improvement Program (TIP)

Agenda Date: 12/11/2018
Agenda Item Number: 4.G
File Number: 18-0152

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

Title

Approval of a Resolution Adopting the 2020-2025 Transportation Improvement Program (TIP)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution adopting the 2020-2025 Six-Year Transportation Improvement Program (TIP).

Report

Issue:

Whether to approve the resolution adopting the 2020-2025 Six-Year Transportation Improvement Program (TIP).

Staff Contact:

David Smith, Project Engineer, Public Works - Transportation, 360.753.8496

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a Six-Year Transportation Improvement Program (TIP). Cities must identify projects in the TIP before they can receive state and federal funding. City staff updates the TIP each year so that all projects identified in the Capital Facilities Plan (CFP) are in the TIP. The City submits the TIP to WSDOT annually in July.

A table summarizing the 2020-2025 TIP is attached. The 2020-2025 Six-Year TIP in the required WSDOT format, which will be sent to WSDOT, is also attached.

It is important to note that City staff works closely with state and federal agencies to understand funding criteria. Every year, staff reviews projects and makes revisions to the TIP so that the City is in the best position to successfully secure funding.

The cost estimates and project schedules in the TIP are preliminary and will be updated when funding is requested. The TIP is organized as follows:

1. Fully Funded Projects. These projects have received grant funding and are in the process of being implemented.
2. Capacity Projects. These projects do not meet current levels of service (capacity) as defined by the Olympia Comprehensive Plan. They often have multiple funding sources including impact fees, grants, and City general fund dollars.
3. Annual Programs. These programs fund multiple projects within specific categories and are in alphabetical order:
 - Access and Safety Improvements
 - Bike Improvements
 - Sidewalks and Pathways
 - Street Repair and Reconstruction
4. Parks, Arts and Recreation Projects, in priority order. These projects are included in order to qualify them for state and federal funding.

Neighborhood/Community Interests (if known):

City staff distributed the draft 2020-2025 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit, WSDOT, Thurston Regional Planning Council, the cities of Lacey and Tumwater, Thurston County, Bicycle and Pedestrian Advisory Committee (BPAC), Olympia Safe Streets Campaign, and other interested parties.

City Council received comments prior to the November 13, 2018, Public Hearing on the draft 2020-2025 TIP concerning the potential impacts of the future US 101/West Olympia Access Project.

Options:

1. Approve the resolution adopting the 2020-2025 Six-Year Transportation Improvement Program (TIP). This will allow the City to meet state law for updating the TIP annually and allow the City to be eligible for grant funding on the listed projects.
2. Incorporate City Council changes to the 2020-2025 Six-Year TIP that are consistent with the 2019-2024 CFP and adopt the resolution.
3. Delay approving the TIP so City Council can consider deleting, revising, and adding projects. Council would need to take action no later than July 24, 2019 in order to meet WSDOT's July 31, 2019 deadline.

Financial Impact:

The 2020-2025 TIP identifies 17 projects totaling approximately \$106.2 million. The City is seeking approximately \$32.2 million in federal funding and \$11.4 million in state funding. The CFP establishes specific funding sources and commitment for funding of the projects in the TIP.

Attachment(s):

Resolution

2020-2025 TIP Project Summary

2020-2025 TIP Project Maps

2020-2025 TIP WSDOT Report

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2020-2025.**

WHEREAS, pursuant to the requirements of RCW 35.77.010, the City of Olympia has prepared a Transportation Improvement Program for the ensuing six calendar years; and

WHEREAS, pursuant to this law, the City Council of the City of Olympia did hold a public hearing on the Transportation Improvement Program on November 13, 2018, at City Hall in Olympia, Washington;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Olympia Transportation Improvement Program, a copy of which is attached hereto and made a part hereof, is adopted. Two copies of the City of Olympia Transportation Improvement Program for the ensuing six calendar years, together with a copy of this Resolution, shall be filed with the Secretary of the Department of Transportation, State of Washington.

Section 2. The City of Olympia has reviewed the work accomplished under the prior program and determines that the attached program is adopted in order to meet current City transportation needs. The TIP contains information as to how the City will spend money for non-motorized transportation purposes. If former railroad right-of-ways become available, the City will evaluate such right-of-way in relation to identified needs in the TIP and the City's Capital Facilities Plan.

Section 3. The City of Olympia determines that this program is consistent with the *Olympia Comprehensive Plan*.


PASSED BY THE OLYMPIA CITY COUNCIL this ____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



Six Year Transportation Improvement Program Summary 2020 - 2025

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City’s most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. The following includes a list of the current TIP projects. For more detailed information, please refer to the complete 2019-2024 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
1	School Speed Limit Zone Flashing Beacon Installation	<i>Project Limits:</i> Boulevard Road and 15 th Avenue <ul style="list-style-type: none"> Install school speed limit zone flashing beacons. 	Access and Safety Improvements	\$68,950	\$11,550	\$80,500	
2	Mottman Road Bike Lanes and Half Street Frontage Improvement	<i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"> Construct sidewalk, planter strip, and streetlights on one side; widen for Class II bike lanes and pave street. 	Street Repair and Reconstruction Program	\$5,860,000	\$0	\$5,860,000	
3	Fones Road - Transportation	<i>Project Limits:</i> Fones Road from 18 th Avenue to Pacific Avenue <ul style="list-style-type: none"> Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. Will include adding lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, and undergrounding of overhead utilities. 	Capacity Need	\$6,317,310	\$9,275,516	\$15,592,826	
4	Henderson Boulevard and Eskridge Boulevard Intersection Improvements	<i>Project Limits:</i> Intersection of Henderson Boulevard and Eskridge Boulevard <ul style="list-style-type: none"> Intersection capacity improvements include a compact roundabout within the existing intersection. 	Capacity Need	\$0	\$873,317	\$873,317	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
5	Cain Road and North Street Intersection Improvements	<p><i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street</p> <ul style="list-style-type: none"> Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. 	Capacity Need	\$171,016	\$251,097	\$422,113	
6	Wiggins Road and 37 th Avenue Intersection Improvements	<p><i>Project Limits:</i> Intersection of Wiggins Road and 37th Avenue</p> <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection configuration. 	Capacity Need	\$191,990	\$281,893	\$473,883	
7	US 101/West Olympia Access Project	<p><i>Project Limits:</i> Black Lake Boulevard to Kaiser Road</p> <ul style="list-style-type: none"> Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard and Kaiser Road. 	Capacity Need	\$2,682,611	\$3,938,797	\$6,621,408	
Various Locations Citywide	Access and Safety Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to improve access and safety for all users of the transportation system: Hazard Elimination and Safety projects improve safety on high accident street sections or intersections. Projects may include new guardrails, railroad crossings, and intersection improvements. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include ADA access ramps or audible pedestrian signals. 	Access and Safety Improvements	\$0	\$600,000	\$600,000	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
Various Locations Citywide	Bike Improvements	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, low-stress streets improved for bicycle travel. Other improvements: Gaps and spot improvements in the bike lane network. 	Bicycle Improvements	\$0	\$600,000	\$600,000	
Various Locations Citywide	Sidewalks and Pathways	<p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> The purpose of this program is to: Maintain and repair sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. 	Sidewalks and Pathways	\$0	\$6,750,000	\$6,750,000	
Various Locations Citywide	Street Repair and Reconstruction	<p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals, and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks. 	Street Repair and Reconstruction Program	\$0	\$16,950,000	\$16,950,000	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
8	Percival Landing, Section A, Phase 2	<i>Project Limits:</i> Percival Landing <ul style="list-style-type: none"> Boardwalk and float replacement. 	Identified Maintenance Needs	\$6,830,000	\$3,370,000	\$10,200,000	
9	Grass Lake Nature Park Trail Connection	<i>Project Limits:</i> Cooper Point Road to Regional Trail <ul style="list-style-type: none"> Design and construct trail. 	2016 Parks, Arts & Recreation Plan	\$536,000	\$264,000	\$800,000	
10	Yauger Park Trail Connection	<i>Project Limits:</i> Yauger Park to Harrison Avenue <ul style="list-style-type: none"> Design and construct trail. 	Regional Trails Plan	\$323,610	\$159,390	\$483,000	
11	Olympia Woodland Trail, Phase 3	<i>Project Limits:</i> From Henderson Boulevard to Eastside Street <ul style="list-style-type: none"> Design and construct trail. 	2016 Parks, Arts & Recreation Plan	\$3,233,000	\$1,617,000	\$4,850,000	
12	Olympia Woodland Trail, Phase 4	<i>Project Limits:</i> From Tumwater Historical Park to Henderson Boulevard <ul style="list-style-type: none"> Design and construct trail. 	Regional Trails Plan	\$13,333,000	\$6,667,000	\$20,000,000	
13	West Bay Trail	<i>Project Limits:</i> From 5 th Avenue to West Bay Park <ul style="list-style-type: none"> Design and construct a multi-modal trail. 	Regional Trails Plan	\$10,000,050	\$4,999,950	\$15,000,000	

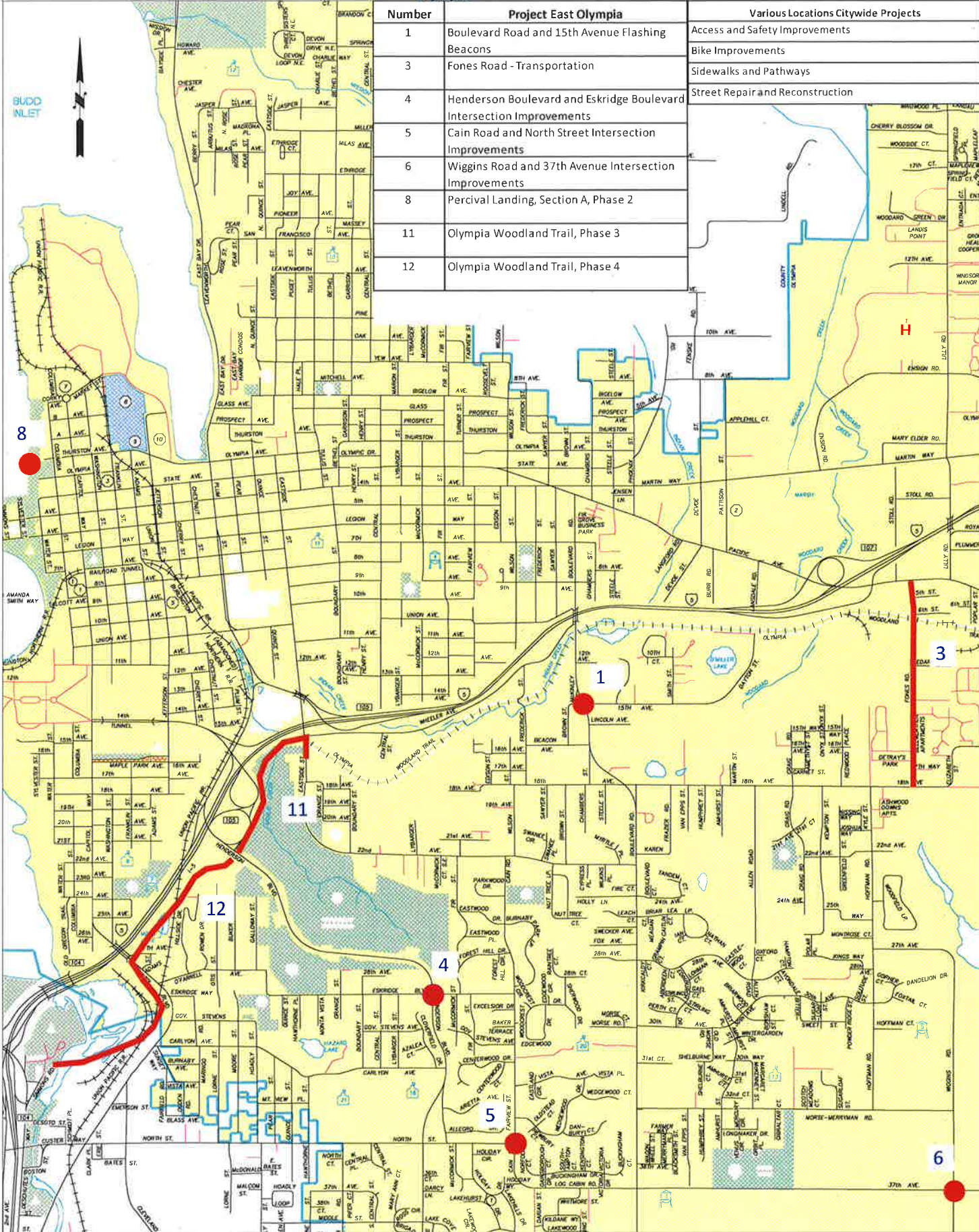
2020 - 2025 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity

Number	Project East Olympia	Various Locations Citywide Projects
1	Boulevard Road and 15th Avenue Flashing Beacons	Access and Safety Improvements
3	Fones Road - Transportation	Bike Improvements
4	Henderson Boulevard and Eskridge Boulevard Intersection Improvements	Sidewalks and Pathways
5	Cain Road and North Street Intersection Improvements	Street Repair and Reconstruction
6	Wiggins Road and 37th Avenue Intersection Improvements	
8	Percival Landing, Section A, Phase 2	
11	Olympia Woodland Trail, Phase 3	
12	Olympia Woodland Trail, Phase 4	



2020 - 2025 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



Number	Project West Olympia
2	Mottman Road Bike Lanes and Half Street Frontage Improvement
7	US 101/West Olympia Access Project
9	Grass Lake Nature Park Trail Connection
10	Yauger Park Trail Connection
13	West Bay Trail
Various Locations Citywide Projects	
Access and Safety Improvements	
Bike Improvements	
Sidewalks and Pathways	
Street Repair and Reconstruction	

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/13/2018
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2020 to 2025

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs							Fed. Funded Projects Only		
									Fund Source Information							Total Funds	Envir. Type	R/W Reqrd? (Date)
									Federal Funding		State Funding			Total Funds				
									Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds					
16		<i>School Speed Limit Zone Flashing Beacon Installation Project</i> Boulevard Road from: 15th Avenue to: NA Structure Id Install school speed limit zone flashing beacons on Boulevard Road at 15th Avenue SE.	N	0.11	C G P T W	PE CN	S S	2020 2020	TAP(US) TAP(US)	11991 56959			2009 9541	14,000 66,500	CE	N		
Totals									68,950			11,550	80,500					
17		<i>Mottman Road Bike Lanes and Half Street Frontage Improvement</i> Mottman Road from: Mottman Court to: SPSCC Structure Id Construct Sidewalk, Planter Strip, and Streetlights on one side; Widen for Class II Bike Lanes and Overlay Street.	N	0.18	G P S T W	PE RW CN	S S S	2020 2021 2023			OTHER OTHER OTHER	552600 599500 4707900		552,600 599,500 4,707,900	CE	Y		
Totals												5,860,000	5,860,000					
16		<i>Fones Road - Transportation</i> Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. Will include adding lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, and undergrounding of overhead utilities.	Y	0.67	C G P T W	PE RW CN	S P P	2020 2020 2021	STP(US)	1176803			184897 3414174 5676445	1,361,700 5,344,800 8,886,326	CE	Y		
Totals									1,176,803			5,140,507	9,275,516	15,592,826				
16		<i>Henderson Boulevard and Eskridge Boulevard Intersection Improvements</i> Henderson Boulevard from: At Eskridge Boulevard to: At Eskridge Boulevard Structure Id Intersection capacity improvements include a compact roundabout within the existing intersection configuration.	N	0.02	C G P T	CN	P	2020					873317	873,317	CE	Y		
Totals													873,317	873,317				
16		<i>Cain Road and North Street Intersection Improvements</i> Cain Road from: 300 feet south of North Street to: 300 feet north of North Street Structure Id Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications.	N	0.12	C G P T	PE CN	P P	2022 2023			TIB TIB	33945 137071	49840 201257	83,785 338,328	CE	Y		
Totals												171,016	251,097	422,113				

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/13/2018
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program

From 2020 to 2025

Functional Class	Priority Number	Project Title Regionally Significant (Y/N)	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only		
									Fund Source Information						Envir. Type	R/W Reqrd? (Date)	
									Federal Funding		State Funding		Local Funds	Total Funds			
								Fed.Fund Code	Cost by Phase	Fund Code	State Funds						
17		Wiggins Road and 37th Avenue Intersection Improvements Regionally Significant: N STIP ID: Oly1106a Fed. Aid # Agency ID: 126 MPO ID: NRS Wiggins Road from: At 37th Avenue to: At 37th Aveue Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.	3	0.02	C G P T	CN	P	2024			TIB	191990	281893	473,883	CE	Y	
Totals													191,990	281,893	473,883		
12		US 101/West Olympia Access Project Regionally Significant: Y STIP ID: Oly2321a Fed. Aid # Agency ID: 128 MPO ID: US 101 from: Black Lake Boulevard to: Kaiser Road Structure Id Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard. Add Auxiliary lanes east and westbound between Black Lake Boulevard and Kaiser Road.	1	1.10	P	PE RW	P P	2020 2021	STP(US) STP(US)	1731216 951395			2541892 1396905	4,273,108 2,348,300	CE	Y	
Totals													2,682,611	3,938,797	6,621,408		
0		Access and Safety Improvements Regionally Significant: N STIP ID: Oly1116a Fed. Aid # Agency ID: 200 MPO ID: NRS Various Locations from: N/A to: N/A Structure Id The purpose of this program is to improve access and safety for all users of the transportation system: Hazard Elimination and Safety projects improve safety on high accident street sections or intersections. Projects may include new guardrails, railroad crossings, and intersection improvements. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include ADA access ramps or audible pedestrian signals.	28		C G P T W	PE CN	P P	2020 2020					122400 477600	122,400 477,600	CE	N	
Totals														600,000	600,000		
0		Bike Improvements Regionally Significant: N STIP ID: Oly1108a Fed. Aid # Agency ID: 200 MPO ID: NRS Various Locations from: N/A to: N/A Structure Id The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, low-stress streets improved for bicycle travel. Other Improvements: Gaps and spot improvements in the bike lane network.	28			PE CN	P P	2020 2020					142800 457200	142,800 457,200	CE	N	
Totals														600,000	600,000		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/13/2018
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program

From 2020 to 2025

Functional Class	Priority Number	Project Title Regionally Significant (Y/N)	Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs						Fed. Funded Projects Only	
										Fund Source Information						Envir. Type	R/W Reqrd? (Date)
										Federal Funding		State Funding		Local Funds	Total Funds		
Fed. Fund Code	Cost by Phase	Fund Code	State Funds														
0		<i>Sidewalks and Pathways</i> N	STIP ID: Oly1112a Fed. Aid # Agency ID: 300 MPO ID: NRS	28			PE	P	2020					918000	918,000	CE	N
		Various Locations from: N/A to: N/A Structure Id This purpose of this program is to: Maintain and repair sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors.					CN	P	2020					5832000	5,832,000		
Totals													6,750,000	6,750,000			
0		<i>Street Repair and Reconstruction</i> N	STIP ID: Oly1117a Fed. Aid # Agency ID: 400 MPO ID: NRS	4			PE	P	2020					3762000	3,762,000	CE	N
		Various Locations from: N/A to: N/A Structure Id This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals, and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks.					CN	P	2020					13188000	13,188,000		
Totals													16,950,000	16,950,000			
0		<i>Percival Landing, Section A, Phase 2</i> N	STIP ID: Oly1151a Fed. Aid # Agency ID: 500 MPO ID: NRS	28			CN	P	2021	STP(E)	6437423			3141002	9,578,425	CE	N
		Percival Landing from: N/A to: N/A Structure Id Boardwalk and float replacement from south end of phase 1 to north end of 'D' dock.					PE	P	2020	STP(E)	392577			228998	621,575		
Totals													6,830,000	3,370,000	10,200,000		
0		<i>Grass Lake Nature Park Trail Connection</i> N	STIP ID: Oly1152a Fed. Aid # Agency ID: 501 MPO ID: NRS	28	1.00		PE	P	2020	STP(E)	89333			44000	133,333	CE	N
		from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-modal trail.					CN	P	2021	STP(E)	446667			220000	666,667		
Totals													536,000	264,000	800,000		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/13/2018
 Adoption Date:
 Resolution #:
 Amendment Date:
 Amendment #:

Six Year Transportation Improvement Program
From 2020 to 2025

Functional Class	Priority Number	Project Title Regionally Significant (Y/N)	Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs					Fed. Funded Projects Only			
										Fund Source Information					Envir. Type	R/W Reqr'd? (Date)		
										Federal Funding		State Funding						
Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds	Total Funds													
0		<i>Yauger Park Shared Use Trail Connection</i>	N	STIP ID: Oly1153a Fed. Aid # Agency ID: 502 MPO ID: NRS	28	0.40	PE	P	2021	STP(E)	42210			20790	63,000	CE	N	
		from: Yauger Park to: Harrison Boulevard					CN	P	2022	STP(E)	281400			138600	420,000			
		Structure Id Design and construct trail connection.																
							Totals							323,610	159,390	483,000		
0		<i>Olympia Woodland Trail, Phase 3</i>	N	STIP ID: Oly1154a Fed. Aid # Agency ID: 503 MPO ID: B2 NRS	28	0.40	PE	P	2020	STP(E)	487714			243851	731,565	CE	N	
		from: Henderson Boulevard to: Eastside Street					CN	P	2021	STP(E)	2745286			1373149	4,118,435			
		Structure Id Design and construct multi-modal trail.																
							Totals							3,233,000	1,617,000	4,850,000		
0		<i>Olympia Woodland Trail, Phase 4</i>	N	STIP ID: Oly1754b Fed. Aid # Agency ID: 504 MPO ID:	28	0.94	PE	P	2022	STP(E)	2200000			1100000	3,300,000	CE	N	
		from: Tumwater Historical Park to: Henderson Boulevard					CN	P	2023	STP(E)	11133000			5567000	16,700,000			
		Structure Id Design and construct a multi-modal trail.																
							Totals							13,333,000	6,667,000	20,000,000		
0		<i>West Bay Trail</i>	N	STIP ID: Oly2155a Fed. Aid # Agency ID: 505 MPO ID:	28	0.57	PE	P	2021	STP(E)	1666675			833325	2,500,000	CE	N	
		from: 5th Avenue to: West Bay Park					CN	P	2022	STP(E)	8333375			4166625	12,500,000			
		Structure Id Design and construct a multi-modal trail.																
							Totals							10,000,050	4,999,950	15,000,000		
										Grand Totals for Olympia		38,184,024	11,363,513	56,609,510	106,157,047			



City Council

Approval of a Resolution Executing Contracts to Purchase Traffic Signal Controller Upgrades

Agenda Date: 12/11/2018
Agenda Item Number: 4.H
File Number: 18-1117

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

Title

Approval of a Resolution Executing Contracts to Purchase Traffic Signal Controller Upgrades

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a resolution authorizing the City Manager to execute the contracts to purchase traffic signal controller equipment and software from McCain, Inc. totaling \$447,349.74.

Report

Issue:

Whether to approve a resolution executing contracts to purchase traffic signal controller equipment and software from McCain, Inc.

Staff Contact:

Jeff Johnstone, P.E., Senior Engineer, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

The City received Congestion Mitigation and Air Quality Improvement Program federal grant funds for upgrading traffic signal controllers to support the Transit Signal Priority Project. Transit Signal Priority systems allow buses to have priority at intersections and stay on schedule. This project will upgrade traffic signal controllers and associated intersection software and hardware at 42 intersections in the City. The project will also provide software updates for the 37 intersections which were previously upgraded with new hardware.

Neighborhood/Community Interests (if known):

This regional project has the support of neighboring jurisdictions, Intercity Transit, and Thurston Regional Planning Council.

Options:

1. Approve a resolution authorizing the City Manager to execute the contracts to purchase traffic signal controller equipment and software from McCain, Inc. totaling \$447,349.74.

The project proceeds as planned.

2. Do not approve the resolution and direct staff to renegotiate for the purchase of the equipment and software.

Delaying the project will impact grant funding from the Congestion Mitigation and Air Quality Improvement Program. A delay could also create higher costs, require additional staff time, and delay improvement to air quality anticipated as a result of the project.

Financial Impact:

The total project cost is approximately \$500,000. Congestion Mitigation and Air Quality Improvement Program federal grant funds received by the City amount to \$363,480. The remaining local funds needed to complete the project will come from Transportation Capital Improvement Program funds.

Attachments:

Resolution

Contracts

Vicinity Maps

Summary of Contract Pricing

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A STANDARD SOFTWARE MAINTENANCE AGREEMENT AND TERMS AND CONDITIONS OF SALE OF EQUIPMENT BETWEEN THE CITY OF OLYMPIA AND MCCAIN, INC. FOR TRAFFIC SIGNAL CONTROLLER UPGRADES.

WHEREAS, the City of Olympia applied for and received Congestion Mitigation and Air Quality Improvement Program federal grant funds for upgrading traffic signal controllers to support the Transit Signal Priority Project; and

WHEREAS, McCain, Inc. provides the traffic signal controller equipment and software that operate the City's traffic signal systems; and

WHEREAS, the City must sign the Terms and Conditions for Sale of Equipment and Software Maintenance Agreement from McCain, Inc. to provide the traffic signal controller hardware upgrades for 42 intersections in the City as well as to provide software updates for 37 intersections in the City which were previously upgraded with new hardware;

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

1. The Olympia City Council hereby approves the form of Standard Software Maintenance Agreement and Terms and Conditions of Sale of Equipment between the City of Olympia and McCain, Inc. for traffic signal controller upgrades and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Software Agreement and Terms and Conditions, and any other documents necessary to execute said Agreements, and to make any minor modifications as may be required and are consistent with the intent of the Agreements, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



STANDARD MAINTENANCE AGREEMENT

This Software Maintenance Agreement ("**Agreement**") is entered into and effective as of the date set forth below ("**Effective Date**") by and between McCain, Inc., a California corporation ("**Licensor**") and the customer identified below ("**Customer**").

This Agreement consists of this signature page, the Quote – Initial Order, and the Software Maintenance Agreement.

Each party has read, understands and agrees to the terms and conditions of this Agreement.

Effective Dates: when PO is received – 6 year duration

Accepted by:

MCCAIN, INC.

CUSTOMER: THE CITY OF OLYMPIA, WA

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Address for Formal Notice:

2365 Oak Ridge Way

Vista, CA 92081

Attn: _____

Address for Formal Notice:

City of Olympia Public Works

1401 Eastside St. SE

Olympia, WA 98501

Attn: _____

APPROVED AS TO FORM:



City Attorney (bca)

PLEASE SIGN AND RETURN THIS AGREEMENT TO MCCAIN, INC. AND RETAIN A COPY FOR YOUR RECORDS.



QUOTE

November 8, 2018

From: Ray Laigo
 McCain Inc.
 2365 Oak Ridge Way
 Vista, CA 92081

Attn: Randy Wesselman
 City of Olympia, WA - Public Works
 1401 Eastside St. SE
 Olympia, WA 98501

Reference: Quote #RL041018 - Olympia, WA - 6 Yr. Software Maintenance Agreement ('18-'24) revC (revised 11-8-18)

Dear Mr. Wesselman

McCain is pleased to provide this quotation on the following item(s):

Item	Qty	Unit	Description	Unit Cost	Ext. Cost
1	1	Lump	Transparency TMS License for up to 100 locations and 6 Yr. Software Maintenance*	\$81,400.00	\$81,400.00
				Total	\$81,400.00

<p>* Agreement begins on date of PO receipt. Paid in annual installments according to the following billing schedule:</p> <p>• Year 1 - \$33,765 and includes:</p> <ul style="list-style-type: none"> • Amortized payment for Transparency TMS licenses (60% discount) • Installation and configuration of Transparency TMS software • New system map implementation for whole system • System database conversion for up to 100 locations (convert QuickNet Pro config and history SQL database to Transparency SQL database) <ul style="list-style-type: none"> - this does NOT include timing conversions from 170/2070 legacy controller software to 2070 ATC Omni eX software • Onsite ATC controller training (1 day) • Onsite Omni training (1 day) <ul style="list-style-type: none"> - this INCLUDES training on timing conversions • Onsite Transparency TMS training (1 day) • Onsite Demonstration Test (1 day) • Discounted 1 Yr. Support & Maintenance agreement to include twenty (20) hours of telephone, email, or remote support and 4 maintenance sessions. <p>• Years 2-6 - \$9,527 (annually) and includes:</p> <ul style="list-style-type: none"> • Amortized payment for Transparency TMS licenses (60% discount) • Discounted 1 Yr. Support & Maintenance agreement to include twenty (20) hours of telephone, email, or remote support and 4 maintenance sessions. (45% Discount) <p>Each year will be paid separately. Continued use of the Transparency TMS system will be contingent upon payment of annual maintenance contract. An annual PO will be issued per the schedule established in this quote.</p>
--

Scope Notes:

1. All labor is remote unless indicated otherwise. VPN or internet access is required to provide remote support.
2. Agency is responsible for ensuring that communications and detection is operational.
3. Agency is providing the traffic server hardware. Does not include custom intersection graphics or timing conversions.
4. All software will be made available through remote download only.
5. Training and testing are consecutive days. McCain requires at least 4 weeks notice on onsite work.

Quote Notes:

1. Discounted pricing is only available through sole-source purchase of amortized maintenance plan.
2. All prices are in US Dollars. All payments to be made in US Dollars.
3. Purchase orders are required to be broken out by line item.
4. Prices firm for 30 days. Tax and freight are not included.
5. Sale is subject to McCain's standard terms and conditions.

Quotation prepared by:

Ray Laigo
 ITS Project Manager
 McCain, Inc.

cc: Jim Fauconnier, Northwest Sales, McCain Inc.
 cc: Mike Trevino, Account Manager, McCain Inc.
 cc: Federico Hormozi, Director of ITS Solutions, McCain Inc.

The information contained in this document is intended only for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

SOFTWARE MAINTENANCE AGREEMENT

1. DEFINITIONS

“Software Upgrades” means a major version upgrade of the Software released by Licensor before or during the term of this Agreement to add a new product or new and different functions or to increase the capacity of the Software to process information, for which there is a separate charge. An Upgrade would be an increment on the whole number portion of the build version e.g. 1.5 to 2.0. Software Upgrades are not covered under Maintenance.

“Software Updates” are maintenance software releases, bug fixes, and patches to the Software, including minor version releases of the Software. An Update would be an increment on the decimal number portion of the build version e.g. 1.5 to 1.6.

If a question arises as to whether a product offering is a Software Upgrade or Software Update, Licensor’s opinion shall prevail, provided that Licensor treats the product offering as a Software Upgrade for its end user customers generally.

“Software Upgrades” and “Software Updates” do not include optional/add-on Software Modules.

2. TECHNICAL SUPPORT

Maintenance includes a certain number of technical support hours and is restricted to the scope defined by this Agreement. Unless otherwise identified in the Quote, the number of technical support hours included with annual Maintenance fees is **twenty (20) hours** a year or **one hundred and twenty (120) hours** for the life of the agreement. Specific technical support items covered by this Agreement include:

- **Software Workstation Installations** – Often existing workstations are replaced and/or repaired in a manner that removes the Software client from the computer. These workstations may be re-installed by a member of Licensor’s ITS Solutions Group under the terms of this Agreement.
- **Traffic Data Collection** – Licensor’s ITS Solutions Group can configure data collection parameters and schedule operations to gather System Detector and Count Detector data. With system detector data, link congestion can also be configured for display on system maps.
- **Communication Error Diagnostics** – There are many factors involved in establishing solid communication with an intersection. When experiencing lag or complete failure when attempting to communicate with a new or existing intersection, Licensor staff can diagnose the communication sent and received by the central system. Communication diagnostics include:
 - Interpretation of CommError Logs
 - Analysis of Baud Rate vs. Polling Frequency
 - Verification of Communication Addressing Parameters
 - Identification of troubled intersections/controllers
 - Identification of TCP/IP Network configuration issues

*Evaluation of Interconnect (such as fiber optic cabling) and third party communication devices is not covered by this Agreement.

**Travel expenses and labor costs for field diagnostics are not covered by this Agreement.

- **SQL Server Database Maintenance** – SQL Server maintains the system and history database for all devices configured in the Software. The performance of SQL Server can impact the Software central system and should be reviewed from time to time. The following activities are covered by this Agreement and are performed during scheduled maintenance only:
 - Backups/Archives of SQL Server Data*
 - Purging of SQL Tables
 - Review of SQL Server Performance/Optimization Plans

*Does not relieve Customer of obligation to perform routine backups.

- **Local Controller Software Support** – The ITS Solutions Group will provide an understanding of local controller software and how each feature operates in the field, which may include reviewing an issue with newly produced coordination timing or providing suggestions on logic and special events.
- **Ongoing Training** – New employees, consultants, or existing staff, may require refresher training or brief walkthrough to ensure the Customer’s team is sufficiently trained on the operation of the Software. Customer can exchange its remaining support hours for technical training. Additional hours of training can be purchased via a separate contract.

*Travel expenses for onsite training are not covered by this Agreement.

- **Software Maintenance** – As a part of Maintenance, the following services will be performed by Licensor **up to four (4) times a year** using the remote access connection.
 - Review software versions of all Software used by Customer to determine whether version updates are due, and if so perform the necessary updates.
 - Review event logs, etc. and advise management regarding any issues as requiring attention.
 - Review general system status including communications with field devices, work stations, etc. and provide a report to management, if necessary, regarding any issues.
 - Review maintenance on SQL database.
 - PDF report to include work performed, issues found and fixed, and any proposed action for Customer.
 - Review other issues to ensure compliance with the terms and conditions of this Agreement.

Additional technical support time will be available to Customer at an **hourly rate of \$150.00 plus applicable travel expenses**. Technical support is offered through Licensor’s ITS Solutions Group and is available during normal business hours of 8:00 AM PDT to 5:00 PM PDT, Monday through Friday. Technical support is provided to Customer on a “best efforts” basis with a response time of 48 hours.

3. LOCAL CONTROLLER FIRMWARE SUPPORT

When new Licensor local controller firmware is deployed, the central software will require updates to enable communication to these new programs. Maintenance includes Software Updates to firmware for the latest local controller technology generally released by Licensor.

4. EXTENDED WORKSTATION LICENSING

During the term of this Agreement and to the extent that any support hours remain under this Agreement, Customer is authorized to expand the number of Software workstations.

5. SOFTWARE UPDATES

When Licensor, at its sole discretion, releases Software Updates, Licensor shall supply such Software Updates to Customer with a valid Software Maintenance Agreement free of charge. Such Software Updates will be provided by Licensor when Licensor makes them generally available to the market. It is Licensor's policy to utilize the Internet and remote support technology for software distribution. Customers requiring CD-media and/or hard copies of documentation will be responsible for CD-media, hard copies of documentation, and shipping costs. All Software Updates provided, including Documentation and program materials, are subject to this Agreement. Purchase of Maintenance does not in any way extend, modify, or enhance the original Software product warranty. Software Upgrades are not provided with the Software Maintenance Agreement and are sold separately pursuant to a separate Quote.

6. EXCLUSIONS FROM MAINTENANCE

Licensor is not obligated to provide Maintenance in the following situations:

- the Software has been changed, modified, altered repaired, damaged or deleted (excluding modifications and repairs made by or under the direct supervision of Licensor);
- the problem is caused by Customer's negligence, misuses, abuse, hardware malfunction or other causes beyond the reasonable control of Licensor;
- the problem is with third-party software not licensed through Licensor;
- use of the Software in an environment, in conditions, in a manner or for a purpose for which Software was not intended or designed or failure to maintain in accordance with Licensor's instructions, specifications or the applicable Documentation;
- use of the Software in combination with any non-Licensor apparatus, data or programs outside of the official Software specifications;
- Customer has not installed and implemented Software Updates;
- installation, relocation, operation or use of the Software other than in accordance with Licensor's official specifications and the applicable Documentation;
- Customer has not paid the Maintenance fees when due; or
- Customer's breach of or noncompliance with any provisions of this Agreement.

7. MAINTENANCE RENEWAL AND TERMINATION

A Maintenance renewal Quote shall be provided to Customer fifteen (15) to thirty (30) days prior to the expiration of this Agreement. The Maintenance renewal Quote includes the Maintenance renewal dollar amount and billing information. The Maintenance is considered renewed once payment is received. If the Maintenance has not been renewed after expiration date, this Agreement shall automatically be terminated without any action of Licensor. Customer must have the current version of the Software in order to purchase or renew the Maintenance. In the event that Customer elects not to renew Maintenance, reinstatement fees may apply at the time Customer reinstates Maintenance at Licensor's then-current rates therefor. In any event, Licensor shall have no obligation to support or maintain any version of the Software except (a) the then-current version of the Software, and (b) the immediately preceding version of the Software for a period of six (6) months after it is first superseded.

8. CONDITIONS FOR PROVIDING MAINTENANCE

Licensor's obligation to provide Maintenance is conditioned upon the following:

- Customer immediately notifies Licensor of any errors with reasonable detail of the nature and circumstances surrounding the error.
- Customer makes reasonable efforts to solve the reported problem after consulting with Licensor;
- Customer provides Licensor with sufficient information and resources to correct the reported problem either at Licensor's customer support center or via remote access** at Customer's site, as well as access to the personnel, hardware and any additional software involved in discovering the problem;
- Customer promptly installs all Software Updates; and
- Customer procures, installs and maintains all equipment, telephone lines, communication interfaces and other hardware necessary to operate the Software.

**On-line / Remote technical support - the following requirements must be met:

- Software server or workstation **must have internet access** to download the local Citrix go-to-assist software.
- Allow Licensor's support staff to utilize software called Go-to-Assist by Citrix or similar software on the Software server or workstation.

WITH RESPECT TO ANY ERRORS REPORTED BY CUSTOMER TO LICENSOR, LICENSEE AGREES THAT LICENSOR'S SOLE AND EXCLUSIVE OBLIGATION AND LICENSEE'S SOLE AND EXCLUSIVE REMEDY UNDER THIS AGREEMENT WITH RESPECT TO MAINTENANCE IS FOR LICENSOR TO USE COMMERCIALY REASONABLE EFFORTS TO CORRECT SUCH ERRORS IN ACCORDANCE WITH LICENSOR'S SUPPORT OBLIGATIONS PURSUANT TO THIS SOFTWARE MAINTENANCE AGREEMENT.

Transparency® TMS

Traffic Management System



Cabinets
Controllers
Signals
Signs
Software
Specialty

Overview

Transparency® Traffic Management System (TMS) enables transportation professionals to proactively manage traffic flow and promote mobility through real-time traffic data collection and management tools. Built around user input and decades of industry expertise, the modern architecture of *Transparency* TMS is designed to meet the demands of today's transportation network and adapt with your needs as they evolve. With a simple, yet powerful means of collecting and displaying information, and access to data anytime, anywhere; *Transparency* TMS will take your traffic operations to new heights.

Benefits

- Monitor system-wide traffic conditions and devices
- Command innovative control strategies
- Analyze performance and trends
- Enable proactive management
- Centralize documentation and inventory control
- Ensure system integrity through data validation
- Boost accountability through user security, controller and activity logs
- Connect communities and jurisdictions
- Enable connected vehicle applications

Product Description

Transparency TMS provides dependable monitoring and control of signalized intersections in small and large environments. Intuitive and user-friendly, *Transparency* TMS is easy to learn, use, and customize; allowing it to quickly be implemented and mastered.

The newest release of *Transparency* TMS offers support for connected and autonomous vehicle (CAV) applications and data subscriptions. Additionally, *Transparency* TMS opens the door to cloud-based hosting and integration with other jurisdictions and community outreach programs.

Designed in compliance with NTCIP standards and featuring built-in support for select legacy firmware, *Transparency* TMS offers agencies a viable and cost-effective migration path to modern technology.

Best of all, robust data collection and control strategies help reduce congestion and harmful emissions in accordance with requirements for federal and state funding initiatives.

Transparity TMS is a powerful combination of standard-compliant technology, advanced algorithms, and tried-and-true methodology.

Standard Compliance

Developed based on the latest national protocols to ensure the system will evolve with your needs over time. Adheres to NTCIP 1201, NTCIP 1202, TMDD, and underlying base standards.

Device Compatibility

Compatible with 170, 2070, NEMA TS 1 and TS 2, and ATC controllers running NTCIP-compliant local control software and select 170 and 2070 traffic controller programs. Permits integration with IP-enabled devices such as CCTV cameras, battery backup systems (BBS), EV preemption devices, and traffic signal monitors (CMU/MMU).

System Architecture

Windows-based application using client-server architecture, .NET framework, and MS SQL Server database.

Using the latest in web services, *Transparity* TMS opens the door for interoperability with web and mobile clients. Providing the foundation for efficient and reliable center-to-center data exchange and secure methods for exposing the operational status of traffic systems to external networks.



To learn more about McCain's Integrated Traffic Solutions, please contact info@mccain-inc.com or call (760) 727-8100

System Functionality

Monitor System-Wide Traffic & Devices

- Survey traffic conditions remotely
- Monitor system-wide device status in real-time
- Log detailed intersection operations
- Receive instant notifications of device or traffic performance issues
- Record user activity and controller access

Analyze Traffic Trends

- Measure performance for individual intersections and coordinated systems
- Generate reports on current or historic trends, and performance measures
- Analyze vehicular, pedestrian, EV preemption, and transit signal priority data
- Integrate with FHWA high-resolution event reports

Implement Control Strategies

- Command controller TOD operations
- Modify phase sequence and pattern in response to specific traffic conditions
- Reduce congestion and increase efficiency
- Implement adaptive signal control strategies

Manage Assets, Tasks & Users

- Schedule controller operations, device log retrieval, and event notification from one central scheduler
- Consolidate system-wide information in central database
- Track assets and inventory
- Enforce system security through unique user permissions
- Reduce inefficiencies and issues related to mismanagement of controller timing
- Verify and validate timing parameters

Connect Users, Agencies & Devices

- Support inter-jurisdictional data exchange and control strategies in regional deployments
- Integrate NTCIP-compliant devices
- Enable multiple data subscription services for CAV applications

Customer Support

McCain's ITS Solutions group provides support from system selection through integration, ensuring end-to-end functionality.

Ongoing support is available with online user groups and trainings. Comprehensive software maintenance plans offer feature upgrades, technical support, and quarterly maintenance, including back-ups and updates.



TERMS AND CONDITIONS OF SALE

This agreement is between McCain, Inc. extending credit ("Seller") and the Applicant named below ("Buyer"). These terms and conditions along with the terms and conditions on Seller's invoice and delivery ticket which are incorporated by reference (together referred to as "TERMS") represent the entire agreement between the parties. No other terms, including those on Applicant's purchase order which are different, may add to, modify, supersede or otherwise alter the TERMS without express written approval signed by an officer of the Seller. All other terms are hereby rejected.

All references in this document to "Seller" shall include each subsidiary or division of McCain, Inc. whether or not specifically identified herein.

Payment terms are net thirty (30) days from date of invoice. Delinquent accounts shall bear interest at one and one half percent (1 1/2) percent per month. If applicant is in default for non-payment, then in addition to other remedies, Applicant agrees to reimburse Seller for all costs of collections, including reasonable attorney's fees. If Seller believes in good faith that Buyer's ability to make payments may be impaired or if Buyer shall fail to pay any invoice when due, Seller may suspend delivery of any pending order or any remaining balance thereof until such payment is made or cancel any order or remaining balance thereof, and Buyer shall remain liable to pay for any products already shipped and all non-standard products ordered by Buyer. Seller will not be held liable for any liquidated or other damages resulting from suspension or cancellation of orders.

Seller shall not be liable for failure to fulfill its obligations herein or for delays in delivery due to causes beyond its reasonable control, including, but not limited to, acts of God, natural disasters, acts or omissions of other parties, acts or omissions of civil or military authority, Government priorities, changes in law, material shortages, fire, strikes, floods, epidemics, quarantine restrictions, riots, war, acts of terrorism, delays in transportation or inability to obtain labor or materials through regular sources. Seller's time for performance of any such obligation shall be extended for the time period of such delay or Seller may, at its option, cancel any order or remaining part thereof without liability by giving notice of such cancellation to Buyer.

The validity, performance and all matters relating to the interpretation of this agreement will be governed by the laws of the State of California. Applicant and Seller agree that any legal action brought by either party as a result of the account or business relationship between Applicant and Seller shall be brought in the State and/or Federal Courts located in San Diego County, California. Each party consents to the jurisdiction and venue of such courts and waives any right it may otherwise have to challenge the appropriateness of such forum. Buyer/applicant hereby waives any objection it/he/she may have to either venue and/or jurisdiction whether personal and/or subject matter, and buyer/applicant specifically consents to both the jurisdiction and venue of either the State and/or Federal Courts located in San Diego County State of California.

No modification or alteration of these provisions shall result by Seller's shipment of goods following receipt of Purchaser's purchase order or other documents containing provisions, terms or conditions in addition to, or in conflict with, or inconsistent with these provisions. There are no terms, conditions, understandings or agreements other than those stated herein, and all prior proposals and negotiations are merged herein.

Seller reserves the right to adjust listed prices to prices in effect at the time of shipment. All prices are subject to change without notice. Please telephone our sales department for a current quotation.

All shipments will be F.O.B. shipping point unless otherwise stated on seller's quotation. Seller will not ship in any special manner or insure shipments against loss or damage unless requested by the Buyer in writing, and then at Buyer's expense. Delivery dates are approximate and are not a guaranty of any particular delivery date. If shipments are postponed more than thirty (30) days due to request or fault of the Buyer, Seller will not guaranty storage. In the event Seller agrees to store, goods will be stored at Buyer's risk and expense.

Seller warrants to buyer that goods and services sold for use (except when used for personal purposes) hereunder will be free from defects in material and workmanship which appear within one (1) year of the date of shipment to the original buyer, provided that buyer notifies seller in writing of the defects covered by this warranty within thirty (30) days of their first appearance. Seller's maximum obligation is to repair or replace goods which are proved to be defective. All warranty work is performed at factory.

This limited warranty is made only as to those components manufactured solely by the seller. Components of or accessories for equipment furnished by seller but manufactured by other manufacturers shall carry whatever warranty, if any, such manufacturers have conveyed to seller and which can be passed on to buyer.

THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND THERE ARE NO OTHER WARRANTIES, ORAL OR WRITTEN, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AFTER EXPIRATION OF THE WARRANTY PERIOD ALL LIABILITY TO BUYER CEASES.



Seller will not under any circumstances, whether as a result of breach of contract, breach of warranty, tort or otherwise be liable for consequential, incidental, special or exemplary damages including, but not limited to, loss of profits or revenues, loss of use or damage to any associated equipment, cost of substitute products or services, downtime costs or claims of buyer's customers.

Seller's liability, if any, on any claim of any kind for any loss, damage or otherwise arising out of, resulting from or concerning any respect of this agreement or the goods or services furnished hereunder shall not exceed the price of the specific product which gives rise to the claim.

Seller will not be subjected to any liability, whether in contract, warranty, tort or otherwise, on any claim for loss or damage concerning products, parts, advice, assistance or service which Seller furnished to Buyer as a business courtesy, but not required hereunder.

Seller shall have no responsibility or liability for goods which have been misused, inadequately maintained or stored, or incorrectly or negligently installed or serviced.

Should Applicant and/or Applicant's end user export or re-export any commodities, technology or software from the United States, Applicant or Applicant's end user understands and agrees that Applicant or Applicant's end user must comply with Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Backcharges. Should Buyer believe that circumstances arise requiring a backcharge, then Buyer should complete a Request For Backcharge Form in writing and submit it to Seller for approval. In no instance shall monies be withheld without prior written approval of the backcharge by Seller. Should additional materials, labor or other expenses be required, a written cost estimate shall accompany the Request for Backcharge. Under no circumstances shall the value of a negotiated backcharge exceed the face value of the product supplied by Seller.

Applicant certifies that it is solvent and capable of meeting its obligations hereunder, and that all information provided to Seller (including Applicant's financial statements) is true, accurate and complete. Applicant and each Guarantor authorize McCain, Inc. to request credit reports, including consumer credit reports, regarding their respective commercial or personal credit and otherwise to investigate their respective creditworthiness before extending credit now or at anytime in the future.

Signature _____ Printed Name _____ Date _____

Signature _____ Printed Name _____ Date _____

APPROVED AS TO FORM:



City Attorney (OCA)
Olympia



A Company of the SWARCO Group

While the 170 controller was designed for use in 1200 baud serial environments, the McCain 2070 ATC natively supports Ethernet communication with built-in Ethernet ports for communication via any external device via Ethernet. i.e. serial to Ethernet converter in signal cabinet such as Enable-IT, Actelis, Siemens/Ruggedcom, gridconnect or MOXA devices. These are all commonly used devices in the traffic industry with success in converting existing copper interconnect infrastructure to Ethernet within the traffic signal cabinet. These devices allow not only traffic signal controller communication but also allow communication to any other Ethernet device in the cabinet, i.e. CMU, BBU, CCTV, etc.

With the *Omni eX* controllers being installed to satisfy technology growth, the amounts of data being processed between controllers and central systems has dramatically increased. One of the main hurdles with large data is NTCIP dynamic objects within *OMNI eX* and the way that *OMNI eX* sets up those objects. Today, each time that a controller running *OMNI eX* comes online, from either a fresh communication install or from a quick offline online event, the software must re-initialize these dynamic objects. Communications can drop several times over the course of a day due to various reasons. Communications drops cause a very large spike in data transfer and 1200 baud serial com just does not handle these spikes. The solution being Ethernet com as it is able to handle the high data load with ease. The data load coming from the software is able to spike and lull without overloading the com channels utilizing Ethernet and will not drag the system down to a stop and showing a complete offline display from the controller.

Advanced operations

Omni eX is equipped with two significant advanced modes of signal synchronization: Adaptive Signal Control and Peer-to-Peer Synchronization.

Unlike traditional FREE operations, FREE with Peer-to-Peer Synchronization provides a means of synchronizing the start of arterial through movements by passing signal state messages to each controller over the Ethernet network (Peer-to-Peer). This operation is ideal for use when volumes are not high enough to justify the use of common cycle lengths between intersections (coordinated), but while it is desirable to reduce stops between intersections. Peer-to-Peer operation is ONLY operational over Ethernet communications due to the volume of data passing and speed necessary to pass and collect data between controllers.

When combined with the *Transparity* traffic management system, *Omni eX* is capable of running coordinated adaptive signal control. This mode of operation automatically recalculates the signal timing patterns within a coordinated group of controllers. Adaptive signal control dramatically reduces the need for engineers to generate new signal timing plans while providing real-time improvements in arterial progression.

Performance measures

Beyond the collection and display of traditional MOE's such as "split monitor" and "detector volume", *Omni eX* and the McCain 2070 ATC are together able to collect high resolution data. High resolution data makes it possible to capture every detail that occurs at the intersection down to 1/10th of every second, making it possible to better characterize roadways, improve signal operations, and identify discrepancies and/or issues in signal timing.

Phone 760-727-8100

Fax 760-727-8184

www.mccain-inc.com

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Attachment "A"

Project name: City of Olympia, WA. Washington State Contract #04616

Ship to address:

ATTN: David Rosen

Fax #

PHONE#

Quotation Date

11-1-18

Salesperson

JIM FAUCONNIER

Inquiry Date

Project Number:

ESTIMATED SHIPPING	SHIP VIA	F.O.B. POINT	TERMS
Signal Equipment: 45-90 days Cabinet Equipment: 90-120 days	Best Way	Destination	

QTY.	P/N #	DESCRIPTION	EACH	TOTAL
42	M46541	Upgrade McCain 2070ATC WSDOT /CalTrans QPL WSDOT List \$3,160.00	\$2,539.00	\$106,638.00
37	M66391	Existing 2070E upgrade to 2070ATC LINUX CPU List \$1,513.00	\$756.00	\$ 27,972.00
79	Omni-Rev.	Upgrade McCain Omni-eX or 2033 ATC Intersection Local Software TSP/FYA	\$1,100.00	\$ 86,900.00
77	ED3575-622	ED3575-622 Hardened (-40°C - 75°C) Managed Switch with 2 VDSL2 Ethernet Extender ports. 6 10/100TX, + Gigabit SFP Combo + 2 Copper Pair VDSL2 Ports. Din Rail or Panel Mount. Terminal Block power connector, redundant 12 - 48VDC power input.		
21	ED3541-00B	ED3541-00B Hardened (-40°C - 75°C) VDSL2 Ethernet Extender with 1 10/100TX Port to 1 Pair of straight or twisted copper wire. Din Rail or Panel Mount. Terminal Block power connector, power input range 12 - 48VDC		
3	ESS-008	ESS-008 8 Hour time block of EtherWAN Support Services. Includes an 8hours time block for remote EtherWAN Support Services to assist customers with product and network configuration for their application.		\$113,982.00

Note: McCain Inc. is Not responsible for the layout, design, installation or remote/onsite technical support of the EtherWan product or any modification to McCain supplied hardware or software to interface to support the EtherWan product. All RMA's equipment replacements or Trade-ins are the responsibility of EtherWan and will be processed directly with the City of Olympia.

EtherWAN ESTIMATED SHIPPING COST

\$550.00

McCain SHIPPING INCLUDED

N/C

Sub-Total

\$336,042.00

SALES TAX 8.9%

\$29,907.74

*** The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or legally

TOTAL

\$365,949.74

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entities other than the intended recipient is prohibited. ***

If you received this in error, please contact the sender and delete the material from any computer.

McCain Traffic Supply, Inc. is pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. **This quotation is valid for 30 days.** Thereafter it is subject to change without notice.



Traffic Controller and Cabinet Warranty

McCain controllers and cabinets are covered by a (2) two year limited warranty from the date of purchase. McCain warrants its products to be free of defects in workmanship and/or material. McCain will repair or replace any units found to be defective within the first (24) twenty-four months from the date of delivery.

McCain's warranty will cover full replacement of defective products for the first (12) twelve months. After the first (12) twelve months it is up to McCain's discretion whether the material will be replaced or repaired at no cost to the customer.

Before returning any products, the customer must call their McCain Representative or Account Manager @ 760-727-8100. The McCain representative will at that time record the date, description of problem, issue the RMA #, and then make the appropriate arrangements for the return of the product. The purchaser must prepay all freight, insurance and other transportation charges to send the product to McCain for warranty-coverage verification, repair or replacement, and, if found to be defective, McCain will return replacement / repaired product to the purchaser freight paid. McCain retains all replaced parts or products.

This warranty does not cover (1) product advice or assistance that McCain furnishes as a courtesy, (2) removal or reinstallation of products, (3) defects or damage as a result of accident, modification, misuse, improper service or repair, abuse or abnormal use including, without limitation, improper storage and incorrect installation, (4) acts of God or nature, exposure to casualty of elements. In all such cases the warranty is immediately null and void.

In no event shall this warranty run to OEM or component part buyers. All replacement products are warranted only for the remainder of the original warranty of the product replaced. Replacement products will be equivalent in function, but not necessarily identical to the replaced product.

This warranty is exclusive of all other warranties, expressed or implied, and McCain hereby specifically disclaims all other warranty claims of any type; including without limitation, a warranty of merchantability of any unit or its fitness for any particular use or purpose. In no event shall McCain be liable for interruption of business loss, profits or indirect or consequential damages, injury to person or damage to property from any cause whatsoever.

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For the most up-to-date information, please contact McCain

Phone 760-727-8100

Fax 760-727-8184

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Standard Warranty

McCain products (other than controllers and cabinets) are covered by a (1) one year limited warranty from the date of purchase. McCain warrants its products to be free of defects in workmanship and/or material. McCain will repair or replace, at our discretion, any units found to be defective within the first (12) twelve months from the date of delivery.

Before returning any products, the customer must call their McCain Representative or Account Manager @ 760-727-8100. The McCain representative will at that time record the date, description of problem, issue the RMA #, and then make the appropriate arrangements for the return of the product. The purchaser must prepay all freight, insurance and other transportation charges to send the product to McCain for warranty-coverage verification, repair or replacement, and, if found to be defective, McCain will return replacement / repaired product to the purchaser freight paid. McCain retains all replaced parts or products.

This warranty does not cover (1) product advice or assistance that McCain furnishes as a courtesy, (2) removal or reinstallation of products, (3) defects or damage as a result of accident, modification, misuse, improper service or repair, abuse or abnormal use including, without limitation, improper storage and incorrect installation, (4) acts of God or nature, exposure to casualty of elements. In all such cases the warranty is immediately null and void.

In no event shall this warranty run to OEM or component part buyers. All replacement products are warranted only for the remainder of the original warranty of the product replaced. Replacement products will be equivalent in function, but not necessarily identical to the replaced product.

This warranty is exclusive of all other warranties, expressed or implied, and McCain hereby specifically disclaims all other warranty claims of any type; including without limitation, a warranty of merchantability of any unit or its fitness for any particular use or purpose. In no event shall McCain be liable for interruption of business loss, profits or indirect or consequential damages, injury to person or damage to property from any cause whatsoever.

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7/18/2018

Mr. Dave Rosen
City of Olympia
PO Box 1967
Olympia, WA 98507

RE: McCain Technical Product Support

Attn: City of Olympia, WA.

Technician: Brian Lewis

McCain Inc. – February 2014 to Present
Office 503-362-1054
Cell 503-510-5113
blewis@mccain-inc.com

Siemens Inc. Roadway and Mobility – May 2007 to February 2014
General Foreman, Operations Manager Southern Region USA

City of Grapevine, TX – January 2006 to May 2007
Sr. Signal Tech, Traffic Signal Maintenance and Repair

City of Grand Prairie, TX – March 2002 – December 2006
Signal Tech

U.S. Navy – July 1996 to March 2002
Gas Turbine Electronic Mechanic

Bachelor of Arts, Business Administration and Management

IMSA Level 3 Certification
IMSA Past Executive Board Member
IMSA Administrator

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2365 Oak Ridge Way // Vista, California 92081 // USA

ATC eX 2070 Controller

Cabinets

Controllers

Signals

Signs

Software

Specialty



Overview

McCain's ATC eX 2070 Controller is an advanced, multi-application controller that simultaneously supports multiple software applications through a single platform. Designed from the ground-up based on ATC 5.2b standard, the ATC eX 2070 Controller provides revolutionary flexibility and control. The controller is available as a new 2070 style controller with the 2070 ATC CPU module already installed or as a direct, plug-in replacement for the 2070-1B CPU module. This allows end users to upgrade existing intersections to a modern, high-performance platform by either replacing the entire controller or by just replacing the 2070-1B CPU module in an existing 2070 installation with the 2070 ATC CPU module and upgrading an NTCIP compliant local control software.

Benefits

- Provides means to easily upgrade 170 or 2070 controllers/cabinets without the need to replace cabinet hardware
- Supports multiple vendor application software through robust, open-architecture Linux platform
- Minimizes hardware requirements at intersections with multi-tasking ability
- Connects in any environment through a wide variety of communication options
- Meets ATC 5.2b standards

Product Description

The McCain ATC eX 2070 Controller is a revolutionary, multi-application controller designed in full compliance with the ATC 5.2b standard.

The controller features a wide variety of communications options, including a standard 3-port hardened switch, four USB ports, serial, and Ethernet, for secure connectivity in any kind of environment. Quick data transfers, firmware upgrades, and log retrievals can be done via USB.

Each controller is built to McCain's stringent manufacturing standards, ensuring long-lasting performance in all environments.

The controller's Linux operating system provides a robust, flexible, open-architecture platform that can support application software from multiple vendors.

ATC eX 2070 Controller

Standard Features

Operating system

- Linux

Modules (standard, included)

- 2070 ATC CPU module
- 2070-2B or 2070-2E Field I/O module
- 2070-3B LCD front panel module
- 2070-4A Power supply

Microprocessors

- Freescale PowerQUICC II Pro microprocessor

Memory

- 16MB Flash memory
- 128MB DDR RAM (expandable)
- 2MB Non-volatile SRAM

Backup Real-Time Clock (RTC)

Applicable standards

- ATC 5.2b
- Caltrans TEES (where applicable)
- NTCIP base standards (where applicable)



2070 ATC CPU module

Interfaces

Communication interfaces

- SDLC ports (2)
- Serial (asynchronous) (4)
- ENET 1: 100 Base-T Ethernet switch, 1 uplink, and 3 additional ports
- ENET 2: 100 Base-T Ethernet port dedicated for local communications (i.e. laptop or similar)
- USB ports (2)

Front panel interface

- Display: 8 lines x 40 characters
- Keyboard: 3 x 4 navigation and 4 x 4 data entry keypads

Cabinet interfaces

- Rear connectors C1S, C11S, C12S

General Specifications

Dimensions: 7" H x 19" W x 13" D
(rounded to the nearest inch)

Form Factor: EIA rack mount compatible

Power: 89 VAC to 135 VAC, 60 Hz (± 3 Hz)

Environment: Operating Temperature: -37°C to $+74^{\circ}\text{C}$
Humidity: 0 to 95% (non-condensing)

Weight: 12 lbs (\pm based on module configuration)

Options

- 256MB DDR memory expansion
- Optional modules
 - 2070-4A-220 international voltage power supply: 190VAC to 253VAC, 50 Hz (± 3 Hz)
 - 2070-6A Dual 1200 baud modem
 - 2070-6B Dual 9600 baud modem
 - 2070-7A Dual RS232 serial ports
 - GPS module

To learn more about
McCain's Integrated Traffic
Solutions, please contact
info@mccain-inc.com or
call (760) 727-8100



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Omni eX[®]

Intersection Control Software for ATC Controllers

Version 1.10

Cabinets
Controllers
Signals
Signs
Software
Specialty



Overview

McCain's Omni eX[®] intersection control software is a modern, standards-compliant program for ATC traffic controllers. Capable of operating Model 2070 and NEMA-based ATC platforms and interfacing with any style cabinet – Caltrans, NEMA TS 2 Type 1 and Type 2, ITS, and ATC cabinets – the revolutionary software provides a single solution for any infrastructure. It also easily integrates with McCain's Transparency[®] Traffic Management System, enabling complete ITS functionality by controlling all NTCIP-compliant devices through a single system and user interface.

Benefits

- Provides a single solution for any controller/cabinet configuration
- Complies with national industry standards including NEMA, ATC, and NTCIP
- Assigns inputs and outputs, programmable logic and available custom NEMA D connectors without cumbersome external wiring or relays
- Supports a 16-line screen with simultaneous display of status and menus
- Ensures data accuracy and consistency with built-in data validation

Product Description

Omni eX intersection control software provides comprehensive, signalized intersection control for ATC standard traffic controllers, including Model 2070 and NEMA-based configurations.

Capable of handling any intersection, from simple to complex, the NTCIP-compliant software accommodates up to 16 vehicle and 16 pedestrian phases, each with an equal number of overlaps, 250 coordination patterns and 128 local detectors. In accordance with the latest MUTCD standards, it can also accommodate protected/permitted left turns with a flashing yellow arrow (PPLT FYA).

Powerful logging and data collection, including measures of effectiveness (MOE), are uploadable locally via USB or to a central management system.

Standard Features

Phases

- 16 volume/density vehicle phases
- 16 pedestrian phases
- 4 rings
- Automatic barrier calculation based on compatible phases
- Variable phase sequence
- Exclusive pedestrian-phase operation
- Alternate timing for special vehicles, bicycles or pedestrians
- Advanced and delayed walk
- Texas diamond operation
- 32 output channels
- 4 unique sets of phase timing and options selectable by pattern

Overlaps

- 16 vehicle overlaps
- 16 pedestrian overlaps
- Negative (excluded) vehicle and pedestrian phases
- Delayed start of green
- Flashing yellow or red arrow overlaps
- Detector call phases and locking
- 4 unique sets of overlap configurations selectable by pattern

Coordination

- 250 free or coordinated patterns
- Automatic or manual permissive
- Fixed or floating force off
- Reference beginning or end of green
- Change virtually all operational parameters by pattern
- 16 phase sequence selection by pattern

Cabinet Inputs and Outputs

- Supports all cabinet types
- Individually assignable input and output functions (I/O mapping)
- Internal multi-input Boolean logic gates with delay, extend and latch, and flashing output features
- 16 generic alarm inputs
- 16 special functions
- External pattern selection
- Pulsing preempt and transit priority input discrimination

Detection

- 128 local/system detectors
- Single or dual detector speed calculation
- Phase assignments configurable per detector, multiple phases per detector
- Direct detector actuation for vehicle and pedestrian overlaps
- All NTCIP detector options
- Delay and extend timing
- Alternate passage, minimum green and pedestrian timing detection
- Vol/Occ configurable per detector
- Detector failure monitoring configurable by time-of-day
- Connect directly to video detection

Communications

- Supports all industry standard comms
- Fully NTCIP 1201 and 1202 compliant (mandatory and optional objects)
- NTCIP MIB and block objects for all vendor-specific parameters
- Data validation during download
- Network time client and/or server
- GPS, WWV, NMEA, and NTP time synchronization
- California AB3418E with master function for time and pattern broadcast
- USB for database upload/download, firmware upgrades, log retrieval
- Peer to peer sharing of I/O between intersections
- Web browser support
- Connected vehicle SPaT interface

Preemption

- 8 preemption sequences
- Each sequence configurable for railroad or emergency vehicle operation
- Definable priority and linking
- User configurable overlap enable/disable during all preempt intervals
- Flashing and limited service options
- User assignable status options

Transit Priority

- Estimated time of arrival
- 16 priority strategies in 4 sets, selectable by pattern
- Options to support any type of vehicle detection
- Configurable headway and preempt lockout times
- Queue jump
- Intelligent phase time adjustment based on expected vehicle arrival
- Remotely actuation or enable/disable of priority strategies
- Support for user configurable special logic and advanced operations
- Programmable logic for advanced TSP applications

Time-of-Day Scheduler

- 64 schedules
- 64 day plans
- 48 events
- 128 actions
- Operational parameters changeable by time-of-day

Logs

- High resolution logging
- Extensive event log for management and diagnostic purposes
- Cycle-based measures of effectiveness
- Detector volume, occupancy and speed
- Speed trap data
- NTCIP global reporting conformance group for user-defined event logging
- User access logs

To learn more about
McCain's Integrated Traffic
Solutions, please contact
info@mccain-inc.com or
call (760) 727-8100



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2070 Controller Modules

Cabinets

Controllers

Signals

Signs

Software

Specialty

CPU Modules
I/O Modules
GPS Time Sources
Front Panel Displays
Power Supplies
NEMA Adapter
Chassis



Overview

McCain manufactures a variety of 2070 Controller Modules in full compliance the California Department of Transportation (Caltrans) Transportation Electrical Equipment Specifications (TEES). By combining these modules, customers can easily configure model 2070 controllers to meet their specific needs.

Benefits

- Easily upgrades current intersection hardware
- Rugged and reliable modules
- Modern, efficient designs
- Modular design for a variety of configuration options

Product Description

McCain 2070 Controller Modules, based on the module(s) and software control package utilized, control applications that include: intersection control, ramp metering, variable message signs, sprinklers, pumps, and changeable lane control.

Permitted by the modular design of 2070 controllers, McCain modules facilitate matching the hardware configuration to your individual requirements.

McCain offers a variety of 2070 modules that can easily upgrade your existing equipment to meet your overall Intelligent Transportation System (ITS) goals without the need to purchase new cabinets.

2070 Controller Modules

CPU Module

CPU modules contain the controller's operating system, microprocessor, memory, and essential computing devices.

2070-1B	TEES 2002, OS-9 RTOS, 8MB PSRAM, 8MB flash memory, 2MB non-volatile SRAM, up to 5 SDLC ports, up to 7 ACIA ports, 10MBPS Ethernet port
2070-1E	TEES 2009, OS-9 RTOS, 32MB PSRAM, 8MB flash memory, 2MB non-volatile SRAM, up to 5 SDLC ports, up to 7 ACIA ports, 4 10/100MBPS Ethernet ports
2070-ATC	400 MH Core Speed, Linux OS, 128MB DDR RAM, 16MB flash memory, 2MB non-volatile SRAM, up to 5 SDLC ports, up to 7 ACIA ports, 4 10/100MBPS Ethernet ports, 2 USB ports
2070-1C	TEES 2009, Linux OS, 256MB DDR Ram, 16MB NOR flash memory, 256MB NAND flash memory, 2MB non-volatile SRAM, up to 5 SDLC ports, up to 7 ACIA ports, 3 10/100MBPS Ethernet ports, 1 USB port

I/O Modules

I/O modules provide the physical interface between the controllers and the field equipment.

2070-2A	Field I/O Caltrans 170/ 2070 cabinets, TEES 2002
2070-2B	Field I/O NEMA TS 1/TS 2 Type 2 (with 2070-8) Field I/O ITS
2070-2E	Field I/O Caltrans 170/ 2070 cabinets, TEES 2009
2070-2N	Field I/O NEMA TS 2 Type 1

GPS Modules

GPS time source modules provide accurate time-of-day.

2070-7G	GPS module for 2070 controllers
---------	---------------------------------



2070-7G GPS Module

To learn more about McCain's Integrated Traffic Solutions, please contact info@mccain-inc.com or call (760) 727-8100



Front Panel Displays

Front panels provide the physical user interface to monitor and program controllers. The backlit LCD screen displays text and can be adjusted by a contrast knob.

2070-3A	Large font LCD panel module: 4 lines x 40 characters, 3 x 4 navigation keypad, 4 x 4 data entry keypad
2070-3B	Small font LCD panel module: 8 lines x 40 characters, 3 x 4 navigation keypad, 4 x 4 data entry keypad

Power Supply

Power supply modules provide voltage requirements as needed by other modules. AC line and EMI suppression circuitry is included.

2070-4A	Power supply module 10 A
2070-4B	Power supply module 3.5 A

Communications Modules

Communications modules provide the interface between the controller and the central system software.

2070-6A	Dual 1200 baud modem (GDI)
2070-6B	Dual 9600 baud modem (GDI)
2070-7A	Dual RS232 serial ports
2070-7B	Dual RS485 serial ports

NEMA Adapter

Adapters transform standard model 2070 controllers into NEMA compliant controllers.

2070-8	NEMA adaptor (with 2070-2B)
--------	-----------------------------

Chassis

Chassis house all modules to create a self-contained unit.

- 2070 chassis with serial motherboard
- Cover plate for 2070 card slot, 1x wide
- Cover plate for 2070 card slot, 2x wide

General Specifications

Form Factor:	2070 standard
Circuit Board	.063", double-sided, FR4, solder masked, with plated through holes, gold-plated finger contacts, conformal coated
Material:	
Environment:	Operating temperature: -37°C to +74°C Humidity: 0 to 95% (non-condensing)

ED3541 Series

Hardened 10/100BASE-TX Ethernet Extender



Overview

The ED3541 Ethernet extender allows the extension of IP services beyond normal Ethernet distance limitations without changing cables, breaking the 100-meter Ethernet barrier.

The ED3541's hardened design features high shock and vibration, electrical noise immunity, a wide operating temperature range from -40 to 75°C, and ruggedized aluminum housing. The ED3541 is the ideal Ethernet extender for environments where connectivity is crucial.

Spotlight

• High Speed Performance

- Up to 100Mbps at 200 meters distance
- Up to 1Mbps at 2200 meters distance

• Wide Operating Temperature

- -40 to 75°C wide operating temperature range design is suitable for installation in outdoor cabinets

• UL 60950 Certification

- Certified by UL 60950-1 standard, providing protections to installers from risk of injury or damage

Hardware Specifications

Technology

Standards

- IEEE 802.3 10BASE-T
- IEEE 802.3u 100BASE-TX
- IEEE 802.3x full duplex and flow control

Processing Type

- Half-duplex back-pressure and IEEE 802.3x Full-duplex flow control
- Auto Negotiation
- Auto MDI/MDIX

Power

Input Voltage

- 12 to 48VDC (Terminal Block)

Power Consumption

- 4.56W max. 0.38A@12VDC, 0.07A@48VDC

Protection

- Over current protection
- Reverse polarity protection

Mechanical

Casing

- Aluminum case
- IP30

Dimensions

- 42 x 90 x 100mm (W x D x H)
(1.65" x 3.54" x 3.94")

Weight

- 0.41 Kg (0.9 lbs.)

Installation

- DIN-Rail (Top hat type 35mm) mounting

Interface

Ethernet Port

- Port: One RJ-45 port
- Speed: 10/100Mbps
- Distance: 100 meters (328ft.)
- Cable: 10BASE-T: UTP CAT. 3, 4, 5 (2-pair wire)
100BASE-TX: UTP CAT. 5 (4-pair wire)

Ethernet Extender Port

- Port: One RJ-11/Terminal Block port
- Speed: Up to 100Mbps
- Distance: 2200 meters (7217 ft.)
- Cable: Telephone wire 24 AWG
(0.5mm diameter, 1-pair wire) or larger

DIP-Switch

- DIP 1 Site: Auto/Loc
- DIP 2 LDR: ON/OFF

LED Indicators

- Per Unit: Power 1, 2
- Per 10/100TX Port: Link/Activity, Full-duplex
- Line Speed: 100/80/60/40/20Mbps and Link below 20Mbps

Speed/Distance Reference

Distance (m)	Data rate (Mbps)
200	100
400	80
600	60
800	40
...	...
2200	1

Note:

- All speed selections are Symmetrical on the DSL and Full-duplex on the Ethernet
- The data rate will vary according to line quality

Environment

Operating Temperature

- -40 to 75°C (-40 to 167°F)
Tested @ -40 to 85°C (-40 to 185°F)

Storage Temperature

- -40 to 85°C (-40 to 185°F)

Ambient Relative Humidity

- 5% to 95% (non-condensing)

Regulatory Approvals

ISO

- Manufactured in an ISO 9001 facility

Safety

UL 60950-1

EN 60950-1

IEC 60950-1,

ISA 12.12.01

- Class 1, Division 2 group A, B, C & D for hazardous locations

EMI

FCC Part 15B Class A

VCCI Class A

EN 61000-6-4

EMS

EN 61000-6-2

- EN 61000-4-2 (ESD Standards)
- EN 61000-4-3 (Radiated RFI Standards)
- EN 61000-4-4 (Burst Standards)
- EN 61000-4-5 (Surge Standards)
- EN 61000-4-6 (Induced RFI Standards)
- EN 61000-4-8 (Magnetic Field Standards)

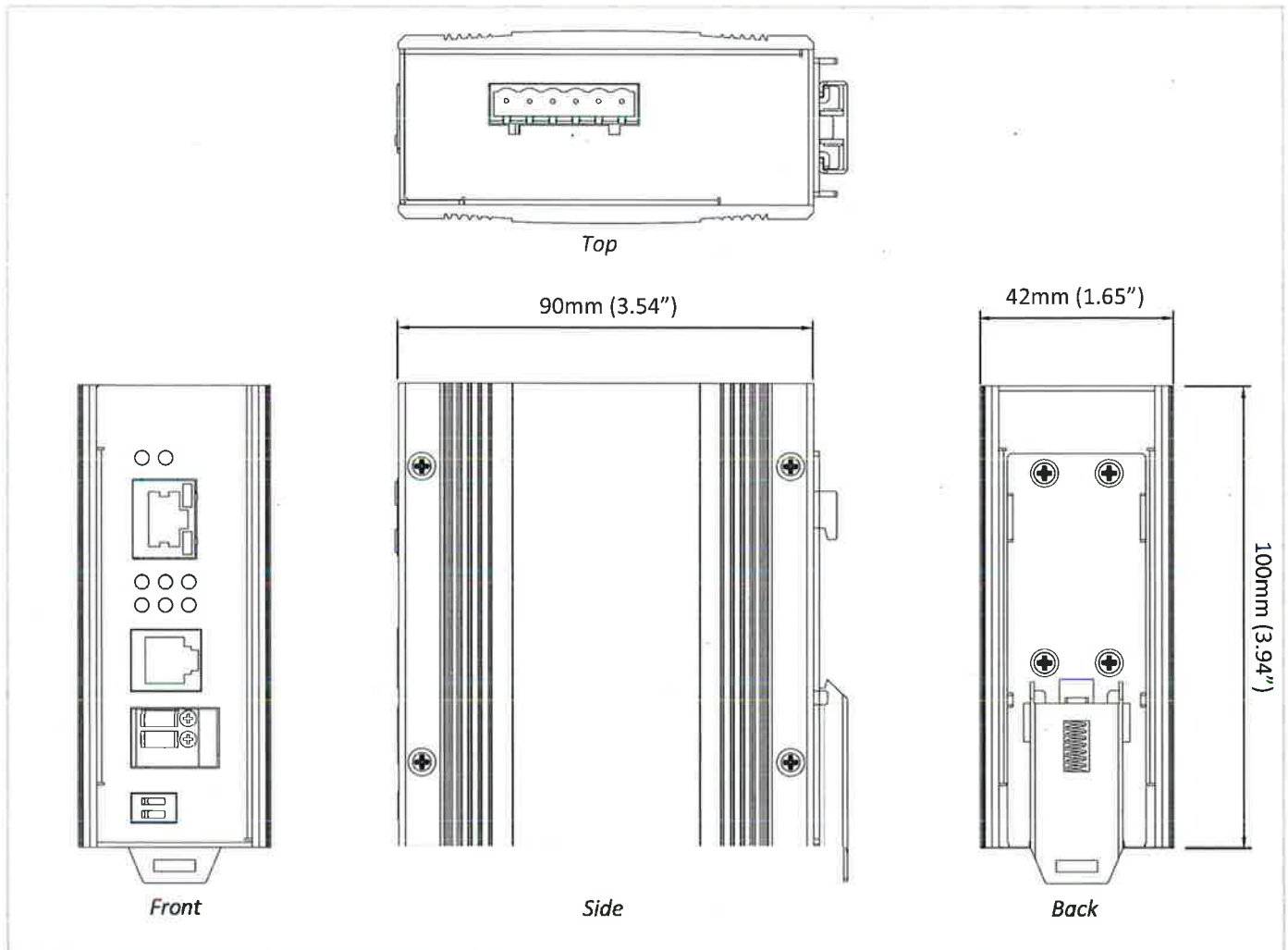
Environmental Test Compliance

IEC 60068-2-6 Fc (Vibration Resistance)

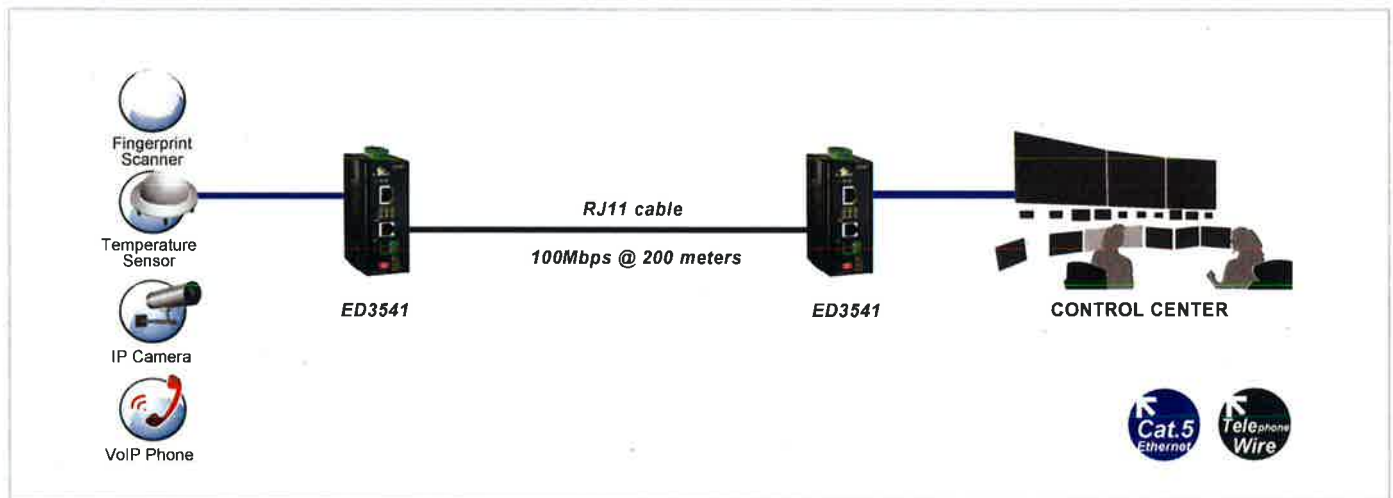
IEC 60068-2-27 Ea (Shock)

FED STD 101C Method 5007.1 (Free fall w/package)

Dimensions



Application Diagram



Ordering Information

Model

ED3541	Hardened 10/100BASE-TX Ethernet Extender
--------	--

** DIN-Rail mounting kit included.*

Optional Accessories

DR-30-24	30W/1.5A DIN-Rail 24VDC Industrial Power Supply (for Terminal Block)
----------	--

ED3575

Hardened Managed 6-port 10/100BASE-TX +2-port Gigabit combo SFP Switch with 2-port Copper Pair Extender



Overview

The ED3575 Managed Ethernet Switch and Extender enables the extension of Ethernet connectivity over existing copper pair cables. This allows legacy infrastructure to be leveraged for IP networks, extending the Ethernet distance limitations of 100 meters. With 6 Fast Ethernet, 2 Gigabit Ethernet, and 2 copper extender ports, the ED3575 provides excellent network extension flexibility.

Upgrading an existing legacy control or surveillance system to a new IP-based system is a complicated task, especially when existing cable infrastructure is comprised of old copper or twisted pair cables. EtherWAN's ED3575 provides Ethernet connection and extension over existing copper wire cables, eliminating the expense of pulling new cable infrastructure.

The ED3575 is built to hardened specifications, with an operating range of -40 to 75°C that allows for use in extreme environments. Management via remote login provides efficient configuration changes, link status checks, and device maintenance. Running in conjunction with other managed switches, the ED3575 performs seamless OAM (Operation, Administration and Maintenance) functions. Incorporating VDSL2 technology, the ED3575's RJ11 and terminal block extender ports provide long distance transmission, with data rates of 100Mbps within 300 meters, and 1Mbps up to 2200 meters.

Spotlight

• Alpha-Ring Support at Optic and Extender Ports

- The Alpha-Ring protocol provides network connection redundancy (15ms recovery time not supported on extender ports)
- Provides 100Mbps transmission within 300 meters

• Comprehensive Management and Security

- Switch management through RS-232 console, Telnet and web browser
- Supports SNMP v1/v2c/v3
- Supports VLAN, QoS, RSTP, IGMP snooping and LACP for networking applications
- TACACS+ protocol ensures secure authentication, authorization, and accounting (AAA) services

• Wide Operating Temperature Range

- The ED3575 can be deployed in either indoor or outdoor environments, and can operate in ambient temperatures from -40 to 75°C

• Dual VDSL2 Ports

- VDSL2 ports provide fixed data rate control

Software Features

Management

- Interface
 - CLI, Telnet and Web Browser
 - SNMP v1/v2c/v3
- Firmware and configuration upgrade and backup via TFTP
- Supports DHCP Server/Client
- RMON (Remote monitoring): group 1, 2, 3, 9
- Port mirroring: TX/RX and both
- NTP (Network Time Protocol) time synchronization

Security

- MAC address filtering
- Enable/disable port
- Storm control (broadcast and multicast types)
- IEEE 802.1x LAN access control
- Remote authentication through RADIUS
- SSH for CLI and Telnet security
- SSL for web security

Quality of Service (QoS)

- Priority Queues: 4 queues per port
- Traffic classification based on IEEE 802.1p CoS, DSCP, WRR (Weighted round robin)
- Rate Limiting (Ingress/Egress)

Layer 2 Features

- Auto-negotiation for port speed and duplex mode
- Flow Control
 - IEEE 802.3x full duplex mode
 - Back-Pressure half duplex mode
- Redundant Protocols
 - IEEE 802.1D Spanning Tree Protocol (STP)
 - IEEE 802.1w Rapid Spanning Tree Protocol (RSTP)
 - IEEE 802.1s Multiple Spanning Tree Protocol (MSTP)
 - EtherWAN's Alpha-Ring network fault recovery (<15ms) and Alpha-Chain
- VLANs
 - Port-based VLANs
 - IEEE 802.1Q Tag VLANs (4096 VID)
 - GVRP (GARP VLAN Registration Protocol)
 - GMRP (GARP Multicast Registration Protocol)
- Link Aggregation
 - Static Trunk (2 groups, support MAC base)
- IGMP Snooping
 - IGMP snooping v1/v2/v3

Performance

- Switching Capability: 5.6Gbps switching fabric capacity
- MAC Address Table: 8K

Hardware Specifications

Technology

Standards

- IEEE 802.3 10BASE-T
- IEEE 802.3u 100BASE-TX
- IEEE 802.3x Full duplex and flow control
- IEEE 802.1p QoS
- IEEE 802.1Q Tag VLANs
- IEEE 802.1w RSTP
- IEEE 802.1x Port-based Network Access Control

Forward and Filtering Rate

- 14,880pps for 10Mbps
- 148,810pps for 100Mbps
- 1,488,100pps for 1000Mbps

Packet Buffer Memory

- 2M bits

Processing Type

- Store-and-Forward
- Half-duplex back-pressure and IEEE 802.3x full-duplex flow control

Address Table Size

- 8192 MAC addresses

Power

Input Voltage

- 12 to 48VDC (Terminal Block)

Power Consumption

- 15.6W Max., 1.3A@12VDC
- 13.7W Max., 0.57A@24VDC
- 13.6W Max., 0.28A@48VDC

Protection

- Over current protection
- Reverse polarity protection

Mechanical

Casing

- Aluminum case
- IP30

Dimensions

- 73 x 125 x 145mm (W x D x H)
(2.87 x 4.92 x 5.7")

Weight

- 1.25kg (2.76 lbs.)

Installation

- DIN-Rail (Top Hat type 35mm)

Interface

Ethernet Ports

- 10/100BASE-TX: 6 ports
- 10/100/1000BASE-T and 100/1000BASE-X SFP combo: 2 ports

Ethernet Extender Ports

- RJ-11 and Terminal Block port: 2 ports
- Cable: Telephone wire 24 AWG
(Minimum 0.5mm diameter, 1-pair wire)

LED Indicators

- Per Unit: Power Status (Power 1, Power 2)
- Per Port RJ45: Link/Activity
- Per Extender Port: Link

Speed/Distance Reference

Distance (m)	Data rate (Mbps)
300	100
400	80
600	60
800	40
...	...
2200	1

Note:

- The data rate for VDSL2 ports can be preset to a fixed speed
- All speed selections are Symmetrical on the DSL and Full-duplex on the Ethernet
- The data rate will vary according to line quality

Console Port

- Port: One DB9 RS-232 port

DIP-Switch

- One DIP Switch: Local (CO) or Remote (CPE)

Alarm Contact

- One relay output with current 1A@24VDC

Environment

Operating Temperature

- -40 to 75°C (-40 to 167°F)
Tested @ -40 to 85°C (-40 to 185°F)

Storage Temperature

- -40 to 85°C (-40 to 185°F)

Ambient Relative Humidity

- 5% to 95% (non-condensing)

Regulatory Approvals

ISO

- Manufactured in an ISO 9001 facility

Safety

UL 60950-1, IEC 60950-1, EN 60950-1, UL 62368

EMI

FCC Part 15B Class A

VCCI Class A

EN 55022, EN 61000-6-4, EN 61000-3-2, EN 61000-3-3

EMS

EN61000-6-2

- EN 61000-4-2 (ESD Standards)
- EN 61000-4-3 (Radiated RFI Standards)
- EN 61000-4-4 (Burst Standards)
- EN 61000-4-5 (Surge Standards)
- EN 61000-4-6 (Induced RFI Standards)
- EN 61000-4-8 (Magnetic Field Standards)

Environmental Test Compliance

IEC 60068-2-6 Fc (Vibration)

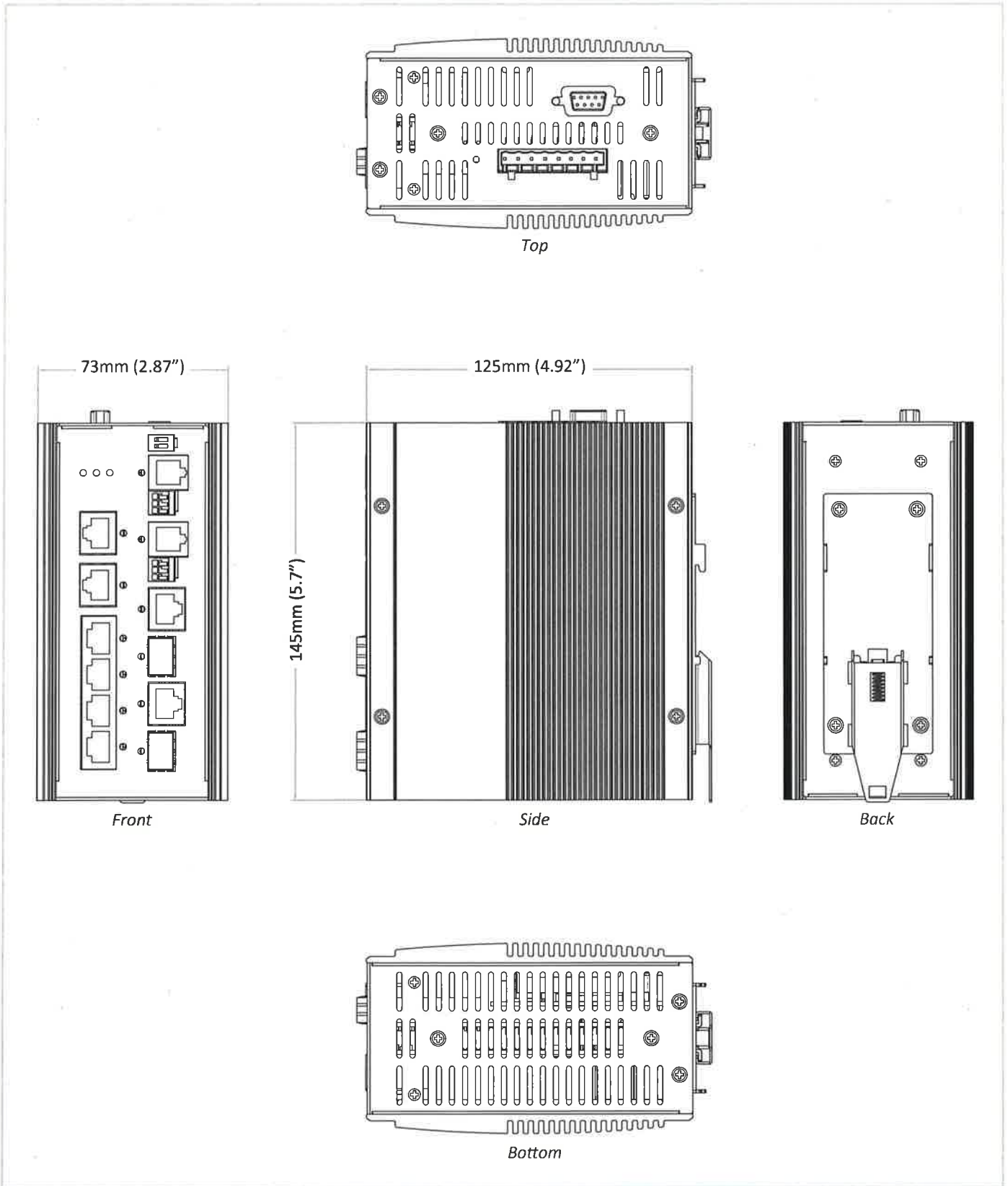
IEC 60068-2-27 Ea (Shock)

FED STD 101C Method5007.1 (Free fall w/package)

Industrial Compliance

NEMA TS2

Dimensions



Ordering Information

Model

ED3575-622	6-port 10/100BASE-TX +2-port Gigabit combo SFP Switch with 2-port Copper Pair Hardened Managed Extender
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* DIN-Rail mounting kit included.

Optional Accessories

DR-30-24	30W/1.5A DIN-Rail 24VDC Industrial Power Supply (for Terminal Block)
DR-60-24	60W/2.5A DIN-Rail 24VDC Industrial Power Supply (for Terminal Block)
DR-75-24	75W/3.2A DIN-Rail 24VDC Industrial Power Supply (for Terminal Block)
41-136046-X	36W/3A 12VDC hardened power adapter with open wire in aluminum housing (for Terminal Block) (X) = 1: US, 2: EU, 3: UK, 4: AU, 5: JP, 6: SA

EtherWAN Limited Warranty Policy - Americas

Etherwan Limited Warranty Policy January 1st, 2015
Subject to Change without Notice
Supersedes all previous Versions

Etherwan Systems, Inc.
2301 E Winston Rd Anaheim
Anaheim, CA
Attn: Customer Service Manager

Voice:(714) 779 3800
Fax:(714) 779 3808
E-mail: support@etherwan.com
Weekdays 9:00 am to 6:00 pm PST

This warranty applies to all EtherWAN Branded product sales in the Americas. Effective date of this Warranty is January 1st 2015. This Warranty is retroactive for any product purchased within 6 months prior to the effective date of this warranty.

Hardened Product Line

Limited Lifetime Warranty

Seller (EtherWAN Systems, Inc.) warrants to the original End User that products furnished by the Seller will be free from defects in material and workmanship as of the date of delivery, and will conform to Seller's published technical specifications. The foregoing shall apply only to failures to meet said warranties which appear within the period of time during which the Products are installed in their original installation for the original End User and operator of such Products; provided, however, that in the event of product discontinuance, warranty support is limited to Five (5) years from the announcement of discontinuance. In the event that the seller receives notice during the warranty period that any Covered Hardware does not conform to its warranty, Customer's sole and exclusive remedy, and the seller's sole and exclusive liability, shall be for the seller, at its sole option, to either repair or replace the non-conforming Covered Hardware in accordance with this warranty. In the event that a discontinued product is unavailable and repair of the covered product is not possible, a similar product will be substituted at the seller's option.

Industrial Product Line

5 Year Warranty

Seller (EtherWAN Systems, Inc.) warrants to the original End User that products furnished by the Seller will be free from defects in material and workmanship as of the date of delivery, and will conform to Seller's published technical specifications. The foregoing shall apply only to failures to meet said warranties which appear within a Five (5) year period of time during which

the Products are installed in their original installation for the original End User and operator of such Products; provided, however, that in the event of product discontinuance, warranty support is limited to Two (2) years from the announcement of discontinuance. In the event that the seller receives notice during the warranty period that any Covered Hardware does not conform to its warranty, Customer's sole and exclusive remedy, and the seller's sole and exclusive liability, shall be for the seller, at its sole option, to either repair or replace the non-conforming Covered Hardware in accordance with this warranty. In the event that a discontinued product is unavailable and repair of the covered product is not possible, a similar product will be substituted at the seller's option.

Commercial Product Line

3 Year Warranty

Seller (EtherWAN Systems, Inc.) warrants to the original End User that products furnished by the Seller will be free from defects in material and workmanship as of the date of delivery, and will conform to Seller's published technical specifications. The foregoing shall apply only to failures to meet said warranties which appear within a Three (3) year period of time during which the Products are installed in their original installation for the original End User and operator of such Products; provided, however, that in the event of product discontinuance, warranty support is limited to One (1) year from the announcement of discontinuance. In the event that a discontinued product is unavailable and repair of the covered product is not possible, a similar product will be substituted at the seller's option.

All Products

The conditions of any tests shall be mutually agreed upon and Seller shall be notified of, and may be represented at, all tests that may be made. The warranties and remedies set forth herein are conditioned upon (1) proper storage, installation, use and maintenance, and conformance with any applicable recommendations of Seller and (2) Buyer promptly notifying Seller of any defects and, if required, promptly making the product available for correction.

If any product or service fails to meet the foregoing warranties, Seller shall thereupon correct any such failure either at its option, (1) by repairing any defective or damaged product or parts of the products, or (2) by making available any necessary repaired or replacement products or parts thereof. Any repaired or replacement part or product shall be warranted for the remaining period of the original Warranty Period. Buyer shall pay shipping charges to ship product to Seller's facility, Seller will pay shipping charges to ship product to Buyer. Where a failure cannot be corrected by Seller's reasonable efforts, the parties will negotiate an equitable adjustment in price. Seller will not accept any product returned without an approved RMR number assigned by Seller's customer service department. Where a product has been returned to the Seller and no fault is found the Buyer agrees to pay a predetermined fee to compensate the Seller for its cost of evaluating the product and shipping cost both ways (see Etherwan's RMA Policy).

The preceding paragraph sets forth the exclusive remedies for claims based on defect in or failure of products, whether the claim is in contract, indemnity, warranty, tort (including Seller's negligence), strict liability or otherwise and however instituted. Upon the expiration of the warranty period, all such liability shall terminate and BUYER shall have a reasonable time, within thirty days after the warranty period, to give written notice of any defects which appeared during the warranty period. The foregoing warranties are exclusive and in lieu of all other warranties, whether written, oral, implied or statutory. **NO IMPLIED OR STATUTORY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE SHALL APPLY.** Seller does not warrant any products or services of others which BUYER has designated.



A Company of the SWARCO Group

7/18/18

Mr. Dave Rosen
City of Olympia
Olympia, WA 98507

RE: 2070 ATC Upgrade

I certify that the materials quoted by McCain, Inc do comply with Buy America requirements.

Best Regards,

Mike Trevino

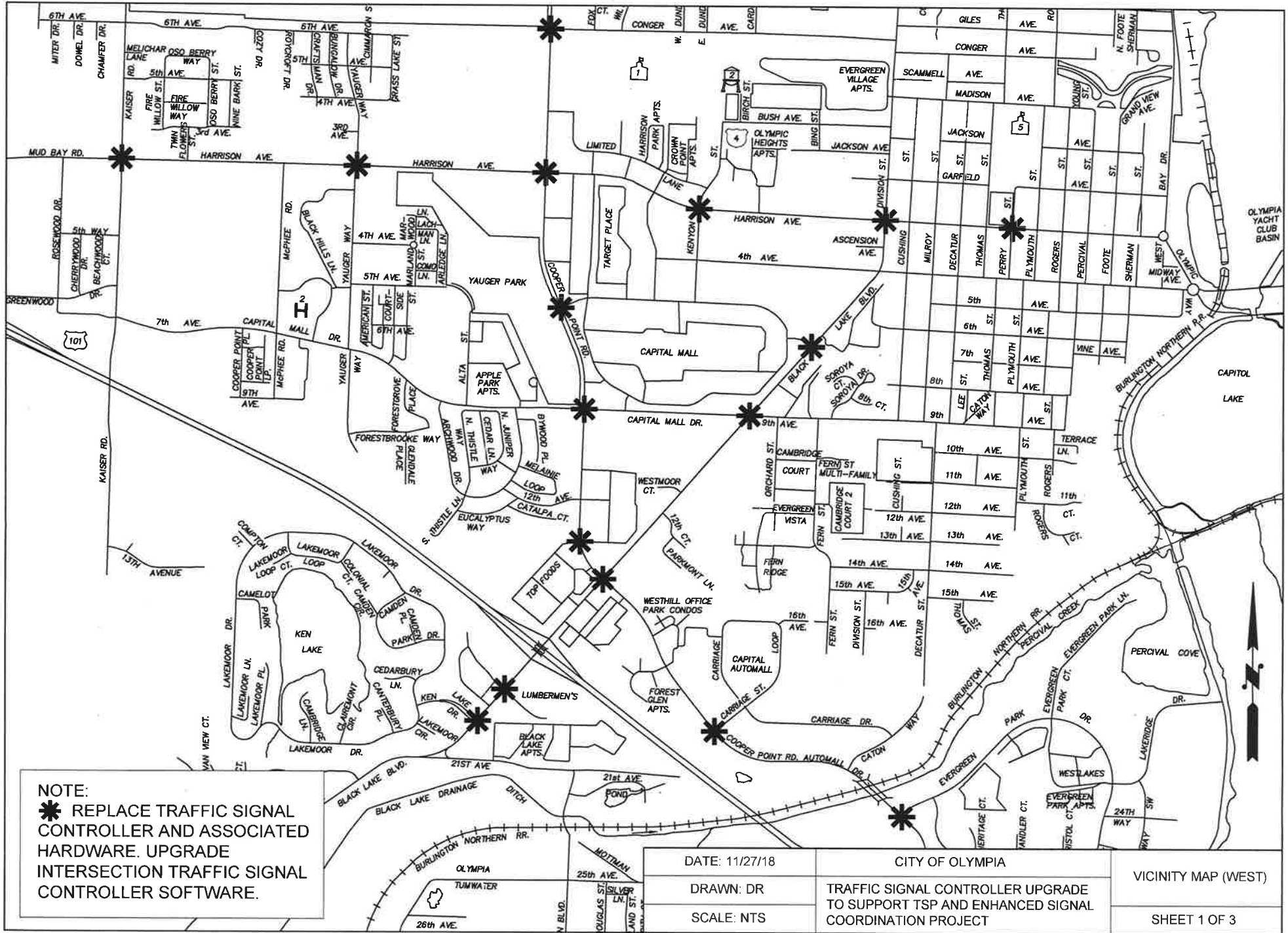
Mike Trevino
Northwest Sales Manger
mtrevino@mccain-inc.com
760-734-5037

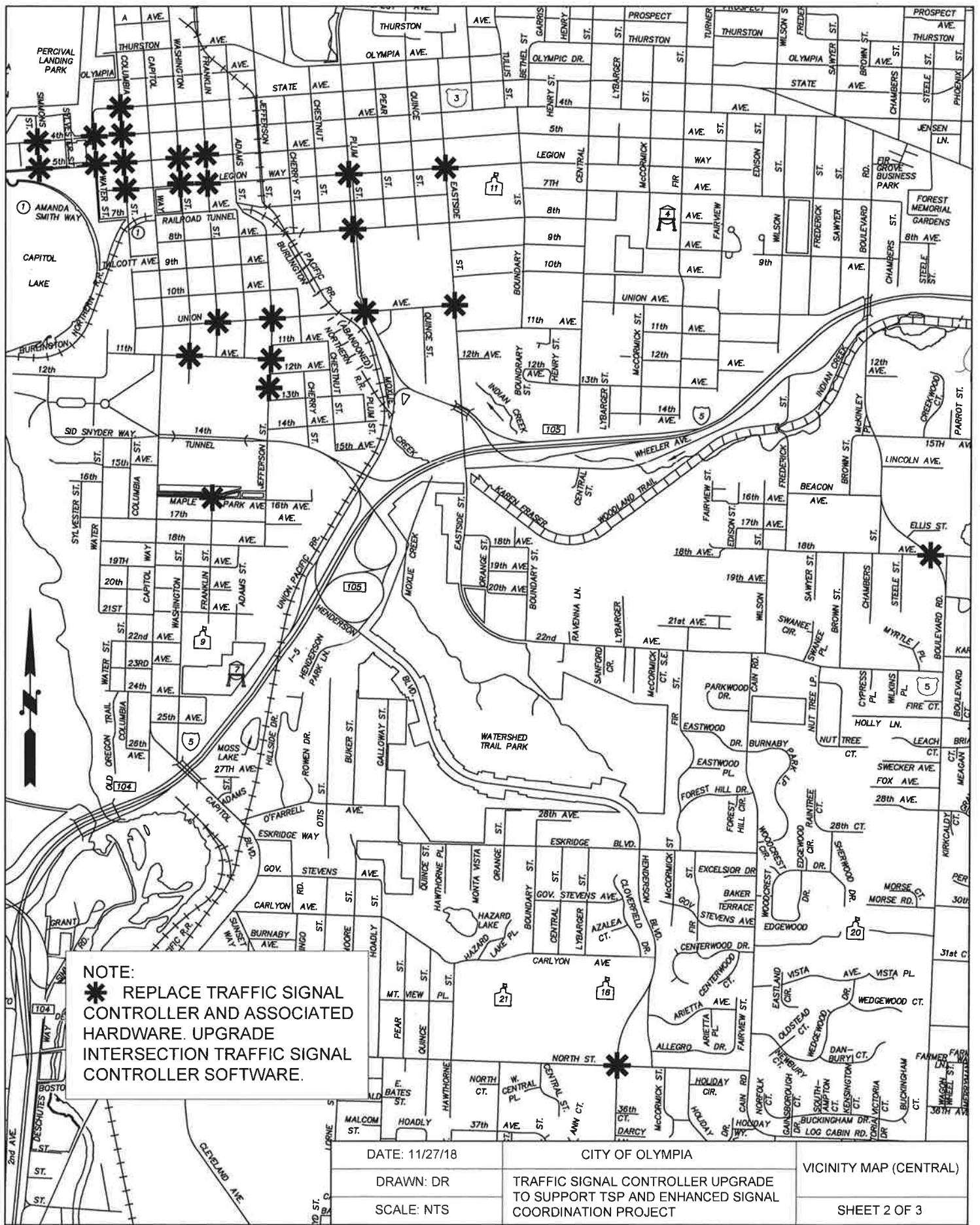
Phone 760-727-8100

Fax 760-597-7037

www.mccain-inc.com

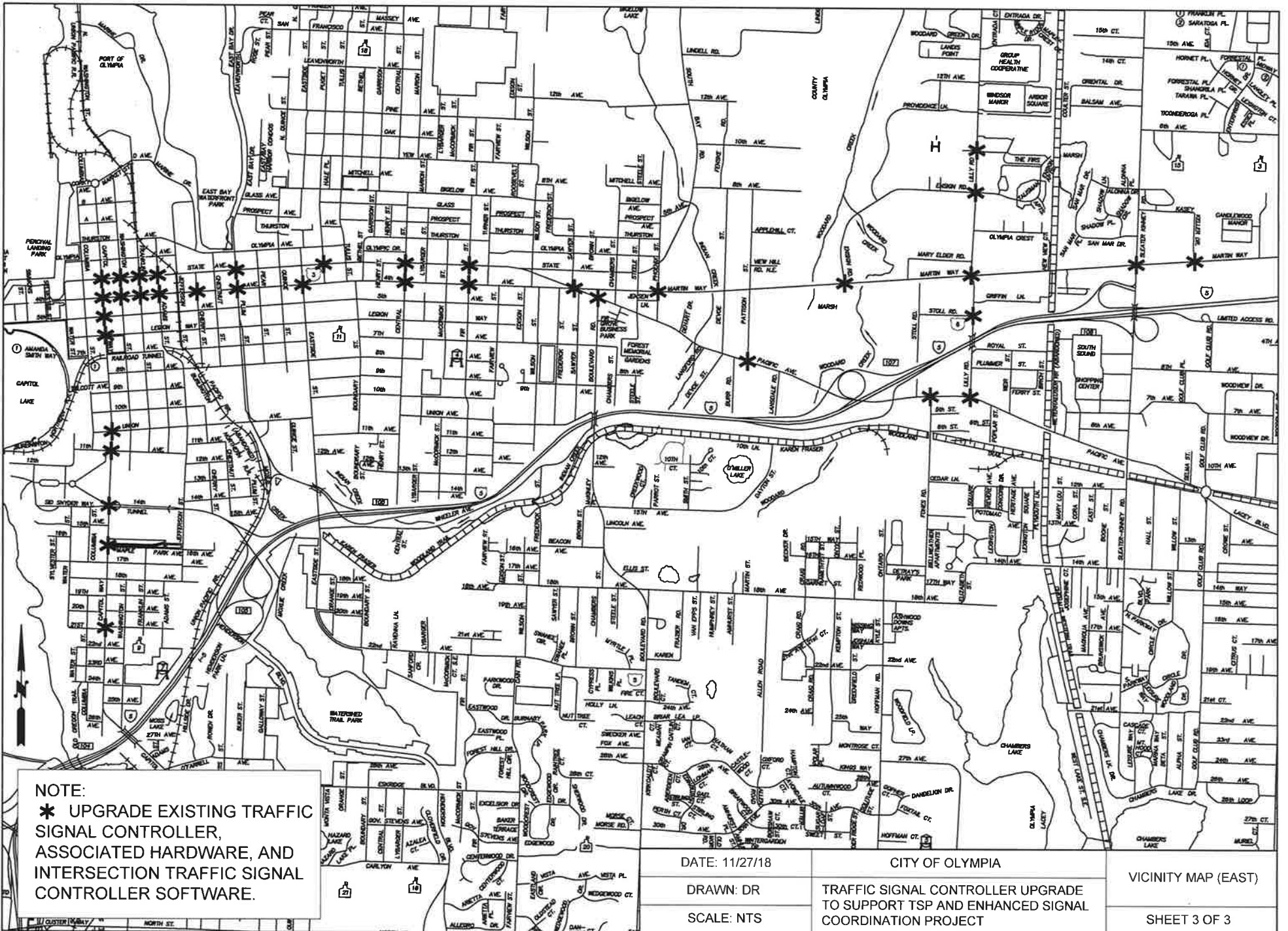
2365 Oak Ridge Way // Vista, California 92081 // USA





NOTE:
 * REPLACE TRAFFIC SIGNAL CONTROLLER AND ASSOCIATED HARDWARE. UPGRADE INTERSECTION TRAFFIC SIGNAL CONTROLLER SOFTWARE.

DATE: 11/27/18	CITY OF OLYMPIA	VICINITY MAP (CENTRAL)
DRAWN: DR	TRAFFIC SIGNAL CONTROLLER UPGRADE TO SUPPORT TSP AND ENHANCED SIGNAL COORDINATION PROJECT	
SCALE: NTS		SHEET 2 OF 3



NOTE:
 * UPGRADE EXISTING TRAFFIC SIGNAL CONTROLLER, ASSOCIATED HARDWARE, AND INTERSECTION TRAFFIC SIGNAL CONTROLLER SOFTWARE.

DATE: 11/27/18

CITY OF OLYMPIA

DRAWN: DR

TRAFFIC SIGNAL CONTROLLER UPGRADE TO SUPPORT TSP AND ENHANCED SIGNAL COORDINATION PROJECT

SCALE: NTS

VICINITY MAP (EAST)

SHEET 3 OF 3

SUMMARY OF CONTRACT PRICING



Project Name: Traffic Signal Controller Upgrades
Project Number: 1824G
Federal Project Number: CM-0920(012)
Bid Opening Date: -

Contract	Cost
McCain Inc. - Controller Hardware Upgrades	\$ 365,949.74
McCain Inc. - Transparency Software and Maintenance	\$ 81,400.00
Total:	\$ 447,349.74



City Council

Approval of a Resolution Approving an Updated Interlocal Agreement for Jury Resource List

Agenda Date: 12/11/2018
Agenda Item Number: 4.1
File Number: 18-1159

Type: resolution **Version:** 2 **Status:** Consent Calendar

Title

Approval of a Resolution Approving an Updated Interlocal Agreement for Jury Resource List

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve the resolution approving the updated Interlocal Agreement for Jury Resource List with Thurston County and authorize the Mayor to sign the agreement.

Report

Issue:

Whether to approve the updated Interlocal Agreement for Jury Resource List with Thurston County to allow Olympia Municipal Court to continue with conducting jury trials at the City using a list of jurors supplied by Thurston County Superior Court.

Staff Contact:

Maryam Olson, Court Administrator 360.709.2783

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City of Olympia has an existing interlocal agreement with Thurston County Superior Court, which provides a Jury Resources List to the Olympia Municipal Court annually from Thurston County Superior Court. The existing contract, which was signed in 2016, provides that Thurston County Superior Court will provide a Jury Resource List to the Olympia Municipal Court annually at a rate of \$500 and an updated quarterly source list if needed at a rate of \$100. Upon further negotiation with Thurston County, the agreed rate has been reduced. The rate for the updated agreement is \$100 for the annual jury source list and \$50 for an updated quarterly source list if needed. All other terms of the agreement remain the same.

Neighborhood/Community Interests (if known):

The jury trials held at the City of Olympia pull jurors from the City of Olympia zip codes and not from outlying County, as is the case with trials held at Thurston County Superior Court.

Options:

1. Approve the resolution approving the updated Interlocal Agreement for Jury Resource List to supply a list of jurors to the City of Olympia to continue to conduct jury trials at the City at a lower cost to the City.
2. Do not approve the resolution. The implications of non-approval will result in higher costs to the City of Olympia for the Jury Resource List as the previous agreement will be in place.

Financial Impact:

The approval of the updated agreement will save the City of Olympia \$400 per year for the Jury Resource List.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THURSTON COUNTY FOR A JURY RESOURCE LIST.

WHEREAS, RCW 2.36.050 provides that "...courts of limited jurisdiction shall use the master jury list developed by the superior court to select a jury panel"; and

WHEREAS, the purpose of this Interlocal Agreement is to enable the Thurston County Superior Court to provide a jury resource list to the City of Olympia Municipal Court;

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

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and Thurston County for a jury resource list and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Interlocal Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Interlocal Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

INTERLOCAL AGREEMENT
Between
City of Olympia & Thurston County
For
Jury Resource List

THIS AGREEMENT is made and entered into by and between Thurston County (Thurston County) and the City of Olympia (City) (pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT).

1. **PURPOSE:** The purpose of this agreement is to enable the Thurston County Superior Court (Superior Court) to provide a jury resource list to the City of Olympia Municipal Court (Municipal Court). RCW 2.36.050 provides in relevant part, "...courts of limited jurisdiction shall use the master jury list developed by the superior court to select a jury panel."
2. **TERM OF AGREEMENT:** The term of this Agreement shall be from the date of the last authorizing signature affixed hereto and shall automatically renew on January 1 of each year thereafter, unless otherwise amended or terminated in the manner provided herein.
3. **RESPONSIBILITIES:**

The Superior Court shall:

 - 3.1. Provide the initial jury list upon ratification of the contract.
 - 3.2. Provide a jury source list for the Municipal Court each year thereafter subsequent to the State of Washington release of jury source list for Thurston County zip codes.
 - 3.3. Notify the Municipal Court when the State of Washington has released the annual jury source list along with anticipated date that list will be available to the Municipal Court.
 - 3.4. The source list will include the following zip codes: 98501, 98502, 98506, 98507, 98508, 98512, and 98516; and will consist of at least 10,000 names per year.
 - 3.5. Provide quarterly updated jury source lists, when requested by the Municipal Court, within 45 days of request.
4. **COMPENSATION AND BILLING:**
 - 4.1. The Superior Court shall provide jury source list and submit an invoice to the Municipal Court for services rendered.
 - 4.2. The Superior Court shall charge \$100 for the annual jury source list and \$50 for updated quarterly source lists.
 - 4.3. The Municipal Court shall remit payment no more than 30 days after jury source list and invoice are received.
5. **ADMINISTRATION:** This Agreement shall be administered by the Superior Court Administrative Services Manager on behalf of Thurston County, and the Court Administrator on behalf of the

City of Olympia. The representatives shall be responsible for administration of this Agreement, and for monitoring performance under this Agreement.

6. CONTACT INFORMATION. For the purpose of administering this Agreement, the parties' representatives contact information is as follows:

Each party may update or change the contact information for its representative by providing written notice to the other party.

THURSTON COUNTY SUPERIOR COURT	CITY OF OLYMPIA MUNICIPAL COURT
Elsa Anderson Administrative Services Manager Thurston County Superior Court 2000 Lakeridge Dr SW Olympia WA 98502 (360) 754-4544 anderse@co.thurston.wa.us	Maryam Olson Court Administrator Olympia Municipal Court 900 Plum St SE PO Box 1967 Olympia WA 98507 (360) 709-2783 molson@ci.olympia.wa.us

7. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal property will be jointly or cooperatively acquired, held, used or disposed of pursuant to this Agreement.
8. TERMINATION: Either party hereto may terminate this Agreement upon sixty days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. Although the terms of the Agreement may be negotiated or this Agreement terminated, RCW 2.36.050 requires that courts of limited jurisdiction select juries from the master jury list developed by the Superior Court.
9. CHANGES, MODIFICATION, AMENDMENTS and WAIVERS: This Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver of any breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
10. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effective without the invalid term, condition or application. To this end the terms and conditions of this Agreement are declared severable.
11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings,

oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. This Agreement supersedes any prior agreements between Thurston County and the City of Olympia for a Jury Resource List.

12. COUNTERPARTS: Each party agrees that a facsimile (FAX) or scanned transmission of any original document shall have the same effect as the original.
13. RECORDING: This Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.
14. RATIFICATION: Any work performed prior to the effective date that falls within the scope of this Agreement and is consistent with its terms is hereby ratified and confirmed.
15. AUTHORITY TO SIGN: Pursuant to RCW 39.34.030, appropriate action by ordinance, resolution or otherwise pursuant to law of the governing bodies of the participating public agencies shall be necessary before any such agreement may enter into force. We, the undersigned, hereby declare that we are authorized to bind our respective parties, and agree to the terms of the foregoing Agreement.

Thurston County:	City of Olympia:
_____ Signature Pam Hartman Beyer Court Administrator	_____ Signature Steven R. Hall City Manager
_____ Date	_____ Date
APPROVED AS TO FORM: _____ Thurston County Prosecutor	APPROVED AS TO FORM:  _____ Deputy City Attorney



City Council

Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading

Agenda Date: 12/11/2018
Agenda Item Number: 4.J
File Number: 18-1175

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

Title

Approval of an Ordinance Amending the Emergency Housing Facilities Code, Olympia Municipal Code (OMC) Chapter 18.50 - First and Final Reading

Recommended Action

Committee Recommendation:

The Planning Commission recommends approval of an ordinance amending the Emergency Housing Facilities Code, OMC Chapter 18.50, on first and final reading.

City Manager Recommendation:

Move to approve the ordinance amending the Emergency Housing Facilities Code, OMC Chapter 18.50, on first and final reading.

Report

Issue:

Whether to approve an ordinance amending the Emergency Housing Facilities Code, OMC Chapter 18.50, on first and final reading.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning and Development, 360.570.5847

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The Emergency Housing Facilities Ordinance is a land use regulation that provides opportunity for faith-based, not-for-profit and government entities to host temporary housing facilities for homeless individuals on sites they own or control, subject to a permit.

On October 15, 2018, the Olympia Planning Commission held a public hearing on the interim Emergency Housing Facilities Ordinance, and on November 19, 2018, issued the attached

recommendation to the City Council. See attached ordinance and attached summary of the Commission's recommendation.

The attached proposed ordinance reflects the Planning Commission's recommendations, and staff concurs with these.

Background

On June 5, 2018, the City Council approved Ordinance No. 7142, which amended the Emergency Housing Facilities Code, OMC 18.50, on an emergency/interim basis. The primary aim of the amendments was to provide more flexibility to meet growing demand for emergency housing/shelter in Olympia.

Subsequently, on September 4, 2018, the 9th Circuit Court of Appeals issued a decision in Martin vs. City of Boise. Upon review of this decision, on October 23, 2018, City Council approved Ordinance No. 7158, which again amended the Emergency Housing Facilities Code, OMC 18.50, on an emergency/interim basis. These amendments corrected scrivener errors, the distance of notification to property owners, specified that background checks shall be for felony warrants, and added a waiver for public health emergency. Staff notified the Planning Commission at its October 15, 2018 public hearing on the ordinance that the City Council would be immediately considering these amendments.

Effective Immediately

If approved by Council, the Amendments will go into effect immediately upon adoption.

RCW 35A.13.190 provides that no ordinance shall take effect until five days after the date of publication unless otherwise provided by statute or charter, except that an ordinance designated as a public emergency ordinance for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption. Such an ordinance requires the vote of one more than the majority of the whole membership of the Council. (A majority plus one.)

Neighborhood/Community Interests (if known):

There is significant public concern regarding the issue of homelessness

Options:

1. Move to approve the ordinance amending the Emergency Housing Facilities Code, OMC Chapter 18.50 on first and final reading.
2. Do not adopt amendments to the Emergency Housing Facilities Code at this time.

Financial Impact:

None - included in base budget

Attachments:

Ordinance
Summary of Planning Commission Recommendation

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE EMERGENCY HOUSING FACILITIES CODE, OMC CHAPTER 18.50, AND DECLARING AN EMERGENCY SO THIS ORDINANCE SHALL BECOME EFFECTIVE UPON ADOPTION.

WHEREAS, the City of Olympia recognizes the unique role and rights of faith-based organizations under the United States Constitution; and

WHEREAS, Olympia Municipal Code (OMC) Chapter 18.50 allows for temporary Emergency Housing Facilities hosted by a faith-based organization, not-for-profit organization, or unit of government which provides temporary housing to homeless persons, subject to certain criteria and requirements; and

WHEREAS, OMC 18.50.020 defines a "Host Agency" for an Emergency Housing Facility as a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services; and

WHEREAS, a Host Agency may request a permit for an encampment of up to forty (40) residents; and

WHEREAS, the existing provisions in OMC 18.50 provide more freedom to the Host Agency to draft safety plans according to its interests, plans, and needs; and

WHEREAS, this Ordinance allows both high barrier and low barrier camps; and

WHEREAS, this Ordinance allows a Host Agency to provide camps for families, adults, and people transitioning out of facilities; and

WHEREAS, this Ordinance may reduce harm to homeless persons and provide services to assist residents with clean and sober living; and

WHEREAS, Emergency Housing Facilities permitted under OMC Chapter 18.50 ideally should be located in areas where there is easy access to services and affordable food, either by walking or by using public transit; and

WHEREAS, the City encourages self-management of Emergency Housing Facilities and other efforts to create community among their residents; and

WHEREAS, this Ordinance removes certain restrictions on Emergency Housing Facilities, although the Host Agency is still allowed to place restrictions of their choice on the encampment; and

WHEREAS, the City Council determines it to be in the best interest of the City of Olympia to amend OMC Chapter 18.50 to more easily facilitate the establishment and self-management of Emergency Housing

Facilities by faith-based organizations, not-for-profit organizations, and units of government, and to comply with RCW 35A.21.360; and

WHEREAS, the City Council previously amended this Ordinance on an interim basis on June 5, 2018 as it determined that this Ordinance was needed to immediately address a public emergency due to growing homelessness in the City of Olympia, and found said Ordinance to be necessary for the immediate protection and preservation of public health, public safety, public property or public peace, and that this Ordinance should be made effective upon adoption; and

WHEREAS, the City Council held a public hearing on the interim amendments to OMC Chapter 18.50 on July 24, 2018; and

WHEREAS, the City Council amended this Ordinance again on an interim basis on October 23, 2018, to correct scrivener errors, to correct the distance notification to be given to property owners, specifying that checks shall be for felony warrants, adding a waiver for public health emergency, and declaring an emergency so the amended Ordinance was made effective upon adoption; and

WHEREAS, the interim zoning regulations, as previously amended twice herein, were referred to the Olympia Planning Commission for review and recommendation. The Planning Commission held a public hearing on the amended Ordinance on October 15, 2018, and forwarded its recommendations to the City Council on November 19, 2018. The Planning Commission's recommendations, along with correction of scrivener's errors, are included herein;

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

Section 1. Amendment of OMC Chapter 18.50. Olympia Municipal Code Chapter 18.50 is hereby further amended to read as follows:

18.50.010 Emergency Housing Facility

"Emergency Housing Facility" means temporary emergency housing that may include tents and small structures organized and managed as temporary accommodations for homeless people, and may be hosted by a faith-based organization, not-for-profit organization, or a unit of government.

For purposes of this section, a "not-for-profit" shall mean an organization duly incorporated in the State of Washington and recognized by the Internal Revenue Service as an IRC 501 (c)(3) charitable organization.

18.50.020 Host Agency

Emergency Housing Facilities. "Host Agency" means a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services.

Ownership interest shall include an interest by recorded title or by fully executed lease of the subject property.

18.50.030 Sponsoring Agency

"Sponsoring Agency" means the Host Agency or another agency that assists the Host Agency and that joins in an application with a Host Agency for an Emergency Housing Facility Permit and assumes responsibility for providing basic services and support to Emergency Housing Facility residents, such as hot meals, social services, sanitation, hygiene, storage of belongings, trash and refuse collection, and coordination of other needed donations and services.

18.50.040 Who May Apply

Emergency Housing Facility. Emergency Housing Facilities shall be permitted as an accommodation of faith-based exercise by a Host Agency and Sponsoring Agency, or by a unit of government, or by a not-for-profit organization. Each Host Agency and Sponsoring Agency shall jointly apply for a permit under this Section and shall jointly certify compliance with all applicable requirements for approval and conditions of this Chapter and the application.

18.50.050 Applicable Procedures

A. Emergency Housing Facility. A Permit for an Emergency Housing Facility is an administrative decision. In addition to the requirements for administrative decisions found elsewhere in the Olympia Municipal Code, the following procedures apply:

1. Advance Notice Required. The Host Agency and Sponsoring Agency shall notify the City of the proposed Emergency Housing Facility a minimum of thirty (30) days in advance of the proposed date of establishment for the Emergency Housing Facility. The advance notification shall be in the form of an application for a Permit for an Emergency Housing Facility and shall contain the following information:
 - a. The date the Emergency Housing Facility will commence;
 - b. The length of time the ~~encampment~~ Emergency Housing Facility will continue;
 - c. The maximum number of residents proposed for the ~~encampment~~ Emergency Housing Facility;
 - d. The host location;
 - e. The names of the Host and Sponsoring Agencies; and
 - f. The manner in which the Emergency Housing Facility will comply with the requirements of this Chapter.

2. Informational Meeting Required. The Host Agency and/or Sponsoring Agency shall conduct at least one (1) informational meeting within, or as close to, the location where the proposed Emergency Housing Facility will be located, a minimum of two (2) weeks prior to the issuance of the temporary use permit. The time and location of the meeting shall be agreed upon between the City and the Host Agency and/or Sponsoring Agency. All property owners within five hundred (500) feet of the proposed Emergency Housing Facility shall be notified by mail ten (10) days in advance of the meeting ~~by the Host Agency and/or Sponsoring Agency~~. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within five hundred (500) feet of the proposed ~~encampment~~ Emergency Housing Facility.

3. Signs Required. The applicant shall also provide notice of the application within the same timeframe identified above by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The Director of Community Planning and Development or his or her designee shall establish standards for size, color, layout, design, working, placement, and timing of installation and removal of the signs or placards.

18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval

The Director of the Community Planning and Development Department ("Director") or his or her designee may issue a temporary and revocable permit for an Emergency Housing Facility subject to the following criteria and requirements.

A. Site Criteria.

1. Emergency Housing Facility.

a. If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency shall submit a written agreement from the Host Agency allowing the Emergency Housing Facility, or from the owner of the property, and clarifying the obligations of the Sponsoring Agency.

b. The property must be sufficient in size to accommodate the ~~tents~~ temporary housing and necessary on-site facilities, including, but not limited to the following:

i. Sanitary portable toilets in the number required to meet capacity guidelines for the population of the encampment;

ii. Hand washing stations by the toilets and by the food areas;

iii. Refuse receptacles for trash, recycling and garbage; and

iv. Storage of personal belongings.

- c. The Host and Sponsoring Agencies shall provide an adequate potable water source to the Emergency Housing Facility, as approved by the City.
- d. No Emergency Housing Facility shall be located within a Sensitive/Critical Area or its buffer as defined under OMC Chapter 18.32 except on existing paved or gravel sites.
- e. No permanent structures will be constructed for the Emergency Housing Facility.
- f. No more than forty (40) residents shall be allowed at any one ~~encampment~~ Emergency Housing Facility. The City may further limit the number of residents as site conditions dictate.
- g. Adequate on-site parking shall be provided for the Emergency Housing Facility, as determined by the City upon review of the application. ~~No off-site parking will be allowed.~~ The number of vehicles used by the Emergency Housing Facility residents and the location where they may park shall be provided in the permit application. ~~If the Emergency Housing Facility is located on a site that has another preexisting use, it shall be shown that the Emergency Housing Facility parking will not create a shortage of on-site parking for the other use/s on the property.~~ No off-site parking will be allowed.
- h. The Emergency Housing Facility shall be located within a quarter (1/4) mile of a bus stop with seven (7) days per week service, whenever possible. If not located within a quarter (1/4) mile of a bus stop, the Host or Sponsoring Agency must demonstrate the ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).
- ~~i. The Emergency Housing Facility shall be adequately buffered and screened from adjacent right of way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to a combination of fencing, landscaping, or the placement of the Emergency Housing Facility behind buildings. The type of screening shall be approved by the City.~~
- ~~ji. All sanitary portable toilets shall be screened from adjacent properties and rights of way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping. Portable toilets shall be placed to minimize odor impacts to adjacent properties.~~
- kj. At the time of the City's approval, there shall be no other approved Emergency Housing Facilities located within one thousand (1,000) feet of the approved ~~encampment~~ temporary Emergency Housing Facility site. Approved Emergency Housing Facilities must be separated by a buffer of at least one thousand (1,000) feet under this Chapter.

B. Security.

1. Emergency Housing Facility.

a. An operations and security plan for the Emergency Housing Facility shall be submitted to the City at the time of application. The security plan shall address potential security and neighborhood impacts within five hundred (500) feet of the ~~encampment~~ temporary Emergency Housing Facility site.

b. The Host Agency shall provide to all residents of the Emergency Housing Facility a Code of Conduct for living at the Emergency Housing Facility. A copy of the Code of Conduct shall be submitted to the City at the time of application and shall be in substantially the following form or address the following issues:

i. Possession or use of illegal drugs is prohibited.

ii. Violence against staff or residents of the ~~encampment~~ Emergency Housing Facility is prohibited.

iii. Any open flames are prohibited.

iv. Trespassing on private property in the surrounding neighborhood is prohibited.

v. Littering on the Emergency Housing Facility site or in the surrounding neighborhood is prohibited.

vi. Noise or music in excess of the limits set forth in OMC 18.40.080 is prohibited.

Nothing in this Section shall prohibit the Host Agency, Sponsoring Agency or an Emergency Housing Facility Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this Section.

c. All Emergency Housing Facility residents must sign an agreement to abide by the Code of Conduct and failure to do so may result in the noncompliant resident's immediate expulsion from the property.

d. The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the ~~encampment~~ Emergency Housing Facility, including names, dates of birth, and dates of stay in the ~~encampment~~ Emergency Housing Facility. Logs shall be kept and retained for a minimum of six (6) months.

e. The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable identification such as a driver's license, government-issued identification card, military identification, passport, or other reasonable forms of identification from prospective and existing encampment residents.

f. The Host or Sponsoring Agency will use identification received from prospective and existing encampment residents to obtain sex offender and felony warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or the Olympia Police Department.

i. If the felony warrant and sex offender checks reveal either (1) an existing or outstanding felony warrant from any jurisdiction in the United States for the arrest of the individual who is the subject of the check; or (2) the subject of the check is a sex offender, required to register with the County Sheriff or their county of residence pursuant to RCW 9A.44.130, then the Host or Sponsoring Agency may reject the subject of the check for residency in the Emergency Housing Facility or may eject the subject of the check if that person is already an Emergency Housing Facility resident.

ii. The Host or Sponsoring Agency shall immediately contact the Olympia Police Department if the reason for rejection or ejection of an individual from the Emergency Housing Facility is an active felony warrant. In other cases of rejection or ejection, the designated representative of the Host or Sponsoring Agency may immediately contact the Olympia Police Department, the Thurston County Sheriff's Office, or the Washington State Patrol.

g. The Host or Sponsoring Agency shall self-manage its residents and prohibit illegal drugs, violence, and abuse of any kind, littering, or noise disturbances of other residents or adjacent neighbors while located on the Emergency Housing Facility property.

h. The Host or Sponsoring Agency will appoint a designated representative(s) to serve "on-duty" as an Encampment Manager at all times as a point of contact for the Olympia Police Department and will orient law enforcement how the security tent operates for the Emergency Housing Facility. The name and contact information of the on-duty designated representative(s) will be posted daily in the security tent will be provided to the City with the application. The City shall provide contact numbers of non-emergency personnel, which shall be posted at the security tent.

C. Timing.

Emergency Housing Facility:

1. The duration of an Emergency Housing Facility shall be for one hundred eighty (180) days, and may be extended for an additional one hundred eighty-five (185) days upon submittal of an application and proof that the site did not have on-site criminal violations greater than the crime rate of the surrounding neighborhood three hundred and sixty-five (365) days. Two (2) one-year permit extensions may be granted by the Director upon submittal of a letter from the Host Agency requesting said extension. After two (2) consecutive permit extensions have been granted, a new temporary use permit under this Chapter shall be required.

2. The site may be approved for a duration longer than one year-three hundred and sixty-five (365) days with two (2) one-year permit extensions upon submittal of a conditional use permit to be reviewed and approved by the Olympia Hearing Examiner pursuant to OMC Chapter 18.48. The conditional use permit shall demonstrate consistency with this Chapter and the rest of OMC Title 18. In addition, the applicant must demonstrate that criminal violations onsite were not greater than the crime rate of the surrounding neighborhood. The approval of a conditional use permit may be for a time less than one hundred eighty (180) days, subject to review of demonstrated impacts upon the surrounding neighborhoods. The length of time of the approved use shall be determined by the Olympia Hearing Examiner.

D. Health and Safety.

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements:

- a. There shall be no open fires, ~~for cooking without~~ Cooking fires shall only be by pre-approval by the Olympia Fire Department and no open fires for heating;
- b. No heating appliances within the individual tents housing units are allowed without pre-approval by the Olympia Fire Department;
- c. No cooking appliances, other than microwave appliances, are allowed in individual-tents housing units;
- d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
- e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Olympia Fire Department;

f. Adequate separation between tents and other structures aisles of six feet (6') shall be maintained for gurney and firefighter access and six feet (6') separation shall be maintained as from fences and property lines. Separation between individual units on the site shall be determined on a site specific visit by the Olympia Building and Fire Departments; and

g. Electrical service shall be in accordance with recognized and accepted practice and codes. ~~Electrical cords shall not be strung together. Any electrical cords used must be approved for outdoor exterior use.~~

h. There shall be an address associated to the Emergency Housing Facility site for emergency reporting and response. The address shall be posted and readily visible on approach;

i. The Emergency Housing Facility site shall remain clear of physical, environmental, biological, or medical waste that could be a health hazard to residents and emergency responders; and

j. There shall be no smoking inside of housing units.

2. The Host Agency and Sponsoring Agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Emergency Housing Facility Permit.

E. Director's Decision.

1. Emergency Housing Facility.

a. Purpose. The Director shall review the proposal to ensure compliance with the provisions of this Chapter and all other applicable laws to ensure that the health, safety and welfare of the citizens of the City is preserved, and to provide an expedient and reasonable land use review process for decisions and interpretations of this Chapter.

b. Director Authority. The Director may modify the submittal requirements as deemed appropriate.

c. Notice of Decision. The Director shall notify the Sponsoring and Host Agencies of his or her decision to approve, modify or deny the application within a timely manner, but not prior to fourteen (14) days after the neighborhood informational meeting. The Director's decision is a final decision of the City. Appeals of decisions to approve or deny an Emergency Housing Facility Permit shall be to Thurston County Superior Court.

F. Emergency Housing Facility Permit Termination. If the Host Agency or Sponsoring Agency fails to take action against a resident who violates the terms and conditions of its permit, it may result in immediate termination of the permit issued to the Host Agency or Sponsoring Agency. If the City learns of acts of violence by residents of the encampment and the Host Agency or Sponsoring Agency has not adequately addressed the situation to protect residents, the temporary use permit may be immediately terminated.

G. Emergency Housing Facility Permit Revocation. Upon determination that there has been a violation of any approval criteria or condition of application, the Director of Community Planning and Development or his or her designee, may give written notice to the permit holder describing the alleged violation. Within fourteen (14) days of the mailing of notice of violation, the permit holder shall show cause why the permit should not be revoked. At the end of the fourteen (14) day period, the Director of Community Planning and Development or his or her designee, shall sustain or revoke the permit. When an Emergency Housing Facility Permit is revoked, the Director of Community Planning and Development or his or her designee shall notify the permit holder by first class and certified mail of the revocation and the findings upon which revocation is based. Appeals from the Director's decision to revoke a temporary Emergency Housing Facility permit shall be to Thurston County Superior Court.

H. Public Health Emergency Waiver. Upon adoption of an ordinance by the Olympia City Council declaring a public health emergency, the requirements of this Chapter may be waived by the Director or his or her designee for faith-based organizations, not-for-profit organizations and units of government. Any waiver of the requirements of this Chapter shall be for a period not to exceed six (6) months, except when the Council finds a public health emergency continues to exist after holding a public hearing, then the requirements of this Chapter may be waived for an additional six (6) month period. Further waivers of this Chapter's requirements shall only occur after Council holds a public hearing and finds that the public health emergency is continuing.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. 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 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance is for the immediate preservation of public peace, health, safety, and welfare of the public, and shall take effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Emergency Housing Facilities Ordinance

Olympia Planning Commission Recommendation – November 19, 2018

The Planning Commission makes the following recommendations:

Revisiting the Ordinance

1. OPC recommends the City revisit the ordinance approximately one year after the pilot projects with the faith community go into effect. The recommendation is to include a work item on the Planning Commission's 2019-2020 work plan to consider any potential revisions following evaluation of the pilot projects. Additional specific items to revisit include potential for allowing facilities on private property, and screening requirements for facilities.

Staff Comment: *Some members of the public testified that the ordinance should be expanded to allow for emergency housing facilities on all private property. The Commission discussed this and agreed this is worth considering at a future date, however such an expansion would warrant additional public notification and outreach. They agreed that once the outcomes of the current amended ordinance are more clear, these outcomes would be valuable information to communicate with the public along with adequate notice that expanding allowance to private properties was under consideration.*

Parking

2. Include a parking plan for review by a planner as an element of the facility application; do not require minimum parking.
3. Provide flexibility in meeting parking needs.

Staff Comment: *This OPC recommendation is reflected in the proposed ordinance. A provision has been removed which required that the emergency housing may not cause parking for the primary use to fall below its required minimum. Onsite parking needs will be determined as part of the permit review.*

Screening

4. Eliminate the requirement for screening the view of the facility from the public right-of-way and adjacent residential properties.
5. Don't require screening for the restrooms.
6. Recommend placing restrooms to minimize odor impacts to adjacent properties.

Staff Comment: *The OPC recommendation is reflected in the proposed ordinance. Following is OPC's rationale for removing the screening requirements:*

- *Screening may actually pose a safety risk – you want to have visibility, eyes on the street*
- *Community should acknowledge these exist*
- *Could be a cost barrier if fencing is needed*
- *Not seen as fair since other residential facilities do not require fencing*

Security Tent

7. Remove all references to a security tent.

Staff Comment: *The OPC recommendation is reflected in the proposed ordinance. A security tent is not a required element, therefore old references to this element were removed in the proposed ordinance.*

Permit Process

8. Remove Conditional Use Permit (CUP) process, and replace with establishing that a temporary use permit which may be granted for one year and can be renewed on a yearly basis.

Staff Comment: *The OPC recommendation is reflected in the proposed ordinance. OPC heard testimony (and staff heard from faith community partners) that the CUP process (which current ordinance requires after one year) is too onerous; potential site hosts are hesitant to commit to the investment and then a year later be presented with a lengthy, expensive process with unknown outcomes. Requiring a CUP after one year also changes the nature of the permit from temporary to permanent, as no time limit for the CUP approval was stated.*

Staff supports OPC's recommendation. The proposed ordinance has the emergency housing facilities as temporary use permits that can be extended by letter of request each year for two years; after that, a temporary use permit can be applied for again, and there is no limit to the number of temporary use permits that a site host can apply for.

*Also in the proposed ordinance, an **option** of applying for a CUP is retained, so as not to eliminate the potential of approving a site similar to Quixote Village.*

Crime Rate

9. Remove the crime rate language under "Timing" section.

Staff Comment: *The OPC recommendation is reflected in the proposed ordinance. Previously, the ordinance stated that after 180 days the temporary use permit could be extended another 185 days "upon proof that the site did not have on site criminal violations greater than the crime rate of the surrounding neighborhood." It is not clear what the boundaries of the surrounding neighborhood are intended to be, and this provision is not practical to implement. Another area of the ordinance (18.50.060.G) provides that the City may revoke the permit upon violation of approval criteria or condition, and that should suffice.*

Fire Department Comments

10. Recommend approval of fire department recommended revisions.

11. Asked Fire Department to provide more specificity about allowed/approved cooking fires and heating appliances; for example, guidelines for what would be automatically allowed, what may need review and approval, and what would not be allowed.

Staff Comment: *The OPC recommendation, which is the same as the Fire Department's recommendation, is reflected in the proposed ordinance. The requested additional guidance about allowed cooking and heating is attached.)*

Code of Conduct

12. Recommend the host organization include a draft code of conduct in the application.

Staff Comment: *This was initially recommended by staff to OPC, to acknowledge that a code of conduct may not be finalized at time of application, since best practice dictates that residents are involved in creating these. Upon review of the ordinance language, staff has proposed keeping it as written, and including instruction in the application that a draft is acceptable for the above reason.*

Olympia Fire Department, Office of the Fire Marshal

Fire safety in sanctioned homeless camps. Items a – g, are from the Health and Safety section of the Emergency Housing Ordinance. Indented, italicized, comments are clarifications concerning safety from the Fire Marshal. Safety guidance is applicable in sanctioned and unsanctioned camps.

- a. There shall be no open fires for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;

It is safer if camp occupants use legitimate single burner camping-type cook stoves (white gas or small propane cylinders). Single burner propane, white gas, propane, or charcoal bar-b-que are not considered open flame cooking applications.

OFD will not extinguish small, non-hazardous cooking fires.

Do not enter homeless encampments to extinguish cooking fires unless the fire seems threatening to structures, wildland, or people. Call law enforcement immediately if the situation seems threatening for Olympia Fire Department members.

Olympic Air Pollution Authority rules in the Urban Growth Area ban open wood fires in the City of Olympia. This includes campfires in pits or campground type burning enclosures. Other than fires for cooking, OFD could be called upon to extinguish fires in camps, especially if smoke is present in the surrounding area.

- b. No heating appliances within individual tents are allowed without pre-approval by the Olympia Fire Department;

To be determined on a site visit.

No cooking or heating devices using any flame, propane burner or bar-b-que should be used inside tents, due to the potential for carbon monoxide poisoning and/or potential fire spread.

- c. No cooking appliances, other than microwave appliances, are allowed in individual tents.

No cooking or heating devices using any flame propane burner or bar-b-que should be used inside, including inside tents, due to the potential for carbon monoxide poisoning and/or fire spread.



City Council

Approval of an Ordinance Amending Olympia Municipal Code Sections 18.02.180, 18.04.040, and 18.06.040 Relating to Emergency Housing Facilities - First and Final Reading

Agenda Date: 12/11/2018
Agenda Item Number: 4.K
File Number: 18-1194

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Sections 18.02.180, 18.04.040, and 18.06.040 Relating to Emergency Housing Facilities - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Ordinance Amending Olympia Municipal Code Sections 18.02.180, 18.04.040, and 18.06.040 Relating to Emergency Housing Facilities on first and final reading.

Report

Issue:

Whether to approve an ordinance amending Olympia Municipal Code Sections 18.02.180, 18.04.040, and 18.06.040 Relating to Emergency Housing Facilities on first and final reading.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning and Development, 360.570.5847

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On June 5, 2018, the City Council approved Ordinance No. 7142, which amended the Emergency Housing Facilities Code, OMC 18.50, on an emergency/interim basis. The primary aim of the amendments was to provide more flexibility to meet growing demand for emergency housing/shelter in Olympia.

Subsequently, on September 4, 2018, the 9th Circuit Court of Appeals issued a decision in *Martin vs. City of Boise*. Upon review of this decision, on October 23, 2018, City Council approved Ordinance

No. 7158, which again amended the Emergency Housing Facilities Code, OMC 18.50, on an emergency/interim basis.

The zoning amendments contained in this proposed ordinance are directly related to the permanent zoning regulations contained in the Emergency Housing Facilities Ordinance. The purpose of these amendments is to differentiate emergency homeless housing, which is allowed in every zone, from emergency disaster housing, which is not allowed in every zone.

This proposed ordinance is, therefore, also necessary for the immediate protection and preservation of public health, public safety, public property or public peace, and should be made effective upon adoption. RCW 35A.13.190 provides that no ordinance shall take effect until five days after the date of publication unless otherwise provided by statute or charter, except that an ordinance designated as a public emergency ordinance for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption. Such an ordinance requires the vote of one more than the majority of the whole membership of the Council. (A majority plus one.)

Neighborhood/Community Interests (if known):

There is significant public concern regarding the issue of homelessness.

Options:

1. Approve the Ordinance Relating to Emergency Housing Facilities on first and final reading.
2. Direct staff to make changes to the Ordinance Relating to Emergency Housing Facilities and bring back to Council on December 18, 2018, for first and final reading.
3. Do not approve the Ordinance Relating to Emergency Housing Facilities.

Financial Impact:

None.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING SUBSECTION 18.02.180.E, SECTION 18.04.040, TABLE 4.01, AND SECTION 18.06.040, TABLE 6.01 OF THE OLYMPIA MUNICIPAL CODE RELATING TO EMERGENCY HOUSING FACILITIES AND DECLARING AN EMERGENCY SO THIS ORDINANCE SHALL BECOME EFFECTIVE UPON ADOPTION.

WHEREAS, the City of Olympia recognizes the unique role and rights of faith-based organizations under the United States Constitution; and

WHEREAS, Olympia Municipal Code (OMC) Chapter 18.50 allows for temporary Emergency Housing Facilities hosted by a faith-based organization, not-for-profit organization, or unit of government which provides temporary housing to homeless persons, subject to certain criteria and requirements; and

WHEREAS, on June 5, 2018, the City Council approved Ordinance No. 7142, which amended OMC Chapter 18.50 on an interim basis, as the Council determined that said ordinance was needed to immediately address a public emergency due to growing homelessness in the City of Olympia, and was necessary for the immediate protection and preservation of public health, public safety, public property or public peace; and

WHEREAS, the City Council held a public hearing on the interim amendments to OMC Chapter 18.50 on July 24, 2018 and referred the interim zoning regulations to the Olympia Planning Commission for review and recommendation; and

WHEREAS, on October 23, 2018, the City Council approved Ordinance No. 7158, which further amended OMC Chapter 18.50 on an interim basis to correct scrivener errors, to correct the distance notification to be given to property owners, specifying that checks shall be for felony warrants, adding a waiver for public health emergency, and declaring an emergency so the Ordinance was made effective upon adoption; and

WHEREAS, the Planning Commission held a public hearing on the amended Ordinance on October 15, 2018, and forwarded its recommendations to the City Council on November 19, 2018; and

WHEREAS, the zoning amendments contained herein are directly related to the permanent zoning regulations contained in the Emergency Housing Facilities Ordinance, which is concurrently being considered by the City Council on an emergency basis; and

WHEREAS, the City Council therefore finds this Ordinance to be necessary for the immediate protection and preservation of public health, public safety, public property or public peace, and that this Ordinance should be made effective upon adoption;

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

Section 1. Amendment of OMC 18.02.180. Olympia Municipal Code Section 18.02.180.E is hereby amended to read as follows:

18.02.180 Definitions

E. DEFINITIONS - SPECIFIC.

Easement. A right of one owner of land to make lawful and beneficial use of the land of another, created by an express or implied agreement.

Easement, Conservation. The grant of a property right stipulating that the described land will remain in its current state, precluding future or additional development.

Easement, Scenic. An easement the purpose of which is to limit development in order to preserve or enhance a view or scenic area.

Elder Care. See Dwelling, Assisted Living.

Electric Vehicle Infrastructure. Structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations, rapid charging stations, and battery exchange stations.

- a. "Battery charging station" means an electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles.
- b. "Battery exchange station" means a fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a fully automated process.
- c. "Charging levels" means the standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common electric vehicle charging levels, and include the following specifications:
 - i. Level 1 is considered slow charging. Level 1 is present in homes and businesses and typically operates on a 15- or 20-amp breaker on a 120-volt Alternating Current (AC) circuit and standard outlet.
 - ii. Level 2 is considered medium charging. Typically, Level 2 is for home and public charging and operates on a 40-amp to 100-amp breaker on a 208 or 240-volt AC circuit.
 - iii. Level 3 is considered fast or rapid charging. Level 3 is primarily for commercial and public applications (e.g., taxi fleets and charging along freeways) and typically operates on a 60-amp or higher dedicated breaker on a 480-volt or higher three-phase circuit with special grounding equipment.

d. "Electric vehicle" means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes any one of the following: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

Emergency. An imminent threat to health, safety, or welfare, or an imminent risk of substantial damage to public or private property.

Emergency Housing. A temporary shelter usually in the form of a mobile home which is occupied only during the period of reconstruction of a dwelling following damage sustained by fire, explosion, act of nature or act of public enemy.

Emergency Housing Facility. A temporary emergency housing facility that may include tents and small structures organized and managed as temporary accommodations for homeless people, and may be hosted by entities described in OMC Section 18.50.010.

Emergency Repair. Work necessary to prevent destruction or dilapidation of real or personal property or structures immediately threatened or damaged by fire, flood, earthquake or other disaster.

Entertainment Event. Includes any festival, sporting event, celebration, circus, carnival, fair, or other similar event open to the public.

Equipment Cabinet, WCF. Any structure above the base flood elevation (including cabinets, shelters, pedestals, and other similar structures) used exclusively to contain radio or other equipment necessary for the transmission or reception of wireless communication signals.

Equipment Compound, WCF. The fenced area surrounding the ground-based wireless communication facility including the areas inside or under the following: an antenna support structure's framework and ancillary structures such as equipment necessary to operate the antenna on the WCF that is above the base flood elevation including: cabinets, shelters, pedestals, and other similar structures.

Entertainment (Live). Any act, play, revue, pantomime, scene, dance act, or song and dance act, or any combination thereof, performed by one or more persons, whether or not they are compensated for the performance.

Equipment - Light. Machinery which a person does not ride such as chain saws, wheelbarrows, and hand-held tools.

Equipment Rental Service, Commercial. A business which rents or leases equipment for personal or household use, including but not limited to power and hand tools, yard and garden equipment, or party supplies such as dishware, glassware, and folding tables and chairs. This does not include rental of furniture or appliances,

which is classified under Furniture, Home Furnishings, and Appliance stores. It also does not include rental or leasing of portable toilets, heavy equipment like bulldozers, or similar services to the construction trades. These are classified as Light Industrial uses.

Essential Public Facilities. Public facilities and privately owned or operated facilities serving a public purpose which are typically difficult to site. They include, but are not limited to, airports; state educational facilities; state or regional transportation facilities; prisons, jails, and other correctional facilities; solid waste handling facilities; inpatient facilities such as group homes and mental health facilities; sewage treatment facilities; and communication towers and antennas.

Examiner. The Hearing Examiner of the City of Olympia.

Excavation. Any digging, scooping or other method of removing earth material.

Ex Parte Communication. Any written or oral communication made outside of a public hearing and not included in the public record.

Section 2. Amendment of OMC 18.06.040. Olympia Municipal Code Section 18.06.040, Table 4.01, is hereby amended to read as follows:

18.04.040 TABLES: Permitted and Conditional Uses

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
District-Wide Regulations						18.04.060 (FF)	18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
1. SINGLE-FAMILY HOUSING															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F) 18.04.060(FF)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H) 18.04.060(FF)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O) 18.04.060(FF)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF)
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF) 18.64
2. MULTIFAMILY HOUSING															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N) 18.04.060(FF)
Boarding Homes				P				P	P	P					
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P		P	P		P	P	P	P	P	P	P	P	P	18.04.060(FF)
Triplexes & Fourplexes			P			18.04.060 (FF)			P						
Fraternities, Sororities	P			P				P	P	P					

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
3. COMMERCIAL															
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Hardware Stores												P			
Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, and Bed & Breakfast Houses)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			
Restaurants, without Drive-In and Drive-Through												P			

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														
4. ACCESSORY USES															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
5. RECREATIONAL USES															
Community Parks & Playgrounds	C	C	C	C	C	C	C	C	C	C	P	P	C	P	18.04.060(T)
Country Clubs	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Golf Courses		C	C		C	C	C	C	C	C			C		
Neighborhood Parks	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Open Space - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Racing & Performing Pigeons		C	C	C	C	C				C	C		C	C	18.04.060(Y)
Stables, Commercial and Private Existing		C		C	C										18.04.060(J)
Trails - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
6. AGRICULTURAL USES															
Agricultural Uses	P	P	P	P	P	P	P	P	P				P		

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Greenhouses, Bulb Farms	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(G)
7. TEMPORARY USES															
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(EF)
<u>Emergency Housing Facility</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>18.50</u>
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EF)
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EF)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
8. OTHER															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Fraternal Organizations											P	P		C	
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060(DD)
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

LEGEND

P = Permitted Use

C = Conditional Use

R-4 = Residential - 4

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

RLI = Residential Low Impact

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

MR 7-13 = Mixed Residential 7-13

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

RM 24 = Residential Multifamily - 24

UR = Urban Residential

Section 3. Amendment of OMC 18.06.040. Olympia Municipal Code Section 18.06.040, Table 6.01, is hereby amended to read as follows:

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							18.130.020
1. EATING & DRINKING ESTABLISHMENTS														
Drinking Establishments			P		P	P	P		C 18.06.060 (P)		P	P	P	
Drinking Establishments - Existing		P 18.06.060(GG)				P								
Restaurants, with drive-in or drive-through			P 18.06.060(F) (3)											P 18.06.060 (F)(3)
Restaurants, with drive-in or drive-through, existing			P				P 18.06.060(U)					C		P
Restaurants, without drive-in or drive-through	P 18.06.060(U)(3)	C	P	P 18.06.060(U) (2)	P	P	P 18.06.060(U) (1)	P	P	P	P	P	P	P
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
2. INDUSTRIAL USES														
Industry, Heavy														
Industry, Light			C		P/C 18.06.060(N)									

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
On-Site Treatment & Storage Facilities for Hazardous Waste					P 18.06.060(Q)									
Piers, Wharves, Landings					P									
Printing, Industrial			C		P/C 18.06.060(N)									
Publishing		C	C		P		P		C	C				
Warehousing			P		P/C 18.06.060(AA)		P							
Welding & Fabrication			C		P/C 18.06.060(N)		P							
Wholesale Sales		C 18.06.060(BB)(3)	P		P/C	18.06.060(BB)		P		P	18.06.060(BB) (2)			
Wholesale Products Incidental to Retail Business			P		P	P						P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
3. OFFICE USES (See also SERVICES, HEALTH)														
Banks		P	P		P/C 18.06.060(D)(2)	P 18.06.060(D)(2)	P/C 18.06.060(D)(2)	P	P	P	P	P	P 18.06.060(D)(1)	P 18.06.060 (F)(3)

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Business Offices		P	P		P	P	P	P	P	P	P	P	P	
Government Offices		P	P		P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
4. RECREATION AND CULTURE														
Art Galleries	P	P	P		P	P	P		P	P	P	P	P	
Auditoriums and Places of Assembly			P		P	P	P					P	P	
Boat Clubs					P	P								
Boating Storage Facilities					P			P						
Commercial Recreation		C	P		P	P	P	P		C	C	P	P	
Health Fitness Centers and Dance Studios	P	P 18.06.060(L)	P	P	P	P	P	P	P	P 18.06.060(L)	P 18.06.060(L)	P	P	
Libraries	C	C	C	C	P	P	P		P	C	P	P	P	18.04.060(V)
Marinas/Boat Launching Facilities					P 18.06.060(CC)	P								
Museums		C	P		P	P	P		P	C	C	P	P	18.04.060(V)
Parks, Neighborhood	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Parks & Playgrounds, Other	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Theaters (Drive-in)			C											

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Theaters (No drive-ins)			P		P	P	P				C	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
5. RESIDENTIAL														
Apartments		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Apartments above ground floor in mixed use development	P	P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Boarding Houses		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Co-Housing		P	P			P	P			P	P			P
Duplexes	P	P	P	P 18.06.060(T)			P		P	P	P			P
Fraternities, Dormitories		C	P	P 18.06.060(T)	P	P	P		P	C	P	P	P	
Group Homes (6 or less)	P	P	P 18.06.060(K)	P 18.06.060(T)	P	P	P 18.06.060(K)		P	P	P	P 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Group Homes (7 or more)	C	C	C 18.06.060(K)	C 18.06.060(T)	C	C	C 18.06.060(K)		C	C	C	C 18.06.060(K)	P 18.06.060(K)	18.04.060(K)

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Mobile or Manufactured Homes Park - Existing		C	C	C 18.06.060(T)						C			C	18.04.060(P)
Quarters for Night Watch person/Caretaker					P	P								
Retirement Homes		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Single-Family Residences	P	P	P	P 18.06.060(T)			P		P	P	P	P	P	
Single Room Occupancy Units			C		P	P	P		P				C	
Townhouses	P	P	P	P 18.06.060(T)		P	P		P	P	P	P	P	
Triplexes, Four-plexes, and Cottage Housing		P												P
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
6. RETAIL SALES														
Apparel and Accessory Stores			P		P	P	P						P	P
Boat Sales and Rentals			P		P	P	P	P						P
Building Materials, Garden and Farm Supplies	P		P		P	P	P					P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Commercial Greenhouses, Nurseries, Bulb Farms	C	C 18.04.060(G)	C	C					C		P	P		18.04.060(G)
Electric Vehicle Infrastructure	P	P	P	P	P 18.06.060(W)	P 18.06.060(W)	P 18.06.060(W)	P	P	P	P	P	P	
Food Stores	P	P 18.06.060(H)	P		P	P	P		P	P 18.08.060(H)	P	P	P	
Furniture, Home Furnishings, and Appliances			P		P	P	P				P	P	P	
Gasoline Dispensing Facilities accessory to a permitted use	P 18.06.060(W)(4)		P		P 18.06.060(W)		P 18.06.060(W)(2)	P				P 18.06.060(W)	P 18.06.060(W)	
Gasoline Dispensing Facility accessory to a permitted use - Existing	P 18.06.060(W)		P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P	
General Merchandise Stores	P	P 18.06.060(J)	P		P	P	P			P 18.06.060(J)	P	P	P	
Mobile, Manufactured, and Modular Housing Sales			P											
Motor Vehicle Sales			P				P	P						P

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Motor Vehicle Supply Stores			P		P	P	P	P			P	P	P	
Office Supplies and Equipment		P 18.06.060(DD)	P		P	P	P		P	P 18.06.060(DD)	P	P	P	18.06.060(CC)
Pharmacies and Medical Supply Stores	P	P 18.06.060(EE)	P	P	P	P	P		P	P 18.06.060(EE)	P	P	P	18.06.060(DD)
Specialty Stores	P 18.06.060(Y)(3)	P 18.06.060(Y)(4)	P	C 18.06.060(Y)(2)	P	P	P			P 18.06.060(Y)(4)	P	P 18.06.060(Y)(1)	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
7. SERVICES, HEALTH														
Hospitals				P			P		P					
Nursing, Congregate Care, and Convalescence Homes	C	P	C	P			C		C	C	C	P	P	18.04.060(S)
Offices, Medical		P	P	P	P	P	P	P	P	P	P	P	P	
Veterinary Offices/Clinics		P	P	P			P			P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
8. SERVICES, LODGING														

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Bed & Breakfast Houses (1 guest room)	P	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P			P	P	P	P	18.04.060(L)(3)(c)
Bed & Breakfast Houses (2 to 5 guest rooms)	C	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P		C	P	P	P	P	18.04.060(L)(3)(c)
Hotels/Motels			P	C	P		P		P				P	
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle Parks			P										P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
9. SERVICES, PERSONAL														
Adult Day Care Home	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)(3) (b)
Child Day Care Centers	C	P	P	P	P	P	P		P	P	C	P	P	18.04.060(D)
Crisis Intervention	C	P	C	P			P		C	P	C	C	C	18.04.060(I)
Family Child Care Homes	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Funeral Parlors and Mortuaries		C	P				P			C		P	P	
Laundries and Laundry Pick-up Agencies	P	P	P	P	P	P	P			P	P	P	P	18.06.060(O)
Personal Services	P	P	P	P	P	P	P	P	P	P	P	P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
10. SERVICES, MISCELLANEOUS														
Auto Rental Agencies			P		P	P	P	P			C	P	P	
Equipment Rental Services, Commercial			P		P		P				P	P	P	
Equipment Rental Services, Commercial - Existing		P 18.06.060(FF)												
Ministorage			P				P							
Printing, Commercial	P	P	P		P	P	P		P	P	P	P	P	
Public Facilities (see also Public Facilities, Essential on next page)	C	C	C	C	P	C	P	P	P	C	C	C	C	18.04.060(V)
Radio/T.V. Studios		P	P		P	P	P		P	P	P	P	P	
Recycling Facilities	P	P	P	P	P		P		P	P	P	P	P	18.06.060(V)
School - Colleges and Business, Vocational or Trade Schools		C	P		P	P	P		P	C	C	C	P	18.06.060(X)
Service and Repair Shops			P				P	P				P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Service Stations/Car Washes			P				P 18.06.060(W)	P				P 18.06.060(W)	P 18.06.060(W)	
Service Stations/Car Washes - Existing			P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P 18.06.060(W)	
Servicing of Personal Apparel and Equipment	P	P	P		P	P	P			P	P	P	P	
Truck, Trailer, and Recreational Vehicle Rentals			P					P						
Workshops for Disabled People	C	C	C	C	P	C	P		C	C	C	C	C	18.04.060(R)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
11. PUBLIC FACILITIES, ESSENTIAL														
Airports			C										C	18.06.060(G)
Inpatient Facilities		C	C	C 18.06.060(T)	C		C		C	C	C	P	P	18.06.060(G) 18.04.060(K)
Jails			C		C		C		C				C	18.06.060(G)
Mental Health Facilities			C	C 18.06.060(T)	C		C						C	18.06.060(G) 18.04.060(K)

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Other Correctional Facilities		C	C	C 18.06.060(T)	C	C	C		C	C	C	C	C	18.06.060(G)
Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities		C	C		C		C			C	C	C	C	18.06.060(G)
Radio/TV and Other Communication Towers and Antennas	C	C	C	C	C	C	C	C	C	C	C	C	C	18.06.060(G) 18.44.100
Sewage Treatment Facilities	C	C	C	C	P		P		C	C	C	C	C	18.06.060(G) 18.04.060(X)
State Education Facilities		C	C		C		C		C	C	C	C	C	18.06.060(G) 18.06.060(X)
State or Regional Transportation Facilities	C	C	C	C	C	C	C		C	C	C	C	C	18.06.060(G)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
12. TEMPORARY USES														
Entertainment Events			P		P	P	P						P	
Off Site Contractor Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(DD)

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Emergency Housing	P	P	P	P	P			P	P	P	P	P	P	18.04.060(DD)
<u>Emergency Housing Facilities</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>18.50</u>
Fireworks, as determined by Fire Dept.			P		P	P	P				P	P	P	9.48.160
Mobile Sidewalk Vendors		P	P	P	P	P	P			P	P	P	P	
Parking Lot Sales			P		P	P	P	P			P	P	P	
Residences Rented for Social Event (6 or less in 1 year)	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(DD)
Residences Rented for Social Event (7 or more in 1 year)	C	C	C	C	C	C	C		C	C	C	C	C	
Temporary Surface Parking Lot		P	P		P	P	P		P					
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
13. OTHER USES														
Accessory Structures/Uses														
Adult Oriented Businesses			P										P	18.06.060(B)
Agriculture	P	P	P	P					P	P	P	P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Animals	P	P	P	P	P	P	P		P	P	P	P	P	18.06.060(C)
Cemeteries	C	C	C	C					C	C	C		C	
Conference Center			P		P	P	P						P	
Fraternal Organizations		P	P		P	P	P		P/C 18.06.060(I)	P	P	P	P	
Gambling Establishments			C											
Garage/Yard/Rummage and Other Outdoor Sales	P	P	P	P	P	P	P		P	P	P	P	P	5.24
Home Occupations	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Parking Facility, Commercial		P	P		P	P	P 18.06.060(S)			P	P	P 18.06.060(S)	P	18.04.060(V)
Places of Worship	C	C	P	C	P	P	P		C	C	C	P	P	18.04.060(U)
Racing Pigeons	C	C	C	C					C	C	C	C	C	18.04.060(Y)
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
Schools	C	C	P	C	C	C	C		C	C	C	P	P	18.04.060(DD)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communications Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

LEGEND

P = Permitted Use

GC = General Commercial

HDC-1=High Density Corridor-1

LEGEND

MS = Medical Services

PO/RM = Professional
Office/Residential Multifamily

UW = Urban Waterfront

HDC-2=High Density Corridor-2

DB = Downtown Business

AS=Auto Services

UW-H = Urban Waterfront-Housing

HDC-3=High Density Corridor-3

C = Conditional Use

NR = Neighborhood Retail

CSH = Commercial Services-High Density

HDC-4=High Density Corridor-4

Section 4. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. 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 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. Effective Date. This Ordinance is for the immediate preservation of public peace, health, safety, and welfare of the public, and shall take effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Adopting a Pavement Restoration Fee

Agenda Date: 12/11/2018
Agenda Item Number: 4.L
File Number: 18-0301

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

Title

Approval of an Ordinance Adopting a Pavement Restoration Fee

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommends approval of an ordinance adopting the Pavement Restoration Fee.

City Manager Recommendation:

Move to approve the ordinance adopting a Pavement Restoration Fee on second reading.

Report

Issue:

Whether to approve an ordinance adopting the proposed Pavement Restoration Fee.

Staff Contact:

Fran Eide, P.E., City Engineer, Public Works Engineering, 360.753.8422.

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis has not changed from first to second reading.

Despite an effort undertaken in the late 1990s, there is no clear guidance related to the establishment, application, or collection of Pavement Restoration Fees for damage done to streets within five-years of the original paving date. This is affecting the life cycle of pavement as well as the collection of funds to help the City address premature pavement failure.

In 2016 and 2017, a committee made up of staff from the private utilities, Public Works, Community Planning and Development, and Information Services met to develop processes, procedures and a fee structure. The committee evaluated fee information from Lacey, Tumwater, Tukwila, Seattle Department of Transportation, Phoenix, and Concord (New Hampshire).

On February 16, 2018, staff made a presentation to the Land Use and Environment Committee (LUEC), providing an update on the proposed Pavement Restoration Fee.

The structure uses a base fee of \$25.00 per square foot or portion thereof and a five-year de-escalation.

Year 1 (new treatment):	5X base fee (or \$125.00 per square foot or portion thereof);
Year 2:	4X base fee (or \$100.00 per square foot or portion thereof);
Year 3:	3X base fee (or \$75.00 per square foot or portion thereof);
Year 4:	2X base fee (or \$50.00 per square foot or portion thereof);
Year 5:	1X base fee (or \$25.00 per square foot or portion thereof).

Neighborhood/Community Interests (if known):

Adopting a Pavement Restoration Fee will help ensure higher quality street surfaces by:

- increasing the level of communication between agencies about planned projects;
- providing a predictable permitting process; and
- providing up to date maps of recently paved streets.

The proposed fee schedule is the same one being used in Tumwater and Lacey, providing consistency among the three jurisdictions.

Options:

1. Revise Olympia Municipal Code (OMC) Title 4 (*Fees and Fines*) to establish a Pavement Restoration Fee schedule as follows:

Year 1 (new treatment):	5X base fee (or \$125.00 per square foot or portion thereof);
Year 2:	4X base fee (or \$100.00 per square foot or portion thereof);
Year 3:	3X base fee (or \$75.00 per square foot or portion thereof);
Year 4:	2X base fee (or \$50.00 per square foot or portion thereof);
Year 5:	1X base fee (or \$25.00 per square foot or portion thereof).

The overall pavement rating for City streets will improve. Any funds collected will be used for pavement repair.

2. Revise Olympia Municipal Code (OMC) Title 4 (*Fees and Fines*) to establish a revised Pavement Restoration Fee schedule. The revised schedule could include a different base fee and/or a modified de-escalation schedule and/or a flat fee, regardless of the pavement age.

The impact of establishing a modified Pavement Restoration Fee schedule is that any benefit is delayed until staff communicates the revised schedule with stakeholders before gaining approval from the Council for implementation.

3. Do not establish a Pavement Restoration Fee.

There will be no incentive for an applicant to avoid cutting into new pavement, resulting in an

overall decline in pavement condition. There will be no additional funding to help restore street surfaces that fail prematurely.

Financial Impact:

The amount collected will vary year to year. Funds collected will be used by Public Works Transportation to repair pavement.

Any fee that the City assesses through the permit process will be passed along to the consumer.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 4.04 RELATING TO ENGINEERING FEES

WHEREAS, from time to time, the City must update its fee schedule to reflect the costs of certain programs and/or impacts to City infrastructure; and

WHEREAS, the City has a need to add a fee to recognize the degradation of pavement cuts into city infrastructure based on the age of such infrastructure; and

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

Section 1. Amendment of OMC 4.04. Olympia Municipal Code Chapter 4.04 is hereby amended to read as follows:

Chapter 4.04
ENGINEERING FEES

4.04.000 Chapter Contents

Sections:

4.04.010 Assessment of fees.

4.04.010 Assessment of fees

A. Commencing ~~January August 1, 2014~~August 1, 2018, the following fee schedule shall be in full force and effect.

Application Type

Plan Check Fees

Engineering Fee Schedule

Water Main Extension (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Sewer Main Extension (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Reclaimed Water Main or Service Extension	\$452.00 + \$0.50 per linear foot or part thereof
Streets	\$452.00 + \$0.50 per linear foot or part thereof
Curb and Sidewalk	\$452.00 + \$0.50 per linear foot or part thereof
Storm On-Site	\$452.00 + \$37.00 per Acre Gross Parcel Area
Storm Pipe	\$452.00 + \$0.50 per linear foot or part thereof

Application Type**Plan Check Fees****Engineering Fee Schedule**

Street Lighting (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Driveway: Commercial	\$678.00 each
STEP Sewer System: Commercial	\$1,355.00 each
Sewer Pump Station	\$1,355.00 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	\$1,355.00 each
Traffic Signal	\$1,355.00 each
Solid Waste Pad and/or enclosure	\$125.00
Landscape Plan Review	\$250.00
Resubmittal Fee	50% of plan review fee starting with second resubmittal after the initial application

Application Type**Permit/Inspection Fees**

Single Family Residential Site Erosion Control Inspection	\$184.00 each
Streets and/or Alleys	\$2.30 per linear foot or part thereof
Curb and/or Walk	\$2.30 per linear foot or part thereof
Street lighting (For projects outside city limits, fees will increase by 25%)	\$1.60 per linear foot or part thereof
Driveways: Residential	\$158.00 each
Driveways: Commercial	\$788.00 each
Sanitary Sewer Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof plus \$1.00 per linear foot for Television Inspection
STEP Sewer System: Residential (For projects outside city limits, fees will increase by 25%)	\$509.00 each
STEP Sewer System: Commercial (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Pump Station	\$1,019.00 each

Application Type

Permit/Inspection Fees

On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Lateral Connection at Main	\$368.00 each
Sewer Lateral Connection on Property	\$147.00 each
Storm Sewer Main	\$3.10 per linear foot or part thereof plus \$1.00 per linear foot for Television Inspection
Storm On-Site System	\$677.00 each
Water Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof
Water Connection (New)	\$200.00 each
Water Purity Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Water Main Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection	\$3.10 per linear foot or part thereof
Reclaimed Water Connection (new)	\$200.00 each
Reclaimed Water Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Traffic Signal	\$1,575.00 each
Solid Waste Pad and/or enclosure	\$250.00
Landscape	\$375.00
Bicycle Parking	\$125.00
Paving of Parking Lots (including re-paving)	\$0.06 per square foot or part thereof
Right-of-Way Obstruction Permit (No Traffic Control Plan Required)	\$184.00 each
Right-of-Way Obstruction Permit	\$562.00 each

Application Type

Permit/Inspection Fees

Right-of-Way Obstruction Permit (Traffic Control Plan Required, and on-site signage, cones, or flaggers needed)	
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125% value of the work)	\$184.00 each
Right-of-Way Vacation Request	\$1,943.00 each
Latecomer Reimbursement Contract	\$1,943.00 + 5% Administrative Fee (based on total cost of the contract)
UGA City Utility Availability Authorization	\$175.00 each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	\$420.00 per year
Street Closure Permit for Temporary Moving of Structures or Equipment	\$850.00 each
Recording Fees for Annexation Agreements, Bills of Sale, Easements, Deeds	\$80.00
Recording Fees for Stormwater Maintenance Agreements	\$115.00

Private Utilities

Private Utility (power, natural overhead, gas, telecommunications, CATV) (New development of systems):	New Short Plat – (2-9 Lots)
	Plan Check: \$158.00
	Permit Fees: \$26.00
	New Long Plat – (10-25 Lots)
	Plan Check: \$315.00
	Permit Fees: \$53.00 + \$0.20 per linear foot or part thereof
	New Long Plat – (26+ Lots)
	Plan Check: \$525.00
	Permit Fees: \$79.00 + \$0.20 per linear foot or part thereof
	New Commercial:
Plan Check: \$315.00	
Permit Fees: \$53.00	
New R-O-W Utilities (New or Extension)	

Application Type

Permit/Inspection Fees

Plan Check: \$263.00 + \$0.9 per linear foot or part thereof

Permit Fees: \$26.00

Repair/Replace Existing

Plan Check: \$0.00

Permit Fees: \$26.00 + \$0.10 per linear foot or part thereof

New/Replace Pole: \$26.00 per Each

50% plan check fees

Resubmittal fees starting with second resubmittal after the initial application

Pavement Restoration Fee

<u>Base Fee</u>	<u>\$25.00 per square foot or part thereof</u>
<u>Year 1 (new pavement)</u>	<u>5X base fee</u>
<u>Year 2</u>	<u>4X base fee</u>
<u>Year 3</u>	<u>3X base fee</u>
<u>Year 4</u>	<u>2X base fee</u>
<u>Year 5</u>	<u>1X base fee</u>

Tree Protections and Replacement Ordinance Fee Schedule

Tree Plan Review for New Commercial Development	\$1,575.00 each
Tree Plan Review for New Multi-family Residential Development	\$1,575.00 each
Tree Plan Review for New Subdivisions - 9 lots and less	\$525.00 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,575.00 + \$26.00 per lot
Tree Plan Field Inspection for New Commercial Development	\$1,575.00 each
Tree Plan Field Inspection for New Multi-family Residential Development	\$1,575.00 each
Tree Plan Field Inspection for New Subdivisions - 9 lots and less	\$525.00 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,575.00 + \$26.00 per lot
Tree Plan Review for Tree Trimming by Private Utility	\$210.00 + \$0.10 per linear foot, or part thereof, of project

Application Type

Permit/Inspection Fees

Tree Plan Field Inspection for Tree Trimming by Private Utility	\$210.00+\$0.10 per linear foot, or part thereof, of project
Tree Conversion Option Harvest	\$150.00 per acre, or part thereof, to \$3,000.00 maximum

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. 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 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapters 2.06 and 2.100 Related to Council Committees and Citizen- Member Boards and Commissions

Agenda Date: 12/11/2018
Agenda Item Number: 4.M
File Number: 18-1092

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapters 2.06 and 2.100 Related to Council Committees and Citizen-Member Boards and Commissions

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Olympia Municipal Code (OMC) Chapters 2.06 and 2.100 related to council committees and citizen-member boards and commissions on second reading.

Report

Issue:

Whether to amend the OMC to reflect new term limits on advisory boards and commissions, which was established by vote of the City Council on May 22, 2018.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis has not changed from first to second reading.

On March 28, 2018, the General Government Committee met with advisory board and commission chairs, vice chairs and staff liaisons to assess the workflow and effectiveness of the advisory boards and their relationship to the General Government Committee. There was an interest in encouraging broader participation, varied perspectives and diversity of voices and experiences on the City's citizen-member boards and commissions.

Based on those conversations, the Committee recommended establishing term limits for appointees of no more than three (3) full terms, or nine (9) years, on any specific board or committee - except the Design Review Board. Partial terms would not be counted toward the number of terms considered, and appointees who have reached the term limit on any one committee remain eligible to apply and serve on a different committee.

At its May 22, 2018, meeting the Olympia City Council voted to approve establishing the new term limits and conditions. Currently, Olympia Municipal Code (OMC) Section 2.100.050.C sets no limit to the number terms an appointed member could serve on a board, commission or advisory committee. The OMC must be amended to appropriately reflect the decision of Council. There was also an interest to amend the OMC to provide a mechanism to waive term limits in exigent circumstances such as maintaining a citizen member with exceptional historical knowledge, or when insufficient applications are submitted.

OMC Chapter 2.06 would be amended to provide consistency between it and Chapter 2.100

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the ordinance amending Olympia Municipal Code (OMC) Chapters 2.06 and 2.100 related to council committees and citizen-member boards and commissions.
2. Modify and then approve the ordinance amending Olympia Municipal Code (OMC) Chapters 2.06 and 2.100 related to council committees and citizen-member boards and commissions
3. Do not approve the ordinance amending Olympia Municipal Code (OMC) Chapters 2.06 and 2.100 related to council committees and citizen-member boards and commissions.

Financial Impact:

N/A

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO COUNCIL COMMITTEES AND CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL AND AMENDING CHAPTERS 2.06 AND 2.100 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, the Olympia City Council adopted Ordinance No. 4401 § 5 in 1992, establishing a method for recommendation of advisory board and commission members, which was subsequently revised by the Council's adoption of Ordinance No. 6499 § 1 in 2007, without repeal of the prior code provision; and

WHEREAS, the Olympia City Council adopted Ordinance No. 6499 § 1 in 2007 establishing the term of office for citizen-member boards, commissions and advisory committees; and

WHEREAS, Olympia Municipal Code Section 2.100.050 sets no limit to the number of terms an appointed member could serve on a board, commission or advisory committee; and

WHEREAS, the City wishes to encourage broader participation, varied perspectives and diversity of voices and experiences on citizen-member boards, commissions and advisory committees; and

WHEREAS, at its May 22, 2018, business meeting, the Olympia City Council voted to establish term limits of no more than three (3) full terms, or nine (9) years, on any specific board or committee, with the exception of the Design Review Board; and

WHEREAS, the Olympia City Council acknowledges that certain circumstances might arise that make it imperative to have a mechanism to waive term limits for citizens serving upon a board or committee with exceptional historical knowledge, or when insufficient applications are submitted, or other exigent circumstances exist, but such waiver may only be considered upon a motion properly made and seconded at an open public meeting, with City Council approval of a majority plus one;

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

Section 1. Amendment of OMC 2.06. Olympia Municipal Code Chapter 2.06 is hereby amended to read as follows:

**Chapter 2.06
COUNCIL COMMITTEES**

2.06.000 Chapter Contents

Sections:

- 2.06.010 Created.
- 2.06.020 Performance of tasks.
- 2.06.030 Assignment of members ~~Chairman~~ Chairperson.
- 2.06.050 Recommendation of advisory board and commission members.
- 2.06.060 Recommendation of interlocal board and commission members.
- 2.06.070 Terms--Vacancy filling.

2.06.010 Created

There are created the following committees of the eCity eCouncil along with a general description of topics for their consideration:

- A. General gGovernment eCommittee: Public safety, operational policy, economic development, housing, general government issues, boards and commissions;
- B. Land uUse and eEnvironment eCommittee: Planning, transportation, environment, utilities, parks, community development, neighborhoods;
- C. Finance eCommittee: finance/budget.

2.06.020 Performance of tasks

The committees created in this chapter shall perform such tasks in line with the subjects described in Section 2.06.010, or as may be referred to them by the City eCouncil.

2.06.030 Assignment of members – Chairman Chairperson

Councilmembers shall be assigned to a committee as determined by the eCity eCouncil after each eCouncil election. A chairman chairperson for each committee shall be selected by the eCouncil to preside over committee meetings. If necessary, each committee shall meet at least once a month or more, depending on the committee's agenda, at date(s) and time(s) available to committee members.

2.06.050 ~~Recommendation of advisory board and commission members~~

~~The general government committee shall also recommend to the council the name(s) of person(s) to be appointed to the various advisory boards and commissions of the city as positions thereon become vacant. Before making the recommendation, the general government committee shall seek advice from other councilmembers, advertise for opening(s) in the press and media, notify interested citizen groups and interview interested applicants.~~

~~The council may confirm or refuse to confirm any such recommendation. Repealed. Reference OMC 2.100.040.~~

2.06.060 Recommendation of Council appointment to interlocal or interjurisdictional boards and commissions members

The general government committee City Council shall also recommend to the council the name(s) of ~~determine~~ the eCouncilmember(s) or other person(s) to be appointed to the various boards and committees created by interlocal agreement or for interjurisdictional committees, commissions or boards. ~~Councilmembers shall be~~

~~recommended for appointment to the intergovernmental committees based upon their membership in corresponding council committees.~~

~~The council may either confirm the recommendations or refuse to confirm same.~~

2.06.070 Terms – Vacancy filling

The terms shall be for two-year periods, commencing on January 1st, of each even-numbered year. The terms for members of the Committee of the Chairs shall be co-extensive with the terms for members of the committees set forth in OMC Section 2.06.010. Vacancies occurring prior to the expiration of these terms shall be filled in the same manner as set forth in this chapter for regular appointments.

Section 2. Amendment of OMC 2.100. Olympia Municipal Code Chapter 2.100, Article I, is hereby amended to read as follows:

Article I. CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

- 2.100.010 Purpose.
- 2.100.020 Committees Established.
- 2.100.030 List - Citizen –Member Committees Appointed by the Olympia City Council.
- 2.100.040 Members.
- 2.100.050 Term of Office.
- 2.100.060 Vacancies.
- 2.100.070 Rules of Procedure and Bylaws.
- 2.100.080 Annual Work Plan.
- 2.100.090 Staff Liaison Support.

2.100.010 Purpose

The purpose of this chapter is to create specific citizen-member committees appointed by the City Council, and provide uniform policies for the committees enabled herein, to the extent possible.

2.100.020 Committees Established

All citizen-member committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the committees appointed by Council are advisory in nature.

2.100.030 List - Citizen –Member Committees Appointed by the Olympia City Council

The committees appointed by the City Council are:

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)
- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)

2.100.040 Members

- A. Number of Members. Except as may be otherwise be provided by ordinance, each committee shall consist of nine (9) members appointed by the City Council.
- B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.
 - 1. This provision shall not apply to a committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.
- C. Compensation. All committee members shall serve without compensation.
- D. Appointment.
 - 1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.
 - 2. Members serve at the discretion of the City Council, and may be removed from office for any reason by majority vote of the City Council in a public meeting.
 - 3. City employees are not eligible for appointment to a committee during the term of their employment with the City.

E. Recruitment. The City Council's General Government Committee shall develop and implement a public process to recruit potential committee members.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, and ethnicity on each committee. Except as may otherwise be provided by ordinance, no geographic, gender, age, profession, nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All positions are non-partisan.

2.100.050 Term of Office

A. The term of office for committee positions shall be three (3) years, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of each committee's membership shall expire each year.

C. ~~There is no limit on the number of terms to which an individual may be appointed.~~ Terms shall be limited to three (3) full terms, nine (9) years, on any one committee (except the Design Review Board). Citizens who have reached the term limit on any one committee remain eligible to apply and serve on a different committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority plus one of the City Council.

2.100.060 Vacancies

A. Vacancies on committees occurring during the term of office shall be filled based upon on a timeline determined by the City Council's General Government Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

2.100.070 Rules of Procedure and Bylaws

The General Government Committee of the City Council shall establish Rules of Procedure and Bylaws for committees.

2.100.080 Annual Work Plan

Each committee, except the Design Review Board, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's General Government Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the General Government Committee for consideration and recommendation to the full Council.

2.100.090 Staff Liaison Support

The City Manager, or designee, shall appoint a primary staff liaison for each committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan; and to perform other committee liaison duties as may be assigned by the City Manager or designee.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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 shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Relating to the Storm and Surface Water Utility and Repealing Section 13.16.170 of the Olympia Municipal Code

Agenda Date: 12/11/2018
Agenda Item Number: 4.N
File Number: 18-1170

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Relating to the Storm and Surface Water Utility and Repealing Section 13.16.170 of the Olympia Municipal Code

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Ordinance Relating to the Storm and Surface Water Utility and Repealing Section 13.16.170 of the Olympia Municipal Code on first reading and forward to second reading.

Report

Issue:

Whether to repeal Olympia Municipal Code (OMC) Section 13.16.170.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Ordinance No. 5350 relating to storm drainage services charges was passed in 1992. The ordinance added a new section to OMC Chapter 13.16 pertaining to issuance of bonds for stormwater purposes.

Staff has researched whether or not bonds were ever issued for stormwater purposes after passage of Ordinance No. 5350 and has determined no such bonds were issued. OMC 13.16.170 is therefore a nullity without legal effect and should be repealed.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Approve the Ordinance repealing OMC Section 13.16.170 on first reading and forward to second reading.
2. Direct staff to make changes to the Ordinance repealing OMC Section 13.16.170 and forward to second reading.
3. Do not approve the Ordinance repealing OMC Section 13.16.170. This leaves a section in the OMC that is a nullity without legal effect.

Financial Impact:

None

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE STORM AND SURFACE WATER UTILITY AND REPEALING SECTION 13.16.170 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, Olympia Municipal Code (OMC) Section 13.16.170, Sunset Clause, was enacted in 1992 by virtue of Ordinance No. 5350 relating to storm drainage services charges; and

WHEREAS, the bonds referenced in OMC 13.16.170 were never issued by the City; and

WHEREAS, the Olympia City Council finds that OMC 13.16.170 is therefore a nullity without legal effect and should be repealed;

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

Section 1. Amendment of OMC 13.16.00. Olympia Municipal Code Section 13.16.00 is hereby amended to read as follows:

Chapter 13.16
STORM AND SURFACE WATER UTILITY

13.16.000 Chapter Contents

Sections:

- 13.16.010 Definitions.
- 13.16.017 Drainage design and erosion control manual – Adopted.
- 13.16.018 Drainage and erosion control manual – Provisions to prevail in event of conflict.
- 13.16.020 Permit required.
- 13.16.030 Nonpermitted uses of the storm drainage system.
- 13.16.040 Connection to the storm drainage system.
- 13.16.050 Charges for use of the storm drainage system.
- 13.16.060 Provision of abutting storm drainage system facilities.
- 13.16.070 Payment for connection to the storm drainage system.
- 13.16.080 Storm drainage system general facilities charge.
- 13.16.090 Credit for additional storm drainage detention/retention or water quality treatment.
- 13.16.120 Billing date.
- 13.16.130 Adjustment of charges and appeals.
- 13.16.140 Collection of delinquent charges.
- 13.16.160 Authority to operate, maintain and modify the utility.
- ~~13.16.170 Sunset clause.~~
- 13.16.180 Enforcement – Civil and Criminal Penalties – Public Nuisance.

Section 2. Repeal of OMC 13.16.170. Olympia Municipal Code Section 13.16.170 is hereby repealed:

~~13.16.170 Sunset clause~~

~~The rates as increased in the ordinance codified in this section shall revert back to the 1992 (prior to the ordinance codified in this section) level upon payment in full of the bonds issued by the city which are secured by said increase in rates.~~

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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 shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Reducing Impact Fees for Qualified Low-Income Housing Development Projects

Agenda Date: 12/11/2018
Agenda Item Number: 4.O
File Number: 18-1174

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Reducing Impact Fees for Qualified Low-Income Housing Development Projects

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee considered this issue at its April 18, 2018, meeting.

City Manager Recommendation:

Move to approve the Ordinance Reducing Impact Fees for Qualifying Low-Income Housing Development Projects on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance reducing impacts for qualifying low-income housing development projects.

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia charges impact fees to defray the costs that new development has on the City's infrastructure. The City charges impact fees for parks as well as transportation. These fees are used as one of the funding sources to help to construct new parks and transportation facilities. The City also collects impact fees for the Olympia School District.

Impact fees are a commonly used funding source for infrastructure construction in the State of Washington. Most cities in the urban part of the state collect impact fees. In Thurston County the cities of Olympia and Tumwater collect impact fees as does Thurston County. The City of Lacey does not collect impact fees; however, it does collect State Environmental Policy Act mitigation fees

that serve a similar purpose.

Some communities choose to reduce impact fees for affordable housing projects. This practice is known as an Impact Fee Abatement or as an Impact Fee Waivers and Exemption.

Impact fee waivers or exemptions are less commonly used; however, many other cities throughout the state have adopted impact fee waiver and exemption regulations. A summary of communities and their regulations is attached. The Revised Code of Washington Chapter 82.02.060 Impact Fees that authorizes impact fee waivers and reductions is included in the summary.

An exemption may be granted under RCW 82.02.060(3) by local governments for low-income housing. A partial exemption of not more than 80 percent of impact fees may be granted, in which event there is no “explicit requirement” to pay the exempt portion of the fee from public funds “other than impact fee accounts.” On the other hand, a local government may provide a full waiver (which staff interprets to be 100 percent of impact fees), in which event the “remaining percentage of the exempted fee must be paid from public funds other than impact fee accounts.” Staff interprets this language to mean that the City would have to fund 20 percent of the impact fee with public funds (other than from impact fee accounts).

RCW 82.02.060(3) also conditions the exemption by requiring the developer to record a covenant that prohibits using the property for any purpose “other than for low-income housing,” and said covenant must address price restrictions and household income limits for the low-income housing. Subsection (3) also requires that if the property is converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in “effect at the time of conversion.” These covenants must be recorded with the Auditor. The City’s exemption must also acknowledge that a school district who receives impact fees “must approve any exemption under subsection (2) of [RCW 82.02.060] or . . . subsection (3).” The Olympia School District Board of Directors approved that attached resolution agreeing to reduce school impact fees for qualifying low income projects on November 19, 2018.

Finally, per RCW 82.02.060, “low-income housing” means “housing with a monthly housing expense, that is no greater than thirty percent of eighty percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States department of housing and urban development.”

Neighborhood/Community Interests:

Affordable housing is an issue of community-wide interest.

Options:

1. Approve the Ordinance Reducing Impact Fees for Qualifying Low-Income Housing Development Projects on first reading and forward to second reading.
2. Table consideration of the ordinance reducing impacts for qualifying low-income housing development to allow for additional staff and committee work.
3. Do not approve the Ordinance Reducing Impact Fees for Qualifying Low-Income Housing Development Projects.

Financial Impact:

In 2018 impact fees for a single family dwelling including parks, transportation and school fees total

\$14,381 in the City of Olympia. Impact fees for a multiple family unit are \$8,678 and for a multiple family unit in Downtown are \$3,892. Staff estimates that approximately 40 units per year may qualify for this exemption reducing impact collections by between \$155,680 to \$575,240 depending on the location and type of unit constructed.

Attachments:

Ordinance

Impact Fee Waiver White Paper

Olympia School District Resolution No. 589

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING SECTION 15.04.060 OF THE OLYMPIA MUNICIPAL CODE REGARDING AN EXEMPTION FROM IMPACT FEES FOR LOW-INCOME HOUSING PROJECTS.

WHEREAS, in 2012 the Washington State Legislature authorized municipalities to exempt qualified low-income housing from impact fees (RCW 82.02.060); and

WHEREAS, the Legislature authorized municipalities to grant an exemption of eighty percent (80%) of the impact fees with no requirement to pay the exempted portion of the fees from public funds; and

WHEREAS, the City Council considers and annually adopts a Consolidated Action Plan required by the U.S. Department of Housing and Urban Development (HUD) for the allocation of HUD funds that benefit low-income persons and low-income housing; and

WHEREAS, low-income housing projects which receive financial assistance from the City are subject to income, rent and price restrictions enforced through recorded covenants, ensuring affordability but also limiting funds available for development costs; and

WHEREAS, exemption of impact fees will enable low-income housing projects to become economically viable and produce more low-income housing units; and

WHEREAS, exemption from impact fees is categorically exempt from review under the State Environmental Policy Act;

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

Section 1. Amendment of OMC 15.04.060. Olympia Municipal Code Section 15.04.060 is hereby amended to read as follows:

15.04.060 Exemptions

A. The following shall be exempt from the payment of impact fees as follows:

1. Alteration of an existing nonresidential structure that does not expand the usable space or add any residential units shall be exempt from paying all impact fees;
2. Miscellaneous improvements, including, but not limited to, fences, walls, swimming pools, and signs shall be exempt from paying all impact fees;
3. Demolition or moving of a structure shall be exempt from paying all impact fees;
4. Expansion of an existing structure that results in the addition of one hundred twenty (120) square feet or less of gross floor area shall be exempt from paying all impact fees;

5. Replacement of a structure with a new structure of the same size and use at the same site or lot when such replacement occurs within seventy-two (72) months of the demolition or destruction of the prior structure shall be exempt from paying all impact fees. Replacement of a structure with a new structure of the same size shall be interpreted to include any structure for which the gross square footage of the building will not be increased by more than one hundred twenty (120) square feet. Such replacements shall be exempt from the payment of park, transportation impact fees, and school impact fees; provided that, park, transportation, and school impact fees will be charged for any additional residential units that are created in the replacement and, transportation impact fees shall be charged for any additional gross floor area greater than one hundred twenty (120) square feet added in the replacement;

6. Any form of housing intended for and solely occupied by persons sixty-two (62) years or older, including nursing homes and retirement centers, shall be exempt from the payment of school impact fees so long as those uses are maintained, and the necessary covenants or declaration of restrictions, in a form approved by the City Attorney and the School District attorney, required to ensure the maintenance of such uses, are recorded on the property;

7. The creation of an accessory dwelling unit shall be exempt from the payment of school impact fees and the creation of an accessory dwelling unit within an existing single family structure shall be exempt from the payment of park impact fees;

8. A single room occupancy dwelling shall be exempt from the payment of school impact fees;

9. A change in use where the increase in trip generation is less than the threshold stated in Section 15.04.040(C), Assessment of Impact Fees shall be exempt from paying transportation impact fees; or

10. Any form of low-income housing occupied by households whose income when adjusted for size, is at or below ~~80~~ eighty percent (80%) of the area median income, as annually adjusted by the U.S. Department of Housing and Urban Development shall be exempt from paying school impact fees provided that a covenant approved by the school district to assure continued use for low income housing is executed, and that the covenant is an obligation that runs with the land upon which the housing is located and is recorded against the title of the property.

11. Developments limited to residents who routinely receive assistance with activities of daily living such as, but not limited to, bathing, dressing, eating, personal hygiene, transferring, toileting, and mobility shall be exempt from paying park and school impact fees.

B. With respect to impact fees for parks and transportation, the Director shall be authorized to determine whether a particular development activity falls within an exemption identified in this Section, in any other

Section, or under other applicable law. Determinations of the Director shall be in writing and shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

C. With respect to school impact fees, requests for an exemption shall be directed to District No. 111. District No. 111 shall determine whether a particular development activity falls within an exemption identified in this Section, in any other Section, or under other applicable law. District No. 111 shall forward its determination to the Director in writing, and the Director may adopt the determination of District No. 111 and may exempt or decline to exempt a particular development activity, or the Director may make an alternative determination and set forth the rationale for the alternative determination. Determinations of the Director shall be in writing and shall be subject to the appeals procedures set forth in OMC Chapter 18.75.

D. Upon application by the owner, a partial exemption of not more than eighty percent (80%) of park, transportation and school impact fees, with no explicit requirement to pay the exempted portion of the fee from public funds, may be granted to a low-income housing development, as defined below:

1. The Director, after consultation with the Directors of Parks and Public Works Transportation, may grant an exemption to a low-income housing project listed in an annual consolidated action plan approved by the City Council.

2. The City Council may grant an exemption to a low-income housing project not included in an annual consolidated action plan.

3. The decision to grant, partially grant or deny an exemption shall be based on the public benefit of the specific project, the extent to which the applicant has sought other funding sources, the financial hardship to the project of paying the impact fees, the impacts of the project on public facilities and services, and the consistency of the project with adopted City plans and policies relating to low-income housing.

4. An exemption granted under this subsection must be conditioned upon requiring the developer to record a covenant approved by the Director that prohibits using the property for any purpose other than for low-income housing as described in OMC Subsection 15.04.060.A.10. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and require that, if the property is converted to a use other than for low-income housing as defined in the covenant, the property owner must pay the applicable impact fees in effect at the time of any conversion. Covenants required by this subsection must be recorded with the Thurston County Auditor.

5. "Low-income housing" means housing with a monthly housing expense that is no greater than thirty percent (30%) of eighty percent (80%) of the median family income adjusted for family size for Olympia, as reported by the United States Department of Housing and Urban Development.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. 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 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect January 1, 2019, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Notes from the Municipal Research and Services Center

Here are some sample code provisions that exempt low-income housing from impact fees:

A. Low-income Housing May be Exempt from Impact Fee

- Bainbridge Island Municipal Code, [Chapter 15.30 TRANSPORTATION IMPACT FEES](#), Subsection 15.30.070(9)
- Bellevue Municipal Code, [Chapter 22.16 TRANSPORTATION IMPACT FEE PROGRAM](#), Subsection 22.16.070(B)(2)
- Gig Harbor Municipal Code, [Chapter 19.12 IMPACT FEES*](#), Section 19.12.160

B. Low-income Housing May be Exempt from a Percentage of the Impact Fee

- Covington Municipal Code, [Chapter 19.20 IMPOSITION OF IMPACT FEES](#), Section 19.20.080 - may request to be exempt from up to 80 percent of the impact fees imposed on a low-income housing units to be developed.
- Kirkland Municipal Code, [Chapter 27.04 TRANSPORTATION IMPACT FEES*](#), Section 27.04.050(7) - Low-income housing may request an exemption of 80 percent of the required impact fee.
- Mercer Island Municipal Code, [Chapter 19.19 TRANSPORTATION IMPACT FEES](#), Section 19.19.070 - Reconstruction, remodeling or construction of low-income housing units may request an exemption of 80 percent of the required impact fee.

City of Bellingham:

Chapter 19 “Impact Fees” of the BMC:

B. Upon application by the owner, a partial exemption of not more than **80 percent of park impact fees**, with no explicit requirement to pay the exempted portion of the fee from public funds, may be granted to a low-income housing development, as defined below:

1. The director of planning and community development, after consultation with the director of parks, may grant an exemption to a low-income housing project listed in an annual consolidated action plan approved by city council.
2. The city council may grant an exemption to a low-income housing project not included in an annual consolidated action plan.

3. The decision to grant, partially grant or deny an exemption shall be based on the public benefit of the specific project, the extent to which the applicant has sought other funding sources, the financial hardship to the project of paying the impact fees, the impacts of the project on public facilities and services, and the consistency of the project with adopted city plans and policies relating to low-income housing.

4. An exemption granted under this subsection must be conditioned upon requiring the developer to record a covenant approved by the director of planning and community development that prohibits using the property for any purpose other than for low-income housing. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and require that, if the property is converted to a use other than for low-income housing as defined in the covenant, the property owner must pay the applicable impact fees in effect at the time of any conversion. Covenants required by this subsection must be recorded with the Whatcom County auditor.

5. “Low-income housing” means housing with a monthly housing expense that is no greater than 30 percent of 80 percent of the median family income adjusted for family size, for Bellingham, as reported by the United States Department of Housing and Urban Development. [Ord. [2015-07-029](#) § 1; Ord. [2009-04-020](#); Ord. [2007-10-080](#); Ord. [2006-02-012](#)].

E. Upon application by the owner, a partial exemption of not more than **80 percent of transportation impact fees**, with no explicit requirement to pay the exempted portion of the fee from public funds, may be granted to a low-income housing development, as defined below:

1. The director of planning and community development, after consultation with the director of public works, may grant an exemption to a low-income housing project listed in an annual consolidated action plan approved by city council.

2. The city council may grant an exemption to a low-income housing project not included in an annual consolidated action plan.

3. The decision to grant, partially grant or deny an exemption shall be based on the public benefit of the specific project, the extent to which the applicant has sought other funding sources, the financial hardship to the project of paying the impact fees, the impacts of the project on public facilities and services, and the consistency of the project with adopted city plans and policies relating to low-income housing.

4. An exemption granted under this subsection must be conditioned upon requiring the developer to record a covenant approved by the director of planning and community development that prohibits using the property for any purpose other than for low-income housing. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and require that, if the property is converted to a use other than for low-income housing as defined in the covenant, the property owner must pay the applicable impact fees in effect at the time of any conversion. Covenants required by this subsection must be recorded with the Whatcom County auditor.

5. “Low-income housing” means housing with a monthly housing expense that is no greater than 30 percent of 80 percent of the median family income adjusted for family size, for Bellingham, as reported by the United States Department of Housing and Urban Development. [Ord. [2016-08-031](#) § 3; Ord. [2015-07-029](#) § 2; Ord. [2011-01-003](#); Ord. [2009-04-021](#); Ord. [2006-11-106](#)].

2. Upon application by the owner, a partial exemption of not more than **80 percent of school impact fees**, with no explicit requirement to pay the exempted portion of the fee from public funds, may be granted to a low-income housing development, as defined below:

a. The director of planning and community development, after approval by the Bellingham School District, may grant an exemption to a low-income housing project listed in an annual consolidated action plan approved by city council.

b. The city council, after approval by the Bellingham School District, may grant an exemption to a low-income housing project not included in an annual consolidated action plan.

c. The decision of the director of planning and community development or the city council, as applicable, to grant, partially grant or deny an exemption shall be based on the public benefit of the specific project, the extent to which the applicant has sought other funding sources, the financial hardship to the project of paying the impact fees, the impacts of the project on school facilities and services, and the consistency of the project with adopted city plans and policies relating to low-income housing.

d. An exemption granted under this subsection must be conditioned upon requiring the developer to record a covenant approved by the director of planning and community development that prohibits using the property for any purpose other than for low-income housing. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and require that, if the property is converted to a use other than for low-income housing as defined in the covenant, the property owner must pay the applicable impact fees in effect at the time of any conversion. Covenants required by this subsection must be recorded with the Whatcom County auditor.

e. "Low-income housing" means housing with a monthly housing expense that is no greater than 30 percent of 80 percent of the median family income adjusted for family size, for Bellingham, as reported by the United States Department of Housing and Urban Development.

3. To avoid delay pending resolution of the adjustment or appeal, school impact fees may be paid under protest in order to obtain a development approval.

4. Failure to exhaust this administrative remedy shall preclude appeals of the school impact fee pursuant to subsection (B) of this section.

City of Vancouver, Washington

Section 20.915.080 Impact Fee Exemptions, Reductions, and Waivers.

A. Exemptions from impact fees. The following developments shall be exempt from the requirement for payment of impact fees: publicly operated elementary, middle, junior high and senior high schools, and administrative, maintenance and other facilities of a school district and facilities of an Educational Service District.

B. Exemption or waiver from impact fees for low income housing pursuant to RCW 82.02.060(2).

Pursuant to RCW 82.02.060(2), the Review Authority may grant a total or partial exemption or waiver from impact fees for housing developments containing up to three dwelling units and qualifying as low-income housing as defined in this Chapter, to be owned and occupied by, or leased to, low-income persons.

Requests for exemption and/or waiver for four or more dwelling units must be approved by the City Council. No such impact fee exemption and/or waiver shall be granted for any low income housing that has been granted a property tax exemption pursuant to VMC 3.22, Multi-family Tax Abatement. Any such exemption or waiver shall be subject to:

1. Provision being made for payment of the impact fee from public funds other than impact fee accounts; and
2. Adequate documentation that the housing meets appropriate standards regarding household income, rent levels, sales price, location, and number of units;

C. Alternative exemption from impact fees for low-income housing pursuant to RCW 82.02.060(3).

Pursuant to RCW 82.02.060(3), the City Council may grant an alternative exemption for low-income housing under this Subsection C. No such impact fee exemption and/or waiver shall be granted for any low income housing that has been granted a property tax exemption pursuant to VMC 3.22, Multi-family Tax Abatement

1. The City Council may either:
 - a. Grant a partial exemption of not more than eighty percent of impact fees, in which case there is no requirement to pay the exempted portion of the fee from public funds other than impact fee accounts; or
 - b. Provide a full waiver, in which case the remaining percentage of the exempted fee must be paid from public funds other than impact fee accounts; and
2. Compliance with all of the requirements of Subsection D of VMC 20.915.080 is required.

D. An exemption for low-income housing granted under Subsection B or C of this section must comply with all of the following conditions:

1. The developer shall record a covenant with the Clark County Auditor. The covenant must:

a. Prohibit using the property for any purpose other than for low-income housing.

b. Require that if the property is converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion.

c. Define low-income housing as housing for which the monthly housing expense is no greater than thirty percent of eighty percent of the median family income adjusted for family size for Clark County, Washington, as reported by the United States Department of Housing and Urban Development.

2. When the City grants an exemption for low-income housing granted under Subsection B or C of this section, it may not collect revenue lost through the granting of the exemption by increasing impact fees unrelated to the exemption.

3. A school district that receives school impact fees collected by the City must consent in writing prior to City approval of any exemption from school impact fees granted under Subsection B or C of this section. Failure of a school district to provide consent in writing within 30 days of written request for approval by the City shall constitute disapproval of the requested exemption.

RCW 82.02.060

Impact fees—Local ordinances—Required provisions.

The local ordinance by which impact fees are imposed:

(1) Shall include a schedule of impact fees which shall be adopted for each type of development activity that is subject to impact fees, specifying the amount of the impact fee to be imposed for each type of system improvement. The schedule shall be based upon a formula or other method of calculating such impact fees. In determining proportionate share, the formula or other method of calculating impact fees shall incorporate, among other things, the following:

(a) The cost of public facilities necessitated by new development;

(b) An adjustment to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development to pay for particular system improvements in the form of user fees, debt service payments, taxes, or other payments earmarked for or proratable to the particular system improvement;

(c) The availability of other means of funding public facility improvements;

(d) The cost of existing public facilities improvements; and

(e) The methods by which public facilities improvements were financed;

(2) May provide an exemption for low-income housing, and other development activities with broad public purposes, from these impact fees, provided that the impact fees for such development activity shall be paid from public funds other than impact fee accounts;

(3) May provide an exemption from impact fees for low-income housing. Local governments that grant exemptions for low-income housing under this subsection (3) may either: Grant a partial exemption of not more than eighty percent of impact fees, in which case there is no explicit requirement to pay the exempted portion of the fee from public funds other than impact fee accounts; or provide a full waiver, in which case the remaining percentage of the exempted fee must be paid from public funds other than impact fee accounts. An exemption for low-income housing granted under subsection (2) of this section or this subsection (3) must be conditioned upon requiring the developer to record a covenant that, except as provided otherwise by this subsection, prohibits using the property for any purpose other than for low-income housing. At a minimum, the covenant must address price restrictions and household income limits for the low-income housing, and that if the property is converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion. Covenants required by this subsection must be recorded with the applicable county auditor or recording officer. A local government granting an exemption under subsection (2) of this section or this subsection (3) for low-income housing may not collect revenue lost through granting an exemption by increasing impact fees unrelated to the exemption. A school district who receives school impact fees must approve any exemption under subsection (2) of this section or this subsection (3);

(4) Shall provide a credit for the value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities that are identified in the capital facilities plan and that are required by the county, city, or town as a condition of approving the development activity;

(5) Shall allow the county, city, or town imposing the impact fees to adjust the standard impact fee at the time the fee is imposed to consider unusual circumstances in specific cases to ensure that impact fees are imposed fairly;

(6) Shall include a provision for calculating the amount of the fee to be imposed on a particular development that permits consideration of studies and data submitted by the developer to adjust the amount of the fee;

(7) Shall establish one or more reasonable service areas within which it shall calculate and impose impact fees for various land use categories per unit of development; and

(8) May provide for the imposition of an impact fee for system improvement costs previously incurred by a county, city, or town to the extent that new growth and development will be served by the previously constructed improvements provided such fee shall not be imposed to make up for any system improvement deficiencies.

For purposes of this section, "low-income housing" means housing with a monthly housing expense, that is no greater than thirty percent of eighty percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States department of housing and urban development.

[[2012 c 200 § 1](#); [1990 1st ex.s. c 17 § 44.](#)]

**RESOLUTION 589
CAPITAL FACILITIES PLAN 2019-2024**

WHEREAS, the Olympia School District No. 111 (the "District") is responsible for providing public educational services at the elementary, middle and high school levels to students now residing or who will reside in the District, and;

WHEREAS, new residential developments have major impacts on the public school facilities in the District, and;

WHEREAS, the District is often unable to fund and construct permanent school facilities to keep pace with the rate residential developments are constructed, and;

WHEREAS, the intent of the Legislature in enacting the Growth Management Act (the "GMA") is to ensure that adequate facilities are available to serve new growth and development, and;

WHEREAS, the GMA authorizes impact fees in order to provide an additional source of revenue for financing public facilities, and;

WHEREAS, the GMA authorizes counties, cities and towns to impose school impact fees on behalf of school districts, and;

WHEREAS, the District desires to cooperate with the cities of Olympia and Tumwater (the "cities") and with Thurston County in the implementation of the GMA and in the assessment and collection of school impact fees, and;

WHEREAS, the GMA requires impact fees to be imposed through established procedures and criteria, and;

WHEREAS, the GMA requires a schedule of fees for each type of development activity and requires that the schedule be based upon a formula or other method of calculating such impact fees, and;

WHEREAS, the GMA permits local jurisdictions to provide for an exemption from the payment of impact fees for low-income housing and other development activities with broad public purposes; and

WHEREAS, the Board of Directors supports such an exemption for low-income housing located within the District; and

WHEREAS, the District has studied the need for additional school facilities to serve new developments and has developed a Capital Facilities Plan, and;

WHEREAS, the District has reviewed the cost of providing school facilities and evaluated the need for new revenues to finance additional facilities, and;

WHEREAS, the District has developed, after extensive study and analysis, a methodology for calculating school impact fees, and;

WHEREAS, the results of the study are set forth in the *Olympia School District Capital Facilities Plan (the "CFP") 2019-2024*, and;

WHEREAS, the CFP provides a schedule of fees for each type of development activity in compliance with the GMA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Olympia School District No. 111, Thurston County, Washington, as follows:

1. That the Board of Directors of the Olympia School District No. 111, hereby adopts the *Olympia School District Capital Facilities Plan 2019-2024*, which sets forth, among other components, the need for district capital projects, the cost of providing school facilities, the need for new revenues to finance additional facilities, the methodology for calculating school impact fees, and a schedule of fees for each type of development activity as required by the GMA; and,
2. That the Board of Directors of the Olympia School District No. 111 requests the cities of Olympia and Tumwater, and Thurston County, to adopt the CFP as the basis for imposing school impact fees within the cities of Olympia and Tumwater, and in Thurston County; and,
3. That the Board of Directors of the Olympia School District No. 111 requests the cities of Olympia and Tumwater to provide for an exemption from the payment of school impact fees for low-income housing, and that Thurston County include such an exemption in a County ordinance adopting school impact fees.

ADOPTED by the Board of Directors of the Olympia School District No. 111, Thurston County, Washington, at an open public meeting thereof, notice of which was given as required by law, held the 19th day of November, 2018, the following Directors being present and voting therefore:

OLYMPIA SCHOOL DISTRICT NO. 111
A municipal corporation of the State of Washington



Frank Wilson, President



Joellen Wilhelm, Vice President



Leslie Huff, Director

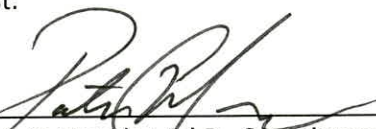


Hilary Seidel, Director



Scott Clifthorne, Director

Attest:



Patrick C. Murphy, Ed.D., Superintendent
Secretary to the Board of Directors



City Council

Approval of an Ordinance Amending Transportation Impact Fees

Agenda Date: 12/11/2018
Agenda Item Number: 4.P
File Number: 18-0153

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Transportation Impact Fees

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Transportation Impact Fees on first reading and forward to second reading.

Report

Issue:

Whether to amend Transportation Impact Fees.

Staff Contact:

David Smith, Project Engineer, Public Works - Transportation, 360.753.8496

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City charges developers a Transportation Impact Fee to offset the impact of new development on the transportation system. Transportation Impact Fees fund future transportation capital improvement projects. The cost is calculated based on the type of land use and the projected number of afternoon, peak-hour vehicle trips generated by the development.

On an annual basis, staff adjusts project costs to remain current with the cost of labor, construction materials, and real property. Staff makes updates to the Transportation Impact Fee Rate Study approximately every three to five years. The last update was in 2016.

Updates affecting the Transportation Impact Fee Rate Schedule include:

1. Removing the Boulevard Road and Morse-Merryman Intersection Improvements since the

- project is completed.
2. Removing the Log Cabin Road Extension design funding since this project is beyond the six-year planning timeframe.
 3. Inflating project estimates for cost of labor, construction materials, and real property.
 4. Addition of Missing Middle land use categories and associated fees.

Staff recommends revising the Transportation Impact Fee Ordinance to reflect the above changes. The proposed amendments to the Transportation Impact Fee Ordinance are attached.

Neighborhood/Community Interests (if known):

Public Hearings were held on October 23 and November 13, 2018. The City Council did not receive any comments concerning the decrease in Transportation Impact Fees.

Options:

1. Approve the ordinance amending Transportation Impact Fees on first reading and forward to second reading. Impact Fees will reflect the most recent updates to project costs.
2. Approve the ordinance with changes to some of the proposed Transportation Impact Fee rates. Staff will incorporate any changes recommended by Council in the ordinance for second reading.

Financial Impact:

The Transportation Impact Fee will decrease from \$2,957 to \$2,782 per new afternoon peak hour trip. This represents a 5.9 percent decrease.

Attachments:

Ordinance
Cost Distribution

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING TRANSPORTATION IMPACT FEES, AND AMENDING SECTION 15.16.040 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, RCW 82.02.050 - .090 authorizes the City of Olympia to adopt an ordinance imposing impact fees; and

WHEREAS, in Ordinance Nos. 5490 and 6164, the City of Olympia did adopt such impact fees, to include "Transportation Impact Fees"; and

WHEREAS, the City Council has called for an annual review of impact fees, concurrent with the annual review of the Capital Facilities Plan (CFP) element of the City's Comprehensive Plan, to consider adjustments to the fees; and

WHEREAS, following said review of the 2019-2024 CFP, the Olympia City Council desires to amend Transportation Impact Fees to account for projects fully funded, completed, removed, costs of labor, construction materials, and real property; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington Constitution; and

WHEREAS, this Ordinance is supported by the staff report, attachments, and documents on file with the Department of Public Works;

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

Section 1. Amendment of OMC 15.16.040. Olympia Municipal Code Section 15.16.040 is hereby amended to read as follows:

15.16.040 Schedule D, Transportation Impact Fees

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2018~~2019**

Land Uses	Unit of Measure	Rate
Cost per New Trip Generated:		\$2,957 \$2,782
<i>Residential</i>		
Single Family (Detached), <u>Townhouse & Manufactured Home</u>	dwelling	\$3,450 \$3,213

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, 20182019**

Land Uses	Unit of Measure	Rate
Multi Family, Townhouse & Duplex, Triplex, Fourplex, Cottage Housing & Courtyard Apartment	dwelling	\$2,261 \$1,921
Apartment (3 to 10 levels) includes Studio	dwelling	\$1,510
Senior Housing, & Accessory Dwelling & Single-Room Occupancy	dwelling	\$856 \$727
Mobile Home	dwelling	\$2,035 \$1,493
<i>Commercial – Services</i>		
Bank	sq ft / GFA	\$23.35 \$21.97
Day Care	sq ft / GFA	\$24.33 \$22.89
Hotel/Motel	room	\$2,366 \$2,226
Service Station ¹	fueling position	\$9,961 \$9,371
Quick Lubrication Vehicle Shop	servicing positions	\$6,088 \$5,727
Automobile Care Center	sq ft / GLA	\$5.06 \$4.76
Movie Theater	seat	\$135 \$127
Health Club	sq ft / GFA	\$8.09 \$7.61
Marina	berth	\$523 \$492
<i>Institutional</i>		
Elementary /Jr. High/ High School	student	\$205 \$193
University/College	student	\$452 \$426
Church	sq ft / GFA	\$2.01 \$1.89
Hospital	sq ft / GFA	\$3.67 \$3.45
Assisted Living, Nursing Home, Group Home	bed	\$607 \$571
<i>Industrial</i>		
Light Industry/Manufacturing/Industrial Park	sq ft / GFA	\$4.27 \$4.02
Warehousing/Storage	sq ft / GFA	\$1.61 \$1.51

SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2018~~2019

Land Uses	Unit of Measure	Rate
Mini Warehouse	sq ft / GFA	\$1.31 <u>\$1.23</u>
<i>Restaurant</i>		
Restaurant	sq ft / GFA	\$14.06 <u>\$13.22</u>
Fast Food Restaurant	sq ft / GFA	\$32.18 <u>\$30.28</u>
Coffee/Donut Shop with Drive-Through Window	sq ft / GFA	\$27.42 <u>\$25.80</u>
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	sq ft / GFA	\$10.57 <u>\$9.95</u>
<i>Commercial – Retail</i>		
Retail Shopping Center:		
up to 49,999	sq ft / GLA	\$6.07 <u>\$5.71</u>
50,000-99,999	sq ft / GLA	\$5.36 <u>\$5.04</u>
100,000-199,999	sq ft / GLA	\$5.27 <u>\$4.96</u>
200,000-299,999	sq ft / GLA	\$4.82 <u>\$4.54</u>
300,000-399,999	sq ft / GLA	\$5.74 <u>\$5.40</u>
over 400,000	sq ft / GLA	\$6.48 <u>\$6.09</u>
Supermarket > 5,000 SF	sq ft / GFA	\$12.56 <u>\$11.82</u>
Convenience Market < 5,000 SF	sq ft / GFA	\$32.91 <u>\$30.96</u>
Furniture Store	sq ft / GFA	\$0.35 <u>\$0.33</u>
Car Sales - New/Used	sq ft / GFA	\$9.50 <u>\$8.94</u>
Nursery/Garden Center	sq ft / GFA	\$10.06 <u>\$9.46</u>
Pharmacy/Drugstore	sq ft / GFA	\$6.62 <u>\$6.22</u>
Hardware/Building Materials Store < 25,000 SF	sq ft / GFA	\$5.58 <u>\$5.25</u>
Discount Merchandise Store (Free Standing)	sq ft / GFA	\$6.16 <u>\$5.79</u>
Video Rental	sq ft / GFA	\$10.25 <u>\$9.65</u>
Home Improvement Superstore > 25,000 SF	sq ft / GFA	\$2.80 <u>\$2.63</u>
Miscellaneous Retail	sq ft / GLA	\$5.79 <u>\$5.45</u>

SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2018~~2019

Land Uses	Unit of Measure	Rate
<i>Commercial – Office</i>		
Administrative Office:		
0-99,999	sq ft / GFA	\$12.17 <u>\$11.45</u>
100,000-199,999	sq ft / GFA	\$7.42 <u>\$6.98</u>
200,000-299,999	sq ft / GFA	\$6.47 <u>\$6.09</u>
over 300,000	sq ft / GFA	\$6.06 <u>\$5.70</u>
Medical Office/Clinic	sq ft / GFA	\$12.67 <u>\$11.92</u>
<i>Downtown² Fees</i>		
<u>Apartment includes All Multi Family Uses, Townhouse, & Duplex/Studio</u>	dwelling	\$990 <u>\$901</u>
<u>Senior Housing, & Accessory Dwelling & Single Room Occupancy</u>	dwelling	\$375 <u>\$434</u>
Assisted Living, Nursing Home, Group Home	bed	\$362 <u>\$341</u>
Hotel/Motel	room	\$1,411 <u>\$1,328</u>
Movie Theater	seat	\$87 <u>\$82</u>
Marina	berth	\$312 <u>\$293</u>
Downtown Services/Retail ³	sq ft / GLA	\$3.82 <u>\$3.59</u>
Administrative Office:		
0-99,999	sq ft / GFA	\$8.41 <u>\$7.91</u>
100,000-199,999	sq ft / GFA	\$5.13 <u>\$4.82</u>
200,000-299,999	sq ft / GFA	\$4.47 <u>\$4.20</u>
over 300,000	sq ft / GFA	\$4.19 <u>\$3.94</u>
Medical Office/Clinic	sq ft / GFA	\$8.75 <u>\$8.23</u>
Industrial Park	sq ft / GFA	\$2.95 <u>\$2.78</u>
Warehousing/Storage	sq ft / GFA	\$1.11 <u>\$1.05</u>
Mini Warehouse	sq ft / GFA	\$0.90 <u>\$0.85</u>

Notes: For uses with Unit of Measure in "sq ft / GFA" or "sq ft/GLA", impact fee is dollars per square foot.

- 1) Service Station can include Mini Mart (less than or equal to 2,500 square feet) and/ or Car Wash. Mini Mart greater than 2,500 square feet is calculated separately.
- 2) Downtown: As defined in Olympia Municipal Code 15.04.020.O.
- 3) Downtown Services/Retail includes Retail Stores, Restaurants, Supermarkets, Convenience Markets, Video Rentals, Banks, Health Clubs, Day Cares, and Libraries.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. 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 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect January 1, 2019, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Transportation Impact Fee Cost Distribution

PROJECT/STREET	A1	A15	A18	A19	A20
	COST	Total Funds Appropriated or Assigned through May 7, 2018	Not Debt Financed	Payment Schedule for Horizon Year Debt Based on Bond Issuance	Total Funds Needed for Horizon Year A18+ A19
Fones Road - 18th Avenue to Pacific (CG23)	\$15,988,800	\$395,974	\$15,592,826	\$0	\$15,592,826
Henderson Boulevard & Eskridge Boulevard Intersection Improvements	\$1,005,400	\$132,083	\$873,317	\$0	\$873,317
Wiggins Road & 37th Avenue Intersection Improvements	\$727,700	\$253,817	\$473,883	\$0	\$473,883
Cain Road & North Street Intersection Improvements	\$442,500	\$20,387	\$422,113	\$0	\$422,113
US 101/West Olympia Access Project - Design, Environmental Permits and Mitigation, and ROW	\$6,622,100	\$692	\$6,621,408	\$0	\$6,621,408
Debt Service	\$2,615,675	\$0		\$2,615,675	\$2,615,675
	\$0	\$0			\$0
Total	\$27,402,175	\$802,953	\$23,983,547	\$2,615,675	\$26,599,222
Percent of new project traffic due to growth within City of Olympia and UGA		64.800000%			
Project Costs Allowable for Impact Fees		\$17,236,296			
New PM Peak Hour Trips		6,241			
Cost Per Trip without Administration Fee		\$2,762			
Administration Fee		\$20			
Cost Per Trip with Administration Fee		\$2,782			



City Council

Approval of an Ordinance Adopting the 2019 Utility Rates and General Facilities Charges

Agenda Date: 12/11/2018
Agenda Item Number: 4.Q
File Number: 18-1069

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting the 2019 Utility Rates and General Facilities Charges

Recommended Action

Committee Recommendation:

The proposed rates and charges reflect recommendations from the City Council and the Utility Advisory Committee. City Council reviewed the proposed 2019 utility rates and general facility charges (GFCs) on October 23, 2018, and the City Council held a public hearing on November 13, 2018. Utility rates were further discussed on November 21, 2018. The review considered recommendations forwarded to Council by the Utility Advisory Committee.

City Manager Recommendation:

Move to approve the ordinance adopting the 2019 utility rates and general facilities charges on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance adopting the 2019 utility rates and general facility charges (GFC). Increases in LOTT Clean Water Alliance rates and capacity development charges are also included in the ordinance.

Staff Contact:

Gary Franks, Director, Public Works Waste ReSources, 360.753.8780
Andy Haub, P.E., Director, Public Works Water Resources, 360.753.8475

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

City of Olympia provides vital utility services to our community. The City has four utilities:

- Drinking Water
- Storm and Surface Water

- Wastewater
- Waste ReSources

For 2019, staff is proposing rate increases for the Storm and Surface Water (5.1%) and Waste ReSources (5.5%) utilities. Staff is not proposing rate increases for either the Drinking Water or Wastewater utilities. Key rate drivers in 2019 include the need for additional funding to counter struggling recycle markets, sea level rise response, and an increased municipal utility tax rate.

A general facility charge (GFC) increase is proposed for the Storm and Surface Water utility. GFCs are charged to new development as a condition of connecting to and using the existing City infrastructure system.

Lacey, Olympia, Tumwater, Thurston County (LOTT) Clean Water Alliance Board of Directors has approved increases for both monthly wastewater treatment rates and their capital development charge (CDC). The CDC is similar to the City's GFC. The City collects monthly rates and CDCs for LOTT through the utility billing and development permitting processes.

If approved, the overall increase in rates for a typical residential customer in 2019 will be approximately 2.5 percent or a \$6.38 increase in their bi-monthly bills. City GFCs and LOTT capacity development charges will increase \$358 for a new single family home.

The proposed 2019 utility rates and GFCs are consistent with the Council-adopted utility master plans and the City of Olympia's Comprehensive Plan. The Utilities provide key public and environmental health services for our community.

Neighborhood/Community Interests (if known):

City utilities provide important public health services for Olympia residents. Utility rates are set to ensure reliable, uninterrupted levels of service.

Options:

1. Approve the ordinance adopting the 2019 utility rates and general facility charges.

Implications:

- Supports essential City public and environmental health services.
- Increases rates for customers and charges for new development.

2. Modify or decline the proposed 2019 increases.

Implications:

- Avoids, or lessens additional customer costs.
- Risk failures in fulfilling City public and environmental health responsibilities.

Financial Impact:

The proposed rate and GFC increases will generate revenue to implement Council-adopted utility master plans and ensure financially responsible management of City utilities.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO UTILITY FEES AND CHARGES AND AMENDING SECTION 4.24.010 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, the City's utilities are managed with a goal of resource sustainability in order to maintain, rebuild, expand systems, and prepare for revenue variability; and

WHEREAS, the City Council intends to meet the goals and polices for utility fiscal management set forth in the Comprehensive Plan and utility master plans; and

WHEREAS, the City Council intends to promote rate equity through cost recovery by customer class, and to smooth out rate spikes over a period of up to six years, the time period for which the CFP is developed; and

WHEREAS, the City's Storm and Surface Water Utility and the Wastewater Utility are managed to maintain minimum operating expense reserves of ten (10) percent, and the Drinking Water Utility is managed to maintain minimum operating expense reserves of twenty five (25) percent; and

WHEREAS, in order to incorporate the foregoing principles into City Drinking Water Utility, City Storm and Surface Water Utility, City Wastewater Utility and LOTT Cleanwater Alliance (LOTT) wastewater treatment rates, the City Council received recommendations from the Utility Advisory Committee, held hearings, and reviewed the utility rates set forth in this Ordinance; and

WHEREAS, pursuant to the Interlocal Cooperation Act Agreement for Sewer Treatment, the LOTT Board of Directors is empowered to "impose, alter, regulate, and control rates, charges, and assessments;" and the LOTT Board of Directors held a public hearing and approved certain rate increases, which the City Council must annually adopt;

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

Section 1. Amendment of OMC 4.24.010. Section 4.24.010 of the Olympia Municipal Code is hereby amended to read as follows:

4.24.010 Computation and assessment of charges

The rates set forth below do not reflect any possible surcharges or discounts provided to a parcel of property or customer under any provision of city ordinances or taxes assessed directly upon customers for which the city acts as collection agent.

A. WATER

1. Occupant turning on water after delinquent shutoff penalty \$10.00 .OMC 13.04.360

2. Delinquency notification penalty	\$_10.00	OMC 13.04.430
3. Service disconnected/water reconnect for nonpayment penalty	\$_25.00	OMC 13.04.430
4. Water for commercial construction purposes	\$_50.00 per month plus consumption charge	OMC 13.04.410
5. Water for residential building construction purposes	Flat fee of \$_50.00 paid along with building permit fee	OMC 13.04.410
6. Non-emergency after-hours water service turn on/shut off	\$_110.00	OMC 13.04.340
7. Water General Facility Charges, assessed and payable as provided in OMC 13.04.375:		OMC 13.04.375

Meter Size	AWWA Capacity Factor	GFC
3/4"	1.00	\$_4,433
1" Residential Fire Sprinkler	1.00	\$_4,433
1"	1.67	\$_7,483
1 1/2"	3.33	\$_14,920
2"	5.33	\$_23,881
3"	10.67	\$_46,670
4"	16.33	\$_73,168
6"	33.33	\$_149,338
8"	53.33	\$_238,951
10"	76.67	\$_347,419
12"	100.00	\$_448,064

This charge shall be assessed in addition to any other charges or assessments levied under this chapter.

8. Water Meter Rates—Inside City Limits:

a. **Schedule I: Monthly Charges.**

The following is the monthly charge based upon meter size for all consumers. Monthly charges for meter sizes not listed in the schedule shall correspond to the next larger meter size listed.

Meter Size	Ready to Serve Charge	OMC 13.04.380
3/4-inch	\$ 12.98	+ consumption charge
1-inch Residential Fire Sprinkler	\$ 12.98	+ consumption charge
1-inch	\$ 17.28	+ consumption charge
1 1/2-inch	\$ 28.02	+ consumption charge
2-inch	\$ 40.88	+ consumption charge
3-inch	\$ 75.26	+ consumption charge
4-inch	\$ 113.91	+ consumption charge
6-inch	\$ 221.28	+ consumption charge
8-inch	\$ 350.13	+ consumption charge
10-inch	\$ 500.43	+ consumption charge
12-inch	\$ 650.76	+ consumption charge

(1) Residential and nonresidential premises that are vacant shall be subject to payment of the full Water ready-to-serve charge. This fee will be charged even if the water is turned off.

Consumption charge per 100 cubic feet:

	Block 1	Block 2	Block 3	Block 4
Residential (Single Family and Duplex Residential)	\$ 1.88	\$ 3.15	\$ 5.03	\$ 6.62
Nonresidential (Multi-family and Commercial)	\$ 2.63	\$ 3.94	--	--
Irrigation	\$ 2.63	\$ 7.77	--	--

Blocks Definition:

	Block 1	Block 2	Block 3	Block 4
Single Family and Duplex (1) Residential	0-400 cf/unit	401-900 cf/unit	901-1,400 cf/unit	1,401+ cf unit
Nonresidential (2)	Nov-June Usage	July-Oct Usage	--	
Irrigation	Nov-June Usage	July-Oct Usage		

(1) Single family accounts with or without accessory dwelling units shall be charged as one single family account.

(2) If nonresidential block usage cannot administratively be prorated between blocks, usage shall then be billed at the block rate in which the meter reading period ends.

b. **Wholesale consumers:**

See OMC 13.04.380B.

c. **State buildings with sprinkler systems or fire service connections:**

See OMC 13.04.380C.

d. **Hydrants and fire protection:**

The rates for fire hydrants, including test water and water used to extinguish fires, shall be deemed service charges and for any one (1) year, or fractional part thereof, as follows:

Fire hydrants \$160.11 per year

Automatic sprinkler systems or special fire service connections with the city water distribution system will be charged the monthly ready-to-serve charge based on pipe size in Section 1.6.a. Residential fire service connections that require a 1" pipe size will be charged the same as a 3/4" pipe size as shown in Subsection 8a.

B. WASTE-WATER (SEWER)

1) LOTT Charges

LOTT wastewater monthly service charge \$ ~~39.80~~38.64 per ERU OMC 13.08.190

Nonresidential accounts shall be billed one (1) ERU minimum per month. ERU charges in excess of one (1) ERU shall be billed at the rate of ~~\$.0429 per 1 cf.~~ \$ 4.42 per 100 cf or any part thereof for LOTT wastewater service charges.

~~2018~~-LOTT capacity development charge \$ ~~5,810.79~~6,046.21 per ERU OMC 13.08.210

2) City of Olympia Monthly Sewer Charges

A) Residential accounts with separately metered City of Olympia water service servicing: one separate single-family residence, one single-family residence with accessory dwelling unit, one unit of a residential duplex, one mobile home or one trailer shall be billed based on monthly water consumption as follows:

0 – 250 cf \$13.29 per month

251 – 350 cf \$13.29 per month plus \$.0818 per cf OMC 13.08.190

351 cf and above

\$21.47 per month

B) Residential accounts with residential duplexes with a single water meter servicing both units shall be billed based on water consumption as follows:

0 – 500 cf	\$26.58 per month	
501 – 700 cf	\$26.58 per month plus \$.0818 per cf	OMC 13.08.190
701 cf and above	\$42.94 per month	
C) Residential accounts not included in A) or B) above	\$21.47 per ERU	OMC 13.08.190
D) Nonresidential accounts shall be billed one (1) ERU minimum per month.	\$21.47 per ERU	OMC 13.08.190
ERU charges in excess of one (1) ERU shall be billed at the rate of \$.0307 per 1 cf. for local collection system.		

3) City of Olympia General Facility Charge

Wastewater (Sewer) general facility charge	\$3,442.00 per ERU	OMC 13.08.205
Wastewater (Sewer) general facility charge for properties on public combined sewers and in the Downtown Deferred General Facility Charge Payment Option Area	\$1,483.00 per ERU	OMC 13.08.010 OMC 13.08.205

C. WASTE RESOURCES

1. Residential garbage rates, monthly, every-other-week collection:

	OMC 13.12.160
One twenty-gallon cart (minimum residential garbage service)	\$ 10.41 <u>10.98</u>
One thirty-five gallon cart	
Recycle rate	17.98 <u>18.97</u>
Nonrecycle rate	22.55 <u>23.79</u>
One sixty-five gallon cart	
Recycle rate	24.55 <u>25.90</u>

Nonrecycle rate	30.77 \$ 32.46
Two sixty-five gallon carts	
Recycle rate	46.98 \$ 49.56
Nonrecycle rate	58.82 \$ 62.06
Three sixty-five gallon carts	
	88.29 \$ 93.15
One ninety-six gallon cart	
Recycle rate	42.54 \$ 44.88
Nonrecycle rate	53.30 \$ 56.23
More than three sixty-five gallon carts	88.29 \$ 93.15 + 30.77 \$ 32.46 for each sixty-five gallon cart over three carts

2. Residential garbage rates, monthly, weekly collection:

One thirty-five gallon cart	
Recycle rate	\$ 39.63 41.81
Nonrecycle rate	49.59 \$ 52.32
One sixty-five gallon cart	
Recycle rate	79.26 \$ 83.62
Nonrecycle rate	99.16 \$ 104.61
One ninety-five gallon cart	
	128.83 \$ 135.92

3. Extended pickup:

Rate	Distance
\$_1/month	Over 5 feet to 25 feet
\$_2/month	Over 25 feet to 100 feet
\$_1/month	Every 50 feet over 100 feet

- a. Persons requesting extended distance service must be at least sixty-five years of age or handicapped where said person cannot wheel a full or partially full garbage cart to the collection point.
- b. No person living with the qualified applicant can wheel a full or partially full garbage cart to the collection point.

c. Extended pickup service to be at no charge when the combined annual income of the household of the qualified applicant is equal to or less than fifty percent of the median household income in Thurston County.

d. Persons requesting service must apply with the utilities office by filling out an affidavit for extended service. Upon approval of affidavit, service will be granted.

e. Qualified applicant will reapply on a yearly basis on or before December 31st of each year.

f. In the case of a multifamily residence or complex, only the qualified tenant's cart will be clearly marked with the tenant's name and unit number.

4. Residential and commercial organics rate, monthly, every other week collection:

Organics:

Per city-owned 95-gallon cart or each 1/2 yard of material collected \$10.25

5. Commercial garbage rates, monthly, weekly collection:

One ten gallon can (minimum commercial garbage service) \$ 7.10

One thirty-two gallon can or cart \$ 20.96

Two thirty-two gallon cans or equivalent cart service \$ 31.97

Three thirty-two gallon cans or equivalent cart service \$ 60.12

Four thirty-two gallon cans or equivalent cart service \$ 79.21

More than four thirty-two gallon cans or equivalent cart service \$ 79.21 + \$ 20.96 for each additional thirty-two gallons of service

6. 95-gallon garbage and refuse cart service, monthly:

One pickup weekly \$ 60.12

Two pickups weekly \$ 115.22

Three pickups weekly \$ 168.02

Four pickups weekly \$ 221.80

Five pickups weekly \$ 274.91

7. One-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 118.20
Two pickups weekly	<u>\$ 232.42</u>
Three pickups weekly	<u>\$ 342.73</u>
Four pickups weekly	<u>\$ 452.82</u>
Five pickups weekly	<u>\$ 562.76</u>
Six pickups weekly	<u>\$ 672.82</u>

8. One and one-half yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 156.27
Two pickups weekly	<u>\$ 297.84</u>
Three pickups weekly	<u>\$ 438.26</u>
Four pickups weekly	<u>\$ 578.36</u>
Five pickups weekly	<u>\$ 718.42</u>
Six pickups weekly	<u>\$ 858.95</u>

9. Two-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 194.15
Two pickups weekly	<u>\$ 370.45</u>
Three pickups weekly	<u>\$ 546.84</u>
Four pickups weekly	<u>\$ 723.20</u>
Five pickups weekly	<u>\$ 899.61</u>
Six pickups weekly	<u>\$ 1,073.13</u>

10. Three-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 274.67
Two pickups weekly	<u>\$ 537.58</u>
Three pickups weekly	<u>\$ 798.21</u>
Four pickups weekly	<u>\$ 1,066.59</u>

Five pickups weekly	\$ 1,319.87
Six pickups weekly	\$ 1,568.94

11. Four-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 345.38
Two pickups weekly	\$ 683.41
Three pickups weekly	\$ 1,014.72
Four pickups weekly	\$ 1,339.05
Five pickups weekly	\$ 1,656.50
Six pickups weekly	\$ 1,968.58

12. Six-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 501.50
Two pickups weekly	\$ 979.35
Three pickups weekly	\$ 1,453.91
Four pickups weekly	\$ 1,928.14
Five pickups weekly	\$ 2,402.53
Six pickups weekly	\$ 2,762.92

13. Prepaid extra tag for unscheduled collection of a bag on regular garbage collection day; \$ 5.39/each.

14. Extra unscheduled can, bag or box on regular garbage collection day to which a City approved prepaid tag is not attached: \$ 8.81/each.

15. Fees for special pickups, minor ancillary services, and yard waste drop-off site disposal services, other than unscheduled extra cans or material on regular collection day, shall be established by the City Manager, based on cost of service; to include labor, equipment, distance traveled, and volume of materials as appropriate.

16. City-owned drop boxes: customers will be charged repair fees on boxes which have been burned or damaged:

Ten cubic yards:

Delivery fee	\$ <u>67.47</u> <u>71.18</u>	
Daily rental	2.32 \$ <u>2.45</u>	
Hauling fee	205.49 \$ <u>216.79</u>	
Dumping charge		Current disposal fee, surcharge and 13.6 <u>14.1</u> % service fee on disposal fee

Twenty cubic yards:

Delivery fee	\$ <u>67.47</u> <u>71.18</u>	
Daily rental	2.99 \$ <u>3.15</u>	
Hauling fee	205.49 \$ <u>216.79</u>	
Dumping charge		Current disposal fee, surcharge and 13.6 <u>14.1</u> % service fee on disposal fee

Thirty cubic yards:

Delivery fee	\$ <u>67.47</u> <u>71.18</u>	
Daily rental	4.14 \$ <u>4.37</u>	
Hauling fee	205.49 \$ <u>216.79</u>	
Dumping charge		Current disposal fee, surcharge and 13.6 <u>14.1</u> % service fee on disposal fee

Forty cubic yards:

Delivery fee	\$ <u>67.47</u> <u>71.18</u>	
Daily rental	4.14 \$ <u>71.18</u>	
Hauling fee	205.49 \$ <u>216.79</u>	
Dumping charge		Current disposal fee, surcharge and 13.6 <u>14.1</u> % service fee on disposal fee
Standby or dig out	\$ <u>90.00</u>	per hour

17. Customer-owned compactors and special containers. Dumping charges are based on weight at transfer station:

Cubic Yard	Charge Per Haul
10 or less	205.49 \$ <u>216.79</u> *
15	205.49 \$ <u>216.79</u> *

Cubic Yard	Charge Per Haul
20	205.49 \$ 216.79 *
25	205.49 \$ 216.79 *
30	205.49 \$ 216.79 *
35	205.49 \$ 216.79 *
40	205.49 \$ 216.79 *
42	205.49 \$ 216.79 *
* plus disposal fee plus 13.6% service fee on disposal fee	
Standby or dig out	\$ 90.00 per hour

No delivery fees or rental fees will be charged for city-owned drop boxes used to haul source-separated yard waste for composting or construction and demolition debris for recycling. If material is contaminated, the customer will be charged current disposal fees and ~~13.6~~14.1% service charge on the disposal fee, plus delivery fee and daily rental fees.

18. City-owned temporary garbage and refuse dumpster services (customers will be charged repair fees for containers which have been burned or damaged):

One cubic yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 44.73
One and 1/2 cubic yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 47.38
Two yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 50.77
Three yard:	
Delivery fee	\$ 54.36

Daily rental fee	\$ 2.14
Fee per dump	\$ 66.77
Four yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 92.51
Six yard:	
Delivery fee	\$ 54.36
Daily rental fee	\$ 2.14
Fee per dump	\$ 126.38

19. City-owned temporary organics dumpster services (customers will be charged repair fees for dumpsters which have been burned or damaged):

One cubic yard:	
Fee per dump	\$ 20.50
One and 1/2 cubic yard:	
Fee per dump	\$ 30.75
Two yard:	
Fee per dump	\$ 41.00
Three yard:	
Fee per dump	\$ 61.50

If material is contaminated, customer will be charged the dump fee, delivery fee and daily rental fee for city-owned temporary garbage and refuse dumpster services as established in Section 16 of this ordinance.

20. An additional surcharge of \$70.00 per month applies to permanent commercial dumpster customers who require Saturday collection and are subject to regular monthly fees set forth in OMC 4.24.010C Subsections 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18 or 19.

D. STORM AND SURFACE WATER

At the time of issuance of a building/engineering permit, per OMC 13.16.080, a storm and surface water GFC shall be assessed at the rate of:

\$ ~~1,190~~1,309/Impervious Unit (2,528 sq. ft.) plus ~~4.50~~6.00 per average daily vehicle trip based on the Institute of Traffic Engineers' Trip Generation Manual.

1. Storm drainage service charges:

a. Single-Family and Duplex Residential Parcels. All parcels in the city shall be subject to a monthly charge for storm drainage service in accordance with the following schedule:

Single-family parcels with or without accessory dwelling units (Regardless of date approved)

\$ ~~13.37~~14.05/utility account

Plats approved after 1990 with signed maintenance agreement

~~11.96~~12.57/utility account

Duplex parcels (Regardless of date approved)

~~13.37~~14.05/unit (\$ ~~26.74~~28.10 when billed as a single account)

b. Commercial, Multi-Family, Industrial and Governmental Nonresidential Parcels. A charge per utility account will be established at the time of issuance of a clearing, filling, excavating or grading permit and assessed monthly as follows:

Administrative fee

\$ ~~13.08~~13.75 plus:

For parcels developed after January 1990 (Category I)

~~4.92~~5.17 per billing unit or

For parcels developed between January 1980 and January 1990 (Category II)

~~10.28~~10.80 per billing unit or

For parcels developed before January 1980 (Category III)

~~12.97~~13.63 per billing unit

c. For developed parcels without structural impervious areas, the following construction phase charge shall be assessed at the time of issuance of a clearing, filling, excavating or grading permit:

Single-family and duplex zoned

\$ ~~5.61~~5.90 per parcel x total number of parcels identified in preliminary plat x 24 months

d. Undeveloped parcels. No charge.

2. State highway charge:

Monthly fee for state highway rights-of-way

30% of the storm drainage service charges

3. Other roadway charges:

Monthly fee for roadway rights-of-way, other than state highways within the city boundary

E. RECLAIMED WATER

1. Occupant turning on water after delinquent shutoff penalty	\$_10.00	OMC	13.24.330
2. Delinquency notification penalty	\$_10.00	OMC	13.24.340
3. Service disconnected/reclaimed water reconnect for nonpayment penalty	\$_25.00	OMC	13.24.340
4. Reclaimed water for commercial construction purposes	\$_50.00 per month plus consumption charge	OMC	13.24.200
5. Non-emergency after-hours reclaimed water service turn on/shut off	\$_110.00	OMC	13.24.250

6. Reclaimed Water Rates

a. Meter Rates – The monthly charge based upon meter size for all reclaimed water customers follows 4.24.010.A.8. Monthly charges for meter sizes not listed in the schedule shall correspond to the next larger meter size listed.

b. Consumption charges

(1) Indoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8.

(2) Outdoor use of reclaimed water: 70% of the consumption charges in 4.24.010.A.8 for Irrigation.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect January 1, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia School District Impact Fees

Agenda Date: 12/11/2018
Agenda Item Number: 4.R
File Number: 18-1139

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Amending Olympia School District Impact Fees

Recommended Action

Committee Recommendation:

Not referred to a Committee

City Manager Recommendation:

Move to approve the ordinance amending the Olympia School District Impact Fees on first reading and forward to second reading.

Report

Issue:

Whether to approve the ordinance amending the Olympia School District Impact Fees on first reading and forward to second reading.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent calendar item

Background and Analysis:

The proposed update to the Olympia School District (OSD) Impact fees is based on the adoption by the School Board's 2019-2024 Capital Facilities Plan (CFP). The Assistant Superintendent presented their CFP and proposed impact fee changes to the City Council on October 23. A public hearing was held on November 13.

The impact fee rates are calculated based, in part, on the projects identified in the District's CFP that are needed to address future growth. School impact fees are charged only to residential projects inside Olympia city limits. The City collects the fees on behalf of the school district and remits the fees with interest to them on a monthly basis. Based on the school districts approved CFP, the fees

are as follows:

	2018	2019
Single Family	\$5,350	\$4,972 (\$378 decrease from 2018)
Multi-Family	\$2,621	\$2,575 (\$46 decrease from 2018)

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the ordinance amending the Olympia School District impact fees on first reading and forward to second reading.
2. Do not approve the Ordinance amending the Olympia School District impact fees. The 2018 OSD impact fee rate would continue to be collected in 2019.

Financial Impact:

Varies based on the number of new single-family or multi-family residential permits issued in 2019.

Attachments:

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING SCHOOL IMPACT FEES, AND AMENDING SECTION 15.16.030 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, RCW 82.02.050 - .090 authorizes the City of Olympia to adopt an ordinance imposing impact fees; and

WHEREAS, in Ordinance Nos. 5490 and 6164, the City of Olympia did adopt such impact fees, to include "School Impact Fees"; and

WHEREAS, the Olympia School District has updated its capital facility plan and revised its proposed impact fees as reflected in the School District's adopted 2018-2023 Capital Facility Plan; and

WHEREAS, the City Council has called for an annual review of impact fees, concurrent with the annual review of the Capital Facilities Plan (CFP) element of the City's Comprehensive Plan, to consider adjustments to the fees; and

WHEREAS, following said review of the 2019-2024 CFP, the Olympia City Council desires to revise School Impact Fees as adopted in the Olympia School District's 2018-2023 Capital Facility Plan; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington State Constitution; and

WHEREAS, this Ordinance is supported by the staff report, attachments, and documents on file with the Department of Administrative Services;

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

Section 1. Amendment of OMC 15.16.030. Section 15.16.030 of the Olympia Municipal Code is hereby amended to read as follows:

15.16.030 - Schedule C, School Impact Fees

For complete building permit applications submitted after the effective date of this title, the following schedule shall apply:

(Applies to residential development only)

Housing Type:	
Single Family - detached (including manufactured homes on individual lots)	\$ 5,350 4972
Multifamily per unit (including townhouses)	\$ 2,621 2,575
Downtown Multi Family per units (including townhouses)	\$ 0

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall be in force and effect on January 1, 2019, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Creating a Waste ReSources Capital Fund for Monies Being Set Aside for a Future Maintenance Center and Other Capital Expenditures

Agenda Date: 12/11/2018
Agenda Item Number: 4.S
File Number: 18-1191

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Creating a Waste ReSources Capital Fund for Monies Being Set Aside for a Future Maintenance Center and Other Capital Expenditures

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance to create a Waste ReSources Capital Fund for monies being set aside for a future Maintenance Center and other capital expenditures on first reading and forward to second reading.

Report

Issue:

Whether to create a Waste ReSources Capital Fund for monies being collected to fund a future Maintenance Center and other capital expenditures.

Staff Contact:

Olivia Oudman, Senior Accountant, Administrative Services, 360.753.8435

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

As part of the 2018 budget, City Council approved a 4 percent rate increase to the Waste ReSources base services on residential, commercial and drop box utility rates as authorized by Ordinance No. 7113. The purpose of the rate increase was to fund a future maintenance center for the Waste ReSources Utility.

Currently, the revenue collected from the 4 percent rate increase is being accounted for in the

operating budget. Since the intent of the increase is to cover a future capital expense, staff recommends establishing a Waste ReSources Capital Fund.

The new fund will be restricted to capital expenditures for the Waste ReSources Utility.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Move to approve the ordinance establishing a Waste ReSources Capital Fund to account for the 4 percent additional utility rate increase. The rate increase, intended to cover the cost of a future Waste ReSources maintenance facility, will be tracked.
2. Do not approve the ordinance to establish a capital fund for monies collected by the 4 percent Waste ReSources utility rate increase. The additional revenue collected will remain in the operating budget.

Financial Impact:

The Waste ReSources Utility projects additional revenue in 2018 and 2019 to be \$374,400 and \$390,300, respectively.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING CHAPTER 3.04 OF THE OLYMPIA MUNICIPAL CODE AND CREATING A NEW FUND TO BE KNOWN AS THE WASTE RESOURCES CAPITAL FUND (463).

WHEREAS, after an assessment of future capital needs, staff has identified the need for a capital fund for the deposit of monies for a future Waste Resources Center, as well as for other capital projects related to waste resources; and

WHEREAS, based on the recommendation of staff, the City Council hereby concludes that a Waste Resources Capital Fund (463) should be added to OMC 3.04 for the purposes stated herein;

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

Section 1. Amendment of OMC 3.04. SECTION 3.04.000 of the Olympia Municipal Code is hereby amended to read as follows:

Chapter 3.04
FUNDS

3.04.000 Chapter Contents

Sections:

- 3.04.001 General Fund – Current Operations.
- 3.04.003 Special Account Control Fund.
- 3.04.006 Development Fee Revenue Fund.
- 3.04.007 Parking Fund.
- 3.04.014 LEOFF 1 OPEB Trust Fund.
- 3.04.021 The Washington Center for the Performing Arts Endowment Fund.
- 3.04.025 The Washington Center for the Performing Arts Operations and Maintenance Fund.
- 3.04.026 Arts Fund.
- 3.04.029 Facilities Major Repairs Fund.
- 3.04.107 HUD Fund.
- 3.04.127 Impact Fee Fund.
- 3.04.130 SEPA Mitigation Fund.
- 3.04.132 Lodging Tax Fund.
- 3.04.134 Parks and Recreational Sidewalks Utility Tax Fund.
- 3.04.135 Parking Business Improvement Area Fund.
- 3.04.136 Farmers Market Major Repair and Replacement Fund.
- 3.04.137 Hands On Children’s Museum Fund.
- 3.04.138 Transportation Benefit District Fund.

- 3.04.139 Grants Control Fund.
- 3.04.140 Real Estate Excise Tax Fund.
- 3.04.141 Olympia Metropolitan Park District Fund.
- 3.04.142 Home Fund Operating Fund.
- 3.04.200 Debt Service Funds.
- 3.04.317 Capital Improvement Fund.
- 3.04.318 Home Fund Capital Fund
- 3.04.325 City Hall Construction Fund.
- 3.04.331 Fire Equipment Fund.
- 3.04.400 Waterworks Utility Funds.
- 3.04.403 Solid Waste (Garbage) Utility Fund.
- 3.04.404 Storm Drainage Utility Fund.
- 3.04.463 Waste Resources Capital Fund.
- 3.04.500 Equipment Rental Fund.
- 3.04.503 Unemployment Compensation Fund.
- 3.04.504 Insurance Trust Fund.
- 3.04.505 Workers Compensation Fund.
- 3.04.600 Fiduciary and Custodial Funds.

Section 2. Amendment of OMC 3.04. A NEW SECTION 3.04.463, Waste Resources Capital Fund, is hereby added to the Olympia Municipal Code to read as follows:

3.04.463 Waste Resources Capital Fund

- A. Created. There is hereby created a fund to be known as the Waste Resources Capital Fund.
- B. Sources. There shall be deposited in the Waste Resources Capital Fund, on an annual basis via transfer, monies from any rate increase directly attributed to capital needs, and other funds as determined by the Public Works Director to support the purposes set forth herein.
- C. Uses. Monies within the Waste Resources Capital Fund shall be used only for the purposes of acquiring, equipping and/or making capital improvements to the Waste Resources Center and capital projects related to Waste Resources, and shall not be used for maintenance or operations relative to those facilities or projects. Should the City Manager determine that those capital projects will not be completed, or if there are monies remaining in the Fund once the capital projects are completed, those monies accumulated in the Waste Resources Capital Fund may be transferred to the Waste Resources Operating Fund.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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 shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Adopting 2019 Park Impact Fee Rates

Agenda Date: 12/11/2018
Agenda Item Number: 4.T
File Number: 18-1173

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting 2019 Park Impact Fee Rates

Recommended Action

Committee Recommendation:

The Finance Committee recommends freezing park impact fees at 2018 levels in order to encourage new housing construction.

City Manager Recommendation:

Move to approve an ordinance amending Olympia Municipal Code Section 15.16.101, Park Impact Fee Rates, and adopting the same rate in 2019 as 2018 on first reading and forward to second reading.

Report

Issue:

Whether to amend the Park Impact Fee ordinance.

Staff Contact:

Laura Keehan, Parks Planning & Design Manager, Parks, Arts and Recreation, 360.570.5855

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In 2018 the City commissioned FCS Group to complete a Park Impact Fee Study. The study updated level of service standards, updated costs of park land, design, and development, and updated occupancy rates by dwelling unit type as reported by the U.S. Census Bureau. The Study's findings resulted in a significant increase in park impact fee rates across all types of new housing.

In an effort to encourage more new housing construction in Olympia, Finance Committee recommends freezing park impact fee rates at their 2018 levels, rather than increasing rates to the levels determined in the Park Impact Fee Study. In 2019, City Council anticipates further study of fees and charges related to new development, which may result in further adjustments to impact fee

rates.

The ordinance adopts the updated fee analysis with a discount in each housing type that results in no net change in the fee.

Neighborhood/Community Interests (if known):

The development community has significant interest in fees and charges related to new development. Park advocates have significant interest in park impact fees as an important revenue source for paying for growth-related park development projects.

Options:

1. Approve the ordinance amending Olympia Municipal Code Section 15.16.010, Park Impact Fee Rates, to freeze rates at 2018 levels.
2. Do not approve the ordinance amending Olympia Municipal Code Section 15.16.010, Park Impact Fee Rates.

Financial Impact:

It is difficult to predict the precise financial impact from freezing the rates at 2018 levels since the type and amount of housing constructed varies widely from year to year. Freezing of the Park Impact Fees at 2018 levels would result in a discount of 4 percent - 38 percent (depending on housing type) from what the study calculated the rate would need to be to provide park facilities for the new residents in the housing constructed. Should this "freeze" be in place for a significant length of time, assuming the cost of park land and development continues to rise, it will likely become increasingly difficult to finance the existing level of service as the population grows.

Attachments:

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADJUSTING PARK IMPACT FEES AND AMENDING SECTION 15.16.010 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, RCW 82.02.050 - .090 authorizes the City of Olympia to adopt an ordinance imposing impact fees; and

WHEREAS, in Ordinance Nos. 5490 and 6164, the City of Olympia did adopt such impact fees, to include "Park Impact Fees"; and

WHEREAS, in 2008, the City Council approved an annual adjustment mechanism for Park Impact Fees based on land, design, and development costs; and

WHEREAS, in 2018, staff commissioned a review of park impact fees by an impact fee consultant to update the Park Impact Fee Study for consistency with the adopted park levels of service in the *2016 Parks, Arts & Recreation Plan*; and

WHEREAS, the City Council has called for an annual review of impact fees, concurrent with the annual review of the Capital Facilities Plan (CFP) element of the City's Comprehensive Plan, to consider adjustments to the fees; and

WHEREAS, following said review of the 2019-2024 CFP, the Olympia City Council desires to freeze Park Impact Fees at the 2018 rates to encourage construction of new housing in Olympia; and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 33% discount for Single Family including Manufactured Homes on individual lots and Townhouses; and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 38% discount for Duplex, Triplex, Fourplex, and Cottage Housing; and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 26% discount for 5 or more unit Multi-family, Courtyard Apartments, and Units in Senior Housing Developments (including single family units); and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 34% discount for Mobile Homes in Mobile Home Parks; and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 27% discount for Accessory Dwelling Units, Single Room Occupancy Units, and Studios; and

WHEREAS, freezing of Park Impact Fee rates at the 2018 level results in a 4% discount for Downtown Multi-family (including Townhouses); and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington Constitution; and

WHEREAS, this Ordinance is supported by the staff report, attachments, and documents on file with the Olympia Parks, Arts and Recreation Department;

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

Section 1. Amendment of OMC 15.16.010. Olympia Municipal Code Section 15.16.010 Schedule A is hereby amended to read as follows:

15.16.010 Schedule A, park impact fee

For complete building permit applications, the following schedule shall apply to residential development:
Housing Type:

TYPE OF DWELLING UNIT	Neighborhood Park	Community Park	Open Space	TOTALS
Single Family including Manufactured Homes on individual lots, <u>Townhouses</u>	\$890	\$3,383	1,308	\$5,581
Duplex, <u>Triplex, Fourplex</u> (per unit), <u>Cottage Housing</u>	\$605	\$2,301	\$890	\$3,796
<u>5 or more unit Multi Family, Courtyard Apartments</u> (including Townhouses)	\$605	\$2,301	\$890	\$3,796
Units in Senior Housing Developments (including single family units)	\$605	\$2,301	\$890	\$3,796
Mobile Home in Mobile Home Parks	\$605	\$2,301	\$890	\$3,796
Accessory Dwelling Units (separate structure)	\$356	\$1,353	\$524	\$2,233
Single Room Occupancy Units, <u>Studios</u>	\$356	\$1,353	\$524	\$2,233
Downtown Multi Family (including Townhouses)	\$463	\$1,759	\$680	\$2,902

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall be in force and effect on January 1, 2019, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

A handwritten signature in blue ink that reads "Mark Barber". The signature is written in a cursive style and is positioned above a horizontal line.

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Adopting the 2019 Operating Budget

Agenda Date: 12/11/2018
Agenda Item Number: 4.U
File Number: 18-1188

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting the 2019 Operating Budget

Recommended Action

Committee Recommendation:

The Finance Committee considered public testimony received at a Public Hearing on November 13, as well as the Council budget balancing discussion on November 27.

City Manager Recommendation:

Move to approve the ordinance adopting the 2019 Operating Budget on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance adopting the 2019 Operating Budget on first reading and forward to second reading.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent calendar item

Background and Analysis:

State law requires the City Manager to prepare a balanced operating budget each year. City Council discussed the budget and held a public hearing on November 13. In addition, the Finance Committee met throughout the year to review, discuss, and provide direction to the City Manager regarding the 2019 operating budget.

Since the preliminary 2019 Operating Budget was presented on October 23, the following changes in revenue and expenditures were made to the final document. The City Council changes to the 2019 Preliminary Budget, as discussed on November 27, are posted on the City's website.

1. Increase of General Fund Revenues/Resources of \$546,454. This is a result of updated revenue projections and the use of fund balance.
2. Increase of expenditures of \$546,454, which includes City Council changes to the Preliminary Budget.
3. Includes City Council's direction to implement the Utility Advisory Committee rate recommendation.

By State law the budget must be adopted no later than December 31.

Neighborhood/Community Interests (if known):

City Council held a public hearing on November 13 to hear testimony on the 2019 preliminary Operating Budget.

Options:

1. Approve the Ordinance Adopting the 2019 Operating Budget on first reading and move to second reading.
2. Direct staff to make changes to the ordinance and move to second reading.

Financial Impact:

Total 2019 expenditures are \$157,022,262.

Attachments:

Ordinance

City Council Changes to 2019 Preliminary Budget

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUDGETS, FINANCE, AND SALARIES, AND ADOPTING THE 2019 CALENDAR YEAR BUDGET

WHEREAS, the tax estimates and budget for the City of Olympia, Washington, for the 2019 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official paper of the City of Olympia, setting the time and place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the Olympia City Council held a public hearing on the preliminary budget on November 27, 2018, as required by law, and has considered the public testimony presented;

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

Section 1. 2019 Budget. The budget for the calendar year 2019 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
General, Regular Operations	\$383,681	\$82,012,958	\$82,396,639	\$-
General, Special Sub-Funds				
Special Accounts	166,445	1,123,233	1,289,678	-
Development Fee Revenue	-	3,953,252	3,953,252	-
Parking	16,138	1,493,340	1,509,478	-
Post Employment Benefits	379,700	995,300	1,375,000	-
Washington Center Endowment	-	3,000	3,000	-
Washington Center Operating	5,000	503,000	508,000	-
Municipal Arts	-	59,000	59,000	-
Equip & Facilities Reserve	130,497	1,167,778	1,298,275	-
Total General Fund	1,081,461	91,310,861	92,392,322	-
4 th /5 th Avenue Corridor Bridge Loan	-	546,084	546,084	-
UTGO Bond Fund – 2009 Fire	4,518	1,187,039	1,191,557	-
City Hall Debt Fund – 2009	3,880	2,418,038	2,421,918	-
2010 LTGO Bond – Street Projects	-	434,813	434,813	-
L.O.C.A.L. Debt Fund – 2010	-	178,282	178,282	-
2010B LTGO Bonds - HOCM	-	444,188	444,188	-
2013 LTGO Bond Fund	-	671,065	671,065	-
2016 LTGO Parks BAN	-	67,500	67,500	-
Water Utility O&M	565,701	14,186,171	14,751,872	-
Sewer Utility O&M	132,574	20,724,055	20,856,629	-
Solid Waste Utility	222,786	12,717,152	12,939,938	-

Stormwater Utility	-	5,716,809	5,595,703	121,106
Water/Sewer Bonds	-	2,044,782	2,044,782	-
Stormwater Debt Fund	-	123,650	123,650	-
Equipment Rental	4,818	2,357,141	2,361,959	-
TOTALS	\$2,015,738	\$155,127,630	\$157,022,262	\$121,106

Section 2. Administration. The City Manager shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Olympia employees for the calendar year 2019 shall be as set forth in the "Supplementary Information" section of the 2019 Adopted Operating Budget document, or as the same may be amended by the City Manager as part of his administration of the budget pursuant to Section 2 above.

Section 4. Benefit Cost Sharing. The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on an employee's start date with the City.

Section 5. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. Effective Date. This Ordinance shall take effect January 1, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council Changes to 2019 Preliminary Budget

On November 27, City Council held its final meeting on November 27 on the proposed 2019 Operating Budget and Capital Facilities Plan: 2019-2024 Financial Plan. Here is a summary of changes.

OPERATING BUDGET

Unallocated General Fund Dollars – Staff presented a General Fund balancing position of \$42,556 on November 27. This will be appropriated to Council Goal money so Council can prioritize use of the funds in 2019.

Firefighter Transition - Included in the 2019 baseline budget sufficient funds (estimated \$283,000) to continue employment of 6 firefighter positions. These positions, originally hired under the SAFER Grant, will transfer to regular assignments as the Downtown Aid Unit ramps down.

Budget Stabilization Account Funding – Funding for a budget stabilization fund is listed as the top priority for the use of 2018 year end funds.

New 2019 Dedicated Accounts & Funds – Add the following dedicated accounts and funds to enhance transparency and accountability:

- Homeless Response - Operating
- Homeless Response - Capital
- Home Fund Capital
- Public Safety Levy Lid Lift

Housing Stimulus Proposal – Council will continue to discuss the affordable housing crisis by considering options for legislative actions in 2019 (assess impact on housing affordability as well as revenue reductions and impacts on park and transportation projects for the various scenarios).

Discussion:

1. Impact Fee legislative discounts to be discussed in 2019.
2. Low Income Housing Impact Fee Waiver scheduled for Council action on December 11.
3. School and Transportation impact fee reductions scheduled for Council action on December 11
4. Multi-Family tax exemption boundaries discussion for Land Use and Environment Committee on December 20.
5. Developing new categories of Parks/Transportation impact fees for missing middle-type housing.

CAPITAL BUDGET

4th and Columbia Property – A new project page has been added to the CFP that identifies revenue from the Economic Development/Clean-Up Fund for the next phase of public engagement and feasibility work.

Parks impact Fees – Parks Impact Fee ordinance is based on the same calculation formula for 2019 but a Legislative discount is applied so that rates remain the same as 2018.

Real Estate Excise Tax (REET) for Homeless Services – Revisit the use of REET for Homeless Capital projects after we know if the Franklin or Legion Way road projects receive State grant funds, estimate of \$1.8 million. If the Franklin or Legion Way road projects are funded with grants, up to \$337,500 of REET funds can be transferred to homeless capital needs.

Hazard Tree Abatement – Reallocating \$23,000 in 2019 from Building Repair and Maintenance to Hazard Tree Abatement in the Capital Facilities Plan. A new project page has been added to the CFP.

Transportation Impact Fees – Staff proposed appropriating \$873,317 of Transportation Impact Fees in 2019 for Henderson Boulevard and Eskridge Boulevard intersection improvements. This funding is currently included in the 2020-2024 Financial Plan and will be moved to 2019.

Home Fund Capital – A new project page has been added to the Capital Facilities Plan recognize the Home Fund Capital revenue.

2019 FINANCE COMMITTEE ITEMS

The following topics were identified as needing further discussion and evaluation during the budget process and will be included in the 2019 Finance Committee Work Plan.

Parks Funding – Evaluate options to account for, track and report on Parks funding and associated expenditures (General Fund 11% contributions, program revenues, and Olympia Metropolitan District).

Fire Truck Replacement - Discuss options to address the unfunded costs (\$3.3M) to replace a ladder truck and fire engine in 2020. The intent is to order the fire trucks in time to avoid steel tariffs which will save approximately \$650,000 in the purchase price.

Overall Fire Needs – Review the current and future unfunded needs of the Fire Department (short term engine /ladder replacement, overall vehicle replacement needs, equipment ongoing replacement, restoration of Downtown aid unit).



City Council

Approval of an Ordinance Adopting the Capital Facilities Plan: 2019-2024 Financial Plan and Appropriating Funds for 2019

Agenda Date: 12/11/2018
Agenda Item Number: 4.V
File Number: 18-1189

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Adopting the Capital Facilities Plan: 2019-2024 Financial Plan and Appropriating Funds for 2019

Recommended Action

Committee Recommendation:

The Planning Commission, Utilities Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Parks and Recreation Advisory Committee have reviewed the plan.

City Manager Recommendation:

Move to approve an ordinance on first reading and forward to second reading adopting the Capital Facilities Plan: 2019-2024 Financial Plan and appropriating funds for 2019.

Report

Issue:

Whether to approve the ordinance adopting the Capital Facilities Plan, 2019-2024 Financial Plan and appropriating funds for 2019 and move the ordinance to second reading.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent calendar item

Background and Analysis:

The budget process for the Capital Facilities Plan (CFP) started in July 2018. Since that time, the Planning Commission reviewed the plan in detail, held a public hearing, and provided Council with comments. Council also received comments from the Utility Advisory Committee, Bicycle and Pedestrian Advisory Committee, and the Parks and Recreation Committee. City Council held two public hearings on October 23 and on November 13.

Since the Preliminary CFP was presented, the following changes have been made to the final document:

1. The Olympia School District's 2019-2024 CFP has been incorporated into the final document
2. A new project, Hazard Tree Abatement, has been added to the General Capital Facilities Chapter. \$23,000 will be re-allocated from Building Repair and Replacement to Hazard Tree Abatement and appropriated in 2019. The projected costs in years 2020- 2024 is estimated at \$1,000,000.
3. A new project, Olympia Home Fund - Capital, has been added to the General Capital Facilities Chapter. \$481,000 will be appropriated from the Olympia Home Fund - Capital Fund in 2019 to cover debt service for the acquisition of 2828 Martin Way. Projected costs and revenue in years 2020-2024 is estimated at \$7,855,000.
4. A new project, 4th and Columbia Mixed Use Project Feasibility, has been added to the General Capital Facilities Chapter. \$500,000 will be appropriated from the Economic Development Fund in 2019.

Neighborhood/Community Interests (if known):

The Planning Commission and City Council held public hearings to hear testimony on the City's CFP: 2019-2024 Financial Plan.

Options:

1. Approve the City's Capital Facilities Plan: 2019-2024 Financial Plan, appropriate funds for 2019 and move to second reading.
2. Approve the City's Capital Facilities Plan: 2019-2024 Financial Plan, direct staff to make additional changes to the 2019 Capital Budget, and move to second reading.

Financial Impact:

The 2019 Capital Facilities Plan Funding is \$22,856,281. The Capital Facilities Plan: 2019-2024 Financial Plan totals \$157,867,873.

The 2019 budget for all Capital Funds is \$28,691,049. The difference between the Capital Facilities Plan Funding and the budget for the Capital Fund (\$5,834,768) represents transfers to be made between funds to support projects identified in the Capital Facilities Plan.

Attachments:

Ordinance
Planning Commission Letter
Utility Advisory Committee Letter
Bicycle and Pedestrian Advisory Committee Letter

Parks & Recreation Advisory Committee Letter

Ordinance No.

AN ORDINANCE ADOPTING THE CITY OF OLYMPIA'S CAPITAL FACILITIES PLAN FOR THE YEARS 2019-2024 AND APPROPRIATING FUNDS FOR THE 2019 PORTION OF SAID CAPITAL FACILITIES PLAN.

WHEREAS, the Olympia City Manager submitted to the City Council a recommended "Capital Facilities Plan," herein referred to as "CFP," for the fiscal years 2019 through 2024; and

WHEREAS, the CFP projects the proposed locations and capacities of expanded or new capital facilities needed to serve growth projected in the City's comprehensive plan, along with a six-year plan that will finance such capital facilities and the anticipated capital expenditures required to construct them for said period; and

WHEREAS, the Olympia School District's Capital Facilities Plan is being incorporated as a component of the City's CFP to allow for the collection of school impact fees; and

WHEREAS, the CFP element of the Comprehensive Plan Goals and Policies is included in the CFP; and

WHEREAS, the City Council has held public hearings and reviewed the recommended CFP along with the CFP Goals and Policies and has made revisions thereto; and

WHEREAS, the revisions made by the City Council have been incorporated into the recommended CFP; and

WHEREAS, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

WHEREAS, the CFP is supported by the staff report, attachments and documents on file with the City;

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2019 through 2024, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City's web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 2. Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 3. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 4. The Director of Administrative Services is hereby authorized to bring forward into fiscal year 2019 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Impact Fee Fund	\$2,451,130	-	\$2,451,130	\$-
SEPA Mitigation Fee Fund	211,451	-	211,451	-
Parks & Recreational Sidewalk, Utility Tax Fund	-	2,970,000	2,970,000	-
Real Estate Excise Tax Fund	-	1,500,000	1,500,000	-
Capital Improvement Fund	500,000	12,269,468	12,769,468	-
Olympia Home Fund Capital Fund	-	1,495,000	481,000	1,014,000
Water CIP Fund	-	3,500,000	3,500,000	-
Sewer CIP Fund	1,537,796	756,204	2,294,000	-
Waste ReSources CIP Fund	-	390,300	-	390,300
Storm Water CIP Fund	-	2,514,000	2,514,000	-
Storm Drainage Mitigation Fund	-	-	-	-
TOTALS	\$4,700,377	\$25,394,972	\$28,691,049	\$1,404,300

Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 7. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 8. Effective Date. This Ordinance shall take effect January 1, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:
APPROVED:
PUBLISHED:

Olympia Planning Commission

October 15, 2018

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Council Members:

The Olympia Planning Commission (OPC) is pleased to report on its annual review of the City of Olympia's 2019-2024 Draft Capital Facilities Plan and Financial Plan (Draft CFP). We commend City staff for producing a very well-organized document. We particularly like how clearly the first section describes the City's capital planning process and answers the many questions the lay public is likely to have about financial planning for capital facilities.

All City departments (except for Public Works, which is currently working on its Transportation Master Plan), have completed master plans in which they describe how they will implement the Comprehensive Plan's goals, objectives and policies over the 20-year period ending in 2034. These plans provide the strategic links between the Comprehensive Plan and the Draft CFP (now considered Volume 2 of the Comprehensive Plan). Completion of these master plans is a major achievement of which our City can be proud.

Through these documents – the Comprehensive Plan, the various master plans, and the Draft CFP, the City has created a well-integrated planning and budgeting process that not only provides the context for the annual projects and budget line items identified in the Draft CFP, but helps support budgetary discipline.

We concur with City staff that projects identified in the Draft CFP are consistent with Comprehensive Plan goals and policies. OPC held a public hearing on the Draft CFP on September 17, 2018 and received no comment.

Financial Overview

We appreciate the inclusion of the City's Long-Term Financial Strategy in the Draft CFP document. We would like to see more information about the City's debt service, specifically how much debt is incurred by each department over time relative to debt limits, how quickly debt is being paid off, and the applicable interest rates and interest costs. Graphs that illustrate this information for both the six-year timeframe of the Financial Plan and the 20-year timeframe of the Comprehensive Plan would be especially useful. We believe this information may be useful in helping the City limit its costs of borrowing to the extent possible.

We would also like the City to consider applying an “equity lens” to ensure that investments are being targeted toward areas in which we may have underinvested in the past. For example, is the order in which we build sidewalks taking the needs of the City’s lowest-income populations into account? This could be determined by an overlay of low-income areas and potential project investment, and should be a consideration when identifying projects and project priority.

Parks, Arts and Recreation

The Parks Department has completed many of its high priority projects from last year, including installation of a new sheet-pile bulkhead along Water Street and Fourth Avenue, replacement of deteriorating Priest Point Park facilities, and Isthmus Park interim improvements.

On page 38, the Parks Department notes that in order to meet existing Level of Service standards, it needs to increase the acreage and development of Neighborhood Parks and Community Parks – we are slightly below our LOS ratios – but does not note how much additional park acreage will be needed to meet the needs of the City’s future population in 2034. While the ratio of open space to population appears adequate for now, the department notes that the Open Space Inventory will need to be substantially increased to meet future needs – again, how much more acreage will be needed?

Given the population increase expected downtown, this chapter includes a line item of \$30,000 for an assessment of future urban park needs. While we support this assessment, we are concerned about creating new pocket parks and amenities if we cannot resolve the kinds of problems that occurred at the now-closed Artesian Commons. As part of this assessment, we suggest that the Parks Department describe how it would address the challenges to potential new downtown pocket parks and amenities posed by a substantial street population, given that some of our goals as a city are to encourage walkability, safety, and more visits to our downtown. What are the criteria (design, features, location, size, etc.) that could affect park use by type of population?

Although one section of Percival Landing has been replaced, no other sections are proposed for replacement at this time. The Parks Department proposes instead to continue annual inspections and to make any needed repairs in 2020. The CFP notes that maintenance reserve funds have been set aside in 2016, 2017, and 2018, and that these will be added to additional reserve funds collected in the next six years to make repairs identified in the Five-Year In-Depth Assessment. The source of these new reserve funds will be the Olympia Metropolitan Parks District. We suggest noting when the next Five-year In-Depth Assessment will take place and scheduling the scoping of Phase II of Percival Landing Replacement, depending on the results of that assessment (p.49).

Transportation

As noted earlier, the Public Works Department’s 20-year Transportation Master Plan is in development and appears to be off to an excellent start. We are impressed with the map-based approach the department has adopted, which includes:

- Identifying all of the improvements that will be needed across the City to develop “complete streets” (i.e., accommodation of walkability, cycling, transit, and auto use and freight) to the extent possible
- Maximizing efficiency by compiling all of the needed improvements into one or more projects by location
- Identifying funding sources for these projects, and

- Developing a final schedule of projects based on location and financial feasibility.
- Analysis of impact-fee related transportation improvements will be addressed at a later date.

Sidewalks

Sidewalks are a perennial issue because they are lacking in certain areas where pedestrians feel unsafe, and many of those that exist are in disrepair, yet they are very expensive to build or rebuild and the City wants to ensure that it can accomplish several goals at once before tearing up streets. Sidewalks are expensive because needed storm-water improvements must be made concurrently, pervious concrete must be used, and other issues may need to be addressed. Construction costs also increase every year. In addition to other criteria used by the City, we suggest prioritizing sidewalk construction in and around neighborhood centers, as these centers are intended to increase walkability.

Developers are required to build sidewalks within subdivisions. Sidewalks in local access streets outside of subdivisions are required to be built by adjacent landowners, but many of those landowners are not aware of this requirement. Of those that are, some may pay fees in lieu of building sidewalks. We would like to confirm whether sidewalk fee-in-lieu funds are directed toward building new sidewalks or whether they go into the general fund. In addition, we would like to know whether it might be possible for a group of neighbors to form a special improvement district in order to build sidewalks.

Because “walkability” is a major goal in the Comprehensive Plan, we would like to more clearly see to what extent and how quickly the City is achieving this goal. For example, what percentage of arterials and major collectors are currently complete streets serving all modes of transportation? How much progress will have been achieved by 2024?

General Capital Facilities

The City owns 16 buildings providing space for 500 City employees and 4,500 daily visitors. The chapter notes that a building condition assessment was completed in 2013 and that an update is currently being developed. Annual costs of maintenance and repair are estimated to exceed \$3 million per year, yet the City is only budgeting \$1.4 million per year in the next six years. What is the explanation for this discrepancy? If maintenance and repair are not being fully funded, what is the effect of not completing this work on the condition of the City’s buildings?

What is the source of the “CFP General Revenue” being used to fund these expenses? Would the Utility Tax on cable television be added to the general revenue and, if so, how much funding would it provide? More detail should be provided in this section.

This section notes that the City will determine what needs to be done to bring City-owned buildings into compliance with the Americans with Disabilities Act. It should also add that a transition plan is in development that will identify the projects necessary for compliance.

A number of other capital expenses loom in the near- and longer-term, including:

- Potential purchase or dedication of property to accommodate homeless encampments, cottage development, and other low-income housing solutions in coordination with non-profit organizations
- Implementation of the City’s “Street Tree Master Plan”

- A new Public Library to replace the greatly outgrown facility downtown, depending on the public's support of such a project
- One or more municipal parking garages downtown, and
- Projects to mitigate the effects of sea-level rise downtown.

These projects are not included in the Draft CFP because no funding is currently available, but no funding will be available unless the City identifies projects to be funded. We believe that it is important to begin identifying these projects and exploring all possible funding sources, so that information can begin to be developed and included in future annual updates of the Draft CFP. Public-private partnerships may be especially useful in funding some of these needs.

Summary

We would like to express our appreciation for the work of all those who helped develop the Draft CFP. Many thanks to Senior Planner Stacey Ray, who provided excellent support, and to the City's department staff who generously provided of their time to answer our questions.

The Olympia Planning Commission appreciates the opportunity to provide these comments and recommendations on the 2019-2024 Draft Capital Facilities and Financial Plan. We hope the Council finds them useful in their budget deliberations. We would be happy to answer any questions that may arise from this letter.

Sincerely,



Rad Cunningham, Chair



Carole Richmond, Vice-Chair



November 1, 2018

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

SUBJECT: UAC 2019 Utility Rates, GFCs, and 2019-2024 CFP Recommendations

Thank you for the opportunity to provide citizen committee recommendations on 2019 City of Olympia utility rates, general facility charges (GFCs) and the 2019-2024 Capital Facilities Plan (CFP). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee. The UAC understands and supports the important public and environmental health work of the City's four utilities. The UAC believes that City staff work hard to use resources wisely thereby minimizing customer costs. However, we also understand that rate increases must occur to maintain a level of service demanded by the community. When considering rate increase, the UAC seriously considers the impact these increases may have on community members.

The UAC considered City policy, regulatory requirements, changes in revenue and changes in costs beyond the utilities' control. The UAC also considered changes to both usage rates for the utilities and General Facility Charges (GFCs). GFCs are a reflection of the financial value of the existing utility infrastructure and the benefits of the infrastructure to new development. The charges are imposed at the time of initial development. GFC revenues are dedicated to capital budgets.

Summary of Proposed Rates and GFCs

For budgetary purposes, the three water-related utilities assume revenue growth for 2019 of 1.5 percent. Waste ReSources assumes a one-percent revenue growth. These revenue growth assumptions are consistent with growth rates experienced in recent years. Ongoing growth-related revenue increases help offset rate changes. The proposed rates are expected to cover 2019 expenditures, including a City staff cost-of-living allowance. The rates also included funding for a 0.5 percent increase in the municipal utility tax, as suggested by City staff. The tax increase will cost ratepayers approximately \$260,000 annually.

The UAC recommends the following utility rate increases in 2019:

- Storm and Surface Water 5.1%
- Wastewater 0%
- Drinking Water 0%
- Waste ReSources 5.5%

We understand that City staff also support these specific increases. As approved by the LOTT Board of Directors, LOTT rates and capacity development charges (CDCs) will increase 3 and 4 percent, respectively.

Including the LOTT rate increase, the combined, weighted rate increase would be approximately 2.6 percent for a typical single-family residence (\$6.40/bi-monthly bill).

Storm and Surface Water

Utility Rate: 5.1% increase

The Storm and Surface Water utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expenses to increase by about \$110,000 above estimated revenue. Additionally, the UAC supports increasing sea level rise funding by \$125,000 annually. We understand that these funds will help begin implementation of the Sea Level Rise Response Plan.

GFC rate: 10% increase

The UAC supports an incremental increase the Storm and Surface Water GFC. Further increases are financially justified and could be considered in future years.

Wastewater

Utility Rate: No increase

The Wastewater utility is responsible for safe conveyance of sewage from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. Based on UAC and staff analysis, the utility can meet 2019 expenses without a rate increase.

GFC rate: No increase

The wastewater GFC was increased by three percent to \$3,442 in 2016.

Drinking Water

Utility Rate: No increase

The Drinking Water utility provides and protects healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment.

The Drinking Water rates have increased appreciably in recent years due to formidable infrastructure needs. In 2019, we expect available funds to cover expenditures.

GFC rate: No increase

Substantial capital investments have been made during recent years. Drinking water GFCs have been increasing since 2015. An increase is not warranted in 2019.

Waste ReSources

Utility Rate: Varying rate increases

Waste ReSources provides waste reduction, recycling and disposal services for residential, commercial, drop-box and organics customers.

While revenues continue to be strong, especially in commercial accounts, the collapse of the recycle commodity market has impacted the utility. The UAC supports staff proposals to manage the resultant

financial challenge as a short-term dynamic. However, a rate increase for residential and drop box activities is necessary. The UAC recommends the following increased rates for 2019:

- Residential 5.5 %
- Commercial 0%
- Drop Box 5.5 %
- Organics 0%

Capital Facilities Plan 2019-2024

The UAC supports the proposed 2019 – 2024 Capital Facilities Plan (CFP). In general, the CFP (pertinent to the utilities) anticipates that current projects can be funded with the estimated revenues.

However, the UAC is well aware of the capital project challenges faced by the Storm and Surface Water utility in its role as a manager of many environmental legacy problems. While City staff have the necessary expertise, the modest utility finances are inadequate. Sea level rise response is but one example of the discrepancy between need and resourcing.

Thank you for the opportunity to provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure while remaining cognizant on the impact rate increases may have upon community members.

On behalf of the members of the UAC, please let me know if you have any questions. I can be reached via email at dhaffner@ci.olympia.wa.us

Sincerely,



Dever Haffner-Ratliffe
Chair, Utility Advisory Committee

ec: UAC Members
Debbie Sullivan, Administrative Services Director
Gary Franks, Waste ReSources Director
Andy Haub, Water Resources Director



MEMORANDUM

To: Mayor Selby and Members of the Olympia City Council
From: Scott Morgan, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)
Date: October 8, 2018
Subject: 2019-2024 Preliminary Capital Facilities Plan (CFP) and Bicycle/Pedestrian Facilities

The purpose of this memorandum is to provide input on the 2019-2024 Preliminary Capital Facilities Plan (CFP) from the Bicycle and Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

Thank you for the opportunity to comment on the City's 2019-2024 Preliminary Capital Facilities Plan. Members of the BPAC appreciate the efforts of the Olympia City Council and City staff to anticipate the unprecedented growth expected in Thurston County in the coming decade and to take efforts to mitigate the effects of that growth on both automobile and bike/pedestrian facilities in the City.

Multi-modal Level of Service (MMLOS): In 2016, members of the BPAC encouraged the Council and staff to adopt a multi-modal Level of Service (MMLOS) metric with a strong bicycle component to use when evaluating the need for additional facilities or facility maintenance in discrete areas of the city.

We appreciate the increased level of priority for all elements of bicycle and pedestrian facilities, however the implementation of those priorities remains tied to the needs and priorities of the cars – pavement condition and traffic congestion. Priorities are fantastic, however priorities subsequently dependent upon car traffic metrics for implementation are aspirations, not priorities. We need Level of Service metrics for all modes of transportation, as soon as possible. When funding is tied to metrics, then metrics are essential for all of our priorities.

Several cities in Washington already have multi-modal LOS metrics in place (see the Multimodal Concurrency Program Working Paper dated May 10, 2016). BPAC strongly encourages the Olympia City Council to study these plans and modify and adopt a model as soon as possible. Maintaining a level of consistency can best be achieved when all transportation modes have defined metrics.

We support the on-going Transportation Master Plan that specifically includes the MMLOS (bike, pedestrian, transit). However, the current timeline calls for the plan to be adopted around this time next year. In the meantime, bicycle facilities are prioritized according to an aspirational 'complete streets' metric and the 2009 Bicycle Master Plan, and subject to other priorities for implementation. We encourage the City to be thinking now about enhanced metrics that support decision-making around funding, and we urge the Council to take concrete steps toward adoption of the MMLOS with a robust bicycle component.

Transit Access: Sidewalk construction that provides pedestrians with a direct link to bus routes should be prioritized. As cities like Olympia address the increase in traffic that comes with a bigger population, it's important to maximize the number of people that we can get out of their cars. This is stated in Transportation Goal #12 (CFP, page 57) which emphasizes limiting traffic congestion as land use density increases.

In addition to bicycle and pedestrian facilities, it will be necessary to emphasize public transportation as an option. An example is Elliott Ave. in West Olympia, which offers the only access to transit on Division St. Emphasis should be on pedestrian safety and ADA access.

Bike Corridors: In keeping with Transportation Goal #25 (CFP, page 55), BPAC looks forward to completion of the next two bicycle corridor projects and future expansion of the bike corridors program. Besides making cycling a more acceptable option for families, strategically developed bike corridors could eventually become part of a multi-use trail system that supports bicycle commuting and leads to destinations and activities and other bicycle and pedestrian facilities, especially if streets with sidewalks are incorporated into the corridors.

Downtown Parking/Bicycle Parking: Kudos to the City for continuing to make the public aware of parking options downtown and maximizing the space available before considering the construction of a parking garage. Additionally, it is good to see new construction addressing the needs of bicyclists by providing parking for bikes and to know that the City makes bike racks available to businesses currently without them. BPAC supports incentivizing downtown businesses to provide functional bike racks with a goal of at least one bike rack on every block downtown.

Sidewalk/Pathways: We appreciate the flashing crossing beacons and curb cuts or bulb outs installed at intersections and major crossings throughout the city. They represent a big improvement in pedestrian facilities. BPAC also supports City efforts to educate users about infrastructure use, including riding bicycles with traffic in bike lanes and walking against traffic if sidewalks are not available.

Sidewalks, crossings, and bicycle lanes or paths are key infrastructures. However, it isn't easily apparent how and why maintenance is ordered or prioritized on these facilities. We need a well-publicized asset-management (cleaning and maintenance) process that is clear and open and transparent, and which connects the users of the facilities to the people who manage it. Sidewalk maintenance, in particular, is a key to safety for all residents, with special emphasis on ADA compliance.

The members of the BPAC concur with Transportation Goal #22 (CFP, page 59), in which sidewalk construction is prioritized based on a more objective multi-modal Level of Service model (see MMLoS paragraph above). This could include primary route retrofitting being given priority based on traffic volume, safety, and street conditions. An example would be Division St. between Farwell and Elliott. While there is a bike lane along Division, lack of a sidewalk often puts pedestrians in the bike lane facing away from traffic which can be hazardous for cyclists and pedestrians alike. This also dovetails nicely with the Transportation Goal #1 to make streets safe and inviting for pedestrians and bicyclists.

In Conclusion: We appreciate the broad set of construction and maintenance priorities defined within this CFP for transportation projects. We also appreciate the City's on-going work to develop a Transportation Master Plan, and we look forward to a time when multi-modal Level of Service metrics provide a means of prioritizing the most impactful bicycle and/or pedestrian facilities.

Sincerely,



SCOTT MORGAN
Chair
Bicycle & Pedestrian Advisory Committee

SM/ms/kg

Mayor Selby and Members of the Olympia City Council

October 8, 2018

Page 2 of 2

cc: Michelle Swanson, AICP, Senior Program Specialist, Public Works Transportation
BPAC Members
Olympia Planning Commission Members



MEMORANDUM

TO: City Council

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

DATE: August 31, 2018

SUBJECT: Preliminary 2019-2024 Capital Facilities Plan (CFP)
PRAC Recommendation to the Olympia City Council

At our August 16, 2018 meeting, PRAC members reviewed the list of proposed park projects included in the Parks Chapter of the *2019-2024 Preliminary Capital Facilities Plan*. We found the projects to align with the plan for capital investments included in the 2016 Parks, Arts & Recreation Plan. Following a staff briefing and discussion by the Committee, we passed a motion to support the projects proposed for inclusion in the Parks Chapter as written in the *2019-2023 Preliminary Capital Facilities Plan*.

Separate from PRAC's support of the CFP as written, Jim Cooper (Councilmember, Finance Committee chair, and PRAC liaison) discussed with PRAC members at our August 16, 2018, meeting the City's possible use of ½ of 1% Non-Voted Utility Tax (NVUT) funds to help address the City of Olympia's emergency housing crisis. PRAC members received this information from Councilmember Cooper but were not asked for a vote or recommendation City Council on this issue.

The Preliminary CFP (p. 48) includes a total of \$5,940,000 of funding for 2019-2024 from Non-Voted Utility Tax intended for parkland acquisition, maintenance, and development.

Thank you for taking the time to consider our recommendation in the course of your CFP review process. Please feel free to contact me by telephone at (360) 350-8583 or by email at mruth@ci.olympia.wa.us if you have questions or comments.

Sincerely,

Maria Ruth, Chair
Parks and Recreation Advisory Committee

Cc: Olympia Planning Commission



City Council

Approval of an Ordinance Appropriating the 2019 Special Funds

Agenda Date: 12/11/2018
Agenda Item Number: 4.W
File Number: 18-1190

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Ordinance Appropriating the 2019 Special Funds

Recommended Action

Committee Recommendation:

Not referred to a Committee

City Manager Recommendation:

Move to approve the ordinance appropriating the 2019 Special Funds on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance appropriating the 2019 Special Funds on first reading and forward to second reading.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent calendar item

Background and Analysis:

The City has several Special Funds. They are not included in the Operating or Capital Budgets. These Special Funds have been established to account for specific activities or purposes.

Budget information is included in the attached Ordinance on the following funds/accounts:

- HUD Fund
- Lodging Tax
- Park & Recreational Sidewalk Fund
- Parking and Business Improvement Area
- Farmers Market Repair and Replacement Fund

- Hands On Children’s Museum
- Home Fund Operating (established in 2019)
- Fire Equipment Replacement Fund
- Unemployment Compensation Fund
- Insurance Trust (Risk Management) Fund
- Workers Compensation Fund

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the ordinance as presented on first reading and forward to second reading.
The ordinance provides authority to expand funds for various purposes.
2. Move to approve the ordinance with different amounts based on City Council direction on first reading and forward to second reading.

Financial Impact:

Appropriation Summary:

\$9,418,496 Appropriations - Special Funds
\$ 3,211,947 Revenue - External Sources
\$ 5,933,211 Revenue - City of Olympia Internal Sources
\$ 273,338 Net Use of Fund Balances

Attachments:

Ordinance

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, APPROPRIATING FUNDS WITHIN VARIOUS SPECIAL FUNDS

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

Section 1. The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
HUD Fund	\$8,166	\$740,000	\$748,166	-
Lodging Tax Fund	-	1,000,000	883,000	117,000
Parking Business Improvement Area Fund	-	100,000	100,000	-
Farmers Market Repair and Replacement Fund	-	-	-	-
Hands On Children's Museum	-	514,000	458,188	55,812
Home Fund Operating Fund	-	1,070,506	1,070,506	-
Fire Equipment Replacement Fund	-	297,387	152,869	144,518
Equipment Rental Replacement Reserve Fund	345,900	1,885,830	2,231,730	-
Unemployment Compensation Fund	-	99,400	85,000	14,400
Insurance Trust Fund	5,211	2,137,035	2,142,246	-
Workers Compensation Fund	245,791	1,301,000	1,546,791	-
TOTALS	\$605,068	\$9,145,158	\$9,418,496	\$331,730

Section 2. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 4. Effective Date. This Ordinance shall take effect January 1, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Amendment to Ordinance 7152 (Special Funds)

Agenda Date: 12/11/2018
Agenda Item Number: 4.X
File Number: 18-1185

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Amendment to Ordinance 7152 (Special Funds)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance that amends Ordinance 7152 on first reading and forward to second reading.

Report

Issue:

Whether to amend Ordinance 7152 on first reading and forward to second reading.

Staff Contact:

Bill Sampson, Accounting Services Manager, Administrative Services, 360.753.8473

Presenter(s):

None - Consent Calendar item

Background and Analysis:

City Council may revise the City's special funds budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinance appropriates funds and provides authorization to expend the funds.

1. Parking and Business Improvement Area (PBIA) Fund operating expenses.

Appropriation: \$22,000 for pole banners and flower basket watering expenses.

Funding: The available fund balance is being used.

2. Community Planning & Development - HUD Action Plan for Calendar Year 2018 expenditures.

Appropriation: \$565,000 for Community Development Block Grant (CDBG) programs, which includes the City's contribution to the Family Support Center Day Center.

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Funding: CDBG grant for FY 2018-2019 Action Plan.

Neighborhood/Community Interests (if known):

None known.

Options:

- 1) Approve the ordinance that amends Ordinance 7152. Authorizes staff to expend the funds.
- 2) Do not approve the proposed ordinance. This will not provide funding for PBIA programs and other existing funds will have to be diverted from other needs. Staff will need to seek another funding source for the Family Support Center Day Center.

Financial Impact:

Total increase in appropriations is \$587,000 and funding is available.

Attachments:

Ordinance

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON,
APPROPRIATING FUNDS WITHIN VARIOUS SPECIAL FUNDS AND
AMENDING ORDINANCE NO. 7152**

WHEREAS, the Olympia City Council passed Ordinance No. 7120 on December 19, 2017, appropriating funds within various special funds; and

WHEREAS, the Olympia City Council amended Ordinance No. 7120 by passage of Ordinance No. 7137 on April 17, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7137 by passage of Ordinance No. 7144 on June 19, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7144 by passage of Ordinance No. 7152 on October 2, 2018; and

WHEREAS, the following amendments need to be made to Ordinance No. 7152;

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

Section 1. The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
HUD Fund	\$40,900	\$484,441 \$1,049,441	\$314,940 \$879,940	\$210,401
Lodging Tax Fund	-	800,000	773,527	26,473
Parking Business Improvement Area Fund	7,344 29,344	115,000	117,344 139,344	5,000
Hands On Children's Museum	10,257	500,000	450,255	60,002
The Home Fund (Operating)		305,400	305,400	
Fire Equipment Replacement Fund	60,016	530,000	590,016	-
Equipment Rental Replacement Reserve Fund	-	1,794,187	1,328,110	466,077
Unemployment Compensation Fund	-	93,900	68,200	25,700
Insurance Trust Fund	-	1,851,070	1,847,066	4,004
Workers Compensation Fund	59,000	1,546,000	1,605,000	-
Washington Center Endowment Fund	-	-	-	-
TOTALS	\$177,517 \$199,517	\$8,019,998 \$8,584,998	\$7,399,858 7,986,858	\$797,657

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Amendment to Ordinance 7153 (Operating Budget)

Agenda Date: 12/11/2018
Agenda Item Number: 4.Y
File Number: 18-1187

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Amendment to Ordinance 7153 (Operating Budget)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve an ordinance to amend Ordinance 7153 on first reading and forward to second reading.

Report

Issue:

Whether to amend Ordinance 7153 on first reading and forward to second reading

Staff Contact:

Bill Sampson, Accounting Services Manager, Administrative Services, 360.753.8473

Presenter(s):

None - Consent Calendar item

Background and Analysis:

City Council may revise the City's operating budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinance appropriates funds and provides authorization to expend the funds.

1. Administrative Services - Public Defense Training

- Appropriation: \$4,500 for travel and registration for training of public defense contractors
- Funding: Grant from the Office of Public Defense

2. Parks - "Oly on Ice"

- Appropriation: \$90,525 reduction in appropriations for expenses and associated revenue to

reflect the actual terms of the contract for “Oly on Ice.” Previously, it was thought the City would collect all of the event revenue and then pay a management fee to the vendor out of those proceeds. It has now been determined the City will not collect any revenue until proceeds reach \$90,525.

- Funding: Revenue and Expenditures are reduced by the same amount.

3. Public Works Equipment Rental Fund - Vehicle Up-fitting

- Appropriation: \$30,000 for additional vehicle up-fitting charges to new city vehicles.
- Funding: Costs for up-fitting are passed on to departments receiving the vehicles.

4. Public Works Building Repair and Replacement Fund - Additional Costs

- Appropriation: \$5,000 for small tools and equipment.
- Funding: Rebate from the Puget Sound Energy - Energy Incentive Program.

5. Fire Department Additional - Parts for Fleet External Customers

- Appropriation: \$20,000 additional parts for Fire Fleet external customers
- Funding: Additional revenue from billing external customers.

6. Fire Department - Medic One Additional Costs

- Appropriation: \$145,588 for additional wages and benefits for Medic One operations.
- Funding: Billing to Thurston County for Medic One costs.

7. Fire Department - Training Center consumables

- Appropriation: \$4,000 for additional consumable supplies at the Mark Noble Training Center.
- Funding: Additional revenue from billing other jurisdictions using the training center.

Neighborhood/Community Interests (if known):

N/A

Options:

- 1) Approve the ordinance amending Ordinance 7153. Authorizes staff to expend the funds.
- 2) Do not approve the amending ordinance. The budget amendments presented to the council will not be authorized. If not passed, the activities listed above will not be able to be completed.

Financial Impact:

Total increase in appropriations by \$118,563. Funding for these appropriations noted above.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUDGETS, FINANCE, AND SALARIES, AND AMENDING ORDINANCE NO. 7153

WHEREAS, the Olympia City Council passed Ordinance No. 7118 on December 19, 2017, relating to budgets, finance, and salaries; and

WHEREAS, throughout the year, updates are required to recognize changes relating to budgets, finance, and salaries; and

WHEREAS, the Olympia City Council amended Ordinance No. 7118 by passage of Ordinance No. 7138 on April 17, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7138 by passage of Ordinance No. 7145 on June 19, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7145 by passage of Ordinance No. 7153 on October 2, 2018; and

WHEREAS, the following amendments need to be made to Ordinance No. 7153;

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

Section 1. 2018 Budget. The budget for the calendar year 2018 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
General, Regular Operations	\$1,228,761	\$79,151,238 \$79,234,801	\$80,379,999 \$80,463,562	\$-
General, Special Sub-Funds				
Special Accounts	257,884	909,813	1,167,697	-
Development Fee Revenue	172,393	3,756,900	3,929,293	-
Parking	103,324	1,560,200	1,400,015	263,509
Post Employment Benefits	399,000	1,133,000	1,532,000	-
Washington Center Endowment	284,320	11,500	295,820	-
Washington Center Ops	5,000	455,976	460,976	-
Municipal Arts	-	55,800	55,800	-

Equip & Facilities Reserve	-	1,572,111 1,577,111	1,210,013 1,215,013	362,098
Total General Fund	\$2,450,682	\$88,606,538 \$88,695,101	\$90,431,613 \$90,520,176	\$625,607
4 th /5 th Avenue Corridor Bridge Loan	3	548,035	548,038	-
UTGO Bond Fund – 2009 Fire	-	1,195,930	1,191,156	4,774
City Hall Debt Fund – 2009	2,272	2,416,446	2,418,718	-
2010 LTGO Bond – Street Projects	-	435,617	435,613	4
L.O.C.A.L. Debt Fund – 2010	-	178,282	178,281	1
2010B LTGO Bonds - HOCM	10,290	425,098	435,388	-
2013 LTGO Bond Fund	-	675,275	675,275	-
2016 LTGO Parks BAN	-	125,000	125,000	-
Water Utility O&M	310,129	13,983,920	14,294,049	-
Sewer Utility O&M	13,114	20,254,540	20,267,654	-
Solid Waste Utility	267,000	12,159,668	12,375,571	51,097
Stormwater Utility	52,699	5,396,612	5,449,311	-
Water/Sewer Bonds	-	2,041,982	2,032,448	9,534
Stormwater Debt Fund	1	123,648	123,649	-
Equipment Rental	-	2,371,022 2,401,022	2,359,540 2,389,540	11,482
TOTALS	\$3,106,190	\$150,937,613 \$151,056,176	\$153,341,304 \$153,459,867	\$702,499

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Administration. The City Manager shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

Section 4. Salaries and Compensation. The salaries and compensation for the City of Olympia employees for the calendar year 2018 shall be as set forth in the "Supplementary Information" section of the 2018 Adopted Operating Budget document, or as the same may be amended by the City Manager as part of his administration of the budget pursuant to Section 2 above.

Section 5. Benefit Cost Sharing. The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on an employee's start date with the City.

Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 7. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 8. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Amendment to Ordinance 7154 (Capital Budget)

Agenda Date: 12/11/2018
Agenda Item Number: 4.Z
File Number: 18-1186

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of an Amendment to Ordinance 7154 (Capital Budget)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance that amends Ordinance 7154 on first reading and forward to second reading.

Report

Issue:

Whether to amend Ordinance 7154 on first reading and forward to second reading.

Staff Contact:

Bill Sampson, Accounting Services Manager, Administrative Services, 360.753.8473

Presenter(s):

None - Consent Calendar item

Background and Analysis:

City Council may revise the City's capital budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinance appropriates funds and provides authorization to expend the funds.

1. **Public Works**
 - Drinking Water Capital Fund - Seismic Upgrades to Reservoirs
 - Appropriation: \$3,030,000 for seismic upgrades to the Elliott Reservoir and Fir St. reservoir.
 - Funding: Public Works Trust Fund Loan.

2. **Public Works**
 - Stormwater Capital Fund - General Projects

- Appropriation: \$42,140 for general projects in the Stormwater Capital Fund.
- Funding: Proceeds from settlement of a claim.

3. Parks, Arts and Recreation

- Home Fund Capital Fund - Martin Way Land Purchase
- Appropriation: \$1,350,735 for purchase of Martin Way property previously authorized with approval of Interfund loan.
- Funding: General Fund Interfund loan.

4. Parks, Arts and Recreation

- Capital Improvement Project Fund - Stevens Field Project
- Appropriation: Reduce appropriations of \$397 for unused funds. This is the result of the Stevens Field Project being completed.
- Funding: Transfer remaining funds to Parks capital projects for use on future projects.

5. Parks, Arts and Recreation

- Capital Improvement Project Fund - Parks Percival Landing Railing
- Appropriation: \$800 for railing at Percival Landing.
- Funding: Private donation proceeds.

6. Parks, Arts and Recreation

- Capital Improvement Project Fund - Percival Landing Project
- Appropriation: \$921,500 for Percival Landing project.
- Funding: Grant from WA State Department of Commerce.

7. Parks, Arts and Recreation

- Parks and Recreational Sidewalk Fund - Percival Landing Bulkhead Project.
- Appropriation: \$225,000 transfer to Capital Improvement Fund for Percival Landing Bulkhead Project from the Parks and Recreational Sidewalk Fund for the Percival
- Funding: Funding provided by fund balance in the Parks and Recreational Sidewalk Fund.

The appropriation for the bulkhead project was part of the third quarter budget amendment approved by City Council. However, the ordinance only recognized the expenditure but did not recognize the revenue being transferred out of the Parks and Recreation Sidewalk fund.

Neighborhood/Community Interests (if known):

None known.

Options:

- 1) Approve the ordinance amending Ordinance 7154. This allows staff to continue capital projects, complete seismic upgrades to reservoirs and return unused funds to be used on future projects.
- 2) Do not approve the amending ordinance. This would stop certain projects.

Financial Impact:

Total increase in appropriations is \$5,569,778. The sources of funding are from grants, a General

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Fund Interfund loan, and private donations.

Attachments:

Ordinance

Ordinance No.

AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA'S CAPITAL FACILITIES PLAN FOR THE YEARS 2018-2023 AND AMENDING ORDINANCE NO. 7154.

WHEREAS, the Olympia City Council adopted the Capital Facilities Plan for years 2018 through 2023 by passing Ordinance No. 7119 on December 19, 2017; and

WHEREAS, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

WHEREAS, the Olympia City Council amended Ordinance No. 7119 by passage of Ordinance No. 7136 on April 17, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7136 by passage of Ordinance No. 7143 on June 19, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7143 by passage of Ordinance No. 7147 on July 24, 2018; and

WHEREAS, the Olympia City Council amended Ordinance No. 7147 by passage of Ordinance No. 7154 on October 2, 2018; and

WHEREAS, the following amendments need to be made to Ordinance No. 7154;

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2018 through 2023, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City's web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 2. Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 3. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 4. The Director of Administrative Services is hereby authorized to bring forward into fiscal year 2017 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Impact Fee Fund	\$4,041,298	-	\$1,395,145	\$2,646,153
SEPA Mitigation Fee Fund	23,800	-	23,800	-

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Parks & Recreational Sidewalk, Utility Tax Fund	225,000	2,900,000	2,900,000 3,125,000	-
Real Estate Excise Tax Fund	-	3,925,400	3,925,400	-
Capital Improvement Fund	-	19,757,218 20,679,121	19,707,218 20,629,121	50,000
Home Fund Capital Fund	-	1,350,735	1,350,735	-
Water CIP Fund	485,000	5,066,000 8,096,000	5,551,000 8,581,000	-
Sewer CIP Fund	1,215,699	741,301	1,957,000	-
Storm Water CIP Fund	-	2,450,726 2,492,866	2,450,726 2,492,866	-
Storm Drainage Mitigation Fund	-	-	-	-
TOTALS	\$5,765,797 \$5,990,797	\$34,840,645 \$40,185,423	\$37,910,289 \$43,480,067	\$2,696,153

Section 6. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 8. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 9. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Public Hearing on the 2018 Engineering Design and Development Standards (EDDS) Update

Agenda Date: 12/11/2018
Agenda Item Number: 5.A
File Number: 18-1114

Type: public hearing **Version:** 1 **Status:** Public Hearing

Title

Public Hearing on the 2018 Engineering Design and Development Standards (EDDS) Update

Recommended Action

Committee Recommendation:

The Land Use & Environment Committee recommends holding a public hearing on the 2018 EDDS Update.

City Manager Recommendation:

Hold a public hearing on the proposed amendments to the EDDS. After hearing public testimony, close the public hearing and schedule the first reading of a proposed ordinance adopting the updated EDDS.

Report

Issue:

Whether to hold a public hearing on the proposed amendments to the EDDS and related changes to the Olympia Municipal Code.

Staff Contact:

Stephen Sperr, P.E., Assistant City Engineer, Public Works Engineering, 360.753.8739

Presenter(s):

Steve Sperr, P.E., Assistant City Engineer, Public Works Engineering

Background and Analysis:

Annually, the City reviews and updates the Engineering Design and Development Standards (EDDS) to address changes in regulations or standards, improve consistency with the Comprehensive Plan, and add clarity. The Land Use and Environment Committee reviewed the proposed changes on June 21 and November 15. This year, 54 issues are being addressed. As in past years, most of the changes pertain to consistency and clarity issues. Some of the highlights of this year's changes address:

- Latecomer Agreements
- Sidewalk Fee-in-lieu

- Street Trees
- Gender Neutrality

In November, staff briefed the Land Use and Environment Committee on the status of 2018 EDDS update. That briefing included an overview of what the EDDS are, highlights of proposed changes, and how staff has been engaging the public.

Staff has reached out to interested parties by contacting them directly and by providing the entire list of issues being addressed on the City's website. Staff incorporated their comments into the proposed text and drawing changes.

Before the Public Hearing, staff will brief the full Council with a short presentation on the 2018 EDDS changes being considered.

Neighborhood/Community Interests (if known):

Updated EDDS will ensure utility and transportation systems are constructed to meet the most current standards. Updates will also continue to move us toward the City's Comprehensive Plan goal of providing sustainable infrastructure.

Options:

1. Hold a public hearing on the proposed amendments to the EDDS. After hearing public testimony, close the public hearing and schedule the first reading of a proposed ordinance adopting the updated EDDS.
2. Hold a public hearing on the proposed amendments to the EDDS. After hearing public testimony, close the public hearing and direct staff to incorporate specific changes to the 2018 EDDS. The first reading of a proposed ordinance adopting the updated EDDS may be delayed.
3. Do not hold a public hearing and delay updating the EDDS until 2019. This option will result in potential conflicts in attempting to ensure that development impacts within the right-of-way are consistently addressed.

Financial Impact:

None of the proposed changes should result in notable increases to the costs of private development or Public Works projects.

Attachments:

Link to EDDS webpage
EDDS 2018 Summary of Proposed Changes

Engineering Design and Development Standards (EDDS)


Featured Links


- [Current EDDS](#) 
- [EDDS Deviation Request Form](#) 

Navigation

- [Building Permits-Land Use](#)
- [Construction Codes](#)

Designing Olympia's Future

The [Engineering Design and Development Standards \(EDDS\)](#)  are the technical standards used by the City and private developers to design and construct drinking water, reclaimed water, sewer, transportation, stormwater, and solid waste collection systems. The City has a process for requesting a deviation from these standards. [Here is the Deviation form.](#)

The EDDS are updated annually after a public hearing and upon City Council approval. The 2017 EDDS update was adopted by City Council on December 12 and became effective December 26, 2017. The City's [Code Publishing site](#)  hosts the current EDDS, as well as previous versions of the EDDS that may apply to some vested private development projects.



2018 EDDS Update

[2018 EDDS Schedule](#) (As of October 1, 2018)

[2018 EDDS Summary of Proposed Changes](#)

[Proposed EDDS Text Changes, By Chapter](#)

- [Chapter 2](#)
- [Chapter 3](#)
- [Chapter 4](#)
- [Chapter 5](#)
- [Chapter 6](#)
- [Chapter 7](#)
- [Chapter 8](#)

Revised Drawings

- [4-2A-LID](#)
- [4-2B-LID](#)
- [4-2C-LID](#)
- [4-2E-LID](#)
- [4-2F-LID](#)
- [4-2G-LID](#)
- [4-2H-LID](#)
- [4-2I](#)
- [4-2I-LID](#)
- [4-2J1](#)
- [4-13A](#)
- [4-13A1](#)
- [4-50](#)
- [4-51](#)
- [4-52](#)

Proposed OMC Text Changes


- [OMC 4.04](#)
- [OMC 12.10](#)

Construction Map 

GET INFORMATION ABOUT CONSTRUCTION PROJECTS IN OLYMPIA

 **OlyProjects** 

GET CONSTRUCTION PROJECT UPDATES ON TWITTER

PermitPortal 

APPLY FOR YOUR PERMIT ONLINE

City Calendar

- 12/05** - 09:00 a.m.
[Site Plan Review Committee](#)
- 12/05** - 09:30 a.m.
[Springwood Parcel Volunteer Work Party](#)
- 12/05** - 6:00 p.m.
[Parking Business Improvement Area \(PBI A\)](#)
- 12/05** - 6:30 p.m.
[Heritage Commission](#)
- 12/06** - 6:00 p.m.
[Informational Meeting Plum Street Tiny House Village](#)

→ [View full calendar...](#)

City Updates

SEA LEVEL RISE OPEN HOUSE
Learn about the Draft Plan, potential adaptation strategies, and next steps on Tuesday, December 11, 2018, from 6-8 p.m. at LOTT Clean Water Alliance, 500 Adams St NE. [More...](#)

APPLY NOW! CITIZEN ADVISORY COMMITTEES We are looking for citizens interested in serving on City advisory boards, commissions and committees. Applications due by 5 p.m. on Thursday, January 31. [More...](#)

STATE AVE BANNER SPACE We are now accepting 2019 reservations for our banner display space on State Avenue. [More...](#)


2019 PRELIMINARY OPERATING BUDGET The 2019 Preliminary Operating Budget is now available. [More...](#)


ADDRESSING HOMELESSNESS The City Council has directed immediate actions to respond to homelessness in our community. [More...](#)

2019-2024 PRELIMINARY CAPITAL FACILITIES PLAN The 2019-2024 Preliminary Capital Facilities Plan (CFP) is now available. Comments can be sent to adminservices@ci.olympia.wa.us by October 30, 2018.

OLYMPIA MUNICIPAL CODE

- [OMC 12.20](#)
- [OMC 12.24](#)
- [OMC 12.28](#)
- [OMC 12.36](#)
- [OMC 12.44](#)
- [OMC 12.60](#)
- [OMC 12.64](#)

Quick link to codes and standards including [Olympia Municipal Code](#).


MEETINGS [Agenda and Minutes](#)
 for City Council and most advisory committees.

Don't see a topic you think should be addressed or updated?

[Fill out this form to revise or update the EDDS](#). Submit it to Fran Eide, City Engineer, at feide@ci.olympia.wa.us. The EDDS are reviewed and updated every year starting in January. Your request will be recorded and considered for the next update.

Questions?

Contact Steve Sperr, P.E., at **360.753.8739** or sperr@ci.olympia.wa.us.

[back to top...](#)

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Olympia, WA 98507-1967

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2018 EDDS Topics - as of 11/13/18

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
SUBSTANTIVE CHANGES			
1	Latecomer Agreements/Sewer Extensions	Update the requirements for Latecomer Agreements in Chapter 2, to address 2013 amendments to RCW 35.91.020. Require sewer stubouts to property line. Address requirement for water and sewer extensions in Chapter 3.	Ch. 2.080, 3.110, 7C.020, 7E.020, 7F.020
2	Downtown Strategy Recommendations	Implement recommendations from the DTS that impact Transportation-related requirements in the Downtown Area.	Ch. 4
3	Sidewalk Fee-in-lieu	Clarify process for reviewing sidewalk requirements for single family residential construction.	2.040.A,E, OMC 4.04
OTHER CHANGES			
5	Gender Neutrality	Remove gender references (e.g. "He" and "him") in the EDDS and related OMCs.	Ch 1-10, Title 12 OMC
6	Urban Forestry Manual	Reference in Chapter 1, and address link to requirements in SWPPP and SVPAs. See also SVPA topic below.	Chapters 3 and 5
7*	Submittals for Private Development Work	Consider requiring submittals for certain types of construction (e.g. pervious concrete sidewalk and driveways) and/or materials to be used, for work on public facilities and infrastructure constructed by private development.	Chapter 3
8	Soil and Vegetation Protection Area (SVPA) Plans	Add requirements for what is to be in these plans, per Urban Forestry Manual. Need in Ch 3 if not in applicable OMC chapter.	3.045
9	Electronic Submittal of Drawings	Clarify size and type of drawings to be submitted, to be consistent with CPD requirements.	3.030, 3.040, 3.045
10	Record Drawings	Adjust standards to reflect current issues. Update OMC 17.44.030 to reflect current standards. Also address scanning requirements changes (to .pdf with ISO standard).	3.045, 3.065, OMC 17.44.030
11	General Notes	Minor edits for clarifications of these notes in Standard Drawing 3-1.	Drawing 3-1
12	Table 1 Correction	Delete "Decatur Street Connection" from Table 1 (which labels it as a Future Major Collector), to be consistent with Comprehensive Plan.	Ch.4 Table 1
13*	Ditch Maintenance	Need to establish responsibility here in the EDDS, or in applicable OMC?	Ch4 and/or 5?
14	Driveway Culverts	Establish standard for driveway approaches with culverts.	4B.140, 5.025
15	Gates and Bollards for Public Facilities	Establish clear standards; currently only fence standards in Lift Station section of Chapter 7.	4E.010, 7, other?
16*	Grated Lids and other Slip Hazards	Add requirement for plan from private utilities to replace grated vault lids in sidewalks.	4C, OMC 11.04,06,10,12
17*	Small Cell Tower Installations on Street Lights	Establish standards for mounting small cell towers on street lights.	4F, OMC 11.04, 06, 10, 12
18*	Illumination	Review mounting heights, spacing and other requirements for Street Lights. Confirm whether "City of Olympia Streetlight Installation Guidelines" is still being used.	4F
19	Street Trees	Update tree installation requirements and revise and add drawings.	4H.100, Drawings
20	Access Points clarification	Clarify primary access versus connection to local access and other street types.	4I.080

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
21*	Transportation-Related Special Provisions	Update Appendix 5 of Chapter 4 to reflect changes made by Amendments to the 2016 WSDOT Standard Specifications.	Appendix 5 of Ch. 4
22*	Hammerhead Detail	Review minimum dimensions and other requirement of the Temporary "T" (i.e. "Hammerhead") elements of standard detail 4-5.	Drawing 4-5
23*	Bedding and Backfill	Revise and/or clarify pipe zone bedding specification (see WSDOT 9-03.12(3)) and drawing 4-8, to decrease size of crushed rock that can be used. Need to clarify backfill spec as well?	Drawing 4-8; specs in various Chapters
24	Bulbout details	Revise dimensions of bulbouts	Drawings 4-13 and others
25*	Utilities Location Schematic	Review Standard Drawing details, and consider adding additional pipe separation info. Add reference to this Drawing in other Chapters.	Drawing 4-44
26	Catch Basins & Stormwater Vaults	Add (1) requirement to install "Drains to..." markers during construction, (2) detail on CB drawings showing marker, (3) more detail about where non-vented grates and hooded frames are required, (4) acceptance of Nyloplast CBs, (5) access requirements for stormwater vaults.	Chapter 5 & Drawings
27	Stormwater Pond Sign	Add stating sign will be provided by the City.	5.070
28	Wells	Consider adding specific language regarding abandoning individual wells and/or cross connection control when connecting to the City's water system.	Ch. 6
29	Water Main Looping	Add more specific language for when "looping" of water mains is required as a result of development/redevelopment.	6.030F
30	Concrete Hydrant Pads	Specify 3'x3'x8" pads for hydrants more than 18 inches from curb.	6.060, drawing 6-8
31	Larger Meters	Add note to require ordering of meter.	6.075
32	Fire Sprinkler System Service Connections (FDCs)	Update specifications for fire sprinkler lines to clarify material and design requirements for portion in the ROW; who inspects.	6.106, 6.040
33	Bend Markers	Consider adding bend markers for new developments.	6.030
34	Water Service Connections	(1) Add steel sleeve (casing) pipe; and (2) consider requiring 1 1/2-inch service lines for connections on mains with less than ___ psi static water pressure.	6.120
35*	Disinfecting Watermains	Consider revisions to the disinfection process, incorporating AWWA C651 standard and Water Utility Operations goals. Add sampling requirement for every 1200 feet and at each end of pipe.	6.190
36	Water Service Connection Drawings	Update drawings to reflect current material requirements	Drawings 6-1A-C, 6-2
37	Water Meter Placement	Clarify location of water meters relative to property lines, ROW and sidewalks	Drawing 6-7
38	Water Meter Manifolds	Clarify pipe lengths for 3 and 4-inch meter manifolds.	Drawing 6-20A
39	Location of Sewer Main in Street	Establish standards for location of new sewer main in existing streets that may allow other than center of road, and possible stubout requirements (in 7B.030).	Ch 7
40	Hard surface runoff into sewer	Address "stormwater" catch basin connections to the sewer system for covered fueling stations (pump islands), solid waste compactors, and covered parking structures.	Ch7 - new section(s)?
41	Pipe Abandonment	Reference WSDOT Standard Specifications, or copy and paste Olympia Special Provisions requirements for abandoning a pipe in place.	7A
42	Testing and Televising	(1) verify pressure & vacuum testing procedures & numbers, (2) require materials testing for new pipe, etc., (3) revise Table 1 to delete any MHs less than 48" diameter; also add larger diameter MHs., (4) add section for testing (including televising) of side sewers between the CO at the property line and the main, and (5) Clarify it is a contractor of the City's choosing who televises new pipe, not the City.	7A.070

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
43	Gravity Sewer Main Alignment in Streets	Clarify location of sewer, with exceptions requiring stubout to be installed across street. Consistent with drawing 4-44.	7B.030
44	Connection to Existing System	Clarify this section is about connecting new sewer mains. Move items E and F to 7B.080.	7B.040
45	Saddle Manholes	Update section on saddle manholes, including bypass pumping, and add a standard drawing.	7B.050
46	manhole pipe angles	Clarify whether angles between pipes must be over 45 degrees (per 7B.055) or 90 degrees (per 7B.050).	7B.050, 7B.055
47	Drop Manholes	(1) Clarify when inside drop manholes can be used, (2) clean up Standard Drawing 7-4A (e.g. note 4) and add updated ASTM reference, and (3) Drawings 7-4, 4A shows max of 20' between invert of pipe open to manhole and bottom of channel. This conflicts with 7B.030 which says manholes may not be more than 20 feet deep.	7B.050, 7B.030, Drawings 7-4, 4A
48	Cleanouts	Clarify where service line cleanouts should be, consistent with 13.08, and detail location for these; maybe move this into following section on service lines?	7B.070
49	Connections to existing pipe	Specify shielded steel bands for couplers, as is required for repair bands.	7B.080
50	Sewer Connection for Duplexes	Allow single sewer service line for duplexes, cottages, and ADUs on the same parcel.	7B.080
51	Re-testing costs for Private Sewers	Add in 7B.090.E that testing costs will be borne by owner	7B.090.E
52	Sewer Force Main Shutdowns	Clarify what connections may be made to force mains (LS, STEP and grinder) and add notification requirement for force main shut downs for construction. Model after water connection notification.	7C.030
53	Discharge Manhole Coating	The last paragraph in 7C.080 is redundant with section 7C.085.	7C.080, 7C.085
54	Lift Station Access	Revise to (1) require appropriate turning radius limits for vactor truck, (2) paving requirements, and (3) water service.	7D.030
55	Criteria For Sewage Works Design	Reference entire manual instead of just Chapter C1.	7D.020, 7E.020, 7F.020
56	STEP System Requirements	(1) Remove reference to pre-approved STEP tank manufacturers; (2) revise definition to be consistent with OMC 13.08; (3) clarify language re: easements / distance from STEP lids to be maintained; (4) clarify sections 7E.020 and 060; (5) reference Orenco wiring diagrams; and (6) update commercial STEP standards to reflect the specifications being developed for Chambers Creek Condo project.	7E
57	Commercial STEP Systems	Revise wording in 7E.095 - exact wording forthcoming from Operations.	7E.095
58	Grinder Pumps	(1) Add Inspection at time of sale (7F.010 to OMC 13.08, (2) Remove owner responsibility wording in sections 7F.010, 030 as they are redundant to OMC 13.08, and (3) Review emergency storage volume of 70 gallons - too low?	7F
59	Controls of Commercial STEP Systems	Update programming, instrumentation, control and SCADA requirements for Commercial STEP systems.	Ch7, Appendices
60	Lift Station Start-up documents	Add the Lift Station Inspection Checklist and S&L Product Start-Up Report forms as Appendices.	Ch7. Appendices
61	Catch Basins for Solid Waste	Add requirement, consistent with the Drainage Manual, for installation of catch basins for dumpster/compactor pads that are connected to the sewer system. Add similar requirement for covered parking lots and fuel islands in Ch 4 as well?	Ch. 8
62	Solid Waste clarifications	Revise wording and clarify some points in Chapter 8.	Ch.8
63	Compactors	Revise wording in 8.031.C.2 to correct type of compactor.	8.031.C.2
64	Scrivener errors	Correct scrivener errors in various sections of the EDDS and Title 12 of the OMC	5.025, OMC 12.20.365(A), drawings 4-2...

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
HOLD FOR FUTURE CONSIDERATION			
1	Street Connectivity	Set up special Deviation Request requirements, consistent with Comprehensive Plan Goals GT4 and GT5 and Policy PT5.2, that require the proponent to address specific issues identified in the Comp Plan related to connectivity. Also consider (1) alternative alignments in environmentally sensitive/critical areas, (2) new criteria for examining new street connections, and (3) identifying safety issues and funding solutions to such issues related to newly connected streets.	1.050, 2.040.B.3, Table 3 in Ch.4, 4H.060.A.8
2	Streetside (Frontage) Improvements	Clarify when they are required, what is required, and intent to achieve sidewalk and planter strip widths on major streets. Clarify when "streetside" vs. utility extensions are required. Consider stronger language for when sidewalk and other ped-related improvements in urban corridors are required (Comp Plan Policy PT15.1).	2.040, 2.020, 2.070, 3.110
3	Alleys	Revise Alley requirement in section 2.040B to be consistent with updated Comp Plan. Revise the current concrete strip standard for residential alleys, as it has not been installed in over 15 years.	2.040.B, Ch.4 Table 2, Drawings 4-4A,B
4	Private Utility Easements	Revise requirements for private utility easements, to address when they are required, allowing for adjustment of width based on zoning, etc.	2.050.E
5	Franchise (Private) Utilities (carryover from 2015)	Revise the Franchise Utilities section, as it is out of date and omits some requirements. Address as many of the Comp Plan Policies related to Private Utilities as practicable. Address pavement restoration.	2.060, 4B.175, 4B.195
6	Parking Lots (carryover from 2015)	(1) Clarify wording in paragraph 3 of the Parking Lot section 4H110. (2) Revise parking lot connection requirements to address connecting adjacent parking lots in 4I.090. (3) Clarify EDDS & Drainage Manual roles in parking lot design/layout, approval and inspection, vs. CP&D in OMC 18.38.	OMC 18.38.220, 4H.110, 4I.090 and Ch. 5
7	Planter Strips	Add standard for planter strip landscaping, addressing (1) number and type of plants, (2) species and diversity of trees, and (3) placement and replacement of trees.	4H
8	Roof Drains to Street Gutters	Investigate and determine whether tightline discharge of building roof drains to street gutters should be allowed or regulated by the EDDS.	Chapters 4 and 5
9	Sump Pumps to Street Gutters	Investigate and determine whether tightline discharge of sump pumps in basement (and other low areas) to street gutters should be allowed or regulated by the EDDS.	Chapters 4 and 5
10	Traffic Calming	Consider adding some criteria for determining when/if/where to use, especially for RLI Collectors and Local Access Streets.	Ch. 4, Ch. 9
11	Electric Vehicle Charging Stations	Support the use of electric vehicles by developing standards for their placement in the ROW. Being addressed separately from EDDS Update.	Chapter 4
12	Underground Detention Systems	Consider pros and cons of allowing certain types of underground stormwater detention systems, depending on location (under parking lots, e.g.).	Chapter 5
13	Fiber Optics Conduit	Establish standards for a City-owned fiber optics conduit system, once policies and regulations regarding such a system are established by City Council action.	
14	Modified Street Designs	Focus on a particular mode instead of "complete streets". Provides direction for master plans.	
15	Bike Boulevards/Corridors	Establish standards for bike corridors, using 2016 Bike Corridor pilot project as template.	
16	Protected Bike Lanes	Establish standards for protected bike lanes	
17	Pedestrian Crossing Islands	Make islands large enough for small groups cycling together.	
18	Private Streets	Clarify requirements for Private Streets, and when are they permissible.	2.040, 4B.070
19	Infill Housing Incentives	On 2017 Draft Action Plan. May or may not involve changes to the EDDS.	TBD
20	Sidewalk Cafes	Establish standards for use of portions of sidewalks in the ROW, in front of restaurants, bars, etc.	TBD, OMC 9.16.180

* Deferred to 2019



City Council

2019 Legislative Overview

Agenda Date: 12/11/2018
Agenda Item Number: 6.A
File Number: 18-1183

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

Title

2019 Legislative Overview

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive an overview of the 2019 Legislative session. Briefing only; no action required.

Report

Issue:

Whether to receive a briefing on the 2019 Legislative session.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

Jay Burney, Assistant City Manager
Jennifer Ziegler, Jennifer Ziegler Public Affairs
Debora Munguia, Jennifer Ziegler Public Affairs

Background and Analysis:

As Council is aware, the City contracts with Jennifer Ziegler Public Affairs to represent the City as our lobbyist. Ms. Ziegler and her associate, Debora Munguia, will provide Council with an overview of the 2019 Legislative session, including items of importance for Cities, and expectations for actions during the session. Council will adopt the City of Olympia 2019 Legislative Agenda at its January 8, 2019 meeting, and our annual Legislative Breakfast is scheduled for January 11, 2019.

Neighborhood/Community Interests (if known):

N/A

Options:

Briefing only, no action required.

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

Financial Impact:
N/A

Attachments:
None