



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 6, 2016

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [16-1196](#) Special Recognition - Puget Sound Energy's Downtown Olympia Business Blitz Recap

3. PUBLIC COMMUNICATION

(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** [16-1341](#) Approval of November 22, 2016 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [16-1358](#) Bills and Payroll Certification

Attachments: [Payroll and Check Certification](#)

- 4.C [16-1244](#) Approval of a Resolution Adopting the 2018-2023 Transportation Improvement Program (TIP)
Attachments: [Resolution](#)
[Project Summary](#)
[Project Maps](#)
[WA Department of Transportation Report](#)
- 4.D [16-1292](#) Approval of Jury Resource List Interlocal Agreement
Attachments: [Interlocal Agreement](#)
- 4.E [16-1296](#) Approval of Bid Award for McAllister Wellfield Corrosion Control Facility
Attachments: [Summary of Bids](#)
[Vicinity Map](#)
- 4.F [16-1315](#) Approval of Resolution to Authorize Exercise of Option to Purchase Real Estate Owned by the Dawley Trusts, Commonly Known as Bentridge
Attachments: [Resolution](#)
- 4.G [16-1337](#) Approval of 2017 Facility Lease Agreement with Senior Services for South Sound
Attachments: [Lease Agreement](#)
- 4.H [16-1357](#) Approval of the Disposition of City-Owned Property Located at 815 SE 7th Avenue
Attachments: [Excess Property Proposed Use - Kundson](#)
[Excess Property Proposed Use - Healy](#)
[7th Ave Parcel Map](#)

4. SECOND READINGS

- 4.I [16-1094](#) Approval of an Ordinance Updating the Engineering Design and Development Standards (EDDS) for 2016
Attachments: [Ordinance](#)
[Website](#)
[Topics](#)
- 4.J [16-1240](#) Approval of Ordinance Adopting Permanent Regulations for Cannabis Land Uses
Attachments: [Ordinance](#)
- 4.K [16-1256](#) Approval of Amendment to Ordinance 7039 (Operating Budget)
Attachments: [Ordinance](#)
- 4.L [16-1257](#) Approval of Amendment to Ordinance 7040 (Capital Budget)

Attachments: [Ordinance](#)

4. FIRST READINGS

- 4.M** [16-1313](#) Approval of Ordinance Change to Remove Obsolete Urban Trails Plan Language
Attachments: [Ordinance](#)
- 4.N** [16-1286](#) Approval of Ordinance Adopting 2017 Park Impact Fee Rate Adjustment
Attachments: [Ordinance](#)
- 4.O** [16-1258](#) Approval of Ordinance Adopting the 2017 Utility Rates and General Facilities Charges
Attachments: [Ordinance](#)
 [Utility Advisory Committee Letter of Support](#)
- 4.P** [16-1155](#) Approval of Ordinance Amending Olympia Municipal Code to Increase Land Use Review Fees
Attachments: [Ordinance](#)
 [Proposed Changes](#)
- 4.Q** [16-1234](#) Approval of Ordinance Amending School Impact Fees
Attachments: [Ordinance](#)
- 4.R** [16-1243](#) Approval of Ordinance Amending Transportation Impact Fees
Attachments: [Ordinance](#)
 [Cost Distribution](#)
 [2016 Transportation Impact Fee Update](#)
- 4.S** [16-1275](#) Approval of Ordinance Amending Animals Services OMC 6.04.040 and Allowing Authorization to Set Fees through Interlocal Agreement or Resolution
Attachments: [Ordinance](#)
 [Interlocal Agreement](#)
- 4.T** [16-1316](#) Approval of Ordinance Adopting the 2017 Operating Budget
Attachments: [Ordinance](#)
 [Finance Committee Recommendations](#)
- 4.U** [16-1317](#) Approval of Ordinance Adopting the 2017 - 2022 Capital Facilities Plan (CFP) and Appropriating Funds for 2017
Attachments: [Ordinance](#)
 [Changes - Preliminary to Final](#)
- 4.V** [16-1325](#) Approval of Ordinance Appropriating 2017 Special Funds

Attachments: [Ordinance](#)

5. PUBLIC HEARING

- 5.A [16-1093](#) Public Hearing on Capitol Boulevard Speed Limit Reduction

Attachments: [Ordinance](#)
[Summary of Traffic Investigation](#)

- 5.B [16-1119](#) Public Hearing on the Street Vacation Petition for a Portion of Hillside Drive SE

Attachments: [Ordinance](#)
[Petition and Exhibits A-E](#)
[Review with Staff Comment](#)
[Vicinity Map](#)

6. OTHER BUSINESS

- 6.A [16-1322](#) Approval of the Parking & Business Improvement Area Board 2017 Budget Request and Review of Five-Year Strategic Plan

Attachments: [2017 Proposed Budget](#)
[2016 Approved Budget](#)
[Strategic Plan](#)

- 6.B [16-1306](#) Approval of Smoke and Vape-Free Parks

- 6.C [16-1321](#) Approval of Exclusive Negotiation Agreement (ENA) with Big Rock Capital Partners, Inc. (BRCP) for redevelopment of the Former Griswold Property

Attachments: [Agreement](#)
[Big Rock Capital Investment Response to RFP](#)
[ECONorthwest Summary of Proposals](#)
[Economic-Development Proposal RFP](#)

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 - Puget Sound Energy's Downtown Olympia Business Blitz Recap

Agenda Date: 12/6/2016
Agenda Item Number: 2.A
File Number: 16-1196

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

Title

Special Recognition - Puget Sound Energy's Downtown Olympia Business Blitz Recap

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Puget Sound Energy's (PSE's) Downtown Olympia Business Blitz.
Briefing only; No action required.

Report

Issue:

Whether to recognize PSE's Downtown Olympia Business Blitz Recap.

Staff Contact:

Rich Hoey, Public Works Director

Presenter(s):

Christine Hoffman, Puget Sound Energy

Background and Analysis:

In late June, 2016, Puget Sound Energy, in cooperation with the City, launched a Small Business Blitz in Downtown Olympia. The three day "Blitz" offered free and low-cost energy retrofits on the spot to downtown businesses. The program was very well received. Christine Hoffman from PSE will share the results of the Blitz with City Council.

Attachments:

None



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

City Council

Approval of November 22, 2016 City Council Meeting Minutes

Agenda Date: 12/6/2016
Agenda Item Number: 4.A
File Number: 16-1341

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

Title

Approval of November 22, 2016 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 22, 2016

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 Julie Hankins and Councilmember Jeannine Roe

1.A ANNOUNCEMENTS

Police Chief Ronnie Roberts shared a statement regarding recent shipments leaving the Port of Olympia, the subsequent protest and law enforcement involvement.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [16-1300](#) Special Recognition - Senator Karen Fraser, 22nd District

Councilmember Roe read a proclamation thanking Senator Karen Fraser for her service to the City and the State. The Senator thanked the Council for the recognition and briefly discussed her career.

The recognition was received.

2.B [16-1303](#) Special Recognition - Small Business Saturday Proclamation

Mayor Selby read a proclamation regarding Small Business Saturday, which occurs on November 26. Mark Rentfrow introduced Mary Corso of the Parking & Business Improvement Area Board and Vida Zvirzdys-Farler of the Olympia Downtown Association. Ms. Corso and Ms. Zvirzdys-Farler shared holiday activities occurring downtown during the holidays.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke: Keith Bausch, Thomas Stanfield, Brandon Goodman, Stephanie Powell, Camilla Schrandt, Kristopher Donnelly, Mary Dimatteo, Chris van Daalen, Pat Holm, Eileen Yoshina and Gerald Hodge.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

City Manager Steve Hall discussed the response to the recent protest to the transport of fracking materials by the Port.

Councilmember Bateman discussed a referral to the General Government Committee to evaluate similar actions addressed previously by the City and recommend a path forward for the following resolutions: Sanctuary City, Anti-Islamophobia and Banning of Conversion Therapy. She asked the General Government Committee to propose a timeline for providing recommendations to the full City Council by December 31, 2016. The Council agreed to move the referral forward.

4. CONSENT CALENDAR

- 4.A [16-1302](#) Approval of November 15, 2016 City Council Meeting Minutes

The minutes were adopted.

- 4.B [16-0846](#) Approval of Interlocal Agreement Between the City of Olympia and Washington State Department of Enterprise Services (DES) for Fire Protection Services

The decision was adopted.

- 4.C [16-1247](#) Approval of Draft City Council Annual Retreat Agenda and Logistics

The recommendation was adopted.

- 4.D [16-1269](#) Approval of Farmers Market Operations and Maintenance Agreement

The contract was adopted.

- 4.K [16-1323](#) ADDED - Approval of Resolution Authorizing City Manager to Execute a Settlement Agreement in the lawsuit, Bernie's Garage and Adams Street Warehouse vs. City of Olympia, WSDOT, and LIHI

The resolution was adopted.

4. SECOND READINGS

- 4.E [16-1217](#) Approval of an Ordinance Setting the Ad Valorem Tax for 2017 Collections

The ordinance was adopted on second reading.

- 4.F [16-1185](#) Approval of an Ordinance Appropriating \$1,347,150 for a Downtown Emergency Response Unit Pilot

The ordinance was adopted on second reading.

- 4.G [16-1210](#) Adoption of Ordinance to Amend Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180)

The ordinance was adopted on second reading.

4. FIRST READINGS

- 4.H [16-1256](#) Approval of Amendment to Ordinance 7039 (Operating Budget)

The ordinance was approved on first reading and moved to second reading.

- 4.I [16-1257](#) Approval of Amendment to Ordinance 7040 (Capital Budget)

The ordinance was approved on first reading and moved to second reading.

- 4.J [16-1240](#) Approval of Ordinance Adopting Permanent Regulations for Cannabis Land Uses

The ordinance was approved on first reading and moved to second reading.

Approval of the Consent Agenda

Councilmember Hankins moved, seconded by Councilmember Cooper, to adopt the Consent Calendar. Mayor Pro Tem Jones abstained from item 4.B. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

5. PUBLIC HEARING

- 5.A [16-1094](#) Public Hearing on the 2016 Engineering Design and Development Standards (EDDS) Update

Assistant City Engineer Steve Sperr gave an overview of the Engineering Design and Development Standards 2016 updates.

Mayor Selby opened the public hearing at 8:21 p.m.

There was no public comment.

Mayor Selby closed the public comment at 8:22 p.m.

Mayor Pro Tem Jones moved, seconded by Councilmember Hankins, to approve the ordinance on first reading and move to second reading. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

6. OTHER BUSINESS

6.A [16-1225](#) Approval of Poet Laureate for 2017-2019

Program Manager Stephanie Johnson discussed the Olympia Poet Laureate program.

Arts Commission Vice Chair Stacy Hicks discussed Amy Solomon-Minarchi, the recommended poet to serve as the 2017-2019 Olympia Poet Laureate.

Councilmembers asked clarifying questions.

Mayor Selby moved, seconded by Councilmember Cooper, to approve the proposed 2017-2019 Poet Laureate and alternate. The decision was approved.

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

6.B [16-1299](#) Continued Discussion on the 2017 Operating Budget and 2017-2022 Capital Facilities Plan (CFP) to Conclude with Balancing of the Operating Budget

Councilmember Jim Cooper, Chair of the Finance Committee, reviewed the Finance Committee recommendations for the 2017 budget. Councilmembers asked clarifying questions and discussed the recommendations.

The discussion was completed.

7. CONTINUED PUBLIC COMMUNICATION

The following people spoke: Sky Myers, Lois Beck, Pat Rasmussen, Lisa Ganser, CC Coates, Tye Gundel, Renata Rollins, Karma Reynoldson, David Richardson and Boudicca Walsh.

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Mayor Pro Tem Jones brought forward a referral for the Bicycle Pedestrian Advisory Committee to receive a briefing on City efforts in working with neighborhoods and the Olympia School District on safe walking and biking routes to schools. Councilmember Gilman asked the referral be amended to include a briefing on Intercity Transit's actions

to support safe walking and biking. Councilmembers agreed to move the referral forward.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall gave a reminder this past year the Transportation Benefit District raised car tab fees from \$20 to \$40 to support street improvements.

9. ADJOURNMENT

The meeting adjourned at 10:04 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 12/6/2016
Agenda Item Number: 4.B
File Number: 16-1358

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

Title
Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 10/16/2016 THROUGH 10/22/2016
 FOR A/P CHECK NUMBERS 3679656 THROUGH 3679925
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kirkmo

October 25, 2016

TOTAL APPROVED FOR PAYMENT

	FUND	
\$730,549.99	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$79,423.51	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$353.00	006	
\$4,706.58	007	
\$5,445.09	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$1,151.90	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	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
\$64,743.47	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
\$34,949.12	401	WATER
\$13,852.03	402	SEWER
\$27,148.98	403	SOLID WASTE
\$382.85	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$1,600.00	461	WATER CIP FUND
\$8,773.39	462	SEWER CIP FUND
\$19,043.65	501	EQUIPMENT RENTAL
\$0.00	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	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$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
\$58,860.00	720	SCHOOLS

\$1,050,983.56 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 10/23/2016 THROUGH 10/29/2016
 FOR A/P CHECK NUMBERS 3679926 THROUGH 3680224
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

November 3, 2016

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$287,876.90	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$14,844.94	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$320.00	006	
\$2,521.26	007	
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$48,005.60	029	EQUIP & FACIL REPLACE RES
\$23,803.96	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
\$184.54	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	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
\$100,168.21	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
\$22,484.26	401	WATER
\$14,240.10	402	SEWER
\$303,806.06	403	SOLID WASTE
\$7,539.01	404	STORM AND SURFACE WATER
\$24,359.33	434	STORM AND SURFACE WATER CIP
\$18,437.39	461	WATER CIP FUND
\$3,741.39	462	SEWER CIP FUND
\$31,108.24	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$3,660.95	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$1,552.05	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
-\$16.12	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$1,783.02	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

\$910,421.09 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD	<u>11/6/2016</u>		<u>11/12/2016</u>
FOR A/P CHECK NUMBERS	<u>3680468</u>	THROUGH	<u>3680687</u>
FOR ELECTRONIC PAYMENTS	<u>10/1/2016</u>	THROUGH	<u>10/31/2016</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

November 16, 2016

Jose Kuiteno

TOTAL APPROVED FOR PAYMENT
FUND

\$927,041.47	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$3,000.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	
\$5,140.62	007	
\$15.22	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$11,854.85	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$1,126.12	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$43.05	134	PARKS AND REC SIDEWALK UT TAX
\$3,240.00	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	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
\$74,355.76	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$3,517.20	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$62,019.19	401	WATER
\$21,046.78	402	SEWER
\$73,231.35	403	SOLID WASTE
\$9,467.99	404	STORM AND SURFACE WATER
\$5,728.69	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$14,761.99	462	SEWER CIP FUND
\$6,743.61	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$1,470.00	504	INS TRUST FUND
\$28,283.04	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$2,114.50	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,254,201.43 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 10/30/2016 THROUGH 11/5/2016
 FOR A/P CHECK NUMBERS 3680225 THROUGH 3680467
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED November 8, 2016 ADMINISTRATIVE SERVICES DIRECTOR Jesse Kufelme

TOTAL APPROVED FOR PAYMENT
FUND

\$722,103.69	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$70,219.79	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$42,836.56	006	
\$2,784.27	007	
\$24,574.88	025	WASHINGTON CENTER
\$507.02	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
\$8,333.33	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$96.72	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	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
\$846.38	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
\$66,912.53	401	WATER
\$1,095,043.16	402	SEWER
\$54,779.12	403	SOLID WASTE
\$1,225.54	404	STORM AND SURFACE WATER
\$2,358.62	434	STORM AND SURFACE WATER CIP
\$36,743.22	461	WATER CIP FUND
\$36,828.31	462	SEWER CIP FUND
\$31,062.84	501	EQUIPMENT RENTAL
\$17,000.00	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$15,095.98	614	
\$7,123.85	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

\$2,236,725.81 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 11/13/2016 11/19/2016
 FOR A/P CHECK NUMBERS 3680688 THROUGH 3680951
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED November 21, 2016

ADMINISTRATIVE SERVICES DIRECTOR


TOTAL APPROVED FOR PAYMENT
FUND

\$784,905.77	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$1,017.88	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,287.50	006	
\$5,541.26	007	
\$1,522.41	025	WASHINGTON CENTER
\$265.20	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
\$27.20	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	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
\$1,534.10	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
\$24,709.60	401	WATER
\$16,325.98	402	SEWER
\$328,256.50	403	SOLID WASTE
\$2,128.34	404	STORM AND SURFACE WATER
\$814.00	434	STORM AND SURFACE WATER CIP
\$35,341.55	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$6,194.68	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$5,393.00	504	INS TRUST FUND
\$35,998.16	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$365.40	614	
\$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
\$15,720.00	720	SCHOOLS
<hr/>		
\$1,267,348.53	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,

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FOR PERIOD	<u>11/20/2016</u>		<u>11/26/2016</u>
FOR A/P CHECK NUMBERS	<u>3680952</u>	THROUGH	<u>3681191</u>
FOR ELECTRONIC PAYMENTS	<u></u>	THROUGH	<u></u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

11/30/2016



TOTAL APPROVED FOR PAYMENT
FUND

\$255,737.49	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$23,682.37	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$274.00	006	
\$12,426.23	007	
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$1,117.72	029	EQUIP & FACIL REPLACE RES
\$217.76	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
\$620.42	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	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
\$81,165.79	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
\$52,714.91	401	WATER
\$3,360.43	402	SEWER
\$803.42	403	SOLID WASTE
\$2,861.44	404	STORM AND SURFACE WATER
\$887.50	434	STORM AND SURFACE WATER CIP
\$15,596.01	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$10,756.93	501	EQUIPMENT RENTAL
\$0.00	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	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$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

\$462,222.42 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,

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FOR PERIOD 10/16/2016 THROUGH 10/22/2016
 FOR A/P CHECK NUMBERS 3679656 THROUGH 3679925
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kirkmo

October 25, 2016

TOTAL APPROVED FOR PAYMENT

	FUND	
\$730,549.99	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$79,423.51	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$353.00	006	
\$4,706.58	007	
\$5,445.09	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$1,151.90	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	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
\$64,743.47	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
\$34,949.12	401	WATER
\$13,852.03	402	SEWER
\$27,148.98	403	SOLID WASTE
\$382.85	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$1,600.00	461	WATER CIP FUND
\$8,773.39	462	SEWER CIP FUND
\$19,043.65	501	EQUIPMENT RENTAL
\$0.00	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	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$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
\$58,860.00	720	SCHOOLS

\$1,050,983.56 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,

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FOR PERIOD 10/23/2016 THROUGH 10/29/2016
 FOR A/P CHECK NUMBERS 3679926 THROUGH 3680224
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

November 3, 2016

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$287,876.90	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$14,844.94	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$320.00	006	
\$2,521.26	007	
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$48,005.60	029	EQUIP & FACIL REPLACE RES
\$23,803.96	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
\$184.54	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	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
\$100,168.21	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
\$22,484.26	401	WATER
\$14,240.10	402	SEWER
\$303,806.06	403	SOLID WASTE
\$7,539.01	404	STORM AND SURFACE WATER
\$24,359.33	434	STORM AND SURFACE WATER CIP
\$18,437.39	461	WATER CIP FUND
\$3,741.39	462	SEWER CIP FUND
\$31,108.24	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$3,660.95	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$1,552.05	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
-\$16.12	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$1,783.02	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

\$910,421.09 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 ADVANCED PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

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FOR PERIOD	<u>11/6/2016</u>		<u>11/12/2016</u>
FOR A/P CHECK NUMBERS	<u>3680468</u>	THROUGH	<u>3680687</u>
FOR ELECTRONIC PAYMENTS	<u>10/1/2016</u>	THROUGH	<u>10/31/2016</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

November 16, 2016

Jose Kuiteno

TOTAL APPROVED FOR PAYMENT
FUND

\$927,041.47	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$3,000.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	
\$5,140.62	007	
\$15.22	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$11,854.85	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$1,126.12	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$43.05	134	PARKS AND REC SIDEWALK UT TAX
\$3,240.00	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	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
\$74,355.76	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$3,517.20	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$62,019.19	401	WATER
\$21,046.78	402	SEWER
\$73,231.35	403	SOLID WASTE
\$9,467.99	404	STORM AND SURFACE WATER
\$5,728.69	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$14,761.99	462	SEWER CIP FUND
\$6,743.61	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$1,470.00	504	INS TRUST FUND
\$28,283.04	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$2,114.50	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,254,201.43 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,

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FOR PERIOD 10/30/2016 THROUGH 11/5/2016
 FOR A/P CHECK NUMBERS 3680225 THROUGH 3680467
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED November 8, 2016 ADMINISTRATIVE SERVICES DIRECTOR Jesse Kurkume

TOTAL APPROVED FOR PAYMENT
FUND

\$722,103.69	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$70,219.79	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$42,836.56	006	
\$2,784.27	007	
\$24,574.88	025	WASHINGTON CENTER
\$507.02	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
\$8,333.33	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$96.72	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	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
\$846.38	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
\$66,912.53	401	WATER
\$1,095,043.16	402	SEWER
\$54,779.12	403	SOLID WASTE
\$1,225.54	404	STORM AND SURFACE WATER
\$2,358.62	434	STORM AND SURFACE WATER CIP
\$36,743.22	461	WATER CIP FUND
\$36,828.31	462	SEWER CIP FUND
\$31,062.84	501	EQUIPMENT RENTAL
\$17,000.00	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$15,095.98	614	
\$7,123.85	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

\$2,236,725.81 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,

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FOR PERIOD 11/13/2016 11/19/2016
 FOR A/P CHECK NUMBERS 3680688 THROUGH 3680951
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

November 21, 2016

ADMINISTRATIVE SERVICES DIRECTOR

Joe Kerkemo

TOTAL APPROVED FOR PAYMENT

FUND		
\$784,905.77	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$1,017.88	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,287.50	006	
\$5,541.26	007	
\$1,522.41	025	WASHINGTON CENTER
\$265.20	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
\$27.20	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	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
\$1,534.10	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
\$24,709.60	401	WATER
\$16,325.98	402	SEWER
\$328,256.50	403	SOLID WASTE
\$2,128.34	404	STORM AND SURFACE WATER
\$814.00	434	STORM AND SURFACE WATER CIP
\$35,341.55	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$6,194.68	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$5,393.00	504	INS TRUST FUND
\$35,998.16	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$365.40	614	
\$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
\$15,720.00	720	SCHOOLS
\$1,267,348.53 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,

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FOR PERIOD	<u>11/20/2016</u>		<u>11/26/2016</u>
FOR A/P CHECK NUMBERS	<u>3680952</u>	THROUGH	<u>3681191</u>
FOR ELECTRONIC PAYMENTS	<u></u>	THROUGH	<u></u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

11/30/2016



TOTAL APPROVED FOR PAYMENT
FUND

\$255,737.49	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$23,682.37	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$274.00	006	
\$12,426.23	007	
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$1,117.72	029	EQUIP & FACIL REPLACE RES
\$217.76	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
\$620.42	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	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
\$81,165.79	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
\$52,714.91	401	WATER
\$3,360.43	402	SEWER
\$803.42	403	SOLID WASTE
\$2,861.44	404	STORM AND SURFACE WATER
\$887.50	434	STORM AND SURFACE WATER CIP
\$15,596.01	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$10,756.93	501	EQUIPMENT RENTAL
\$0.00	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	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$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

\$462,222.42 GRAND TOTAL FOR WEEK

**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 **10/31/2016** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,272,420.96</u>
Fire Pension Net Pay:	<u>\$ 27,157.83</u>
Employer Share of Benefits:	<u>\$ 663,680.62</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 24,771.30</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 22,971.64</u>
TOTAL	<u><u>\$ 2,011,002.35</u></u>

Payroll Check Numbers	_____	_____	Manual Checks
And	<u>89426</u>	<u>89430</u>	Fire Pension Checks
And	<u>89431</u>	<u>89431</u>	Manual Checks
And	<u>89432</u>	<u>89459</u>	Semi Payroll Checks

and Direct Deposit transmission.

November 2, 2016
DATE

Jack Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **11/15/2016** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,310,606.61</u>
Fire Pension Net Pay:	_____
Employer Share of Benefits:	<u>\$ 674,451.36</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	_____
Employer Share of LEOFF I Fire Post-Retirement Benefits:	_____
TOTAL	<u><u>\$ 1,985,057.97</u></u>

Payroll Check Numbers	<u>89460</u>	<u>89460</u>	Manual Checks
And	_____	_____	Fire Pension Checks
And	_____	_____	Manual Checks
And	<u>89461</u>	<u>89490</u>	Semi Payroll Checks

and Direct Deposit transmission.

November 16, 2016
DATE


ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/31/2016** have been examined and are approved as recommended for payment.

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Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 24,771.30</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 22,971.64</u>
TOTAL	<u><u>\$ 2,011,002.35</u></u>

Payroll Check Numbers	_____	_____	Manual Checks
And	<u>89426</u>	<u>89430</u>	Fire Pension Checks
And	<u>89431</u>	<u>89431</u>	Manual Checks
And	<u>89432</u>	<u>89459</u>	Semi Payroll Checks

and Direct Deposit transmission.

November 2, 2016
DATE

Jack Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

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Employer Share of Benefits:	<u>\$ 674,451.36</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	_____
Employer Share of LEOFF I Fire Post-Retirement Benefits:	_____
TOTAL	<u><u>\$ 1,985,057.97</u></u>

Payroll Check Numbers	<u>89460</u>	<u>89460</u>	Manual Checks
And	_____	_____	Fire Pension Checks
And	_____	_____	Manual Checks
And	<u>89461</u>	<u>89490</u>	Semi Payroll Checks

and Direct Deposit transmission.

November 16, 2016
DATE


ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of a Resolution Adopting the 2018-2023 Transportation Improvement Program (TIP)

Agenda Date: 12/6/2016
Agenda Item Number: 4.C
File Number: 16-1244

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

Title

Approval of a Resolution Adopting the 2018-2023 Transportation Improvement Program (TIP)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the 2018-2023 Transportation Improvement Program (TIP) and adopt the resolution.

Report

Issue:

Whether the City Council should approve the 2018-2023 Six-year Transportation Improvement Program (TIP) and approve a resolution to adopt the 2018-2023 TIP.

Staff Contact:

David Smith, Transportation Project Engineering, Public Works Department, 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 2018-2023 TIP is attached. The 2018-2023 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 (Comp 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 2018-2023 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit and WSDOT, Thurston Regional Planning Council, the cities of Lacey and Tumwater, Thurston County, Bicycle Pedestrian Advisory Committee (BPAC), Olympia Safe Streets Campaign and other interested parties.

The public commented on the change in project scope for the Henderson Boulevard and Eskridge Boulevard Intersection Improvements. The project scope changed from installation of a roundabout to a traffic signal. A public comment was also received concerning street maintenance to fully implement the least long-term cost approach for paving City Streets.

Options:

1. Approve the 2018-2023 Six-year Transportation Improvement Program (TIP) and adopt the resolution. 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 2018-2023 Six-year TIP that are consistent with the 2017-2022 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 25, 2017 in order to meet WSDOT's July 31, 2017 deadline.

Financial Impact:

The 2018-2023 TIP identifies 17 projects totaling approximately \$98 million. The City is seeking approximately \$32.6 million in federal funding and \$13.2 million in state funding. The CFP establishes specific funding sources and commitment for funding of the projects in the TIP.

Attachment(s):

1. TIP 2018-2023 Resolution
2. TIP Project Summary 2018-2023
3. TIP Project Maps
4. TIP WSDOT Report, 2018-2023

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2018-2023.**

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 15, 2016, 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 _____ 2016.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

(DCA)

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/15/2016
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2018 to 2023

Functional Class	Priority Number	Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	STIP ID: Fed. Aid #	Oly	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs				Fed. Funded Projects Only		
											Federal Funding		State Funding			Envir. Type	R/W Reqrd? (Date)
											Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds		
17		Mottman Road Bike Lanes and Half Street Frontage Improvement 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.		Oly1108c	28	0.18	G	PE	S	2018		OTHER	552600		552,600	CE	Y
			Agency ID: 113 MPO ID: NRS				P	RW	S	2019		OTHER	599500		599,500		
							S	CN	S	2021		OTHER	4707900		4,707,900		
								Totals					5,860,000		5,860,000		
16		Fones Road - Transportation Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Widen to 3/5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, undergrounding of overhead utilities and roundabout.		Oly1102a	3	0.67	C	PE	P	2018		TIB	486469	583929	1,070,398	CE	Y
			Agency ID: 122 MPO ID: C17				G	RW	P	2019		TIB	2203251	2644649	4,847,900		
							P	CN	P	2020		TIB	3807223	4569961	8,377,184		
								Totals					6,496,943	7,798,539	14,295,482		
16		Cain Road and North Street Intersection Improvements 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.		Oly1104a	3	0.12	C	PE	P	2020		TIB	35231	42289	77,520	CE	Y
			Agency ID: 124 MPO ID: NRS				G	CN	P	2021		TIB	137464	165004	302,468		
							P	Totals					172,695	207,293	379,988		
16		Henderson Boulevard and Eskridge Boulevard Intersection Improvements Henderson Boulevard from: At Eskridge Boulevard to: Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.		Oly1105a	3	0.02	C	CN	P	2021		TIB	184366	221301	405,667	CE	Y
			Agency ID: 125 MPO ID: NRS				G	Totals					184,366	221,301	405,667		
17		Wiggins Road and 37th Avenue Intersection Improvements Wiggins Road from: At 37th Avenue to: At 37th Avenue Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.		Oly1106a	3	0.02	C	CN	P	2022		TIB	184366	221301	405,667	CE	Y
			Agency ID: 126 MPO ID: NRS				G	Totals					184,366	221,301	405,667		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/15/2016
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2018 to 2023

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		Total Funds					
Fed. Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds													
16		Log Cabin Road Extension Log Cabin Road from: Boulevard Road to: Wiggins Road Structure Id Extend Minor Arterial roadway. Funding is for design.	Y	1.00	C G P S T W	PE	P	2023		TIB	227238	272762	500,000	CE	Y		
									Totals		227,238	272,762	500,000				
12		US 101 West Olympia Access Project 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.	Y	1.10	P	PE	P	2018	STP(US)	1813209		2176466	3,989,675	CE	Y		
									RW	P	2019	STP(US)	968032	1161968	2,130,000		
									Totals		2,781,241		3,338,434	6,119,675			
0		Access and Safety Improvements 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.	N	28	C G P T W	PE	P	2018				97920	97,920	CE	N		
									CN	P	2018		382080	382,080			
									Totals				480,000	480,000			
0		Bike Improvements 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.	N	28		PE	P	2018				142800	142,800	CE	N		
									CN	P	2018		457200	457,200			
									Totals				600,000	600,000			

Agency: Olympia
 County: Thurston
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Six Year Transportation Improvement Program
From 2018 to 2023

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			
										Federal Funding		State Funding		Total Funds	Envir. Type	R/W Reqrd? (Date)	
										Fed.Fund Code	Cost by Phase	Fund Code	State Funds				Local Funds
0		Sidewalks and Pathways N	STIP ID: Oly1112a Fed. Aid # Agency ID: 300 MPO ID: NRS	28			PE	P	2018				948000	948,000	CE	N	
		Various Locations from: N/A to: N/A Structure Id 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. Pathways for improvement will be identified by neighborhoods. 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	2018				6021000	6,021,000			
Totals													6,969,000	6,969,000			
0		Street Repair and Reconstruction N	STIP ID: Oly1117a Fed. Aid # Agency ID: 400 MPO ID: NRS	4			PE	P	2018				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	2018				13488000	13,488,000			
Totals													17,250,000	17,250,000			
0		Percival Landing Bulkhead N	STIP ID: Oly1751b Fed. Aid # Agency ID: 499 MPO ID:	28	0.10		CN	P	2019	STP(E)	1729500		970500	2,700,000	CE	N	
		from: State Avenue to: 4th Avenue Structure Id Construct a bulkhead along Water Street and 4th Avenue to protect the existing streets and utilities.					PE	P	2018	STP(E)	200000		100000	300,000			
Totals													1,929,500	1,070,500	3,000,000		
0		Percival Landing, Section A, Phase 2 N	STIP ID: Oly1151a Fed. Aid # Agency ID: 500 MPO ID: NRS	28			CN	P	2020	STP(E)	10217500		5032500	15,250,000	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	2019	STP(E)	623100		306900	930,000			
Totals													10,840,600	5,339,400	16,180,000		

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/15/2016
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Six Year Transportation Improvement Program

From 2018 to 2023

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				Total Funds	Total Funds
Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds	Total Funds											
0		Grass Lake Nature Park Trail Connection N STIP ID: Oly1152a Fed. Aid # Agency ID: 501 MPO ID: NRS from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-modal trail.	28	1.00		PE P	2019	STP(E)	67000			33000	100,000	CE	N	
						CN P	2020	STP(E)	335000			165000	500,000			
Totals									402,000			198,000	600,000			
0		Yauger Park Trail Connection N STIP ID: Oly1153a Fed. Aid # Agency ID: 502 MPO ID: NRS from: Yauger Park to: Harrison Boulevard Structure Id Design and construct trail connection.	28	0.40		PE P	2020	STP(E)	42210			20790	63,000	CE	N	
						CN P	2021	STP(E)	281400			138600	420,000			
Totals									323,610			159,390	483,000			
0		Olympia Woodland Trail, Phase 3 N STIP ID: Oly1154a Fed. Aid # Agency ID: 503 MPO ID: B2 NRS from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-modal trail.	28	0.40		PE P	2019	STP(E)	450000			225000	675,000	CE	N	
						CN P	2020	STP(E)	2533000			1267000	3,800,000			
Totals									2,983,000			1,492,000	4,475,000			
0		Olympia Woodland Trail, Phase 4 N STIP ID: Oly1754b Fed. Aid # Agency ID: 504 MPO ID: from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct a multi-modal trail.	28	0.94		PE P	2021	STP(E)	2200000			1100000	3,300,000	CE	N	
						CN P	2022	STP(E)	11133000			5567000	16,700,000			
Totals									13,333,000			6,667,000	20,000,000			
Grand Totals for Olympia									32,592,951			13,125,608	52,284,920	98,003,479		



Six Year Transportation Improvement Program Summary 2018 - 2023

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 2018-2023 Capital Facilities Plan.

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
1	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	
2	Fones Road - Transportation	<i>Project Limits:</i> Fones Road from 18 th Avenue to Pacific Avenue <ul style="list-style-type: none"> Widen to 3 to 5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, underground overhead utilities, and roundabout. 	Capacity Need	\$6,496,943	\$7,798,539	\$14,295,482	
3	Cain Road and North Street Intersection Improvements	<i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street <ul style="list-style-type: none"> Intersection capacity improvements may include lane striping and signal, bike lanes, sidewalks, planter strips, streetlighting, and underground overhead utilities. 	Capacity Need	\$172,695	\$207,293	\$379,988	

Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
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 traffic signal within the existing intersection. 	Capacity Need	\$184,366	\$221,301	\$405,667	
5	Wiggins Road and 37 th Avenue Intersection Improvements	<i>Project Limits:</i> Intersection of Wiggins Road and 37 th Avenue. <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection configuration. 	Capacity Need	\$184,366	221,301	\$405,667	
6	Log Cabin Road Extension	<i>Project Limits:</i> Log Cabin Road from Boulevard Road to Hoffman Road <ul style="list-style-type: none"> Extend Minor Arterial roadway. Funding is for design. 	Capacity Need	\$227,238	\$272,762	\$500,000	
7	US 101/West Olympia Access Project	<i>Project Limits:</i> Black Lake Boulevard to Kaiser Road <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	\$2,781,241	\$3,338,434	\$6,119,675	
Various Locations Citywide	Access and Safety Improvements	<i>Project Limits:</i> Various locations <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	\$480,000	\$480,000	

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. Pathways for improvement will be identified by neighborhoods. 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	\$6,969,000	\$6,969,000	
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	\$17,250,000	\$17,250,000	
8	Percival Landing Bulkhead	<p><i>Project Limits:</i> State Avenue and 4th Avenue</p> <ul style="list-style-type: none"> Construct a bulkhead along Water Street and 4th Avenue to protect the existing streets and utilities. 	2010 Parks, Arts & Recreation Plan	\$1,929,500	\$1,070,500	\$3,000,000	

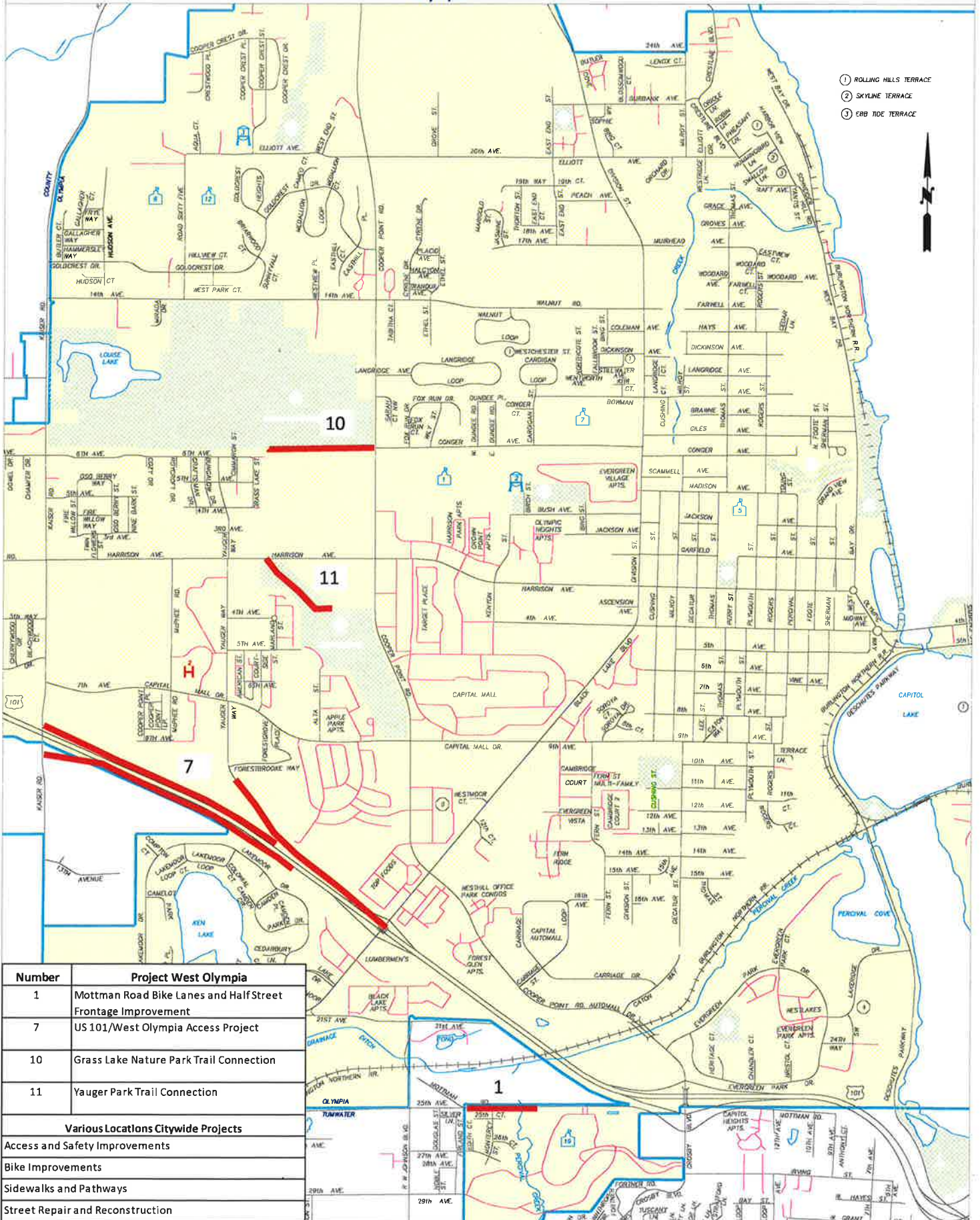
Map No.	Project Name	Description	Project Origin	Planned Grant Funds	Planned Local Funds	Total Funds	Comments
9	Percival Landing, Section A, Phase 2	<i>Project Limits:</i> Percival Landing <ul style="list-style-type: none"> Boardwalk and float replacement. 	Identified Maintenance Needs	\$10,840,600	\$5,339,400	\$16,180,000	
10	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. 	2010 Parks, Arts & Recreation Plan	\$402,000	\$198,000	\$600,000	
11	Yauger Park Trail Connection	<i>Project Limits:</i> Yauger Park to Harrison Avenue <ul style="list-style-type: none"> Design and construct trail. 	2010 Parks, Arts & Recreation Plan	\$323,610	\$159,390	\$483,000	
12	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. 	2010 Parks, Arts & Recreation Plan	\$2,983,000	\$1,492,000	\$4,475,000	
13	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. 	2010 Parks, Arts & Recreation Plan	\$13,333,000	\$6,667,000	\$20,000,000	

2018 - 2023 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



- ① ROLLING HILLS TERRACE
- ② SKYLINE TERRACE
- ③ EBB TIDE TERRACE

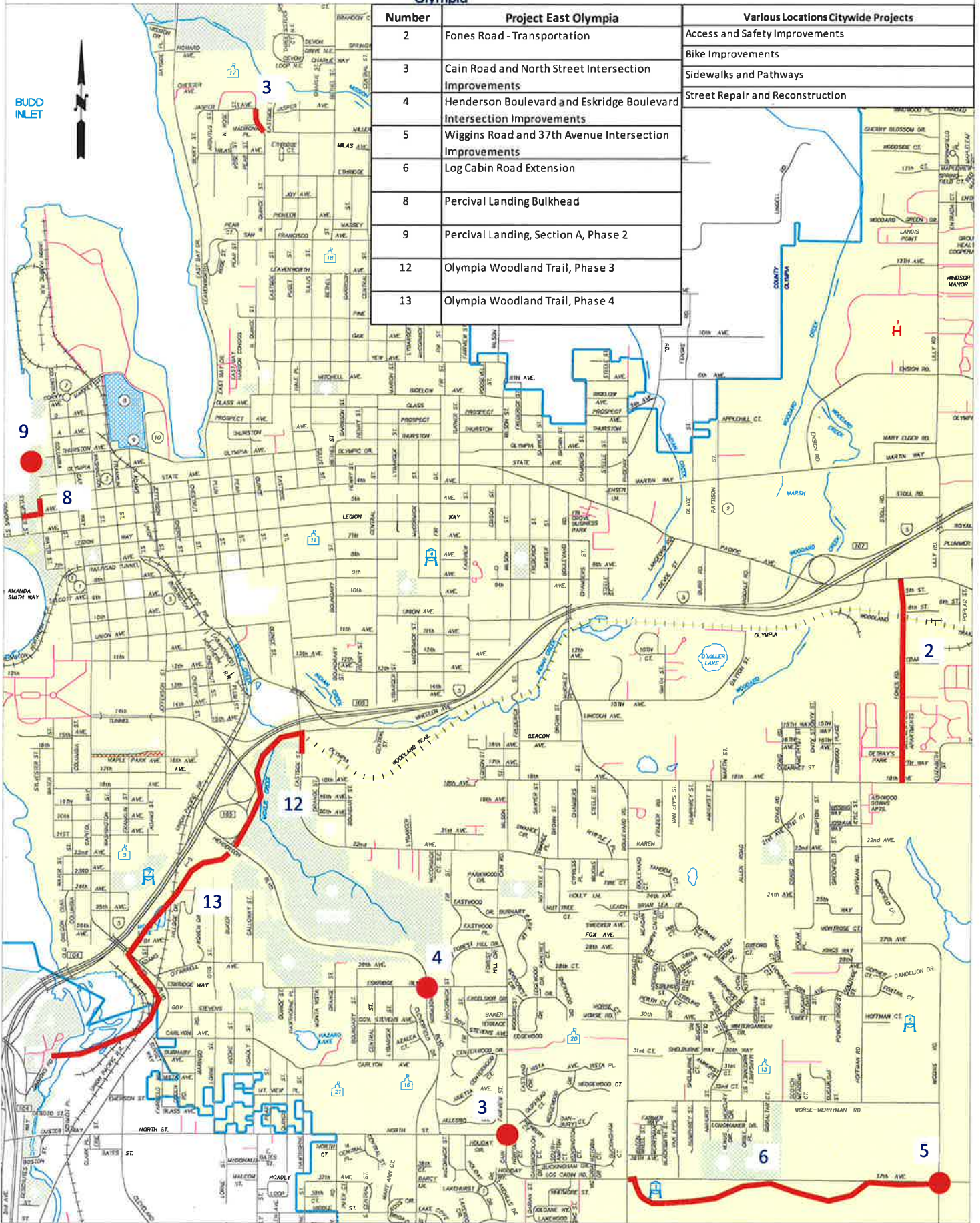
Number	Project West Olympia
1	Mottman Road Bike Lanes and Half Street Frontage Improvement
7	US 101/West Olympia Access Project
10	Grass Lake Nature Park Trail Connection
11	Yaeger Park Trail Connection
Various Locations Citywide Projects	
Access and Safety Improvements	
Bike Improvements	
Sidewalks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

2018 - 2023 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



Number	Project East Olympia
2	Fones Road - Transportation
3	Cain Road and North Street Intersection Improvements
4	Henderson Boulevard and Eskridge Boulevard Intersection Improvements
5	Wiggins Road and 37th Avenue Intersection Improvements
6	Log Cabin Road Extension
8	Percival Landing Bulkhead
9	Percival Landing, Section A, Phase 2
12	Olympia Woodland Trail, Phase 3
13	Olympia Woodland Trail, Phase 4

Various Locations Citywide Projects
Access and Safety Improvements
Bike Improvements
Sidewalks and Pathways
Street Repair and Reconstruction

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

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Six Year Transportation Improvement Program
From 2018 to 2023

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			
									Federal Funding		State Funding			Envir. Type	R/W Reqrd? (Date)	
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds				Local Funds
17		Mottman Road Bike Lanes and Half Street Frontage Improvement 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	28	0.18	G RW CN	S S S	2018 2019 2021			OTHER OTHER OTHER	552600 599500 4707900		552,600 599,500 4,707,900	CE	Y
Totals											5,860,000		5,860,000			
16		Fones Road - Transportation Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Widen to 3/5 lanes, sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, undergrounding of overhead utilities and roundabout.	Y	3	0.67	C RW CN	P P P	2018 2019 2020			TIB TIB TIB	486469 2203251 3807223	583929 2644649 4569961	1,070,398 4,847,900 8,377,184	CE	Y
Totals											6,496,943	7,798,539	14,295,482			
16		Cain Road and North Street Intersection Improvements 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	3	0.12	C CN	P P	2020 2021			TIB TIB	35231 137464	42289 165004	77,520 302,468	CE	Y
Totals											172,695	207,293	379,988			
16		Henderson Boulevard and Eskridge Boulevard Intersection Improvements Henderson Boulevard from: At Eskridge Boulevard to: Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.	N	3	0.02	C CN	P P	2021			TIB	184366	221301	405,667	CE	Y
Totals											184,366	221,301	405,667			
17		Wiggins Road and 37th Avenue Intersection Improvements Wiggins Road from: At 37th Avenue to: At 37th Avenue Structure Id Intersection capacity improvements include a traffic signal within the existing intersection configuration.	N	3	0.02	C CN	P P	2022			TIB	184366	221301	405,667	CE	Y
Totals											184,366	221,301	405,667			

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Six Year Transportation Improvement Program
From 2018 to 2023

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		
									Federal Funding		State Funding			Total Funds	Envir. Type	R/W Reqd? (Date)		
									Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds					
16		Log Cabin Road Extension Log Cabin Road from: Boulevard Road to: Wiggins Road Structure Id Extend Minor Arterial roadway. Funding is for design.	Y	1.00	C G P S T W	PE	P	2023			TIB	227238	272762	500,000	CE	Y		
									Totals			227,238	272,762	500,000				
12		US 101/West Olympia Access Project 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.	Y	1.10	P	PE	P	2018	STP(US)	1813209			2176466	3,989,675	CE	Y		
									RW	P	2019	STP(US)	968032		1161968	2,130,000		
									Totals			2,781,241		3,338,434	6,119,675			
0		Access and Safety Improvements 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.	N	28	C G P T W	PE	P	2018					97920	97,920	CE	N		
									CN	P	2018			382080	382,080			
									Totals					480,000	480,000			
0		Bike Improvements 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.	N	28		PE	P	2018					142800	142,800	CE	N		
									CN	P	2018			457200	457,200			
									Totals					600,000	600,000			

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From 2018 to 2023

Functional Class	Priority Number	Project Title Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description	Regionally Significant (Y/N)	STIP ID: Fed. Aid # Agency ID: MPO ID:	Improvement Type	Total Length	Utility Codes	Project Phase	Status	Phase Start	Project Costs				Fed. Funded Projects Only			
											Federal Funding		State Funding			Total Funds	Envir. Type	R/W Reqd? (Date)
											Fed.Fund Code	Cost by Phase	Fund Code	State Funds	Local Funds			
0		Sidewalks and Pathways Various Locations from: N/A to: N/A Structure Id 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. Pathways for improvement will be identified by neighborhoods. 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.	N	Oly1112a 300 NRS	28			PE	P	2018				948000	948,000	CE	N	
								CN	P	2018				6021000	6,021,000			
								Totals						6,969,000	6,969,000			
0		Street Repair and Reconstruction 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.	N	Oly1117a 400 NRS	4		C	PE	P	2018				3762000	3,762,000	CE	N	
							G	CN	P	2018				13488000	13,488,000			
							T W	Totals						17,250,000	17,250,000			
0		Percival Landing Bulkhead from: State Avenue to: 4th Avenue Structure Id Construct a bulkhead along Water Street and 4th Avenue to protect the existing streets and utilities.	N	Oly1751b 499	28	0.10		CN	P	2019	STP(E)	1729500		970500	2,700,000	CE	N	
								PE	P	2018	STP(E)	200000		100000	300,000			
								Totals				1,929,500		1,070,500	3,000,000			
0		Percival Landing, Section A, Phase 2 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.	N	Oly1151a 500 NRS	28			CN	P	2020	STP(E)	10217500		5032500	15,250,000	CE	N	
								PE	P	2019	STP(E)	623100		306900	930,000			
								Totals				10,840,600		5,339,400	16,180,000			

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 MPO: TRPC MPO

Hearing Date: 11/15/2016
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

**Six Year Transportation Improvement Program
 From 2018 to 2023**

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 Reqd? (Date)			
									Federal Funding		State Funding					Fund Code	State Funds	Local Funds
0		<i>Grass Lake Nature Park Trail Connection</i> from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-modal trail.	N	28	1.00	PE	P	2019	STP(E)	67000				33000	100,000	CE	N	
						CN	P	2020	STP(E)	335000				165000	500,000			
						Totals				402,000				198,000	600,000			
0		<i>Yauger Park Trail Connection</i> from: Yauger Park to: Harrison Boulevard Structure Id Design and construct trail connection.	N	28	0.40	PE	P	2020	STP(E)	42210				20790	63,000	CE	N	
						CN	P	2021	STP(E)	281400				138600	420,000			
						Totals				323,610				159,390	483,000			
0		<i>Olympia Woodland Trail, Phase 3</i> from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-modal trail.	N	28	0.40	PE	P	2019	STP(E)	450000				225000	675,000	CE	N	
						CN	P	2020	STP(E)	2533000				1267000	3,800,000			
						Totals				2,983,000				1,492,000	4,475,000			
0		<i>Olympia Woodland Trail, Phase 4</i> from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct a multi-modal trail.	N	28	0.94	PE	P	2021	STP(E)	2200000				1100000	3,300,000	CE	N	
						CN	P	2022	STP(E)	11133000				5567000	16,700,000			
						Totals				13,333,000				6,667,000	20,000,000			
									Grand Totals for Olympia		32,592,951			13,125,608	52,284,920	98,003,479		



City Council

Approval of Jury Resource List Interlocal Agreement

Agenda Date: 12/6/2016
Agenda Item Number: 4.D
File Number: 16-1292

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

Title

Approval of Jury Resource List Interlocal Agreement

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

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

Report

Issue:

Whether to approve the Jury Resource List Interlocal Agreement with Thurston County to allow Olympia Municipal Court to proceed 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 interlocal agreement with Thurston County Superior Court to conduct City jury trials at Thurston County. Thurston County summons jurors and provides a room to Olympia when a trial is confirmed. With the limited space at Thurston County, often there are times when no room is available for Olympia's trials. This causes great concern for timely trials and possible dismissals of cases. Olympia Municipal Court has remodeled the courtroom to allow the City to conduct jury trials here. Per RCW 2.36.050, "... courts of limited jurisdiction shall use the master jury list developed by the superior court to select a jury panel." This Jury Resource List Interlocal Agreement would allow Thurston County to provide a list of jurors to the City of Olympia annually to conduct jury trials at the City. This would reduce the cost of conducting jury trials at Thurston County as the City would not pay a daily fee and a per case fee for each trial.

Neighborhood/Community Interests (if known):

The impact on the community will only be that the jury trials held at the City of Olympia will pull jurors from the City of Olympia zip codes and not from the outlying County as are the trials held at Thurston County Superior Court.

Options:

1. Approve the Jury Resource List Interlocal Agreement so supply a list of jurors to the City of Olympia to conduct jury trials at the City.
2. Do not approve the Jury Resource List Interlocal Agreement. The implications of non-approval will result in more costs to the City of Olympia for jury trials held as well as the chance of cases being dismissed due to not having rooms available at Thurston County Superior Court to conduct trials.

Financial Impact:

Conducting jury trials at Olympia Municipal Court will reduce the cost of jury trials held as there will be no daily fee of \$426 and \$272.00 per case fee for a total of \$698 paid to Thurston County Superior Court for conducting each City jury trial at the County. There will only be an annual fee of \$500 to Thurston County for supplying the Jury Resource List to the Olympia Municipal Court.

Attachments:

Jury Resource List Interlocal Agreement

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 \$500 for the annual jury source list and \$100 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:

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 Olympia WA 98502 (360) 709-2783 Molson@ci.olympia.wa.us

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

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, MODIFICATIONS, 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 circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect 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.
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

Signature

Printed Name

Mayor Cheryl Selby

Title

Date

Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Thurston County Prosecutor



Deputy City Attorney



City Council

Approval of Bid Award for McAllister Wellfield Corrosion Control Facility

Agenda Date: 12/6/2016
Agenda Item Number: 4.E
File Number: 16-1296

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

Title

Approval of Bid Award for McAllister Wellfield Corrosion Control Facility

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to award the construction contract to Prospect Construction Inc., in the amount of \$2,869,035.41 and authorize the City Manager to execute the contract.

Report

Issue:

Whether to approve staff's recommendation to award the construction contract for the McAllister Wellfield Corrosion Control Facility to Prospect Construction Inc.

Staff Contact:

Tim Richardson P.E., Project Manager, Public Works Engineering, 360.753.8749

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Water from the McAllister Wellfield is the City's main water supply. This project will construct a Corrosion Control Facility to raise the pH of McAllister Wellfield water. The well water comes out of the ground at a pH of about 6.5. Washington State Department of Health (DOH) requires the City to raise the pH of the water to reduce the chance of lead and copper leaching from household plumbing. The new facility will raise the pH to about 7.8. The Corrosion Control Facility will use aeration towers (blown air, non-chemical) to raise the pH. DOH requires the Facility to be in use by the end of 2017.

The location of the Corrosion Control Facility is about six miles east of Olympia, at the Meridian Reservoirs site. The project is the last of a series of McAllister projects. It completes improvements to the City's main water source until well into the future.

Construction will begin in January and end by December 2017.

Neighborhood/Community Interests:

Construction activity is off the road and typically won't impact traffic flow. Occasionally, equipment will access to and from the site. Staff will inform citizens of project construction and impacts to traffic or service. Tools to convey this information consist of post cards, newsletters, Twitter, and the Construction News webpage.

Options:

1. Approve award of the construction contract to Prospect Construction Inc., in the amount of \$2,869,035.41 and authorize the City Manager to execute the contract.
 - Project proceeds as planned.
 - Constructing the Corrosion Control Facility will allow the City to meet Department of Health (DOH) requirements for raising the pH of McAllister Wellfield water. It will also ensure the City meets DOH's timeline to have the Facility on line by the end of 2017.

Financial Impact:

The Drinking Water Utility will fund the project. A federal low-interest loan distributed by the Washington State, Drinking Water State Revolving Fund (DWSRF) program provides around 90 percent of the funding. The source of the loan is federal funds provided by the Environmental Protection Agency.

The low bid of \$2,869,035.41 is 15 percent below the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 2,869,035.41
Contingency to Award (10%):	\$ 286,904
Engineering: Design, Construction, Consultants, Fees, Permits	\$ 900,000
Total Estimated Project Cost:	\$ 4,055,939
Available Project Funding:	\$ 4,823,328

Attachments:

Vicinity Map
Summary of Bids

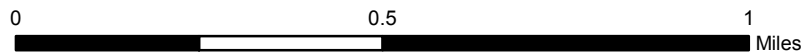
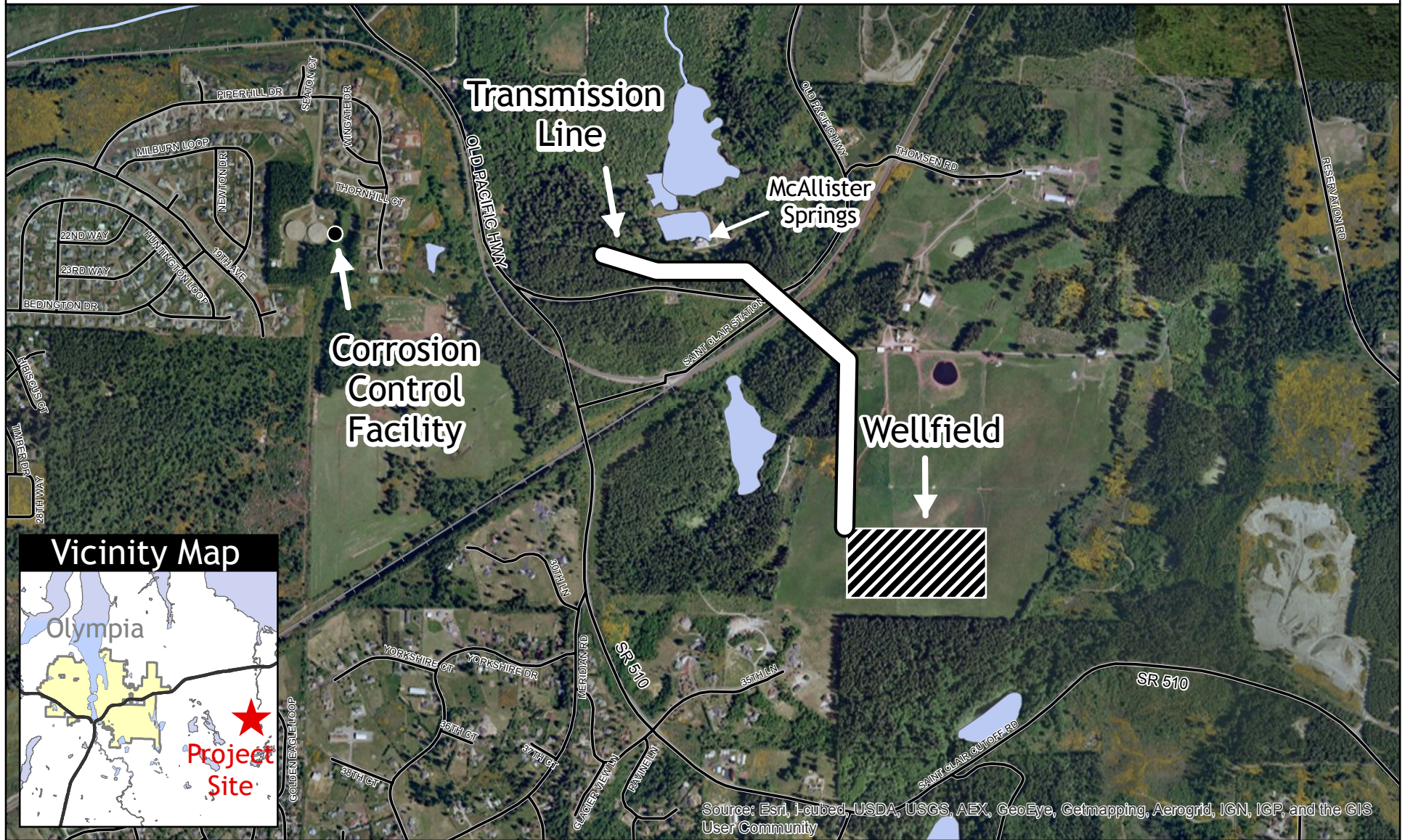
SUMMARY OF BIDS RECEIVED



Project Name: McAllister Wellfield Corrosion Control Facility
Project No.: 1207P
Federal Project No.: DM16-952-042
Bid Opening Date: 11/22/2016

ENGINEER'S ESTIMATE	CITY OF OLYMPIA	\$
Bid #1	Prospect Construction, Inc.	3,371,113.10
Bid #2	Strider Construction Co., Inc.	2,869,035.41
Bid #3	Harbor Pacific Contractors, Inc.	3,027,165.65
Bid #4	Harbor Pacific Contractors, Inc.	3,058,818.00
Bid #4	McClure and Sons, Inc.	3,089,245.30
Bid #5	Pease & Sons, Inc.	3,133,624.14
Bid #6	Rotschy Inc.	3,143,803.51
Bid #7	Stellar J Corporation	3,151,321.70
Bid #8	Rognlin's, Inc.	3,152,039.12
Bid #9	Award Construction, Inc.	3,275,962.56

McAllister Projects



Map revised: March 14, 2013

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of Resolution to Authorize Exercise of Option to Purchase Real Estate Owned by the Dawley Trusts, Commonly Known as Bentridge

Agenda Date: 12/6/2016
Agenda Item Number: 4.F
File Number: 16-1315

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

Title

Approval of Resolution to Authorize Exercise of Option to Purchase Real Estate Owned by the Dawley Trusts, Commonly Known as Bentridge

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution to authorize the City Manager to exercise the option to purchase real estate owned by the Dawley Trusts and purchase the real property for the City.

Report

Issue:

Whether to exercise the option to purchase and proceed with the purchase of the property commonly known as Bentridge.

Staff Contact:

Paul Simmons, Parks, Arts and Recreation Director, 753.8462
Mark Barber, City Attorney, 753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On September 27, 2016, the City Council approved an Option to Purchase real property owned by the Dawley Trusts. The 71.86-acre parcel is located in the 3900 block of Boulevard Road SE, immediately adjacent to LBA Park, and is the last remaining portion of the "LBA Woods."

Pursuant to the terms of the Dawley Trusts Option, the option agreement will expire on January 31, 2017. Should the City choose not to exercise the option, the City forfeits the entire option payment of

\$1 million. If the Option is exercised, the balance of the acquisition will be made in three installment payments. The City of Olympia will receive title to the property upon closing.

If the City exercises the option, the intent is to use this property for three primary purposes. The majority of the property (approximately 59 acres) would be dedicated to expanding the City's inventory of park land. A much smaller portion of the property (approximately 2.8 acres) would be dedicated to the future extension of the Log Cabin Road from Boulevard Road to Wiggins Road, as outlined in the Regional Transportation Plan. The remaining portion of the property (approximately 10 acres) is located adjacent to Boulevard Road and would be set aside for development of multi-family housing, and potentially some neighborhood-oriented commercial uses.

Neighborhood/Community Interests (if known):

In 2004, the citizens of Olympia voted in favor of creating a new 2 percent utility tax in order to generate funding for the acquisition, development, and maintenance of new parks. A goal of that ballot initiative was to increase the park system by 500 acres. Exercising these options is a significant step in achieving that goal.

In 2013, a citizen's group known as the "LBA Woods Coalition" formed to encourage the City to acquire two large parcels in southeast Olympia commonly known as "The LBA Woods." These properties have served for many years as "de-facto" open spaces for neighboring residential areas. The coalition wants the City to purchase both sites before they are developed and presented City Council with a petition containing over 5,000 signatures supporting the acquisition.

In 2015, the Parks, Arts & Recreation Department facilitated an extensive public process in an effort to update the Parks, Arts, & Recreation Plan. This process included a series of 8 neighborhood meetings with a total of 160 participants, an Olyspeaks online survey, a random sample survey that included 759 responses, and approximately 121 independently written email comments. The most dominant themes of this process were:

- Buy the LBA Woods property (the DR Horton and the Boulevard Road site);
- Acquire land in general while it is available; and
- Buy open space/natural areas - provide nearby access to nature

The random sample survey also highlighted that "trails" and "natural open space" were the highest priority for new projects.

In 2015, the citizens of Olympia once again voted in favor of creating a new Olympia Metropolitan Parks District. The goals of this ballot initiative were to create additional funding for parks acquisition, development, maintenance, and safety. Support for this funding measure demonstrates ongoing community support for parks acquisition and a willingness to pay additional taxes for that purpose.

In summary, exercising the option is consistent with community support demonstrated through two ballot initiatives, an extensive public process, and also has received ongoing support from a large community stakeholder group.

Options:

1. Approve the Resolution Authorizing Exercise of the Option to Purchase Real Estate Owned by the Dawley Trusts and purchase the property.
2. Do Not Approve the Resolution Authorizing Exercise of the Option to Purchase Real Estate Owned by the Dawley Trusts.

Financial Impact:

If the Option is exercised, the balance of the acquisition will be made in three installment payments:

Installment Payment #1 - \$3,700,000 - February/March 2017

Staff recommends funding from three different funding sources:

Parks Portion - \$2,473,334 - Parks Bond Anticipation Note (BAN)
Log Cabin Extension Portion - \$268,333 - Transportation Impact Fees
Boulevard Road Development Portion - \$958,333 - Non-Park General Fund

Installment Payment #2 - \$1,200,000 - March 2018

Staff recommends using cash generated by the 2004 Voted Utility Tax for Parks.

Installment Payment #3 - \$1,000,000 - March 2019

Staff recommends using cash generated by the 2004 Voted Utility Tax for Parks.

Should the City choose to exercise the option to purchase, the full cost (\$6.9 million) is considered debt and goes against the City of Olympia's debt limit.

Staff also recommends pursuing future grant opportunities such as Thurston County's Conservation Futures Program and the State's Washington Wildlife and Recreation Program to support this acquisition.

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING EXERCISE OF THE OPTION TO PURCHASE REAL ESTATE OWNED BY GREGG O. DAWLEY AND KRISTI A. DAWLEY, AS TRUSTEES OF THE DAWLEY FAMILY TRUST DATED OCTOBER 16, 2008; DOUGLAS L. DAWLEY AND PAULA P. DAWLEY, AS TRUSTEES OF THE REVOCABLE TRUST OF DOUGLAS L. DAWLEY DATED APRIL 2, 2004; AND SHIRLEY G. DAWLEY, TRUSTEE OF THE ROBERT E. DAWLEY TRUST, DATED NOVEMBER 8, 1983, AND PURCHASE SAID PROPERTY FOR THE CITY OF OLYMPIA

WHEREAS, on September 27, 2016, the City Council approved an Option to Purchase Real Estate from Gregg O. Dawley and Kristi A. Dawley, as Trustees of the Dawley Family Trust Dated October 16, 2008; Douglas L. Dawley and Paula P. Dawley, as Trustees of the Revocable Trust of Douglas L. Dawley Dated April 2, 2004; and Shirley G. Dawley, Trustee of the Robert E. Dawley Trust, Dated November 8, 1983 (the Dawley Option) for the property commonly known as Bentridge, consisting of 71.86 acres; and

WHEREAS, pursuant to the terms of the Dawley Option, the City's option to purchase the Bentridge property can be exercised on or before January 31, 2017; and

WHEREAS, if the City exercises its option to purchase the real property owned by Gregg O. Dawley and Kristi A. Dawley, as Trustees of the Dawley Family Trust Dated October 16, 2008; Douglas L. Dawley and Paula P. Dawley, as Trustees of the Revocable Trust of Douglas L. Dawley Dated April 2, 2004; and Shirley G. Dawley, Trustee of the Robert E. Dawley Trust, Dated November 8, 1983 (collectively the Dawley Trusts), on or before January 31, 2017, the purchase price shall be Six Million and Nine Hundred Thousand Dollars and No/Cents (\$6,900,000.00) U.S., minus the amount of the City's previous option payment; and

WHEREAS, the City Council has determined it to be in the best interest of the City to exercise the Dawley Option to purchase the property referenced above;

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

1. The City shall exercise its Option to Purchase Real Estate from the Dawley Trusts of the Bentridge property, consisting of 71.86 acres, on or before January 31, 2017, for the total sum of Six Million and Nine Hundred Thousand Dollars and No/Cents (\$6,900,000.00) U.S., minus the option payment previously made by the City of Olympia in the total amount of One Million Dollars and No/Cents (\$1,000,000.00), for a remaining purchase price of Five Million and Nine Hundred Thousand Dollars and No/100 Cents (\$5,900,000.00), U.S., which shall be paid to the Dawley Trusts as follows:
 - The sum of Three Million Seven Hundred Thousand Dollars and No/Cents (\$3,700,000.00) on the Sale Closing Date;
 - The sum of One Million Two Hundred Thousand Dollars and No/Cents (\$1,200,000.00) on or before March 1, 2018, but not before January 5, 2018; and
 - The sum of One Million Dollars and No/Cents (\$1,000,000.00) on or before March 1, 2019, but not before January 5, 2019.

2. The City Manager is directed and authorized to execute all documents necessary to exercise the City's Option to Purchase the above-referenced real estate, and to purchase the same for the City of Olympia on or before January 31, 2017.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of December 2016.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



City Council

Approval of 2017 Facility Lease Agreement with Senior Services for South Sound

Agenda Date: 12/6/2016
Agenda Item Number: 4.G
File Number: 16-1337

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

Title

Approval of 2017 Facility Lease Agreement with Senior Services for South Sound

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve and authorize the City Manager to sign the 2017 facility lease agreement with Senior Services for South Sound for space at the Olympia Center.

Report

Issue:

Whether to renew the lease at the Olympia Center with Senior Services for South Sound.

Staff Contact:

Scott River, Associate Director, 360.753.8506

Presenter(s):

None - Consent calendar item

Background and Analysis:

Senior Services for South Sound has leased space at the Olympia Center since the building opened in 1987. This lease is consistent with agreements from previous years. Senior Services for South Sound has reviewed and approved the attached contract.

Senior Services for South Sound coordinates regional services for seniors in Thurston and Mason Counties. Their lease at the Olympia Center includes regional office space, as well as programming and office space necessary for the local operations of the Olympia Senior Center.

Lease Terms -

- Length: Calendar year 2017.
- Space: Office, lobby, reception, kitchen, storage and work space at the Olympia Center.

- Lease Payment: \$7,108.33 per quarter, plus an additional charge for extra hours of program/special event space use above the hours detailed in the agreement.
- Utilities: City provides all utilities except telephones.
- Janitorial Service: Olympia provides janitorial and facility maintenance services; except that the Senior Services is responsible for any repairs or alterations that they cause, except for ordinary wear and tear.

Neighborhood/Community Interests (if known):

None known

Options:

1: Authorize the City Manager to sign the 2017 lease.

Implications:

1. Continues partnership between City and Senior Services for South Sound.

2: Require staff to amend proposed contract with Senior Services for South Sound.

Implications:

1. Requires reopening of negotiations with Senior Services for South Sound.

Financial Impact:

No impact on expense budget. Meets budgeted revenues forecast for leases at The Olympia Center in 2016.

Attachments:

2017 Lease



THIS LEASE AGREEMENT is made and entered into between the City of Olympia, herein referred to as "OLYMPIA" and SENIOR SERVICES FOR SOUTH SOUND, a Washington nonprofit corporation, herein referred to as "USER."

1. Premises. In consideration of the covenants and agreements hereinafter set forth and other good and valuable consideration, OLYMPIA hereby leases to USER a portion of The Olympia Center, herein referred to as the CENTER, located at 222 Columbia St NW, Olympia, Washington. More specifically, said portion is described generally as follows (and in detail on the attached "Exhibit A," which is hereby incorporated by reference as though fully set forth herein):

a.) OLYMPIA agrees to grant the USER exclusive use of the following areas:

Dedicated Space

Office, reception, storage and work space for Senior Services for South Sound, Information & Assistance, Health and Hygiene, and Senior Nutrition Program, and the Senior Boutique.

In 2015, the Service to At Risk Seniors Program (STARS) was eliminated due to funding shortages. This space will be converted to a Health and Hygiene program with the understanding that should the STARS program be reinstated the Health and Hygiene room would be converted back to STARS. Primary programming purposes for the Health and Hygiene Room will be: health consultations, medical checks, therapeutic programs for individuals, inclusion programming for seniors with developmental disabilities, personal hygiene procedures and consultations.

Lobby Space

The South Lobby is for the exclusive use of the USER during all building hours as established by OLYMPIA.

USER shall be responsible for providing access to their staff and any third party individuals or organizations and provide appropriate supervision during the use. USER will not provide CENTER keys or access codes to volunteers without written agreement by OLYMPIA. OLYMPIA will not be responsible for providing access to any exclusive use areas for third party individuals or organizations.

b.) OLYMPIA agrees to grant the USER nonexclusive use of the following areas based upon the agreed upon hours of use by the USER. Costs associated with this use are provided for in USER's rent obligation.

Additional use beyond these hours will be charged 200% of the senior rate once hours have been exceeded for each space type.



Programming Space (Nonexclusive)

Various program spaces as agreed to between OLYMPIA and USER. The breakdown of program space is:

- Class/meeting rooms – 2250 hours
- Multi-Purpose room “A” – 1190 hours
- Gymnasium – 450 hours
- Special Events – 120 hours in various rooms.

All “early open” (before 8am) or “late close” (after 10pm) hours will be charged to USER using the standard hourly rate for those hours. USER will communicate anticipated extra hours in advance to allow OLYMPIA to appropriately schedule staff when necessary. Thirty (30) days advance notice is preferable, but not required.

Kitchen Space (Nonexclusive)

The Main Kitchen will be managed cooperatively by OLYMPIA and USER. Responsibilities will be as follows:

OLYMPIA

- All scheduling of facility
- Coffee service scheduling and fee collection
- Equipment repair and replacement
- Supervision of community use, except Senior Services

USER

- Provide coffee service as scheduled.
- Daily cleaning and general upkeep
- Maintain inventory of utensils, plates, cups, mugs, and other specific items as necessary.
- Training for community users (Senior Services staff can establish a schedule for training that does not conflict with nutrition operations).

At the end of the regular nutrition program (2pm, Mon-Fri), all appliances and dishes (i.e. coffee cups) will be clean and ready for community use. Any hours, including but not limited to stocking, appliance use, cleaning, or prep work requiring extra time shall be booked through OLYMPIA to avoid conflicts with community users.

In 2010, USER accepted donation of a new walk-in freezer. In order to accept this donation, space was converted to accommodate the equipment. OLYMPIA agreed to allow USER to modify the mutually agreed upon space on the condition that when the USER vacates the premises, the freezer will be removed and USER will convert such space back to its original purpose (sink and prep space).



- c.) USER is authorized to permit third party individuals and organizations access to exclusive use areas provided that the primary purpose of the third party is to promote or support senior interests in the Olympia community. Use of programming space by a group under the co-sponsorship of the USER that generates money will be charged 400% of the senior rate).
2. Term of Lease. This lease shall commence January 1, 2017, and shall terminate on December 31, 2017.
 3. Rent. USER agrees to pay OLYMPIA a total of \$7,108.33 per quarter, as rental payment hereunder, for an annual total of \$28,433.32. One quarter of said annual total shall be due and payable within 30 days of the end of each quarter during the term of said lease. Payment shall be made payable to the City of Olympia and provided to the CENTER Manager.
 4. Annual Report. USER agrees to provide OLYMPIA with a written annual report summarizing participation, activity and the financial status of the organization. This report will be submitted by May 1 following each calendar year.
 5. Utilities. USER agrees that OLYMPIA shall pay the cost of all utilities, except telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same shall be the responsibility of the USER.
 6. Maintenance and Repair. OLYMPIA shall provide janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning on a schedule to be determined by OLYMPIA. OLYMPIA shall also provide maintenance services to include replacement of light bulbs, painting, interior repair, and toilet articles. USER is responsible for all repairs necessary due to the negligence of the USER, his/her agents, invitees or employees.
 7. USER's Repairs and Alterations. USER agrees to keep the leased premises clean and in a sanitary condition, to repair and/or pay to repair any and all damage to the leased premises caused by the USER, and upon surrendering possession, to leave the leased premises in good condition, except for ordinary wear and tear. The USER will not make any alterations, additions, or improvements without prior written consent of OLYMPIA. The USER will not commit any waste or damage of the premises.
 8. Damage by Casualty. In the event said premises shall be destroyed or damaged by fire or other casualties so that the same shall be unfit for use or occupancy, then OLYMPIA shall, within fifteen (15) days after said casualty, notify the USER whether or not OLYMPIA elects to rebuild the premise and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease shall be terminated and all rents will be adjusted as of said date of OLYMPIA's decision. If OLYMPIA elects to rebuild the premises, then the rent shall be suspended for such period as USER is not in possession and until the premises can be made fit for the USER's occupancy. OLYMPIA and USER hereby expressly waive their right of



subrogation against the other party and waive their entire claim of recovery against the other party for loss, damage, or injury from fire or other casualty, included in the extended coverage insurance endorsement, whether due to negligence of any of the parties, their agents, or employees or otherwise.

9. Insurance. The USER shall provide a certificate of insurance, including endorsements, showing evidence of commercial general liability insurance with combined single limits of liability not less than \$2,000,000 for bodily injury, including personal injury or death, products liability and property damage.

OLYMPIA must be named as an additional insured as respects this lease and such insurance as is carried by the USER is primary over any insurance carried by OLYMPIA. In the event of non-renewal, cancellation, or material change in the coverage provided, thirty (30) days written notice will be furnished OLYMPIA prior to the date of non-renewal, cancellation or change, such notice to be sent to the City of Olympia Associate Director/Recreation, 222 Columbia St NW, Olympia, Washington 98501. OLYMPIA has no obligation to report occurrences unless a claim is filed with OLYMPIA and OLYMPIA has no obligation to pay premiums.

10. Hold Harmless and Indemnity. The USER agrees to defend, indemnify, and hold harmless OLYMPIA, its appointed and elected officers and employees, from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the USER, its employees, volunteers, or agents, or by the User's breach of this Agreement, except for such injury or damage as shall have been occasioned by the sole negligence of OLYMPIA, its appointed or elected officials or employees.
11. Publicity. USER agrees to provide OLYMPIA, specifically the CENTER Manager, with any and all publicity information affecting the CENTER.
12. Termination. This lease may be terminated in its entirety, or a portion of occupied space may be terminated, at any time by either party by thirty (30) days notice to the other party of such termination.
13. Assignment and Subletting. USER shall not assign this lease nor sublet the leased premises without the consent of OLYMPIA. USER agrees to pay all rent, maintenance and repair costs and all other expenses and costs contained herein. The collection of any and all assigned or sublet costs as agreed to between parties will be the sole responsibility of USER.
14. Furniture. USER shall provide, at its own expense, all furniture necessary for its possession and use in the leased office area of the CENTER. Furthermore, USER shall be responsible to



reasonably maintain said furniture and replace same, if necessary, to maintain decorum consistent with that of the remainder of the CENTER.

15. Rules. USER shall comply with all laws, statutes, rules, regulations, ordinances, and resolutions promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
16. Hours and Days of Operation. USER shall be entitled to use and possession of the facilities during normal hours in which the CENTER is open to the public. To maintain a safe and secure facility for staff and assets, OLYMPIA may close the CENTER under the following conditions and in this order:
 1. After 5:00pm on regular business days, or any time on Saturdays.
 2. Whenever no building rentals, recreation programs, or senior programs are scheduled.

The Senior Lobby and Health & Hygiene Room use are not considered as “programming” after 5pm on weekdays or on Saturdays. Accommodations for the Senior Lobby and Health and Hygiene may be considered on a case by case basis at the request of USER, and allowed at the discretion of OLYMPIA. Meeting or programming use of the Senior Lobby and Health and Hygiene Room by USER after 5pm on weekdays and all day Saturday will be scheduled with OLYMPIA through the established procedures for room use scheduling.
17. Default. It is agreed that if USER shall abandon or vacate said premises before the end of the term, or if any rent shall be due and unpaid, or if default is made of any of the covenants and agreements to be performed by USER as set forth herein, then OLYMPIA may, at its option, enter upon said premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit, and if the full rental herein shall not be realized by OLYMPIA over and above any expenses to OLYMPIA to such re-letting, USER will pay all deficiency promptly upon demand, or OLYMPIA may declare said lease terminated and forfeited and take possession of the said premises. USER agrees to pay reasonable attorney’s fees and court costs should it be necessary to enforce any of OLYMPIA’s remedies in this paragraph.
18. Audits. Upon request, USER shall make all financial information, including revenues and expenses, available to OLYMPIA. Financial reserves shall likewise be made available. Any terms, conditions, or restrictions attached to operating or reserve funds shall be identified. Information must be itemized to show the revenues, expenses, and cash reserves of each component program of USER.
19. Equipment Failure. OLYMPIA shall not be responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.



20. Security of Premises. USER is responsible for securing all non-public areas under its lease upon completion of use. OLYMPIA shall not be responsible for any loss sustained by USER as a result of failure to properly secure facilities. Additionally, USER will indemnify, defend and hold OLYMPIA harmless from any liabilities, claims, suits or damages for any and all loss sustained by OLYMPIA arising out of USER's failure to secure and protect the leased premises.

21. Notices. All notices required or given under this agreement shall be given to the following persons:

LESSOR: City of Olympia
Contact Person: Scott River, Associate Director
Address: The Olympia Center
222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 753-8380

LESSEE: Senior Services for South Sound
Contact Person: Eileen McKenzie-Sullivan
Address: 222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 586-6181

22. Entire Agreement. This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

23. Interpretation/Venue. The rights and obligations of the parties and all interpretations and performance of this agreement shall be governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and shall not be used in any way to construe the terms of this contract. Venue is proper in Thurston County, Washington.

24. Ratification. Any act consistent with the terms of this agreement but prior to its final execution is hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed, such parties acting by their representatives being duly authorized.

** SIGNATURES ON FOLLOWING PAGE **



CITY OF OLYMPIA

APPROVED AS TO FORM:

Steven R. Hall, City Manager

[Signature]
Deputy City Attorney

Date _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____ 2016, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me STEVEN R. HALL, to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires _____

SENIOR SERVICES FOR SOUTH SOUND

By: _____
Its _____
Date _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____ 2016, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me _____, to me known to be the _____ of the Senior Services for South Sound, a Washington non-profit corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said non-profit corporation for the uses and purposes therein mentioned and on oath states that _____ is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires _____

**Senior Services for South Sound Lease
The Olympia Center
"Exhibit A"**

	Square Footage		O&M Rate	Lease Total	Subsidy Total
Dedicated Space					
Administrative (Regional)					
Care Connection	160		\$ 16.76	\$ 2,681.60	
Conference Room	140		\$ 16.76	\$ 2,346.40	
Development Office	140		\$ 16.76	\$ 2,346.40	
Finance	150		\$ 16.76	\$ 2,514.00	
General Admin.	370		\$ 16.76	\$ 6,201.20	
Senior Nutrition Regional	220		\$ 16.76	\$ 3,687.20	
STARS Regional	220		\$ 16.76	\$ 3,687.20	
Executive Office (former Volunteer Center)	140		\$ 16.76	\$ 1,173.20	
Main office/Reception (former Volunteer Center)	453		\$ 16.76	\$ 3,796.12	
Administrative Offices SubTotal				\$ 28,433.32	
Direct Service (Olympia)					
Activities Office	140		\$ 16.76		\$ 2,346.40
Boutique	811		\$ 16.76		\$ 13,592.36
Nutrition Office	147		\$ 16.76		\$ 2,463.72
Reception	223		\$ 16.76		\$ 3,737.48
Senior Lobby*	2200		\$ 16.76		\$ 36,872.00
Social Services office	100		\$ 16.76		\$ 1,676.00
Health and Hygiene Room	557		\$ 16.76		\$ 9,335.32
Health and Hygiene Office	192		\$ 16.76		\$ 3,217.92
Travel Office	200		\$ 16.76		\$ 3,352.00
Volunteer Office	120		\$ 16.76		\$ 2,011.20
Direct Service Office Space SubTotal					\$ 78,604.40
Programming Space (Olympia)					
	Allocated Hours	200% Rate	Senior Rate		
Class/Meeting Rooms	2250	\$ 4.25	\$ 2.13		\$ 4,792.50
Gymnasium	450	\$ 6.69	\$ 3.34		\$ 1,503.00
Main Kitchen**	1237	\$ 8.00	\$ 4.00		\$ 4,948.00
Multi Purpose Room A***	1190	\$ 17.00	\$ 8.50		\$ 10,115.00
Special Events "MPABC"	57	\$ 24.76	\$ 12.38		\$ 705.66
Special Events "Meeting Rooms"	63	\$ 4.25	\$ 2.13		\$ 134.19
Programming Space SubTotal					\$ 22,198.35
Total Lease				\$ 28,433.32	
Total Subsidy					\$ 100,802.75

*The Senior Lobby has historically been subsidized 100% with an expectation it is available for Recreation and Community use after 5:00pm and on Saturdays. This space has evolved into an exclusive use space for the senior program. The intent is to continue to subsidize this space while maintaining an informal use arrangement with Senior Services for Recreation/Community use of the lobby space.

**The Main Kitchen hours are not included in allocated space based on Senior Services increased responsibility with management of that space. See contract for details.

***MultiPurpose Room "A" includes daily lunch from 11am to 2pm, Wednesday dances from 2pm to 4pm, and AM Lifetime fitness from 9am-10am.



City Council

Approval of the Disposition of City-Owned Property Located at 815 SE 7th Avenue

Agenda Date: 12/6/2016
Agenda Item Number: 4.H
File Number: 16-1357

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

Title

Approval of the Disposition of City-Owned Property Located at 815 SE 7th Avenue

Recommended Action

Committee Recommendation:

Move to declare the City-owned property located at 815 SE 7th Avenue, Olympia as surplus, and authorize staff to move forward with the sale of the property.

City Manager Recommendation:

Move to approve the Finance Committee recommendation to declare the City-owned property located at 815 SE 7th Avenue, Olympia as surplus, and authorize staff to move forward with the sale of the property.

Report

Issue:

Whether to declare the City-owned property located at 815 SE 7th Avenue, Olympia as surplus and authorize its sale.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City currently owns a piece of property located at 815 SE 7th Avenue (see attached map). The property is vacant with no buildings or structures, and staff has no identified or intended uses for the property. Staff is proposing that Council declare this property as surplus and to authorize its sale. Staff provided this recommendation to the Finance Committee at its June 8, 2016 meeting, which they supported.

City staff followed the process set forth in the Council-approved *Procedures for the Evaluation of City Real Property for Reuse and Disposal*. Staff noticed the property as available for a 30-day period from October 1-October 31, 2016 and asked interested parties to submit an *Excess property*

Proposed Use Form. Staff received (2) two submittals from Mr. Robert Knudson and Mr. Michael Healy, which are attached.

Mr. Knudson's proposal is to combine the property with his existing Casa Mia property and redevelop it as a mixed-use multi-story building with ground floor retail and parking, a new Casa Mia restaurant, and market rate apartments.

Mr. Healy's proposal is to combine properties he already owns, along with this property and construct a drive-up Starbucks kiosk with a walk-up window.

Although both proposals provide for redevelopment of the 7th Avenue parcel, Mr. Healy's proposal is not allowed in the current zone, as drive-thrus or drive-ups are not approved for the Downtown Business Zone. For that reason, staff recommends moving forward with the sale of the property to Mr. Knudson.

Mr. Knudson's proposal asks for a 60-day due diligence period, at which time staff will bring back to Council the necessary closing documents.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Declare the City-owned property located at 815 SE 7th Avenue, Olympia as surplus and authorize staff to move forward with the sale of the property.
2. Do not declare the property as surplus and provide direction to staff on next steps.

Financial Impact:

The sale of this property will generate \$150,000 in one-time revenue. Staff recommends the funds be deposited into the Economic Development CFP Project Account to be used for remediation or development efforts of other City-owned properties.

Attachments:

Excess Property Proposed Use Form - Knudson
Excess Property Proposed Use Form - Healy
7th Avenue Parcel Map

EXCESS PROPERTY PROPOSED USE FORM

PROPERTY ADDRESS: 815 SE 7th Avenue, Olympia, WA 98501

PARCEL I.D. #: 78202400300

RESPONDENT/ORGANIZATION: Casa Mia Real Estate, LLC

CONTACT PERSON: Bob Knudson **PHONE:** 352-0440 restaurant, 789-1250 cell

PROPOSED USE: Describe the proposed use for the property, including information on potential improvements, users, terms, construction timelines, etc. (Attach additional sheets as necessary).

Our plan is to combine the property with our existing Casa Mia Restaurant property for future redevelopment. We intend to build a mixed use multi-story building with ground floor retail and parking, anchored by a new Casa Mia Restaurant, with market rate apartments on upper floors.

We would request a sixty day evaluation period, with a cash on closing.


As to timelines, we recently purchased a property in downtown Olympia and are in the process of redeveloping that site, so our ability to begin another project will depend on the progress and finances of that project

REQUESTED PURCHASE PRICE: \$150,000

BENEFITS TO THE CITY OF OLYMPIA FROM THIS PROPOSAL:

Ultimately, the redevelopment of a prominent corner on an entry corridor into the downtown area, with market rate housing and retail.

In the short term, the city will receive a considerable sum, the property will be added to the tax rolls, and we will maintain the property.



Signature of Respondent

10/25/2016

Date

Robert Knudson
Printed or Typed Name

EXCESS PROPERTY PROPOSED USE FORM

PROPERTY ADDRESS: 815 SE 7th Avenue, Olympia, WA 98501

PARCEL I.D. #: 78202400300

RESPONDENT/ORGANIZATION: Michael Healy (entity name TBD)

CONTACT PERSON: Michael Healy **PHONE:** (360) 790-9637 or (360) 709-9400

PROPOSED USE: Describe the proposed use for the property, including information on potential improvements, users, terms, construction timelines, etc. (Attach additional sheets as necessary).

Dear Jay Burney,

Thank you for making me aware that the City of Olympia has authorized the sale of the subject property. As I have mentioned to you previously, I own the next door lot located at 809 – 7th Avenue SE. Upon hearing of Olympia’s willingness to sell, I began my due diligence process. I also made a verbal offer to the owner of 801 – 7th Avenue SE, which is also adjacent to my property and fronts Plum Street. I am continuing to negotiate a sales price for that parcel. The total land area of these three (3) lots is 17,900 square feet and **makes up the busy commercial corner of 7th and Plum Street.**

This month I spoke with the real estate representative for Starbucks Coffee Company as well as their commercial realtors that consult for them. I shared with them the details of the 7th and Plum location. After our review Starbucks expressed interest in constructing a **drive-up kiosk with a footprint of around 600sf and with an additional walk-up window.**

After my discussion with Starbucks, I e-mailed you regarding the concept and we discussed that drive-thru’s are not approved in the DB zoning. You replied to me that, “planning staff are taking this issue up next year and are planning to work with Council to allow this in a limited fashion (project by project) within DB zone”.

My proposal is to provide a 15 year est. ground lease to Starbucks for the construction of their drive thru plan. The plans for this development could be available for review in the first quarter of 2017 with construction commencing next summer. Construction time is estimated at 4 months.

I have walked the property with my site development contractor. As you may be aware, the north property line is a slope that is adjacent to the old Building and Planning building. **To develop the property, this slope would require the construction of a 6 foot sheer retaining wall at a cost of up to \$60,000.**

For your review, I have *attached* a building plan that Starbucks recently constructed on a similar size lot. I have also *attached* photos of another similar, recently constructed drive-thru.

If you have any immediate questions, please e-mail me at mike@healycap.com. Thank you for your consideration.

REQUESTED PURCHASE PRICE: \$155,000

BENEFITS TO THE CITY OF OLYMPIA FROM THIS PROPOSAL:

The benefits to the City of Olympia include the following:
Property tax and sales tax revenue. New job opportunities. Quality, in demand products and services made available to Olympia consumers. The proposed tenant is an internationally successful company.

Michael Healy
Signature of Respondent

October 26, 2016
Date

Michael Healy
Printed or Typed Name

815 SE 7th Avenue Parcel





City Council

Approval of an Ordinance Updating the Engineering Design and Development Standards (EDDS) for 2016

Agenda Date: 12/6/2016
Agenda Item Number: 4.1
File Number: 16-1094

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

Title

Approval of an Ordinance Updating the Engineering Design and Development Standards (EDDS) for 2016

Recommended Action

Land Use and Environment Committee Recommendation:

The Land Use and Environment Committee recommends holding a public hearing on the 2016 update to the Engineering Design and Development Standards (EDDS) on November 22.

City Manager Recommendation:

Move to approve the proposed ordinance on second reading.

Report

Issue:

Whether to move to approve the proposed ordinance on second reading.

Staff Contact:

Steve 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:

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

Annually, the Engineering Design and Development Standards (EDDS) are reviewed and updated. The Land Use and Environment Committee reviewed the proposed changes on May 19 and September 15, 2016. This year, 24 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 include:

- Structural soil requirements for healthier street trees, in Chapter 4 - Transportation
- Standardizing telecommunication facilities on water storage tanks, in Chapter 6 - Water

In September, staff briefed the Land Use and Environment Committee on the status of 2016 EDDS update. That briefing included an overview of what the EDDS are, highlights of proposed changes, and how staff has been engaging the public.

Prior to that briefing, the Utility Advisory Committee, the Bicycle Pedestrian and Advisory Committee, and City staff were briefed on the proposed changes. Staff also 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 drawings.

Before the Public Hearing, staff will brief the full Council with a short presentation on the 2016 EDDS being considered. The presentation will include how staff is working with several stakeholders on specific topics related to transportation and private utility-related changes.

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: Approve Ordinance on Second Reading.
- 2: Direct staff to incorporate specific changes to the 2016 EDDS.
- 3: Delay updating the EDDS until 2017.

Financial Impact:

Most of the proposed changes should not result in notable increases to the costs of private development or public work projects. However, requiring structural soil for street trees in certain situations will cost more to developers and private utilities. Staff will provide more information regarding costs associated with these items as part of the presentation.

Attachments:

- Draft Ordinance
- Link to the EDDS
- EDDS 2016 summary of proposed changes

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO ENGINEERING DESIGN AND DEVELOPMENT STANDARDS AND AMENDING CHAPTER 12.02, AND SECTIONS 12.08.010, 12.16.100, 12.44.010, 17.36.090, 18.36.060, 18.40.060 AND 18.150.040 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, the *Olympia Engineering Design and Development Standards* (EDDS) are periodically updated; and

WHEREAS, on November 22, 2016, a public hearing was held to consider and approve amendments to the EDDS; and

WHEREAS, this Ordinance is supported by the staff report and attachments associated with the Ordinance along with documents on file with the City of Olympia; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, City Staff are known to the City Council, and staff's curriculum vitae shall be part of the record in support of this Ordinance; and

WHEREAS, this Ordinance is consistent with the comprehensive plan; and

WHEREAS, the City of Olympia had previously adopted low impact development (LID) standards to be effective on December 1, 2016; and

WHEREAS, this Ordinance is structured to amend in part the LID standards that were adopted but not effective yet because the 2016 EDDS update is scheduled to be effective after the LID ordinance is scheduled to be effective; and

WHEREAS, the amendments contained in this Ordinance are adopted pursuant to Article 11, Section 11, of the Washington State Constitution and any other legal applicable authority;

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

Section 1. Amendment of OMC Chapter 12.02. Olympia Municipal Code Chapter 12.02 is hereby amended to read as follows:

Chapter 12.02
OLYMPIA-ENGINEERING DESIGN AND DEVELOPMENT STANDARDS

12.02.000 Chapter Contents

Sections:

12.02.020 Engineering design and development standards.

- 12.02.030 Standards.
- 12.02.040 Applicability of standards.
- 12.02.050 Alternate standards of methods.
- 12.02.060 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction.

12.02.020 Engineering design and development standards

There is hereby adopted by reference "~~Olympia-2016~~ Olympia-2016 Engineering Design and Development Standards, with 2015 amendments," one (1) copy of which shall be kept on file in the office of the City Clerk and the Olympia Public Works Department. These standards shall be considered a part of this ordinance as though fully set forth herein.

12.02.030 Standards

These City of Olympia "~~Development Guidelines and Public Works Standards~~ Engineering Design and Development Standards" shall be referred to in the text as the "Standards."

12.02.040 Applicability of standards

These standards shall govern all new construction and upgrading of facilities both in the rights-of-way and on-site for transportation and transportation related facilities; storm drainage facilities; sewer and water facilities; and park, recreation, and open space facilities.

12.02.050 Alternate standards of methods

The Public Works Director may, on a case-by-case basis, approve different or alternate requirements or methods of construction from those specified in the standards, so long as such requirements or methods are functionally equivalent to those set forth in the standards and carry out their purposes.

12.02.060 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction.

A. Any person, firm, or corporation who knowingly violates or fails to comply with any term or provision of this chapter shall be deemed to have committed a misdemeanor, and if found guilty, shall be subject to a fine not to exceed One Thousand Dollars (\$1,000), and/or to imprisonment not to exceed ninety (90) days or to both such fine and imprisonment. Each day shall be a separate offense. In the event of a continuing violation or failure to comply, the second and subsequent days shall constitute a gross misdemeanor punishable by a fine not to exceed Five Thousand Dollars (\$5,000) and/or imprisonment not to exceed three hundred and sixty-five (365) days or both such time and imprisonment. Continuing violation shall mean the same type of violation which is committed within a year of the initial violation.

B. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate or fail to comply with any term or provision of this chapter. Each day shall be a separate infraction. A person, firm, or corporation found to have committed a civil infraction shall be assessed a monetary penalty as follows:

1. First offense: Class 3 (\$50), not including statutory assessments.
2. Second offense arising out of the same facts as the first offense: Class 2 (\$125), not including statutory assessments.
3. Third offense arising out of the same facts as the first offense: Class 1 (\$250), not including statutory assessments.

See also OMC Chapter 4.44, Uniform Code Enforcement.

Section 2. Amendment of OMC 12.08.010. Olympia Municipal Code 12.08.010 is hereby amended to read as follows:

12.08.010 Standards adopted

That certain document, ~~one (1) copy of which shall be kept on file in the office of the City Clerk~~ ~~three copies of which are on file in the office of the city clerk-treasurer~~, being marked and designated as Standard Specifications for Road, Bridge, and Municipal Public Works Construction, 1975-2016 Edition, prepared by the Washington State ~~Chapter of the American Public Works Association~~ Department of Transportation, including all supplements and appendices therein, and all subsequent additions and editions, is adopted as the standard specifications for public works in the city.

Section 3. Amendment of OMC 12.16.100. Olympia Municipal Code 12.16.100 is hereby amended to read as follows:

12.16.100 Criteria for approval

No petition to vacate a street or alley shall be approved unless all of the following criteria can be met:

- A. The proposed vacation will not be materially detrimental to other properties in the vicinity, nor will it endanger public health, safety or welfare. Typical detriments or endangerments include, but are not limited to: depriving property of reasonable and convenient access; increasing traffic safety hazards; or decreasing transportation service levels.
- B. The subject rights-of-way is not needed for general access, emergency services, utility facilities or other similar public purposes, nor is it necessary as part of a long range circulation plan, pedestrian/bicycle pathway plan or street improvement plan. Providing easements, relocating facilities or implementing other similar alternatives equal or superior to the existing or planned facilities may cause the petition to comply with this criteria;
- C. The subject vacation is consistent with the adopted Olympia Comprehensive Plan and all other related land use and circulation regulations and policies, including but not limited to the Olympia Engineering Design and Development Standards and Titles 17 (Subdivisions) and 18 (Zoning) of the Olympia Municipal Code;

D. The subject vacation would not directly or indirectly result in an adverse impact on historical or cultural resources, the natural environment or otherwise negatively affect an environmentally sensitive area as defined by Chapter 18.76 of the Olympia Municipal Code.

Section 4. Amendment of OMC 12.44.010. Olympia Municipal Code 12.44.010 is hereby amended to read as follows:

12.44.010 Scope

On all streets within the city which have been paved, or may hereafter be paved, with some permanent material, wherever there is a parking strip, trees shall be planted as provided for in this chapter and the Engineering Design and Development Standards.

Section 5. Amendment of OMC 17.36.090. Olympia Municipal Code 17.36.090 is hereby amended to read as follows:

17.36.090 Review criteria

A large lot subdivision shall be approved when:

A. Each lot within the proposed division meets the access requirements of the Olympia Engineering Design and Development Standards;

B. The proposed division conforms to the comprehensive plan, Shoreline Master Program, and zoning ordinance;

C. The property owner(s) agree to dedicate rights-of-way in accordance with the development standards, and fulfills all conditions of reviewing departments and agencies. (Note: Frontage improvements abutting the original parcel being divided may be deferred, provided that any improvements required to serve the proposed lots are installed.);

D. The requirements of the State Environmental Policy Act have been met;

E. There is compliance with the requirements of the county health department and Public Works Department as evidenced by the signatures of said departments on the large lot plat map;

F. The county treasurer has certified, on the large lot plat map, that all taxes on the land have been fully paid and discharged;

G. The Planning Department has examined the large lot subdivision and found compliance with all conditions of approval.

Section 6. Amendment of OMC 18.36.060. Olympia Municipal Code 18.36.060 is hereby amended to read as follows:

18.36.060 General requirements

A. Existing Trees and Associated Vegetation.

1. The applicant will be required to retain existing trees and associated vegetation pursuant to the City's Tree Protection and Replacement Ordinance, OMC 16.60. This may require site design modifications including, but not limited to: relocating buildings and other site improvements, additional perimeter setback, changes in the size and locations of parking lot islands, etc.
2. Where existing trees and associated vegetation serve the same or similar function to the required landscaping, they shall have priority over and may substitute for the required landscaping, provided the following conditions are met:
 - a. The trees must be healthy and not constitute a hazard as determined by a qualified professional forester. Pursuant to OMC 16.60. Trees must be appropriate for the site at mature size.
 - b. A tree protection and replacement plan must be developed, by a qualified professional forester. Pursuant to OMC 16.60.
 - c. The tree protection and replacement plan must be approved by the City of Olympia's Urban Forester.
 - d. Supplemental landscaping is provided within or adjacent to these areas, as necessary, to accomplish the specific intent and purpose of this chapter.
3. All portions of the site not proposed for building, other site improvements and required landscaping, shall be retained in a predeveloped, uncompacted, forested and vegetative condition. The approval authority may require clearing and supplemental landscaping in these areas. (See 18.04A.070 and 18.06A.090, Landscape Design).

B. Coverage. All planting areas shall have plant materials that provide seventy-five (75) percent coverage within three years.

C. Irrigation.

1. Areas planted with grass or sod shall have a permanent irrigation system. If used elsewhere, irrigation shall be appropriate to the maintenance of plants. See Groundcover/Turf below.
2. All irrigation systems shall be equipped with a controller capable of dual or multiple programming. Controllers must have multiple start capability and flexible calendar programming. They must also allow

for at least seven day timing cycles. Timers should be set to reduce evaporation (e.g., water during evening hours after sundown).

3. Irrigation systems shall be designed and operated to minimize runoff and overspray to non-irrigated areas.

4. The water schedule for each circuit identified on the approved landscape plan must be posted inside the corresponding controller.

D. Groundcover/Turf.

1. Ground cover shall be planted and spaced in a triangular pattern which will result in complete coverage in three (3) years. The mature size of shrubs and trees whose canopy is no more than two (2) feet above the ground may be included in total ground cover calculations.

2. Grass species shall be appropriate for the location, use, and size of lawn area. (See Suitability below.)

E. Suitability.

1. The vegetation selected for the landscape plan shall be suited to the climate, location, and physical conditions of the site so it can be reasonably expected to survive. Trees shall be selected and located to minimize the potential for interfering with or damaging power lines, underground utilities, or impervious surfaces. Trees shall be selected for their compatibility with the site design at their mature size. Trees shall be selected and located to minimize potential damage to structures and injuries to people.

2. All developments are encouraged to use native and drought-tolerant plant materials where conditions and location support their survival, and to reduce the amount of sod and lawn areas which are highly dependent on labor, water and chemicals. A list of native and drought tolerant plant materials is available from the Department.

3. In order to reduce water use and improve survivability, design principles using xeriscape techniques are encouraged. In meeting water conservation goals, plantings that are not drought tolerant should be grouped together and separated from drought tolerant plantings. If installed, separate irrigation systems should be provided as necessary for each group. (See 18.36.060(3), Irrigation, for sprinkler requirements).

F. Mulch/Soil.

1. To reduce erosion, minimize evaporation, provide for weed control and to enhance the growing conditions, all areas to be planted should be mulched approximately four (4) inches deep with composted or other approved organic material. If uncomposted mulch is used, it should be amended

with a sufficient amount of fertilizer to compensate for typical nitrogen deficiencies caused by the uncomposted mulch.

2. Existing soil types shall be identified on landscape plans. Soils that are found to be inadequate to provide for the long-term health of proposed landscaping shall be amended up to twenty-four (24) inches deep with soil amendments such as bio-solids or other material as deemed necessary by the approval authority.

G. Trees.

1. Deciduous Trees. Size - Shall have a caliper of at least two (2) inches, measured six (6) inches above the ground line. Quality - Shall be State Department of Agriculture Nursery Grade No. 1 or better.

2. Conifer Trees. Size - Shall be a minimum of six (6) feet in height, measured from ground line. Quality - Shall be State Department of Agriculture Nursery Grade No. 1 or better.

3. Street Trees. Street trees will be required as part of frontage improvements pursuant to City of Olympia Engineering Design and Development Standards and subject to any applicable street tree plan adopted by the city. In the absence of an approved street tree plan the species and spacing of required trees will be determined by the City of Olympia's Urban Forester, or designee, consistent with the provisions of this Chapter.

H. Clear Sight Triangle. Fences and landscape plants at maturity shall not exceed two and a half (2.5) feet in height within a clear sight triangle for traffic safety as measured from the street centerline. (See 18.40.060(C) for triangle dimensions.)

I. Waste Containers, Mechanical Equipment and Open Storage.

1. Waste Containers and Mechanical Equipment: Solid waste containers (dumpsters, carts, drop boxes and compactors) and mechanical and electrical equipment in industrial, commercial, multi-family and mixed-use projects, which would otherwise be visible from adjoining streets shall be screened from public view by a Type II Visual Screen unless such would interfere with access and service, in which case a Type III Visual Buffer shall be provided.

2. Open Storage: All outside storage areas shall be fully screened by a Type I Solid Screen a minimum of five (5) feet in width, unless the Department finds such storage material is not visually obtrusive.

J. Stormwater Pond and Swales.

1. Stormwater drainage ponds and swales shall be located where they will not unreasonably impede pedestrian access to or between buildings. They shall be attractively landscaped and integrated into the site design.

2. Existing water bodies and wetlands should be incorporated into the site design as an amenity.

K. Pedestrian Facilities. Pedestrian facilities, transit stops, and barrier free access may be allowed in required landscape areas without requiring additional buffer area, provided the intent of this Chapter is met and that the function and safety of the pedestrian facility, transit stop or barrier free facility is not compromised. (See Sections 18.06A.180, 18.06A.190 and 18.06A.200, Pedestrian Design Guidelines.)

L. Types of Perimeter Landscape.

1. Solid Screen (Type I). Purpose: This type of landscaping is intended to provide a solid sight barrier between totally separate and incompatible land uses such as residential and industrial areas. It is also used around outdoor storage yards and service yards.

Materials: Landscaping shall consist of evergreen trees, tall shrubs and ground cover which will provide one hundred percent sight-obscuring screen; OR a combination of seventy-five (75) percent evergreen and twenty-five (25) percent deciduous trees with large shrubs and ground cover backed by a one hundred (100) percent sight-obscuring fence. Tree, shrub, and groundcover spacing shall be appropriate for the species type and consistent with the intent of this section.

2. Visual Screen (Type II). Purpose: This type of vegetation or landscape structure, or both, is intended to create a visual separation that may be less than one hundred (100) percent sight-obscuring. It is typically found between commercial and industrial zones; high density multifamily and single family zones; commercial/office and residential zones; and to screen commercial and industrial use waste containers, mechanical and electrical equipment from the street.

Materials: Vegetative landscaping shall consist of evergreen OR a combination of approximately sixty (60) percent evergreen and forty (40) percent deciduous trees, interspersed with large shrubs and ground cover. A sight-obscuring fence or other landscape structure can be used and may be required if necessary to reduce site specific adverse impacts to adjacent land uses. Tree, shrub, and groundcover spacing shall be appropriate for the species type and consistent with the intent of this section (See Section 18.170.050, Multifamily Residential, Fences and Walls).

3. Visual Buffer (Type III). Purpose: This type of landscaping is intended to provide partial visual separation of uses from streets and main arterials and between compatible uses in order to soften the appearance of parking areas and building elevations. Landscaping shall consist of no more than fifty (50) percent deciduous species. Waste containers may be buffered from view using vegetation or a landscape structure or both.

Materials: Vegetative landscaping shall be a mixture of evergreen and deciduous trees interspersed with large shrubs and ground cover. Tree, shrub, and groundcover spacing shall be appropriate for the species type and consistent with the intent of this section.

Section 7. Amendment of OMC 18.40.060. Olympia Municipal Code 18.40.060 is hereby amended to read as follows:

18.40.060 General standards

These standards apply to more than one (1) land use district and are therefore combined in this Chapter. These standards are to be considered in addition to standards and design guidelines located in specific land use district chapters.

A. Required Building Site.

1. Building Site--Number of Buildings. Every main building hereafter erected shall be located on a legal lot of record as provided for in this title. There shall be no more than one (1) main building on any one (1) lot in the R-4, R 4-8, and R 6-12 use districts.
2. Lot or Building Site--Reduction. No lot or parcel of land now existing or hereafter established shall be so reduced or diminished that yards, open space, width or total lot area be made smaller than the minimum required by this title; nor shall any existing lot or parcel of land that is now smaller than the minimum required by this title be further reduced or diminished in any manner.

B. Clear Sight Triangle. (See Clear Sight Triangle definition.)

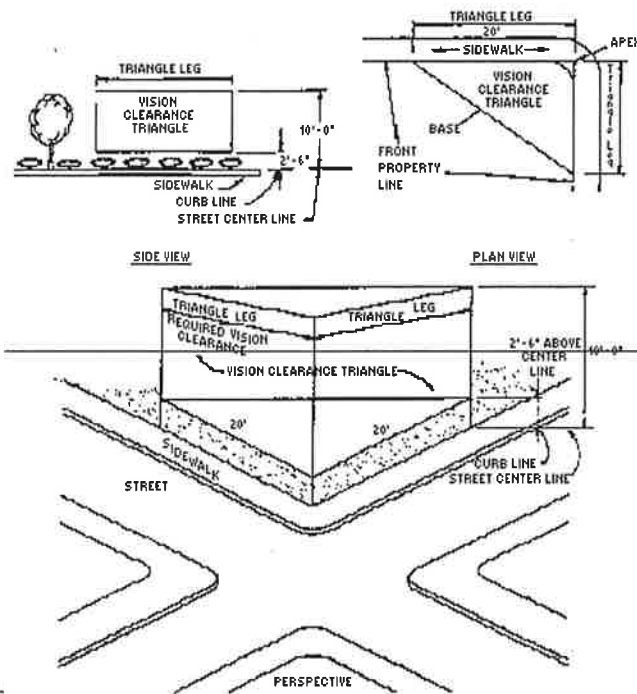
1.—All corner building sites located in use districts that require a front and side yard shall maintain a clear sight triangle at the intersection of the street rights-of-way for the purpose of traffic safety. Such building, other structures, and landscaping shall conform to those standards set forth in Chapter 4 of the Public Works and Engineering Design and Development Standards of the City. ~~No building, structure, object or growth over two and one-half (2.5) to ten (10) feet in height, measured from the street centerlines of the intersecting streets, shall be allowed within this triangle.~~

2.—~~Absent an Engineering Standard, one angle of this triangle shall be formed by the intersecting street rights-of-way and the sides of the triangle measured along the property lines from said angle shall be twenty (20) feet in length; the third side of such triangle shall be a straight line connecting the ends of the two (2) aforementioned lines.~~

3.—~~The Public Works Director may alter the clear sight triangle. Such alteration is contingent on unusual site topography, proposed site design features, and other unique circumstances pertaining solely to the site and surrounding properties. The Public Works Director or designee shall make written findings that the alteration does not constitute a traffic or pedestrian safety hazard.~~

4.—~~Street lights, power poles, traffic signs, or similar street fixtures less than one (1) foot wide or other objects above ten (10) feet in height above the adjacent street elevation shall be allowed in the clear sight triangle unless the Public Works Director determines that, individually or cumulatively, they would~~

pose a public safety hazard. The Public Works Director may authorize other objects in the clear sight triangle which do not comply with this standard upon determining that they would not pose a risk to



public safety.

FIGURE 40-1

C. Fences/Hedges, Walls and Site Perimeter Grading. It shall be the responsibility of property owners to ensure fences are within property lines. "Fences" as used in this section includes walls and similar above-grade unenclosed structures forming a continuous or nearly continuous line or row exceeding six feet in length. Also see definition, OMC 18.02.180.F. For this section only, any portion of a special purpose lot, tract or parcel, such as a stormwater or tree tract, which is within ten feet of any public street right-of-way shall be a "front yard," and all other yards shall be defined as if such tract were a buildable lot.

1. Fences, when located within a required yard, shall not exceed the following height limits:
 - a. Front yard = 48" (4'-0");
 - b. Side yards = 72" (6'-0");
 - c. Rear yards = 72" (6'-0");
 - d. Clear Sight Triangle = 30" (2'-6").

For purposes of this section, a front yard shall not exceed ten feet in depth, regardless of any other provision found in this Title.

2. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade.
3. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (20) feet of a street right-of-way nor obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).
4. Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence.
5. Fence pillars, posts, and similar features may project a maximum of two (2) feet above maximum fence height.
6. Site Perimeter Grading. Within required yard areas, no single retaining wall (nor combination of walls within five horizontal feet) shall exceed a height of 30 inches as measured from the lowest adjacent grade, nor shall any modification of grades or combination of retaining walls result in grade changes exceeding 30 inches within five feet of a property line nor 60 inches within 10 feet of an existing or proposed property line.
7. An administrative exception may be approved by the Department to exceed maximum fence height and other provisions of these standards under where all of the following conditions exist.
 - a. Variation of existing grade on either side of the fence results in a fence lower than the maximum height as measured from the highest point of grade within five (5) feet of either side of the fence; or other special circumstances relating to the size, shape, topography, location, or surroundings of the subject property warrant an exception to permit a fence comparable with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;
 - b. The special conditions and circumstances do not result from the actions of the applicant;
 - c. Granting of the exception will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property is located;
 - d. The granting of the exception will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which subject property is situated; and

e. The exception is the minimum necessary to provide the rights and privileges described above.

f. Rear and side yard fences for legally established agricultural uses may be permitted to a maximum height of eight feet from the ground; provided, at a minimum, the portion of the fence above six feet is composed of a fence material that is of a deer fence-type design.

Examples of deer fence designs include wire with rectangular openings generally four inches by four inches in size. Additionally, the eight-foot fences shall not be constructed of chain link or chicken wire.

g. Front yard fences surrounding a defined garden bed may be permitted to a maximum height of eight feet from the ground and shall be composed of a fence material that is of a deer fence-type design.

Examples of deer fence designs include wire with rectangular openings generally four inches by four inches in size. Additionally, the eight-foot fences shall not be constructed of chain link or chicken wire.

Applications for additional fence height or other exceptions shall include a letter or form explaining the exception sought and its purpose of; and fence illustrations and plan drawing that depicts proposed fence location and height, other structures, landscaping, and proposed grades in relation to existing grades.

[NOTE: A building permit is required for all fences exceeding six (6) feet in height. Fences and hedges may exceed maximum heights if located outside of required yards. But see Design Guidelines.]

8. Hedges. Hedges are allowed in all required yard areas subject to the following maximum height limits:

- a. Front yard = 48" (4'0")
- b. Side yard = Unlimited
- c. Rear yard = Unlimited

[Note: Clear Sight Triangle = 30" (2'-6"), see Section 18.40.060.(C)]

9. Barbed and/or razor wire fences. No person or persons being the owner of or agent for or in possession and control of any property within the city limits shall construct or permit to exist any fence around or in front of such premises, consisting wholly or partially of barbed and/or razor wire, except to provide security at a government-owned property or privately owned utility where security for the

property is mandated by law; provided that the provisions of this section shall only extend to fences that are within ten (10) feet of a street or alley or other public place within the City.

10. Electric fences. It is unlawful to erect or install or maintain any electric fence within the city limits except for low-voltage, solar fences installed atop a 6-foot non-electric fence for the purposes of protecting farms or agricultural animals. "Electric fence" means any fence with above-ground electric conductors carrying electric current supplied by batteries, commercial power or any other source of electricity, erected for the purpose of retaining or excluding any animals, livestock, or persons.

D. Lighting. All display and flood lighting shall be constructed and used so as not to unduly illuminate the surrounding properties and not to create a traffic hazard.

E. Outdoor Storage.

1. Except as provided in the underlying district, there shall be no outdoor storage of goods or materials, and there shall be no warehousing or indoor storage of goods or materials beyond that normally incidental to the uses permitted in each underlying district. Permitted outdoor storage must be screened from view of any public way.

2. Materials covered by buildings with roofs but without sides shall be considered outdoor storage and shall be subject to the screening provisions of this section. This provision shall not apply to display of new or used motor vehicles or watercraft where such activities are an integral part of an automobile or watercraft dealership. Refuse may be stored in cans outdoors, provided that they are enclosed in a screened enclosure area.

3. Storage in residential areas shall comply with the same requirements as those specified for business establishments and shall, in addition, comply with the following:

a. Motor vehicles, appliances, and any other mechanical equipment which is no longer operable or licensed shall not be stored outside for a period exceeding thirty (30) days;

b. Operable motor vehicles, boats, trailers, recreational vehicles and the like may be stored on the premises provided that they do not obstruct the use of public right-of-way or interfere with traffic visibility, especially the visibility of and at intersections of streets. Vehicles, boats, and the like, so stored shall not be used for living quarters. The storage of boats with a beam exceeding eight (8) feet may be permitted only if it is determined by the Hearing Examiner that such storage will not be detrimental to surrounding property or the neighborhood. In no event shall such vehicles, boats and the like be stored within less than five (5) feet of any side or rear property line without written approval of the occupant of the adjoining property.

4. Storage in or on the public right-of-way is prohibited. All vehicles, boats, trailers, recreational vehicles, household and business equipment, landscape material and any other personal items shall not be placed within a public right-of-way longer than twenty-four (24) hours. Stored item(s) shall be tagged by the police and a warning issued to remove within seventy-two (72) hours. Failure to do so will result in removal by the city at the owners expense. (Also see RCW 46.55.085.)

F. Pleasure Boat Storage.

1. Private pleasure boats shall be allowed to moor in any use district and such moorage, exclusive of yacht clubs, marinas and other commercial moorage facilities shall be subject to the following requirements:

2. The height of any covered boat house shall not exceed sixteen (16) feet above the ordinary water level.

3. The side or end of a covered boat house that faces the water shall not be more than sixty (60) feet beyond the natural shoreline.

4. All structures shall conform to the side yard requirements of the use district in which they are located.

5. Any side wall or roof of any moorage structure shall consist of rigid or semi-rigid materials and the roof area shall not exceed one thousand (1,000) square feet.

6. Covered boat houses shall not occupy more than fifty (50) percent of the width of the lot at the shoreline upon which it is located.

7. A moored boat shall not be used as a place of residence unless some means is employed to connect such boat with the city sewer system.

EXEMPT: Any boat moorage in water under government supervision is exempt from the above-mentioned requirements.

G. Underground Utility Lines.

1. Except as follows, all electrical, telephone or other utility distribution and service lateral lines or wires shall be underground.

Exemptions:

a. Electric utility substations, switching stations, pad-mounted transformers and switching facilities. These above ground facilities shall be screened from view;

- b. Electric transmission systems of a voltage of fifty-five (55) kv or more (including poles and wires) and equivalent communications facilities;
- c. Street lighting (poles);
- d. Telephone pedestals and other equivalent communication facilities;
- e. Police and fire sirens, or any similar municipal equipment, including traffic control equipment;
- f. Temporary services for construction;

2. The cost of constructing new facilities underground or relocating existing aerial facilities underground shall be borne by the serving utilities, the owners of the real property to be served or others requesting such underground service in accordance with the applicable filed tariffs, or the rules and regulations or the published policies of the respective utilities furnishing such service, or as may be contractually agreed upon between the utility and such owner or applicant.

3. In the absence of filed tariffs, rules or regulations, published policies or contractual agreement, the cost of constructing new facilities underground or relocating existing aerial facilities underground may be financed by any method authorized by state law.

H. Yards.

1. In addition to the following, yard regulations found in Section 18.04.060(B) (Accessory Structures) apply to all building sites in all use districts of the city.

2. Yards/Setbacks.

a. The required setback area shall be parallel to the structure requiring a setback. Setback width shall be measured from the outermost edge of the building foundation to the closest point of the parallel (or nearly parallel) adjoining lot line. In the event of a planned unit development or binding site plan, such development shall meet all Uniform Building Code separation requirements. (See Figure 40-4.)

b. A required yard area shall be kept free of any building or structure taller than thirty (30) inches, except that a building or projection shall be allowed as provided below:

i. Cornices, window sills, bay windows, flues and chimneys, planters, and eaves of roofs may project two (2) feet into the required yard area.

ii. Marquees and awnings of commercial buildings may project into required setback areas.

- iii. Fences may project into the required yard area if they meet fence height requirements found in Section 18.40.060(C).
 - iv. Uncovered steps, porches, or patios, which are no more than thirty (30) inches above the adjacent grade may be placed within the required setback area.
 - v. Uncovered swimming pools, hot tubs and satellite dish antennas may be placed in the rear or interior side yard setback area. See 18.04.060(X)(2)(f).
 - vi. Signs in compliance with Chapter 18.42
 - vii. Refer to each land use district for other allowed projections in required yards.
- c. No building construction nor projection is allowed within any utility, access or public/private easement.
- d. The front yard setback for a flag lot shall be a minimum of ten (10) feet measured from the nearest parallel or nearly parallel lot line adjacent to the front facade of the dwelling.

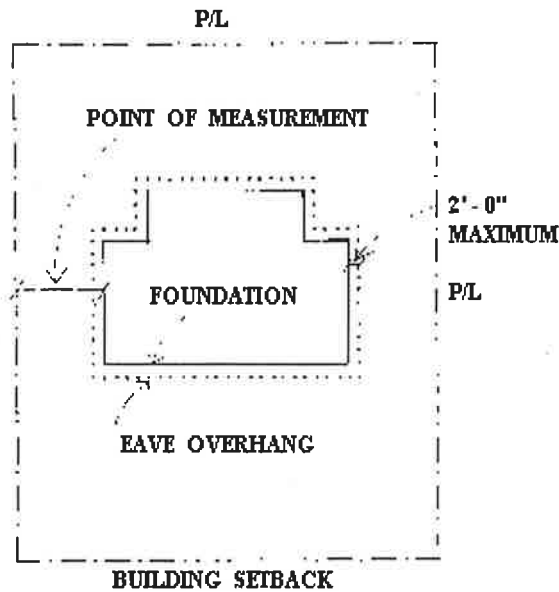


FIGURE 40-4

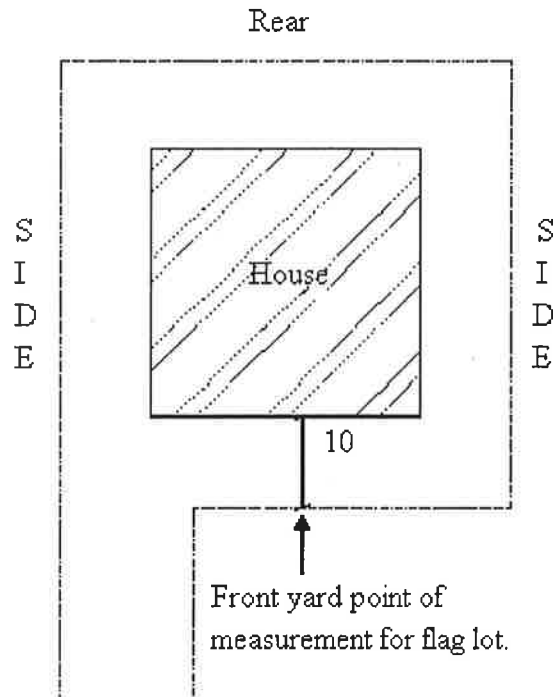


FIGURE 40-5

3. Use of Yard by Another Building. No yard or other open space required by this chapter for any building shall be considered as a yard or other open space for any other building; nor shall any yard or open space on one building site be considered as a yard or open space for a building on any other building site.

I. Minimum Street Frontage.

1. Each lot, other than in townhouse, cottage and co-housing projects, shall have a minimum of thirty (30) feet of frontage on a public or private street. With respect to binding site plans, this requirement shall apply to the entirety of the binding site plan and not to each individual site or lot. The Director may allow the street frontage to be reduced or eliminated to the minimum extent necessary to enable access to property where public street access is not feasible for such reasons, including but not limited to, physical site conditions or preexisting development or to protect environmentally Critical Areas.

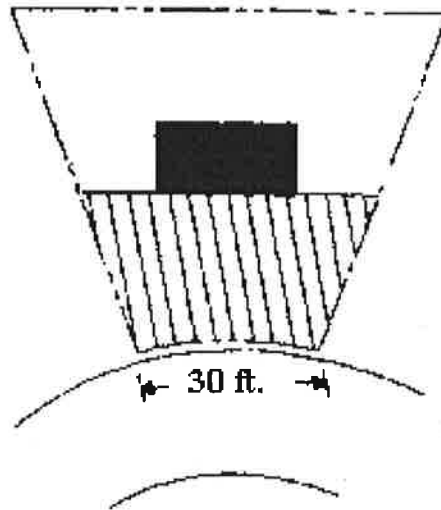


FIGURE 4-2

2. Subdivisions, short subdivisions, binding site plans, and lot line adjustments creating flag lots (with street frontages of less than thirty (30) feet) are subject to the following conditions.
 - a. The project shall be designed to minimize the creation of flag lots.
 - b. Adjoining flag lots shall share a common driveway wherever possible.
 - c. All driveways accessing flag lots shall be designed to allow fire truck access to within one hundred fifty (150) feet of all exterior points of the building(s) on the lot(s), unless alternate forms of fire protection approved by the Chief of the Fire Department are provided, including but not limited to, sprinkler systems.
 - d. The area of a flag lot which is less than thirty (30) feet in width shall not be considered part of the minimum lot area required in Table 4.04.

Section 8. Amendment of OMC 18.150.040. Olympia Municipal Code 18.150.040 is hereby amended to read as follows:

18.150.040 Site design –Lighting

- A. REQUIREMENT: Accent structures, as well as provide visibility, security, and conserve energy with lighting.
- B. GUIDELINE:
 1. Use lighting to accent key architectural elements or to emphasize landscape features.

2. Add adequate lighting to sidewalks and alleys, to provide for well lighted pedestrian walkways in accordance with the ~~Olympia~~ Chapter 4 of the Engineering Design and Development Standards-Table III, Lighting.
3. Locate lighting so as not to have a negative impact on adjacent properties such as shining off site into adjacent buildings.



Section 9. 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 10. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 11. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darre Nienabe DCA

CITY ATTORNEY



PASSED:

APPROVED:

PUBLISHED:

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 2015 EDDS update was adopted by City Council on December 1 and became effective December 8, 2015. 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.



2016 EDDS Update

On June 21, the City Council approved the [list of topics](#) to be addressed in 2016. See the schedule below for more information.

[Schedule for updating the EDDS in 2016](#)

Draft text and drawing changes for 2016:

[EDDS Text Changes](#)

- [Chapter 1](#)
- [Chapter 2](#)
- [Chapter 3](#)
- [Chapter 4](#)
 - [Appendix 5](#)
- [Chapter 5](#)
- [Chapter 6](#)
 - [Appendix 2](#)
- [Chapter 7](#)
- [Chapter 9](#)

[EDDS Drawing Changes](#)

Chapter 3 Drawings

- [Chapter 3-1](#)

Chapter 4 Drawings

- [Chapter 4-2C LID](#)
- [Chapter 4-2E LID1](#)
- [Chapter 4-2E LID2](#)
- [Chapter 4-2F LID](#)
- [Chapter 4-2G LID](#)
- [Chapter 4-2H LID](#)
- [Chapter 4-2I LID](#)

Construction Map

GET INFORMATION ABOUT CONSTRUCTION PROJECTS IN OLYMPIA



OlyProjects

GET CONSTRUCTION PROJECT UPDATES ON TWITTER



Building Code

VIEW THE CITY'S CONSTRUCTION CODES AND POLICIES



City Calendar

12/02 - 08:30 a.m.

[CANCELLED](#)

12/03 - 10:00 a.m.

[Mission Creek Nature Park](#)

12/04 - 10:00 a.m.

[Priest Point Park work party](#)

12/05 - 6:30 p.m.

[Cancelled](#)

12/06 - 5:30 p.m.

[Study Session](#)

→ [View full calendar...](#)

City Updates

JOIN AN ADVISORY COMMITTEE.

Are you interested in serving on a City advisory committee to share your opinions, study issues, and develop recommendations for City Council? Apply by 5 p.m. on Tuesday, January 31. [More...](#)

2017 PRELIMINARY OPERATING BUDGET.

The [2017 Preliminary Operating Budget](#) is available for viewing.


2017-2022 PRELIMINARY CAPITAL FACILITIES PLAN.

The [2017-2022 Preliminary Capital Facilities Plan](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#)


US 101/WEST OLYMPIA ACCESS PROJECT.

Learn about the recommended highway ramp additions on US-101 at West Olympia. [More...](#)

OLYMPIA MUNICIPAL CODE.

Quick link to codes and standards including [Olympia Municipal Code](#). 

MEETINGS. [Agenda and Minutes](#)

 for City Council and most advisory committees.

- [Chapter 4-2K LID](#)
- [Chapter 4-5](#)
- [Chapter 4-6A](#)
- [Chapter 4-7B](#)
- [Chapter 4-7E](#)
- [Chapter 4-9E](#)
- [Chapter 4-45](#)
- [Chapter 4-50](#)

Chapter 6 Drawings

- [Chapter 6-18](#)
- [Chapter 6-27](#)

Chapter 7 Drawings

- [Chapter 7-1](#)
- [Chapter 7-2](#)

OMC Changes

- [OMC 12.02](#)
- [OMC 12.08](#)
- [OMC 12.16.100](#)
- [OMC 12.44](#)
- [OMC 17.36.090](#)
- [OMC 18.36.060](#)
- [OMC 18.40.060](#)
- [OMC 18.150.040](#)

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 ssperr@ci.olympia.wa.us.

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2016 EDDS Topics - November 7, 2016

- topic being addressed in 2016

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
SUBSTANTIVE CHANGES					
1	ADA Requirements for Curb Ramps	Clarify when ADA curb ramps are required as part of Streetside (Frontage) Improvements or utility work, and when existing ones need to be replaced.	2.020, 2.040, 3.110, 4C.050	Sophie Stimson, Dave Smith	See list of Future Issues for Frontage Improvements as they relate to Comp Plan Policy PT15.1.
2	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	Fran Eide & Safe Streets Campaign	Comp Plan Policies PU 3.6, 15.1, 15.5, 16.1, 16.3, 16.4, 17.1.
3	Commercial Streets (carryover from 2015)	(1) Clarify what "zoned for commercial land use" means in 4B.03 and how it is applied, and (2) Address when a street is the boundary between two different zones, one commercial and one not.	2.020, 4B.030	Sophie Stimson	
4	Street Trees (carryover from 2015)	Need to address: (1) structural soil specs, (2) tree roots damaging sidewalks,	4H.100, Drawing 4-49; OMC 12.44	Sophie Stimson, Dave Smith, Fran Eide	Related to Comp Plan Policy PN3.5; see also Future Issues.
OTHER CHANGES					
5	Use of term "Stormwater"	Ensure consistent use of term "stormwater" instead of storm sewer, storm main, storm line, storm drainage, etc.	All	Eric Christensen	
6	Applicability of EDDS	Clarify where the EDDS is applicable, to include easements and some infrastructure outside of the ROW; add reference to solid waste and reclaimed water.	1.030, 2.010, 3.020	Steve Sperr	
7	Bonding of Work	Clarify bonding requirements throughout the EDDS. Clarify scenarios, if any, for which deferral of streetside improvements can be bonded.	1.130, 2.030.F, 2.070, at.al.; OMC 17.44.020	Steve Sperr	Coordinate with Bonding For Minor Improvements as part of Final Plat issue.
8	Telecommunication Facilities on Water Reservoirs	Standardize & regulate the installation and maintenance of cellular antennas on reservoirs, using as a basis the policy/standards being developed by G&O for the Log Cabin Reservoir.	2.050, 6.400, Appendix 2 in Ch.6	Andy Haub	
9	Traffic Impact Analysis	Clarify when a TIA is required, what standards to go by and what types of improvements are required by the results of a TIA.	Chapters 2 and 4; OMC 15.20.060	Fran Eide, Steve Sperr	Add "Olympia's TIA Guidelines" as an Appendix to Chapter 4.
10	Safe Walking Routes	Clarify wording in section 2.040(B)(18).	2.040.B.18	Todd Stamm	
11	General Notes	Update and revise the General Notes standard drawing, clarifying requirements and removing conflicting language.	Drawing 3-1	Ned Holman, Steve Sperr, Ladd Cluff	
12	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	Fran Eide and Steve Sperr	
13	Parks, Arts and Recreation Plan	Reference "the most recent version of the Parks, Arts and Recreation Plan" in the list of referenced Plans in Section 3.010 of the EDDS.	3.01	Steve Sperr	
14	Record Drawings	Adjust standards to reflect current issues. Update OMC 17.44.030 to reflect current standards.	3.065, OMC 17.44.030	Steve Sperr	
15	Easements	Clarify how to determine easement widths when > 20' standard width is needed. Confirm consistency with Drainage Manual.	3.100	Steve Sperr	
16	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	Steve Sperr	
17	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	Steve Sperr	
18	Low Impact Development (LID)	Minor, miscellaneous changes to Chapters 4, 5, 9 and perhaps others to address errata and minor issues related to implementation of LID standards that were overlooked or missed during the LID Code Revisions process earlier this year.	Chapters 4, 5, 9	Steve Sperr and Jake Lund	
19	Class B Asphalt	Remove references to Class B asphalt, which is no longer a standard type of asphalt.	Chapter 4 (e.g. 4B.170)	Rolland Ireland	
20	Testing Requirements	Update the material and compaction testing requirements, to be consistent with WSDOT.	4B.200, 4H.040, other sections and/or Chapters?	Rolland Ireland	
21	Illumination	Review mounting heights, spacing and other requirements for Street Lights. Confirm whether "City of Olympia Streetlight Installation Guidelines" is still being used.	4F	Steve Sperr	

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
22	Transportation-Related Special Provisions	Update Appendix 5 of Chapter 4 to reflect changes made in the 2016 WSDOT Standard Specifications.	Appendix 5 of Ch. 4	Rolland Ireland	
23	Hammerhead Detail	Review minimum dimensions and other requirement of the Temporary "T" (i.e."Hammerhead") elements of standard detail 4-5.	Drawing 4-5	Chuck Dower	
24	Bedding and Backfill	Revised 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	Steve Sperr	
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	Steve Sperr	
26	Street Sign Base Detail	Increase the volume and configuration of the concrete base for street signs, to address increased wind forces from larger signs.	Drawing 4-45	Brian Philamulee	
27	Traffic Control Plans	Add some standard plans to replace the WSDOT ones that we can't use anymore.	Ch. 4 Drawings	Steve Sperr	
28	Stomwater Pond Sign	Add a standard detail into Chapter 5 showing the required information to be included on the sign, as well as where and when it is required.	Chapter 5	Jeremy Graham	
29	Polypropylene pipe	Allow its use for stormwater pipe, and consider allowing its use for sewer pipe. Consider model toxics ordinance regarding PVC pipe as part of this topic.	Chapters 5 and 7	Fran Eide	
30	Pipe sag tolerances & videotaping pipe inspections	Clarify requirements and definition of maximum sag tolerance in sewer and storm sewer pipes. Also revise wording to reflect who should be doing the video inspections and under what standard (see OSPs).	Chapters 5 and 7	Steve Sperr	
31	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	Jake Lund	
32	Model Numbers	Check referenced model numbers for water valves, etc. to confirm they are still current	Chapter 6	Ernie Klimek	
33	Toning Wire	Tighten spec, to avoid loss of signal in longer sections of pipe - e.g. water main and sewer force main.	5.025, 6.030.D, 7B.030, 7C.030, 7E.030, 7F.030	Ladd Cluff	
34	Sampling Station	Revise specifications to reflect the new standard sampling station, Eclipse #8-SS.	6.105, Drawing 6-18	Meliss Maxfield	
35	Water Conservation	Add wording regarding irrigation systems not watering sidewalks and streets.	6.140	Ned Holman and Meliss Maxfield	
36	Groundwater Monitoring Wells	Edit language in 6.300 to make it consistent with Critical Areas Ordinance in OMC 18.32.	6.300, Drawing 6-27	Donna Buxton	
37	Maximum Sewer Depth	Consider limiting the depth of gravity sewer main and manholes to 20 feet, for maintenance/safety reasons.	7B.030, 7B.050	Diane Utter	
38	Saddle Manholes	Update section on saddle manholes, including bypass pumping, and add a standard drawing.	7B.050	Fran Eide	
39	Inside Drop Manholes	Clarify when it can be used, and clean up Standard Drawing.	7B.050, Drawing 7-4A	Fran & Steve	
40	Force Main Drain	Consider deleting requirement for drain, and add requirement for pigging equipment.	7C.060	Steve Sperr	
41	Lift Station Start-up documents	Add the Lift Station Inspection Checklist and S&L Product Start-Up Report forms as Appendices.	Ch7. Appendices	Tom Swartout	
42	OMC 12.02	Revise OMC 12.02 to reflect current name of EDDS, not "Olympia Development Standards" or "Development Guidelines and Public Works Standards".	OMC 12.02, 17.48.020; others?	Steve Sperr	
43	OMC 12.08	Revise to reflect current name of WSDOT Standard Specifications.	OMC 12.08	Steve Sperr	
44	OMC 12.20 (carryover from 2015)	Revise OMC 12.20, titled Street Excavations, to be consistent with the EDDS, as some sections are outdated and/or conflict with the EDDS. Address "no-cut Ordinance" issues here?	OMC 12.20, 4B.175 &180, 6.170	Steve Sperr	More complex than originally thoughy; address in 2016
45	Clear Site Triangle in OMC Title 18	Update the definition of Clear Site Triangle in 18.02.180 Definitions, revise the description in 18.40.060B, and replace Figure 40-1 in 18.40.060B. To be consistent with 2015 changes to Clear Site Triangle info in EDDS Ch.4.	OMC 18.02.180, 18.40.060B	Steve Sperr	
46	Parking Lot Design	Update reference in OMC Chapter 18.38 Parking and Loading to address paving and stormwater design standards located in the EDDS Chapter 4 and the City's Drainage Manual	OMC 18.38.220, Chapters 4 (4H.110) and 5	Steve Sperr	See also Parking Lots Future Topic below.
47	Completeness Checklists	Modify applicable Application Content List in OMC Chapter 18.77 as necessary to ensure that changes to the EDDS in 2016 that effect CPD permit applications are also covered under 18.77	OMC 18.77	Steve Sperr	

EDDS #	Topic	Requested Change and Why	Location in EDDS, OMC, etc.	Submitted By	Notes/Stakeholder Comments
HOLD FOR FUTURE CONSIDERATION					
1	Street Connectivity	Set up special Deviation Request requirements, consistent with Comprehensive Plan Goal 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		Comp Plan Policies PT5.1, 5.2 & 5.4
2	Streetside (Frontage) Improvements (carryover from 2015)	Clarify when they are required, what is required, and intent to achieve sidewalk and planter strip widths on Arterials in Urban Corridors. 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		Comp Plan Policy PT15.1
3	Alleys (carryover from 2015)	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		Deferred until decision is made to discuss when to require alleys for new construction. Comp Plan Policies PT3.4-3.6.
4	Private Utility Easements (carryover from 2015)	Revise requirements for private utility easements, to address when they are required, allowing for adjustment of width based on zoning, etc.	2.050.E		Initiated in 2015; deferred to 2017 due to complicated regulations & need to address utility concerns.
5	LED Streetlights (carryover from 2015)	Revisit lower LED color temperature range for streetlights.	4F.020		Ongoing research and discussion.
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 role in parking lot design/layout, approval and inspection, vs. CP&D inOMC ____?.	4H.110, 4I.090, OMC ____.		Comprehensive Plan issue.
7	Planter Strips (carryover from 2015)	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		Issue is linked to volume of soil required for plants and trees. Comp Plan Policy PN3.5
8	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		Also, "Install or allow traffic calming..." is stated in Comp Plan Policy PT2.6.
9	Electric Vehicle Charging Stations	Support the use of electric vehicles by encouraging and/or requiring charging stations for larger commercial and residential developments.			Comp Plan Policy PN8.5
10	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.			Comp Plan Policy PU22
11	Modified Street Designs	Focus on a particular mode instead of "complete streets". Provides direction for master plans.			Comp Plan Policy PT1.13
12	Block Sizing for Aterials	Change current standard of 750 feet to 500 feet, per Comp Plan.			Comp Plan Policy PT4.1
13	Bus Corridors	Designate bus corridors, whih influences transporation investments.			Comp Plan Polcies PT14.3,17.4-17.6, 17.8
14	Bike Boulevards/Corridors	Establish standards for bike corridors, using 2016 Bike Corridor pilot project as template.			Comp Plan Policy PT25.4
15	Pedestrian Crossing Islands	Make islands large enough for families cycling together.			Comp Plan Policy PT25.5



City Council

Approval of Ordinance Adopting Permanent Regulations for Cannabis Land Uses

Agenda Date: 12/6/2016
Agenda Item Number: 4.J
File Number: 16-1240

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

Title

Approval of Ordinance Adopting Permanent Regulations for Cannabis Land Uses

Recommended Action

Committee Recommendation:

The Planning Commission recommends adopt permanent zoning regulations allowing cannabis sales in High Density Corridor - 4, High Density Corridor - 3, Medical Services, and General Commercial zones, and reducing buffers on restricted land uses (except schools and playgrounds) from 1,000 feet to 500 feet.

City Manager Recommendation:

Move to approve on second reading the ordinance adopting permanent regulations for Cannabis Land Uses

Report

Issue:

Whether to adopt permanent zoning regulations allowing cannabis sales in High Density Corridor - 4, High Density Corridor - 3, Medical Services, and General Commercial zones, and reducing buffers on restricted land uses (except schools and playgrounds) from 1,000 feet to 500 feet.

Staff Contact:

Chris Grabowski, Lead Code Enforcement Officer, CP&D, 360.753.8168

Presenter(s):

Chris Grabowski, Lead Code Enforcement Officer, CP&D 360.753.8168

Background and Analysis:

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

The City currently allows interim sales of cannabis in High Density Corridor-4 (HDC-4), High Density Corridor-3 (HDC-3), Medical Services (MS) and General Commercial (GC) zones, in conjunction with 500 foot buffers separating such uses as licensed daycares, parks, arcades, libraries, and public transit centers, while maintaining a 1,000 foot buffer from schools and playgrounds. The interim regulations were sent to the Olympia Planning Commission for public hearing and deliberation.

In November of 2012, Washington State voters passed Initiative Measure No. 502 (I-502) legalizing the sale of recreational cannabis in the State of Washington. Subsequently, on May 7, 2013, the Olympia City Council established a moratorium on all new cannabis related land uses. The moratorium was for one year initially, and is renewed every six months after holding a public hearing, per State law. On October 15, 2013, Council approved interim zoning regulations for I-502 recreational marijuana and lifted that portion of the moratorium which applied to those uses. At its April 19, 2016 meeting, the City Council extended the moratorium for an additional six months after holding the requisite public hearing. That extension expired the first week of November, 2016.

In 2015, the Washington State Legislature passed comprehensive legislation (2SSB 5052 & HB 2136) creating rules for the largely unregulated medical cannabis collectives and establishing a State regulated system overseen by the Liquor and Cannabis Board, and the Washington State Department of Health. The former "collectives" are now much smaller and more tightly regulated "cooperatives" that cannot easily rotate their four-person membership. The four-person cooperative can grow up to fifteen (15) plants per member. Cooperatives cannot sell or donate their product to other medical users, even those registered with the state, and members have to work the plants rather than pay into the cooperative. The State's regulations mandated that all existing collective storefronts cease operation by July 1, 2016.

The number of State licensed retailers has been increased in the City of Olympia to meet demand previously met by the collective storefronts. To serve the medical users who will need or want access to marijuana at a store, the state authorized the creation of 222 licenses in addition to the 334 it originally authorized. The State allotted the City of Olympia three new retail cannabis licenses, in addition to the two licenses it received in the original round of licensing. All of five of these retail licenses have been assigned. The three new licensees have gone through the Hearing Examiner review process and are open for business.

The Olympia City Council approved interim regulations for State licensed retailers which added more allowed zones for sales, and reduced certain buffers to restricted land uses as authorized by State law. Under its 2014 regulations, the City allowed retail sales of cannabis through State licensed retail stores in General Commercial (GC) and High Density Corridor 4 (HDC-4) zones and production and processing in Light Industrial (LI) zones. The interim regulations approved by Council in 2015 added High Density Corridor 3 (HDC-3) and Medical Services (MS) zones to those allowed for retail sales, and reduced buffers on restricted land uses to 500 feet, except for schools and playgrounds, which remain at 1,000 feet. There was no change to the zoning requirements for producers/processors. The interim regulations were forwarded to the Olympia Planning Commission for public hearing and deliberation.

The Olympia Planning Commission held a public hearing on the regulations on August 15, 2016. The Commission deliberated immediately after the public hearing and approved the regulations with no changes. The ordinance was referred back to City Council for final adoption.

Neighborhood/Community Interests (if known):

No one spoke at the public hearing before the Planning Commission.

Options:

1. Adopt the interim regulations as permanent.

2. Refer back to Planning Commission if there is any new direction from Council.

Financial Impact:

None

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING REGULATIONS PERTAINING TO STATE-LICENSED MARIJUANA RETAILERS; AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 18.51 TO PERMIT MARIJUANA RETAILERS IN ADDITIONAL ZONES; REDUCING BUFFERS TO FIVE HUNDRED FEET EXCEPT FOR ELEMENTARY AND SECONDARY SCHOOLS AND PLAYGROUNDS; AND REPEALING ORDINANCE NOS. 6851, 6873, 6900, 6929, 6959, 6980, and 6988.

WHEREAS, RCW 69.50.331(8)(a) provides that the Washington State Liquor and Cannabis Board may not issue a license for any marijuana retail premises within one thousand (1000) feet of the perimeter of the grounds of any elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, or library, or any game arcade admission to which is not restricted to persons aged twenty-one (21) years or older; and

WHEREAS, a city is given authority by RCW 69.50.331(8)(b) to permit the licensing of marijuana premises within one thousand (1,000) feet but not less than one hundred feet of the facilities described in RCW 69.50.331(8)(a), except elementary schools, secondary schools, and playgrounds, which must remain at not less than one thousand (1000) feet of the perimeter of the grounds of such uses, by enacting an ordinance authorizing such distance reduction, provided that such distance reduction will not negatively impact the jurisdiction's civil regulatory enforcement, criminal law enforcement interests, public safety, or public health; and

WHEREAS, with the exception required by state statute for elementary schools, secondary schools, and playgrounds, the City Council finds that reduction of the one thousand foot buffer from the uses set forth in RCW 69.50.331(8)(a) to five hundred feet, will not negatively impact the civil regulatory enforcement, criminal law enforcement interests, public safety, or public health; and

WHEREAS, the City Council finds that insufficient zones presently exist for the location of marijuana retail businesses within the City and that such retail uses should also be permitted in the HDC3 and MS zones; and

WHEREAS, adopting reductions in buffers authorized by state law will permit existing marijuana businesses to apply for licenses from the state, which, if granted, would allow such businesses to continue operating in their current Olympia locations; and

WHEREAS, on December 8, 2015, the City Council enacted Ordinance No. 6988, which adopted emergency interim zoning regulations pertaining to state-licensed producers, processors, and retailers of state-licensed recreational marijuana; and

WHEREAS, on February 9, 2016, the City Council held a public hearing to receive testimony from the public on the interim zoning regulations as required by state law; and

WHEREAS, a SEPA checklist was completed on December 15, 2016, and the 21-day comment period expired with no public comment; and

WHEREAS, the Olympia Planning Commission held a public hearing on the interim regulations on August 16, 2016, and after immediate deliberations, moved to recommend to the City Council that the interim regulations be adopted as permanent regulations; and

WHEREAS, based on the foregoing, the City Council finds it to be in the best interest of the City to adopt the interim regulations set forth in Ordinance No. 6988 as permanent regulations pertaining to state-licensed marijuana retailers, and amend Olympia Municipal Code Chapter 18.51 to permit marijuana retailers in additional zones and reduce buffers to five hundred (500) feet, except for elementary and secondary schools and playgrounds; and

WHEREAS, the City Council adopted Ordinance No. 6851 on May 7, 2013, imposing a moratorium on the establishment of medical cannabis collective gardens and other establishments involved in the sale, manufacturing, distribution, or use of marijuana because of the potential impact on the public health and welfare; and

WHEREAS, this Ordinance is adopted pursuant to Chapter 36.70A RCW and Article 11, Section 11 of the Washington State Constitution; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia, and also supported by the professional judgment and experience of the City staff who have worked on this proposal;

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

Section 1. Amendment of OMC 18.51. Olympia Municipal Code Chapter 18.51 is hereby amended to read as follows:

**Chapter 18.51
STATE-LICENSED MARIJUANA PRODUCERS, PROCESSORS, AND
RETAILERS**

REGULATIONS

18.51.000 Chapter Contents

Sections:

- 18.51.010 Findings.
- 18.51.020 Purpose.
- 18.51.030 Definitions.
- 18.51.040 State-Licensed Marijuana Producer, Processor and Retailer Requirements.
- ~~18.51.050 Nuisance Abatement.~~

18.51.010 Findings

The City Council finds that nothing in this chapter 18.51 OMC shall be construed to supersede Washington State or federal law pertaining to the acquisition, possession, manufacture, sale or use of marijuana.

18.51.020 Purpose

The purpose of these regulations of state-licensed marijuana producers, processors, and retailers is to mitigate potential impacts on nearby properties of marijuana producers, processors, or retailers licensed or to be

licensed by the State of Washington Liquor ~~Control and Cannabis~~ Board and to promote the public health, safety, and welfare.

18.51.030 Definitions

- A. "Marijuana" shall have the definition as provided in RCW 69.50.101 ~~(s)(v)~~ as it currently states or as may be amended.
- B. "Marijuana processor" shall have the definition as provided in RCW 69.50.101 ~~(t)(x)~~ as it currently states or as may be amended.
- C. "Marijuana producer" shall have the definition as provided in RCW 69.50.101 ~~(u)(y)~~ as it currently states or as may be amended.
- D. "Marijuana retailer" shall have the definition as provided in RCW 69.50.101 ~~(w)(bb)~~ as it currently states or as may be amended.

18.51.040 State-Licensed Marijuana Producer, Processor and Retailer Requirements

- A. General requirements.

A marijuana producer, processor, or retailer licensed by the State of Washington Liquor ~~Control and Cannabis~~ Board shall be required to comply with all applicable regulations established by the City including, but not limited to, all building and fire code regulations and zoning regulations and shall be required to provide a copy of the state-issued license to the City upon request. A marijuana producer, processor, or retailer licensed by the State of Washington Liquor Control Board shall also be required to comply with all applicable state regulations and all requirements set forth in the state-issued license.

- B. Premises Requirements.

A recreational producer, processor, or retailer must operate in compliance with the following conditions:

1. From a public right-of-way, there shall be no exterior display of marijuana or marijuana cultivation visible outside of the premises.
2. The marijuana of a retailer, producer, or processor shall be entirely within a permanent enclosed structure with a roof. The structure shall comply with all applicable code requirements.
3. Areas where marijuana is grown, stored, or dispensed must be provided with ventilation systems so that no odors are detectable off the premises.
4. All premises must comply with the noise control requirements of the Olympia Municipal Code.

5. No minors shall be permitted on marijuana producer, processor, or retailer premises unless accompanied by a parent or guardian.
6. Consumption of marijuana, products containing marijuana or alcohol on the premises is prohibited, as are any other associated uses such as a smoking room, dance or performance space, private club, open-to-the-public nightclub, cabaret, tavern, or similar establishment.
7. All premises must have an operating security and alarm system that is monitored twenty-four (24) hours a day and that includes a video recording system that monitors production, storage, and point of sale areas. All video recordings must be continuously recorded twenty-four (24) hours a day and must be kept for a minimum of forty-five (45) days on the licensee's recording device. All videos are subject to inspection by the Olympia Police Department upon request.
8. A recreational retailer may be open only between the hours of 8 a.m. and 9 p.m.

C. City Zoning

1. State-Licensed Marijuana Retailers

i. No person may conduct business within the City of Olympia as a state-licensed marijuana retailer unless they are located within a HCD3, HDC4, MS or GC Zone in accordance with OMC Title 18, Unified Development Code and licensed under this chapter.

ii. No state-licensed marijuana retailer shall be permitted within five hundred (500) feet of the perimeter of the grounds of a recreation center or facility, child care center, public park, public transit center, or library, or any game arcade admission to which is not restricted to persons aged twenty-one (21) years or older, with the exception of the elementary schools, secondary schools, and playgrounds, for which uses the distance shall remain at one thousand (1,000) feet.

iii. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.

iv. A retailer is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

2. State-Licensed Marijuana Producers and Processors

iv. No person may conduct business within the City of Olympia as a state-licensed marijuana producer or processor unless it is located within a light industrial zone in accordance with OMC Title 18, Unified Development Code, and licensed under this chapter.

vi. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.

vii. A producer and/or processor is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48-OMC.

18.51.050 Nuisance Abatement

~~In addition to any other available remedy or penalty, any violation of this chapter, is declared to be a public nuisance per se, and may be abated under the applicable provisions of the Olympia Municipal Code and state law.~~

Section 3. Findings. The City Council hereby adopts the above recitals as findings of fact in support of this Ordinance.

Section 4. Repeal of Interim Regulations. Ordinance No. 6988 is hereby repealed.

Section 5. Repeal of Moratorium. Ordinance Nos. 6851, 6873, 6900, 6929, 5969 and 6980 are hereby repealed.

Section 6. 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 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:

Darren Nienaber DCA

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Amendment to Ordinance 7039 (Operating Budget)

Agenda Date: 12/6/2016
Agenda Item Number: 4.K
File Number: 16-1256

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

Title

Approval of Amendment to Ordinance 7039 (Operating Budget)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve amending ordinance on second reading.

Report

Issue:

Whether to approve the amendment to Ordinance 7039.

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

To change the budget the Council must approve an ordinance amending the budget. Generally, budgetary amendments are made quarterly. On occasion a budget change is made between the quarterly updates with separate ordinances approved by the council. These ordinances do not officially amend the budget ordinance, but does provide authorization to expend funds. The attached ordinance reflects ordinances which may have been adopted relating to the budget since the last quarterly update, and other proposed changes to the budget.

There was one ordinance since the adoption of ordinance 7039 relating to the Operating Budget. An Ordinance 7035 was presented to the Council on November 15, 2016 to appropriate \$1,347,150 within the General Fund to fund an Adaptive Response Unit within the Fire Department. Funding will be provided by a grant from the US Department of Homeland Security, Federal Emergency

Management Agency (SAFER Grant).

Budget Items Not Previously Presented to the Council:

- 1) Appropriation of \$10,000 for the Ambassador Program. This is funded by the PBIA. The PBIA budget included \$43,500 for support of the Ambassador Program. The Ambassador Program budget only \$33,500 as resources to come from the PBIA. This appropriation will allow the Ambassador Program to spend all the \$43,500 being provided by the PBIA.
- 2) Appropriation of \$208,000 of Fire Department revenue which exceeds the budgeted (estimated) revenue, to be used for various Fire Department needs.
- 3) Appropriation of \$58,600 of Parks, Arts & Recreation Department revenue which exceeds the budgeted (estimated) revenue, to be used for various Parks, Arts & Recreation Department needs.
- 4) Appropriation of \$31,700 for replacement of damaged light poles. Funding is provided by insurance reimbursements.
- 5) Appropriation of \$1,203,000 for post-employment benefits of retired LEOFF 1 fire fighters and police officers. These benefits are required by law and were previously paid from a Trust Fund. Trust Funds do not require expenses to be budgeted. Due to changes in accounting standards, these payments can no longer be accounted for within a Trust Fund. They now have to be account for as a general expense, which requires the expenses to be budgeted. The post-employment benefits now be accounted for in a General Fund, Sub-Fund. These expenses are funded with general property tax revenues.
- 6) Appropriation of \$250,000 within the Development Fee Revenue Fund to reimburse the General Funds for services to support development. This is funded for development fees collected.

Neighborhood/Community Interests (if known):

None noted.

Options:

- 1) Approve ordinance amending Ordinance 7039.
- 2) Do not approve the amending ordinance. The budget items not previously presented to the council would not be authorized.

Financial Impact:

Total appropriation increase of \$3,108,450. 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. 7039.

WHEREAS, the Olympia City Council held a public hearing and considered public testimony on the 2016 preliminary budget on November 17, 2015, as required by law; and

WHEREAS, the Olympia City Council passed Ordinance No. 6998 approving the 2016 budget on December 15, 2015; and

WHEREAS, the Olympia City Council amended Ordinance No. 6998 by passage of Ordinance No. 7006 on April 19, 2016; and

WHEREAS, the Olympia City Council amended Ordinance No. 7006 by passage of Ordinance No. 7021 on June 21, 2016; and

WHEREAS, the Olympia City Council amended Ordinance No. 7021 by passage of Ordinance No. 7039 on October 11, 2016; and

WHEREAS, throughout the year, updates are required to recognize changes relating to budgets, finance, and salaries; and

WHEREAS, the following amendments need to be made to Ordinance No. 7039;

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

Section 1. 2016 Budget. The budget for the calendar year 2016 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	\$1,727,035	\$68,647,292 \$70,302,742	\$70,374,327 \$72,029,777	-
General, Special Sub-Funds				
Special Accounts	616,720	1,105,660	1,722,380	-
Development Fee Revenue	-	3,037,211 <u>3,287,211</u>	3,037,211 <u>3,287,211</u>	-
Parking	588,207	1,518,700	1,926,475	180,432
<u>Other Post Employment Benefits</u>	-	<u>1,203,000</u>	<u>1,203,000</u>	-
Washington Center	5,000	320,872	325,872	-
Municipal Arts	400	50,000	50,400	-
Equip & Facilities Reserve	900,000	1,224,569	2,124,569	-
Total General Fund	3,837,362	75,904,304 79,012,754	79,561,234 82,669,684	180,432
4 th /5 th Avenue Corridor Bridge Loan	2,306	554,673	556,979	-
LTGO Bond Fund - 2006 Parks	-	1,191,750	1,191,750	-
UTGO Bond Fund - 2009 Fire	-	1,198,140	1,193,731	4,409
City Hall Debt Fund - 2009	962	2,420,156	2,421,118	-
2010 LTGO Bond - Street Projects	-	438,667	438,663	4
L.O.C.A.L. Debt Fund - 2010	1	178,281	178,282	-

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
2010B LTGO Bonds - HOCM	-	420,688	420,688	-
2013 LTGO Bond Fund	-	671,675	671,675	-
2016 LTGO Bond Anticipation Note Fund		50,000	50,000	
Water Utility O&M	10,758	12,328,250	12,339,008	-
Sewer Utility O&M	97,140	18,853,133	18,950,273	-
Solid Waste Utility	-	10,547,363	10,528,483	18,880
Storm Water Utility	53,861	5,137,826	5,191,687	-
Water/Sewer Bonds	15,285	2,040,532	2,028,566	27,251
Stormwater Debt Fund	-	103,311	103,219	92
Equipment Rental	-	2,138,767	2,138,087	680
TOTALS	\$4,017,675	\$134,177,516 \$137,285,966	\$137,963,443 \$141,071,893	\$231,748

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 2016 shall be as set forth in the "Supplementary Information" section of the 2016 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 five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (DCA)

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Amendment to Ordinance 7040 (Capital Budget)

Agenda Date: 12/6/2016
Agenda Item Number: 4.L
File Number: 16-1257

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

Title

Approval of Amendment to Ordinance 7040 (Capital Budget)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve amending ordinance on second reading.

Report

Issue:

Whether to approve the amendment to Ordinance 7040?

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

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

To change the budget the Council must approve an ordinance amending the budget. Generally, budgetary amendments are made quarterly. On occasion a budget change is made between the quarterly updates with separate ordinances approved by the Council. These ordinances do not officially amend the budget ordinance, but does provide authorization to expend funds. The attached ordinance reflects ordinances which may have been adopted relating to the budget since the last quarterly update, and other proposed changes to the budget.

No separate ordinances were passed since the adoption of ordinance 7040 relating to the Capital Budget.

Budget Items Not Previously Presented to the Council:

- 1) Appropriation of \$25,000 for a well to monitor water quality from a transportation storm water facility. Funding is provided from transportation impact fees.

Neighborhood/Community Interests (if known):

None noted.

Options:

- 1) Approve ordinance amending Ordinance 7040.
- 2) Do not approve the amending ordinance or re-allocation of budget. The budget items would not be authorized.

Financial Impact:

Total appropriation increase of \$25,000. Funding for these appropriations noted above.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE CAPITAL FACILITIES PLAN FOR THE YEARS 2016 – 2021, AND AMENDING ORDINANCE NO. 7040

WHEREAS, the Olympia City Council adopted the “Capital Facilities Plan” for years 2016 through 2021 by passing Ordinance No. 6997 on December 15, 2015; and

WHEREAS, the Capital Facilities Plan is periodically amended to recognize additional revenue and/or appropriations, as provided for in RCW 36.70A.130(2)(a)(iv); and

WHEREAS, the Olympia City Council amended Ordinance No. 6997 by passage of Ordinance No. 7007 on April 19, 2016; and

WHEREAS, the Olympia City Council amended Ordinance No. 7007 by passage of Ordinance No. 7022 on June 21, 2016; and

WHEREAS, the City Council amended Ordinance No. 7022 by passage of Ordinance No. 7040 on October 11, 2016; and

WHEREAS, the following amendments need to be made to Ordinance No. 7040; and

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2016 through 2021, 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 2016 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	\$2,704,596	-	\$2,704,596	-
SEPA Mitigation Fee Fund	78,501	-	78,501	-

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Parks & Recreational Sidewalk, Utility Tax Fund	-	2,409,750	2,409,750	-
Real Estate Excise Tax Fund	744,400	1,200,000	1,944,400	-
Capital Improvement Fund	569,600	21,374,037	21,943,637	-
City Hall Construction Fund	50,000	-	50,000	-
Water CIP Fund	700,000	7,730,000 7,755,000	8,430,000 8,455,000	-
Sewer CIP Fund	1,311,700	741,300	2,053,000	-
Stormwater CIP Fund	611,061	1,784,700	2,395,761	-
Storm Drainage Mitigation Fund				
TOTALS	\$6,769,858	\$35,239,787 \$35,264,787	\$42,009,645 \$42,034,645	\$0

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 five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (DCA)

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Ordinance Change to Remove Obsolete Urban Trails Plan Language

Agenda Date: 12/6/2016
Agenda Item Number: 4.M
File Number: 16-1313

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

Title

Approval of Ordinance Change to Remove Obsolete Urban Trails Plan Language

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance change to remove obsolete urban trails plan language on first reading and forward to second reading.

Report

Issue:

Whether to remove obsolete language in OMC 12.60.270-12.60.290 that refers to the "Urban Trails Plan", a plan that has been superseded by a more recent plan.

Staff Contact:

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

OMC 12.60.270-12.60.290 makes reference to the "Urban Trails Plan." This plan was adopted in 1993 and has been superseded by the 2007 Regional Trails Plan. The 1993 Urban Trails Plan has trail corridors that for various reasons the City is no longer pursuing. The current adopted Parks Plan references the current Regional Trails Plan and contains the trails for which the City is planning.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the ordinance change to remove obsolete urban trails plan language.

2. Do not approve the ordinance change to remove obsolete urban trails plan language.

Financial Impact:

No financial impact anticipated.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO THE URBAN TRAILS PLAN; AMENDING SECTION 12.60.000 OF THE OLYMPIA MUNICIPAL CODE; AND REPEALING SECTIONS 12.60.270, 12.60.280, AND 12.60.290 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, Olympia Municipal Code (OMC) Chapters 12.60.270, 12.60.280, and 12.60.290 make reference to the Urban Trails Plan, which was adopted in 1993; and

WHEREAS, the Urban Trails Plan has been superseded by the 2007 Regional Trails Plan; and

WHEREAS, because the current adopted Regional Trails Plan in some cases conflicts with the 1993 Urban Trails Plan, the obsolete sections that refer to the Urban Trails Plan should be repealed;

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

Section 1. Amendment of OMC 12.60.000. Olympia Municipal Code 12.60.000 is hereby amended to read as follows:

Chapter 12.60
PARK REGULATIONS

12.60.000 Chapter Contents

Sections:

- 12.60.001 Enforcement.
- 12.60.010 Advertising signs and posters--Structures of any kind.
- 12.60.030 Regulations and Violations Relating to Pet Animals.
- 12.60.040 Harassing or feeding animals unlawful.
- 12.60.050 Fireworks Prohibited in City Parks.
- 12.60.060 Soliciting or peddling unlawful.
- 12.60.080 Sales unlawful without concession contract.
- 12.60.090 Groups or Assemblies - Reservations
- 12.60.100 Bicycles--Horses--Motor vehicles in Designated Areas Only.
- 12.60.110 Camping or parking unlawful except where designated.
- 12.60.120 Ball games and other sports.
- 12.60.160 Building fires permitted only in designated areas.
- ~~12.60.270 Urban Trails Plan--Incorporated by reference.~~
- ~~12.60.280 Plan amendments, additions and deletions.~~
- ~~12.60.290 Trail addition.~~
- 12.60.300 Violation--Penalty.

Section 2. Repeal of OMC 12.60.270. Olympia Municipal Code 12.60.270 is hereby repealed:

~~12.60.270 Urban Trails Plan—Incorporated by reference~~

~~Chapter III of the Urban Trails Plan, three copies of which are on file with the office of the city clerk, is incorporated by reference as though fully set forth herein and made a policy of the city.~~

Section 3. Repeal of OMC 12.60.280. Olympia Municipal Code 12.60.280 is hereby repealed:

~~12.60.280 Plan amendments, additions and deletions~~

~~A.—On page 24 of the draft Urban Trails Plan, paragraph B. EQUESTRIAN USE is amended to read as follows:~~

~~Lacey, Tumwater, Thurston County, and Olympia should jointly develop an equestrian trail network in the future. Until then, horse use on trails is not permitted. When the surrounding jurisdictions jointly develop an equestrian network, the following trails should be considered for equestrian use: TC 2, TC 3, T 1A, O 4, TC 1, O 16, O 17, O 27, T 9 and O 11. Trail design standards shall be amended to accommodate a separate two-foot wide gravel or bark trail for equestrian use. The equestrian trail shall be separated from the pedestrian/bicycle trail to the maximum extent feasible within the trail corridor.~~

~~B.—Trails O 13 and O 15 (east side of Capitol Lake) and trail O 19 are deleted from the plan.~~

~~C.—The following is added to page 31 of the plan, III.B.2.:~~

~~Sign Program, Warning and Regulatory Signs: Standard City signs prohibiting unleashed pets shall be established throughout the trail system.~~

~~D.—The following is added to Page 24, III.A. Goal 21 of the plan:~~

~~Trail connections should be made, whenever possible, between existing neighborhoods, cul-de-sacs and schools.~~

~~E.—The following is added to page 15 of the plan:~~

~~Standards: Acquisition of trail corridors would reduce open space deficits in the Parks Plan and the Comprehensive Plan as amended in the future.~~

~~F.—Paragraph 3 on page 1 of the plan is amended to read as follows:~~

~~The purpose of the plan is to guide but not limit future trail development within the urban growth boundary in a manner that is unified and cohesive.~~

Section 4. Repeal of OMC 12.60.290. Olympia Municipal Code 12.60.290 is hereby repealed:

~~12.60.290 Trail addition~~

~~Trail 0-27, East West Olympia link is added to the trail route text and trail route map in the plan.~~

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 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 Ordinance Adopting 2017 Park Impact Fee Rate Adjustment

Agenda Date: 12/6/2016
Agenda Item Number: 4.N
File Number: 16-1286

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

Title

Approval of Ordinance Adopting 2017 Park Impact Fee Rate Adjustment

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on first reading and forward to second reading an ordinance amending Olympia Municipal Code Section 15.16.010, Park Impact Fee Rates, resulting in a 0.17 percent increase in Park Impact Fee rates.

Report

Issue:

Whether to amend the Park Impact Fee ordinance to update the rates based on changes in park land acquisition and development costs.

Staff Contact:

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In 2008, Council implemented a Park Impact Fee rate adjustment mechanism to ensure that Park Impact Fees accurately reflect the current costs of park land, design, and development. The adjustment mechanism adjusts each of these three components annually.

The land component is adjusted by the Thurston County Assessor's Office median change in residential values for residential vacant land in Thurston County for assessment year 2016. This represents the change from 1/1/15 - 1/1/16. For assessment year 2016, there was a 1.38 percent decrease.

The design component represents staff time for design, permitting, contracting, and construction

oversight. This is based on the City of Olympia Cost of Living Adjustment (COLA). There was a 3 percent COLA in 2016.

The construction component uses the Seattle Construction Cost Index (CCI) published by the Engineering News Record. The Seattle CCI during the period 1/1/15-1/1/16 was a 0.1 percent increase.

Following is the adjustment formula that is applied separately for each of Olympia's three park types; community parks, neighborhood parks and open space:

$FTCA = (DS*(1+COLA)) + (DV*(1+CCI)) + (LD*(1+PV))$, where:

FTCA = Facility Type Cost per Acre

DS - Current Year Design Cost

DV = Current Year Development Cost

LD = Current Year Land Cost

COLA = Cost of Living Adjustment Percent

CCI = Construction Cost Index (Seattle) Percent

PV = Property Value Change Percent

Neighborhood/Community Interests (if known):

Updating Park Impact Fees reflects inflationary increases or decreases in project costs and ensures that new developments pay their fair share of project costs.

Options:

1. Move to approve on first reading and forward to second reading an ordinance amending Olympia Municipal Code Section 15.16.010, Park Impact Fee Rates, resulting in a 0.17 percent increase in the Park Impact Fee rates.

Implications

a. Park Impact Fee rate would increase 0.17 percent. This would result in an increase of \$9 per single family residence, from \$5,437 to \$5,446.

b. Park Impact Fee rate would more closely reflect actual costs of park acquisition and development.

2. Do not approve an ordinance amending Olympia Municipal Code Section 15.16.010, Park Impact Fee Rates, that result in an increase in the Park Impact Fee rate of 0.17 percent.

Implications

a. The Park Impact Fee rate on new residential development would remain unchanged.

b. Park Impact Fees collected on new residential development would be less than the actual cost of park land acquisition, design and development needed to serve the occupants of the new residential development.

Financial Impact:

The proposed change would result in a Park Impact Fee rate 0.17 percent higher in 2017 than in 2016.

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, 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 2017-2022 CFP, the Olympia City Council desires to amend Park Impact Fees to account for 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 Olympia Parks, Arts and Recreation Department;

WHEREAS, City Staff are known to the City Council, and staff's curriculum vitae shall be part of the record in support of this Ordinance;

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	Community	Open	TOTALS
	Park	Park	Space	
Single Family including Manufactured Homes on individual lots	\$868	\$3,295	\$1,274	\$5,437
	\$869	\$3,301	\$1,276	\$5,446
Duplex (per unit)	\$590	\$2,241	\$867	\$3,698
	\$591	\$2,245	\$868	\$3,704

TYPE OF DWELLING UNIT	Neighborhood Park	Community Park	Open Space	TOTALS
Multi Family (including Townhouses)	\$590	\$2,241	\$867	\$3,698
	<u>\$591</u>	<u>\$2,245</u>	<u>\$868</u>	<u>\$3,704</u>
Units in Senior Housing Developments (including single family units)	\$590	\$2,241	\$867	\$3,698
	<u>\$591</u>	<u>\$2,245</u>	<u>\$868</u>	<u>\$3,704</u>
Mobile Home in Mobile Home Parks	\$590	\$2,241	\$867	\$3,698
	<u>\$591</u>	<u>\$2,245</u>	<u>\$868</u>	<u>\$3,704</u>
Accessory Dwelling Units (separate structure)	\$347	\$1,318	\$510	\$2,175
	<u>\$348</u>	<u>\$1,320</u>	<u>\$511</u>	<u>\$2,179</u>
Single Room Occupancy Units	\$347	\$1,318	\$510	\$2,175
	<u>\$348</u>	<u>\$1,320</u>	<u>\$511</u>	<u>\$2,179</u>
Downtown Multi Family (including Townhouses)	\$451	\$1,714	\$663	\$2,827
	<u>\$452</u>	<u>\$1,716</u>	<u>\$664</u>	<u>\$2,832</u>

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 circumstance 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 be in force and effect on January 1, 2017, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (DCA)

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Ordinance Adopting the 2017 Utility Rates and General Facilities Charges

Agenda Date: 12/6/2016
Agenda Item Number: 4.0
File Number: 16-1258

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

Title

Approval of Ordinance Adopting the 2017 Utility Rates and General Facilities Charges

Recommended Action

Committee Recommendation:

City Council reviewed and discussed the proposed 2017 Utility rates and general facility charges (GFCs) on September 20, 2016, and the City Council held a public hearing on November 15, 2016. The review considered recommendations forwarded to Council by the Utility Advisory Committee. The proposed rates and charges reflect recommendations from the City Council and the Utility Advisory Committee.

City Manager Recommendation:

Move to approve the ordinance adopting the 2017 utility rates and general facilities charges on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance adopting the 2017 utility rates and general facility charges (GFC). Increases in LOTT Clean Water Alliance rates and capacity development charges are included in budget discussions of the ordinance.

Staff Contact:

Dan Daniels, 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:

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

The proposed 2017 utility rates and general facility charges (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.

For 2017, rate increases are proposed for the utilities of Drinking Water, Wastewater, Storm and Surface Water, and Waste ReSources. GFCs are proposed for the Drinking Water utility. GFCs are charged to new development and the money collected is used to recover the costs of customers that connect to the system.

Lacey, Olympia, Tumwater, Thurston County (LOTT) Clean Water Alliance Board of Directors also 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 CDC for LOTT through the utility billing and development permitting processes.

If approved, the overall impact of the proposed rates to a typical residential customer for 2017 will be 3.2 percent or a \$6.72 -\$7.35 increase in their bi-monthly bills. City GFCs and LOTT capacity development charges will increase \$487 for a new single family home.

Summaries of proposed rates for each utility and GFCs are as follows:

Drinking Water

5.7 Percent Increase Proposed. Increase GFCs by 6.7 percent.

The rate proposal is consistent with the *2015-2020 Water System Plan* that was adopted by City Council on October 6, 2015.

The proposed rate will result in an increase of \$1.37/month for an average single family resident.. Bi-monthly charges for a typical single family residence will be approximately \$51.00. Each customer class (residential, non-residential and irrigation) will see the increase, although actual increases on customer bills vary depending on water usage.

A 6.7 percent increase in general facility charges for drinking water is also proposed. The new GFC will be \$4,180.

Wastewater

4.0 Percent Increase Proposed. No GFC Increase.

The Wastewater utility safely conveys wastewater from our homes and businesses to the LOTT Clean Water Alliance treatment facility in downtown Olympia.

Wastewater rates vary depending upon drinking water consumption. Single family residential rates will increase \$1.02 - \$1.65 per month. Other customer classes will see comparable increases.

Wastewater Treatment Services - LOTT Clean Water Alliance

LOTT Clean Water Alliance rates and capacity development charges are set by the LOTT Board of Directors. Capacity development charges (CDCs) are similar to City GFCs.

LOTT is proposing a 2 percent increase in 2017. The LOTT charges \$75.76 bimonthly. The LOTT CDC is proposed to increase 4.3 percent, to \$5,579, for a new single family home.

Storm and Surface Water

6.3 Percent Increase Proposed. No GFC Increase is Proposed.

The proposed 2017 Storm and Surface Water utility budget maintains current levels of service for flood mitigation, water quality improvement, and aquatic habitat enhancement.

With the rate increase, single family residences will see an increase of \$1.58 bi-monthly (\$0.79 monthly) in their storm and surface water rates. Single family and duplex and surface rates in 2017 will be \$26.74 bi-monthly.

The base general facility charge for stormwater GFCs will stay at \$1,190 for a new single family home.

Waste ReSources

Variable Rate Increases Proposed

The Waste ReSources utility provides a wide range of waste reduction, recycling and disposal services. It implements programs for residential, commercial, drop box, and organics customers. Policy direction is set by the *Towards Zero Waste: Olympia's Waste ReSources Plan 2015-2020*.

Proposed rate increases for 2017 include the following:

- Drop box 3 percent
- Residential 0 percent
- Commercial 0 percent
- Organics 6.5 percent

Neighborhood/Community Interests (if known):

City utilities provide vital public health services for Olympia residents. Utility rates are set to ensure reliable, uninterrupted levels of service.

Options:

1: Move to approve the ordinance approving utility rates and charges for 2017.

Implications:

- Supports essential City public and environmental health services.
- Increases rates for customers and charges for new development.

2: Modify or decline the proposed 2017 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:

2017 Utility Rates Ordinance

Utility Advisory Committee Letter of Support

Ordinance No.

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 Water Utility, City Storm and Surface Water Utility, City Wastewater collection and LOTT Cleanwater Alliance wastewater (LOTT) 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 Section 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	\$ 3,918 <u>4,180</u>
1" Residential Fire Sprinkler	1.00	3,918 <u>4,180</u>
1"	1.67	6,573 <u>7,013</u>
1 1/2"	3.33	13,105 <u>13,983</u>
2"	5.33	20,976 <u>22,381</u>
3"	10.67	41,993 <u>43,739</u>
4"	16.33	64,268 <u>68,574</u>
6"	33.33	131,173 <u>139,961</u>
8"	53.33	209,885 <u>223,947</u>
10"	76.67	305,159 <u>325,604</u>
12"	100.00	393,561 <u>419,929</u>

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	\$ 11.76 <u>12.43</u>	+ consumption charge	
1-inch Residential Fire Sprinkler	11.76 <u>12.43</u>	+ consumption charge	
1-inch	15.66 <u>16.55</u>	+ consumption charge	
1 1/2-inch	25.39 <u>26.84</u>	+ consumption charge	
2-inch	37.05 <u>39.16</u>	+ consumption charge	
3-inch	68.20 <u>72.09</u>	+ consumption charge	
4-inch	103.23 <u>109.11</u>	+ consumption charge	
6-inch	200.52 <u>211.95</u>	+ consumption charge	
8-inch	317.29 <u>335.37</u>	+ consumption charge	
10-inch	453.49 <u>479.34</u>	+ consumption charge	
12-inch	589.72 <u>623.33</u>	+ 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)	\$ 1.74 <u>1.80</u>	\$ 2.86 <u>3.02</u>	\$ 4.56 <u>4.82</u>	\$ 6.00 <u>6.34</u>
Nonresidential (Multi-family and Commercial)	\$ 2.39 <u>2.52</u>	\$ 3.57 <u>3.77</u>	--	--
Irrigation	\$ 2.39 <u>2.52</u>	\$ 7.04 <u>7.44</u>	--	--

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 ~~\$145.09~~ \$153.36 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 ~~\$37.14~~ \$37.88 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 ~~\$.0413~~ \$.0421 per 1 cf. for LOTT wastewater service charges.

2016 LOTT capacity development charge ~~\$5,354.57~~ \$5,579.46 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	\$12.78 <u>\$13.29</u> per month	
251 – 350 cf	\$12.78 <u>\$13.29</u> per month plus \$.0787 <u>\$.0818</u> per cf	OMC 13.08.190
351 cf and above	\$20.65 <u>\$21.47</u> 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	\$25.56 <u>\$26.58</u> per month	
501 – 700 cf	\$25.56 <u>\$26.58</u> per month plus \$.0787 <u>\$.0818</u> per cf	OMC 13.08.190
701 cf and above	\$41.30 <u>\$42.94</u> per month	

C) Residential accounts not included in A) or B) above	\$20.65	OMC
	<u>\$21.47</u> per	13.08.190
	ERU	

D) Nonresidential accounts shall be billed one (1) ERU minimum per month.	\$20.65	OMC
ERU charges in excess of one (1) ERU shall be billed at the rate of \$.0295	<u>\$21.47</u> per	13.08.190
<u>\$.0307</u> per 1 cf. for local collection system.	ERU	

3) City of Olympia General Facility Charge

Wastewater (Sewer) general facility charge	\$3,442.00 per	OMC
	ERU	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	OMC
	ERU	13.08.010
		OMC
		13.08.205

C. WASTE RESOURCES

1. Residential garbage rates, monthly, every-other-week collection:

	OMC 13.12.120*.160
One twenty-gallon cart (minimum residential garbage service)	\$ 9.82
One thirty-five gallon cart	
Recycle rate	16.96
Nonrecycle rate	21.27
One sixty-five gallon cart	
Recycle rate	23.16
Nonrecycle rate	29.03
Two sixty-five gallon carts	
Recycle rate	44.32
Nonrecycle rate	55.49
Three sixty-five gallon carts	83.29
One ninety-six gallon cart	
Recycle rate	40.13
Nonrecycle rate	50.28
More than three sixty-five gallon carts	83.29 + 29.03 for each sixty-five gallon cart over three carts

*Code reviser's note: Section 13.12.120 was repealed on July 10, 1990.

2. Residential garbage rates, monthly, weekly collection:

One thirty-five gallon cart		
Recycle rate		\$ 37.39
Nonrecycle rate		46.78
One sixty-five gallon cart		
Recycle rate		74.77
Nonrecycle rate		93.55
One ninety-five gallon cart		121.54

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	\$-9.62
	<u>\$10.25</u>

5. Commercial garbage rates, monthly, weekly collection:

One ten gallon can (minimum commercial garbage service)	\$ 6.76
One thirty-two gallon can or cart	19.96
Two thirty-two gallon cans or equivalent cart service	30.45
Three thirty-two gallon cans or equivalent cart service	57.26
Four thirty-two gallon cans or equivalent cart service	75.44
More than four thirty-two gallon cans or equivalent cart service	75.44 + 19.96 for each additional thirty-two gallons of service

6. 95-gallon garbage and refuse cart service, monthly:

One pickup weekly	\$ 57.26
Two pickups weekly	109.73
Three pickups weekly	160.02
Four pickups weekly	211.24
Five pickups weekly	261.82

7. One-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 112.57
Two pickups weekly	221.35
Three pickups weekly	326.41
Four pickups weekly	431.26
Five pickups weekly	535.96
Six pickups weekly	640.78

8. One and one-half yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 148.83
Two pickups weekly	283.66
Three pickups weekly	417.39
Four pickups weekly	550.82
Five pickups weekly	684.21
Six pickups weekly	818.05

9. Two-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 184.90
Two pickups weekly	352.81
Three pickups weekly	520.80
Four pickups weekly	688.76
Five pickups weekly	856.77
Six pickups weekly	1,022.03

10. Three-yard garbage and refuse dumpster service, monthly:

One pickup weekly	\$ 261.59
Two pickups weekly	511.98
Three pickups weekly	760.20
Four pickups weekly	1,015.80
Five pickups weekly	1,257.02
Six pickups weekly	1,494.23

11. **Four-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$ 328.93
Two pickups weekly	650.87
Three pickups weekly	966.40
Four pickups weekly	1,275.29
Five pickups weekly	1,577.62
Six pickups weekly	1,874.84

12. **Six-yard garbage and refuse dumpster service, monthly:**

One pickup weekly	\$ 477.62
Two pickups weekly	932.71
Three pickups weekly	1,384.68
Four pickups weekly	1,836.32
Five pickups weekly	2,288.12
Six pickups weekly	2,631.35

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	\$ 61.80
	<u>\$ 63.65</u>
Daily rental	2.13
	<u>2.19</u>

Hauling fee	188.21	
	<u>193.86</u>	
Dumping charge		Current disposal fee, surcharge and 13.6% service fee on disposal fee
Twenty cubic yards:		
Delivery fee	\$ 61.80	
	<u>\$ 63.65</u>	
Daily rental	2.74	
	<u>2.82</u>	
Hauling fee	188.21	
	<u>193.86</u>	
Dumping charge		Current disposal fee, surcharge and 13.6% service fee on disposal fee
Thirty cubic yards:		
Delivery fee	\$ 61.80	
	<u>\$ 63.65</u>	
Daily rental	3.80	
	<u>3.91</u>	
Hauling fee	188.21	
	<u>193.86</u>	
Dumping charge		Current disposal fee, surcharge and 13.6% service fee on disposal fee
Forty cubic yards:		
Delivery fee	\$ 61.80	
	<u>\$ 63.65</u>	
Daily rental	3.80	
	<u>3.91</u>	
Hauling fee	188.21	
	<u>193.86</u>	
Dumping charge		Current disposal fee, surcharge and 13.6% service fee on disposal fee
Standby or dig out	\$90.00	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	188.21 * <u>193.86</u>
15	188.21 * <u>193.86</u>
20	188.21 * <u>193.86</u>
25	188.21 * <u>193.86</u>
30	188.21 * <u>193.86</u>
35	188.21 * <u>193.86</u>
40	188.21 * <u>193.86</u>
42	188.21 * <u>193.86</u>

* 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% 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	\$ 51.28
Daily rental fee	2.02
Fee per dump	42.20

One and 1/2 cubic yard:	
Delivery fee	51.28
Daily rental fee	2.02
Fee per dump	44.70
Two yard:	
Delivery fee	51.28
Daily rental fee	2.02
Fee per dump	47.90
Three yard:	
Delivery fee	51.28
Daily rental fee	2.02
Fee per dump	62.99
Four yard:	
Delivery fee	51.28
Daily rental fee	2.02
Fee per dump	87.27
Six yard:	
Delivery fee	51.28
Daily rental fee	2.02
Fee per dump	119.23

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	\$ 19.67
	<u>\$ 20.50</u>
One and 1/2 cubic yard:	
Fee per dump	29.48
	<u>30.75</u>

Two yard:	
Fee per dump	39.32 <u>41.00</u>
Three yard:	
Fee per dump	58.99 <u>61.50</u>

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 ~~commercial and drop box 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/Impervious Unit (2,528 sq. ft.) plus 4.50 per average daily vehicle trip based on the Institute of Traffic Engineers' Trip Generation Manual.

1. Storm drainage service charges:

a. Residential Parcel. 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)	\$ 12.58 <u>\$13.37/utility account</u>
Plats approved after 1990 with signed maintenance agreement	11.25 <u>11.96/utility account</u>
Duplex parcels (Regardless of date approved)	12.58 <u>13.37/unit</u> (\$ 25.16 \$26.74 when billed as a single account)

b. Nonresidential Parcel. 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	\$ 12.31 <u>\$ 13.08</u> plus:
For parcels developed after January 1990 (Category I)	4.63 <u>4.92</u> per billing unit or
For parcels developed between January 1980 and January 1990 (Category II)	9.67 <u>10.28</u> per billing unit or
For parcels developed before January 1980 (Category II)	12.20 <u>12.97</u> 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	\$ 5.28 <u>\$ 5.61</u> per parcel x total number of parcels identified in preliminary plat x 24 months
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d. Undeveloped parcels. No charge.

2. **State highway charge:**

Monthly fee for state highway rights-of-way	30% of the storm drainage service charges
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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. 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, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



September 12, 2016

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Council Members:

SUBJECT: 2017 Utility Rate Recommendations

Thank you for the opportunity to comment on the proposed 2017 City of Olympia utility rates and the general facility charges (GFCs). We understand that this work is a fundamental responsibility of our committee.

The UAC is concerned about the City's annual increases in utility rates. We understand and support the important public health and safety work of the utilities. Utility staff is professional and do a good job reflecting our community values. City utilities are well-managed; however, City utility bills continue to increase.

Olympia's rate increases do mimic national trends. Municipal water and waste management is costly and services must be provided without interruption or public health risk. Regardless, utility bills pose a hardship to numerous Olympia households; roughly seven percent of our customers are behind on their bills at a given time.

Given this dynamic, the UAC heightened its evaluation of Utility operating budgets, capital facility plans, and potential rate increases. The UAC held extra meetings to review the budget and rates. Keeping in mind key concerns such as equity to rate payers, meeting regulatory requirements and responsibly managing our infrastructure in the interest of both current and future residents.

Happily, Water Resources staff are equally or more concerned about recent rate increases and staff worked over the summer to find alternatives that reduce increases while still ensuring the integrity of Utilities. As a result, the UAC is forwarding 2017 utility rate recommendations to City Council that are significantly lower than those anticipated by City staff last spring. The UAC unanimously supports these proposals and we request your consideration of these rate recommendations.

In addition to 2017 rate recommendations, this letter includes suggestions for additional budget work. Specifically, the UAC recommends Council follow-up on several key issues:

- **Transitioning to monthly utility bills** - The UAC does not support the City proposal to move from bi-monthly to monthly billing. Given the available evidence, we think that the proposal would result in an annual increase in expenses of over \$300,000 without clear benefit to those that are struggling to pay their Utility bills. The benefits for the City could be minimal and costs higher than initially anticipated. The UAC supports the potential option of providing residential customers with monthly billing upon request and supports making sure that delinquent customers are made aware of this option, particularly if they call to complain about their bill. The UAC may consider other possible ways to assist customers who are having trouble as a part of our work next year.
- **Increases to LOTT Clean Water Alliance rates** - We suggest that the UAC and City Council become more engaged in the annual rate increases proposed by LOTT. LOTT rates encompass

approximately 34 percent of the total City utility bill. We think that the brief overview of LOTT's cost of service study that the UAC received this year was the first presentation on that process that the UAC has ever had. (However, we have worked some on trying to understand why LOTT pays so much less to keep a gallon per day of water from coming into the plant through conservation programs than its own estimates of the additional long-term costs to ratepayers of building additional facilities to treat that extra gallon per day.) We recommend that LOTT rates receive a level of City review similar to the utilities'.

- **Sea level rise response** - The UAC shares City Council's concern about sea level rise and the threat to our downtown. The UAC will work with staff on the planning effort. It's clear that the response will require concerted City-wide attention and long-term focus. Even then, we see no way to avoid the long-term flooding risks posed by the possibility of an earthquake damaging dikes at some moment when a lot of tide is piled up outside them. We need a full and careful estimate of the long-term costs of our options so we can do our best to evaluate them before we commit ourselves to major investments that we will not be able to adjust later. Funding whatever actions we decide to undertake will be challenging and financing them needs to be addressed now.

The following sections document the UAC's recommendations for the 2017 utility rates and GFCs. The recommendations will help carry out Olympia's utility master plans and the Comprehensive Plan.

Summary of Proposed Rates and GFCs

Rates – Waste Resources, Drinking Water, Wastewater, LOTT and Storm and Surface Water

- Combined increase for a typical residential customer: 3.5% (3.7% with organics/yard waste collection)
- \$ 4.11 a month, or a \$8.22 increase on bi-monthly bill (\$4.72/month with organics/yard waste)
- Typical 2017 residential utility bill: \$243/bimonthly (\$264 with organics/yard waste)

This increase includes a proposed 3 percent increase (\$1.11/month) for the LOTT Clean Water Alliance.

General Facility Charges

- Single family home: \$262 increase for drinking water service
- Total 2017 charge for a single family home: \$8,812

The UAC supports increasing City GFCs as justified by recent financial evaluations of infrastructure costs. GFCs collect funds from new development in acknowledgement of capital investments made by current residents. Both rates and GFCs for customers other than single family residential (e.g. commercial, multifamily) would increase by the same percentage.

LOTT Capacity Development Charge (CDC)

- Single family home: \$224 increase for wastewater service
- Total 2017 charge for a single family home: \$5,579

LOTT CDCs function similarly to City GFCs.

Capital Facilities Plan 2017-2022

The UAC supports the proposed capital facilities plan with modifications noted in the following sections. In general, modifications include reducing near term costs by deferring some projects and pursuing low-interest loans for others. The Olympia Planning Commission and City Council will receive a separate CFP recommendation letter from the UAC. The letter provides more detail on CFP recommendations.

Drinking Water

Rates

- 5.7% increase proposed by UAC
- Typical single family residential account in 2017: \$1.38/month increase

We support staff's recommendation for a rate increase. Each customer class (residential, non-residential, and irrigation) will see the increase, although actual increases on customer bills will vary depending on water usage. This rate proposal helps implement the *2015-2020 Water System Plan*.

The Drinking Water utility continues to experience cost of service increases associated with State-mandated water quality and quantity regulations and costly infrastructure needs. Additionally, rate revenues are volatile and hard to predict due to the effectiveness of our water conservation programs and variable irrigation-related water use. While we seek to minimize future rate increases, the trend of annual cost increases is likely to continue.

The key budget driver for 2017 is linked to the need to increase revenue for debt service associated with three new State Revolving Fund loans totaling \$18 million. Debt service on these loans will be approximately \$1.1 million per year and will start in 2018. The UAC supports increasing rates by 4 percent (\$420,000) in 2017 to gradually ramp up revenues to cover these approaching expenses. An additional 4 percent will be proposed for 2018. These increases, combined with a smaller increase from 2016, will cover the new debt service.

The UAC and staff have worked to refine the drinking water capital facility program. The UAC supports deferring several capital projects and seeking loan financing for other projects over the next few years. However, the UAC also supports providing more cash funding for the capital program (\$200,000/annually). This proposal is consistent with recent recommendations of the City's financial consultants.

Other financial drivers include salary and benefit increases (\$157,000) and increased indirect costs of \$110,000.

As discussed previously, the UAC does not support a rate increase to fund the transition from bi-monthly to monthly billing. This cost will likely be augmented by the need for additional meter technician staffing (\$75,000/annually).

Drinking Water GFCs

- 6.7% (\$262) increase proposed
- Single family home: \$4,180

The Drinking Water GFC increase is justified based on the recent infrastructure expenditures incurred by the utility. The increase will generate an additional \$60,000/year in capital funding. A further increase could be proposed for 2018.

Wastewater

Rates

- 4% rate increase proposed by UAC.
- Typical single family residential account in 2017: \$0.83/month increase

The proposed Wastewater rate increase would cover budget shortfalls, but does not support monthly billing. In general, the utility experiences stable revenues and expenditures. Infrastructure needs are manageable, although a substantial amount of proactive and preventative work is needed. We anticipate future financial requirements of the Wastewater utility will remain predictable and relatively modest.

The utility continues to provide approximately \$500,000 a year in capital and staffing financial support for the conversion of onsite septic systems to municipal sewer.

Key financial drivers include salary and benefits (\$81,000) and intergovernmental accounts, including City taxes (\$158,000).

The operating and capital budgets for the Wastewater utility are consistent with the *2013-2018 Wastewater Management Plan*.

Wastewater GFCs

- No proposed increase

Wastewater Treatment Services - LOTT Clean Water Alliance

Rates

- 3% rate increase proposed by LOTT
- Typical single family residential account in 2017: \$1.11/month increase

The Lacey, Olympia, Tumwater, Thurston (LOTT) Clean Water Alliance collects revenue for its operations through the utility bills of the local jurisdictions and capacity development charges for new development.

Increases to both LOTT monthly charges and new connection charges are proposed for 2017. Traditionally, the UAC plays a minor role in LOTT's rate analysis and recommendations. UAC members recommend more City engagement in LOTT rates and CDCs. LOTT rates are a substantial portion of City utility bills (\$74.28/bi-monthly).

LOTT CDC

The CDC is proposed to increase 4.2 percent to \$5,579 for a new single family home.

Storm and Surface Water

Rates

- 6.3% proposed by UAC
- Typical single family residential account in 2017: \$0.80/month increase

The UAC also supports staff's recommendation for a rate increase for the Storm and Surface Water Utility.

The total Storm and Surface Water budget for 2017 is approximately \$5.3 million. Key drivers for the rate increase encompass salaries and benefits (\$134,000) and indirect costs (\$80,000). City and state taxes are also applied to the new revenue. Additionally, stormwater revenues are relatively flat as redevelopment reduces the rates by upgrading old onsite infrastructure to contemporary methods and those upgrades result in a rate reduction.

The UAC encourages financial support for the recently adopted low impact development codes. The vegetated systems associated with low impact development will require maintenance. We can expect increasing costs in future years as more of these facilities are built.

The UAC also supports transitioning the successful aquatic habitat stewardship program from a pilot program to permanent status. For 2017, the transition is revenue neutral.

We also encourage staff to complete the update to the current Storm and Surface Water Management Plan in 2017. The update will include a comprehensive financial analysis of the utility. Investigating and

implementing incentives for development innovation should be included in the analysis. The UAC anticipates being involved in this evaluation.

Our City's response to sea level rise also needs to be addressed in 2017-2018. Funding will be critical.

Storm and Surface Water GFCs

- No proposed increase

In 2013, the City's independent financial analysts concluded that we'd be justified in increasing the trip generated charge in the GFC from \$1.80/vehicle trip to \$11.24/vehicle trip. We have raised it to \$4.50/vehicle trip so far. The sums of money involved are not large. Increasing it to \$11.24 might add \$9,000- \$18,000 a year to the utility's budget from the 100 to 200 new homes a year built in the City, and might add \$11,000 a year in additional revenue from a building like the Sonics drive-in in West Olympia, which generates a great deal of traffic and is built on undeveloped land. (There are very few new commercial projects like this in town; generally, they involve redevelopment of land that's already got a lot of impervious surface, and therefore don't pay this charge.)

However, we charge the full amount justified by the analysis in the drinking water GFC, and see no particular reason not to do that here, in accordance with the principle that growth should pay its fair share of the utility's infrastructure rather than being subsidized by current ratepayers.

Waste ReSources

Rates

Increases between zero percent and 6.5 percent proposed, dependent on rate class:

- Drop Box 3%
- Residential 0%
- Commercial 0%
- Organics 6.5%
- Typical single family residential account in 2017: No increase. (\$0.62/month increase with organics/yard water)

The UAC agrees with staff's recommendation for rate increases for drop box service and organics. Policy direction for the utility is set by *Towards Zero Waste: Olympia's Waste ReSources Plan 2015-2020*.

Key drivers for the 2017 rates include increases in disposal/tonnage fees, salaries, benefits, equipment, fuel and taxes. The revenue from recycled materials, which helps offset expenses, is expected to fall short of fees. Growth and annexations in 2016 and 2017 drive the need for an additional commercial collection truck, as well as a full-time refuse/recycle collector position.

All excess reserves above the 10 percent minimum requirements were used to help smooth out rate increases from 2011 to 2014. The 2015 and 2016 revenues were projected to cover expenditures without the use of reserve funds.

In an effort to have all four service classes be independent and have their revenues cover expenditures, rate increases are needed for drop boxes and organics. Continuing to smooth and subsidize rates for the organics program through commercial rates is recommended, as subscriptions continue to grow.

Conclusion

Thank you for the opportunity to comment and 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.

Please let me know if you have any questions. I can be reached via email at tcurtz@ci.olympia.wa.us

Sincerely,



for **THAD CURTZ**
Chair
Utility Advisory Committee

TC/lm

ec: UAC Members
Jane Kirkemo, Administrative Services Director
Dan Daniels, Waste ReSources Director
Andy Haub, Water Resources Director



City Council

Approval of Ordinance Amending Olympia Municipal Code to Increase Land Use Review Fees

Agenda Date: 12/6/2016
Agenda Item Number: 4.P
File Number: 16-1155

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

Title

Approval of Ordinance Amending Olympia Municipal Code to Increase Land Use Review Fees

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending land use review fees on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance amending the Olympia Municipal Code to increase land use review fees.

Staff Contact:

Karen Kenneson, Business Manager, Community Planning and Development, 360.753.8277

Presenter:

None - Consent Calendar Item

Background and Analysis:

In 2014/2015 the City engaged FCS Group, Inc. to assess and analyze the full cost of land use review, engineering permit and building permit functions and determine current cost recovery and evaluate fees. In 2015, the Council established a Development Fee Fund to manage development fee-related revenues and expenses. The cost recovery goal for land use review, engineering and building permit and plan review services are 85%. Staff has identified two land use fees that are currently below 10% cost recovery and should be increased. This increase will result in fees that more accurately reflect the actual cost to provide these services and support the Council policy to achieve 85% revenue to expenditure cost recovery ratio.

Neighborhood/Community Interests:

The proposed increase in two land use fees are small and would not cause a notable impact to customers.

Options:

1. Approve the ordinance amending Olympia Municipal Code to increase land use fees.
2. Do not approve the ordinance amending Olympia Municipal Code to increase land use fees.
3. Direct staff to modify the ordinance amending Olympia Municipal Code to increase land use fees.

Financial Impact:

Proposed fee increases would have a minimal impact on revenue, however may increase it slightly, depending on the number of variance and comprehensive plan amendment requests each year.

Attachments:

- Ordinance
- Olympia Municipal Code proposed changes

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING LAND USE APPLICATION REVIEW FEES, AND AMENDING SECTION 4.40.010 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, in 2015 the Council established a Development Fee Fund to manage development fee related revenues and expenses; and

WHEREAS, the cost recovery goal for land use review, engineering and building permit and plan review services are 85%; and

WHEREAS, staff has identified two land use fees that are currently below 10% cost recovery and should be increased in order to more accurately reflect the actual cost to provide these services; and

WHEREAS, increasing these fees will support the Council policy to achieve 85% revenue to expenditure cost recovery ratio; and

WHEREAS, Chapters 35A.63, 36.70B RCW, and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, City Staff are known to the City Council, and staff's curriculum vitae shall be part of the record in support of this Ordinance;

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

Section 1. Amendment of OMC 4.40.010. Olympia Municipal Code 4.40.010 is hereby amended to read as follows:

4.40.010 Land use application review fees

A. Commencing January 1, 2013, the following fee schedule shall be in full force and effect.

Certifications and Appealable Letters	Land Use and Planning Applications¹
Independent Confirmation of Critical Areas Report	\$520 plus any consultant costs
Wetland Report prepared by City staff	\$800 plus any consultant costs
Zoning, Occupancy Status, Flood Hazard, and other staff confirmations	\$100
Staff-Researched Letter, Shoreline Permit	\$360 plus any consultant costs

Exemption, Discretionary Time Extension, or
Appealable Opinion²

**Actions Independent of Development
Review**

Presubmission Conference	\$240
SEPA Review (only)	\$480
Variance (staff level)	\$240 \$300
Variance and/or Reasonable Use Exception (by Examiner)	\$480 + \$1,000 Hearing Examiner deposit ⁵

Code and Plan Amendments

Comprehensive Plan Amendment (post-screening without rezone)	\$240 \$320
Shoreline Program	\$3,200
Original Master Plan (Villages & Centers) (See OMC Chapter 18.05)	\$3,200 + \$ 140 per acre or part thereof + \$2,500 Hearing Examiner deposit ⁵
Master Plan Revision	\$1,600 + \$1,500 Hearing Examiner deposit ⁵
Development Agreement	\$3,200 + \$2,000 Hearing Examiner deposit if referred to examiner ⁵
Zoning and Development Code Maps or Text	\$3,200 + if a site-specific rezone, a \$1,500 Hearing Examiner deposit ⁵

Annexations

Notice of Intent to Annex	\$320
Petition to Annex	\$2,880

Temporary Uses

Temporary Use Permit for three or less consecutive days	\$50
Temporary Uses for four or more consecutive days	\$200

Subdivision Actions

Lot Consolidation	\$360
Boundary Line Adjustment	\$320 plus \$160 per boundary line

Preliminary Short or Large-Lot Plat	\$600 + \$ 300 per lot
Final Short or Large-lot Plat	\$600
Preliminary Full (ten or more lots) Plat	\$ 3,600+ \$ 600 per acre, or part thereof + \$2,500 Hearing Examiner deposit ⁵
Final Full (ten or more lots) Plat ³	\$2,600
Binding Site Plan	Any land use review fee; plus sum equivalent to platting fee - latter reduced by 1/2 if concurrent with initial development
Improvements deferral review by Examiner (OMC 17.44.020(E))	\$1,800+ \$2,000 Hearing Examiner deposit ⁵

Land Use (Site Plan) Review³

No new structure to 5,000 square feet new gross floor area	\$2,600
5,001 to 8,000 square feet of new gross floor area	\$4,700
8,001 to 16,000 square feet of new gross floor area	\$6,800
16,000 to 24,000 square feet of new gross floor area	\$9,200
24,001 or more square feet of new gross floor area	\$11,500
Wireless Communication Facility	\$3,700, plus any consultant costs of City

Supplemental Actions

Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC 197-11-335)	No charge, except any consultant fees
Environmental Impact Statement	\$3,200+ preparation at contract rate to be determined
Design Concept Review --Board Level	\$900
Design Details Review-- Board Level	\$900
Design Review--Staff Level	\$240
Sign (Design) Review	\$55 per sign to \$330 maximum per occupancy

Examiner Review--Project Subject to SEPA	\$1,200 + \$2,000 Hearing Examiner deposit ⁵
Wireless Communication Facility -- Subject to SEPA	\$4,600+ \$2,000 Hearing Examiner deposit ⁵ plus any consultant costs of City
Examiner Review--Project SEPA Exempt	\$900 + \$750 Hearing Examiner deposit ⁵
Wireless Communication Facility -- SEPA Exempt	\$3,700 + \$750 Hearing Examiner deposit ⁵ plus any consultant costs of City
Modification of an approved application	50% of standard fee plus any Examiner deposit
Consolidated Review (RCW 36.70B.120) ⁴	\$5,000
Impact Fee Appeal to Examiner	\$1,000 + \$500 Hearing Examiner deposit ⁵
Other Appeal to Examiner	\$1,000
Appeals to Council (only if authorized)	\$500
Request for Reconsideration or Clarification by Examiner (OMC 18.75.060 and 070)	\$240 + \$500 Hearing Examiner deposit ⁵

Historic Rehabilitation Tax Exemption

Commercial	\$880
Residential	\$260

NOTES:

1. Additional fees may be applicable, including tree plan and engineering fees.
2. Staff certification or researched letter fees, and need for third-party consultation are at the discretion of the Planning Manager.
3. There is no extra charge for Planned Residential Development Approval.
4. The Consolidated Review Fee is an additional fee that applies to requests to merge review of preliminary development applications with construction permit applications, such as land use review and engineering permits.
5. Where Examiner deposit is required, applicant is responsible and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.

Section 2. 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 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 five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Nienaber DEA

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Chapter 4.40

LAND USE APPLICATION REVIEW FEES Revised 6/16

4.40.000 Chapter Contents

Sections:

[4.40.010](#) Land use application review fees. Revised 6/16

(Ord. 6333 §4; 2004 (reenacted section); Ord. 6333 §3, 2004 (repealed section)).

4.40.010 Land use application review fees Revised 6/16 SHARE

A. Commencing January 1, 2013, the following fee schedule shall be in full force and effect.

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Wetland Report prepared by City staff	\$800 plus any consultant costs
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Staff-Researched Letter, Shoreline Permit Exemption, Discretionary Time Extension, or Appealable Opinion ²	\$360 plus any consultant costs
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SEPA Review (only)	\$480
Variance (staff level)	\$240 \$300
Variance and/or Reasonable Use Exception (by Examiner)	\$480 + \$1,000 Hearing Examiner deposit ⁵
Code and Plan Amendments	
Comprehensive Plan Amendment (post-screening without rezone)	\$240 \$320
Shoreline Program	\$3,200
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Master Plan Revision	\$1,600 + \$1,500 Hearing Examiner deposit ⁵
Development Agreement	\$3,200 + \$2,000 Hearing Examiner deposit if referred to examiner ⁵
Zoning and Development Code Maps or Text	\$3,200 + if a site-specific rezone, a \$1,500 Hearing Examiner deposit ⁵
Annexations	
Notice of Intent to Annex	\$320

Petition to Annex \$2,880

Temporary Uses

Temporary Use Permit for three or less consecutive days \$50

Temporary Uses for four or more consecutive days \$200

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Boundary Line Adjustment \$320 plus \$160 per boundary line

Preliminary Short or Large-Lot Plat \$600 + \$ 300 per lot

Final Short or Large-lot Plat \$600

Preliminary Full (ten or more lots) Plat \$ 3,600+ \$ 600 per acre, or part thereof + \$2,500 Hearing Examiner deposit⁵

Final Full (ten or more lots) Plat³ \$2,600

Binding Site Plan Any land use review fee; plus sum equivalent to platting fee - latter reduced by 1/2 if concurrent with initial development

Improvements deferral review by Examiner (OMC17.44.020(E)) \$1,800+ \$2,000 Hearing Examiner deposit⁵

Land Use (Site Plan) Review³

No new structure to 5,000 square feet new gross floor area \$2,600

5,001 to 8,000 square feet of new gross floor area \$4,700

8,001 to 16,000 square feet of new gross floor area \$6,800

16,000 to 24,000 square feet of new gross floor area \$9,200

24,001 or more square feet of new gross floor area \$11,500

Wireless Communication Facility \$3,700, plus any consultant costs of City

Supplemental Actions

Traffic modeling or distribution by City staff No charge, except any consultant fees

Additional SEPA Review (WAC [197-11-335](#)) No charge, except any consultant fees

Environmental Impact Statement \$3,200+ preparation at contract rate to be determined

Design Concept Review --Board Level \$900


Design Details Review-- Board Level \$900

Design Review--Staff Level \$240

Sign (Design) Review \$55 per sign to \$330 maximum per occupancy

Examiner Review--Project Subject to SEPA \$1,200 + \$2,000 Hearing Examiner deposit⁵

Wireless Communication Facility -- Subject to SEPA \$4,600+ \$2,000 Hearing Examiner deposit⁵ plus any

	consultant costs of City
Examiner Review--Project SEPA Exempt	\$900 + \$750 Hearing Examiner deposit ⁵
Wireless Communication Facility -- SEPA Exempt	\$3,700 + \$750 Hearing Examiner deposit ⁵ plus any consultant costs of City
Modification of an approved application	50% of standard fee plus any Examiner deposit
Consolidated Review (RCW 36.70B.120  ⁴)	\$5,000
Impact Fee Appeal to Examiner	\$1,000 + \$500 Hearing Examiner deposit ⁵
Other Appeal to Examiner	\$1,000
Appeals to Council (only if authorized)	\$500
Request for Reconsideration or Clarification by Examiner (OMC 18.75.060 and 070)	\$240 + \$500 Hearing Examiner deposit ⁵

Historic Rehabilitation Tax Exemption

Commercial	\$880
Residential	\$260

NOTES:

1. Additional fees may be applicable, including tree plan and engineering fees.
2. Staff certification or researched letter fees, and need for third-party consultation are at the discretion of the Planning Manager.
3. There is no extra charge for Planned Residential Development Approval.
4. The Consolidated Review Fee is an additional fee that applies to requests to merge review of preliminary development applications with construction permit applications, such as land use review and engineering permits.
5. Where Examiner deposit is required, applicant is responsible and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.

(Ord. 7013 §4, 2016; Ord. 6830 §1, 2012; Ord. 6789 §1, 2011; Ord. 6677 §1, 2009; Ord. 6598 §1, 2008; Ord. 6503 §1, 2007; Ord. 6392 §1, 2006; Ord. 6333 §4, 2004 (reenacted section); Ord. 6333 §3, 2004 (repealed section); Ord. 6309 §1, 2004; Ord. 6302 §3, 2004; Ord. 6238 §2, 2002; Ord. 6229 §1, 2002; Ord. 6183 §1, 2002; Ord. 6153 §3, 2001; Ord. 6059 §1, 2000; Ord. 5980 §2, 1999; Ord. 5873 §1, 1999; Ord. 5862 §4, 1998; Ord. 5771 §2, 1998; Ord. 5718 §4, 1997; Ord. 5658 §6, 1996; Ord. 5616 §1, 1996; Ord. 5594 §17, 1996; Ord. 5577 §6, 1995).



City Council

Approval of Ordinance Amending School Impact Fees

Agenda Date: 12/6/2016
Agenda Item Number: 4.Q
File Number: 16-1234

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

Title

Approval of Ordinance Amending School Impact Fees

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending School Impact Fees on first reading and forward to second reading.

Report

Issue:

Whether to amend the School Impact fees for 2017.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

The proposed update to the school impact fees is based on the adoption by the School Board of the Olympia School District's 2017 - 2022 Capital Facilities Plan (CFP). Representatives from the School District met with the Planning Commission and City Council to review their CFP and proposed impact fees changes. The rates for impact fees are calculated based, in part, on the projects set forth in the District's CFP that are needed to address the impacts of projected growth. School impact fees are only charged to residential projects inside the city limits of Olympia. The City collects the impact fees for the school district and remits the fees with any interest to them on a monthly basis. Based on the school districts CFP, the fees are as follows:

	2016	2017
Single Family	\$5,240	\$5,298
Multi-Family	\$2,498	\$2,520

Downtown Multi-Family - 0 - - 0 -

Neighborhood/Community Interests (if known):

The Olympia School District held a public meeting to discuss their CFP and corresponding impact fees, and the Council had two public hearings that included the School District CFP.

Options:

The City can only adopt the changes proposed by the Olympia School Board or not charge school impact fees. The City has no basis for changing the calculations for school impact fees.

Option 1: Approve School Impact Fees Ordinance and move to second reading.

Option 2: Do not move forward with revised impact fees.

Financial Impact:

Depends on the number of new single family or multi-family residential permits issued.

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 2017-2022 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 2017-2022 CFP, the Olympia City Council desires to revise School Impact Fees as adopted in the Olympia School District's 2015-2020 Capital Facility Plan; and

WHEREAS, this Ordinance is adopted pursuant to Chapter 82.02 RCW and 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 City of Olympia and the Olympia School District;

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)	\$5,240 <u>\$5,298</u>
Multifamily per unit (including townhouses)	\$2,498 <u>\$2,520</u>
Downtown Multi Family per units (including townhouses)	\$0

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 circumstance 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 be in force and effect on January 1, 2017, after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darra Nienabe DCA

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Ordinance Amending Transportation Impact Fees

Agenda Date: 12/6/2016
Agenda Item Number: 4.R
File Number: 16-1243

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

Title

Approval of Ordinance Amending Transportation Impact Fees

Recommended Action

Committee Recommendation:

Staff briefed the Finance Committee on October 12, 2016 and the Land Use and Environment Committee on October 20, 2016. These were briefings only and no action was requested.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the ordinance amending Transportation Impact Fees.

Report

Issue:

Whether to adopt an ordinance amending Transportation Impact Fees to include updates from the Transportation Impact Fee Rate Study and reflect a 2.97 percent increase.

Staff Contact:

Randy Wesselman, Transportation Engineering and Planning Manager, Public Works Transportation, 360.753.8477

Presenter(s):

None - Consent Item.

Background and Analysis:

The City charges developers a Transportation Impact Fee to offset the impact of new development. 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.

Staff on an annual basis adjusts project costs to remain current with the cost of labor, construction materials, and real property. Approximately every 3-5 years updates are made to the Transportation Impact Fee Rate Study (Rate Study). This year staff, working with the consulting firm of Fehr and Peers, updated the Rate Study. The last update was in 2009. Updates to the Rate Study Include:

1. Deleting projects completed;
2. Revising project scopes and cost estimates to reflect the Draft 2017-2022 *Capital Facilities Plan*;
3. Adding new projects reflected in the Draft 2017-2022 *Capital Facilities Plan*;
4. Reducing the number of afternoon peak hour trips from 10,458 to 6,241 based on Thurston Regional Planning Council's population and employment forecasts and the Regional Transportation Model;
5. Updating trips generated by each of the various types of land uses; and
6. Adding an administrative fee of \$20 to the Transportation Impact Fee. The administrative fee covers consultant costs to update the Rate Study approximately every three years.

Staff recommends revising the Transportation Impact Fee Ordinance to reflect the above changes in the Rate Study. The proposed ordinance also eliminates or revises some reductions allowed for Transportation Demand Management and Commute Trip Reduction measures.

Neighborhood/Community Interests (if known):

Public Hearings were held on October 18 and November 15, 2016. The City Council did not receive any comments concerning the increase in Transportation Impact Fees.

The public commented on the change in project scope for the Henderson Boulevard and Eskridge Boulevard Intersection Improvements. The project scope changed from installation of a roundabout to a traffic signal.

The City Council received a comment to charge the maximum impact fee level where they can.

Options:

1. Approve on first reading and forward to second reading the ordinance amending Transportation Impact Fees. The ordinance for City impact fees will incorporate the most recent updates from the Rate Study. Project costs will remain current with the cost of labor, construction materials, and real property.
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 increase from \$2,913 to \$2,999 per new afternoon peak hour trip. This represents a 2.97 percent increase.

Attachments:

1. Ordinance
2. Cost Distribution

3. 2016 Transportation Impact Fee Rate Study Update

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING TRANSPORTATION IMPACT FEES, AND AMENDING SECTIONS 15.04.070, 15.08.050 AND 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 2017-2022 CFP, the Olympia City Council desires to amend Transportation Impact Fees to account for updates to the Transportation Impact Fee Rate Study; 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 15.04.070. Olympia Municipal Code Section 15.04.070 is hereby amended to read as follows:

15.04.070 Credits

A. A feepayer can request that a credit or credits for park and/or transportation impact fees be granted for the total value of dedicated land, improvements, and/or construction provided by the feepayer if the land, improvements, and/or construction facility are identified in the capital facilities plan as projects providing capacity to serve new growth. The Director may make a finding that such land, improvements, and/or facility would serve the goals and objectives of the capital facilities plan. For park and transportation impact fees, the feepayer can also request a credit or credits for significant past tax payments. For each request for a credit or credits for significant past tax payments for park and transportation impact fees, the feepayer shall submit receipts and a calculation of past tax payments earmarked for or proratable to the projects that provide capacity to serve new growth in the capital facilities plan.

B. Where the dedicated land, improvements, and/or construction is for the benefit of District No. 111, the feepayer shall direct the request for a credit or credits to District No. 111. District No. 111 shall first determine the general suitability of the land, improvements, and/or construction for District purposes. Second, District No. 111 shall determine whether the land, improvements, and/or the facility constructed are included within the District's adopted capital facilities plan or the Board of Directors for District No. 111 may make the finding that

such land, improvements, and/or facilities would serve the goals and objectives of the capital facilities plan of District No. 111. District No. 111 shall forward its determination to the Director, including cases where District No. 111 determines that the dedicated land, improvements, and/or construction are not suitable for District purposes. The Director may adopt the determination of District No. 111 and may award or decline to award a credit, or the Director may make an alternative determination and set forth in writing the rationale for the alternative determination.

C. For each request for a credit or credits, if appropriate, the Director shall select an appraiser or the feepayer may select an independent appraiser acceptable to the Director. The appraiser must be a Washington State Certified Appraiser or must possess other equivalent certification and shall not have a fiduciary or personal interest in the property being appraised. A description of the appraiser's certification shall be included with the appraisal, and the appraiser shall certify that he/she does not have a fiduciary or personal interest in the property being appraised.

D. The appraiser shall be directed to determine the total value of the dedicated land, improvements, and/or construction provided by the feepayer on a case-by-case basis.

E. Where the dedicated land, improvements, and/or construction is for the benefit of District No. 111 and District No. 111 has determined that the land, improvements, and/or construction would be suitable for District purposes, District No. 111 shall select an appraiser or the feepayer may select an independent appraiser acceptable to District No. 111. Such appraiser must meet and comply with the requirements set forth in subsection C above. The appraiser shall be directed to determine the value of the dedicated land, improvements, or construction provided by the feepayer on a case-by-case basis.

F. The feepayer shall pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.

G. After receiving the appraisal, or the determination of District No. 111, and where consistent with the requirements of this Section, the Director shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, the legal description of the site donated where applicable, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within sixty (60) calendar days shall nullify the credit. The credit must be used within seventy-two (72) months of the award of the credit.

H. Any claim for credit must be made no later than twenty (20) calendar days after the submission of an application for a building permit.

- I. In no event shall the credit exceed the amount of the impact fees that would have been due for the proposed development activity.
- J. No credit shall be given for project improvements.
- K. Determinations made by the Director pursuant to this Section shall be subject to the appeals procedures set forth in OMC Chapter 18.75.
- L. The fee payer may also apply for a credit for transportation demand management strategies. The Director shall determine the actual amount of the credit to be granted to a specific project for the transportation demand management strategies that the feepayer will implement. The Director may consider the possible impacts on adjacent residential parking when considering a request for credit. At the discretion of the Director, eligible projects may reduce transportation impact fees by the following amounts:

ACTION	TRANSPORTATION IMPACT FEE REDUCTION
Operational Improvements:	
Installation of centralized Transportation Demand Management (TDM) information center with maintained information.	1%
Commercial development which would be occupied by employees subject to Commute Trip Reduction ordinance or evidence to voluntarily comply with Commute Trip Reduction ordinance.	32%
Installation of parking spaces which are designated as paid parking (by residents or employees).	3%
Signage and enforcement designating parking lots to be used for carpool or vanpool parking for non-building occupants.	1%
Physical Improvements:	
Construction of direct walkway connection to the nearest arterial.	1%
Installation of on-site sheltered bus stop, or bus stop within 1/4 mile of site with adequate walkways as determined by Transportation Division staff.	12%
Installation of bike lockers or employee showers.	1%
Construction of on-site internal walk/bikeway network which connects to existing City bicycle/pedestrian networks.	1%
Installation of preferential carpool/vanpool parking facilities.	2%
Underbuild median parking requirements by at least 20% OR underbuild by at least 30% OR underbuild by at least 40%.	2% or 4% or 7%

ACTION	TRANSPORTATION IMPACT FEE REDUCTION
Downtown construction that provides no parking for employees or customers.	±0%
Other:	
Other operational or physical Transportation Demand Management measures identified by the developer (with supporting documentation).	Up to 20 <u>5</u> % based upon peak hour trip reductions
Maximum Reduction	Up to 20 <u>10</u> %

The following guidelines define the conditions under which transportation demand management credits may be granted. The Director shall request documentation or other sureties to ensure the effectiveness and continuation of the impact of these credits.

OPERATIONAL

- ~~1. — Kiosks must be centrally located transportation information centers in areas of high visibility to employees and customers. The kiosk must contain at least alternative mode, ride share, and flex time information which is updated quarterly or more often.~~
21. Applicants requesting credit because they will house employers subject to the Commute Trip Reduction (CTR) Act must provide a signed five-year lease or other evidence in a form approved by the City Attorney that obligates the occupants to reduce peak hour trips.
- ~~3. — Paid parking space credit will be given only if 25% or more of the actual parking stalls are clearly designated and administered as paid parking.~~

PHYSICAL

- ~~1. — Bike lockers must designated for be a minimum of three spaces or at least 1% of the actual parking area constructed for the building.~~
21. "Carpool/vanpool only" parking must be designated for a minimum of three spaces or 15% of the actual constructed parking area.

Transportation Impact Fee Reduction for Underbuilding Median Parking:

1. Any physical/operational improvements required by the City to reduce parking are not eligible for individual TIF reductions.

2. Physical/operational improvements being proposed above and beyond those required for parking reductions are eligible for TIF reductions.

*Plus other possible TDM credits as identified by the applicant which reduces single occupancy vehicle trips.

Section 2. Amendment of OMC 15.08.050. Olympia Municipal Code Section 15.08.050 is hereby amended to read as follows:

15.08.050 Transportation impact fees

A. The transportation impact fees in Schedule D, Section 15.16.040, are generated from the formula for calculating impact fees set forth in the Transportation Study. The fees to be charged are outlined in the 2009 Transportation Impact Fee Collection Rate Document. One copy of the Transportation Study and one copy of the 2009 Rate document will be kept on file with the office of the City Clerk and each is hereby adopted and incorporated by reference. Except as otherwise provided in OMC Sections 15.04.050 through 15.04.070, all new developments and changes in use in the City will be charged the transportation impact fees in Schedule D.

B. The transportation impact fees in Schedule D will be reviewed annually to consider adjustments to the fees to account for system improvement cost increases due to increased costs of labor, construction materials and real property. The City Council intends that such review should occur concurrently with the annual review of the Capital Facilities Plan element of the City's Comprehensive Plan.

C. The cost of administering the impact fee program for transportation impact fees shall also include a \$20 administrative fee per new P.M. (afternoon) peak hour trip generated. The administrative fee shall be deposited into an administrative fee account within the Transportation Impact Fee Fund. The administrative fee shall be used to defray the cost incurred by the City in the administration and update of the Transportation Impact Fee Program, including, but not limited to, review of independent fee calculations and the value of credits. The administrative fee is not creditable or refundable under OMC 15.04.070.

Section 3. 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, ~~2016~~2017**

Land Uses	Unit of Measure	Rate
Cost per New Trip Generated:		\$2,913 <u>\$2,999</u>
<i>Residential</i>		
Single Family (Detached)	dwelling	\$3,432 <u>\$3,498</u>
Multi Family-Townhouse & Duplex	dwelling	\$2,227 <u>\$2,293</u>
Senior Housing & Accessory Dwelling	dwelling	\$843 <u>\$868</u>
Mobile Home	dwelling	\$2,005 <u>\$2,064</u>
<i>Commercial – Services</i>		
Bank	sq ft / GFA	\$18.80 <u>\$23.68</u>
Day Care	sq ft / GFA	\$18.15 <u>\$24.67</u>
Hotel/Motel	room	\$2,292 <u>\$2,399</u>
Service Station ¹	fueling position	\$6,626 <u>\$10,101</u>
Quick Lubrication Vehicle Shop	servicing positions	\$5,997 <u>\$6,173</u>
Automobile Care Center	sq ft / GLA	\$5.42 <u>\$5.13</u>
Movie Theater	seat	\$133 <u>\$137</u>
Health Club	sq ft / GFA	\$7.97

SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2016~~2017

Land Uses	Unit of Measure	Rate
		<u>\$8.20</u>
Marina	berth	\$515 <u>\$530</u>
<i>Institutional</i>		
Elementary /Jr. High/ High School	student	\$202 <u>\$208</u>
University/College	student	\$551 <u>\$459</u>
Church	sq ft / GFA	\$1.98 <u>\$2.03</u>
Hospital	sq ft / GFA	\$4.43 <u>\$3.72</u>
Assisted Living, Nursing Home, Group Home	bed	\$598 <u>\$616</u>
<i>Industrial</i>		
Light Industry/Manufacturing/Industrial Park	sq ft / GFA	\$4.26 <u>\$4.33</u>
Warehousing/Storage	sq ft / GFA	\$1.58 <u>\$1.63</u>
Mini Warehouse	sq ft / GFA	\$1.29 <u>\$1.33</u>
<i>Restaurant</i>		
Restaurant	sq ft / GFA	\$19.78 <u>\$14.25</u>
Fast Food Restaurant	sq ft / GFA	\$32.86 <u>\$32.64</u>
<u>Coffee/Donut Shop with Drive-Through Window</u>	<u>sq ft / GFA</u>	<u>\$27.81</u>
<u>Coffee/Donut Shop with Drive-Through Window and No Indoor Seating</u>	<u>sq ft / GFA</u>	<u>\$10.72</u>

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2016~~2017**

Land Uses	Unit of Measure	Rate
<i>Commercial – Retail</i>		
Retail Shopping Center:		
up to 49,999	sq ft / GLA	\$6.34 <u>\$6.15</u>
50,000-99,999	sq ft / GLA	\$5.61 <u>\$5.43</u>
100,000-199,999	sq ft / GLA	\$5.51 <u>\$5.34</u>
200,000-299,999	sq ft / GLA	\$5.04 <u>\$4.89</u>
300,000-399,999	sq ft / GLA	\$6.01 <u>\$5.82</u>
over 400,000	sq ft / GLA	\$6.76 <u>\$6.57</u>
Supermarket > 5,000 SF	sq ft / GFA	\$16.06 <u>\$12.74</u>
Convenience Market < 5,000 SF	sq ft / GFA	\$29.77 <u>\$33.37</u>
Furniture Store	sq ft / GFA	\$0.45 <u>\$0.36</u>
Car Sales - New/Used	sq ft / GFA	\$9.25 <u>\$9.64</u>
Nursery/Garden Center	sq ft / GFA	\$5.42 <u>\$10.20</u>
Pharmacy/Drugstore	sq ft / GFA	\$6.95 <u>\$6.71</u>
Hardware/Building Materials Store < 25,000 SF	sq ft / GFA	\$5.49 <u>\$5.65</u>
Discount Merchandise Store (Free Standing)	sq ft / GFA	\$6.34 <u>\$6.24</u>

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, ~~2016~~2017**

Land Uses	Unit of Measure	Rate
Video Rental	sq ft / GFA	\$10.10 \$10.40
Home Improvement Superstore > 25,000 SF	sq ft / GFA	\$2.66 \$2.84
Miscellaneous Retail	sq ft / GLA	\$6.52 \$5.87
<i>Commercial – Office</i>		
Administrative Office:		
0-99,999	sq ft / GFA	\$12.08 \$12.34
100,000-199,999	sq ft / GFA	\$7.35 \$7.52
200,000-299,999	sq ft / GFA	\$6.42 \$6.56
over 300,000	sq ft / GFA	\$6.02 \$6.15
Medical Office/Clinic	sq ft / GFA	\$12.09 \$12.85
<i>Downtown² Fees</i>		
Multi Family-Townhouse, & Duplex	dwelling	\$913 \$1,004
Senior Housing & Accessory Dwelling	dwelling	\$378 \$380
Assisted Living, Nursing Home, Group Home	bed	\$406 \$367
Hotel/Motel	room	\$1,699 \$1,431
Movie Theater	seat	\$110 \$89

**SCHEDULE D
TRANSPORTATION IMPACT FEE RATE SCHEDULE
Effective January 1, 2016-2017**

Land Uses	Unit of Measure	Rate
Marina	berth	\$315
		<u>\$316</u>
Downtown Services/Retail ³	sq ft / GLA	\$3.85
		<u>\$3.87</u>
Administrative Office:		
0-99,999	sq ft / GFA	\$7.84
		<u>\$8.53</u>
100,000-199,999	sq ft / GFA	\$5.88
		<u>5.20</u>
200,000-299,999	sq ft / GFA	\$5.10
		<u>\$4.53</u>
over 300,000	sq ft / GFA	\$4.31
		<u>\$4.25</u>
Medical Office/Clinic	sq ft / GFA	\$10.58
		<u>\$8.87</u>
Industrial Park	sq ft / GFA	\$2.67
		<u>\$2.99</u>
Warehousing/Storage	sq ft / GFA	\$0.99
		<u>\$1.13</u>
Mini Warehouse	sq ft / GFA	\$0.81
		<u>\$0.92</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 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 January 1, 2017, 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

	A1	A15	A18	A19	A20
PROJECT/STREET	COST	Total Funds Appropriated or Assigned through August 31, 2015	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)	\$14,400,000	\$104,518	\$14,295,482	\$0	\$14,295,482
Henderson Boulevard & Eskridge Boulevard Intersection Improvements	\$650,000	\$125,639	\$524,361	\$0	\$524,361
Wiggins Road & 37th Avenue Intersection Improvements	\$650,000	\$244,333	\$405,667	\$0	\$405,667
Cain Road & North Street Intersection Improvements	\$400,000	\$20,012	\$379,988	\$0	\$379,988
Transportation Projects Update and Prioritization	\$200,000	\$0	\$200,000	\$0	\$200,000
Boulevard Road Intersection Improvements - Morse-Merryman Road	\$6,001,400	\$2,620,620	\$3,380,780	\$0	\$3,380,780
Log Cabin Road Extension - ROW	\$273,000	\$0	\$273,000	\$0	\$273,000
Log Cabin Road Extension - Design	\$500,000	\$0	\$500,000	\$0	\$500,000
US 101/West Olympia Access Project - Design, Evironmental Permits and Mitigation, and ROW	\$6,119,675	\$0	\$6,119,675	\$0	\$6,119,675
Debt Service	\$2,616,476	\$0		\$2,616,476	\$2,616,476
Total	\$31,810,551	\$3,115,122	\$26,078,953	\$2,616,476	\$28,695,429

Percent of new project traffic due to growth within City of Olympia and UGA	64.8000000%
Project Costs Allowable for Impact Fees	\$18,594,638
New PM Peak Hour Trips	6,241
Cost Per Trip without Administrative Fee	\$2,979
Administrative Fee	\$20
Cost Per Trip with Administrative Fee	\$2,999

Transportation Impact Fee Update

Prepared for
City of Olympia

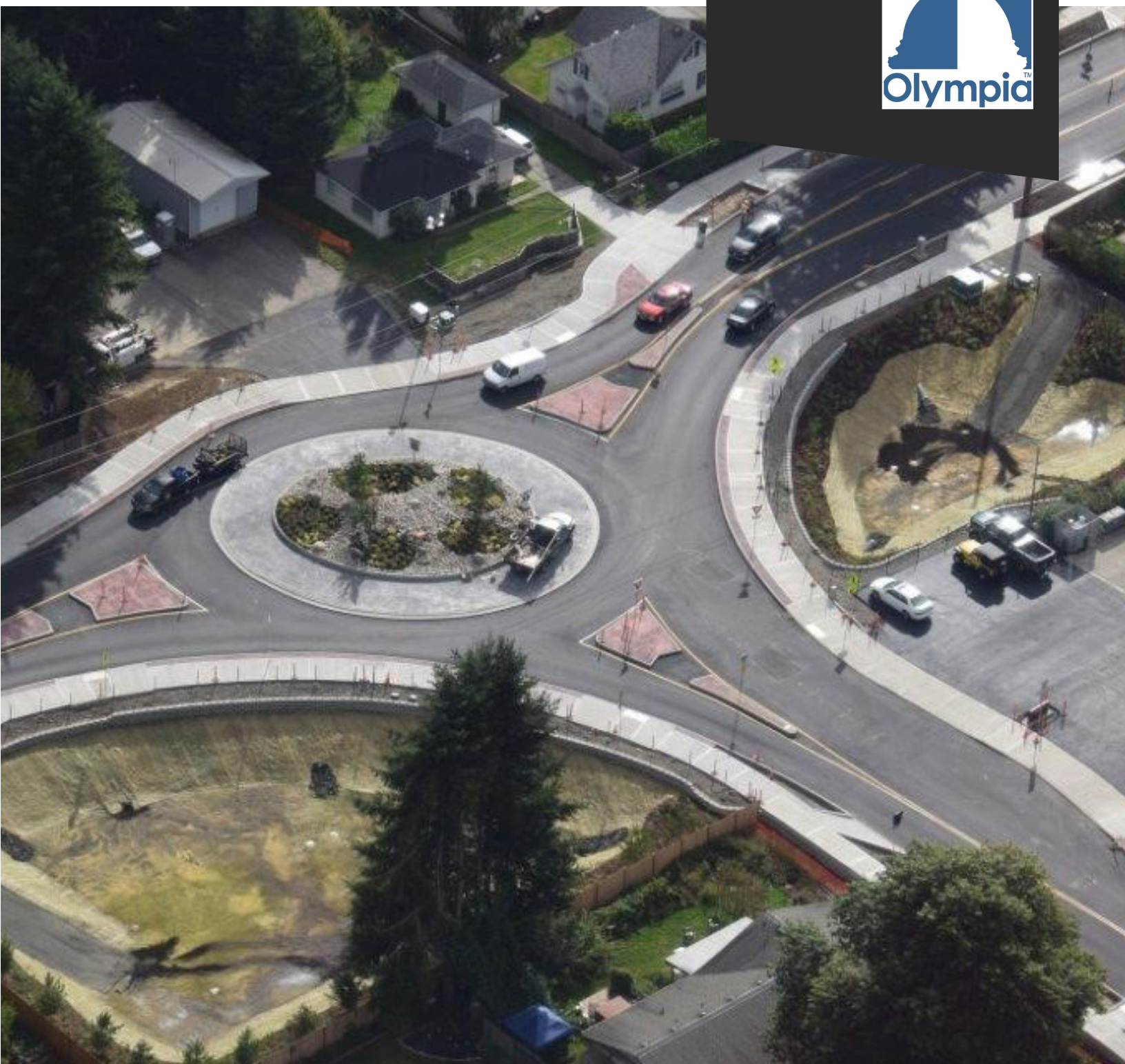




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INTRODUCTION

This report documents the 2016 update to the City of Olympia Transportation Impact Fee Program. The update was prepared for the following reasons:

- The Growth Management Act requires regular updates to impact fee programs. The original Transportation Impact Fee program was adopted by the City Council in 1995 and was updated in 1998, 2002, 2006, and 2009.
- The project list has been updated for consistency with the Capital Facilities Program (CFP).
- The costs of projects on the impact fee project list have changed due to inflation and changing project scope since the last update in 2009.

This update remains generally consistent with the 2009 methodology, but includes enhancements to the way the rates are calculated for Downtown Olympia. These changes are based on more recent data and research and are described in more detail in this report. The remaining sections of this report describe the impact fee program methodology, the analyses performed, and the resulting recommendations.

IMPACT FEE ANALYSIS

The City of Olympia's impact fee structure was designed to determine the fair share of improvement costs that may be charged for a new development. The structure includes the key elements listed below, each of which is covered in more detail in this report.

- A 6-year roadway facility list oriented to future growth is developed.
- Existing deficiencies are identified and separated from future trips on the roadway system.
- Future trips are allocated to geographic areas inside and outside the City using a travel demand forecasting model.
- A citywide fee system is established.
- A land use based fee schedule is developed.

IMPACT FEE PROJECT LIST

The updated impact fee project list is composed of selected capacity projects from the City's CFP, which covers a 6-year period. The projects are listed in **Table 1** and mapped in **Figure 1**. The table shows total estimated project cost and the amount already collected or allocated for each project. The impact fee cost



for growth-related projects is equal to the total project cost minus the assumed grants and other non-eligible costs.

TABLE 1. SIX-YEAR LIST OF TRANSPORTATION CAPACITY PROJECTS

Project Number	Project	Total Estimated Cost	All Funds Appropriated/Assigned to Project (As of 8/31/2015)	Total Remaining Funds Needed
1	Fones Road- 18th Avenue to Pacific (CG23)	\$14,400,000	\$104,518	\$14,295,482
2	Henderson Boulevard & Eskridge Boulevard Intersection Improvements	\$650,000	\$125,639	\$524,361
3	Wiggins Road & 37th Avenue Intersection Improvements	\$650,000	\$244,333	\$405,667
4	Cain Road & North Street Intersection Improvements	\$400,000	\$20,012	\$379,988
5	Boulevard Road Intersection Improvements-Morse-Merryman Road	\$6,001,400	\$2,620,620	\$3,380,780
6	Log Cabin Road Extension – ROW	\$273,000	\$0	\$273,000
7	Log Cabin Road Extension – Design	\$500,000	\$0	\$500,000
8	US 101/West Olympia Access Project-Design, Environmental Permits, Mitigation & Right-of-Way	\$6,119,675	\$0	\$6,119,675
9	Harrison Ave Phase 2 & 3 Widening and Traffic Signal - <i>Debt Finance</i>	\$1,605,999	\$0	\$1,605,999
10	18th Ave Widening and Roundabouts - <i>Debt Finance</i>	\$907,314	\$0	\$907,314
11	Yelm Highway Widening - <i>Debt Finance</i>	\$103,163	\$0	\$103,163
12	Transportation Projects Update & Prioritization (Transportation Master Plan)	\$200,000	\$0	\$200,000
Total		\$31,810,551	\$3,115,122	\$28,695,429

Source: City of Olympia, 2016.

The City identified the funding currently appropriated or assigned to each project, including the amount of the current impact fee and SEPA mitigation payments that are being used to pay for the improvements. The remaining unfunded portion of the project costs equals \$28.7 million.



During the City's transportation planning process, the City identified the projects in Table 1 as those needed during the next six years to meet the adopted Level of Service (LOS) standards. These capital projects form the basis for the City's transportation funding program which includes public and private sources. The list retains some current impact fee projects since they are not complete and have remaining capacity available for new growth.

SYSTEM IMPROVEMENTS

Washington State law (RCW 82.02.050) specifies that Transportation Impact Fees are to be spent on "system improvements." System improvements can include physical or operational changes to existing roadways, as well as new roadway connections that are built in one location to benefit projected needs at another location. Costs could include planning, design, and construction of the facilities. Each project in **Table 1** meets this requirement. The Log Cabin Road Extension project in the impact fee project list will provide a new street connection that provides capacity and helps shift traffic away from other congested locations within the City.

TRAVEL GROWTH

For the impact fee analysis, a six-year land use growth estimate was used to match the 2016-2021 Capital Facilities Program. These growth estimates result in an increase of 6,241 PM peak hour vehicle trip ends¹ within the City and the surrounding urban growth area. This growth is substantially lower than the growth forecasted in 2009.²

COST ALLOCATION

The City's impact fee analysis is based on a methodology that distinguishes between facility improvements that address existing deficiencies and those that are needed to serve new growth. For growth-related projects, this method assumes that traffic generated by future development (inside and outside of the City) results in the need for the improvement projects. To make this determination, the City provided data on existing LOS for each project, as shown in **Table 2**. The analysis showed that the LOS of each proposed project is either currently within the City's adopted standard or was within the City's adopted standard when the City began collecting impact fees for the project. Therefore, up to 100 percent of the project costs can potentially be allocated to new growth.

¹ A vehicle trip travels between an origin and a destination. Each vehicle trip has two trip ends, one each at the origin and destination. Trip ends represent the traffic coming to and from a given land use, consistent with trip generation formulas used by the Institute of Transportation Engineers.

² The growth forecast in 2009 was 10,458 PM peak hour trip ends.



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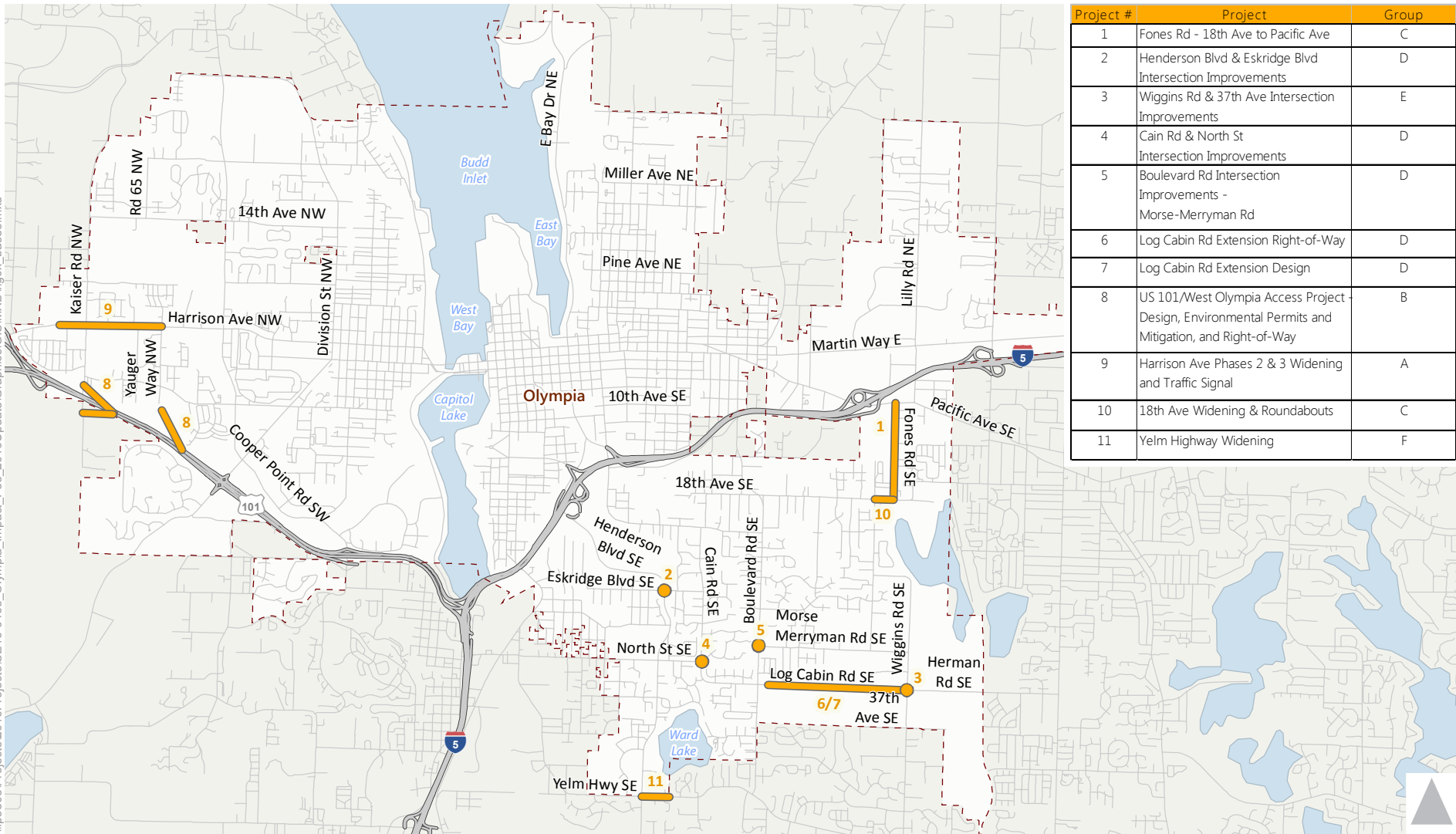


Figure 1
City of Olympia Impact Fee Projects

TABLE 2. LEVEL OF SERVICE DEFICIENCY ANALYSIS

Project #	Project Description	Deficiency Analysis
1	Fones Road- 18th Avenue to Pacific (CG23)	Existing deficiency. No existing deficiency when the City began collecting impact fees. Current LOS is E and LOS standard is D.
2	Henderson Boulevard & Eskridge Boulevard Intersection Improvements	No existing deficiency. Current LOS is A and LOS standard is D.
3	Wiggins Road & 37th Avenue Intersection Improvements	No existing deficiency. Current LOS is A and LOS standard is D.
4	Cain Road & North Street Intersection Improvements	No existing deficiency. Current LOS is C and LOS standard is D.
5	Boulevard Road Intersection Improvements- Morse-Merryman Road	No existing deficiency. Current LOS is A and LOS standard is D.
6	Log Cabin Road Extension - ROW	No existing deficiency. New connection.
7	Log Cabin Road Extension - Design	No existing deficiency. New connection.
8	US 101/West Olympia Access Project- Design, Environmental Permits, Mitigation & Right-of-Way	No existing deficiency. Black Lake interchange (the only adjacent interchange within City limits) has no deficiency according to 2016 Interchange Justification Report.
9	Harrison Ave Phase 2 & 3 Widening and Traffic Signal - <i>Debt Finance</i>	No existing deficiency. Project completed and no deficiency at the time the City began collecting impact fees.
10	18th Ave Widening and Roundabouts - <i>Debt Finance</i>	No existing deficiency. Project completed and no deficiency at the time the City began collecting impact fees.
11	Yelm Highway Widening - <i>Debt Finance</i>	No existing deficiency. Project completed and no deficiency at the time the City began collecting impact fees.
12	Transportation Projects Update & Prioritization (Transportation Master Plan)	Not applicable.

Note: Existing impact-fee funded projects that have a current deficiency have been previously identified as eligible for impact fee funding prior to the time of their deficiency.

Not all of the growth-related costs can be attributed to growth within the City of Olympia. The cost allocation process distributes the growth costs for each project based on the travel patterns between the different geographic areas within and outside the City limits. Trips that pass through Olympia, but do not have any origins or destinations within Olympia, were not allocated to Olympia zones. In other words,



development in Olympia would not be charged for impacts by growth in trips passing through the City. This 'through traffic' amount will need to be covered by other revenues.

The total cost of the projects on the impact fee list is \$31.8 million³ (excluding the \$3.1 million debt service beyond the horizon year of 2022), as shown in **Figure 2**. Of this amount, \$3.1 million has already been spent or otherwise appropriated or assigned to the projects on the list. The funds include a combination of previously obtained State and Federal grants, impact fees, and SEPA payments. The remaining \$28.7 million needs to be funded.

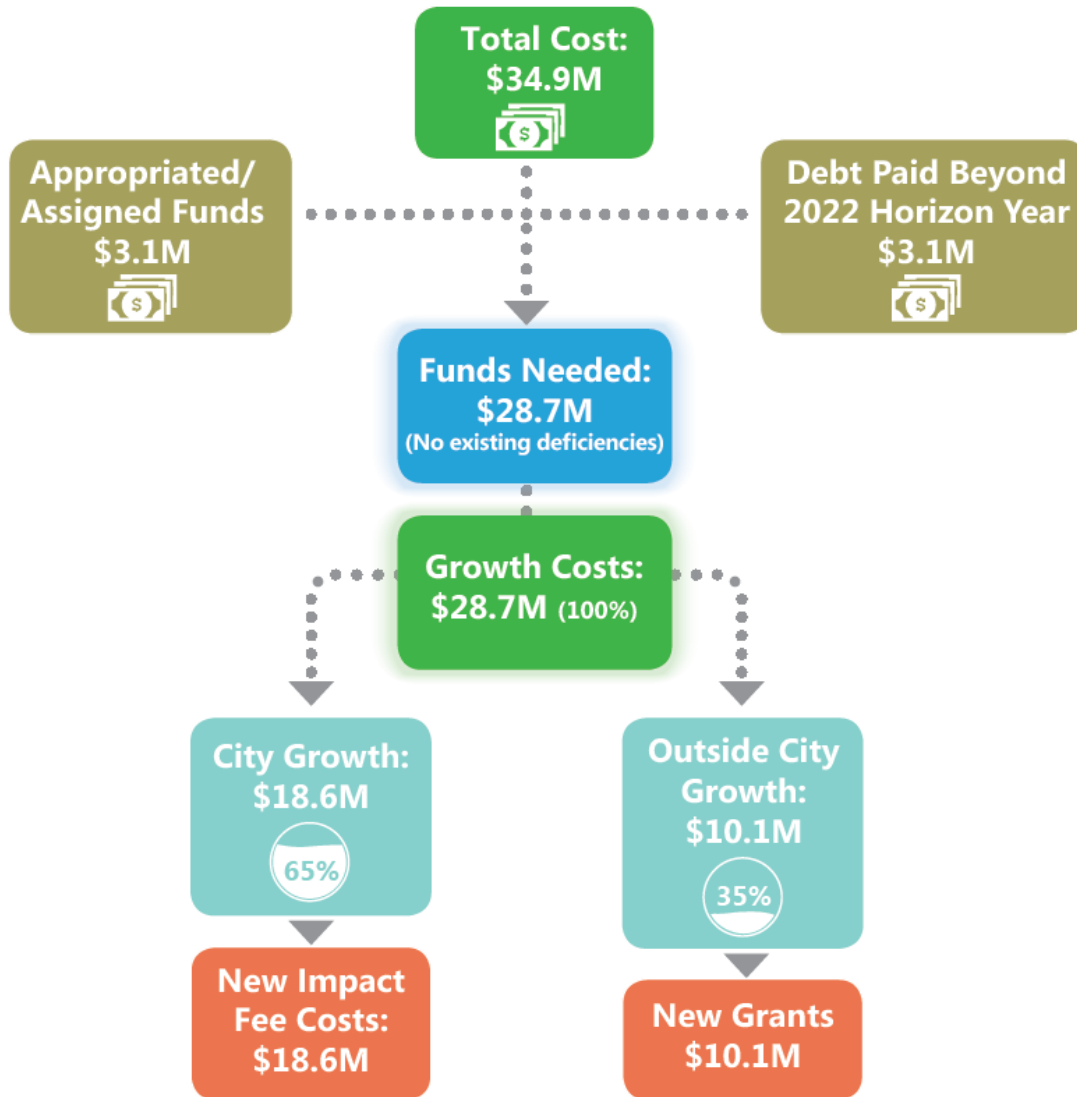
The \$28.7 million was then split into 'city growth' and 'outside city growth' components using the City's traffic model. The details of this calculation are shown in **Appendix A – Exhibit A**. Using this data, the average percentage of City growth responsibility equaled approximately 65 percent. The City growth percentage, applied to the \$28.7 million needed funds, yielded an amount equal to \$18.6 million. This is the amount that could be charged to new development using impact fees. The remaining \$10.1 million is expected to be obtained from new grant proposals to cover the cost of growth occurring outside of the city.

³ For discussion purposes, the dollar amounts shown in the following figures and text descriptions are approximate values. The actual amounts used in the calculations are accurate to a single dollar.



Figure 2. Impact Fee Cost Allocation

Impact Fee Cost Allocation (2016–2022)



The Cost per New Trip is then calculated as follows:

Impact Fee Costs	\$18.6M
New Peak (4-6PM) Hour Trips	÷ 6,241
Cost per New Trip without Administrative Fee	\$2,979
Administrative Fees	+\$20
Cost per New Trip with Administrative Fee	\$2,999



The final step in the cost allocation process was to calculate the "cost per new trip end" within Olympia and the surrounding Urban Growth Area (UGA). This is derived by dividing the total project cost by the total number of new PM peak hour trips. This rate presumed that grants would cover only the 'outside city and Urban Growth Area' share of the growth costs.

The analysis produced the following results.

$$\text{Project Cost per New Trip End} = \frac{\text{Total Project Cost}}{\text{New PM Peak Hour Trip Ends}} = \frac{\$18,590,836}{6,241} = \$2,979$$

In addition to the project cost per new trip end, the City is applying an administrative fee to defray the costs associated with the periodic update of the impact fee program. There is precedent within Washington State for collecting administrative fees, including the Cities of Federal Way, Bothell, and Kent. The administrative fee is set at \$20 per new trip end, which is based on the expected annual cost of administering the program. Therefore, the total cost per new trip end is \$2,999.

The \$2,999 per trip end rate is three percent higher than the current rate of \$2,913. The new rate reflects an updated impact fee project list with old projects removed, new projects added, and updated cost estimates. The new fee schedule is anticipated to collect a slightly higher proportion of project costs, 58 percent, than the previous program which only collected 50 percent of the total. However, with a lower overall project cost than the previous program, this would lead to a 6-year fee collection of \$18.6 million, compared with the current program goal of \$35.4 million. The decrease in vehicle trip end growth (6,241 vs. 10,458) is a key reason why the impact fee rate will stay roughly equivalent to the prior program despite the lower project cost.

IMPACT FEE SCHEDULE

The impact fee schedule was developed by adjusting the 'cost per trip end' information to reflect differences in trip making characteristics (trip generation, pass-by trips, trip length) for a variety of land use types within the study area. The fee schedule is a table where fees are represented as dollars per unit for each land use category. **Table 3** shows the various components of the fee schedule. Certain land uses were modified or added from the current fee schedule to reflect recent development trends within the City and changes to the national trip generation database. For example, categories for drive through coffee shops with indoor seating and without indoor seating (i.e. an espresso stand) were added, as that is now a common land use within the City.



TABLE 3. COMPONENTS OF IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	PM Peak Trips Ends/Unit	New Trip %	New Trip End Rate	Trip Length (Miles)	Adjusted Trip Length for Downtown Uses	Trip Length Adjustment Factor
Residential								
Single Family (Detached)	210	dwelling	1.00	100%	1.00	3.5	-	1.17
Multi Family-Townhouse & Duplex	220, 221, 230, 233	dwelling	0.62	100%	0.62	3.7	-	1.23
Senior Housing & Accessory Dwelling	220, 221, 230, 233	dwelling	0.31	100%	0.31	2.8	-	0.93
Mobile Home	240	dwelling	0.59	100%	0.59	3.5	-	1.17
Commercial-Services								
Bank	912	SF GFA	24.30	65%	15.80	1.5	-	0.50
Day Care	565	SF GFA	12.34	100%	12.34	2.0	-	0.67
Hotel/Motel	310, 320	room	0.60	100%	0.60	4.0	-	1.33
Service Station with or without minimart and/or carwash	944, 945, 946	Fueling Position	13.51	44%	5.94	1.7	-	0.57
Movie Theater	444, 445	seat	0.07	85%	0.06	2.3	-	0.77
Health Club	492, 493	SF GFA	3.53	75%	2.65	3.1	-	1.03
Marina	420	Berth	0.19	90%	0.17	3.1	-	1.03
Institutional								
Elementary /Junior High/ High School	520, 522, 530	student	0.13	80%	0.10	2.0	-	0.67
University/College	540, 550	student	0.17	90%	0.15	3.0	-	1.00
Church	560	SF GFA	0.55	100%	0.55	3.7	-	1.23
Hospital	610	SF GFA	0.93	80%	0.74	5.0	-	1.67
Assisted Living, Nursing Home, Group Home	620, 254	bed	0.22	100%	0.22	2.8	-	0.93
Industrial								



TABLE 3. COMPONENTS OF IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	PM Peak Trips Ends/Unit	New Trip %	New Trip End Rate	Trip Length (Miles)	Adjusted Trip Length for Downtown Uses	Trip Length Adjustment Factor
Light Industry/ Manufacturing Industrial Park	110, 140, 130	SF GFA	0.85	100%	0.85	5.1	-	1.70
Warehousing/ Storage	150	SF GFA	0.32	100%	0.32	5.1	-	1.70
Mini Warehouse	151	SF GFA	0.26	100%	0.26	5.1	-	1.70
Restaurant								
Restaurant	931	SF GFA	7.49	56%	4.19	3.4	-	1.13
Fast Food Restaurant	934	SF GFA	32.65	50%	16.33	2.0	-	0.67
Coffee/Donut Shop with Drive- Through Window	937	SF GFA	42.80	50%	21.40	1.3	-	0.43
Coffee/Donut Shop with Drive- Through Window and No Indoor Seating	938	SF GFA	75.00	11%	8.25	1.3	-	0.43
Commercial-Retail								
Retail Shopping Center								
up to 49,999	820	SF GLA	9.47	50%	4.74	1.3	-	0.43
50,000-99,999	820	SF GLA	6.59	55%	3.62	1.5	-	0.50
100,000-199,999	820	SF GLA	5.24	60%	3.14	1.7	-	0.57
200,000-299,999	820	SF GLA	4.43	65%	2.88	1.7	-	0.57
300,000-399,999	820	SF GLA	3.96	70%	2.77	2.1	-	0.70
over 400,000	820	SF GLA	3.65	75%	2.74	2.4	-	0.80
Commercial-Office								
Administrative Office								
0-99,999	710, 715, 750	SF GFA	2.69	90%	2.42	5.1	-	1.7
100,000-199,999	710, 715, 750	SF GFA	1.64	90%	1.48	5.1	-	1.7



TABLE 3. COMPONENTS OF IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	PM Peak Trips Ends/Unit	New Trip %	New Trip End Rate	Trip Length (Miles)	Adjusted Trip Length for Downtown Uses	Trip Length Adjustment Factor
200,000-299,999	710, 715, 750	SF GFA	1.43	90%	1.29	5.1	-	1.7
over 300,000	710, 715, 750	SF GFA	1.34	90%	1.21	5.1	-	1.7
Medical Office/Clinic	720	SF GFA	3.57	75%	2.68	4.8	-	1.6
Other Retail Uses								
Supermarket > 5,000 SF	850	SF GFA	9.48	64%	6.07	2.1	-	0.70
Convenience Market < 5,000 SF	851	SF GFA	52.41	49%	25.68	1.3	-	0.43
Discount Merchandise Store (Free Standing)	813, 815, 861, 863, 864	SF GFA	4.13	72%	2.98	2.1	-	0.70
Miscellaneous Retail	820	SF GLA	3.71	66%	2.45	2.4	-	0.80
Furniture Store	890	SF GFA	0.45	47%	0.21	1.7	-	0.57
Car Sales - New/Used	841	SF GFA	2.62	80%	2.10	4.6	-	1.53
Nursery/Garden Center	817	SF GFA	6.94	70%	4.86	2.1	-	0.70
Pharmacy/Drugstore	880, 881	SF GFA	8.40	47%	3.95	1.7	-	0.57
Video Rental	896	SF GFA	13.60	45%	6.12	1.7	-	0.57
Automobile Care Center	942	SF GLA	3.11	75%	2.33	2.2	-	0.73
Quick Lubrication Vehicle Shop	941	Servicing Positions	5.19	70%	3.63	1.7	-	0.57
Hardware/Building Materials Store < 25,000 SF	812	SF GFA	4.49	60%	2.69	2.1	-	0.70
Home Improvement Superstore > 25,000 SF	862	SF GFA	2.33	58%	1.35	2.1	-	0.70



TABLE 3. COMPONENTS OF IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	PM Peak Trips Ends/Unit	New Trip %	New Trip End Rate	Trip Length (Miles)	Adjusted Trip Length for Downtown Uses	Trip Length Adjustment Factor
DOWNTOWN FEES								
Multi Family-Townhouse & Duplex	223, 230	dwelling	0.36	100%	0.36	3.7	2.8	0.94
Senior Housing & Accessory Dwelling	223, 230	dwelling	0.18	100%	0.18	2.8	2.1	0.71
Assisted Living, Nursing Home, Group Home	620, 254	bed	0.17	100%	0.17	2.8	2.1	0.71
Hotel/Motel	310, 320	room	0.47	100%	0.47	4.0	3.0	1.01
Movie Theater	444	seat	0.05	85%	0.05	2.3	1.9	0.63
Marina	420	Berth	0.15	90%	0.13	3.1	2.4	0.79
Downtown Services	820, 590, 565, 492	SF GFA	2.91	70%	2.04	2.4	1.9	0.63
Administrative Office								
0-99,999	710	SF GFA	2.11	90%	1.90	5.1	4.5	1.50
100,000-199,999	710	SF GFA	1.29	90%	1.16	5.1	4.5	1.50
200,000-299,999	710	SF GFA	1.12	90%	1.01	5.1	4.5	1.50
over 300,000	710	SF GFA	1.05	90%	0.95	5.1	4.5	1.50
Medical Office/Clinic	720	SF GFA	2.80	75%	2.10	4.8	4.2	1.41
Industrial Park	130	SF GFA	0.67	100%	0.67	5.1	4.5	1.50
Warehousing/Storage	150	SF GFA	0.25	100%	0.25	5.1	4.5	1.50
Mini Warehouse	151	SF GFA	0.20	100%	0.20	5.1	4.5	1.50

Notes:

For uses with unit of measure in "SF GFA" or "SF GLA" the 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 calculated separately.

2) Downtown: As previously described in Olympia Municipal Code 15.04.040.J.

3) Downtown Services includes Retail Stores, Restaurants, Supermarkets, Convenience Markets, Video Rentals, Banks, Health Clubs, Day Cares, and Libraries.



Table 4 shows the proposed transportation impact fee schedule, which includes a comparison between the existing and proposed fees. Appendix B provides definitions of the land uses included in the fee schedule.

TABLE 4. TRANSPORTATION IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	Current Impact Fee Rate	Proposed Impact Fee Rate
Residential				
Single Family (Detached)	210	dwelling	\$3,432	\$3,498
Multi Family-Townhouse & Duplex	220, 221, 230, 233	dwelling	\$2,227	\$2,293
Senior Housing & Accessory Dwelling	220, 221, 230, 233	dwelling	\$843	\$868
Mobile Home	240	dwelling	\$2,005	\$2,064
Commercial-Services				
Bank	912	SF GFA	\$18.80	\$23.68
Day Care	565	SF GFA	\$18.15	\$24.67
Hotel/Motel	310, 320	room	\$2,292	\$2,399
Service Station with or without minimart and/or carwash	944, 945, 946	Fueling Position	\$6,626	\$10,101
Movie Theater	444, 445	seat	\$133	\$137
Health Club	492, 493	SF GFA	\$7.97	\$8.20
Marina	420	Berth	\$515	\$530
Institutional				
Elementary /Junior High/ High School	520, 522, 530	student	\$202	\$208
University/College	540, 550	student	\$551	\$459
Church	560	SF GFA	\$1.98	\$2.03
Hospital	610	SF GFA	\$4.43	\$3.72
Assisted Living, Nursing Home, Group Home	620, 254	bed	\$598	\$616
Industrial				
Light Industry/Manufacturing Industrial Park	110, 140, 130	SF GFA	\$4.26	\$4.33
Warehousing/Storage	150	SF GFA	\$1.58	\$1.63
Mini Warehouse	151	SF GFA	\$1.29	\$1.33



TABLE 4. TRANSPORTATION IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	Current Impact Fee Rate	Proposed Impact Fee Rate
Restaurant				
Restaurant	931	SF GFA	\$19.78	\$14.25
Fast Food Restaurant	934	SF GFA	\$32.86	\$32.64
Coffee/Donut Shop with Drive-Through Window	937	SF GFA	N/A	\$27.81
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	938	SF GFA	N/A	\$10.72
Commercial-Retail				
Retail Shopping Center				
up to 49,999	820	SF GLA	\$6.34	\$6.15
50,000-99,999	820	SF GLA	\$5.61	\$5.43
100,000-199,999	820	SF GLA	\$5.51	\$5.34
200,000-299,999	820	SF GLA	\$5.04	\$4.89
300,000-399,999	820	SF GLA	\$6.01	\$5.82
over 400,000	820	SF GLA	\$6.76	\$6.57
Commercial-Office				
Administrative Office				
0-99,999	710, 715, 750	SF GFA	\$12.08	\$12.34
100,000-199,999	710, 715, 750	SF GFA	\$7.35	\$7.52
200,000-299,999	710, 715, 750	SF GFA	\$6.42	\$6.56
over 300,000	710, 715, 750	SF GFA	\$6.02	\$6.15
Medical Office/Clinic	720	SF GFA	\$12.09	\$12.85
Other Retail Uses				
Supermarket > 5,000 SF	850	SF GFA	\$16.06	\$12.74
Convenience Market < 5,000 SF	851	SF GFA	\$29.77	\$33.37
Discount Merchandise Store (Free Standing)	813, 815, 861, 863, 864	SF GFA	\$6.34	\$6.24
Miscellaneous Retail	820	SF GLA	\$6.52	\$5.87
Furniture Store	890	SF GFA	\$0.45	\$0.36
Car Sales - New/Used	841	SF GFA	\$9.25	\$9.64



TABLE 4. TRANSPORTATION IMPACT FEE SCHEDULE

Land Uses	Land Use Code	Unit of Measure	Current Impact Fee Rate	Proposed Impact Fee Rate
Nursery/Garden Center	817	SF GFA	\$5.42	\$10.20
Pharmacy/ Drugstore	880, 881	SF GFA	\$6.95	\$6.71
Video Rental	896	SF GFA	\$10.10	\$10.40
Automobile Care Center	942	SF GLA	\$5.42	\$5.13
Quick Lubrication Vehicle Shop	941	Servicing Positions	\$5,997	\$6,173
Hardware/Building Materials Store < 25,000 SF	812	SF GFA	\$5.49	\$5.65
Home Improvement Superstore > 25,000 SF	862	SF GFA	\$2.66	\$2.84
DOWNTOWN FEES				
Multi Family-Townhouse & Duplex	223, 230	dwelling	\$913	\$1,004
Senior Housing & Accessory Dwelling	223, 230	dwelling	\$378	\$380
Assisted Living, Nursing Home, Group Home	620, 254	bed	\$406	\$367
Hotel/Motel	310, 320	room	\$1,699	\$1,431
Movie Theater	444	seat	\$110	\$89
Marina	420	Berth	\$315	\$316
Downtown Services*	820, 590, 565, 492	SF GFA	\$3.85	\$3.87
Administrative Office				
0-99,999	710	SF GFA	\$7.84	\$8.53
100,000-199,999	710	SF GFA	\$5.88	\$5.20
200,000-299,999	710	SF GFA	\$5.10	\$4.53
over 300,000	710	SF GFA	\$4.31	\$4.25
Medical Office/Clinic	720	SF GFA	\$10.58	\$8.87
Industrial Park	130	SF GFA	\$2.67	\$2.99
Warehousing/ Storage	150	SF GFA	\$0.99	\$1.13
Mini Warehouse	151	SF GFA	\$0.81	\$0.92

Notes:

For uses with unit of measure in "SF GFA" or "SF GLA" the 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 calculated separately.

2) Downtown: As previously described in Olympia Municipal Code 15.04.040.J.



3) Downtown Services includes Retail Stores, Restaurants, Supermarkets, Convenience Markets, Video Rentals, Banks, Health Clubs, Day Cares, and Libraries.

TRIP GENERATION

Trip generation rates for each land use type are derived from the Institute of Transportation Engineers (ITE) Trip Generation (9th Edition, 2012)⁴. The rates are expressed as vehicle trips entering and leaving a property during the PM peak hour. ITE trip rates are most applicable to suburban contexts. More central, denser areas such as Downtown Olympia are known to generate fewer vehicle trips than ITE rates suggest. Therefore, Fehr & Peers' MainStreet trip generation tool was used to estimate an appropriate vehicle trip reduction for Downtown Olympia compared to typical ITE trip rates. The MainStreet tool considers variables such as proximity to transit, intersection density, and the type, mix, and intensity of land use. This evaluation resulted in a 22% reduction compared to ITE trip rates which was applied to all Downtown land uses.

PASS-BY TRIP ADJUSTMENT

The trip generation rates represent total traffic entering and leaving a property at the driveway points. For certain land uses (e.g., retail), a substantial amount of this traffic is already passing by the property and merely turns into and out of the driveway. These pass-by trips do not significantly impact the surrounding street system and therefore are removed from the total prior to calculating the impact fee. The resulting trips are considered 'new' to the street system and are therefore subject to the impact fee calculation. The 'new' trip percentages are derived partially from ITE data (some of which has been updated since the 2009 impact fee program) and from available surveys conducted around the country.

TRIP LENGTH ADJUSTMENT

Another variable that affects traffic impacts is the length of the trip generated by a particular land use. The 'cost per trip end' calculated in the impact fee program represents an average for all new trips generated within Olympia. Being an average, there will be certain land uses that generate trips of different lengths. If a given trip length is shorter than the average, then its relative traffic impacts on the street system will be lower than average. Conversely, longer trips will impact a larger proportion of the transportation network. In order to reflect these differences, the method includes an adjustment factor, which is calculated as the ratio between the trip length for a particular land use type and the 'average' trip length for the City. Trip length data were estimated using limited national survey results. Since the

⁴ The existing fee schedule is based upon ITE's 9th Edition trip generation rates (an update from the previous program which was based upon ITE's 8th Edition).



adjustment uses a ratio, the relative trip lengths are more important than the actual trip length. The average trip length estimated for Olympia was 3.0 miles⁵ based upon the current and expected mix in land use types within the study area.

An additional trip length factor was applied for Downtown land uses. Thurston Regional Planning Council's household travel survey data were used to compare the length of household trips within downtown to those related to households outside of downtown. Based on those findings, the average trip length was reduced for downtown land use categories, resulting in a different trip length factor.

⁵ Derived from 1995 Impact Fee study



CONCLUSIONS

The City of Olympia Transportation Impact Fee Program was adopted in 1995 and most recently updated in 2009. The proposed impact fees for 2016 have been updated for consistency with current construction and regulatory costs and to account for the addition of new roadway projects to the impact fee list. The impact fee rate schedule (**Table 4**) lists the impact fees to be charged to a variety of land use types. The rates reflect changes in the average 'cost per trip end'. The proposed City impact fee rates are anticipated to generate \$18.6 million over the next six years, representing approximately 65 percent of remaining funding needed for the projects on the impact fee list.



APPENDIX A – COST ALLOCATION RESULTS

Exhibit A illustrates how the impact fee project costs (shown in Table 1) were divided into growth-related costs attributable to the City and the surrounding Urban Growth Area (UGA). In order to determine this proportion, the City’s traffic model was used to identify the portion of trip-making associated with existing and growth-related traffic. A technique called “select-link” analysis was used to isolate the vehicle trips using each of the impact fee projects. The first column of Exhibit A shows several “Project Groups”, which represent the grouping of impact fee projects used in the select link traffic forecasts. Groups C and D include two or more impact fee projects that are located within close proximity to each other, representing similar traffic patterns. The grouping of projects is shown at the top of Exhibit A. The analysis shows that approximately 65 percent of the total project costs could be attributable to new growth within the City and the surrounding UGA.

EXHIBIT A. COST ALLOCATION BY PROJECT GROUP

Project Group ID	Project Group Description			
A	Harrison Ave Widening and Traffic Signal- Debt Finance			
B	US 101/West Olympia Access Project			
C	Fones Rd, 18th Ave Widening & Roundabouts- Debt Finance			
D	Henderson & Eskridge Improvements, Cain & North Improvements, Boulevard Rd Improvements, Log Cabin Extension			
E	Wiggins & 37th Ave Improvements			
F	Yelm Highway Widening- Debt Finance			
Citywide	Transportation Projects Update & Prioritization			
Project Group #	Project Costs (Total)	Funds Needed	Percent of New Project Traffic due to Growth within City and UGA	Project Costs Allowable for Impact Fees
A	\$1,605,999	\$1,605,999	64.5%	\$1,036,367
B	\$6,119,675	\$6,119,675	60.1%	\$3,677,646
C	\$15,307,314	\$15,202,796	66.6%	\$10,126,184
D	\$7,824,400	\$5,058,129	66.0%	\$3,339,507
E	\$650,000	\$405,667	55.4%	\$224,695
F	\$103,163	\$103,163	55.1%	\$56,863
Citywide	\$200,000	\$200,000	64.8%	\$129,573
Total	\$31,810,551	\$28,695,429	64.8%	\$18,590,836



APPENDIX B – LAND USE DEFINITIONS

The following land use definitions are derived from the ITE Trip Generation (9th Edition). The asterisk indicates ITE category trip rate used in Impact Fee Schedule.

RESIDENTIAL

Single Family: Single-family detached unit. Includes all single-family detached homes on individual lots. (ITE # 210)

Multi Family (townhouse, duplex, and accessory dwelling): A building or buildings designed to house two or more families living independently of each other. Includes apartments, condos, attached duplexes, PUDs, and attached townhouses. Includes accessory dwelling units (separate structure) and single room occupancy, if additional parking provided. (ITE #s 220*, 221, 230, and 233. Average of 223 and 230 for Downtown)

Senior Housing: Residential units restricted to adults or senior citizens. (50 percent of trip generation values used for ITE #s 220*, 211, 230, and 233. 50 percent of average of 233 and 230 for Downtown)

Mobile Home: Trailers shipped, sited, and installed on permanent foundations within a mobile home park. (ITE # 240)

COMMERCIAL-SERVICES

Drive-in Bank: A free-standing building, with a drive-up window, for the custody or exchange of money, and for facilitating the transmission of funds. (ITE # 912)

Day Care: A facility for the care of infant and preschool age children during the daytime hours. Generally includes classrooms, offices, eating areas, and a playground. (ITE # 565)

Hotel/Motel: A place of lodging providing sleeping accommodations. May include restaurants, cocktail lounges, meeting and banquet rooms, or convention facilities. (ITE #s 310* and 320)

Service Station: A facility used for the sale of gasoline, oil, and lubricants. May include areas for servicing, repairing, and washing vehicles along with convenience food items. (ITE #s 944, 945*, and 946)

Quick Lubrication Vehicle Shop: A facility where the primary activity is to perform oil change services for vehicles. Automobile repair service is generally not provided. (ITE # 941)



Automobile Care Center: A facility that provides automobile-related services, such as repair and servicing, stereo installation, and tire installation and repair. (ITE # 942)

Movie Theater: Consists of audience seating, one or more screens and auditoriums, a lobby, and refreshment stand. Typically includes matinee showings. (ITE #s 444* and 445)

Health Club: Privately owned facilities that may include swimming pools and whirl pools, saunas, weight lifting and gymnastics equipment, exercise classes, tennis, racquetball, and handball courts. Features exercise, sports, and other active physical conditioning, as well as a broader range of services such as juice bars and meeting rooms. (ITE #s 492* and 493)

Marina: A facility providing moorage for boats. (ITE # 420)

COMMERCIAL-INSTITUTIONAL

Elementary/Junior High/High School: Facilities of education serving kindergarten through high school. Includes public and private schools. Schools often provide school bus services of varying length, depending upon the type of school and grade level. (ITE #s 520, 522, and 530*)

University/College: Facilities of higher education including two-year, four-year, and graduate-level institutions. (ITE #s 540 and 550*)

Church: A building providing public worship facilities. Generally houses an assembly hall or sanctuary, meeting rooms, classrooms, and occasionally dining facilities. (ITE # 560)

Hospital: A building or buildings designed for the medical, surgical diagnosis, treatment and housing of persons under the care of doctors and nurses. Rest homes, nursing homes, convalescent homes and clinics are not included. (ITE # 610)

Assisted Living/Nursing Home/Group Home: A facility whose primary function is to provide chronic or convalescent care for persons who by reason of illness or infirmity are unable to care for themselves. Applies to rest homes, chronic care, assisted living, convalescent centers, and group homes. (ITE #s 254* and 620)

INDUSTRIAL

Light Industry/Manufacturing/Industrial Park: A facility where the primary activity is the conversion of raw materials or parts into finished products. Generally also have offices and associated functions. Typical uses are printing plants, material testing laboratories, bio-technology, medical instrumentation or



supplies, communications and information technology, and computer hardware and software. Industrial Parks are areas containing a number of industrial or related facilities. They are characterized by a mix of manufacturing, service, and warehouse facilities with a wide variation in the proportion of each type of use from one location to another. Industrial parks include research centers facilities or groups of facilities that are devoted nearly exclusively to research and development activities. (ITE #s 110, 130* and 140)

Warehousing/Storage: Facilities that are primarily devoted to the storage of materials, including vehicles. They may also include office and maintenance areas. (ITE # 150)

Mini-Warehouse: Buildings in which a number of storage units or vaults are rented for the storage of goods. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point. (ITE # 151)

RESTAURANT

Restaurant: An eating establishment, which sells prepared food or beverages and generally offers accommodations for consuming the food or beverage on the premises. Usually serves breakfast, lunch, and/or dinner; generally does not have a drive-up window. Includes bars/taverns. (ITE # 931)

Fast Food Restaurant: An eating establishment that offers quick food service and a limited menu of items. Food is generally served in disposable wrappings or containers, and may be consumed inside or outside the restaurant building. Restaurants in this category have a drive-up window. (ITE # 934)

Coffee/Donut Shop with Drive-Through Window: A single-tenant restaurant with drive-through windows. Freshly brewed coffee and a variety of coffee-related accessories are the primary retail products sold at these sites and may sell other refreshment items such as donuts, bagels, muffins, cakes, sandwiches, wraps, salads and other hot and cold beverages. Some sites may also sell newspapers, music CDs and books. Typically hold long store hours (over 15 hours) with an early morning opening and have limited indoor seating provided for patrons, but no table service provided. (ITE # 937)

Coffee/Donut Shop with Drive-Through Window and No Indoor Seating: A single-tenant restaurant with drive-through windows. Freshly brewed coffee and a variety of coffee-related accessories are the primary retail products sold at these sites and may sell other refreshment items such as donuts, bagels, muffins, cakes, sandwiches, wraps, salads and other hot and cold beverages. Some sites may also sell newspapers, music CDs and books. Typically hold long store hours (over 15 hours) with an early morning opening. (ITE # 938)



COMMERCIAL-RETAIL

Retail Shopping Center: An integrated group of commercial establishments that is planned, developed, owned, or managed as a unit. On-site parking facilities are provided, and administrative office areas are usually included. In addition to the integrated unit of shops in one building or enclosed around a mall, include peripheral buildings located on the perimeter of the center adjacent to the streets and major access points. Supermarkets should typically be separated for calculation purposes from the rest of the shopping center. (ITE # 820)

Supermarket: Retail store (greater than 5,000 gsf) that sells a complete assortment of food, food preparation and wrapping materials, and household cleaning and servicing items. (ITE # 850)

Convenience Market: A use (less than 5,000 gsf) that combines retail food sales with fast foods or take-out food service; generally open long hours or 24 hours a day. (ITE # 851)

Furniture Store: Furniture stores specialize in the sale of furniture, and often, carpeting. The stores are generally large and include storage areas. (ITE # 890)

Car Sales (new and used): Facilities are generally located as strip development along major arterial streets that already have a preponderance of commercial development. Generally included are auto services and parts sales along with a sometimes substantial used-car operation. Some dealerships also include leasing activities and truck sales and servicing. (ITE # 841)

Nursery/Garden Center: A free-standing building with a yard of planting or landscape stock offered to the general public (i.e., not wholesale). May have greenhouses and offer landscaping services. Most have office, storage, and shipping facilities. (ITE # 817)

Pharmacy/Drugstore: A pharmacy which sells prescriptions and non-prescription drugs, cosmetics, toiletries, medications, stationery, personal care products, limited food products, and general merchandise. The drug stores may contain drive-through windows. (ITE #s 880* and 881)

Hardware/Building Materials Store: A small free-standing or attached store (less than 25,000 gsf) with off-street parking. Stores sell hardware, paint, lumber, and other building materials. The storage area is not included in the total gross floor area. (ITE # 812)

Discount Merchandise Store: A free-standing store or warehouse with off-street parking. Usually offers centralized cashiering and a wide range of merchandise and/or food products. May include items sold in large quantities or bulk. Often is the only store on a site, but can be found in mutual operation with its own or other supermarkets, garden centers and service stations, or as part of community-sized shopping



centers. Fred Meyer stores, Costco, and big box consumer electronic/computer/toy stores are examples of this land use. (Average of ITE #s 813, 815, 861, 863, and 864)

Video Rental: A business specializing in the rental of home movies and video games. Typically maintain long store hours and are usually open seven days a week. (ITE # 896)

Home Improvement Superstore: A free-standing warehouse type facility (typically 25,000-150,000 gsf) with off-street parking. Generally offers a variety of customer services (home improvements, lumber, tools, paint, lighting, wallpaper, kitchen and bathroom fixtures, lawn equipment, and garden equipment) and centralized cashiering. Home Depot is an example of this land use. (ITE # 862)

Downtown Services: Includes uses in Downtown such as retail stores, restaurants, supermarkets, convenience markets, video rentals, banks, health clubs, day cares, and libraries. (ITE # 820*, 590 565 492)

COMMERCIAL-OFFICE

Administrative Office: An administrative office building houses one or more tenants and is the location where affairs of a business, commercial or industrial organization, government, professional person or firm are conducted. The building or buildings may be limited to one tenant, either the owner or lessee, or contain a mixture of tenants including professional services, insurance companies, investment brokers, and company headquarters. Services such as a bank or savings and loan, a restaurant or cafeteria, miscellaneous retail facilities, and fitness facilities for building tenants may also be included. (ITE #s 710*, 715, and 750)

Medical Office/Clinic: A facility which provides diagnoses and outpatient care on a routine basis but which is unable to provide prolonged in-house medical/surgical care. A medical office is generally operated by either a single private physician/dentist or a group of doctors and/or dentists. (ITE # 720)

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





City Council

Approval of Ordinance Amending Animals Services OMC 6.04.040 and Allowing Authorization to Set Fees through Interlocal Agreement or Resolution

Agenda Date: 12/6/2016
Agenda Item Number: 4.S
File Number: 16-1275

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

Title

Approval of Ordinance Amending Animals Services OMC 6.04.040 and Allowing Authorization to Set Fees through Interlocal Agreement or Resolution

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Olympia Municipal Code 6.04.040 pertaining to Animal Services on first reading and move to second reading.

Report

Issue:

Whether to adopt an ordinance authorizing JASCOM to set fees according to interlocal agreement and authorizing Council to set fees by resolution only if necessary.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Jessica Bateman, Council Representative to Thurston County Joint Animal Services Commission (JASCOM)

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

JASCOM is a regional agency established for the purpose of keeping pet animals within the City. The City of Lacey is the lead agency for JASCOM. In 2014 each participating agency signed an interlocal agreement authorizing the JASCOM board to set fees. In 2014 when the interlocal agreement was signed, the Olympia Municipal Code was not amended to remove the existing fees for service. This ordinance brings the code into compliance with the interlocal agreement and authorizes the Council

to set fees by resolution only if needed. At the August meeting, the JASCOM Board approved a series of fee increases.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Adopt the changes.
 2. Have the Council representative go back to the JASCOM Board to revise the interlocal agreement.
- All jurisdictions in JASCOM (Olympia, Lacey, Tumwater, and Thurston County) have agreed to the changes.

Financial Impact:

N/A

Attachments:

1. Ordinance proposing changes in the Animal Services code
2. Interlocal agreement

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING CHAPTER 6.04.040 OF THE OLYMPIA MUNICIPAL CODE, REMOVING FEES AND ALLOWING AUTHORIZATION TO SET FEES THROUGH CONTRACT OR BY COUNCIL RESOLUTION

WHEREAS, animal services fees must be amended from time to time; and

WHEREAS, Lacey, Olympia, Tumwater, and Thurston County have in place an ongoing interlocal agreement for joint animal control services where a policy making body known as Joint Animal Services Commission (JASCOM) sets fees and charges for services related to the animal shelter and animal protection and control activities; and

WHEREAS, setting forth fees in an ordinance interferes with the delegation of the authority to set fees, which has been delegated in contract to JASCOM; and

WHEREAS, should the contract for JASCOM cease to exist, the amended language allows Council to set the fees by resolution, so long as updated fees are on file with the City Clerk;

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

Section 1. Amendment of OMC 6.04.040 . Olympia Municipal Code 6.04.040 is hereby amended to read as follows:

6.04.040 Licensing and registration requirements

A. Failure to license a pet animal. Except as otherwise provided in this chapter, it is unlawful for any person to own, keep, or have control of any dog, cat, or potbelly pig in the City of Olympia unless the person has procured a license. Failure to license such animals is a class 3 civil infraction. Provided, however, such infraction may be dismissed if, within fourteen days of its issuance, the cited person submits evidence of licensing such animal to the court.

B. Issuance of license tag. Animal Services or agents thereof shall provide an appropriate identification tag for each dog or cat licensed to persons applying, upon payment of the appropriate license fee. It shall be the responsibility of the owner of a dog to keep a collar or harness on the animal with the license tag attached if the animal is off the owner's property. For cats only a microchip may substitute if a collar is considered a hazard.

C. Supplemental identification. Tattooing or microchip implantation are acceptable auxiliary means of identification but do not replace the license.

D. Lack of authorized and current tag. A dog or cat without an authorized and current license tag may be impounded, except as otherwise set forth in this chapter.

E. Annual License Fees shall be set as authorized by Council through contract. In the event no contract exists authorizing the setting of fees, Council shall set fees by resolution. Each updated fee schedule shall be filed with the City Clerk.

Annual license for dogs which are not sterilized	\$28.00
Annual license for dogs which are sterilized or which are under six months of age	\$16.00
Annual license for dogs which are sterilized and whose owners are low income senior citizens as identified in RCW 84.36.381 (5)(b)(ii)	\$ 6.00
Annual license for cats which are not sterilized	\$18.00
Annual license for cats which are sterilized or are under six months of age	\$10.00
Annual license for cats which are sterilized and whose owners are low income senior citizens as identified in RCW 84.36.381 (5)(b)(ii)	\$ 4.00
Duplicate license	\$ 3.00
Voluntary license, other pet animal	\$ 6.00
Annual hobby kennel permit	\$25.00
Plus each dog in hobby kennel shall be licensed for a fee of	\$ 1.00
Annual commercial kennel permit	\$25.00
Annual cattery permit	\$18.00
Certified service dog and police dogs	-0-
Owner requested euthanasia of dog	\$30.00
Owner requested euthanasia of cat	\$30.00
Release fee for adult animals	\$10.00
Release fee for puppies/kittens	\$ 2.00

A 50% surcharge will be added to all fees for services provided to non-JASCOM participating jurisdictions.

F. Date due. All licenses granted under this chapter shall be valid for one year from the date of issuance.

G. Licenses nontransferable. Licenses shall not be transferable from one pet animal to another.

H. Tag removal unlawful. It is unlawful for any person to remove a tag from any dog or cat, or to obliterate any tattoo or microchip registered under this chapter without the permission of the owner or issuing authority other than in a medical emergency. A violation of this provision shall be a misdemeanor.

I. Kennel or cattery permit. A kennel or cattery permit may be granted for those areas where such use is not prohibited by local zoning. An annual fee in lieu of individual licensing for each animal may be granted for the following:

1. Private nonprofit animal welfare or protection organizations that have IRS 501(c)(3) status with operating standards and criteria and whose primary purpose is to provide temporary care, shelter, and placement of animals, or

2. Catteries (as defined in Section 6.04.030(E)) that can demonstrate that all cats placed in Olympia are reported to Animal Services and all non-show quality cats are sold or given away with a binding contract for sterilization.

3. Hobby kennels (as defined in Section 6.04.030(M)).

J. Exotic Animals. Owners of constrictor type reptiles over eight feet in length, venomous reptiles, and primates, that are not otherwise prohibited, are required to comply with all state and federal laws for the keeping of such animals, and are also required to annually register such animals with Animal Services by completing a form provided by Animal Services. Failure to register such animals shall be a misdemeanor and shall subject the animal to immediate impoundment.

Section 2. 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 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 thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:


DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

**INTERGOVERNMENTAL AGREEMENT
FOR
JOINT ANIMAL SERVICES OPERATIONS**

THIS AGREEMENT is made and executed on the date of the last authorizing signature thereto, by and between the City of Lacey, Washington; the City of Olympia, Washington; the City of Tumwater, Washington; and Thurston County, Washington; all of which are organized under the laws of the State of Washington, witnesseth:

WHEREAS, the parties hereto have determined that it would be to the benefit of the citizens within their respective jurisdictions to continue the joint operation of an animal shelter and the conduct of animal protection and control activities pursuant to a new Agreement; and

WHEREAS, the Interlocal Cooperation Act contained in RCW 39.34 authorizes local governments such as the parties to this Agreement to contract for the joint conduct of activities which each of the parties is authorized to perform,

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. Purpose of Agreement.

The purposes of this Agreement are:

- a. To formalize a process whereby animal protection and control activities can be provided for the parties.
- b. To establish the mechanism whereby joint operation of animal shelter facilities can proceed in a cost effective manner.
- c. To establish a policy making body called a Joint Animal Services Commission (hereinafter "Commission").

2. Basic Services.

Services to be provided include, but are not limited to, the following:

- a. Operation and maintenance of animal shelter and impound facilities for all dogs, cats, and other pet animals as defined in RCW 16.70.020 and other animals that require humane care. The service will be for animals brought to the shelter by their owners or caretakers for disposal as well as for animal protection and control actions authorized or ordered by the parties to this Agreement.

- b. Service rendered to the extent contracted for by the individual parties to this Agreement, including:
 - (1) Humane enforcement of animal control laws;
 - (2) Licensing of animals;
 - (3) Securing aid for injured animals;
 - (4) An adoption program for homeless animals;
 - (5) Spay/neuter of animals to be adopted; and
 - (6) Public education in the areas of responsible pet ownership and the interaction between humans and other animals.

3. Joint Animal Services Commission.

- a. This Agreement establishes a policy-making body to be known as the Joint Animal Services Commission (JASCOM) which shall consist of the following members:
 - (1) One member of the Board of County Commissioners of Thurston County or designated alternate;
 - (2) One elected official of each of the cities of Olympia, Lacey, and Tumwater or designated alternate;
 - (3) One member who is a licensed veterinarian residing or practicing veterinary medicine within Thurston County. Such member shall be appointed by the other members of the Commission; and
 - (4) One member selected by the Thurston County Human Society from the membership of its Board.
- b. Voting. Each member on the Commission shall have one vote and a voice in all Commission business except budget matters. Only the representatives of parties to this Agreement shall vote on budget matters.
- c. Officers. Commission members shall select the chair and such other officers as deemed necessary for the efficient conduct of business.
- d. Meetings. The Commission shall be responsible to fix a time and place for its meetings.

- e. Rules and Procedures. The Commission shall adopt the rules and procedures it deems required for the proper and efficient conduct of its business.
- f. Powers and Duties. The Commission shall have the following powers and duties:
 - (1) Set policy for the management and operation of the animal shelter and animal protection and control activities.
 - (2) Submit budget recommendations to the participating jurisdictions for action.
 - (3) If a participating jurisdiction is unable to pay its full share of the budget, the Commission will consider the following:
 - (a) The field services provided to that jurisdiction shall be reduced for such jurisdiction to a level commensurate with its payments, or
 - (b) The assessment for each participating member shall be proportionately reduced, or
 - (c) The remaining jurisdictions may choose to pay proportionately more than their share to assure that all programs will be funded.
 - (d) The Commission shall recommend to the jurisdictions which option shall be followed.
 - (e) In any case, the proportionate share of the budget for shelter services as set forth in Section 5b(1)(b) shall be paid by each member.
 - (4) Ensure that the budget appropriation approved by each jurisdiction is submitted to the City of Lacey for inclusion in that City's annual budget.
 - (5) **Set fees and charges for services related to the animal shelter and animal protection and control activities.**
 - (6) Consult with and advise the City of Lacey in the City's appointment, management review, discipline and termination of the Director.

4. Administrative Services.

The City of Lacey is hereby designated as the agency with authority and responsibility for providing any and all administrative services required, that are related to the operation of the animal shelter and the provision of animal protection and control services. The administrative services to be performed by the City of Lacey include but are not limited to the following:

- a. Act as custodian of the Joint Animal Services Fund created by this Agreement.
- b. Incorporate in its annual budget the budget for the Joint Animal Services Fund as approved by the parties to this Agreement.
- c. Maintain accounting for all activities of the animal shelter and animal control services in accordance with the requirements of the Washington State Auditor.
- d. Provide general and automobile liability insurance covering the operation of the animal shelter and the conduct of all animal protection and control activities. Such insurance shall, at a minimum, be for one million dollars (\$1,000,000.00) per incident. The City of Lacey shall further indemnify and hold harmless the other parties and defend any claims for personal injury or property damage arising out of the City of Lacey's management of the animal shelter and conduct of animal protection and control activities. However, the City of Lacey shall not indemnify, hold harmless, or defend against any claims arising out of the negligence of another party to this Agreement or out of activities solely within such party's control. The City of Lacey may fulfill its obligation to insure by participating in the Washington Cities Insurance Association.
- e. Be responsible for recruitment, hiring, evaluation, setting of salary, discipline and termination of the Director. The City of Lacey shall consider the advice of the Commission in performing this responsibility.
- f. In consultation with the Director, recruit, hire, discipline and terminate Animal Services employees.
- g. Provide direction to and monitor performance of the Director to assure compliance with policies of the Commission and the City of Lacey.
- h. Maintain the Director and other Animal Services employees as employees of the City of Lacey.
- i. Be responsible for administration of all appeals of potentially dangerous and/or dangerous dog declarations, including the hiring, supervising,

scheduling and setting of compensation for the animal services hearing examiner.

5. Finance.

In order to provide funds for the acquisition of the joint facilities and the operation and maintenance of such facilities and the providing of animal protection and control services within the boundaries of governmental jurisdictions which are parties to this Agreement, it is agreed as follows:

- a. There shall be maintained a special fund of the City of Lacey, known as the Joint Animal Services Fund, into which revenues received from the parties to this Agreement shall be deposited. This fund shall be part of the City of Lacey annual budget and administered in accordance with City budget regulation and guidelines. Expenditures from the fund shall be made only for animal shelter and animal protection and control activities, including the actual administrative costs and overhead of the City incurred pursuant to its obligations and set forth herein.
- b. Each of the parties to this Agreement shall pay into the Joint Animal Services Fund for animal shelter and animal protection and control activities as follows:
 - (1) Each party will pay an assessment to cover the costs of the animal shelter and animal protection and control activities based upon the following criteria:
 - (a) Animal protection and control activities (field services) shall be funded as follows:
 - (i) Thurston County shall pay for the actual cost of field services based upon the number of field services personnel, equipment, materials, and supplies allocated to Thurston County's field service needs as agreed to by Thurston County and JASCOM.
 - (ii) Lacey, Olympia and Tumwater shall be responsible for the remainder of the field services program costs, calculated after Thurston County's field service expense is deducted from the total field services program. The expense shall be distributed among the three jurisdictions on a per capita basis.
 - (b) The cost of general services, loan repayment (debt retirement), shelter activities, and the licensing program shall be borne by the parties on a per capita basis.

- (c) Per capita calculations shall be determined by using the most current population records published by the Washington State Office of Financial Management.
 - (d) Units of special services for pet shop inspection and enforcement will be charged to the jurisdiction in which service is provided.
- (2) Each party shall receive credit for revenue received from the sale of licenses, redemption of animals and adoption of animals. This credit shall be reflected when calculating annual assessments for service.
 - (3) In the event that more revenue is received during a fiscal period than was planned to be available, the additional amount shall be deposited into the Joint Animal Services Fund. Such revenue may form the basis for a budget amendment upon recommendation of the Commission. Funds remaining at the end of a fiscal year shall be budgeted for the ensuing fiscal year as cash carry forward. The availability of such cash carry forward for budgeting shall be reflected in the charges assessed for shelter operation, subject to the establishment of a reasonable budgeted contingency fund by action of the Commission and the City of Lacey.
 - (4) Each party shall pay one-twelfth of the annual assessment to the City of Lacey for deposit into the Joint Animal Services Fund within 30 days of receiving a request for payment from the Lacey Finance Department.

6. Access to records.

Duly authorized representatives of the parties to this Agreement shall have the right to inspect the records of the Joint Animal Services Commission and the books of accounts and records relating to animal protection and control and the Joint Animal Services Fund of the City of Lacey at any reasonable time.

7. Joint Use of Property.

- a. All property and/or equipment presently owned and all property and/or equipment hereinafter acquired with the approval of the Joint Animal Services Commission to be used for animal shelter or control purposes, shall be considered joint facilities, the title to which shall be held by the City of Lacey for the benefit of and on behalf of all parties to this Agreement.

- b. Upon termination of this Agreement by all parties, each party may recover the portion of the existing joint facilities in an amount which represents its contribution to the purchase of property and/or equipment used for the purposes for which this Agreement is promulgated.
- c. Nothing in this Agreement shall modify the obligation and covenant of each of the parties to repay the loan secured for the purchase, remodeling, and development of the animal shelter facilities located at 3120 Martin Way, Olympia, Washington, in accordance with the payment formula set forth in Paragraph 5b(1)(b) of this Agreement, all as set forth in Section 1 of Addendum to and Amendment of Intergovernmental Agreement for Joint Animal Services Operations dated October 2, 1997 and amended December 19, 2002. The covenant and agreement set forth in such section shall continue in effect notwithstanding the replacement of the Intergovernmental Agreements for Joint Animal Services Operations dated November 16, 1992, May 23, 2000 and December 19, 2002, by this Agreement.

8. Admission of New Parties to the Agreement.

Additional or new parties to this Agreement may be included in the following manner:

- a. Potential party agrees to be committed to the terms and conditions of this Agreement for the purposes for which this Agreement is promulgated.
- b. Potential party agrees to pay the pro rated share of the cost of service based upon the month it becomes a party to this Agreement, in accordance with the provisions of Paragraph 5, or based on the actual cost of service, whichever the Commission deems more appropriate at the time of application.
- c. Potential party approved by the Joint Animal Services Commission by majority vote at a regular Commission meeting.
- d. Evidence of the addition of a new party shall take the form of a written amendment to this Agreement.

9. Terms for Default.

In the event that one party to this Agreement fails to perform any of the obligations or provisions hereof, then the other parties to this Agreement may, by written notice, terminate, in whole or in part, the defaulting party's participation in this Agreement.

10. Arbitration.

In the event of a dispute between any of the parties to this Agreement relating to the construction of this Agreement or animal control or animal shelter services rendered pursuant to this Agreement, such dispute shall be settled by arbitration in conformity with the provisions of Chapter 7.04A RCW.

11. Term.

The term of this Agreement shall continue until the parties by unanimous agreement vote to terminate it. A party may withdraw from this agreement only after any and all loans secured for the purchase, remodeling and development of animal shelter facilities located on the real property described in Exhibit A attached hereto have been fully paid and after providing to all other parties twelve (12) months advance written notice of the intent to withdraw. Provided, however, withdrawal may be allowed upon unanimous agreement of all parties, which agreement shall provide the means by which any such outstanding loans are to be paid and the necessary covenants and commitments therefor. The withdrawal of one party from this Agreement shall not terminate the Agreement.

12. Severability.

If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this contract are declared severable.

13. Review of Agreement.

The terms and conditions of this Agreement shall be reviewed periodically by the Commission for appropriateness and currency.

14. Amendments.

Any addition, deletion or change to the terms and conditions of this Agreement shall be in the form of a written amendment approved by each of the parties.

15. Governing Law.

This contract shall be governed in all aspects by the laws and statutes of the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, Washington.

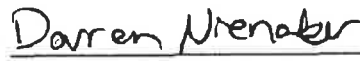
16. Supersedes Prior Agreements.

This Agreement supersedes all prior agreements between these parties on the same subject matter.

CITY OF OLYMPIA


By: 
Dated: 9/23/14

Approved as to form:



Olympia City Attorney

CITY OF LACEY

By: 
Dated: 11/10/2014


Lacey City Attorney

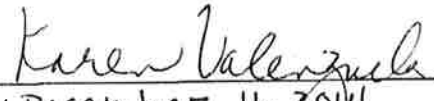
CITY OF TUMWATER

By: 
Dated: October 22, 2014

Approved as to form:


Tumwater City Attorney

THURSTON COUNTY

By: 
Dated: December 16, 2014


Thurston County Legal Counsel

EXHIBIT A

THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECITON OF THE EAST LINE OF SAID SUBDIVISION WITH THE NORTHERLY LINE OF 200 FOOT WIDE MARTIN WAY; RUNNING THENCE NORTH ALONG SAID EAST LINE OF SUBDIVISION 730.81 FEET MORE OR LESS TO THE SOUTHEAST CORNER OF TRACT CONVEYED TO W. M. YEAGER AND WIFE BY DEED DATED OCTOBER 23, 1930 AND RECORDED IN VOLUME 138 OF DEEDS, PAGE 297; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID YEAGER TRACT 330 FEET MORE OR LESS TO THE EAST LINE OF BERRY FARMS ADDITION TO OLYMPIA AS RECORDED IN VOLUME 8 OF PLATS, PAGE 28; THENCE SOUTHERLY ALONG SAID EAST LINE OF ADDITION 780.81 FEET MORE OR LESS TO SAID NORTHERLY LINE OF MARTIN WAY; THENCE NORTHEASTERLY ALONG SAID NORTHERLY LINE OF MARTIN WAY 340 FEET MORE OR LESS TO THE POINT OF BEGINNING; EXCEPTING THEREFROM THAT PART OF THE WEST 93 FEET LYING SOUTH OF THE NORTH 400 FEET THEREOF. TOGETHER WITH THAT PORTION OF VACATED MARTIN WAY ADJOINING AS VACATED BY ORDINANCE NO. 3765 RECORDS OF THURSTON COUNTY.

SITUATE IN THE COUNTY OF THURSTON, STATE OF WASHINGTON.



City Council

Approval of Ordinance Adopting the 2017 Operating Budget

Agenda Date: 12/6/2016
Agenda Item Number: 4.T
File Number: 16-1316

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

Title

Approval of Ordinance Adopting the 2017 Operating Budget

Recommended Action

Committee Recommendation:

Adopt the budget as amended.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the 2017 Operating Budget Ordinance.

Report

Issue:

Whether to adopt the 2017 operating budget ordinance?

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

State law requires the City Manager to present a balanced operating budget each year. The Council held two public hearings, plus several additional study sessions to review the budget. In addition, the Finance Committee has reviewed various aspects of the budget at each of their meetings this year. By state law the budget must be adopted no later than December 31.

Attachment 1 outlines the recommendations from the Finance Committee and Council direction from the November 22 Study Session. In addition to these changes the Council made other Committee referrals and recommendations for potential use of 2016 year-end surplus. The 2016 year-end surplus amount above reserves will not be known until the end of February 2017.

Neighborhood/Community Interests (if known):

The Planning Commission held a public hearing on the CFP and the Parks and Recreation

Commission (PRAC), as well as the Utility Advisory Committee (UAC), each met and discussed various aspects of the budget. In addition, the City Council held public hearings inviting public input on the budget.

Options:

- 1: Approve the Operating Budget Ordinance.

- 2: Make additional changes to the budget and pass the operating budget.

Financial Impact:

The total expenditure budget for 2017 is \$142,559,278.

Attachments:

1. Ordinance
2. Finance Committee Proposal

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUDGETS, FINANCE, AND SALARIES, AND ADOPTING THE 2017 CALENDAR YEAR BUDGET.

WHEREAS, the tax estimates and budget for the City of Olympia, Washington, for the 2017 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 15, 2017, as required by law, and has considered the public testimony presented;

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

Section 1. 2017 Budget. The budget for the calendar year 2017 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	\$113,000	\$71,955,737	\$72,068,737	\$-
General, Special Sub-Funds				
Special Accounts	333,795	861,880	1,195,675	-
Development Fee Revenue	-	3,321,530	3,321,530	-
Parking	-	1,530,700	1,395,512	135,188
Post Employment Benefits	1,599,500	1,101,000	2,700,500	-
Washington Center	5,000	349,200	354,200	-
Municipal Arts	900	53,100	54,000	-
Equip & Facilities Reserve	-	1,492,612	1,492,612	-
Total General Fund	2,052,195	80,665,759	82,582,766	135,188
4 th /5 th Avenue Corridor Bridge Loan	20	552,489	552,509	-
UTGO Bond Fund – 2009 Fire	3,480	1,187,851	1,191,331	-
City Hall Debt Fund – 2009	952	2,419,166	2,420,118	-
2010 LTGO Bond – Street Projects	4	436,009	436,013	-
L.O.C.A.L. Debt Fund – 2010	-	178,283	178,281	2
2010B LTGO Bonds - HOCM	-	430,888	430,888	-
2013 LTGO Bond Fund	-	673,875	673,875	-
2016 LTGO Parks BAN	-	115,000	115,000	-
Water Utility O&M	-	13,302,290	13,297,934	4,356
Sewer Utility O&M	-	19,901,896	19,901,896	-
Solid Waste Utility	-	11,198,320	10,998,787	199,533
Stormwater Utility	-	5,313,050	5,310,757	2,293

Water/Sewer Bonds	-	2,044,982	2,023,330	21,652
Stormwater Debt Fund	-	123,359	123,359	-
Equipment Rental	-	2,322,434	2,322,434	-
TOTALS	\$2,056,651	\$140,865,651	\$142,559,278	\$363,024

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 2017 shall be as set forth in the "Supplementary Information" section of the 2017 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, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



Finance Committee Recommendations

On going revenue	\$128,400
Early morning clean team	- 90,000
Ambassador/welcome center	- 22,400
Thurston County historical journal	<u>-2,000</u>
Available remaining	\$14,000
One time revenue	\$140,729
Fire personal protective gear	<u>\$127,000</u>
Available remaining	\$13,729
Amount to be reconsidered with year end fund balance	\$27,729



City Council

Approval of Ordinance Adopting the 2017 - 2022 Capital Facilities Plan (CFP) and Appropriating Funds for 2017

Agenda Date: 12/6/2016
Agenda Item Number: 4.U
File Number: 16-1317

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

Title

Approval of Ordinance Adopting the 2017 - 2022 Capital Facilities Plan (CFP) and Appropriating Funds for 2017

Recommended Action

Committee Recommendation:

Approve the CFP as amended on first reading and move to second reading.

City Manager Recommendation:

Move to approve on first reading and forward to second reading an ordinance adopting the 2017 - 2022 Capital Facilities Plan and appropriating funds for the 2017 year of the plan.

Report

Issue:

Whether to adopt the 2017 - 2022 Capital Facilities Plan and appropriate funds for 2017.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent calendar item.

Background and Analysis:

The budget process began with the Capital Facilities Plan presented in July. The Planning Commission held a public hearing and reviewed the plan in detail. Plus, the Council held two public hearings and several meetings to discuss the CFP.

Since the City of Olympia collects impact fees for the School District, both the Planning Commission and the City Council reviewed the school district CFP. The School District's CFP has been incorporated into the Olympia document. The Finance Committee has reviewed aspects of the CFP at each of their meetings since July. State law requires the budget be adopted no later than December 31.

The dollar amounts on some projects have changed since the Preliminary CFP was presented due to more definitive cost estimates, receipt of grants, impact fee rate increases, or other additional funding sources. The CFP includes increases in Transportation, Park, and School impact fees.

Significant changes were made in the Transportation section. These changes as well as other minor changes are outlined in the attachment.

Neighborhood/Community Interests (if known):

Council held a public hearing to provide an opportunity for all interested individuals and groups to share their comments directly with Council. In addition, Parks and Public Works representatives met with the Coalition of Neighborhood Associations (CNA) to discuss various aspects of the plan.

Options:

1: Approve the 2017 - 2022 Capital Facilities Plan and forward to second reading the 2017 Capital budget ordinance.

2: Make additional changes to the Capital Facilities Plan or 2017 Capital Budget and move to second reading of the CFP.

Financial Impact:

The total 2017 - 2022 CFP is \$141,127,463.

Attachments:

Ordinance

Changes to CFP - Preliminary to Final and 2017 Final CFP Project Summary Report

Ordinance No.

AN ORDINANCE ADOPTING THE CITY OF OLYMPIA'S CAPITAL FACILITIES PLAN FOR THE YEARS 2017-2022 AND APPROPRIATING FUNDS FOR THE 2017 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 2017 through 2022; 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 2017 through 2022, 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	\$5,080,938	\$800,000	\$5,880,938	\$-
SEPA Mitigation Fee Fund	147,360	-	147,360	-
Parks & Recreational Sidewalk, Utility Tax Fund	-	2,975,000	2,975,000	-
Real Estate Excise Tax Fund	831,800	1,200,000	2,031,800	-
Capital Improvement Fund	5,550	16,097,765	16,103,315	-
Water CIP Fund	1,300,000	4,866,500	6,166,500	-
Sewer CIP Fund	1,429,699	741,301	2,171,000	-
Storm Water CIP Fund	1,614,910	687,690	2,302,600	-
TOTALS	\$10,410,257	\$27,368,256	\$37,778,513	\$0

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, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY (DCA)

PASSED:

APPROVED:

PUBLISHED:

2017-2022 Capital Facilities Plan - Dollar Changes Preliminary to Final

Projects	Prelim	Final	Change	Reason
PARKS				
Community Parks Development	\$ 3,112,000	\$ 3,040,000	\$ 72,000	Removed OMPD Funds from this project
TRANSPORTATION WITH IMPACT FEES				
Transportation with Impact Fees	\$ 30,103,447	\$ 28,695,428	\$ 1,408,019	Updated with 2017 Impact fee numbers
TRANSPORTATION				
Access and Safety improvements	\$ 200,000	\$ 600,000	\$ (400,000)	Added \$200,000 to both Pedestrian Crossing Improvements and Street Access
Bike Improvements	\$ 201,530	\$ 701,530	\$ (500,000)	Added \$250,000 to both Bike Corridors and Other Improvements
Street Repair and Reconstruction	\$ 18,475,000	\$ 17,975,000	\$ 500,000	Moved to Bike Improvements
GENERAL CAPITAL FACILITIES				
ADA Transition Plan and Projects	\$ 1,080,000	\$ 680,000	\$ 400,000	Moved to Access and Safety Transportation Projects
DRINKING WATER				
Reclaimed Water -Water (Program #9710)	\$ 375,000	\$ 107,000	\$ 268,000	Removed Reclaimed Water Infrastructure Project totaling \$268,000
Water Source Development and Protection (Program #9700)	\$ 1,062,000	\$ 1,524,000	\$ (462,000)	Raised McAllister Mitigation (Smith Property Restoration) cost by \$460,000
WASTEWATER				
Lift Stations-sewer (Program #9806)	\$ 3,954,000	\$ 4,234,000	\$ (280,000)	Added \$150,000 to East Bay Marina Relocation Project and \$130,000 to Water Street Soil Investigation and Cleanup
Total Change			\$ 1,006,019	
Summary of Dollar Changes				
	Prelim	Final	Change	
General Government	\$ 93,265,482	\$ 91,785,463	\$ 1,480,019	
Utilities	\$ 48,868,000	\$ 49,342,000	\$ (474,000)	
Total	\$142,133,482	\$141,127,463	\$ 1,006,019	

Project Funding Summary - General Government Projects

Project Funding Summary - General Government Projects: Parks

Parks Projects	Funding	2017	2018-2022	TOTAL
Community Park Development	Impact Fees	\$ 580,000	\$ 2,400,000	\$ 2,980,000
	SEPA Mitigation Fees	\$ 60,000	\$ -	\$ 60,000
Capital Asset Management Program	OMPD Funds	\$ 750,000	\$ 3,750,000	\$ 4,500,000
Neighborhood Park Development	Impact Fees	\$ 325,400	\$ 513,210	\$ 838,610
	SEPA Mitigation Fees	\$ 31,860	\$ 11,790	\$ 43,650
Open Space Acquisition and Development	Impact Fees	\$ 423,745	\$ 1,150,000	\$ 1,573,745
	SEPA Mitigation Fees	\$ 40,500	\$ -	\$ 40,500
Parks Bond Issue Debt Service	Voted Utility Tax (VUT)	\$ 70,000	\$ 105,000	\$ 175,000
	OMPD Funds	\$ 240,600	\$ 962,400	\$ 1,203,000
Parks Land Acquisition	Voted Utility Tax (V.U.T.)	\$ 1,930,000	\$ 9,895,000	\$ 11,825,000
	Non Voted Utility Tax (V.U.T.)	\$ 500,000	\$ 2,500,000	\$ 3,000,000
Percival Landing Major Maintenance and Reconstruction	OMPD Funds	\$ 658,000	\$ 785,000	\$ 1,443,000
Small Capital Projects	Impact Fees	\$ 12,000	\$ 75,000	\$ 87,000
	SEPA Fees	\$ 15,000	\$ 50,000	\$ 65,000
Total Parks		\$ 5,637,105	\$ 22,197,400	\$ 27,834,505

Funding Recap	Funding	2017	2018-2022	TOTAL
	Impact Fees	\$ 1,341,145	\$ 4,138,210	\$ 5,479,355
	Non-Voted Utility Tax (NVUT)	\$ 500,000	\$ 2,500,000	\$ 3,000,000
	OMPD Funds	\$ 1,648,600	\$ 5,497,400	\$ 7,146,000
	SEPA Fees	\$ 147,360	\$ 61,790	\$ 209,150
	Voted Utility Tax (VUT)	\$ 2,000,000	\$ 10,000,000	\$ 12,000,000
Total Parks		\$ 5,637,105	\$ 22,197,400	\$ 27,834,505

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Project Funding Summary - General Government Projects: Transportation

Transportation Projects	Funding	2017	2018-2022	TOTAL
Access and Safety Improvements	CIP Fund	\$ 200,000	\$ 400,000	\$ 600,000
Bike Improvements	CIP Fund	\$ 201,530	\$ 500,000	\$ 701,530
Sidewalks and Pathways	Stormwater Utility Rates (asphalt overlay)	\$ 186,500	\$ 932,500	\$ 1,119,000
	Voted Utility Tax - Sidewalks	\$ 950,000	\$ 4,750,000	\$ 5,700,000
	Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Street Repair and Reconstruction	CIP Fund	\$ 1,690,000	\$ 5,500,000	\$ 7,190,000
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Transportation Benefit District (TBD)	\$ 1,635,000	\$ 7,500,000	\$ 9,135,000
Total Transportation		\$ 5,163,030	\$ 21,082,500	\$ 26,245,530

Funding Recap	Funding	2017	2018-2022	TOTAL
	CIP Fund	\$ 2,091,530	\$ 6,400,000	\$ 8,491,530
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	TBD	\$ 1,635,000	\$ 7,500,000	\$ 9,135,000
	Storm Water Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
	Voted Utility Tax-Parks	\$ 975,000	\$ 4,875,000	\$ 5,850,000
Total Transportation		\$ 5,163,030	\$ 21,082,500	\$ 26,245,530

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Project Funding Summary - General Government Projects: Transportation with Impact Fees

Transportation Impact Fee Projects	Funding	2017	2018-2022	TOTAL
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 436,013	\$ 2,180,463	\$ 2,616,475
Boulevard Road - Intersection Improvements (Program #0628)	Grant	\$ -	\$ -	\$ -
	Impact Fees	\$ 3,380,780	\$ -	\$ 3,380,780
Cain Road & North Street - Intersection Improvements	Grant	\$ -	\$ 172,695	\$ 172,695
	Impact Fees	\$ -	\$ 207,293	\$ 207,293
Fones Road—Transportation (Program #0623)	Grant	\$ -	\$ 6,496,943	\$ 6,496,943
	Impact Fees	\$ 250,000	\$ 7,548,539	\$ 7,798,539
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	Grant	\$ -	\$ 238,309	\$ 238,309
	Impact Fees	\$ -	\$ 286,052	\$ 286,052
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	Grant	\$ -	\$ 227,238	\$ 227,238
	Impact Fees	\$ 273,000	\$ 272,762	\$ 545,762
Transportation Master Plan	Grant	\$ -	\$ -	\$ -
	Impact Fees	\$ 200,000	\$ -	\$ 200,000
Wiggins Road and 37th Ave - Intersection Improvements	Grant	\$ -	\$ 184,366	\$ 184,366
	Impact Fees	\$ -	\$ 221,301	\$ 221,301
US 101/West Olympia Access Project	Grant	\$ -	\$ 2,781,241	\$ 2,781,241
	Impact Fees	\$ -	\$ 3,338,434	\$ 3,338,434
Total Transportation with Impact Fee		\$ 4,539,793	\$ 24,155,636	\$ 28,695,428

Funding Recap	Funding	2017	2018-2022	TOTAL
	Grant	\$ -	\$ 10,100,792	\$ 10,100,792
	Impact Fees	\$ 4,539,793	\$ 14,054,844	\$ 18,594,636
Total Transportation with Impact Fees		\$ 4,539,793	\$ 24,155,636	\$ 28,695,428

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Project Funding Summary - General Government Projects: General Capital Facilities

General Capital Facilities Projects	Funding	2017	2018-2022	TOTAL
Building Repair and Replacement	CIP Fund	\$ 1,330,000	\$ 7,000,000	\$ 8,330,000
ADA Transition Plan and Projects	CIP Fund	\$ 180,000	\$ 500,000	\$ 680,000
Total General Capital Facilities		\$ 1,510,000	\$ 7,500,000	\$ 9,010,000

Funding Recap	Funding	2017	2018-2022	TOTAL
	CIP Fund	\$ 1,510,000	\$ 7,500,000	\$ 9,010,000
Total General Capital Facilities		\$ 1,510,000	\$ 7,500,000	\$ 9,010,000

Summary of Funding Sources for General Government Projects

Funding Sources	2017	2018-2022	TOTAL
CIP Fund	\$ 3,601,530	\$ 13,900,000	\$ 17,501,530
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ -	\$ 10,100,792	\$ 10,100,792
Impact Fees	\$ 5,880,938	\$ 18,193,054	\$ 24,073,991
Non-Voted Utility Tax (NVUT)	\$ 500,000	\$ 2,500,000	\$ 3,000,000
OMPD Funds	\$ 1,648,600	\$ 5,497,400	\$ 7,146,000
SEPA Fees	\$ 147,360	\$ 61,790	\$ 209,150
Storm Water Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 1,635,000	\$ 7,500,000	\$ 9,135,000
Voted Utility Tax (VUT)	\$ 2,975,000	\$ 14,875,000	\$ 17,850,000
Total General Government	\$ 16,849,928	\$ 74,935,536	\$ 91,785,463

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Project Funding Summary - Utilities Projects

Project Funding Summary - Utilities Projects: Drinking Water

Drinking Water Projects	Funding	2017	2018-2022	TOTAL
Asphalt Overlay Adjustments—Water (Program # 9021)	Rates	\$ 11,000	\$ 55,000	\$ 66,000
Groundwater Protection—Water (Program #9701)	Rates	\$ 482,000	\$ 424,000	\$ 906,000
Infrastructure Pre-Design and Planning—Water (Program #9903)	Rates	\$ 22,000	\$ 110,000	\$ 132,000
Reclaimed Water (Program #9710)	Rates	\$ -	\$ 107,000	\$ 107,000
Small Diameter Water Pipe Replacement—Water (Program #9408)	Rates	\$ 536,000	\$ 2,681,000	\$ 3,217,000
Transmission and Distribution Projects—Water (Program #9609)	General Facility Charges	\$ 232,500	\$ 962,000	\$ 1,194,500
	Rates	\$ 2,510,500	\$ 9,716,000	\$ 12,226,500
Water Source Development and Protection (Program #9700)	General Facility Charges	\$ 635,000	\$ 229,000	\$ 864,000
	Rates	\$ 485,000	\$ 175,000	\$ 660,000
Water Storage Systems (Program #9610)	Rates	\$ 1,252,500	\$ 3,094,500	\$ 4,347,000
Water System Planning (Program #9906)	General Facility Charges	\$ -	\$ 160,500	\$ 160,500
	Rates	\$ -	\$ 160,500	\$ 160,500
Total Drinking Water		\$ 6,166,500	\$ 17,874,500	\$ 24,041,000

Project Funding Summary - Utilities Projects: Wastewater

Wastewater Projects	Funding	2017	2018-2022	TOTAL
Asphalt Overlay Adjustments - Sewer (Program #9021)	Rates	\$ 11,000	\$ 55,000	\$ 66,000
Infrastructure Predesign and Planning - Sewer (Program #9903)	Rates	\$ 40,000	\$ 200,000	\$ 240,000
Lift Stations—Sewer (Program #9806)	General Facility Charges	\$ 130,000	\$ -	\$ 130,000
	Rates	\$ 1,001,000	\$ 3,103,000	\$ 4,104,000
Onsite Sewage System Conversions - Sewer (Program #9813)	General Facility Charges	\$ 341,000	\$ 1,705,000	\$ 2,046,000
Replacement and Repair Projects - Sewer (Program #9703)	Rates	\$ 595,000	\$ 2,169,000	\$ 2,764,000
Sewer System Planning - Sewer (Program #9808)	Rates	\$ 53,000	\$ 265,000	\$ 318,000
Total Wastewater		\$ 2,171,000	\$ 7,497,000	\$ 9,668,000

Project Funding Summary - Utilities Projects: Stormwater

Stormwater Projects	Funding	2017	2018-2022	TOTAL
Aquatic Habitat Improvements - Stormwater (Program #9024)	Rates	\$ 360,000	\$ 1,800,000	\$ 2,160,000
Flood Mitigation & Collection - Stormwater (Program #9028)	General Facility Charges	\$ 250,000	\$ 3,055,575	\$ 3,305,575
	Rates	\$ 643,700	\$ 6,069,225	\$ 6,712,925
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)	Rates	\$ 178,400	\$ 392,000	\$ 570,400
Water Quality Improvements - Stormwater (Program #9027)	Rates	\$ 171,000	\$ 550,025	\$ 721,025
	Storm Water Utility Grant	\$ 513,000	\$ 1,650,075	\$ 2,163,075
Total Stormwater		\$ 2,116,100	\$ 13,516,900	\$ 15,633,000

Additionally: Included in the Transportation Section are Projects funded by transfers from the Stormwater Utility as follows:

Project	Funding	2017	2018-2022	TOTAL
Sidewalks and Pathways—Transportation Section	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	Total	\$ 186,500	\$ 932,500	\$ 1,119,000

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Summary of Funding Sources for Utilities Projects

Funding Sources	2017	2018-2022	TOTAL
General Facilities Charges (GFCs)	\$ 1,588,500	\$ 6,112,075	\$ 7,700,575
Rates	\$ 8,352,100	\$ 31,126,250	\$ 39,478,350
Storm Water Utility Grant	\$ 513,000	\$ 1,650,075	\$ 2,163,075
Total Utilities	\$ 10,453,600	\$ 38,888,400	\$ 49,342,000

Combined Summary of Funding Sources for Both General Government and Utilities Projects

Funding Sources	2017	2018-2022	TOTAL
CIP Fund	\$ 3,601,530	\$ 13,900,000	\$ 17,501,530
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facilities Charges (GFCs)	\$ 1,588,500	\$ 6,112,075	\$ 7,700,575
Grant	\$ -	\$ 10,100,792	\$ 10,100,792
Impact Fees	\$ 5,880,938	\$ 18,193,054	\$ 24,073,991
Non-Voted Utility Tax (NVUT)	\$ 500,000	\$ 2,500,000	\$ 3,000,000
OMPD Funds	\$ 1,648,600	\$ 5,497,400	\$ 7,146,000
Rates	\$ 8,352,100	\$ 31,126,250	\$ 39,478,350
SEPA Fees	\$ 147,360	\$ 61,790	\$ 209,150
Storm Water Utility Grant	\$ 513,000	\$ 1,650,075	\$ 2,163,075
Storm Water Utility Rate	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 1,635,000	\$ 7,500,000	\$ 9,135,000
Voted Utility Tax (VUT)	\$ 2,975,000	\$ 14,875,000	\$ 17,850,000
Total	\$ 27,303,528	\$ 113,823,936	\$ 141,127,463

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

County Funded Projects in Olympia Urban Growth Area

Project	2017	2018-2022	Total
Buildings			
3400 Building Improvements	\$ 50,000	\$ -	\$ 50,000
Courthouse Air System Major Maintenance	200,000	-	200,000
Courthouse Building #1 Infrastructure Improvements	-	325,000	325,000
Courthouse Building #1 Security Projects	-	200,000	200,000
Courthouse Building #2 Infrastructure Improvements	150,000	225,000	375,000
Courthouse Building #2 Secured Entrance Project	-	1,000,000	1,000,000
Courthouse Building #2 Superior Court Space Improvements	75,000	-	75,000
Courthouse Building #3 Infrastructure Improvements	275,000	300,000	575,000
Courthouse Building #3 Jail Rehabilitation	-	15,500,000	15,500,000
Courthouse Building #4 Infrastructure Improvements	-	250,000	250,000
Courthouse Building #4 Security Projects	-	200,000	200,000
Courthouse Building #5 Security Projects	-	450,000	450,000
Courthouse Buildings #2 & #3 Security Projects	75,000	-	75,000
Courthouse Campus Geotechnical Report	-	150,000	150,000
Courthouse Mansard Roof Major Maintenance	200,000	-	200,000
Courthouse Project	-	200,000,000	200,000,000
Courthouse Secured Entrance Project	-	3,000,000	3,000,000
Emergency Services Center HVAC Replacement Project	-	250,000	250,000
Emergency Services Center Roof Replacement Project	-	350,000	350,000
Energy Saving - Air Handling Systems, LED Lighting & Solar Panels	-	550,000	550,000
Energy Savings - Automation & Metering Solutions	-	325,000	325,000
Evaluation and Treatment Center Infrastructure Improvements	-	350,000	350,000
Evaluation and Treatment Center Storm-water Management Improvements	150,000	175,000	325,000
McLane Property Improvements	50,000	-	50,000
Public Health Building Improvement Project	75,000	75,000	150,000
Storm & Surface Water Utility			
Donelly Drive - Infiltration Gallery	-	467,000	467,000
Stuart Place - Conveyance & Treatment	-	335,000	335,000
Woodard Creek Retrofit - Site 11	-	330,000	475,000
Roads & Transportation			
Evergreen Parkway/Mud Bay Rd Interchange Improvements (61161)	-	50,000	50,000
Yelm Hwy and Clar Mar - Intersection	173,000	-	173,000
Yelm Highway Midblock Crosswalk (Rich Rd to Lacey City Limits)	-	50,000	50,000
Parks			
Chehalis Western Trail	200,000	\$1,359,000	\$1,559,000
Total:	\$1,673,000	\$226,411,000	\$228,084,000



City Council

Approval of Ordinance Appropriating 2017 Special Funds

Agenda Date: 12/6/2016
Agenda Item Number: 4.V
File Number: 16-1325

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

Title:

Approval of Ordinance Appropriating 2017 Special Funds

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance appropriating 2017 special funds on first reading and forward to second reading.

Report

Issue:

Whether to approve the ordinance to appropriate various Special Funds.

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Presenter(s):

None - Consent calendar item.

Background and Analysis:

The City has several special accounts and funds that are not part of the Operating or Capital Budgets. These Funds have been established for administrative purposes and/or to segregate funds for special purposes.

Neighborhood/Community Interests (if known):

None.

Options:

- 1) Approve the ordinance on first reading and move to second reading as presented. The ordinance provides authority to expend funds for various purposes.
- 2) Approve the ordinance on first reading with different amounts and move to second reading.

The ordinance would be changed as directed by Council for presentation on second reading.

Financial Impact:

Appropriations of	\$6,789,526	To various Special Funds.
Funding:	\$1,837,092	Revenue from external sources
	\$5,144,500	Revenue from internal sources
	\$ 192,066	Net gain to fund balances

Attachment:

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	\$-	\$490,892	\$490,892	\$-
Lodging Tax Fund	-	735,000	631,100	103,900
Parking Business Improvement Area Fund	10,000	100,000	110,000	-
Hands On Children's Museum	-	472,700	434,708	37,992
Equipment Rental Replacement Reserve Fund	-	1,658,700	1,394,526	264,174
Unemployment Compensation Fund	14,400	227,300	241,700	-
Insurance Trust Fund	124,500	1,722,500	1,847,000	-
Workers Compensation Fund	65,100	1,569,400	1,634,500	-
Washington Center Endowment Fund	-	5,100	5,100	-
TOTALS	\$214,000	\$6,981,592	\$6,789,526	\$406,066

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, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Public Hearing on Capitol Boulevard Speed Limit Reduction

Agenda Date: 12/6/2016
Agenda Item Number: 5.A
File Number: 16-1093

Type: public hearing **Version:** 1 **Status:** Public Hearing

Title

Public Hearing on Capitol Boulevard Speed Limit Reduction

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold a public hearing on reducing the speed limit on Capitol Boulevard. After the public hearing, and based on comments received, move to approve the ordinance to revise the speed limit on Capitol Boulevard from the south city limits to the south end of the I-5 overpass, from 35 mph to 25 mph on first reading and forward to second reading.

Report

Issue:

Whether the City Council should approve an ordinance to reduce the speed limit on Capitol Boulevard from 35 mph to 25 mph. A Public Hearing is scheduled to receive public comment.

Staff Contact:

David Smith, Transportation Project Engineering, Public Works Department, 360.753.8496

Presenter(s):

David Smith, Transportation Project Engineering, Public Works Department

Background and Analysis:

Capitol Boulevard is classified as an arterial street and the average daily traffic volume is approximately 11,000 vehicles. The speed limit is 35 mph from Olympia's city limits south of Carlyon Avenue north to the I-5 over pass and then lowers to 25 mph

Staff recommends reducing the speed limit for the following safety reasons:

- The physical features of the street alignment, presence of residential driveways and people biking and walking.
- Increased activity at the Wildwood Building, near O'Farrell Avenue. More people are biking

and walking coupled with additional vehicles turning in and out of the complex.

- Drivers negotiating the curve south of O'Farrell Avenue may be distracted and not paying attention to pedestrians crossing at O'Farrell Avenue.

A consistent speed limit of 25 mph through the entire Capitol Way and Capitol Boulevard corridor will give drivers greater ability to respond to the actions of all other uses.

Neighborhood/Community Interests (if known):

During the past few years, staff has received concerns from citizens regarding the safety of people walking when using the pedestrian crossing island at Capitol Boulevard and O'Farrell Avenue. Most of the concerns are related to vehicle speeds and drivers not stopping for pedestrians. People are requesting that the City lower the speed limit on Capitol Boulevard from the south City limits at Carlyon Avenue north to the I-5 over pass.

Options:

1. Approve the ordinance on first reading to revise the speed limit on Capitol Boulevard from the south city limits to the south end of the I-5 overpass, from 35 mph to 25 mph, and forward to second reading.

This will provide a consistent speed limit within the City of Olympia on Capitol Way/Boulevard and improve safety.

2. Revise the speed limit on Capitol Boulevard from the south City limits at Carlyon Avenue north to the I-5 overpass from 35 mph to 30 mph.

Drivers will have a graduated speed transition from 35 mph in the City of Tumwater to 25 mph in the City of Olympia on Capitol Way.

3. Maintain the existing 35 mph speed limit on Capitol Boulevard, from the south City limits at Carlyon Avenue north to the I-5 overpass.

Maintains the same speed limit with the City of Tumwater on Capitol Boulevard.

Financial Impact:

The budget impact to remove and replace speed limit signs and temporary traffic revision warning signs is \$750.

Attachment(s):

1. Ordinance
2. Summary of Engineering and Traffic Investigation for Change in Speed Limit

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO SPEED LIMITS IN CERTAIN ZONES OF THE CITY OF OLYMPIA; AND AMENDING SECTION 10.08.010 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, the City has determined that the default speed limit set forth in RCW 46.61.400 is more appropriate for travel on Capitol Boulevard between the south City limits and the south end of the I-5 overpass;

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

Section 1. Amendment of OMC 10.08.010. Olympia Municipal Code 10.08.010 is hereby amended to read as follows:

10.08.010 Increased speed limit in certain zones

It is determined upon the basis of an engineering and traffic investigation that the twenty-five mile per hour speed limit established by state law upon the following streets is less than is necessary for safe operation of vehicles thereon. This is due to the designation and signposting of the streets as arterial highways and/or by reason of widely spaced intersections. It is declared that the speed limit shall be as set forth below on those streets or parts of streets designated, to be effective when signs are erected giving notice thereof.

Road Name	From	To	Speed Limit
14th Avenue NW	West city limits	Walnut Loop	35
Black Lake Boulevard	South city limits	Center Street	30
Capitol Boulevard	South city limits	South end of I-5 Overpass	35
Cooper Point Road/Automall Drive	West end of Percival Creek Bridge	Carriage Street	35
Cooper Point Road	Carriage Street	14th Avenue NW	35
Cooper Point Road	14th Avenue NW	North city limits	35
Division Street	Langridge Court	North city limits	35
East Bay Drive	Olympia Avenue	North city limits	30
18th Avenue	Boulevard Road	Fones Road	35
Fones Road	18th Avenue	Pacific Avenue	35
Harrison Avenue	Division Street	Cooper Point Road	30

Road Name	From	To	Speed Limit
Henderson Boulevard	Eskridge Boulevard	A point 300 feet south of I-5	35
Herman Road	Wiggins Road	East city limits	35
Hoffman Road	Morse-Merryman Road	18th Avenue	35
Lilly Road	Pacific Avenue	A point 330 feet south of Entrada Drive	30
Lilly Road	A point 330 feet south of Entrada Drive	North city limits	35
Martin Way	Phoenix Street	East city limits	35
Morse-Merryman Road	Boulevard Road	Wiggins Road	35
Mottman Road	West city limit	East city limits	35
Harrison Avenue	Cooper Point Road	West city limits	35
Pacific Avenue	Phoenix Street	East city limits	30
Walnut Road	Walnut Loop	Bing Street	35
West Bay Drive	Harrison Avenue	Schneider Hill Road	30
Wiggins Road	South city limits	27th Avenue	35
27th Avenue	Hoffman Road	Wiggins Road	35
Boulevard Road	South city limits	22nd Avenue	35
Yelm Highway	Henderson Boulevard	East City limits	35
26th Avenue NE	West city limits	East city limits (Chehalis-Western Trail)	35
Kaiser Road, NW	Harrison Avenue	North city limit	35
Henderson Boulevard	Yelm Highway	Middle Street	35
Henderson Boulevard	A point 300 feet south of I-5	I-5 Northbound On-Ramp (Plum Street)	35

Section 2. 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 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 thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (DCA)

PASSED:

APPROVED:

PUBLISHED:

Capitol Boulevard Speed Limit Revision

Prepared: 12/18/2015

Speed Study Summary

LOCATION: Capitol Boulevard South of O'Farrell								
DATE	DIRECTION	TRAFFIC VOLUME	85TH PERCENTILE SPEED (MPH)	AVERAGE SPEED (MPH)	MINIMUM SPEED (MPH)	MAXIMUM SPEED (MPH)	10 MPH PACE	% OF TOTAL IN 10 MPH PACE
<i>May 2013</i>	Northbound	5970	33.4	29.5	10.5	43.8	25-35	83
	Southbound	5381	33.3	29.5	10.5	44.7	25-35	81
<i>April 2015</i>	Northbound	6282	33.4	29.4	10.4	43.5	25-35	81
	Southbound	5779	33.6	29.4	10.2	44.7	25-35	79

Accident History Summary

Staff reviewed the 3-year accident history, January 1, 2012 thru December 31, 2014, for Capitol Boulevard Road between Carlyon Avenue and the I-5 overpass.

- There were no accidents that indicated speed was a contributing factor. Accident history showed that the cause of each occurrence was driver judgment error:
 - Following to close
 - Driver fell asleep
- The primary type of accident occurrence between 2012 and 2014 was:
 - Rear End Collision - 1 accident
 - Hitting a fixed object - 1 accident

01/01/2012 – 12/31/2014

STREET NAME	STREET SECTION	NUMBER OF ACCIDENTS	PRIMARY TYPE OF ACCIDENT
Capitol Boulevard	at Carlyon Avenue	1	Rear End
Capitol Boulevard	between Governor Stevens Avenue and Eskridge Way	1	Fixed Object

Under 23 United States Code - Section 409, this data cannot be used in discovery or evidence at trial in any action for damages against the City of Olympia, or the jurisdictions involved in the data.

A physical review of accidents for 2015 showed none were reported for this location.

Street Characteristics

Street and Driveway count:

Capitol Boulevard between Carlyon Avenue and I-5 Overpass:

- Retail Driveways – Two (2) driveways. Both on the east side of the street, south of O’Farrell Avenue at a strip mall. There are no retail driveways on the west side of the street.
- Residential Driveways – Eight (8) driveways, all on the east side of the street. There are no residential driveways on the west side of the street.
- Intersecting Streets include:
 - Carlyon Avenue (east side of Capitol Boulevard, “T” intersection). Traffic Signal (City of Tumwater).
 - Governor Stevens Avenue (east side of Capitol Boulevard, “T” intersection). Stop Control.
 - Eskridge Way (east side of Capitol Boulevard, “T” intersection). Stop Control.
 - O’Farrell Avenue (east side of Capitol Boulevard, “T” intersection). Stop Control.
 - Adams Street (east side of Capitol Boulevard, “T” intersection). Stop Control.

Street Geometrics/CrossSection:

- Capitol Boulevard has a posted speed limit of 35 MPH from the Tumwater City limits at Carlyon Avenue and continues into the City of Olympia to the I-5 overpass. The posted speed limit from the I-5 overpass to the Farmers Market is 25 MPH.
- Capitol Boulevard between Carlyon Avenue and the I-5 overpass is a one-third (1/3) mile stretch of level grade four (4) lane arterial with southbound left turn channelization and a median Island with pedestrian refuge at O’Farrell Avenue.
- Capitol Boulevard between Carlyon Avenue and the I-5 overpass has landscape and sidewalk on the east side of the road with sidewalks on the west side of the road.

- Intercity bus stops are present both north and southbound between Eskridge Way and O'Farrell Avenue. Service routes include 12, 13 and 68.
- Streetlights staggered on both sides of Capitol Boulevard approximately 70 feet apart. Street lights recently converted to LED.

Conclusion:

Capitol Boulevard is classified as an Arterial with an average daily traffic (ADT) volume of over 11,000 vehicles. The current posted speed limit south of O'Farrell Avenue SE is 35 mph that extends from the southern city limit at Carlyon Avenue SE to the I-5 over pass. Here the speed limit is reduced to and remains 25 mph to the street end at the Farmers Market.

Staff made field observations, compiled traffic counts, gathered speed data, reviewed collision history and considered comments from residents. Information from our analysis includes:

- Traffic speeds are generally below the posted 35 mph speed limit in the vicinity of O'Farrell Avenue SE.
- From Tumwater traveling north, Capitol Boulevard transitions from commercial land uses to residential uses. Both pedestrian crossings and driveway frequency increases.
- Drivers negotiating the curve that is just south of O'Farrell Avenue SE may be distracted and not paying attention to pedestrians crossing at O'Farrell Avenue SE.
- Over the past three years between Carlyon Avenue and the I-5 over pass, two collisions have occurred on Capitol Boulevard; one rear-end collision and one collision involving a fixed object. No collisions involving bicyclists and pedestrians were reported.
- Activity at the Wildwood Building near O'Farrell Avenue has increased in the last several years leading to more people biking, people walking and motor vehicle movements at this destination.
- Capitol Boulevard is a high frequency transit route with bus stops along the segment considered for speed limit reduction.
- Capitol Boulevard includes sporadic shoulders of varying width which are used by people biking. No bike lanes are provided along the segment considered for speed limit reduction. There are no nearby parallel streets for people in this area.

Given the physical features of the street alignment, presence of residential driveways and people biking and people walking, a speed limit of 25 MPH throughout this section of Capitol Boulevard is appropriate. At a consistent speed limit of 25 mph through the entire Capitol Way and Capitol Boulevard corridor will give drivers, greater ability to respond to the actions of all other uses.



City Council

Public Hearing on the Street Vacation Petition for a Portion of Hillside Drive SE

Agenda Date: 12/6/2016
Agenda Item Number: 5.B
File Number: 16-1119

Type: public hearing **Version:** 1 **Status:** Public Hearing

Title

Public Hearing on the Street Vacation Petition for a Portion of Hillside Drive SE

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold the Public Hearing on the Street Vacation Petition for a Portion of Hillside Drive SE. If, after closing the hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of Hillside Drive SE and a portion of Tract A, Henderson Commercial Park.

Report

Issue:

Whether the City Council should pass an ordinance vacating a portion of Hillside Drive SE and a portion of Tract A, Henderson Commercial Park.

Staff Contact:

Ladd F. Cluff, PLS, City Surveyor, Public Works Engineering, 360.753.8389

Presenter(s):

Ladd F. Cluff, PLS, City Surveyor, Public Works.

Background and Analysis:

The property owner (SPS Lands, LLC) adjacent to Hillside Drive SE petitioned the City to vacate an unopened portion of Hillside Drive SE (Vacation Parcel "A") as well as a portion of the pedestrian access trail along the Henderson Commercial Park (Vacation Parcel "B").

Vacation Parcel "A" was dedicated in October 1969 to create a turnaround at the north end of Hillside Drive SE. Vacation Parcel "B" was dedicated with the Henderson Commercial Park Binding Site Plan (BSP) in February 2008.

SPS Lands developed Lot 2 with Hilton Garden Inn and plan to develop the remaining two Lots with

an additional hotel. The proposed development requires the vacation so they can meet development requirements.

SPS Lands worked with Community Planning and Development and Parks staff to create pedestrian access alternatives that meets the public needs through both hotel sites. SPS Land, in lieu of payment, proposes to grant the City an easement and build a pedestrian pathway through the hotel site that will connect to Phase 4 of The Olympia Woodland Trail. See attached ordinance.

The petition was sent to City staff and Franchise utilities for review and comment. City staff recommends vacating the rights-of-way as proposed and requiring SPS Lands to grant the easement and build the pathway with the development of the second hotel.

Neighborhood/Community Interests (if known):

The public hearing will provide an opportunity for Council to hear from the community on the requested vacation.

Options:

- 1: Hold the public hearing. If, after closing the hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of Hillside Drive SE and a portion of Tract A, Henderson Commercial Park. This option allows the vacation to occur, site development to continue and pedestrian access to be constructed.
- 2: Hold the public hearing, and continue to receive written testimony to a date certain. This option would delay the decision until Council has enough information to make their decision.
- 3: Hold the public hearing; reject the vacation request. This option would leave the right-of-way as is. The development of the site will require revision, slowing the development process.

Financial Impact:

None

Attachments:

Ordinance
Petition with Exhibits
OMC Review Criteria with Comments
Vicinity Map

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON
VACATING AS A PUBLIC THOROUGHFARE A PORTION OF
HILLSIDE DRIVE SE AND A PORTION OF THE PEDESTRIAN ACCESS
TRAIL KNOWN AS TRACT "A" OF HENDERSON COMMERCIAL
PARK BINDING SITE PLAN.**

WHEREAS, the Olympia City Council adopted Resolution No. M-1852 on November 1, 2016, setting a public hearing date for December 6, 2016, at 7:00 p.m. to allow public comment for or against vacation of the following described public thoroughfare situated in the City of Olympia, Thurston County, State of Washington, to wit:

PARCEL A

That portion of land dedicated to the City of Olympia, as recorded January 4, 1965 under recording number 813551, records of Thurston County, Washington; together with:

That portion of Tract 48 and Hillside Drive as shown on the plat of Wildwood Park, recorded in Volume 9 of Plats, Page 39, records of Thurston County, Washington, lying northerly of the south line of Tract 44 of said Plat, and its westerly extension, and lying southerly of the north line of the south 100 feet of said Tract 44 and its westerly extension, and lying easterly of said land dedicated to the City of Olympia, recording number 813551, and lying westerly of the following described line:

*Commencing at the Southwest corner of said Tract 44; thence westerly along the westerly extension of said south line of Tract 44 North 88°13'59" West 31.74 feet to its intersection with said westerly margin of Hillside Drive and the **POINT OF BEGINNING** of said line; thence leaving said south line North 03°02'40" West 52.92 feet; thence North 27°20'14" East 52.39 feet to the southerly boundary of Lot 1 of Henderson Commercial Park Binding Site Plan, as recorded February 1, 2008 under recording number 3986666, and the **TERMINUS** of said line.*

PARCEL B

That portion of Tract "A" of Henderson Commercial Park Binding Site Plan, as recorded February 1, 2008 under recording number 3986666, records of Thurston County, Washington, lying westerly of the following described line:

***BEGINNING** at the Northeast corner of Lot 1 of said Binding Site Plan; thence South 63°28'16" East 0.63 feet; thence South 28°36'47" West 68.07 feet; thence South 27°20'14" West 70.82 feet to the westerly boundary of said Tract "A" and the **TERMINUS** of said line.*

Containing 6,335 square feet or 0.15 acres, more or less.

WHEREAS, the petitioner is requesting that a portion of Hillside Drive SE and a portion of the pedestrian access trail described above be vacated; and

WHEREAS, notice of this proposed vacation was posted physically on site, and adjoining neighbors were mailed notice of the hearing; and

WHEREAS, a public hearing was held by the City Council of the City of Olympia on said petition on December 6, 2016, at 7:00 p.m. or thereafter in the evening; and

WHEREAS, the City has received no comments objecting to the vacation from utility providers with regard to this vacation; and

WHEREAS, the Public Works Department has indicated that the property has no known current or foreseeable future use to the City as a right-of-way; and

WHEREAS, this vacation is deemed to be in the public interest and serve the public welfare;

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

Section 1. As recommended by the City of Olympia Public Works Department and as requested by the owner of the abutting parcels, the Olympia City Council, pursuant to RCW 35.79.010, hereby vacates as a public thoroughfare the herein above described property.

Section 2. The vacation meets the criteria set forth in OMC 12.16.100.

Section 3. This Ordinance shall not become effective until the owners of the abutting property grant to the City of Olympia and construct a pedestrian access easement as shown on Exhibit "B-1" in lieu of payment required under OMC 12.16.030, .080, .090 and RCW 35.79.030 for the area so vacated. Failure of the abutting property owners to grant an easement within ninety (90) days of the passage of this Ordinance shall automatically void the petition and this Ordinance without it being brought back before the City Council. The City Clerk/Treasurer shall certify on the face of this Ordinance whether or not the easement is received within the time limit referred to above.

Section 4. I, Jane Ragland Kirkemo, City Clerk/Treasurer, hereby certify that an amount equal to one-half of the appraised value of property above vacated was ___ was not ___ received within the time referred to above.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

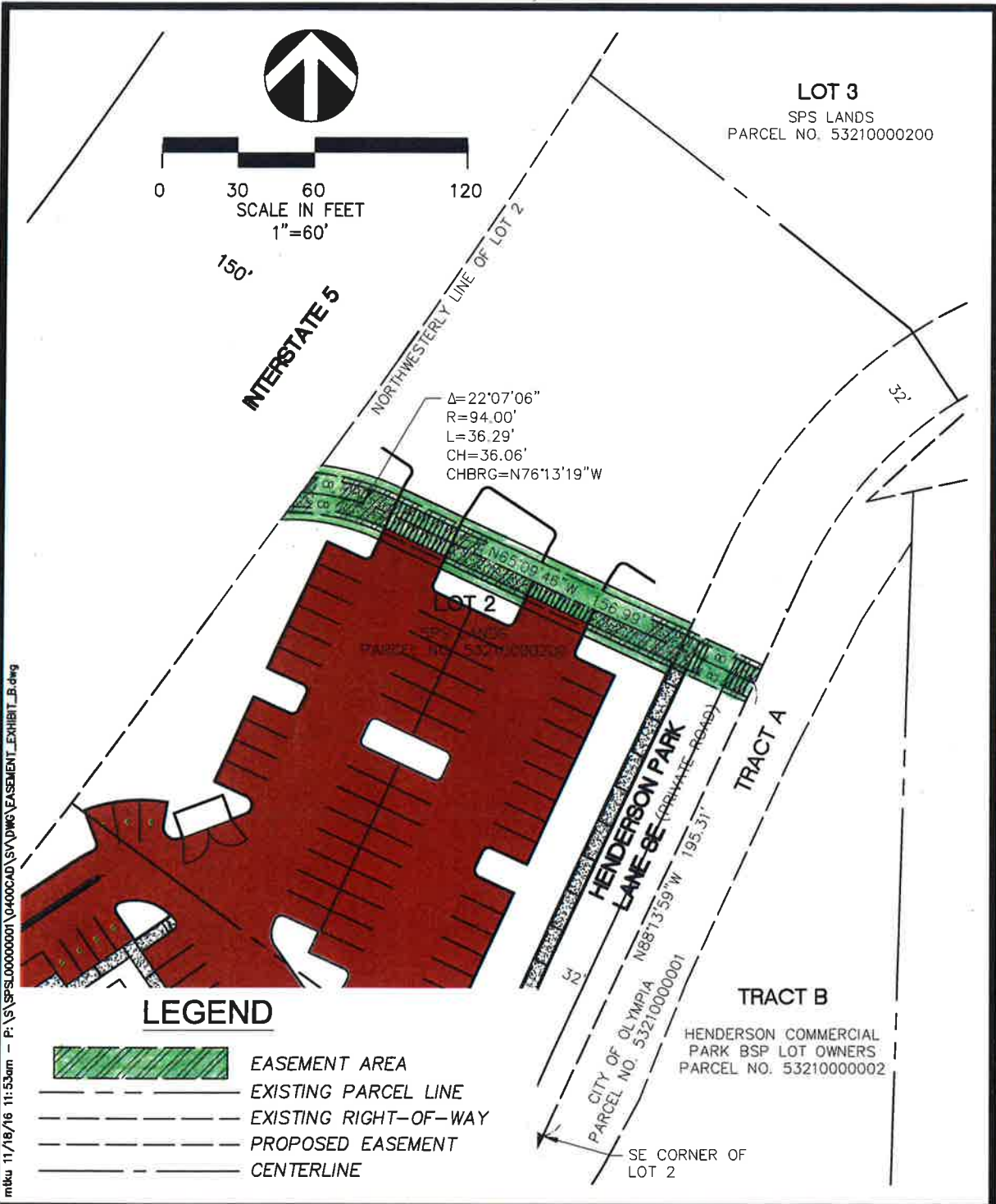
Dave Niember DCA

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



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LEGEND

- EASEMENT AREA
- EXISTING PARCEL LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED EASEMENT
- CENTERLINE



EXHIBIT "B1"

EASEMENT AREA: 3,093 SF

OWNER: SPS LANDS
OLYMPIA, WASHINGTON



**DAVID EVANS
 AND ASSOCIATES INC.**
 2106 Pacific Avenue Suite 400
 Tacoma Washington 98402
 Phone: 253.922.9780



Petition to Vacate Public Right-of-Way

OFFICIAL USE ONLY

Applicant: <u>SPS Lands LLC</u>	Address: <u>2301 Henderson Park Ln SE</u>		
Phone:	File#:	Receipt #:	Date:

HONORABLE MAYOR AND CITY COUNCIL:

We, the undersigned, do hereby petition the Olympia City Council to vacate the following described public right-of-way:

LEGAL DESCRIPTION OF AFFECTED RIGHT-OF-WAY:

Please see attached Exhibit A for legal description.

Please see attached Exhibit B for detailed vacation site plan.

Please see attached Exhibit C for vicinity site plan.

PURPOSE OF REQUEST AND STATEMENT OF PUBLIC BENEFIT: *

Please see attached Exhibit D.

**See submittal requirements and criteria for approval on the reverse side of this form*

PETITIONERS*

Owner's signature	Owner's Names	Parcel Number
	<u>SPS Lands LLC</u>	<u>53210060100</u>

**Attach additional sheets as necessary*

I verify that each of the above signatures represents a legal and registered owner of the property abutting the above-described right-of-way.

Applicant's Signature

8-23-16
Date

EXHIBIT 'A'

**RIGHT OF WAY VACATION PETITION TO
THE HONORABLE CITY COUNCIL OF THE CITY OF OLYMPIA**

Parcels to Be Vacated by Grantee:

PARCEL A

THAT PORTION OF LAND DEDICATED TO THE CITY OF OLYMPIA, AS RECORDED JANUARY 4, 1965 UNDER RECORDING NUMBER 813551, RECORDS OF THURSTON COUNTY, WASHINGTON; TOGETHER WITH:

THAT PORTION OF TRACT 48 AND HILLSIDE DRIVE AS SHOWN ON THE PLAT OF WILDWOOD PARK, RECORDED IN VOLUME 9 OF PLATS, PAGE 39, RECORDS OF THURSTON COUNTY, WASHINGTON, LYING NORTHERLY OF THE SOUTH LINE OF TRACT 44 OF SAID PLAT, AND ITS WESTERLY EXTENSION, AND LYING SOUTHERLY OF THE NORTH LINE OF THE SOUTH 100 FEET OF SAID TRACT 44 AND ITS WESTERLY EXTENSION, AND LYING EASTERLY OF SAID LAND DEDICATED TO THE CITY OF OLYMPIA, RECORDING NUMBER 813551, AND LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID TRACT 44; THENCE WESTERLY ALONG THE WESTERLY EXTENSION OF SAID SOUTH LINE OF TRACT 44 NORTH 88°13'59" WEST 31.74 FEET TO ITS INTERSECTION WITH SAID WESTERLY MARGIN OF HILLSIDE DRIVE AND THE POINT OF BEGINNING OF SAID LINE; THENCE LEAVING SAID SOUTH LINE NORTH 03°02'40" WEST 52.92 FEET; THENCE NORTH 27°20'14" EAST 52.39 FEET TO THE SOUTHERLY BOUNDARY OF LOT 1 OF HENDERSON COMMERCIAL PARK BINDING SITE PLAN, AS RECORDED FEBRUARY 1, 2008 UNDER RECORDING NUMBER 3986666, AND THE TERMINUS OF SAID LINE.

PARCEL B

THAT PORTION OF TRACT A OF HENDERSON COMMERCIAL PARK BINDING SITE PLAN, AS RECORDED FEBRUARY 1, 2008 UNDER RECORDING NUMBER 3986666, RECORDS OF THURSTON COUNTY, WASHINGTON, LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE NORTHEAST CORNER OF LOT 1 OF SAID BINDING SITE PLAN; THENCE SOUTH 63°28'16" EAST 0.63 FEET;
THENCE SOUTH 28°36'47" WEST 68.07 FEET;

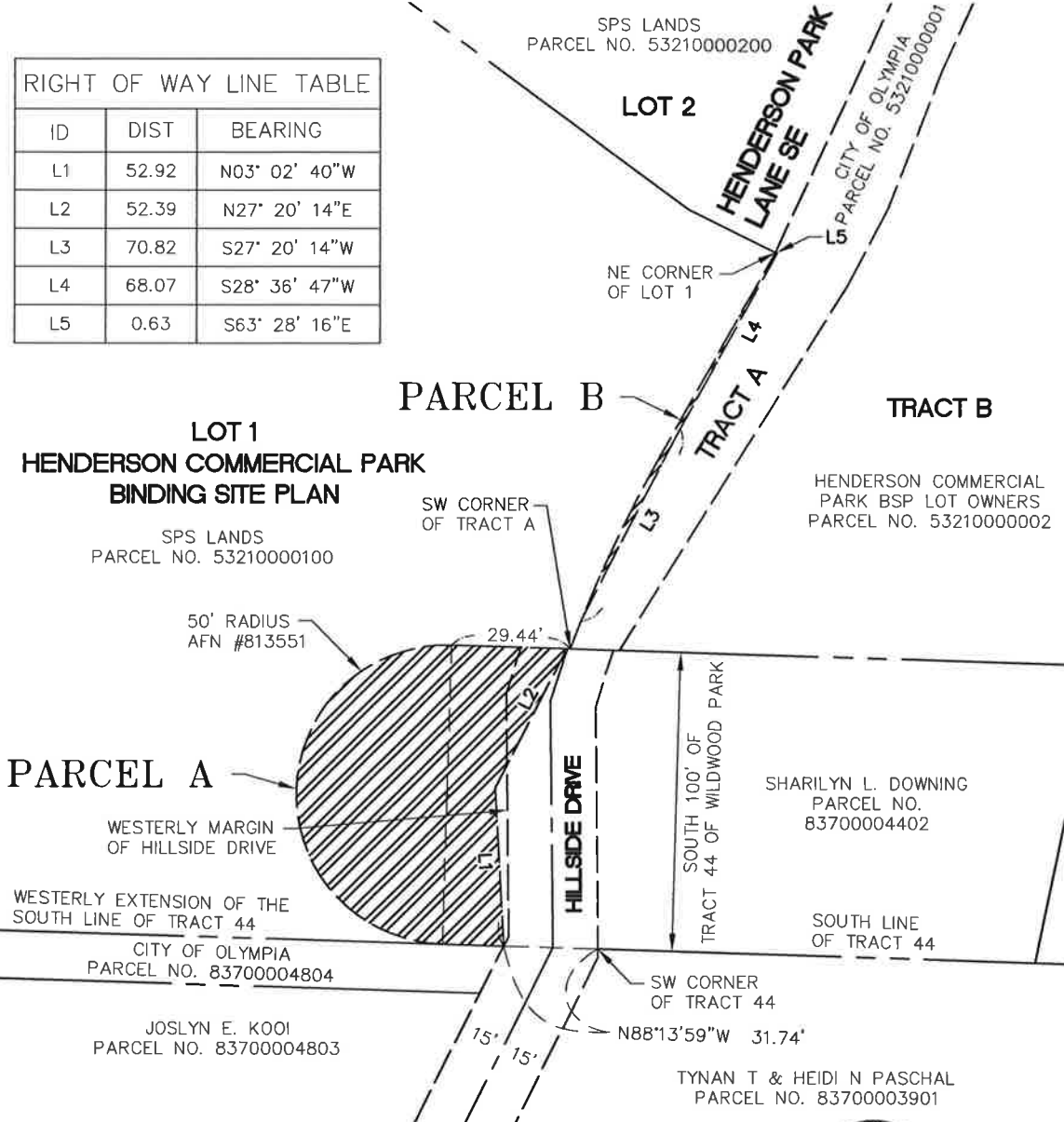
THENCE SOUTH 27°20'14" WEST 70.82 FEET TO THE WESTERLY BOUNDARY
OF SAID TRACT A AND THE TERMINUS OF SAID LINE.

CONTAINING 6,335 SQUARE FEET OR 0.15 ACRES, MORE OR LESS.



RIGHT OF WAY LINE TABLE		
ID	DIST	BEARING
L1	52.92	N03° 02' 40"W
L2	52.39	N27° 20' 14"E
L3	70.82	S27° 20' 14"W
L4	68.07	S28° 36' 47"W
L5	0.63	S63° 28' 16"E

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LEGEND

- PARCELS TO BE VACATED
- EXISTING PARCEL LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- EXISTING CENTERLINE

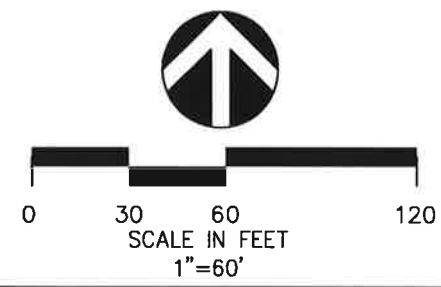


EXHIBIT B

PARCEL A AREA: 6,853 SF
 PARCEL B AREA: 514 SF

OWNER: CITY OF OLYMPIA
 OLYMPIA, WASHINGTON



DAVID EVANS AND ASSOCIATES INC.
 2106 Pacific Avenue Suite 400
 Tacoma Washington 98402
 Phone: 253.922.9780

EXHIBIT C



EXHIBIT D

PURPOSE OF REQUEST AND STATEMENT OF PUBLIC BENEFIT

The request to vacate the described City of Olympia right-of-way and trail tract is to support the development of a new hotel on the adjacent property. The project is a benefit to the public and will provide quality hospitality service to visitors to the City. The following criteria contained in Olympia Municipal Code 12.16.100 are consistent with this request:

- a. The proposed vacation will not be materially detrimental to other properties in the vicinity and will be an asset for the city. Per the binding site plan, a condition was established that required the developer to plan for an extension to the Woodland Trail from the east side of the existing private road to the most SW point of the subject property. During the course of site planning, the City of Olympia Parks Department asked the Owner if they could modify the location of this trail extension to stagger the north property line, between the Hilton hotel and the proposed Marriott hotel. The reason for this request was that the Parks Department didn't think they could obtain permission to cross the railroad tracks and the new location would provide a better south-bound connection to the trail.

This new trail location caused a significant loss of parking stalls for the proposed Marriott project and it was originally thought that this property could be dedicated to the city in exchange for the city right-of-way property currently proposed to be vacated. However, it was determined that the trail property would be handled by an easement, instead of a dedication.

The city property proposed to be vacated looks to be in the shape of a cul-de-sac, something that clearly is not part of the City's long term plans for this area. Instead, the applicant is required to connect Hillside Drive with the private road for Fire Department use only.

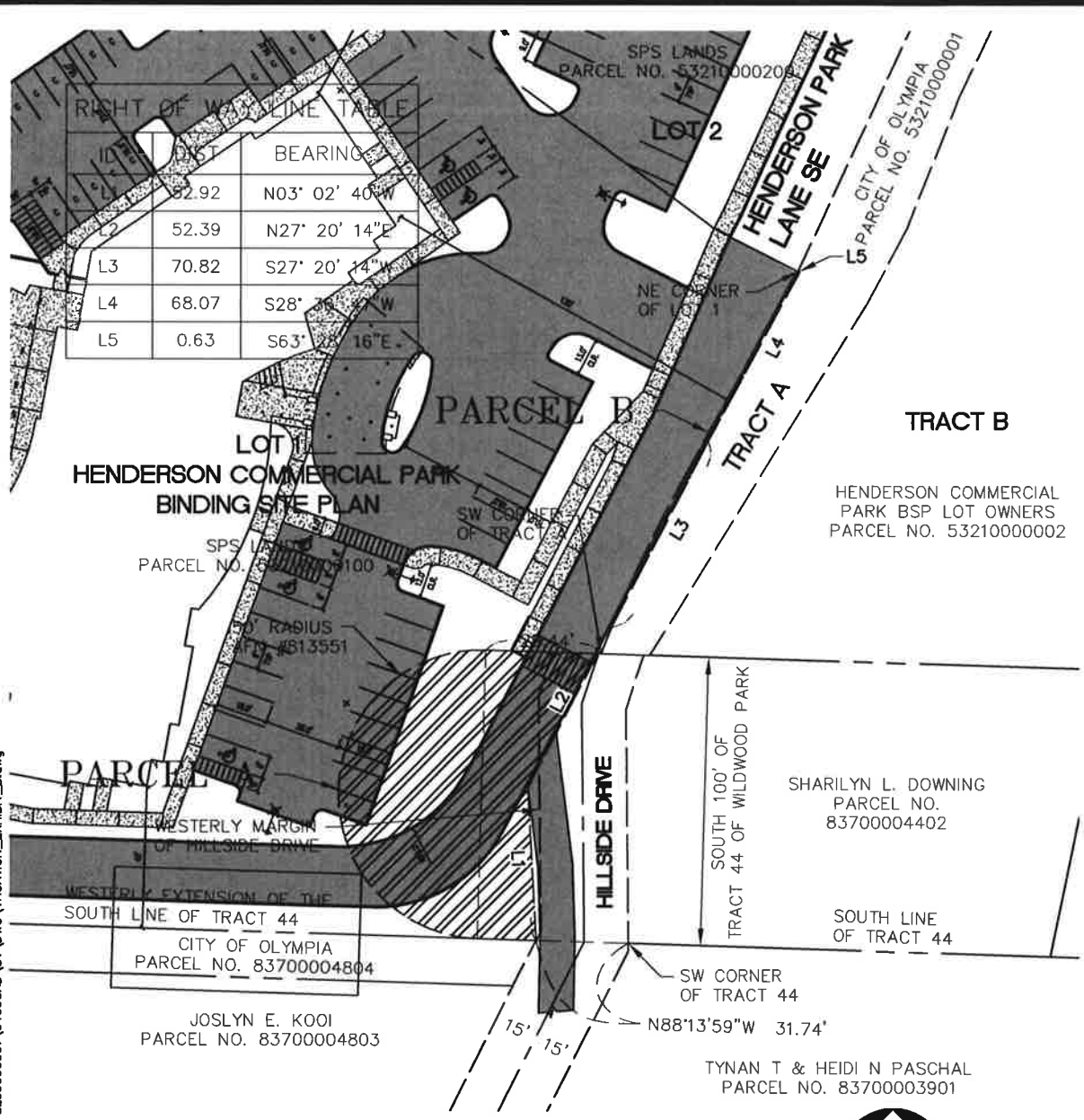
The loss of this cul-de-sac property will not deprive property of reasonable and convenient access, increase traffic safety hazards, or decrease transportation service levels.

- b. Per conversations with the city staff, this cul-de-sac property is not needed for general access, emergency services, utility facilities or other similar public purposes, nor is it needed as part of a long range circulation plan, pedestrian/bicycle pathway or street improvement plan. In essence this cul-de-sac land is being traded for a new pedestrian/bicycle path that is much more functional to the Parks Department.

- c. The subject vacation is consistent with the adopted Olympia Comprehensive Plan and all other related land use and circulation regulations and policies, including but not limited to the Olympia Development Standards and Titles 17 (Subdivisions) and 18 (Zoning) of the Olympia Municipal Code;
- d. The subject vacation would not directly or indirectly result in an adverse impact on historical or cultural resources, the natural environment or otherwise negatively affect an environmentally sensitive area as defined by Chapter 18.76 of the Olympia Municipal Code.

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RIGHT OF WAY LINE TABLE		
LINE	DIST	BEARING
	52.92	N03° 02' 40"W
	52.39	N27° 20' 14"E
L3	70.82	S27° 20' 14"W
L4	68.07	S28° 30' 16"W
L5	0.63	S63° 16"E



HENDERSON COMMERCIAL PARK BINDING SITE PLAN

SPS LANDS
PARCEL NO. 53210000209

SPS LANDS
PARCEL NO. 53210000100

WESTERLY MARGIN OF HILLSIDE DRIVE
WESTERLY EXTENSION OF THE SOUTH LINE OF TRACT 44
CITY OF OLYMPIA
PARCEL NO. 83700004804

JOSLYN E. KOOI
PARCEL NO. 83700004803

HENDERSON COMMERCIAL PARK BSP LOT OWNERS
PARCEL NO. 53210000002

SHARILYN L. DOWNING
PARCEL NO. 83700004402

SOUTH LINE OF TRACT 44

SW CORNER OF TRACT 44

N88°13'59"W 31.74'

TYNAN T & HEIDI N PASCHAL
PARCEL NO. 83700003901

LEGEND

- PARCELS TO BE VACATED
- EXISTING PARCEL LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- EXISTING CENTERLINE

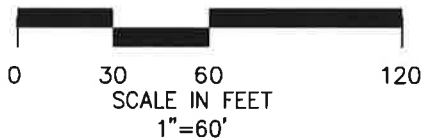


EXHIBIT E

PARCEL A AREA: 8,853 SF
 PARCEL B AREA: 514 SF
 OWNER: CITY OF OLYMPIA
 OLYMPIA, WASHINGTON



DAVID EVANS AND ASSOCIATES INC.

2106 Pacific Avenue Suite 400
 Tacoma Washington 98402
 Phone: 253.922.9780



November 23, 2016
File: 16-6270 Street Vacation

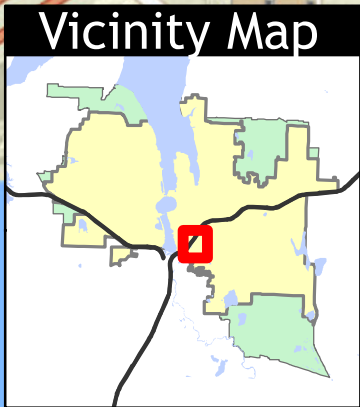
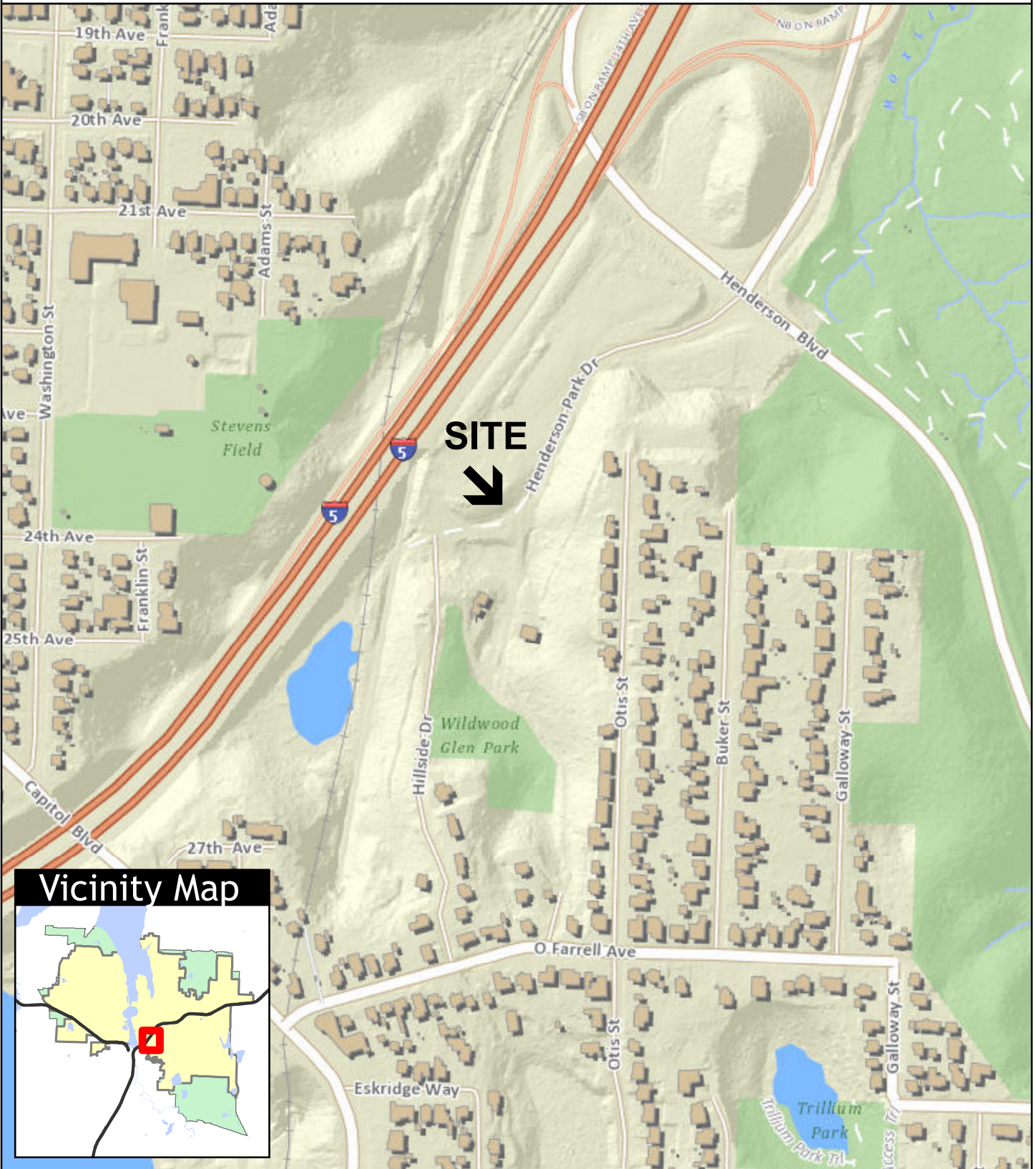
OMC 12.16.100 REVIEW CRITERIA WITH STAFF COMMENT

- A. The proposed vacation will not be materially detrimental to other properties in the vicinity, nor will it endanger public health, safety or welfare. Typical detriments or endangerments include, but are not limited to: depriving property of reasonable and convenient access; increasing traffic safety hazards; or decreasing transportation service levels.
- *The proposed vacation is not needed for access to adjacent properties. Retention of the remaining right-of-way of Hillside Drive SE provides for future pedestrian access.*
- B. The subject rights-of-way is not needed for general access, emergency services, utility facilities or other similar public purposes, nor is it necessary as part of a long range circulation plan, pedestrian/bicycle pathway plan or street improvement plan. Providing easements, relocating facilities or implementing other similar alternatives equal or superior to the existing or planned facilities may cause the petition to comply with this criteria;
- *The proposed vacation area is not used for general access. Emergency services, utility facilities or other similar public purposes and long range circulation needs will not be negatively impacted. The petitioner is proposing to adequately address pedestrian/bicycle access.*
- C. The subject vacation is consistent with the adopted Olympia Comprehensive Plan and all other related land use and circulation regulations and policies, including but not limited to the Olympia Development Standards and Titles 17 (Subdivisions) and 18 (Zoning) of the Olympia Municipal Code;
- *The proposed vacation is consistent with Council's priorities and goals.*
- D. The subject vacation would not directly or indirectly result in an adverse impact on historical or cultural resources, the natural environment or otherwise negatively affect an environmentally sensitive area as defined by Chapter 18.76 of the Olympia Municipal Code.
- *The proposed vacation does not negatively impact the area.*



16-6270 Hillside Drive SE Vacation

Vicinity Map



0 220 440 Feet 1 inch = 400 feet

Map printed 10/17/2016
 For more information, please contact:
 Name, Title
 Email
 (360) Phone.

This map is intended for 8.5x11" portrait printing.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of the Parking & Business Improvement Area Board 2017 Budget Request and Review of Five-Year Strategic Plan

Agenda Date: 12/6/2016
Agenda Item Number: 6.A
File Number: 16-1322

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

Title

Approval of the Parking & Business Improvement Area Board 2017 Budget Request and Review of Five-Year Strategic Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Parking & Business Improvement Area Board's (PBIA) proposed 2017 budget and review the Five-Year Strategic Plan

Report

Issue:

Whether to approve the PBIA's proposed 2017 budget and review its Five-Year Strategic Plan

Staff Contact:

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

Presenter(s):

Mark Rentfrow, Downtown Liaison, Community Planning and Development
Mary Corso, Chair of the PBIA Board and owner of Courtyard Antiques and 721 Courtyard Studio

Background and Analysis:

The Parking & Business Improvement Area Board (PBIA) has developed its 2017 budget in line with its strategic goals and historic spending priorities outlined in the 2016-2020, Five-Year Strategic Plan

Neighborhood/Community Interests (if known):

The PBIA board represents more than 400 Downtown business interests

Options:

1. Approve the requested 2017 budget amount and Five-Year Strategic Plan

2. Modify requested budget amount or propose changes. Changes could take several weeks and could have a detrimental impact on 2017 board goals
3. Do not approve budget. An unfunded PBIA budget would cause great concern among ratepayers who pay into the fund and could lead to unforeseen consequences

Financial Impact:

The PBIA is requesting an annual operating budget of \$110,000

Attachments:

PBIA Proposed 2017 budget
PBIA Current 2016 budget
PBIA Five-Year Strategic Plan

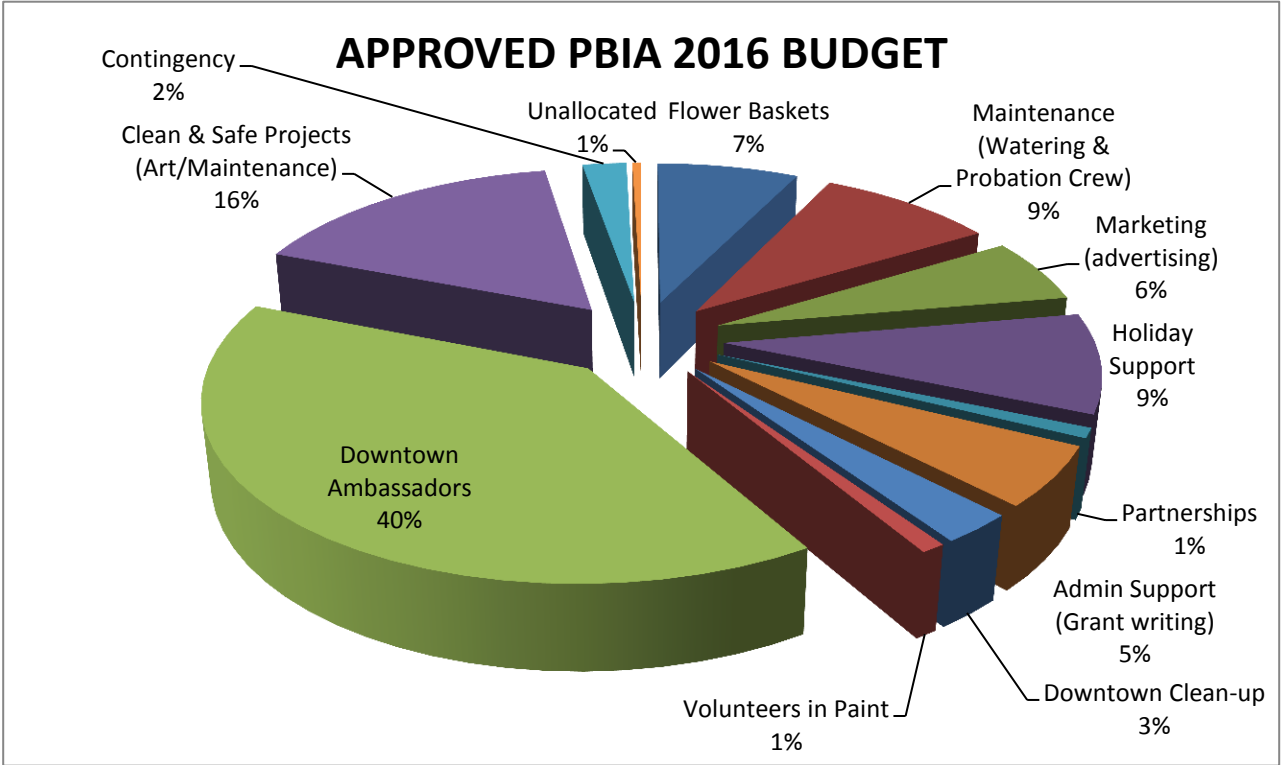
Proposed 2017 PBIA Budget Allocations

\$8,000	Flower Baskets
\$10,000	Maintenance (Watering & Probation Crew)
\$6,500	Marketing (advertising)
\$10,000	Holiday Support
\$3,000	Communications
\$5,000	Admin Support
\$3,000	Downtown Clean-up (Spring/Fall)
\$1,000	Volunteers in Paint
\$43,500	Downtown Ambassador Program
\$18,000	Clean & Safe Projects (Art/Maintenance)
\$2,000	Contingency
\$110,000	

2016 Approved PBIA Budget Allocations

- \$8,000 Flower Baskets
- \$10,000 Maintenance (Watering & Probation Crew)
- \$6,500 Marketing (advertising)
- \$10,000 Holiday Support
- \$1,000 Partnerships
- \$6,000 Admin Support (Grant writing)
- \$3,000 Downtown Clean-up (Spring/Fall)
- \$1,000 Volunteers in Paint
- \$43,500 Downtown Ambassador Program
- \$18,000 Clean & Safe Projects (Art/Maintenance)
- \$2,500 Contingency
- \$500 Unallocated

TOTAL: \$110,000





PBIA 5-Year Strategic Plan | 2016-2020



PBIA Mission

Five Program Areas:

1. Parking
2. Clean & Safe Initiatives
3. Beautification
4. Communications
5. Marketing

The mission of the Parking & Business Improvement Area (PBIA) is to assist in creating a vibrant business environment in the Downtown and to enhance the reality and perception of Downtown by visitors, residents and business owners through its five program areas listed in the left column.

Through these five programs the PBIA envisions a Downtown that is:

- Clean & Safe
- A vibrant and welcoming community where visitors, residents and businesses can thrive together
- Working with its partners to ensure excellent services and outcomes as not only Olympia's Downtown but the Downtown for the entire region

The PBIA and its independently elected board are uniquely positioned to bridge the gap between the private business interests in Downtown and the City of Olympia. Through this plan, the PBIA seeks to enhance its relationship with the City and to provide a clearer framework for long-term investment in Downtown.

Over the past five years the PBIA rate payers have funded well over \$500,000 in revenue that has been invested directly in Downtown. The PBIA and its elected board are responsible for developing an annual budget recommendation for the Olympia City Council. It is the objective of this plan to provide policy direction for considering how to direct future investment of these funds in Downtown.

The Strategic Plan highlights the four committees that address the five program areas, consistent with the original ordinance authorizing the creation of the PBIA.

Marketing Committee



Program Areas Focus:

- Marketing
- Beautification
- Communications

Lead Commercial Marketing Program:

- Determine best methods for marketing, e.g. social media, website options, flyers distributed by Downtown Ambassadors
- Market to general public and businesses to educate and promote events and activities supported by PBIA
- Consider more special events (big and small), coordinate with VCB regarding branding project to ensure Downtown is represented
- Partner with other Downtown Groups on events and sponsorships
- Maintain an inventory of Downtown vacancies and connect with small business owners to infill Downtown retail spaces
- Work with Property Owners to support the marketing of their properties

Lead Downtown Beautification Program:

- Continue hanging flower baskets, perhaps with goal for additional baskets and native perennial baskets
- Educate and promote role of Downtown beautification, i.e. beautification is for all of the people who come to Downtown, as well as (or not just) for businesses
- Add more benches, maintain and repair current benches and add more art and interactive areas to Downtown. Consider opportunities for use of empty spaces for interesting events. Establish an "Equipment Library" for businesses to check out major supplies, e.g. power washers, paint supplies, ladders, etc.

Goals:

- Revamp Website – Coordination with Leadership Team, staff and Communications Committee. Options for website will need further discussion
- Add and outdoor event to encourage more visits and activities Downtown
- Send welcome packet/postcard to new businesses

Clean & Safe Committee



Program Areas Focus:

- Clean & Safe Initiatives

- Lead efforts to create a safe & welcoming Downtown environment making sure our region and our media sources notice the difference
- Coordinate with City staff & other stakeholders to stay informed of new programs and services for homeless & street dependent people
- Encourage regular meetings with bar owners to address downtown nightlife issues
- Work closely with City staff to expand the number and hours of operation for downtown restrooms
- Consider ways to encourage individual businesses to maintain clean, attractive store fronts
- Continue to monitor and support improvements to enhance the Artesian Commons park
- Assess alleys for potential improvements to expand public use and evaluate for potential commercial use

Goals:

- Coordinate with Police and other City staff to reinstate reporting of nuisance crime data
- Support the expansion of dedicated night and weekend walking patrol to include year-round services
- Expand Ambassador Program services into the entire PBIA area and advocate for expanded clean team services

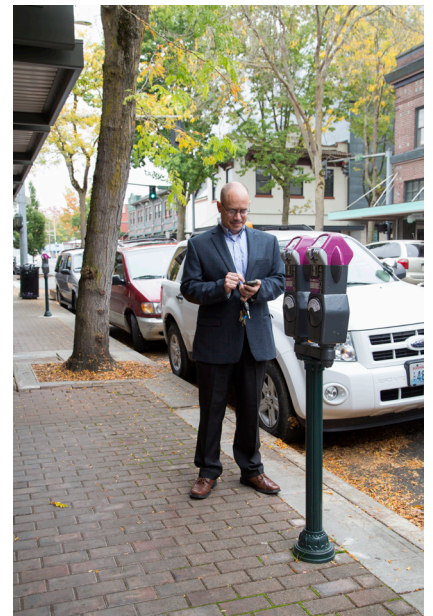


Parking Committee



Program Areas Focus:

- Parking
- Lead 'Parking Program
 - "Establish pro-active presence on parking issues"
 - "Put the P back into Parking – PBIA
 - Meet with city staff to stay apprised of programs and issues
 - Actively engage in Parking Strategy projects
 - Develop stronger collaboration/coordination with business community on parking issues
 - Establish 'Good Neighbor Program' to educate business owners about parking, to inform about available parking lots and parking zones, address issues such as designated employee parking vs. customer parking (impacts to adjacent businesses)
 - Coordinate with public and private arts venues to inform/identify locations for event parking. Communicate with private parking lot owners to encourage use of parking lots on evenings and weekends
 - Explore the use of a smart phone App such as an 'Oly Parking App' to show where to park Downtown
 - Gear up - prepared and pro-active about future parking challenges as businesses grow and more residents move into Downtown
 - Support development investment that addresses parking facility solutions and possible public/private partnerships



Communications Committee



Program Areas Focus:

- Communications

- Support independent businesses
- Educate ratepayers about who PBIA is and what PBIA does. Keep businesses informed of activities that are created, funded and implemented by PBIA

Goals:

- Continually update list of PBIA ratepayers
- Conduct two PBIA surveys per year
- Send a periodic newsletters to rate payers
- Develop and distribute Welcome Packet for new businesses
- Establish social media outreach, provide timely and consistent information to ratepayers through our partners at the Downtown Ambassador Program
- Proactively encourage ratepayers to be involved in Downtown projects or activities.
- Maintain PBIA Website
- Reach out to communication partners for successful outreach to the Downtown core
- Educate rate payers about the myriad of resources to enhance, support and grow their businesses
- Joint communication and marketing efforts with ODA, EDC, Thurston Chamber, VCB: "Downtown is a mix of independent businesses! We invite you to the Downtown experience."



Organizational Goals



As the PBIA Continues its mission of serving the 400+ Downtown Businesses of Downtown Olympia, we want to make sure that we are meeting the performance measures we have set for ourselves. Moving forward, the following goals will help guide our focus and direction.

Promote Organizational Sustainability

Establishing the new Communications Committee is a concrete step toward improving outreach, education and relationships with PBIA ratepayers. Informing ratepayers of PBIA events and activities, and providing ongoing timely communication has the potential to attract new members to participate on PBIA committees., recruitment and encouragement to actively participate in the PBIA

Coordination with Community partners is essential to the success of the PBIA. The amount of coordination with outside entities may vary annually depending upon the PBIA Strategic Plan and Committee work plans. When the PBIA conducts annual retreats to determine priorities and work plans, partnerships may be updated at that time to reflect new issues and projects



Mark Rentfrow

Downtown Liaison, City of Olympia
mrentfro@ci.olympia.wa.us



City Council

Approval of Smoke and Vape-Free Parks

Agenda Date: 12/6/2016
Agenda Item Number: 6.B
File Number: 16-1306

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

Title

Approval of Smoke and Vape-Free Parks

Recommended Action

Committee Recommendation:

The Parks and Recreation Advisory committee and the General Government Committee recommend banning smoking and vaping from Olympia's parks.

City Manager Recommendation:

Move to approve banning smoking and vaping from Olympia's parks and direct staff to bring forward a proposed ordinance change.

Report

Issue:

Whether to approve a ban on smoking and vaping from Olympia's parks.

Staff Contact:

Jonathon Turlove, Associate Director, Parks Arts and Recreation, 360.753.8068

Presenter(s):

Jonathon Turlove, Associate Director, Parks Arts and Recreation, 360.753.8068

Background and Analysis:

Smoking in parks is a problem due to the dangers of secondhand smoke to other park users, litter, risk of fire, and the fact that it conflicts with the goals of parks being healthy places. While there is less documented research on the health effects of vaping/e-cigarettes, the FDA has warned that an analysis of e-cigarettes found that many contained toxic and/or carcinogenic chemicals.

Currently smoking, vaping, and the use of e-cigarettes is allowed in all of Olympia's parks. In 2003, Council passed a resolution requesting that people not smoke near playgrounds and signage was installed at park playgrounds at that time. While smoking marijuana is currently illegal in all public places, including parks, this ban will clarify that smoking any substance, including marijuana, would become prohibited in Olympia parks.

Over 1,200 cities have made their parks smoke/tobacco free. This includes many in Washington

including Seattle, Tacoma, and Vancouver. Most cities that are prohibiting smoking in their parks are including the prohibition of vaping/e-cigarettes. Some cities have made their parks completely tobacco-free, extending the ban to chewing tobacco.

At their meeting on May 19, 2016, the Parks and Recreation Advisory Committee (PRAC) recommended that smoking, vaping, and the use of e-cigarettes should be prohibited from all of Olympia's parks. They did not recommend, however, that the ban should extend to chewing tobacco as they felt that the use of chewing tobacco did not have an adverse effect on the health of other park users.

On September 28, 2016, the General Government Committee recommended that smoking, vaping, and the use of e-cigarettes should be prohibited from all of Olympia's parks as well as at the Olympia Timberland Library. (The library manager has since contacted staff to report that the library board is no longer interested in pursuing a smoking ban at this time.)

If approved by Council, staff proposes that a smoke-free parks ordinance would take effect January 1, 2018. Staff would phase-in the new ordinance utilizing 2017 to educate the public. The intent of the ordinance is to make it easier for park users, park rangers, or maintenance staff to ask that people do not smoke in the parks. There are no plans to write citations for smoking.

In the event an ordinance is approved, it may impact working conditions for represented employees who smoke and/or vape. The union representative from AFSCME has been updated throughout the process and the City is committed to bargain any impacts on affected employees.

Neighborhood/Community Interests (if known):

Periodically staff receives complaints about smoking in parks from park users.

Options:

Move to approve the Parks and Recreation Advisory Committee and General Government Committee's recommendation to ban smoking and vaping from Olympia's parks and direct staff to bring forward a proposed ordinance change.

Hold a public hearing to gauge public interest in a smoking ban.

Leave current policy as-is. Smoking, vaping, and chewing tobacco would be allowed in all parks but signage would remain in playgrounds requesting that people do not smoke there. As the playground smoking ban is by resolution, not ordinance, it would remain unenforceable.

Financial Impact:

Minimal costs of additional park signage.

Attachments:

None



City Council

Approval of Exclusive Negotiation Agreement (ENA) with Big Rock Capital Partners, Inc. (BRCP) for redevelopment of the Former Griswold Property

Agenda Date: 12/6/2016
Agenda Item Number: 6.C
File Number: 16-1321

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

Title

Approval of Exclusive Negotiation Agreement (ENA) with Big Rock Capital Partners, Inc. (BRCP) for redevelopment of the Former Griswold Property

Recommended Action

Committee Recommendation:

On October 24, 2016, the Community Economic Revitalization (CERC) approved a recommendation to Council for the selection of Big Rock Capital Partners, Inc. On November 21, 2016, CERC approved the draft Exclusive Negotiation Agreement (ENA) and recommended it be brought to full Council December 6, 2016.

City Manager Recommendation:

Move to approve the Exclusive Negotiation Agreement (ENA) with Big Rock Capital Partners, LLC, and authorize the City Manager to sign the necessary documents.

Report

Issue:

Whether to approve the ENA with Big Rock Capital Partners, LLC.

Staff Contact:

Renee Sunde, Economic Development Director, Community Planning & Development Department

Presenter(s):

Renee Sunde, Economic Development Director
Keith Stahley, Community Planning & Development Director
Leonard Bauer, Deputy Director, Community Planning & Development
Ryan Clintworth, Big Rock Capital Partners, LLC; Garner Miller, MSGS Architects

Background and Analysis:

Following the Council adoption of a Community Renewal Plan on July 11, 2016 the City of Olympia issued a Request for Proposal as part of the continuing efforts to revitalize its downtown in

accordance with the Community Renewal Law in Chapter 35.81 RCW.

The RFP was issued to identify a qualified development partner for the redevelopment of the City-owned parcel located at 308-310 Fourth Ave E, commonly referred to as the former Griswold property with a primary objective to remove blight and create a vibrant mixed-use development.

Two proposals were received by the September 23 deadline. The City's Review Committee (City staff, Mayor Pro Tem Jones and representatives from ECO Northwest, Pacifica Law Group, and the National Development Council) formally recommended to CERC the selection of Big Rock Capital Partners as a qualified development partner.

At the October 24 CERC meeting the committee approved the recommendation to Council to accept the redevelopment proposal recommended by the review committee and requested a briefing of the draft Exclusive Negotiation Agreement (ENA) during the November CERC meeting.

A briefing of the draft ENA was provided to the CERC Committee on November 21 and was approved by CERC in draft form.

The proposed ENA is an agreement between the City of Olympia and Big Rock Capital Partners, Inc. providing a framework for next steps and defining obligations of the developer and the City of Olympia. The agreement allows for the exclusive right to conduct due diligence and negotiations with the City for the sale of the Property and development of the project, for a specified period of time.

The ENA will set forth more detailed understanding and conditions and information that will guide next steps and help to define final terms and conditions of a Purchase and Sale Agreement (PSA) between the City and the Developer. The PSA will be the next opportunity for City Council involvement in the process. Staff will continue to engage the CERC in the process as the ENA period proceeds.

Neighborhood/Community Interests (if known):

Over the past several years there has been significant interest throughout the community in understanding the challenges for downtown development and the tools available to assist in the removal of blight. The adoption of the Community Renewal Area (CRA) Resolution establishing a CRA boundary was an important first step.

Through the work of the Downtown Strategy hundreds of citizens have been engaged in an ongoing effort to plan for the future of Downtown. The former Griswold property is in the heart of Olympia's Entertainment and Artisan Tech character areas and remains a significant blight in the area.

There has been much interest from neighbors and the community at large to support a project that returns the property to economic use and enhances the existing Downtown businesses. The project ideally will contribute to the social, environmental and economic health of the community.

Options:

1. Approve the Exclusive Negotiation Agreement (ENA) with Big Rock Capital Partners, LLC.
2. Direct staff to make changes to the ENA prior to recommendation.
3. Receive the briefing and take no action.

Financial Impact:

The City closed on the subject property with the intent of partnering with the selected development team for redevelopment of the subject property and its return to economic use. The terms of sale will be part of the PSA that will follow the ENA period.

Attachments:

Exclusive Negotiation Agreement (ENA) between City of Olympia and Big Rock Capital Partners, Inc.
Exhibit A - Developer's Response To Request for Proposals
Summary of Staff Review and Recommendations for RFP Responses Redevelopment Request for Proposal

**AGREEMENT
BETWEEN THE CITY OF OLYMPIA
AND BIG ROCK CAPITAL PARTNERS**

THIS AGREEMENT (this "Agreement") is entered into this 6th day of December, 2016, by and between the CITY OF OLYMPIA, a municipal corporation of the State of Washington (the "City") and BIG ROCK CAPITAL PARTNERS, LLC, a limited liability company organized under the laws of the State of Washington (the "Developer") (and together, the "Parties").

WHEREAS, the City issued a Request for Proposals on July 25, 2016 (the "RFP") with respect to the sale and development of the former Griswold property located at 308-310 4th Avenue East, Olympia, WA 98501 (the "Property") as part of the City's continuing efforts to revitalize its downtown pursuant to and in accordance with the Community Renewal Law codified at Chapter 35.81 RCW; and

WHEREAS, the Developer submitted a response to the RFP attached hereto as Exhibit A (the "Developer's Proposal") and was chosen by the City to enter exclusive negotiations for the sale and development of the Property as a mixed use project (the "Project"); and

WHEREAS, the Parties acknowledge that the City has a HUD Section 108 Loan Program and that the Developer may choose to pursue a loan thereunder (the "Section 108 Loan"); and

WHEREAS, by this Agreement the Parties intend to set forth more detailed understandings and conditions which will govern the Developer's exclusive negotiating opportunity to acquire the Property.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND CONDITIONS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

I. OBLIGATIONS OF THE DEVELOPER

The Parties agree that the City requires additional information, due diligence and analysis of the Developer's Proposal before the City can approve an application to HUD for a Section 108 Loan and the final terms and conditions of a purchase and sale agreement between the City and the Developer for the sale of the Property (the "Purchase and Sale Agreement") can be completed.

II. OBLIGATIONS OF THE DEVELOPER

A. The Developer agrees to provide to the City the following supplemental materials in a form acceptable to the City within thirty (30) days of the date first written above (the "Effective Date"):

1. A Project development budget confirming a hard cost construction budget specific to the Project design as well as soft and closing costs;
2. Sources and amounts of funds required to acquire the Property, construct the Project and other budgeted items;
3. An operating pro forma for the Project, including a lease-up schedule, income and operating statement and summary.

B. The Developer agrees to provide to the City the following supplemental materials and complete the following activities within ninety (90) days of the Effective Date:

1. Pre-submit the Project to the City for land use and permitting approval in order to identify issues related to design and construction;
2. Participate in a neighborhood meeting hosted by the City;
3. If the Developer chooses to pursue a Section 108 Loan, provide the City with information and third party reports necessary for the City to complete and approve an application to HUD for a Section 108 Loan, including:
 - a. a Project description;
 - b. a description of the development team;
 - c. detail to meet CDBG requirements (e.g. national objective, eligible activity, underwriting analysis, development schedule);
 - d. a copy of the Project appraisal provided to the lender;
 - e. materials that will enable the City to complete an environmental review such as an environmental assessment (checklist to be provided by the City) to supplement the SEPA checklist used for permit purposes;
 - f. a lender commitment, including conditions to closing;
 - g. a letter of intent from the work space entity described in the Developer's Proposal or other evidence of intended occupancy by a ground floor commercial tenant; and
 - h. such other information as the City reasonably requires to complete and approve an application to HUD for a Section 108 Loan.

4. If the Developer chooses not to pursue a Section 108 Loan, provide the City with information reasonably necessary for the City to evaluate the financial feasibility of the Project, including 3. (a, b, d, e, f, g) above.

III. OBLIGATIONS OF THE CITY

A. **City Review.** The City agrees to work with the Developer to identify the form and contents of the submissions identified in Section II above, and the City commits to review such submissions from the Developer in a timely manner to finalize a Purchase and Sale Agreement.

B. **Council Review.** The City will make a reasonable good faith effort to ensure timely review and consideration of the Developer's submissions, the proposal for a Section 108 Loan, if any, and the Purchase and Sale Agreement by the City Council after review by City staff.

C. **Predevelopment Funding.** The Developer will pay for development of the materials to be submitted described in Section II. Neither the City nor the Developer will be liable for any cost or expense of the other party except by mutual written agreement.

D. **Purchase and Sale Agreement.** The Parties agree that the desired outcome of this Agreement is a Purchase and Sale Agreement. That agreement shall specify the terms and conditions for the sale of the Property, including but not limited to: sale price; and project timeline.

IV. DEVELOPER'S RIGHT TO ACQUIRE CITY PROPERTY

The Developer has the exclusive right to conduct due diligence and negotiations with the City for the sale of the Property and development of the Project for a period of six (6) months from the Effective Date unless extended in writing by the Parties (the "Exclusive Negotiation Period"). The Parties acknowledge that the Developer may ultimately assign its right to acquire the property to a single asset entity for purposes of ownership and operation with the consent of the City. The City agrees that upon execution of this Agreement, it will not offer the Property for sale during the Exclusive Negotiation Period. Notwithstanding the forgoing, either the Developer or the City may terminate negotiations at any time, with or without cause, by providing thirty (30) days prior written notice of such termination to the other party.

V. MUTUAL INDEMNITY AND HOLD HARMLESS

A. To the extent allowed by law, the Developer shall protect, defend, indemnify and save harmless the City and its officers, agents, and employees from and against any and all claims, costs and/or losses whatsoever occurring or resulting from the negligent tortious acts or omissions of the Developer and its officers, agents and employees in connection with or in support of the Developer's performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The Developer will also defend, indemnify, and save

harmless the City and its officers, agents and employees from any and against any and all claims made by the Developer's employees arising from their employment with the Developer.

B. To the extent allowed by law, the City shall protect, defend, indemnify and save harmless the Developer and its officers, agents, directors, and employees from and against any and all claims, costs and/or losses whatsoever occurring or resulting from the negligent tortious acts or omissions of the City and its officers, agents and employees in connection with or in support of the City's performance of this Agreement, except for injuries and damages caused by the sole negligence of the Developer.

C. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Developer and the City, its officers, officials, agents, and employees, the Developer's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Developer's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Developer's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

VI. GOVERNING LAW AND VENUE

This Agreement will be construed and interpreted in accordance with the laws of the State of Washington. Any legal proceeding that arises out of or in connection with this Agreement will be initiated and maintained in Olympia, Washington. Each party consents to jurisdiction and venue in such court and waives the right to claim that any such court is an inconvenient forum.

VII. NOTICES

Whenever this Agreement provides for notice to be provided by one party to another, such notice shall be in writing and directed to the City Attorney and the Developer at the addresses set forth below, or at such other addresses as to which an addressee party may hereafter give notice to the other party.

If to the City:

Olympia City Attorney
Olympia City Hall
601 4th Avenue East
Olympia, WA 98501

With copy to:

Director
Community Planning and Development Department
Olympia City Hall
601 4th Avenue East
Olympia, WA 98501

If to the Developer:

Big Rock Capital Partners, LLC, a
Washington limited liability company
P.O. Box 13161
Olympia WA 98508

With a copy to:

Ryan Clintworth
Registered Agent
2916 29th Ave. SW
Tumwater WA 98512

VIII. COUNTERPARTS

This Agreement may be executed in counterpart originals, each of which shall be deemed original, with the same effect as if the signatures thereto were on the same instrument.

IX. ENTIRE AGREEMENT AND MODIFICATIONS

This Agreement constitutes all of the understandings and agreements of any nature existing between the Parties with respect to the development of the Project and the purchase and sale of the Property. Unless otherwise provided for herein, no amendments, changes, alternatives or modifications of this Agreement shall be effective unless they are in writing executed by the City and the Developer.

CITY OF OLYMPIA,
a municipal corporation

By _____
Its _____

Approved as to form:

By 
Deputy City Attorney

BIG ROCK CAPITAL PARTNERS,
LLC
a limited liability company
of the State of Washington

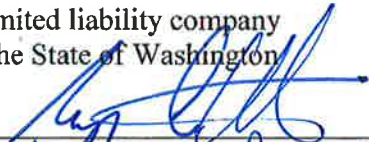
By 
Its MANAGING PARTNER

EXHIBIT A

DEVELOPER'S RESPONSE TO REQUEST FOR PROPOSALS



msgs architects

EXHIBIT A

Downtown Redevelopment Project

Proposal Response

Former Griswold Property
308-310 4th Avenue East



Big Rock Capital Partners
MSGs Architects



September 23, 2016

City of Olympia
Renee Sunde
2421 93rd Ave SW
Tumwater, WA 98512

RE: Former Griswold Property Request for Proposals

Dear Renee:

On behalf of Big Rock Capital Partners LLC, MSGS Architects, and our entire design, build and management team, we thank you for this opportunity to present our development concept and qualifications for the redevelopment of the former Griswold Property. We are excited to be included in the urban renaissance you and your team are spearheading for downtown Olympia.

As you will see, we have assembled an all-star cast of leading, local actors in the property development industry. Our team of local architects, engineers and property managers has experience working together and are excited about the opportunity to make a positive impact on vitality and economic health of Downtown Olympia. We are proud of this team, and this team is equally proud of its hometown. We believe we have the financial acumen, qualifications and ability to execute the project further described and illustrated herein. We hope you will agree.

Albeit thorough, our proposal does not address every possible development scenario – whether it be in the design, intended occupiers, or financial structure. As such, we trust there will be adequate opportunity to further collaborate on the alternative options available to us and to the City of Olympia by engaging the City staff and leaders, stakeholders and the community to help create project that will meet the City's goals and be the most appropriate solution for this site.

This is an exciting Public/Private Partnership opportunity that we are thrilled to be considered for. We look forward to addressing any questions or comments you have. Please do not hesitate to call me at 480/203-8483 or Garner Miller of MSGS Architects at 360/943-6774.

Sincerely and Respectfully,
Big Rock Capital Partners, LLC

Ryan Clintworth

MSGS Architects

Garner Miller



1. Identify and describe the developer

Big Rock Capital Partners, LLC ("BRC Partners") was formed in 2015 to provide development services in the Greater Olympia-Thurston County market. Recognizing a lack of full service for-fee developers in the South Puget Sound, the owners of Big Rock Construction partnered with a foreign capital provider to initialize a development company that's responsive to the market's unique urban land opportunities and flexible and sophisticated enough to meet the investment criteria of some of the areas financial bona fides. BRC Partners has assembled an all-star cast of local management, design, construction, and banking partners to kick-off its first few projects. While the entity is new to development in the area, its managers are not. Collectively, the Principals have developed, built, or transacted over \$80,000,000 in project value and approximately 1,000,000 square feet of multifamily, office, retail, industrial, and government occupied space.

Mailing

PO Box 13161
Olympia, WA 98508

Physical

2915 29th Avenue SW, Suite A
Tumwater, WA 98512

Company Phone:

(360) 754-2219

Point Of Contact:

Ryan Clintworth, ryan@clintworth.com, (480) 203-8483

2. Identify each person or entity involved with the project team

Big Rock Construction, Inc. – General Contractor and Construction Manager

Big Rock Construction, Inc. ("BRC") is a commercial general contractor based in Olympia, Washington founded in 1989 with a legacy of quality craftsmanship and building integrity. BRC seeks to work with owners and design teams with which the companies experience best fits. BRC believes collaboration, open communication, and transparent management produce the best projects and client experiences. Serving as dedicated advocates for the client's best interests and proactively addressing every challenge with an organized and systems-based approach, Big Rock is "Quality from the Ground Up."

Big Rock Capital Partners, LLC - Developer

Ryan Clintworth, Managing Partner

Mr. Clintworth is responsible for capital and partnership structuring, sourcing debt and equity, asset and development management, and investor relations. Since 2002 he has worked in the construction and commercial real estate industry as a Principal, Investor, Asset Manager, Acquisitions Officer, Broker, Project Manager, and Project Engineer where he has participated in over \$50,000,000 in commercial sale and lease transactions and over \$500,000,000 in construction contracts. Mr. Clintworth is a Principal/Shareholder in Big Rock Construction Inc., holds a Bachelor of Science in Construction Management from Arizona State University, and earned a Certificate in Commercial Real Estate Development from the University of Washington.



Thomas Baxter, Partner

Mr. Baxter is responsible for project and development management, design/build team selection and coordination, estimating, and construction management. Since 2009 he has worked as a Principal, General Manager, Project Manager, Superintendent, Carpenter and Estimator in the construction business. Since 2011 Mr. Baxter has been the General Manager and Vice President of Big Rock Construction Inc where he has lead sales and management efforts to secure and execute on \$30,000,000 of commercial and residential construction contracts. The company currently employees 6 office staff, 3 Superintendents, and approximately 20 carpenters and tradesman. Mr. Baxter holds a Bachelor's Degree from Eastern Washington University, and previously served as a Sergeant with the United States Army.

Greg Mauerman, Partner

Mr. Mauerman serves as a Senior Advisor to the partnership. He founded Big Rock Construction, Inc. in 1989 where he amassed an impressive track record developing and building garden-style apartment complexes, assisted living communities, podium-style condominiums, office buildings, and residential plats throughout Washington State. Currently, Mr. Mauerman is the majority Shareholder of Big Rock Construction Inc, and has ownership interests in approximately 200 multi-family units and 20,000 square feet of commercial office space valued at over \$25,000,000.

Youmei Kim, Partner

Mr. Kim is responsible for sourcing equity capital for the company. He is a resident of Japan where he works in accounting and financial services, and further serves his families privately owned business that generates approximately \$900,000,000 in revenue per year. Mr. Kim earned a Bachelor of Arts in Accounting and Finance from Pacific Lutheran University in Tacoma, Washington.

MSGs Architects – Architect

Established in 1972, MSGS Architects formed a professional services corporation in 1974 and moved in 1984 to our present location in the Walker Building on Capitol Way in downtown Olympia. Two principal architects direct a wide range of design services for public and private sector clients. Our business is built on a positive working relationship with multiple repeat clients.

Successful architectural design fully supports the interaction of people with their environment. The design process, with emphasis on active listening, collaboration and consensus, allows the designer to determine what is special to each client, project and setting. MSGS Architects embraces the challenges of working with multiple stakeholders, producing architecture that is direct, understandable and responsive.



MSGs offices in the Walker Building, Downtown Olympia



R WILLIAM SLOANE AIA, LEEDap | MSGS Architects
Partner | Principal Architect

In private practice since 1988, Mr. Sloane offers a broad range of project experience including educational facilities, office buildings, major tenant improvement projects, medical and hospital additions, military facilities, ADA upgrades, and historic restorations. Bill's role as project manager is to schedule and coordinate internal and external personnel, oversee project delivery in accordance with established quality standards and time frames, and serve as the direct client liaison reporting progress and budget alignment. Coinciding with his role as Campus Architect for Centralia College and experience with other public agencies, Bill offers a working knowledge of budgeting and funding request processes. He is hands-on in securing permits, promoting bid participation by qualifies bidders, and execution of construction contract administration through closeout and warranty period.

As project manager, Bill understands and addresses the many challenges in working with multiple stakeholders, in permitting complex buildings, in proper detailing, and construction phase administration for successful delivery.

EDUCATION

University of California, Los Angeles
Master of Architecture, 1981
Bachelor of Arts, 1977

CREDENTIALS

Registered Architect State of WA 1993;
OR 2011; ID 2010; AK 2009; CA 1983
NCARB Cert. No.55259, 2002 LEED™
Accredited Prof., 2006
SAP ATC-20 Certified Evaluator, 2013
(post-earthquake)

PROFESSIONAL AFFILIATIONS

American Institute of Architects
SW WA Chapter Member
US Green Bldg. Council Member

GARNER MILLER AIA, LEEDap | MSGS Architects
Partner | Principal Architect

Garner Miller joined MSGS in 2007 as a project designer and project architect, becoming partner in 2008. He brings more than 18 years experience in design of educational, commercial, church and civic facilities. As lead designer and project architect on a variety of complex projects, Garner works closely with project stakeholders in programming facilities, and is responsible for master planning or master plan compliance. He is skilled in presenting the what, why and how of a design to groups of varied size and knowledge level.

His responsibilities as project architect include coordination of the contract documents with engineering team and jurisdictional agencies. He serves as the liaison between the design team, contractor, and the Owner's project manager throughout construction phase.

Garner has completed a variety of K-12 and higher education projects in Western Washington, and has experience in church, medical, office, health club and amusement building types. Recent South Sound project emphasis includes expansion of St. Michael Parish, Warehouse Roof Replacement for Port of Olympia, Louis Walker Middleton Building, Olympia Federal Belfair Branch, Cunningham Building Renovation, and miscellaneous projects at the Evergreen State College.



EDUCATION

Washington State University
Bachelor of Architecture, 1993

CREDENTIALS

Registered Architect State of WA, 2000
LEED™ Accredited Professional, 2009
Leadership Thurston County, 2010
SAP ATC-20 Certified Evaluator, 2013
(post-earthquake)

PROFESSIONAL AFFILIATIONS

American Institute of Architects
SW WA Chapter Board Member
Vice President 2002, President 2004
United States Green Building Council
Tacoma/Olympia Chapter
Past Steering Committee Member

OTHER AFFILIATIONS

Olympia Heritage Commission, 2013



Richmond Engineering – Mechanical/Electrical Engineers

Richmond Engineering had its beginning over 25 years ago providing mechanical and electrical engineering services in the South Puget Sound area. While over time we expanded to provide services throughout Washington, Oregon and Alaska, our main area of focus is currently the Puget Sound and Southwest Washington regions. Our office is located in Olympia, Washington.

We provide mechanical, electrical and plumbing (MEP) services for the public and private sector as well as tribal clients. We have diverse mechanical, electrical, and energy analysis skills for the needs of our clients in the HVAC, plumbing, power, lighting, telecommunications, security, and fire alarm fields. Richmond Engineering offers one stop, cost effective services through our design/build program, which we offer in addition to more traditional plan and spec design services.

George M. Richmond, PE

Mr. Richmond brings to the project over 30 years of mechanical and electrical experience including constructability review, HVAC, plumbing, electrical, fire protection, and special piping and ventilation systems, security systems, energy audits, building commissioning, and project management.

EDUCATION

B.S. Mech. Engineer, Washington State University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer in WA, OR and AK

MC Squared – Structural Engineers

MC Squared, Inc. is an engineering firm specializing in structural, foundation, and civil engineering, project management, and construction observation. We have worked on preliminary designs, final designs, and construction administration. Some structures we design are: multi-story mixed-use buildings, multi-story hotel buildings, warehouses, multi-story office buildings, small medical buildings, condominiums, restaurants, banks, schools, shopping centers, auto dealerships, culverts, retaining walls and other various structures.

MC Squared, Inc. has worked closely with local, state, and federal governments, architects, and contractors since 1982. On every project, we strive to achieve three goals. First, we want to deliver a well designed, administered, and constructed project. Second, we want the owner's staff to feel that we have done a good job for them; we want them to invite us back. Finally, we want the project owner to feel that MC Squared is the best consultant they have worked with. Our job is to make your life and that of the staff at the facilities we work with easier. Included is a list of typical projects that we have completed for our clients.

Michael Szramek, P.E., S.E.

As the owner and Principal Engineer of MC Squared, Mike is in charge of the projects that come to us. He has been a structural engineer for more than 30 years. He has designed a variety of structures, including many new single and multiple story buildings.

Mike is responsible for the overall activities of the company, plan review, on-call services for our local and state government clients, and the mentoring of our engineers in training. Mike serves as the project manager overseeing structural design and analysis; he is in charge of project scheduling and delegation of responsibilities. Mike also coordinates projects with our clients, contractors, and sub-consultants.

EDUCATION

Bachelor of Science Civil Eng., Oregon St. Univ. 1978

PROFESSIONAL MEMBERSHIPS

Structural Eng. Association of WA (SEAW)



KPFF – Civil Engineers

Founded in 1960, KPFF Consulting Engineers is a full-service civil and structural engineering and surveying firm with over 56 years of experience. KPFF works with developers, private owners, architects, and Agency clients for the design, permitting, and construction of local mixed use, retail, civic, and office spaces. These projects range in size from 1,000 square feet to 2 million square feet. Our broad experience with these types of projects has led to increased participation in the recent growth of local mixed-use and small retail sites. We bring specific knowledge of permitting and construction, site grading and utility improvements, local and regional stormwater requirements, ADA-compliant design and parking layout that is often critical in these projects.

Mark R. Steepy, PE

Principal-in-Charge / Civil Project Manager

Mark has over 23 years of experience providing all types of civil engineering design and management services, including projects for the City of Olympia. He has managed diverse multidisciplinary teams to complete projects that have included retail and office spaces, mixed-use and housing developments, and civic buildings. He has in-depth experience with parking lot layout and pavement repair, utility upgrades and relocations, and ADA-compliant design. In addition, Mark is knowledgeable of local permitting requirements and he is known for his excellent time-management and communication skills among agency clients to understand design parameters, while keeping the project within budget and on schedule. Select project experience includes:

- University Village Condominiums, Seattle – Three-story mixed-use, urban infill project
- Seattle University Mixed Use, Seattle – Mixed-use, urban-infill project for college
- Mottman Village, Tumwater – Mixed-use, student housing community



Education

BS Civil Eng. / Univ. of WA

Registration

Civil Engineer in WA and OR

Professional Affiliations

American Society of Civil Eng.

Prime Locations – Property Management

Prime Locations is a full service commercial real estate company, dedicated to making real estate experiences successful. We offer services to meet the needs of landlords, tenants, buyers, sellers, and investors. Our approach is simple and has been proven successful since 1988.

Zach Kosturos, President/Designated Broker

In 2009, Zach began his career in commercial real estate as a sales and leasing broker at Prime Locations. Today he is the sole owner of the company. Throughout his career, he has sold, leased and managed properties across all sectors, including office, retail, industrial, self-storage and multi-family. Today, Prime Locations employs more than 40 people, manages more than \$200 million dollars in assets and brokers transactions totaling in excess of \$50 million dollars annually.

Zach's commercial real estate knowledge and experience is vast as a result of his involvement in all aspects of the industry, including: development, acquisition, disposition, financing, leasing, maintenance, management and most importantly, ownership. He leverages this knowledge and experience, combined with his understanding of business and the community at large, in an effort to create additional value for his clients as they entrust him with their real estate success.



3. Demonstrated Financial Capacity of Developer

Big Rock Capital Partners, LLC (“BRC Partners”) is a newly formed entity. Cash is held on deposit with Heritage Bank. In its first 12 months of operation, it has acquired 2 assets which are currently under management – i) a 4 acre parcel in the Mottman industrial park and ii) a single family rental property in Centralia. The entity has established local banking relationships with Heritage Bank, Olympia Federal Savings, and Timberland Bank, and commercial mortgage banking relationships with NBS Financial Services, Clearview Realty Finance, Puget Sound Investors, and NorthMarq Capital. BRC Partners’ members have a combined net worth in excess of \$3,500,000 with interests in multi-family, commercial, and residential real estate holdings. Furthermore, the entity is backed by a high net worth Japanese family with \$900,000,000 (US Dollars) in annual, privately-controlled revenue.

Company financial statements, individual financial statements, and letters of good standing from banks and financial partners are available upon request under confidential cover.

4. Relevant Project Experience

Big Rock Capital Partners and Big Rock Construction’s principals, managers, and tradesmen have directly managed preconstruction and construction for a combined 762 multi housing units totaling \$63,850,000 in construction value since 1998. With nearly 20 years of focus on this particular product type under Team Build delivery methods – before Team Build was an industry standard – Big Rock has built a reputation for being a tier one apartment contractor in the Puget Sound region.



14th & Republican, Seattle, WA
Urban Podium Multi Family, 2014

Managers of Big Rock provided preconstruction services to the developer of this 35 unit 5-over-2 apartment community in Seattle’s Capitol Hill neighborhood. Construction value on this 4 level building over 1 level of subterranean parking was \$4.5m.



Union & Madison, Seattle, WA
Urban Podium Multi Family, 2013

Union & Madison, now known as VIVA CapHill, is a 105-unit mixed-use residential project with 9,000 SF of retail and a 77 stall underground garage in Seattle’s Capitol Hill district. Managers of Big Rock provided preconstruction and development services for the landowners. Total construction value was \$12m.



Baywood Building, Olympia, WA
Mixed-Use Condominium, 2012

The Baywood Building, aka 1107 West Bay, is a 4 story mixed-use residential building with 3 levels consisting of 5 luxury condominiums and 1 level of office space. Big Rock provided preconstruction and general contracting services for this \$2.85m project.



Mottman Village New Mixed-Use Student Housing Community



BRCP, LLC is currently developing Mottman Village with the same project team proposed for the former Griswold property.

Mottman Village is a new mixed-use student housing community immediately adjacent South Puget Sound Community College. The project is ideally located at SPSCC's RW Johnson Blvd and 29th Avenue entrance, creating a one-of-a-kind student life experience for the 6,700 students enrolled at the college.

Phase I of Mottman Village is a four (4) story structure consisting of 51 two (2) and four (4) bedroom apartment units totaling 164 beds. Housing units will be on top of an approximately 8,900 sq ft street level retail podium. Student residents will have approximately 168 surface parking stalls.

Big Rock Capital Partners, LLC will be closing on the land acquisition in Spring 2017 after completing entitlements and permitting with its design team.

Architect
MSGs

Civil
KPFF

Client/User
South Puget Sound Community College

Funding
Spring 2017

Location
Tumwater, WA

Total Cost
\$12,000,000

Debt Financing
\$9,600,000

Equity Requirement
\$2,400,000

Projected Returns
5% Preferred ROE
16% Project IRR



Thurston-Mason Mental Health Triage Center Renovated Facility Becomes Newest County Mental Health Hospital



Big Rock is proud to have partnered with the county and A&E team on the Thurston-Mason Mental Health Triage Center.

Big Rock Construction (BRC) completed the Thurston-Mason Mental Health Triage Center (MHTC) on a fast-track schedule in the summer of 2016. The facility will house and treat transitional patients that require acute care under high security watch. The project, adjacent to Thurston County's Accountability & Restitution Center and County Jail, included the complete renovation of an existing concrete tilt-up structure.

BRC renovated the 7,200 sq ft facility through active collaboration and coordination with the architect, engineer, and multiple government agencies (state and local) as well as the counties end user/operator. Complexities included high security access control, video surveillance, and alarm system as well as specialty seclusion rooms, specialty hardware, and secured sally port. Other challenges included state-of-the-art HVAC and plumbing systems to meet USGBC's LEED-CI requirements.

Architect
Ron Wright & Associates

Engineer
Hultz BHU

Client
Thurston County Central Services

Completion
Summer 2016

Location
Tumwater, WA

Contract Value
\$2,200,000

Delivery Method
Design-Bid-Build

Sustainability
LEED Gold (Pending Certification)





Cunningham Building

Urban Olympia, LLC
Olympia, Washington

Constructed: 2012

Project Architect: Garner Miller, AIA | LEEDap

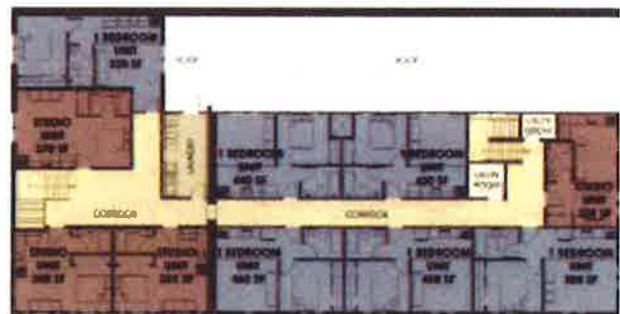
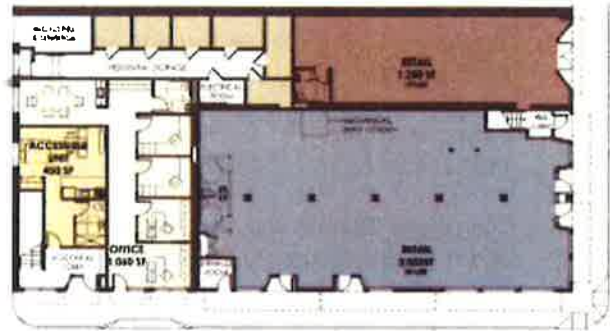
Owner Reference: Walker John, 360-705-2303

The Cunningham Building (1896) is the last wooden pioneer-style storefront remaining downtown. It is located in a neighborhood which the City and its residents hope to see returned to life and is intended to act as a catalyst for redevelopment.

Working for Urban Olympia, LLC, MSGS Architects was charged with researching the historical aesthetics of this important structure. The owner, architect, and the City of Olympia desired to respect the pioneer aesthetic during the rehabilitation of the structure and enhance its historical features.

The building was renovated into 13 studio and one-bedroom apartments with a communal laundry room, an office space for the Owners, and two retail shell spaces.

Details of the facade were selected from historical photos and portions of the original interior structure were exposed and utilized as design elements.





**Washington Center for Performing Arts
Olympia, WA**

Project Manager: Bill Sloane AIA
Project Architect: Garner Miller AIA

The Liberty Theater was first renovated in 1986 and transformed into the Washington Center for the Performing arts, which has become an important cultural center for Downtown Olympia and the greater Thurston County community. After 27 years, the exterior envelope and roof failed resulting in damage to the building, including mold and mildew.

The repair and replacement of the exterior walls and roof presented an opportunity for the building to express its cultural importance as a theater by creating a new facade that includes a more inviting, open and exciting entry, additional windows inviting patrons to experience what is happening inside, new more durable and permanent materials, and a new lighted marquee celebrating both the theater and the arts.





5. Briefly describe experience or strategy for marketing and managing urban redevelopment projects including approach to public participation

Community engagement in urban renewal projects is imperative to project success. BRC Partners and MSGS Architects will facilitate an active and collaborative approach to design through community engagement. MSGS Architects will take the lead to organize input workshops and sessions with the following goals:

- i) Gather input, collaboration and buy-in with City of Olympia's stakeholders including City Council, Economic Development, Heritage Commission and Community Planning and Development Department. It is also imperative the project be coordinated with the efforts to create the Downtown Strategy.
- ii) Engage neighborhood business owners, retailers, patrons, customers, and stakeholders of other development interests through direct project-specific outreach as well as participation in business-sponsored networking events, government-sponsored development roundtables, and community-sponsored public events. Stakeholder groups that BRC Partners will activate regarding the Griswold redevelopment project include but are not limited to:
 - a. Olympia Downtown Association
 - b. Thurston County Chamber of Commerce
 - c. Thurston County Economic Development Council
 - d. Olympia Artspace Alliance

BRC Partners and MSGS Architects have been designing and building public facilities for a wide variety of government agencies for the State of Washington, local counties, cities, community colleges and school districts for decades, including the City of Olympia. Our experience partnering with public agencies and engaging stakeholders in the design process will be essential to ensure this project will be aligned with the goals the City of Olympia and its constituents deem important as Downtown Olympia develops. MSGS Architects led the public engagement process to influence the re-design of the façade of the Washington Center for the Performing Arts, and this public-private partnership created a centerpiece for downtown redevelopment. Both companies have good reputations as trustworthy stewards of the public domain, and are always respectful and responsive to the public trust, administrative protocols, and stakeholders at large.

Because BRC Partners' method of financing the project includes access to city-sponsored public funding sources (reference Section 6), **transparency** and **integrity** with respect to the core operating fundamentals of a Public/Private Partnership model (hereinafter "PPP") are vitally important. As such, BRC Partners is committed to upholding the following principles in this development project:

- **Honor and Respect Risk Allocation** – The City of Olympia and its residential and commercial constituents will be treated with the utmost respect as its public trust will be at risk (if BRC Partners' financing model is accepted) in allocating public funds toward this urban renewal project. In other words, BRC Partners truly understands – and shall speak in such ways at all times in the public realm – that the City of Olympia is a progressive urban renewal advocate, as opposed to an adversary.



- **Deliver Optimal Value on Assignment** – BRC Partners’ and its team will deliver on its promises and commitments to the City of Olympia. The commitment of course is the beautiful brick and mortar illustrated and further described herein. Optimizing impact on the local economy is realized in working with local design, construction and consulting firms; providing living and working spaces that are affordable and priced appropriately; and building to an aesthetic that seeks to rejuvenate and revitalize a key block in downtown’s urban core.
- **Be A Leader in the PPP Framework** – We understand that if awarded this assignment under our proposed financing and transaction terms, the city will be embarking on and endorsing a highly-visible form of project procurement. Assuming the role and responsibility of the private developer, BRC Partners’ has the opportunity to be a leader in forwarding the visibility of the PPP delivery method for the long-term benefit of the private sector as well as the City of Olympia and other comparable local municipalities. We welcome and embrace this leadership opportunity!

6.a. Anticipated target market & expected mix of uses

BRC Partners’ primary target market will be the work force, college students, artists, and entrepreneurs of the millennial generation. This age demographic (20 to 35 years old) holds great opportunity as catalyst for a downtown renaissance. The millennial have a propensity for mobility, creativity, and flexibility – the basis behind small sized residential units. While not low income, our projected rental price points are currently running at approximately 35% of a low to moderate income (LMI) person or household. That is to say, the ratio of cost of housing to a person/household earning below 80% of the area median income could possibly satisfy federal LMI requirements (more analysis required).

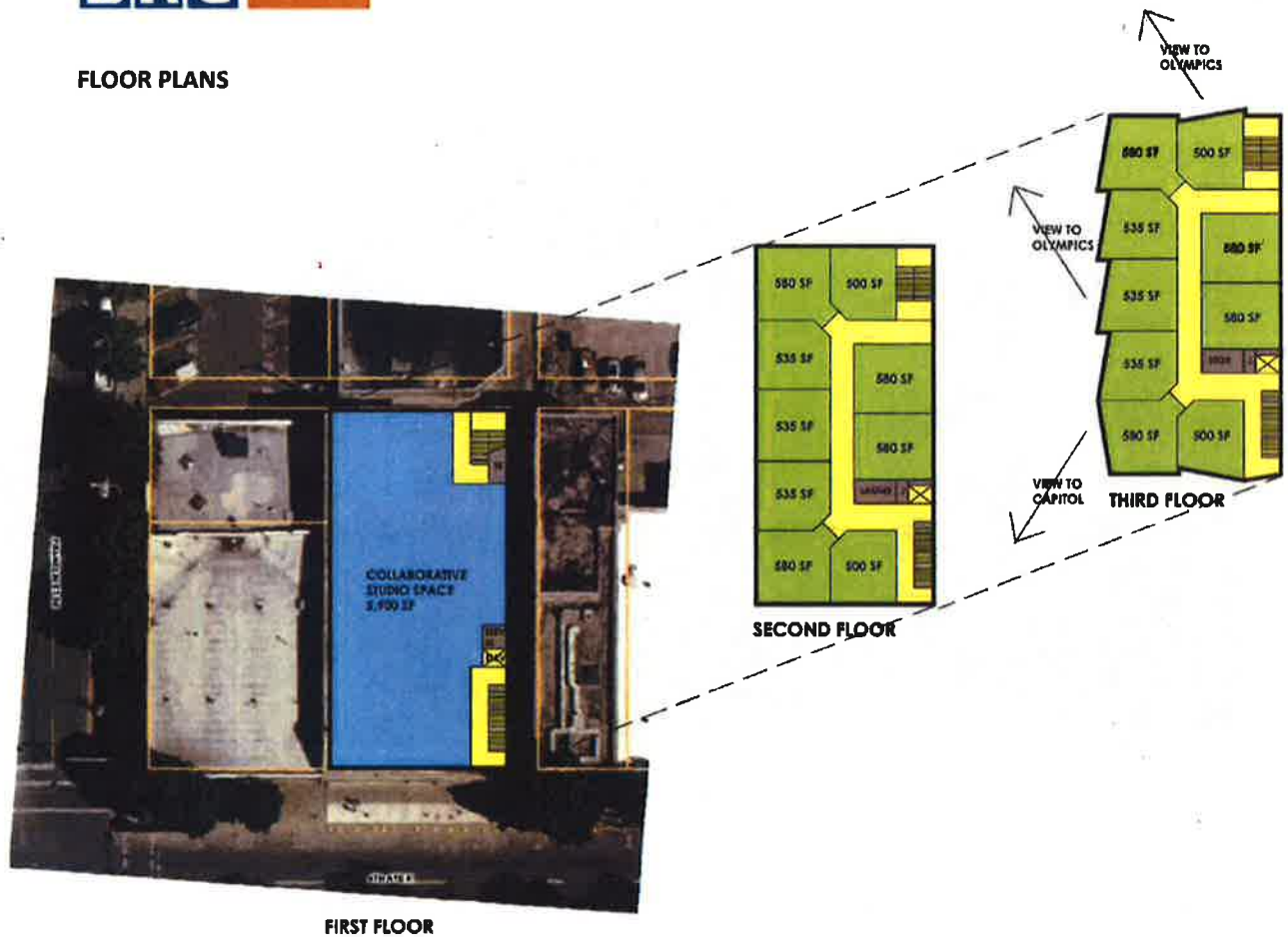
The most compelling and unique prospect is the concept of “Collaborative Studio Space.” Retail is relatively robust in downtown Olympia in terms of number of shops and available space. Our focus will be on collaborative working environments – such as the ImpactHUB or WeWork – which are highly popular and proven space models for today’s technology-driven, creative-class. This trend has some traction in Olympia as a number of MeetUp Groups have expressed interest in a start-up. Friends of BRC Partners’ relocating from Portland and San Francisco have inquired with us, IronSeele on Washington Street in downtown have already successfully created co-op space, and we see this as an economically viable alternative to larger format retail and office concepts.

6.b. Design, Floor Plans and Elevations

Based on analysis of the site and neighborhood context, BRC Partners and MSGS Architects propose a three story mixed-use building with a total size of 21,500 SF, combining a ground floor collaborative studio/work space with two floors of small apartments. The 60’ x 120’ site (7,200 SF) abuts a one story retail building to the west, a one story office building across the alley to the east, and a one story building across the alley to the north. Our team believes a structure taller than 3 stories would be out of scale and character with the surrounding neighborhood of historic buildings along 4th Avenue.

The design of this building reflects the priceless fabric of the historic district while being a modern structure appropriate for its place and time. It is an architectural metaphor for Downtown Olympia- respect the past while embracing the future.

FLOOR PLANS



The ground floor plan provides a completely open, flexible studio space with large windows facing the street. The 4th Avenue façade at ground level is a classic downtown storefront built with a brick frame of three pilasters and beams framing large storefront windows. A continuous canopy runs the length of the façade and breaks the window horizontally, creating a clerestory row above the canopy consistent with the historic facades in the vicinity.

The second and third floors include 9 apartments each ranging in size from 500 to 580 SF, taking advantage of views on all four sides of the building. The second floor façades continue to reflect the adjacent historic buildings with traditional double-hung windows seen on the two story apartments across the street. However the building begins to hint at modern design sensibility as the material changes to metal panel and the wall angles slightly toward the Capitol Building to increase street presence. At the third floor the transition from historic to modern is complete, as the facades begin to take full advantage of the views offered from the apartments with skewed walls and balconies. The walls of each apartment are angled toward either a view of the Capitol Campus or the Olympic Mountains. The building is capped off with an overhanging cornice.

VIEW FROM 4TH AVENUE



The design of this building is an exciting, progressive addition to Downtown Olympia, fitting seamlessly into its historic context and adding to the vibrancy of the downtown core.

6.c. Preliminary description of possible financing

BRC Partners’ expects to finance this project as per the below capital stack (Table 1) whereby the funds will be allocated per Table 2. Reference Exhibit A for more detailed project budget, stabilized operating statement, and financing stress tests.

Table 1. Capital Stack		Table 2. Capital Allocation	
\$3,500,000 Total Cost		\$3,500,000 Total Cost	
10% or \$330,000	Developer Co-Invest	9% or \$306,000	Land Acquisition
15% or \$500,000	NOC/HUD 101	13% or \$425,000	Indirect Soft Costs
75% or \$2,500,000	Conventional Financing (Bank)	79% or \$2,605,000	Direct Construction Costs

6.c. - Exhibit A

**Crane Hill Property Development
Developed Cost Budget**

Site Footprint	7,405	0.17 acres
Gross SF - Total	21,104	
Gross SF - Resi	14,070	
Net Rentable - Commercial	5,900	
Net Rentable - Resi	9,849	
Net Rentable - Total	15,749	75% efficiency
Avg Unit Size	547	
No of Units	18	
No of Beds	N/A	
No of Parking Stalls	N/A	

Updated
9/22/2016

Manager
Ryan Clintworth

Cost Code	Description	Variable(s)	Budget	Committed Equity	Unfunded Liability	Comments/Notes
20100 - LAND ACQUISITION						
20105	Land Acquisition	0% \$40.51 per sq ft	300,000	0	300,000	City of Olympia purchase price
20110	Acquisition Fees		0	0	0	
20115	Holding Costs-Interest	0% IO	0	0	0	
20120	Holding Period-Taxes		0	0	0	
20125	Environmental & Soils		0	0	0	Robinson Noble has completed significant studies
20130	Financing Fees	0% of new loan	0	0	0	
20135	Legal		3,000	0	3,000	PSA through brokers
20140	Title & Escrow		3,000	0	3,000	
	TOTAL LAND COST:		306,000	0	306,000	
			9%			
20200 - HARD COSTS						
20205	Construction Costs	@ \$100 per GSF	2,110,425	0	2,110,425	Carried on separate construction budget
20210	Civil/Offsite		100,000	0	100,000	Per Robinson Noble estimate
20211	Site Prep		0	0	0	
20215	Commercial TIs	\$20 per SF @ 5,900 SF	118,000	0	118,000	
20220	Hard Cost Contingency	3.0% of hard costs	69,853	0	69,853	
20225	Sales Tax	8.7% of construction	208,650	0	208,650	
	TOTAL HARD COSTS:		2,606,928	0	2,606,928	
			78%			
20300 - SOFT COSTS						
20305	Real Estate Taxes-Construction		5,000	0	5,000	Guestimate during construction term
20310	Legal & Administrative					
20311	Administration		0	0	0	Monthly bookkeeping, management, etc
20312	Legal		15,000	0	15,000	LLC formation, Dev Agreement, Misc Negotiations, etc
20315	Insurance		15,000	0	15,000	Property/Builders Risk/Rent Loss
20320	Environmental Remediation		0	0	0	Carried in Hard Costs/Civil
20325	3rd Party Reports/Studies					
20326	Reports		5,000	0	5,000	Appraisal
20327	Studies		7,500	0	7,500	Traffic Engineering
20330	Impact Fees					
20331	Transportation - Commercial		11,446	0	11,446	Ref calculator
20332	Transportation - Housing		10,674	0	10,674	Ref calculator
20333	Parks		25,194	0	25,194	Ref calculator
20334	School		6,174	0	6,174	Ref calculator
20340	Permits					
20341	Pre Submittal Applications		1,000	480	520	Guestimate from calculator
20342	Demolition/Excavation/Grading		5,000	0	5,000	Guestimate from calculator
20343	Design Review & Land Use		5,000	0	5,000	Guestimate from calculator
20344	Building Permit		40,000	0	40,000	Guestimate from calculator
20345	Plan Check		10,000	0	10,000	Guestimate from calculator
20350	Utilities/Connections					
20351	LOT Capacity		54,243	0	54,243	Ref calculator
20352	Waste Water (Sewer)		24,848	0	24,848	Reduced ERU to 0.5
20353	Utility Relocation		0	0	0	
20354	Stormwater		15,000	0	15,000	Guestimate from calculator
20360	A&E, Consultants	@ 5% of direct construction	130,346	0	130,346	
20370	FF&E		5,000	0	5,000	
20375	Marketing & Lease Up					
20376	Graphic Designer		2,500	0	2,500	
20377	Collateral, Mediums, Signage		2,500	0	2,500	Ironsele
20380	Leasing Commissions	0.0% \$0 / SF NNN	0	0	0	Grow Olympia Fund
20385	CM/Development Fee	2.9% of total	100,000	0	100,000	\$3,500,000 total cost cost
20390	Soft Cost Contingency	2.0% of soft	9,929	0	9,929	
	TOTAL SOFT COSTS:		297,775	0	297,775	
			9%			
20400 - FINANCE COSTS						
20405	Loan Origination - Convention	1.0%	26,250	0	26,250	\$2,625,000 estimated loan size
20410	Loan Administration		10,000	0	10,000	
20415	HUD Fees	3.0%	15,750	0	15,750	\$525,000 estimated loan size
20420	Guarantee Fee	0.0%	0	0	0	"
20425	Interest Reserves	4.0% 9 months IO	75,600	0	75,600	80% applied draw
20430	Equity Sales/Syndication	0.0%	0	0	0	\$0 estimated capital requirement
	TOTAL FINANCE COSTS:		127,600	0	127,600	
			4%			
TOTAL PROJECTED COSTS			3,338,303	0	3,338,303	

Stabilized Operating Statement 13 units

Description	Variable	Stabilized	\$ / Unit	Notes
Annual Income				
Gross Potential Residential		\$232,800	\$12,933	
Less: Vacancy Loss	7.0%	(\$16,296)	(\$905)	
Less: Turnover Vacancy	0.0%	\$0	\$0	
Net Scheduled Residential		\$216,504	\$12,028	
Gross Potential Commercial	Incl NNN	\$147,500	\$8,194	@ \$25 psf
Less: Vacancy Loss	10.0%	(\$14,750)	(\$819)	
Net Scheduled Commercial		\$132,750	\$7,375	
Other Income		\$10,000	\$556	Laundry, parking, fees
Less: Vacancy Loss	5.0%	(\$500)	(\$28)	
Total Other Income		\$9,500	\$528	
Effective Gross Revenue (EGR)		\$358,754	\$19,931	
Annual Operating Expenses				
Staffing & Payroll		\$18,000	\$1,000	
Marketing & Advertising		\$1,350	\$75	
Landscaping		\$0	\$0	
Miscellaneous		\$180	\$10	
Repairs & Maintenance		\$1,350	\$75	
Fire/Safety/Security		\$360	\$20	
Legal		\$180	\$10	
Administration		\$0	\$0	
Total Controllable Expenses		\$21,420	\$1,190	
Professional Management	5.0%	\$17,938	\$997	
Property Taxes		\$54,000	\$3,000	
Property Insurance		\$9,000	\$500	
Utilities		\$21,600	\$1,200	
Total Non-Controllable Expenses		\$102,538	\$5,697	
Commercial Expenses	\$5 per RSF	\$44,500	\$873	
Reserves & Capital Expenses		\$4,500	\$250	
Total Operating Expenses		\$144,164	\$8,009	40% of EGR
Excluding Retail		\$95,164	\$5,287	27% of EGR
Net Operating Income		\$214,590	\$11,922	

Reversion Cap	6.00%	N/A
Stabilized Valuation	\$3,576,507	\$198,695

Financing

Construction Loan

Constraints		Assumptions	
5Y Swap	1.20%	Analysis Year	1
Spread	300	NOI	
IO Rate	4.20%	Cap Rate	
Actual DSCR	#REF!	Value	
Actual LTV	#REF!	Cost	
Actual LTC	#REF!	Debt Service	#REF!

Take Out Financing - 1st

Constraints		Assumptions	
Note Rate	4.00%	Analysis Year	Stabilized
U/W	5.00%	NOI	\$214,590
Ammort Term	25	Cap Rate	6.00%
DSCR Constraint	1.20	Value	\$3,576,507
LTV Constraint	75%	Cost	\$3,338,303
LTC Constraint	75%	Debt Service *	\$160,268

HUD 108 - 2nd

Constraints		Assumptions	
Note Rate	3.25%	Analysis Year	Stabilized
U/W	3.25%	NOI	\$214,590
Ammort Term	20	Cap Rate	6.00%
DSCR Constraint	1.20	Value	\$3,576,507
LTV Constraint	15%	Cost	\$3,338,303
LTC Constraint	15%	Debt Service *	\$34,441

Combined Summary - 1st and 2nd

Loan to Cost	90%	
Loan Amounts	\$3,004,472.54	
Debt Service	\$194,709	
DSCR	1.11	
Co-Investment	10%	Approx land equivalent

Value Creation

Untrended	Stabilization	
		<u>7.14%</u>
Trended	33 Month term	
	2.50% Growth rate	
	\$229,846.03 NOI	
	\$3,830,767 Value	<u>14.75%</u>

Yield on Cost

Actual		<u>6.43%</u>
Constrained		<u>7.00%</u>
	\$3,065,577 Max Invest	
	\$3,038,303 Cost less Land	
	<u>\$27,275</u> Land Residual	

Hurdle Rate

Months to Achieve	36		
Debt			
LTC Ratio	90%	Note Rate	4.00%
Equity			
Share of Funding	10%	Preferred Return	15.0%
Hurdle Rate			<u>16.1%</u>
	\$3,080,700 Max Invest		
	\$3,038,303 Cost less Land		
	<u>\$42,397</u> Land Residual		



Downtown Redevelopment Project

Proposal Response

Former Griswold Property
308-310 4th Avenue East



Big Rock Capital Partners
MSG Architects



September 23, 2016

City of Olympia
Renee Sunde
2421 93rd Ave SW
Tumwater, WA 98512

RE: Former Griswold Property Request for Proposals

Dear Renee:

On behalf of Big Rock Capital Partners LLC, MSGS Architects, and our entire design, build and management team, we thank you for this opportunity to present our development concept and qualifications for the redevelopment of the former Griswold Property. We are excited to be included in the urban renaissance you and your team are spearheading for downtown Olympia.

As you will see, we have assembled an all-star cast of leading, local actors in the property development industry. Our team of local architects, engineers and property managers has experience working together and are excited about the opportunity to make a positive impact on vitality and economic health of Downtown Olympia. We are proud of this team, and this team is equally proud of its hometown. We believe we have the financial acumen, qualifications and ability to execute the project further described and illustrated herein. We hope you will agree.

Albeit thorough, our proposal does not address every possible development scenario – whether it be in the design, intended occupiers, or financial structure. As such, we trust there will be adequate opportunity to further collaborate on the alternative options available to us and to the City of Olympia by engaging the City staff and leaders, stakeholders and the community to help create project that will meet the City's goals and be the most appropriate solution for this site.

This is an exciting Public/Private Partnership opportunity that we are thrilled to be considered for. We look forward to addressing any questions or comments you have. Please do not hesitate to call me at 480/203-8483 or Garner Miller of MSGS Architects at 360/943-6774.

Sincerely and Respectfully,
Big Rock Capital Partners, LLC

A blue ink signature of Ryan Clintworth, consisting of stylized initials and a surname.

Ryan Clintworth

MSGS Architects

A blue ink signature of Garner Miller, featuring a stylized first name and the surname 'Miller'.

Garner Miller



1. Identify and describe the developer

Big Rock Capital Partners, LLC (“BRC Partners”) was formed in 2015 to provide development services in the Greater Olympia-Thurston County market. Recognizing a lack of full service for-fee developers in the South Puget Sound, the owners of Big Rock Construction partnered with a foreign capital provider to initialize a development company that’s responsive to the market’s unique urban land opportunities and flexible and sophisticated enough to meet the investment criteria of some of the areas financial bona fides. BRC Partners has assembled an all-star cast of local management, design, construction, and banking partners to kick-off its first few projects. While the entity is new to development in the area, its managers are not. Collectively, the Principals have developed, built, or transacted over \$80,000,000 in project value and approximately 1,000,000 square feet of multifamily, office, retail, industrial, and government occupied space.

Mailing

PO Box 13161
Olympia, WA 98508

Physical

2915 29th Avenue SW, Suite A
Tumwater, WA 98512

Company Phone:

(360) 754-2219

Point Of Contact:

Ryan Clintworth, ryan@clintworth.com, (480) 203-8483

2. Identify each person or entity involved with the project team

Big Rock Construction, Inc. – General Contractor and Construction Manager

Big Rock Construction, Inc. (“BRC”) is a commercial general contractor based in Olympia, Washington founded in 1989 with a legacy of quality craftsmanship and building integrity. BRC seeks to work with owners and design teams with which the companies experience best fits. BRC believes collaboration, open communication, and transparent management produce the best projects and client experiences. Serving as dedicated advocates for the client’s best interests and proactively addressing every challenge with an organized and systems-based approach, Big Rock is “Quality from the Ground Up.”

Big Rock Capital Partners, LLC - Developer

Ryan Clintworth, Managing Partner

Mr. Clintworth is responsible for capital and partnership structuring, sourcing debt and equity, asset and development management, and investor relations. Since 2002 he has worked in the construction and commercial real estate industry as a Principal, Investor, Asset Manager, Acquisitions Officer, Broker, Project Manager, and Project Engineer where he has participated in over \$50,000,000 in commercial sale and lease transactions and over \$500,000,000 in construction contracts. Mr. Clintworth is a Principal/Shareholder in Big Rock Construction Inc., holds a Bachelor of Science in Construction Management from Arizona State University, and earned a Certificate in Commercial Real Estate Development from the University of Washington.



Thomas Baxter, Partner

Mr. Baxter is responsible for project and development management, design/build team selection and coordination, estimating, and construction management. Since 2009 he has worked as a Principal, General Manager, Project Manager, Superintendent, Carpenter and Estimator in the construction business. Since 2011 Mr. Baxter has been the General Manager and Vice President of Big Rock Construction Inc where he has lead sales and management efforts to secure and execute on \$30,000,000 of commercial and residential construction contracts. The company currently employees 6 office staff, 3 Superintendents, and approximately 20 carpenters and tradesman. Mr. Baxter holds a Bachelor's Degree from Eastern Washington University, and previously served as a Sergeant with the United States Army.

Greg Mauerman, Partner

Mr. Mauerman serves as a Senior Advisor to the partnership. He founded Big Rock Construction, Inc. in 1989 where he amassed an impressive track record developing and building garden-style apartment complexes, assisted living communities, podium-style condominiums, office buildings, and residential plats throughout Washington State. Currently, Mr. Mauerman is the majority Shareholder of Big Rock Construction Inc, and has ownership interests in approximately 200 multi-family units and 20,000 square feet of commercial office space valued at over \$25,000,000.

Youmei Kim, Partner

Mr. Kim is responsible for sourcing equity capital for the company. He is a resident of Japan where he works in accounting and financial services, and further serves his families privately owned business that generates approximately \$900,000,000 in revenue per year. Mr. Kim earned a Bachelor of Arts in Accounting and Finance from Pacific Lutheran University in Tacoma, Washington.

MSGS Architects – Architect

Established in 1972, MSGS Architects formed a professional services corporation in 1974 and moved in 1984 to our present location in the Walker Building on Capitol Way in downtown Olympia. Two principal architects direct a wide range of design services for public and private sector clients. Our business is built on a positive working relationship with multiple repeat clients.

Successful architectural design fully supports the interaction of people with their environment. The design process, with emphasis on active listening, collaboration and consensus, allows the designer to determine what is special to each client, project and setting. MSGS Architects embraces the challenges of working with multiple stakeholders, producing architecture that is direct, understandable and responsive.



MSGS offices in the Walker Building, Downtown Olympia



R WILLIAM SLOANE AIA, LEEDap | MSGS Architects
Partner | Principal Architect

In private practice since 1988, Mr. Sloane offers a broad range of project experience including educational facilities, office buildings, major tenant improvement projects, medical and hospital additions, military facilities, ADA upgrades, and historic restorations. Bill's role as project manager is to schedule and coordinate internal and external personnel, oversee project delivery in accordance with established quality standards and time frames, and serve as the direct client liaison reporting progress and budget alignment. Coinciding with his role as Campus Architect for Centralia College and experience with other public agencies, Bill offers a working knowledge of budgeting and funding request processes. He is hands-on in securing permits, promoting bid participation by qualifies bidders, and execution of construction contract administration through closeout and warranty period.

As project manager, Bill understands and addresses the many challenges in working with multiple stakeholders, in permitting complex buildings, in proper detailing, and construction phase administration for successful delivery.

EDUCATION

University of California, Los Angeles
Master of Architecture, 1981
Bachelor of Arts, 1977

CREDENTIALS

Registered Architect State of WA 1993;
OR 2011; ID 2010; AK 2009; CA 1983
NCARB Cert. No.55259, 2002 LEED™
Accredited Prof., 2006
SAP ATC-20 Certified Evaluator, 2013
(post-earthquake)

PROFESSIONAL AFFILIATIONS

American Institute of Architects
SW WA Chapter Member
US Green Bldg. Council Member

GARNER MILLER AIA, LEEDap | MSGS Architects
Partner | Principal Architect

Garner Miller joined MSGS in 2007 as a project designer and project architect, becoming partner in 2008. He brings more than 18 years experience in design of educational, commercial, church and civic facilities. As lead designer and project architect on a variety of complex projects, Garner works closely with project stakeholders in programming facilities, and is responsible for master planning or master plan compliance. He is skilled in presenting the what, why and how of a design to groups of varied size and knowledge level.

His responsibilities as project architect include coordination of the contract documents with engineering team and jurisdictional agencies. He serves as the liaison between the design team, contractor, and the Owner's project manager throughout construction phase.

Garner has completed a variety of K-12 and higher education projects in Western Washington, and has experience in church, medical, office, health club and amusement building types. Recent South Sound project emphasis includes expansion of St. Michael Parish, Warehouse Roof Replacement for Port of Olympia, Louis Walker Middleton Building, Olympia Federal Belfair Branch, Cunningham Building Renovation, and miscellaneous projects at the Evergreen State College.



EDUCATION

Washington State University
Bachelor of Architecture, 1993

CREDENTIALS

Registered Architect State of WA, 2000
LEED™ Accredited Professional, 2009
Leadership Thurston County, 2010
SAP ATC-20 Certified Evaluator, 2013
(post-earthquake)

PROFESSIONAL AFFILIATIONS

American Institute of Architects
SW WA Chapter Board Member
Vice President 2002, President 2004
United States Green Building Council
Tacoma/Olympia Chapter
Past Steering Committee Member

OTHER AFFILIATIONS

Olympia Heritage Commission, 2013



Richmond Engineering – Mechanical/Electrical Engineers

Richmond Engineering had its beginning over 25 years ago providing mechanical and electrical engineering services in the South Puget Sound area. While over time we expanded to provide services throughout Washington, Oregon and Alaska, our main area of focus is currently the Puget Sound and Southwest Washington regions. Our office is located in Olympia, Washington.

We provide mechanical, electrical and plumbing (MEP) services for the public and private sector as well as tribal clients. We have diverse mechanical, electrical, and energy analysis skills for the needs of our clients in the HVAC, plumbing, power, lighting, telecommunications, security, and fire alarm fields. Richmond Engineering offers one stop, cost effective services through our design/build program, which we offer in addition to more traditional plan and spec design services.

George M. Richmond, PE

Mr. Richmond brings to the project over 30 years of mechanical and electrical experience including constructability review, HVAC, plumbing, electrical, fire protection, and special piping and ventilation systems, security systems, energy audits, building commissioning, and project management.

EDUCATION

B.S. Mech. Engineer, Washington State University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer in WA, OR and AK

MC Squared – Structural Engineers

MC Squared, Inc. is an engineering firm specializing in structural, foundation, and civil engineering, project management, and construction observation. We have worked on preliminary designs, final designs, and construction administration. Some structures we design are: multi-story mixed-use buildings, multi-story hotel buildings, warehouses, multi-story office buildings, small medical buildings, condominiums, restaurants, banks, schools, shopping centers, auto dealerships, culverts, retaining walls and other various structures.

MC Squared, Inc. has worked closely with local, state, and federal governments, architects, and contractors since 1982. On every project, we strive to achieve three goals. First, we want to deliver a well designed, administered, and constructed project. Second, we want the owner's staff to feel that we have done a good job for them; we want them to invite us back. Finally, we want the project owner to feel that MC Squared is the best consultant they have worked with. Our job is to make your life and that of the staff at the facilities we work with easier. Included is a list of typical projects that we have completed for our clients.

Michael Szramek, P.E., S.E.

As the owner and Principal Engineer of MC Squared, Mike is in charge of the projects that come to us. He has been a structural engineer for more than 30 years. He has designed a variety of structures, including many new single and multiple story buildings.

Mike is responsible for the overall activities of the company, plan review, on-call services for our local and state government clients, and the mentoring of our engineers in training. Mike serves as the project manager overseeing structural design and analysis; he is in charge of project scheduling and delegation of responsibilities. Mike also coordinates projects with our clients, contractors, and sub-consultants.

EDUCATION

Bachelor of Science Civil Eng., Oregon St. Univ. 1978

PROFESSIONAL MEMBERSHIPS

Structural Eng. Association of WA (SEAW)



KPFF – Civil Engineers

Founded in 1960, KPFF Consulting Engineers is a full-service civil and structural engineering and surveying firm with over 56 years of experience. KPFF works with developers, private owners, architects, and Agency clients for the design, permitting, and construction of local mixed use, retail, civic, and office spaces. These projects range in size from 1,000 square feet to 2 million square feet. Our broad experience with these types of projects has led to increased participation in the recent growth of local mixed-use and small retail sites. We bring specific knowledge of permitting and construction, site grading and utility improvements, local and regional stormwater requirements, ADA-compliant design and parking layout that is often critical in these projects.

Mark R. Steepy, PE

Principal-in-Charge / Civil Project Manager

Mark has over 23 years of experience providing all types of civil engineering design and management services, including projects for the City of Olympia. He has managed diverse multidisciplinary teams to complete projects that have included retail and office spaces, mixed-use and housing developments, and civic buildings. He has in-depth experience with parking lot layout and pavement repair, utility upgrades and relocations, and ADA-compliant design. In addition, Mark is knowledgeable of local permitting requirements and he is known for his excellent time-management and communication skills among agency clients to understand design parameters, while keeping the project within budget and on schedule. Select project experience includes:

- University Village Condominiums, Seattle – Three-story mixed-use, urban infill project
- Seattle University Mixed Use, Seattle – Mixed-use, urban-infill project for college
- Mottman Village, Tumwater – Mixed-use, student housing community



Education

BS Civil Eng. / Univ. of WA

Registration

Civil Engineer in WA and OR

Professional Affiliations

American Society of Civil Eng.

Prime Locations – Property Management

Prime Locations is a full service commercial real estate company, dedicated to making real estate experiences successful. We offer services to meet the needs of landlords, tenants, buyers, sellers, and investors. Our approach is simple and has been proven successful since 1988.

Zach Kosturos, President/Designated Broker

In 2009, Zach began his career in commercial real estate as a sales and leasing broker at Prime Locations. Today he is the sole owner of the company. Throughout his career, he has sold, leased and managed properties across all sectors, including office, retail, industrial, self-storage and multi-family. Today, Prime Locations employs more than 40 people, manages more than \$200 million dollars in assets and brokers transactions totaling in excess of \$50 million dollars annually.

Zach's commercial real estate knowledge and experience is vast as a result of his involvement in all aspects of the industry, including: development, acquisition, disposition, financing, leasing, maintenance, management and most importantly, ownership. He leverages this knowledge and experience, combined with his understanding of business and the community at large, in an effort to create additional value for his clients as they entrust him with their real estate success.

3. Demonstrated Financial Capacity of Developer

Big Rock Capital Partners, LLC (“BRC Partners”) is a newly formed entity. Cash is held on deposit with Heritage Bank. In its first 12 months of operation, it has acquired 2 assets which are currently under management – i) a 4 acre parcel in the Mottman industrial park and ii) a single family rental property in Centralia. The entity has established local banking relationships with Heritage Bank, Olympia Federal Savings, and Timberland Bank, and commercial mortgage banking relationships with NBS Financial Services, Clearview Realty Finance, Puget Sound Investors, and NorthMarq Capital. BRC Partners’ members have a combined net worth in excess of \$3,500,000 with interests in multi-family, commercial, and residential real estate holdings. Furthermore, the entity is backed by a high net worth Japanese family with \$900,000,000 (US Dollars) in annual, privately-controlled revenue.

Company financial statements, individual financial statements, and letters of good standing from banks and financial partners are available upon request under confidential cover.

4. Relevant Project Experience

Big Rock Capital Partners and Big Rock Construction’s principals, managers, and tradesmen have directly managed preconstruction and construction for a combined 762 multi housing units totaling \$63,850,000 in construction value since 1998. With nearly 20 years of focus on this particular product type under Team Build delivery methods – before Team Build was an industry standard – Big Rock has built a reputation for being a tier one apartment contractor in the Puget Sound region.



14th & Republican, Seattle, WA
Urban Podium Multi Family, 2014

Managers of Big Rock provided preconstruction services to the developer of this 35 unit 5-over-2 apartment community in Seattle’s Capitol Hill neighborhood. Construction value on this 4 level building over 1 level of subterranean parking was \$4.5m.



Union & Madison, Seattle, WA
Urban Podium Multi Family, 2013

Union & Madison, now known as VIVA CapHill, is a 105-unit mixed-use residential project with 9,000 SF of retail and a 77 stall underground garage in Seattle’s Capitol Hill district. Managers of Big Rock provided preconstruction and development services for the landowners. Total construction value was \$12m.



Baywood Building, Olympia, WA
Mixed-Use Condominium, 2012

The Baywood Building, aka 1107 West Bay, is a 4 story mixed-use residential building with 3 levels consisting of 5 luxury condominiums and 1 level of office space. Big Rock provided preconstruction and general contracting services for this \$2.85m project.

Mottman Village New Mixed-Use Student Housing Community



BRCP, LLC is currently developing Mottman Village with the same project team proposed for the former Griswold property.

Mottman Village is a new mixed-use student housing community immediately adjacent South Puget Sound Community College. The project is ideally located at SPSCC's RW Johnson Blvd and 29th Avenue entrance, creating a one-of-a-kind student life experience for the 6,700 students enrolled at the college.

Phase I of Mottman Village is a four (4) story structure consisting of 51 two (2) and four (4) bedroom apartment units totaling 164 beds. Housing units will be on top of an approximately 8,900 sq ft street level retail podium. Student residents will have approximately 168 surface parking stalls.

Big Rock Capital Partners, LLC will be closing on the land acquisition in Spring 2017 after completing entitlements and permitting with its design team.

Architect
MSGs

Civil
KPFF

Client/User
South Puget Sound Community College

Funding
Spring 2017

Location
Tumwater, WA

Total Cost
\$12,000,000

Debt Financing
\$9,600,000

Equity Requirement
\$2,400,000

Projected Returns
5% Preferred ROE
16% Project IRR

Thurston-Mason Mental Health Triage Center Renovated Facility Becomes Newest County Mental Health Hospital



Big Rock is proud to have partnered with the county and A&E team on the Thurston-Mason Mental Health Triage Center.

Big Rock Construction (BRC) completed the Thurston-Mason Mental Health Triage Center (MHTC) on a fast-track schedule in the summer of 2016. The facility will house and treat transitional patients that require acute care under high security watch. The project, adjacent to Thurston County's Accountability & Restitution Center and County Jail, included the complete renovation of an existing concrete tilt-up structure.

BRC renovated the 7,200 sq ft facility through active collaboration and coordination with the architect, engineer, and multiple government agencies (state and local) as well as the counties end user/operator. Complexities included high security access control, video surveillance, and alarm system as well as specialty seclusion rooms, specialty hardware, and secured sally port. Other challenges included state-of-the-art HVAC and plumbing systems to meet USGBC's LEED-CI requirements.

Architect

Ron Wright & Associates

Engineer

Hultz BHU

Client

Thurston County Central Services

Completion

Summer 2016

Location

Tumwater, WA

Contract Value

\$2,200,000

Delivery Method

Design-Bid-Build

Sustainability

LEED Gold (Pending Certification)



Cunningham Building

Urban Olympia, LLC
Olympia, Washington

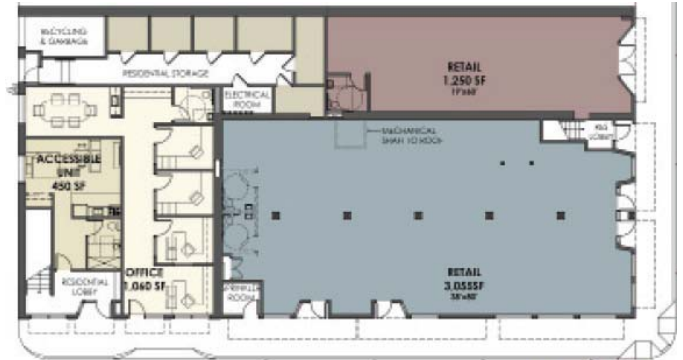
Constructed: 2012
Project Architect: Garner Miller, AIA | LEEDap
Owner Reference: Walker John, 360-705-2303

The Cunningham Building (1896) is the last wooden pioneer-style storefront remaining downtown. It is located in a neighborhood which the City and its residents hope to see returned to life and is intended to act as a catalyst for redevelopment.

Working for Urban Olympia, LLC, MSGS Architects was charged with researching the historical aesthetics of this important structure. The owner, architect, and the City of Olympia desired to respect the pioneer aesthetic during the rehabilitation of the structure and enhance its historical features.

The building was renovated into 13 studio and one-bedroom apartments with a communal laundry room, an office space for the Owners, and two retail shell spaces.

Details of the facade were selected from historical photos and portions of the original interior structure were exposed and utilized as design elements.

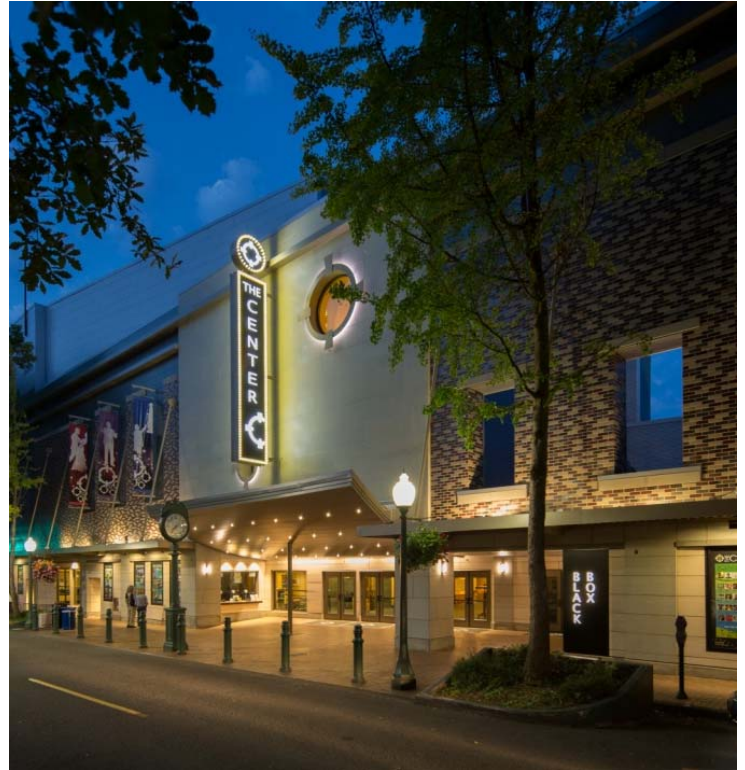


Washington Center for Performing Arts Olympia, WA

Project Manager: Bill Sloane AIA
Project Architect: Garner Miller AIA

The Liberty Theater was first renovated in 1986 and transformed into the Washington Center for the Performing arts, which has become an important cultural center for Downtown Olympia and the greater Thurston County community. After 27 years, the exterior envelope and roof failed resulting in damage to the building, including mold and mildew.

The repair and replacement of the exterior walls and roof presented an opportunity for the building to express its cultural importance as a theater by creating a new facade that includes a more inviting, open and exciting entry, additional windows inviting patrons to experience what is happening inside, new more durable and permanent materials, and a new lighted marquee celebrating both the theater and the arts.





5. Briefly describe experience or strategy for marketing and managing urban redevelopment projects including approach to public participation

Community engagement in urban renewal projects is imperative to project success. BRC Partners and MSGS Architects will facilitate an active and collaborative approach to design through community engagement. MSGS Architects will take the lead to organize input workshops and sessions with the following goals:

- i) Gather input, collaboration and buy-in with City of Olympia's stakeholders including City Council, Economic Development, Heritage Commission and Community Planning and Development Department. It is also imperative the project be coordinated with the efforts to create the Downtown Strategy.
- ii) Engage neighborhood business owners, retailers, patrons, customers, and stakeholders of other development interests through direct project-specific outreach as well as participation in business-sponsored networking events, government-sponsored development roundtables, and community-sponsored public events. Stakeholder groups that BRC Partners will activate regarding the Griswold redevelopment project include but are not limited to:
 - a. Olympia Downtown Association
 - b. Thurston County Chamber of Commerce
 - c. Thurston County Economic Development Council
 - d. Olympia Artspace Alliance

BRC Partners and MSGS Architects have been designing and building public facilities for a wide variety of government agencies for the State of Washington, local counties, cities, community colleges and school districts for decades, including the City of Olympia. Our experience partnering with public agencies and engaging stakeholders in the design process will be essential to ensure this project will be aligned with the goals the City of Olympia and its constituents deem important as Downtown Olympia develops. MSGS Architects led the public engagement process to influence the re-design of the façade of the Washington Center for the Performing Arts, and this public-private partnership created a centerpiece for downtown redevelopment. Both companies have good reputations as trustworthy stewards of the public domain, and are always respectful and responsive to the public trust, administrative protocols, and stakeholders at large.

Because BRC Partners' method of financing the project includes access to city-sponsored public funding sources (reference Section 6), **transparency** and **integrity** with respect to the core operating fundamentals of a Public/Private Partnership model (hereinafter "PPP") are vitally important. As such, BRC Partners is committed to upholding the following principles in this development project:

- **Honor and Respect Risk Allocation** – The City of Olympia and its residential and commercial constituents will be treated with the utmost respect as its public trust will be at risk (if BRC Partners' financing model is accepted) in allocating public funds toward this urban renewal project. In other words, BRC Partners truly understands – and shall speak in such ways at all times in the public realm – that the City of Olympia is a progressive urban renewal advocate, as opposed to an adversary.



- **Deliver Optimal Value on Assignment** – BRC Partners’ and its team will deliver on its promises and commitments to the City of Olympia. The commitment of course is the beautiful brick and mortar illustrated and further described herein. Optimizing impact on the local economy is realized in working with local design, construction and consulting firms; providing living and working spaces that are affordable and priced appropriately; and building to an aesthetic that seeks to rejuvenate and revitalize a key block in downtown’s urban core.
- **Be A Leader in the PPP Framework** – We understand that if awarded this assignment under our proposed financing and transaction terms, the city will be embarking on and endorsing a highly-visible form of project procurement. Assuming the role and responsibility of the private developer, BRC Partners’ has the opportunity to be a leader in forwarding the visibility of the PPP delivery method for the long-term benefit of the private sector as well as the City of Olympia and other comparable local municipalities. We welcome and embrace this leadership opportunity!

6.a. Anticipated target market & expected mix of uses

BRC Partners’ primary target market will be the work force, college students, artists, and entrepreneurs of the millennial generation. This age demographic (20 to 35 years old) holds great opportunity as catalyst for a downtown renaissance. The millennial have a propensity for mobility, creativity, and flexibility – the basis behind small sized residential units. While not low income, our projected rental price points are currently running at approximately 35% of a low to moderate income (LMI) person or household. That is to say, the ratio of cost of housing to a person/household earning below 80% of the area median income could possibly satisfy federal LMI requirements (more analysis required).

The most compelling and unique prospect is the concept of “Collaborative Studio Space.” Retail is relatively robust in downtown Olympia in terms of number of shops and available space. Our focus will be on collaborative working environments – such as the ImpactHUB or WeWork – which are highly popular and proven space models for today’s technology-driven, creative-class. This trend has some traction in Olympia as a number of MeetUp Groups have expressed interest in a start-up. Friends of BRC Partners’ relocating from Portland and San Francisco have inquired with us, IronSeele on Washington Street in downtown have already successfully created co-op space, and we see this as an economically viable alternative to larger format retail and office concepts.

6.b. Design, Floor Plans and Elevations

Based on analysis of the site and neighborhood context, BRC Partners and MSGS Architects propose a three story mixed-use building with a total size of 21,500 SF, combining a ground floor collaborative studio/work space with two floors of small apartments. The 60’ x 120’ site (7,200 SF) abuts a one story retail building to the west, a one story office building across the alley to the east, and a one story building across the alley to the north. Our team believes a structure taller than 3 stories would be out of scale and character with the surrounding neighborhood of historic buildings along 4th Avenue.

The design of this building reflects the priceless fabric of the historic district while being a modern structure appropriate for its place and time. It is an architectural metaphor for Downtown Olympia- respect the past while embracing the future.

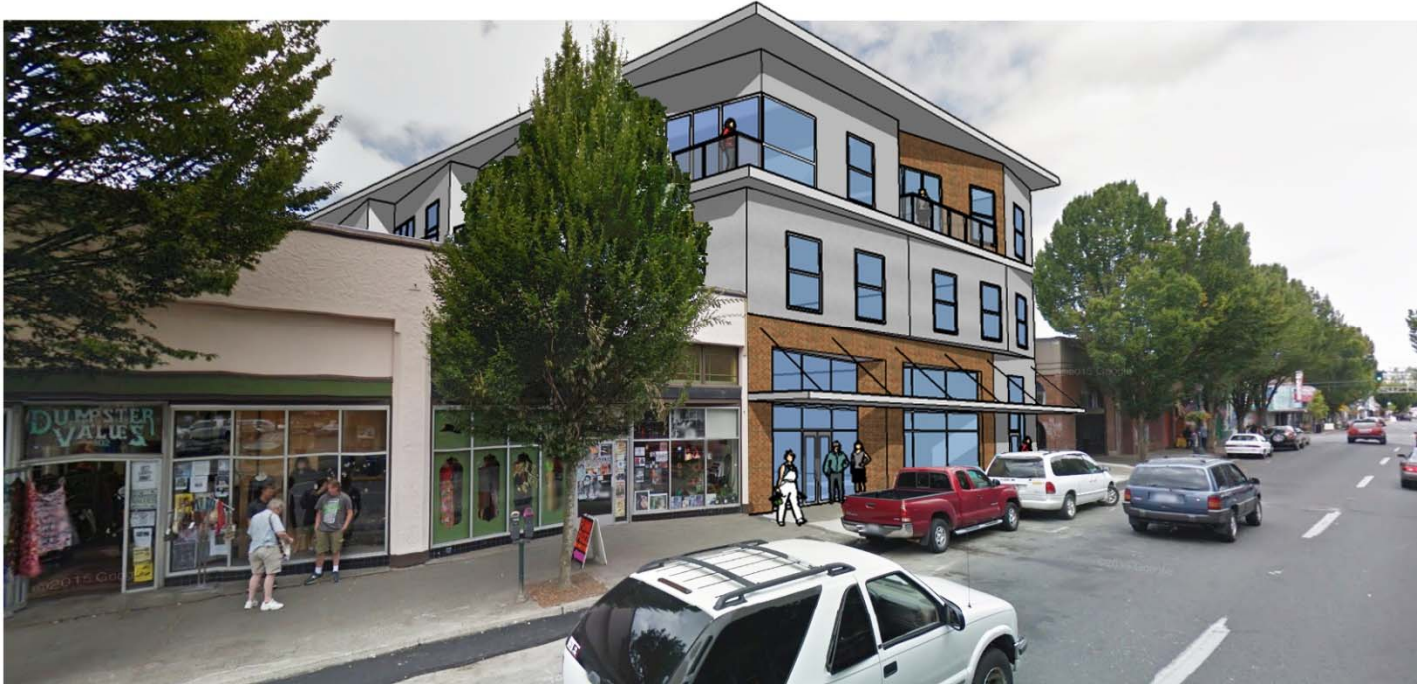
FLOOR PLANS



The ground floor plan provides a completely open, flexible studio space with large windows facing the street. The 4th Avenue façade at ground level is a classic downtown storefront built with a brick frame of three pilasters and beams framing large storefront windows. A continuous canopy runs the length of the façade and breaks the window horizontally, creating a clerestory row above the canopy consistent with the historic facades in the vicinity.

The second and third floors include 9 apartments each ranging in size from 500 to 580 SF, taking advantage of views on all four sides of the building. The second floor façades continue to reflect the adjacent historic buildings with traditional double-hung windows seen on the two story apartments across the street. However the building begins to hint at modern design sensibility as the material changes to metal panel and the wall angles slightly toward the Capitol Building to increase street presence. At the third floor the transition from historic to modern is complete, as the facades begin to take full advantage of the views offered from the apartments with skewed walls and balconies. The walls of each apartment are angled toward either a view of the Capitol Campus or the Olympic Mountains. The building is capped off with an overhanging cornice.

VIEW FROM 4TH AVENUE



The design of this building is an exciting, progressive addition to Downtown Olympia, fitting seamlessly into its historic context and adding to the vibrancy of the downtown core.

6.c. Preliminary description of possible financing

BRC Partners’ expects to finance this project as per the below capital stack (Table 1) whereby the funds will be allocated per Table 2. Reference Exhibit A for more detailed project budget, stabilized operating statement, and financing stress tests.

Table 1. Capital Stack		Table 2. Capital Allocation	
\$3,500,000 Total Cost		\$3,500,000 Total Cost	
10% or \$330,000	Developer Co-Invest	9% or \$306,000	Land Acquisition
15% or \$500,000	NDC/HUD 108	13% or \$425,000	Indirect Soft Costs
75% or \$2,500,000	Conventional Financing (Bank)	79% or \$2,606,000	Direct Construction Costs

6.c. - Exhibit A

Griswold Property Development Development Cost Budget

Site Footprint	7,405	0.17 acres
Gross SF - Total	21,104	
Gross SF - Resi	14,070	
Net Rentable - Commercial	5,900	75% efficiency
Net Rentable - Resi	9,849	
Net Rentable - Total	15,749	
Avg Unit Size	547	
No of Units	18	
No of Beds	N/A	
No of Parking Stalls	N/A	

Updated
9/22/2016

Manager
Ryan Clintworth

Cost Code	Description	Variable(s)	Budget	Committed Equity	Unfunded Liability	Comments/Notes
20100 - LAND ACQUISITION						
20105	Land Acquisition	0% \$40.51 per sq ft	300,000	0	300,000	City of Olympia purchase price
20110	Acquisition Fees		0	0	0	
20115	Holding Costs-Interest	0% IO	0	0	0	
20120	Holding Period-Taxes		0	0	0	
20125	Environmental & Soils		0	0	0	Robinson Noble has completed significant studies
20130	Financing Fees	0% of new loan	0	0	0	
20135	Legal		3,000	0	3,000	PSA through brokers
20140	Title & Escrow		3,000	0	3,000	
	TOTAL LAND COST:		306,000	0	306,000	
			9%			
20200 - HARD COSTS						
20205	Construction Costs	@ \$100 per GSF	2,110,425	0	2,110,425	Carried on separate construction budget
20210	Civil/Offsite		100,000	0	100,000	Per Robinson Noble estimate
20211	Site Prep		0	0	0	
20215	Commercial TIs	\$20 per SF @ 5,900 SF	118,000	0	118,000	
20220	Hard Cost Contingency	3.0% of hard costs	69,853	0	69,853	
20225	Sales Tax	8.7% of construction	208,650	0	208,650	
	TOTAL HARD COSTS:		2,606,928	0	2,606,928	
			78%			
20300 - SOFT COSTS						
20305	Real Estate Taxes-Construction		5,000	0	5,000	Guestimate during construction term
20310	Legal & Administrative					
20311	Administration		0	0	0	Monthly bookkeeping, management, etc
20312	Legal		15,000	0	15,000	LLC formation, Dev Agreement, Misc Negotiations, etc
20315	Insurance		15,000	0	15,000	Property/Builders Risk/Rent Loss
20320	Environmental Remediation		0	0	0	Carried in Hard Costs/Civil
20325	3rd Party Reports/Studies					
20326	Reports		5,000	0	5,000	Appraisal
20327	Studies		7,500	0	7,500	Traffic Engineering
20330	Impact Fees					
20331	Transportation - Commercial		11,446	0	11,446	Ref calculator
20332	Transportation - Housing		10,674	0	10,674	Ref calculator
20333	Parks		25,194	0	25,194	Ref calculator
20334	School		6,174	0	6,174	Ref calculator
20340	Permits					
20341	Pre Submittal Applications		1,000	480	520	Guestimate from calculator
20342	Demolition/Excavation/Grading		5,000	0	5,000	Guestimate from calculator
20343	Design Review & Land Use		5,000	0	5,000	Guestimate from calculator
20344	Building Permit		40,000	0	40,000	Guestimate from calculator
20345	Plan Check		10,000	0	10,000	Guestimate from calculator
20350	Utilities/Connections					
20351	LOTT Capacity		54,243	0	54,243	Ref calculator
20352	Waste Water (Sewer)		24,848	0	24,848	Reduced ERU to 0.5
20353	Utility Relocation		0	0	0	
20354	Stormwater		15,000	0	15,000	Guestimate from calculator
20360	A&E, Consultants	@ 5% of direct construction	130,346	0	130,346	
20370	FF&E		5,000	0	5,000	
20375	Marketing & Lease Up					
20376	Graphic Designer		2,500	0	2,500	
20377	Collateral, Mediums, Signage		2,500	0	2,500	Ironseele
20380	Leasing Commissions	0.0% \$0 / SF NNN	0	0	0	Grow Olympia Fund
20385	CM/Development Fee	2.9% of total	100,000	0	100,000	\$3,500,000 total est cost
20390	Soft Cost Contingency	2.0% of soft	9,929	0	9,929	
	TOTAL SOFT COSTS:		297,775	0	297,775	
			9%			
20400 - FINANCE COSTS						
20405	Loan Origination - Conventio	1.0%	26,250	0	26,250	\$2,625,000 estimated loan size
20410	Loan Administration		10,000	0	10,000	
20415	HUD Fees	3.0%	15,750	0	15,750	\$525,000 estimated loan size
20420	Guarantee Fee	0.0%	0	0	0	"
20425	Interest Reserves	4.0% 9 months IO	75,600	0	75,600	80% applied draw
20430	Equity Sales/Syndication	0.0%	0	0	0	\$0 estimated capital requirement
	TOTAL FINANCE COSTS:		127,600	0	127,600	
			4%			
TOTAL PROJECTED COSTS			3,338,303	0	3,338,303	

Stabilized Operating Statement

18 units

Description	Variable	Stabilized	\$ / Unit	Notes
Annual Income				
Gross Potential Residential		\$232,800	\$12,933	
Less: Vacancy Loss	7.0%	(\$16,296)	(\$905)	
Less: Turnover Vacancy	0.0%	\$0	\$0	
Net Scheduled Residential		\$216,504	\$12,028	
Gross Potential Commercial	Incl NNN	\$147,500	\$8,194	@ \$25 psf
Less: Vacancy Loss	10.0%	(\$14,750)	(\$819)	
Net Scheduled Commercial		\$132,750	\$7,375	
Other Income		\$10,000	\$556	Laundry, parking, fees
Less: Vacancy Loss	5.0%	(\$500)	(\$28)	
Total Other Income		\$9,500	\$528	
Effective Gross Revenue (EGR)		\$358,754	\$19,931	
Annual Operating Expenses				
Staffing & Payroll		\$18,000	\$1,000	
Marketing & Advertising		\$1,350	\$75	
Landscaping		\$0	\$0	
Miscellaneous		\$180	\$10	
Repairs & Maintenance		\$1,350	\$75	
Fire/Safety/Security		\$360	\$20	
Legal		\$180	\$10	
Administration		\$0	\$0	
Total Controllable Expenses		\$21,420	\$1,190	
Professional Management	5.0%	\$17,938	\$997	
Property Taxes		\$54,000	\$3,000	
Property Insurance		\$9,000	\$500	
Utilities		\$21,600	\$1,200	
Total Non-Controllable Expenses		\$102,538	\$5,697	
Commercial Expenses	\$5 per RSF	\$44,500	\$873	
Reserves & Capital Expenses		\$4,500	\$250	
Total Operating Expenses		\$144,164	\$8,009	40% of EGR
	Excluding Retail	\$95,164	\$5,287	27% of EGR
Net Operating Income		\$214,590	\$11,922	

Reversion Cap	6.00%	N/A
Stabilized Valuation	\$3,576,507	\$198,695

Financing

Construction Loan			
Constraints		Assumptions	
5Y Swap	1.20%	Analysis Year	1
Spread	300	NOI	
IO Rate	4.20%	Cap Rate	
Actual DSCR	#REF!	Value	
Actual LTV	#REF!	Cost	
Actual LTC	#REF!	Debt Service	#REF!

Take Out Financing - 1st			
Constraints		Assumptions	
Note Rate	4.00%	Analysis Year	Stabilized
U/W	5.00%	NOI	\$214,590
Ammort Term	25	Cap Rate	6.00%
DSCR Constraint	1.20	Value	\$3,576,507
LTV Constraint	75%	Cost	\$3,338,303
LTC Constraint	75%	Debt Service *	\$160,268

HUD 108 - 2nd			
Constraints		Assumptions	
Note Rate	3.25%	Analysis Year	Stabilized
U/W	3.25%	NOI	\$214,590
Ammort Term	20	Cap Rate	6.00%
DSCR Constraint	1.20	Value	\$3,576,507
LTV Constraint	15%	Cost	\$3,338,303
LTC Constraint	15%	Debt Service *	\$34,441

Combined Summary - 1st and 2nd			
Loan to Cost		90%	
Loan Amounts		\$3,004,472.54	
Debt Service		\$194,709	
DSCR		1.11	
Co-Investment	10%	\$333,830	Approx land equivalent

Value Creation			
Untrended	Stabilization		<u>7.14%</u>
Trended	33	Month term	
	2.50%	Growth rate	
	\$229,846.03	NOI	
	\$3,830,767	Value	<u>14.75%</u>

Yield on Cost			
Actual			<u>6.43%</u>
Constrained			<u>7.00%</u>
	\$3,065,577	Max Invest	
	\$3,038,303	Cost less Land	
	<u>\$27,275</u>	Land Residual	

Hurdle Rate			
Months to Achieve	36		
Debt			
LTC Ratio	90%	Note Rate	4.00%
Equity			
Share of Funding	10%	Peferred Return	15.0%
Hurdle Rate			<u>16.1%</u>
	\$3,080,700	Max Invest	
	\$3,038,303	Cost less Land	
	<u>\$42,397</u>	Land Residual	

DATE: October 21, 2016
TO: Keith Stahley and Renee Sunde
FROM: Lorelei Juntunen
SUBJECT: SUMMARY OF STAFF REVIEW AND RECOMMENDATIONS FOR GRISWOLD'S PROPERTY RFP RESPONSES

The City of Olympia created a review committee that includes City staff and representatives from ECONorthwest, the National Development Council, and Pacifica Law Group to evaluate responses to a request for proposals for downtown development projects on the former Griswold property (308-310 4th Ave. East). The City's intention is to select the development team that can best partner with the City to generate new private development on this City-owned property. Consistent with community renewal statutes, the City's intention is to return this blighted property to economic use as quickly and efficiently as possible. The committee's review serves as input to staff's recommendation to Council regarding which development team is best positioned to implement this redevelopment vision.

Responses to the City's request for letters of interest were due September 23, 2016. The City received two responses, both of which met the requirements of the City's request, from Big Rock Capital Partners and Capital Recovery Center. The review committee then interviewed each team on October 13, 2016.

Based on the written responses and the interviews, the review committee recommends **Big Rock Capital Partners** for this project. This memorandum summarizes the committee's review supporting this recommendation.

Exhibit 1 provides an overview of the written proposal responses, organized according to the requested content in the City's request for proposals.

Exhibit 1: Summary: Requirements for Complete Proposal Responses

Requirement	Big Rock Capital Partners	Capital Recovery Center
Identify and describe the developer including developer's name and contact info for primary project contact	BRC formed in 2015 to serve a Thurston County market. BRC partnered with a foreign capital provider. Collectively the Principals have developed, built, or transacted over \$80 million and 1 million sq. ft. of built space.	CRC is a nonprofit entity that provides housing assistance, counseling, and other mental health services to low income individuals returning to the County from incarceration.
Identify each person or team member	<ul style="list-style-type: none"> • BRC – general contractor [Ryan Clintworth Managing Partner] • MSGS Architects [William Sloane, Principal] • Richmond Engineering – Mechanical / Electrical Engineers • MC Squared – Structural Engineers • KPFF – Civil Engineers • Prime Locations – Property Management • Zach Kosturos – Broker 	<ul style="list-style-type: none"> • CRC – Developer [Ann Rider, Executive Director] • Swalling-Walk Architects [Sheila and Craig Swalling] • Forma Construction [Drew Phillips] • Capital Finance Consultant [Jim Kainber]
Demonstrate financial capacity (including guarantors)	Newly formed entity with two small real estate assets in its control. Cash held at Heritage Bank. Proposal claims net worth in excess of \$3.5million, and backing from “high net worth Japanese family” with \$900 million in annual, privately controlled revenue.	The project will “leverage public and private capital funds, as well as private commercial financing... A proposal to the legislature for capital funds is forthcoming...” Other capital funds will be philanthropic. The team has engaged a capital finance consultant to assist with fundraising.
Describe relevant experience for up to 5 projects; City's interest is in current or recently completed projects in similar markets	Proposal describes three projects for which members of the team provided pre-development and/or general management services: 14 th & Republican and Union & Madison in Seattle, and the Baywood Building in Olympia. Proposal lists BRC as the primary developer for mixed-use student housing at Mottman Village, a 4-story, 164-bed facility with street level retail podium. It also highlights BRCs role as general contractor for the Thurston-Mason Mental Health Triage Center, Olympia's Cunningham Building, and the Washington Center for Performing Arts.	<p>Forma provided examples of construction projects in Olympia, including historic renovations (such as the Walker Building), commercial construction (Market Center and the Westside Clinic & Surgery Center), and public private partnerships (Hands on Children's Museum).</p> <p>Swalling provided examples of design work for a number of buildings: the Association of Washington Cities, the East Bay Public Plaza Facility, SafePlace (remodel and upgrades) and others.</p> <p>CRC did not provide examples of buildings they have developed.</p>

Experience or strategy for marketing and managing projects, including approach to public involvement	Proposal recognizes that “community engagement... is imperative to project success.” MSGS will organize input workshops and sessions to gather input from a range of stakeholders (business owners, the Heritage Commission, customers, etc.). The proposal recognizes that accessing public funding will require transparency and integrity in public process. The proposal’s approach to marketing and managing the eventual building is less well-formed, but the team has already engaged a broker and building management firm as part of the team.	The proposal references prior public input as supporting the project, but does not describe an approach to ongoing public engagement. CRC will manage the facility, serving as both developer and landlord. Tenants will all be nonprofit, including in the market-rate retail space (which will be occupied by the Downtown Welcome Center and the Downtown Ambassador Program). Other tenants will include CRC, the Thurston County Needle Exchange, and Olympia Free Clinic. Housing will be affordable units. “Marketing will therefore be largely unnecessary.”
Initial concepts for:		
Anticipated target market	Workforce, college students, artists, and entrepreneurs of the millennial generation, potentially qualifying for some federal affordable housing funding sources.	See tenant list above.
Expected mix of uses and estimated square footage	“Collaborative working environments” (such as WeWork) plus 2 floors of small apartments (three stories total).	“Low income housing, public space, restrooms for community use, retail, office, and clinic space for nonprofit organizations seeking a more coordinated location.” Street level market rate retail, two floors of office and clinic space, and one floor of low income/emergency efficiency studio apartments. No parking, but CRC will contract for staff parking on adjacent lot (four stories total).
Floor plans	Included in proposal.	Included in proposal.
Building elevations	Included in proposal.	Included in proposal.
Preliminary description of project financing, including sources and uses	Uses: land acquisition (9%, \$306,000), soft costs (13%), and direct hard costs (79%) total about \$3.5M. Source: HUD section 108 (15%), Developer investment (10%), and conventional bank financing (75%) total about \$3.5M. Proposal notes that “aggressive” assumptions are required to make underwriting targets as the financing is currently structured.	Uses include land purchase (\$343,000) and Construction (\$3.6M). Total project cost listed at \$7.4M. Sources: \$1.9M from philanthropy, local service organizations, and individuals, \$843,000 in contributions from the City (including a full land write down), \$400,000 from the County, and \$3.5M from the State. Bank financing for about \$800,000 will complete the capital stack.
Proposed development schedule for due diligence period, DDA, construction, and occupancy	Included in proposal. Preconstruction expected to being Q4 of 2018, with Certificate of Occupancy targeted for Q3 of 2019.	Not included in proposal.

After an initial review of the proposals, the evaluation committee invited each team to interviews to better understand strengths and weaknesses of their proposals. At the interviews, each team provided an overview of their respective projects and answered questions specific to their proposed project timeline, financing structure, and expected community benefit. Consistent with community renewal statutes, the City's intention is to return this blighted property to economic use as quickly and efficiently as possible. For this reason, the committee paid particular attention to the realities and details of each team's financing structure, and the timing with which each project might move forward.

Based on the combined written proposals and interview results, Exhibit 2 compares each proposal to the evaluation criteria included in the RFP.

Exhibit 2: Evaluation Against Criteria

Developer experience	Big Rock Capital Partners	Capital Recovery Center
Success in developing similar urban redevelopment projects	BRC is a newly formed entity, whose partners have experience in construction management and some limited experience as lead developers. The projects they have completed as general contractor are consistent with expectations.	Swalling's design work is consistent with the City's expectations. Forma's construction management experiences are solid contributions to the team. However, CRC has not developed properties, and as the proposed lead developer, has no relevant experience.
Quality of representative projects	Projects are generally of the quality and type expected for this site.	See above.
Qualifications of the project team and key project managers	Team is well qualified to manage construction on a project of this scale. The proposal expresses solid conceptual understanding of the needs of a PPP (including the need for public engagement).	See above.
Financial capacity	During the interview, the review committee gained better certainty regarding the financial capacity of the team, particularly with regards to the availability of the team's equity investment. Some questions regarding compliance with HUD Section 108 program, details of the capital stack, and take-out financing remain. However, in general, the proposal provides a path toward successful project execution.	Very limited. While the team has had initial conversations with some potential tenants for their proposed project, the development is largely dependent upon philanthropy, State funding, and other public allocations that have not yet been secured.
Experience in partnering with the public sector in redevelopment projects	This would be a first foray into public-private partnership for BRC, though team members have participated in PPP projects in capacities other than as lead developers.	None, though team members have participated in PPP projects.
Proposal requirements and preferences		
Degree to which the preliminary development concept and site design meets the RFP requirements and preferences	The proposed project meets the intent of the RFP. Its focus on millennials as a target market and inclusion of ground floor collaborative work space makes sense given the site's location close to an entertainment district.	The proposal meets the intent of the RFP for mixed-use development that includes housing uses.
Demonstrated market viability	The proposal is forthright that alternative financing mechanisms (such as Section 108 loans) will be required and that aggressive assumptions are necessary to make the project pencil. The committee noted in particular that hard construction cost estimates seemed low. While more work is needed to understand market viability, in concept, the proposal outlines a path that could lead to successful execution.	Entirely dependent upon philanthropy and future public allocations.

Project timing and commitment to move forward	The proposal outlines a viable (though possibly aggressive) project schedule and set of commitments from partners. Additional financial due diligence will be needed, as well as exploration of the market for collaborative work spaces.	Project timing not discussed in the proposal, and commitment to move forward depends on capital fund raising efforts. During the interview, the team acknowledged this uncertainty in timing.
Sustainable and resource-efficient standards that may include design, construction, renovation, and demolition are preferred	Project examples include buildings that meet LEED standards, and the team expressed willingness to explore options for resource-efficient development.	Proposal references a desire for sustainable building design features. Project examples include buildings that meet LEED standards. The team expressed willingness to explore options for resource-efficient development.
Innovative and creative design elements are encouraged	Design standards reflect a modern structure that fits into a historic neighborhood.	Design standards reflect a modern structure that fits into a historic neighborhood.

Based on the written responses and interviews, the review committee recommends **Big Rock Capital Partners** for this project. The project itself meets the intent of the City’s RFP, as well as the Downtown Strategy to add housing appropriate to an entertainment area and bring economic development and jobs to Downtown. While more conversation about the project finances (particularly HUD Section 108 loans and cost estimates) is needed, these remaining details would be appropriately explored through more detailed negotiations with the selected developer.

The review committee was impressed with the thought that went into the Capital Recovery Center’s proposal. It brings much-needed social services and affordable housing to the area, while allowing for synergy among nonprofit providers that could increase effectiveness of service delivery. However, a stated intent of the RFP is to identify projects that will “return this property to productive economic use quickly.” The need for substantial fund-raising to support the project will extend the timeline for development, potentially considerably. This increases the City’s risk as property owner in ways not anticipated in the City’s solicitation process to date. Further, there may be other sites in Downtown that are more appropriate for this use.

If Council accepts this recommendation, the next step would be to enter into a period of negotiations with Big Rock Capital Partners through execution of an exclusive negotiating agreement (or ENA). During this period, the City could gain a more thorough understanding of, and agreement on, all of the major financial levers in the potential site disposition, including land value, appropriateness and amount of a potential HUD Section 108 loan or other loan source, and amount of developer equity in the deal. Development program, operating models for community work space, and project timing will also be clarified. Given the degree of thought included in the proposal and Big Rock Capital’s stated availability to begin work, we initially assume that an ENA period will require 60 – 90 days. Assuming negotiations are successful for both parties, the City would then subsequently enter into a disposition agreement that would transfer property to the developer most likely at the time construction begins.

Further detail regarding this schedule will be forthcoming based upon discussions with the selected developer.



Economic Development Proposal

Downtown Olympia Redevelopment Project

Request for Proposal

308 – 310 4th Avenue East
Downtown Olympia
Former Griswold property

Responses Due by Friday, Sept 23, 2016 at 4pm

Delivery in Person | City of Olympia
Attention: Renée Sunde
601 4th Ave E | Olympia, WA 98507-1967

Delivery by Mail | City of Olympia
Attention: Renée Sunde
PO Box 1967
Olympia, WA 98507-1967

More Information
olympiawa.gov/RFP
Contact Renée Sunde, Economic
Development Director
rsunde@ci.olympia.wa.us | 360.753-8591

Request for Proposals

Downtown Olympia 308 – 310 4th Ave East, Former Griswold Property

The City of Olympia seeks proposals to partner in a mixed-use development in Downtown Olympia. The subject property was recently acquired by the City of Olympia to encourage the removal of blight and to further redevelopment on this critical block in the City's Downtown.

This opportunity for partnership comes at an exciting time in Downtown Olympia. The City has invested millions of dollars in Downtown, including a new City Hall, rebuilding a significant portion of its waterfront boardwalk, renovating its performing arts center and building a new children's museum, all within blocks of the former Griswold site. These investments are paying dividends; several significant private sector projects are either under construction or recently completed that will add to Downtown's vibrancy. These projects include several adaptive reuse projects that converted vacant office space to mixed-use buildings, a new six-story 138-unit apartment building with structured parking and 7,000 square feet of ground floor retail and a four story 36 unit new apartment building located on Legion Way. Local lending partners also recognize this opportunity, with Thurston First Bank recently announcing a \$10,000,000 loan pool directed at Downtown redevelopment.

Enhancing the livability and vibrancy of Downtown is one of the City of Olympia's highest priorities. The City's recently updated Comprehensive Plan sets forth the City's overall vision for Downtown. Some key elements of that vision describe Downtown as:

- The social, cultural and economic center of the region
- An attractive place to live, work and play
- A complete neighborhood with a mix of office, retail and residential uses – including 25% of the City's future residential growth (about 5,000 people)
- A place that contains public art, significant landscaping, and public spaces throughout

The City is serious about achieving successful public-private partnerships, and has taken several steps to prepare to welcome a development partner:

- The City has retained the National Development Council (NDC) to provide technical assistance related to development finance. The NDC is expert in economic and housing development and brings years of experience and expertise to the table in helping local governments work effectively with private sector partners. NDC has also partnered with the City to create the Grow Olympia Fund to assist small business

Request for Proposals Former *Griswold Property*

expansion and is providing underwriting services for a \$1,500,000 Section 108 Guaranteed Loan Fund that could be applied to a project at the proposed site.

- The City has established a community redevelopment tool known as a Community Renewal Area (CRA - Chapter 35.81 Revised Code of Washington) to incent reinvestment in underdeveloped and blighted properties. The CRA covers all of Downtown Olympia, including the former Griswold site.
- Recent community engagement forums indicate strong support for this process and the right redevelopment project in Downtown.

The City seeks a development partner who understands the City's objectives and wants to create a project that enhances the existing Downtown and contributes to the social, environmental and economic health of the community, setting the bar for new development in our Downtown. Through this partnership the City proposes to sell the property to the selected developer and enter into an agreement for its redevelopment.

The RFP that follows summarizes the opportunity, including market area characteristics, a Downtown profile, development requirements and objectives, site details and potential city incentives and programs. Enclosed you will find detailed submission requirements and the process for reviewing proposals.

We look forward to reviewing your RFP submission. If you have any questions or need further information, please contact Renée Sunde, Economic Development Director, at (360) 753 - 8591 or cra@ci.olympia.wa.us.

Sincerely,

STEVEN HALL

City Manager

Olympia and the Downtown Area

Population and Location

Olympia is the capital of the State of Washington and the County seat of Thurston County. It sits on the picturesque southern-most shore of Puget Sound. The City has a nationally recognized reputation as one of the most livable cities in the U.S. It has an estimated 2016 population of about 51,020 (update when OFM releases 2016 numbers) and projected growth of approximately 50% over the next 20 years. Thurston County had an estimated population of 267,410 in 2015 and a projected population of 370,600 in 2035. A strong and highly educated public employment base, combined with a vibrant economy and excellent schools, create an environment that engenders a strong sense of community and an excellent long-term economic outlook.

Downtown Olympia

Downtown Olympia is the historic urban hub of Southern Puget Sound, with an emphasis on cultural, entertainment, and recreational opportunities naturally associated with its role as the economic center of the region. Olympia is waterfront-oriented, with a modern seaport, marinas, recreational uses, public boardwalk and outstanding views. Downtown Olympia is home to the Washington State Capitol, seat of county government, with associated political, administrative, professional, and tourist activities. It is also an historic area, with much of the state's and region's past reflected in the layout, design, and character of its buildings.

Our strong educational network of local colleges and universities contribute to the active social and entertainment scene in our Downtown. Four Downtown theaters host live shows, movies and concerts nearly every night of the week. Olympia offers a wide variety of local restaurants with several new eateries that have successfully launched in the past year.

Our Vision

Over the past twenty years, Downtown has benefitted from over \$150 million in investment in public infrastructure and amenities. The City is looking to capitalize on that investment by adopting a Downtown Strategy that will provide a plan for achieving the vision for Downtown. Through the CRA, the City seeks to engage more directly with the developers to ensure that new development is market supported and advances the goals of the Downtown Strategy to meet public needs.

Our vision for Downtown Olympia is a vibrant, attractive regional destination where residents contribute to a vital and safe city center. The Downtown we desire is full of distinctive pedestrian-oriented places and spaces, supports ownership and use of cars as a choice, not a necessity, includes dense housing that encourages sustaining use of land, and supports full use of alternative transportation modes.

Amenities in Downtown Olympia

This RFP presents an extraordinary opportunity to develop an important downtown project in an area that includes the following amenities:

- An historic Downtown
- An active employment and activity center
- Over 400 local restaurants, shops, and services
- A full service grocery store
- The second largest farmer’s market in the state
- Theaters, including the Washington Center for the Performing Arts
- Percival Landing, the waterfront boardwalk, with trail connections running along the shore of Budd Inlet
- Sylvester Park, Heritage Park, Artesian Commons and Fountain Park
- The Dash -- a free shuttle bus connecting the Capitol Campus with Downtown Olympia
- The Intercity Transit Center
- The State Capitol Campus
- The Olympia Center
- The Hands on Children’s Museum, voted “Best Family Entertainment”
- The WET Science Center
- Views of Budd Inlet, the Olympic Mountains, Mount Rainier, Capitol Lake, Heritage Park, and the State Capitol

Development Opportunities

The Community Renewal Act provides the City with tools to eliminate blight, to encourage private sector participation in Downtown renewal and shape development in furtherance of the City’s goals of creating a safe and welcoming Downtown for all and increasing commerce and private investment. The Community Renewal Plan is a means to increase commercial activity in Downtown and stabilize the City’s revenue base by encouraging and ensuring quality development through public/private partnerships.

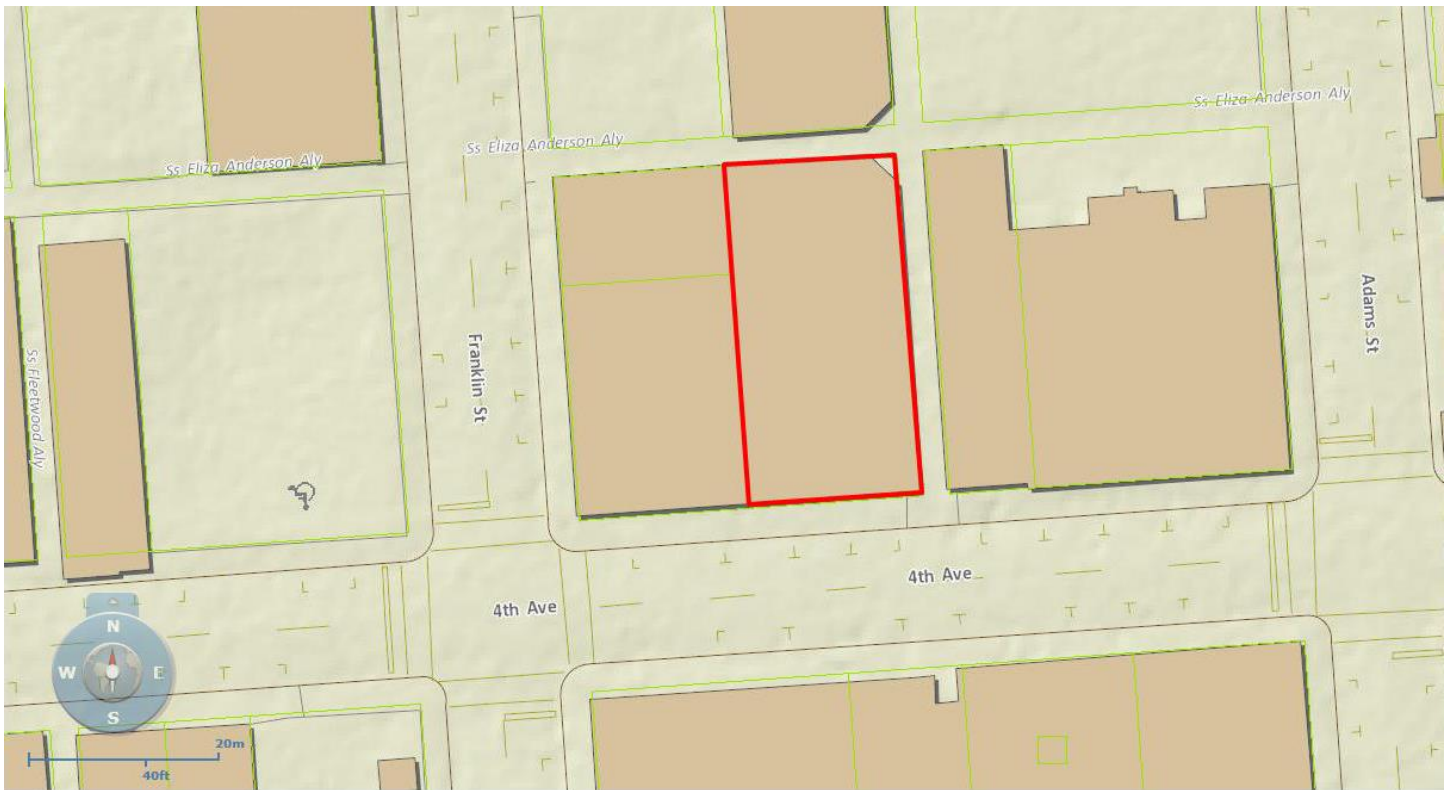
The City is committed to promoting high quality Downtown redevelopment and is looking for a private development partner to help make it happen. The City is willing to put its resources into a project that meets public objectives that include the removal of blight, Downtown renewal and the furtherance of City goals.

308 – 310 4th Ave. East – Former Griswold Property

The City seeks redevelopment proposals for a project on the former Griswold Property located at 308 – 310 4th Ave. East. The City is most interested in proposals that will return this property to productive economic use quickly. At the same time, the City is interested in the longer-term vision for the surrounding properties and views the redevelopment of the proposed site as potentially catalytic to additional redevelopment opportunities in Downtown Olympia.

See Figure 1.

Figure 1. Former Griswold Property, 308 – 310 4th Ave. East



The Griswold site consists of .17 acres (or about 7,405 square feet) of property. A shell of the building remains on site. It is anticipated that this structure will be razed and that a new multiple story building will replace it. The building was a complete loss in a fire in 2004. A recent structural evaluation indicates that the existing walls, foundation and the remaining roof would need to be razed and replaced with code compliant construction.

The 300 Block of 4th Avenue is in the heart of Olympia’s Entertainment District with numerous restaurants, bars and theaters all within close proximity. The City sees this as a key area for redevelopment of Downtown that will have substantial positive impact on the immediately-surrounding properties as well as the broader Downtown.

Development Requirements and Objectives

The City envisions vibrant mixed-use development on the proposed site with the goal of bringing more market rate housing and ground floor retail/restaurant space into Downtown Olympia.

- **Residential** - The residential component of the project may either be rental or owner occupied. The unit characteristics (number of bedrooms, size, configuration of common areas, etc.) are left to the development partner to determine. Mixed income projects will also be considered.
- **Retail/Commercial** - 4th Ave is a "Pedestrian A" Street. Projects proposed along the City's Pedestrian A Streets (Olympia Municipal Code (OMC) Chapter 18.16) must include a retail/commercial component. The developer may determine how to address the inclusion of this project component in a manner consistent with the City's land development regulations. Downtown has an eclectic mix of more than 400 unique independent retailers, restaurants, and service businesses; developers are encouraged to seek opportunities to enhance this mix.
- **Parking** -The City encourages the development team to consider a variety of ways of meeting the project's parking needs. The City's land development regulations (OMC 18.38.160 C) do not require that parking be provided for new residential buildings or for existing buildings in Downtown. The City will consider this project to be a redevelopment of an existing building and will not require additional parking to be provided for the project.
- **Construction Standards** – Alternative Materials and Methods. The provisions of OMC Chapter 16.05 may be used to design and construct mixed-use apartment buildings as an alternative to complying with the Olympia Building and Construction Regulations. Buildings complying with this chapter may be designed and constructed so that the first story and/or the second story of a structure are constructed of Type IA Construction, and the remaining stories of Type VA construction. Please see OMC 16.05 for code alternative details.

Site Details

Utilities

Utilities are available to most sites in Downtown.

Environmental and Geotechnical Findings

- Environmental Investigation: A Phase I Environmental Characterization has been completed for the site and is available for review.
- Flood: Review the FEMA Flood Insurance Rate Map for Downtown Olympia for flood zone information. Sea level rise issues will be addressed through the development review process and will require flood proofing of the building.

Site Control

The City of Olympia acquired the former Griswold site through a negotiated purchase on or about June 1, 2016 for \$300,000. The City has clear title to the property.

Design Review

The RFP offers an opportunity to develop an attractive building in Olympia's historic Downtown area and will be subject to the City's design review regulations including OMC Sections 18.100, 105, 110 and 120 as well as Chapter 18.16 Pedestrian Street Overlay District. The City anticipates that this project will set a high standard for all future development through the use of high quality durable materials, timeless design principles and sensitivity to the context of Olympia's Downtown. Designs that respect the historic nature of Downtown will be more successful in the design review process and are encouraged.

Heritage Register

The subject property is of historic interest in that it once housed a movie theater. The property is not on the historic register or within a historic district.

Appraisal Information

The City has an appraisal of the former Griswold property conducted in 2015. This information will be made available to interested parties upon request.

City Incentives and Programs

The City may offer one or more of the following incentives to the selected developer depending on the benefit to the community from the proposed redevelopment project, the project's ability to meet requirements for eligible programs, and the results of negotiation of a comprehensive development agreement:

- Negotiable terms for sale of the property;
- Residential property tax exemption (See OMC Chapter 5.86 for exemption requirements);
- Priority permitting;
- Loans through the City's Section 108 and Grow Olympia Fund Loan Programs;
- Infrastructure and frontage improvements;
- Remediation of contaminated soil;
- Demolition of existing structures;
- Public finance technical assistance through the NDC;
- Potential to lease nearby city-owned parking.

Proposal Requirements and Preferences

Details on the development requirements and objectives are provided earlier in this RFP. In summary: the City is interested in entertaining project proposals that will result in a near-term redevelopment project that is market feasible, attractive and impactful. The most desirable project will be a mixed-use building and ideally will include market rate housing. The project design is an important aspect of the selection process; however, the City recognizes that market viability is equally important. The City anticipates negotiating a development agreement or other legal instrument with the selected partner that will contractually establish the sale of the property, project design, project timeline and any specific terms for the City's involvement in the project.

Requirements for Proposal Responses

1. Identify and describe the developer, including developer's name, corporation name (if applicable) or business name, addresses, telephone numbers, fax numbers, e-mail addresses, and the name of the primary project contact.
2. Identify each person or entity involved with the project team, including development partners, technical partners (architects, engineers, others), and briefly describe their respective roles, including:
 - Information regarding the team member's experience and qualifications.
 - Resume of key team members.
3. Demonstrate financial capacity of developer and development partners, including guarantors.
4. Describe the developer's relevant project experience for up to 5 projects. The City is most interested in current or recently completed projects in similar markets. Projects described must illustrate the developer's experience with construction projects similar in scope and size to the proposed project. The City is particularly interested in assessing the developer's experience in participating with public/private partnerships. Submit photos or drawings and the following information, for projects used to demonstrate experience:
 - Project name and location
 - Description or renderings of project size and scope, including the number of units and unit type (e.g., 20 studios; 25 1-bdrm) along with square footage costs for apartments, condos, and retail.
 - Approach to project financing including sources and uses tables (1: uses: breakdown of total project costs into hard and soft costs, developer fees, etc. and 2: sources of funds, amount of debt, equity, and public participation, etc.)
 - Date project conception, date project started construction and date construction completed.
 - Challenges and obstacles addressed during the development and construction process.
 - Other types of public financial participation (provide your capital stack).
 - Name of the developer's project manager and contact information.
 - Name of the architect and contact information.
 - Name of the construction manager or general contractor and contact information.
 - Contact name and information of the primary public official who worked with the developer on the project.
5. Briefly describe experience or strategy for marketing and managing urban redevelopment projects including approaches to public participation.
6. In this proposal, please provide your best thinking, in narrative form, about your initial concepts for each of the following:
 - The anticipated target market for the project.
 - Expected mix of uses (residential market rate and mixed income, if any) and retail including an estimate of the approximate amount of square footage for each component and the number of units and stories anticipated.
 - Floor plans showing the location of key project elements.
 - Building elevations showing general building design.
 - Preliminary description of possible project financing including sources and uses tables (1: uses: breakdown of total estimated project costs into hard and soft costs for each use type, developer fees, etc. and 2: sources of funds, amount of debt, equity, and public participation, etc.)
 - Proposed development schedule outlining the developer's anticipated project timeline and key milestones such as due diligence period, execution of a development agreement, construction, and occupancy.

Evaluation and Selection

Evaluation Criteria

Evaluation of RFP responses will be based upon the following:

1. Developer Experience:
 - Success in developing similar urban redevelopment projects
 - Quality of representative projects
 - Qualifications of project team and key project managers
 - Financial capacity
 - Experience in partnering with the public sector in redevelopment projects
2. Proposal Requirements and Preferences:
 - Degree to which the preliminary development concept and site design meets the RFP requirements and preferences
 - Demonstrated market viability
 - Project timing and commitment to move forward
 - Sustainable and resource-efficient standards that may include design, construction, renovation and demolition are preferred
 - Innovative and creative design elements are encouraged

Public process will be required as part of the consideration of the development agreement and project approval.

The City anticipates entering into exclusive negotiations with a developer following the initial screening and evaluation process and will result in a development agreement. All projects will be reviewed and approved through the City's normal development review processes.

General Provisions and Conditions

The City reserves the right to:

- Reject any and all responses
- Negotiate with more than one redevelopment partner
- Waive minor irregularities in a response
- Cancel, revise, or extend this solicitation
- Request additional information on any response beyond that required by this RFP
- Modify the selection process set forth in this RFP upon written notification to all respondents who have not been rejected at the time of modification

Selection

The City of Olympia shall have the final decision on the developer selection and whether to move forward with a selected team or not. The City will use a selection committee consisting of the Community Planning and Development Director, Economic Development Director, Chair of the Community and Economic Revitalization Committee and members of the consultant team. This team will review proposals, conduct interviews with respondents and make a recommendation to the City Council.

Pre-Submission Conference

One pre-submission conference will be offered on August 5 at 1:30 p.m. in Council Chambers at the Olympia City Hall 601 4th Avenue East, Olympia, Washington. The purpose of the conference is to answer questions about the proposed site. Attendance by a representative of each proposer is encouraged but not mandatory. A walking tour of Downtown and site will be conducted following this session. Please contact Keith Stahley (360) 753-8227 or kstahley@ci.olympia.wa.us for directions or questions.

Submission Requirements and Schedule

Interested developers must submit 1 paper copy of the response to the RFP, including a letter of interest outlining response requirements and preferences and 1 electronic copy. Limit the responses to no more than 20 pages. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFP.

The City reserves the right to modify the timeline and to issue addenda to this document.

RFP Action	Approximate Completion
Issue Request For Proposals	July 22, 2016
Pre-Submission Conference and Tour	August 5, 2016
Release of RFP Addendum <i>(if necessary)</i>	August 26, 2016
RFP Responses Due	September 23, 2016
Preliminary Consideration by City Council	November 1, 2016
City Council Review and Approve Development Agreement	December 6, 2016

Selected developer may be invited to give a presentation on all aspects of the proposal, including design concepts, development cost, financial capacity/lender commitments, terms of site acquisition, and implementation schedule to Community and Economic Revitalization Committee and/or the City Council.

Exhibits

Exhibit A: Phase 1 Environmental Characterization

Exhibit B: Appraisal

Contact Information

Renée Sunde

Economic Development Director

360.753.8591 | cra@ci.olympia.wa.us

To obtain an electronic copy of this information please email cra@ci.olympia.wa.us.