



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, May 15, 2018**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**2.A** [18-0475](#) Special Recognition - National Police Week

**2.B** [18-0222](#) Special Recognition - Proclamation Recognizing Puget Sound Starts Here Month

Attachments: [Proclamation](#)

[Puget Sound Starts Here Website](#)

[Stream Team Facebook Page](#)

[Stormwater Guru Video - Puget Sound Starts Here](#)

[Coaster Images](#)

[Comcast Data](#)

**2.C** [18-0286](#) Special Recognition - Proclamation Recognizing Bicycle Commuter Month

Attachments: [Proclamation](#)

**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**     [18-0489](#)     Approval of April 17, 2018 Study Session Meeting Minutes  
*Attachments:*     [Minutes](#)
- 4.B**     [18-0488](#)     Approval of April 17, 2018 City Council Meeting Minutes  
*Attachments:*     [Minutes](#)
- 4.C**     [18-0490](#)     Approval of April 24, 2018 Study Session Meeting Minutes  
*Attachments:*     [Minutes](#)
- 4.E**     [18-0491](#)     Bills and Payroll Certification  
*Attachments:*     [Bills and Payroll](#)
- 4.F**     [18-0444](#)     Approval of Seasonal Ice Rink on Isthmus Park Properties  
*Attachments:*     [Estimated Budget](#)
- 4.G**     [18-0432](#)     Approval of a Resolution to Reject All Bids for Woodruff Park Sprayground Project  
*Attachments:*     [Resolution](#)
- 4.H**     [18-0429](#)     Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the Kaiser Woods Acquisition Project  
*Attachments:*     [Resolution](#)  
   [Kaiser Woods Acquisition Grant Agreement](#)
- 4.I**     [18-0434](#)     Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the LBA Woods Morse-Merryman Acquisition Project  
*Attachments:*     [Resolution](#)  
   [LBA Woods Morse Merryman Grant Agreement](#)
- 4.J**     [18-0435](#)     Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the West Bay Woods Acquisition Project  
*Attachments:*     [Resolution](#)  
   [West Bay Woods Acquisition Grant Agreement](#)
- 4.K**     [18-0476](#)     Approval of a Resolution Authorizing an Amendment to the Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid

**Attachments:** [Resolution](#)  
[Agreement](#)

#### 4. SECOND READINGS (Ordinances) - None

##### 4. FIRST READINGS (Ordinances)

4.L [18-0255](#) Approval of an Ordinance Amending 2016 Parks General Obligation Bond Anticipation Note

**Attachments:** [Ordinance](#)  
[Ordinance No. 7012](#)

4.M [18-0453](#) Approval of an Ordinance Appropriating 2017 Year End Funds

**Attachments:** [Ordinance](#)  
[Year-End Fund Balance and Critical Needs Status](#)

#### 5. PUBLIC HEARING - None

#### 6. OTHER BUSINESS

6.A [18-0143](#) Downtown Street Improvement Projects Next Steps

**Attachments:** [Contract Amendment](#)  
[Link to Downtown Street Improvement Projects](#)

6.B [18-0499](#) Approval of a Resolution Establishing Immediate Action Items to Address Homelessness in Olympia

**Attachments:** [Resolution](#)  
[Amended Resolution](#)

4.D [18-0486](#) Approval of May 8, 2018 City Council Special Meeting to Discuss Homelessness & Housing Meeting Minutes

**Attachments:** [Minutes](#)

#### 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. EXECUTIVE SESSION

**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 - National Police Week

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 2.A  
**File Number:** 18-0475

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

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**Title**

Special Recognition - National Police Week

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Recognize the Olympia Police Department Police and Corrections Officers

**Report**

**Issue:**

Whether to recognize National Police Week and the City of Olympia Police and Corrections Officers.

**Staff Contact:**

Ronnie Roberts, Chief of Police, 360.753.8417

**Presenter(s):**

Ronnie Roberts, Chief of Police

**Background and Analysis:**

In 1962, President John Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week. President Kennedy stated in his proclamation:

“I invite State and local governments, patriotic, civic, and educational organizations, and the people of the United States generally, to observe Peace Officers Memorial Day and Police Week in this year and each succeeding year with appropriate ceremonies in which all our people may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.”

The Olympia Police Department Police and Corrections Officers exemplify the law enforcement profession and serve their community each day with compassion, professionalism, and integrity.

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

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**Attachments:**

None



## City Council

### Special Recognition - Proclamation Recognizing Puget Sound Starts Here Month

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 2.B  
**File Number:** 18-0222

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

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#### **Title**

Special Recognition - Proclamation Recognizing Puget Sound Starts Here Month

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Proclaim the month of May as *Puget Sound Starts Here* month.

#### **Report**

##### **Issue:**

Whether to recognize Puget Sound Starts Here month outreach activities, May 1-31, 2018.

##### **Staff Contact:**

Susan McCleary, Senior Outreach Specialist, Public Works Water Resources, 360.570.3794

##### **Presenters:**

Susan McCleary

Jeremy Graham, Surface Water Quality Planner, Public Works Water Resources

##### **Background and Analysis:**

The *Puget Sound Starts Here* campaign began in 2009. The campaign connects more than 750 organizations across the Puget Sound region's 12 counties. It raises awareness of stormwater pollution in order to protect and improve the health of Puget Sound.

"Here" is where each of us live, work and play. It's our backyards, driveways, neighborhoods, homes and businesses. Pollutants from fertilizer, spills, oil leaks, pet waste and pesticides enter stormwater, which eventually flows to the Sound. As a campaign partner, the City of Olympia asks residents to participate in simple actions to reduce their individual and cumulative impacts on Puget Sound.

##### **Outreach Activities:**

- In collaboration with our local Stream Team partners, City staff developed a month long outreach campaign. The campaign highlights actions such as pet waste pick-up, fixing car

leaks, natural lawn care and using commercial car washes. Beginning in May, the Stream Team Facebook page features a raffle, events and activities to promote *Puget Sound Starts Here*.

- Olympia collaborated with 35 Puget Sound area jurisdictions to kick off a new commercial ad series with Comcast Spotlight. The series is comprised of three commercials each targeting a different stormwater pollution prevention best management practice (BMP): car leaks, pet waste and garden chemicals. The commercials will air from May 21<sup>st</sup> through mid-July. The commercials are estimated to reach 1.5 million viewers in the Puget Sound region, with about 82,000 viewers in Thurston County. See attachment for demographics and specifics.
- Olympia staff distributed drink coasters to local restaurants to promote the campaign.
- City staff created a video featuring the Stormwater Guru. The video shows how citizens can help reduce stormwater pollution and keep Puget Sound clean. Staff will show the video during the City Council meeting.

**Neighborhood/Community Interests (if known):**

No known conflicting interests.

**Options:**

None

**Financial Impact:**

N/A

**Attachments:**

1. Proclamation
2. Website link: Puget Sound Starts Here
3. Link: Stream Team Facebook page
4. Link: Video for Stormwater Guru - Puget Sound Starts Here
5. Coaster images
6. Comcast data



## PROCLAMATION

*WHEREAS, Puget Sound is a vital part of our Northwest culture, quality of life, tribal treaty responsibilities, and legacy for future generations; and*

*WHEREAS, the City of Olympia continues to inspire its residents to support a healthy and vibrant Puget Sound and to protect our natural resources; and*

*WHEREAS, the City of Olympia promotes raising public awareness of stormwater pollution prevention in existing outreach programs and past successes; and*

*WHEREAS, cities can engage in collaborative efforts in their own communities, as well as regionally to become better environmental stewards; and*

*WHEREAS, more than 750 state and federal agencies, local governments, nonprofits, businesses and tribes are working together to raise awareness about how individual behavior impacts our waterways through the Puget Sound Starts Here campaign; and*

*WHEREAS, the Puget Sound Starts Here campaign is successfully working to connect Puget Sound residents with activities and opportunities to reduce their individual and cumulative impacts on Puget Sound; and*

*WHEREAS, “Here” is where each of us live, work, and play. It’s our backyards. Our driveways. Our neighborhoods. Our homes. Our businesses. Each of our small actions make a big difference; and*

*WHEREAS, in the month of May City of Olympia will continue to demonstrate its commitment to the environment by supporting Puget Sound Starts Here month and encourage all citizens to take action to improve the health of Puget Sound; and*

*NOW, THEREFORE, BE IT RESOLVED that the Olympia City Council hereby proclaim May 2018 as*

*Puget Sound Starts Here Month*

*SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 15th DAY OF MAY, 2018.*

*OLYMPIA CITY COUNCIL*


*Cheryl Selby  
Mayor*



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- [EVENTS](#)
- [FACTS](#)
- [TAKE ACTION](#)
- [CLASSROOM TOOLS](#)
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- 



Communities working together to protect Puget Sound.



**FACTS**  
what we know about Puget Sound



**TAKE ACTION**  
small changes add up to a big difference





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### Events Around The Sound

May 12  
[Auto Leak Workshop - Seattle - 05-12-18](#)  
[6000 16th Ave SW, Seattle, WA 98106, Seattle](#)


May 17  
[Nature's Scorecard mini-workshop](#)  
[online, Seattle](#)


May 24  
[Tacoma Rainiers Game with Puget Sound Starts Here](#)  
[2502 S Tyler St, Tacoma, WA 98405, Tacoma](#)

[Click to view active events](#)





Map data ©2018 Google

 Puget Sound Starts Here  
Like Page 10K likes

 Puget Sound Starts Here  
on Wednesday

Clean Water advocates plunged into the Sound to celebrate the new rule designating Puget Sound as a No Discharge Zone for vessel sewage whether treated or not.



**Puget Sound Starts Today Blog**

- [Celebrate May 'Puget Sound Starts Here Month' with small acts for clean water](#)
- [Test your Environmental Equity IQ!](#)
- [How to Make Your Own Rain Barrel](#)
- [Harmful Algae Blooms](#)
- [Holding a Car Wash Fundraiser? Please Think Again!](#)

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Stream Team of Thurston County  
@ThurstonStreamTeam

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Posts



Stream Team of Thurston County

2 hrs ·

10 billion bacteria live in just one pound of dog poop. Those bacteria attach to rain water that makes its way from your yard to the Puget Sound! Prevent those bacteria from entering our waterways, #BagItTrashIt in your yard at least weekly and on every walk.

Comment, Like, and Share a #BagItTrashIt post to be entered into a special drawing! This week's prize: a pooper scooper! Winners will be announced May 31st. #PugetSoundStartsHere #PSSH



Like

Comment

Shauna Alexander likes this.



Stream Team of Thurston County

May 9 at 2:01pm ·

Do you know how to do the Dog Doogity? Check out <http://www.scooppoop.org/> to learn this cool new move that all the kids are doing. Share a picture in the comments doing the dog doogity and you'll be entered in this week's drawing!

Comment, Like, and Share a #BagItTrashIt post to be entered into a special drawing! This week's prize: a pooper scooper! Winners will be announced May 31st. #PugetSoundStartsHere #PSSH

See more of Stream Team of Thurston County on Facebook

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Stream Team of Thurston County Education

Community

See All

1,299 people like this

1,298 people follow this

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360-438-2672

Contact Stream Team of Thurston County on Messenger

www.streamteam.info

Education

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1,299 likes

Related Pages



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Nonprofit Organization



Hawaii County Civil Defense Age...

Government Organization



City of Olympia - Government

City

Pages Liked by This Page



Thurston Conservation District

**Puget Sound Starts Here Environmental Fund**  
 The resource you are looking for has been removed, had its name changed, or is unavailable. System administrator has been notified.  
 SCOOPPOOP.ORG

 **Nisqually River Council**

WET Science Center likes this.

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 Facebook © 2018

**Photos**


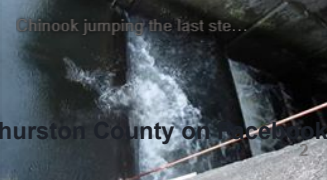





Car soap, dirt, and heavy metals from car washing are harmful to salmon and other wildlife

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**Videos**

See more of Stream Team of Thurston County on Facebook

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Posts

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**See more of Stream Team of Thurston County on Facebook**

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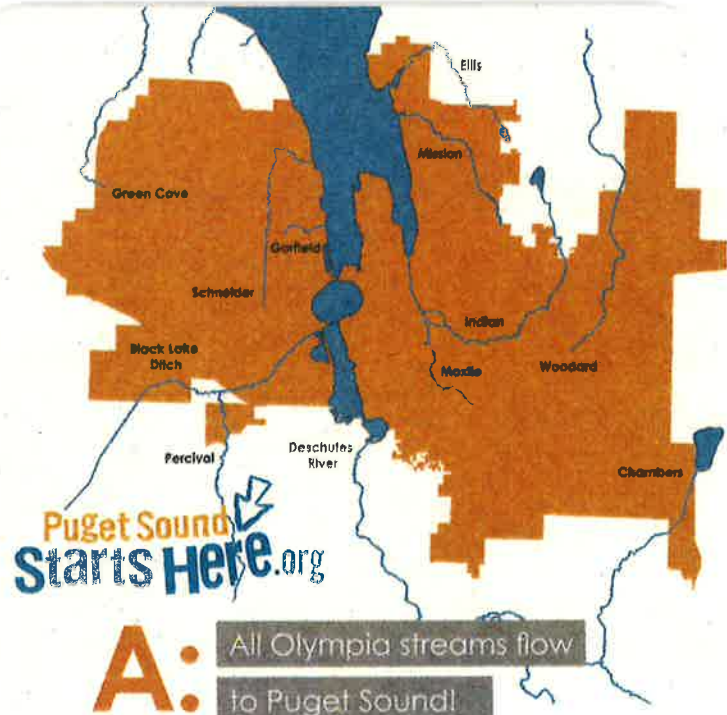
**Q:** What is a large source of fecal coliform bacteria in Puget Sound?



**A:** Pet Waste. Keep it out of our waterways! Bag it and trash it.



**Q:** Which Olympia streams flow to Puget Sound?



**A:** All Olympia streams flow to Puget Sound!





**Q:** What do you do if you see something spilled or dumped into a stormdrain?



Puget Sound Starts Here.org

**A:** Call Olympia's spill hotline: 360.753.8333



**Q:** How many quarts of oil do vehicles leak into Puget Sound each year?



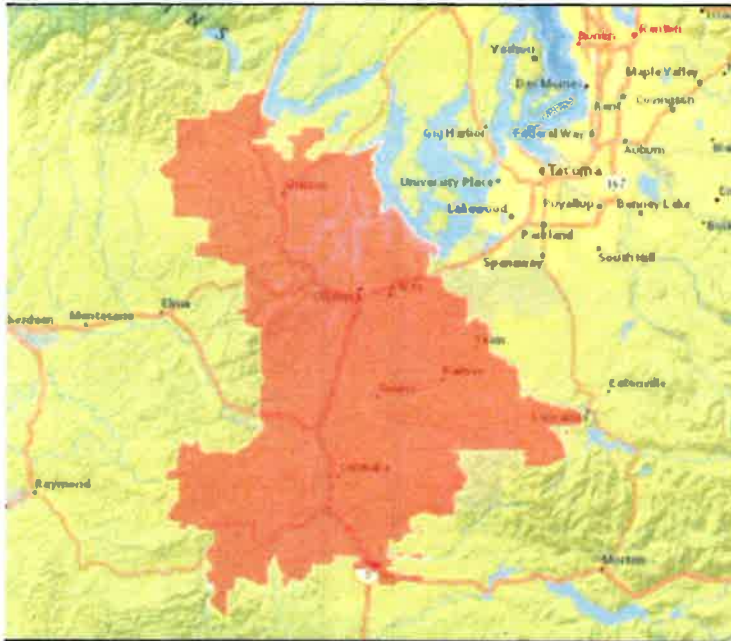
Puget Sound Starts Here.org

**A:** 7 million quarts of oil leak into Puget Sound each year!



# Thurston syscode 1916 TV & Online Advertising Area Profile

COMCAST  
SPOTLIGHT



## Communities Served

- Olympia
- Lacey
- Tumwater
- Centralia
- Chehalis
- Rainier
- Rochester
- Shelton
- Tenino
- Yelm

## Zip Codes Served

- 98501
- 98502
- 98503
- 98506
- 98512
- 98513
- 98516
- 98531
- 98532
- 98576
- 98579
- 98584
- 98589
- 98597

## Demographic Profile

### Age Groups

Persons 17 and under	22.6%
Adults 18-34	22.5%
Adults 35-54	26.4%
Adults 55+	28.5%

### Education

Attended/Graduated College/Post Graduate	57.3%
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### Marital Status

Single (Never Married)	28.1%
Married	48.5%
Divorced/Separated/Widowed	23.4%

### Household Income

\$30,000-\$49,999	18.5%
\$50,000-\$74,999	20.8%
\$75,000-\$99,999	15.0%
\$100,000+	21.8%

### Housing Units & Family Type

% Owner Occupied Units	59.3%
% of HH with Children	30.5%

### Race

White	83.7%
Asian	4.8%
Black/African American	2.5%
Other	9.1%

### Ethnicity

Hispanic	8.6%
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## Available Networks

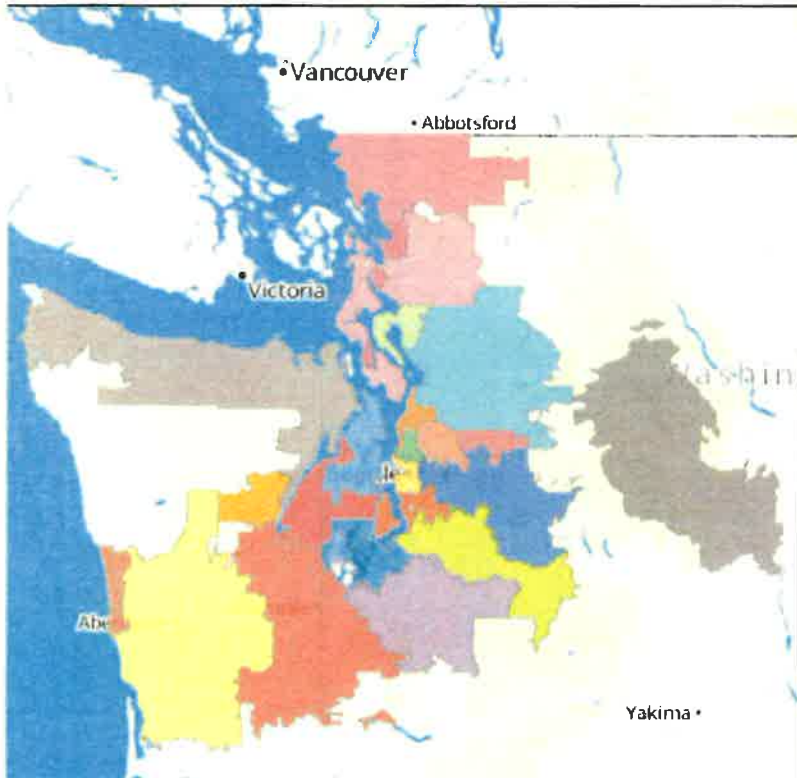


Source: 2014 American Community Survey, United States Census Bureau, 2014. Added to Rhiza for Media: 2016-09-30. Note: Marital Status Base = Adults 15+. Education Base = Adults 25+. Percentages may not add to 100% due to rounding.



# Seattle Interconnect

COMCAST  
SPOTLIGHT



- |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| Bellevue-Issaquah  | Kitsap                | S. Snohomish        |
| Burien/SeaTac      | La Conner             | Skagit              |
| Camano Island      | N. Snohomish          | South Seattle       |
| East Pierce        | North Seattle         | Tacoma              |
| Echo Lake          | Ocean Shores          | Thurston            |
| Federal Way/Auburn | Port Orchard          | Wenatchee           |
| Grays Harbor       | Port Townsend-Angeles | Whatcom             |
| Hood Canal         |                       | Woodinville-Redmond |

<b>Total DMA TV HHs</b>		<b>1,808,530</b>
<b>Comcast Interconnect HHs / % of TV HHs</b>		<b>1,402,930 / 77.6%</b>
Sys Code	Zone Name	Comcast HHs
5146	Bellevue-Issaquah	90,755
8473	Burien	75,636
9416	Camano Island*	9,395
9890	Click!*	19,106
8056	Downtown*	10,230
5276	East Pierce	92,259
9693	Echo Lake/Duvall	5,637
8474	Federal Way	93,266
1890	Grays Harbor	16,588
9706	Hood Canal	3,402
1914	Kitsap	34,159
9417	La Conner	6,368
5142	North Seattle	72,345
4832	North Snohomish	81,179
0408	Ocean Shores	2,719
9415	Port Townsend-Angeles	14,719
9418	Port Orchard	26,724
5147	Redmond-Woodinville	67,139
2410	Skagit	33,373
5144	South Seattle	83,464
6514	South Snohomish	77,300
3560	Tacoma	97,046
1916	Thurston	81,874
8007	Wenatchee	10,860
1917	Whatcom	49,659
6156	Comcast Interconnect	1,402,930
I+ Homes	Satellite - DISH	96,357
<b>Total Interconnect Plus</b>		<b>1,499,287</b>



I+ Households:  
**1,499,287**

I+ Market Penetration:  
**82.9%**

**Turnkeys**

\*Camano Island, Click!, and Downtown zones are overbuilds and not shown on map due to duplicated coverage. Contact your Comcast representative for details.

Source: Nielsen FF Interconnect universe estimates (Includes DirecTV), Seattle-Tacoma, May 2017.

Dish DVR Subscribers, Q3 2017.

**DISCLOSURES:** The number of subscribing homes receiving advertisements on any cable network is an estimate and may vary by geographic areas and other factors. Any statement of (1) the number of subscribing homes receiving an advertisement and (2) audience estimates are based either on the NCC methodology which utilizes either Nielsen carriage & insertion Universe Estimates or adjusts internal carriage/insertion sub counts by the Nielsen full footprint interconnect Universe Estimate. Zone estimates are generated by using Nielsen Interconnect Universe Estimates, adjusted on a pro rata basis by internal subscriber counts by zone. Estimates may contain impressions outside the home DMA. The number of homes capable of accessing VOD and interactive TV advertising content is an estimate and may vary by the number of homes actually subscribing to digital cable service and other factors. Current Nielsen audience reporting methodology does not provide the ability to adjust audience estimates for HD simulcast programming for non-insertion. The company may not have the capability to insert on HD simulcast networks or to enable interactive overlays on HD simulcast networks. For more information please contact your Advertising Sales Executive.



## City Council

### Special Recognition - Proclamation Recognizing Bicycle Commuter Month

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 2.C  
**File Number:** 18-0286

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

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#### **Title**

Special Recognition - Proclamation Recognizing Bicycle Commuter Month

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee

##### **City Manager Recommendation:**

Proclaim May as Bicycle Commuter Month

#### **Report**

##### **Issue:**

Whether to proclaim May as Bicycle Commuter Month

##### **Staff Contact:**

Michelle Swanson, AICP, Senior Program Specialist, Transportation, Public Works, 360.753.8575.

##### **Presenter(s):**

Duncan Green, Intercity Transit, Bicycle Commuter Challenge Coordinator

##### **Background and Analysis:**

The 31<sup>st</sup> Annual Thurston County Bicycle Commuter Challenge (BCC) happens in May. Duncan Green from Intercity Transit, which runs the BCC, will be on hand to receive the proclamation.

Last year, 1,600 people in Thurston County took part in the BCC, counting their practical trips taken by bicycle. They biked a total of 93,328 miles to places like stores, work, school, or to run errands. This prevented about 46 tons of greenhouse gases from entering the atmosphere, reduced wear and tear on our streets, and prevented toxins from going into the water.

Among those people were 46 City employees and family members, who rode a total of 2,213 miles and prevented about a ton of greenhouse gas emissions.

This year, the City is working on a Transportation Master Plan, which will help identify and prioritize projects to make it easier for people to get around on a bicycle in Olympia.

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

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**Attachments:**  
Proclamation

**PROCLAMATION**

*WHEREAS, transportation accounts for about a third of the energy use in Thurston County, and about half of CO2 emissions from fossil fuel; and*

*WHEREAS, the City has a goal to reduce greenhouse gas emissions; and*

*WHEREAS, bicycling is one of the cleanest and most energy-efficient forms of transportation; and*

*WHEREAS, bicycling is a mode of transportation well suited to small cities like Olympia, where many of our trips are short; and*

*WHEREAS, bicycle commuting can help reduce congestion and offset costly transportation system expansion; and*

*WHEREAS, bicycle commuting makes people healthier, more productive, and reduces chronic diseases through physical activity, and*

*WHEREAS, the City of Olympia has an extensive bicycle network which includes a Bike Corridor, 32 miles of bicycle lanes, and 10 miles of the regional trail system within City limits, and*

*WHEREAS, the City of Olympia continues to expand the bicycle network, and*

*WHEREAS, Intercity Transit, with many sponsors including the Capital Bicycling Club and 48 local and regional businesses, is hosting the 30th Annual Bicycle Commuter Contest during the month of May 2018.*

*NOW, THEREFORE, BE IT RESOLVED that in recognition of the 48<sup>th</sup> Earth Day and the 61<sup>st</sup> National Bike Month, the Olympia City Council hereby proclaims the month of May 2018 as*

***“BICYCLE COMMUTER MONTH”***

*in the City of Olympia and encourages all citizens to ride their bikes to work, school and on their errands during the month of May, and throughout the year.*

*SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 15<sup>h</sup> DAY OF May, 2018.*  
**OLYMPIA CITY COUNCIL**

*Cheryl Selby*  
**Mayor**



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

## City Council

### Approval of April 17, 2018 Study Session Meeting Minutes

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.A  
**File Number:** 18-0489

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

---

**Title**

Approval of April 17, 2018 Study Session Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, April 17, 2018**

**5:30 PM**

**Council Chambers**

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### Study Session

#### 1. ROLL CALL

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

#### 2. BUSINESS ITEM

##### 2.A [18-0382](#) Artesian Commons Update

Director of Parks, Arts and Recreation Paul Simmons presented an update on the Artesian Commons. He shared the history of the park.

Mr. Simmons gave an overview of the Artesian Leadership Committee which was formed in April 2015 to provide ongoing feedback and guidance for the operation and development of the park. He shared park improvements that have occurred over the years.

Mr. Simmons noted in 2017 there were increased behavior challenges and he shared some statistics related to illegal behaviors at the park. He shared some of the impacts of managing the Artesian Commons to other areas of the parks system and to Downtown. He shared some positive changes that will be implemented in 2018.

Mr. Simmons presented several policy questions to the City Council regarding the park.

Councilmembers asked clarifying questions and discussed the park further.

Councilmember Cooper stated that in 2012 a plan for the Park was set aside due to cost; this park included a skate park and other amenities. He would like that plan re-examined. He would also like the crime statistics shared in the context of statistics for all of downtown.

Mayor Pro Tem Jones noted the Artesian Commons has created programs and engaging activities for idle youth and he would like to maintain that function. He also emphasized the importance of the well and for the City to maintain it.



Councilmember Parshley would like to know what the effects of the Park is are to surrounding businesses. She would also like to know the impacts the expanded rangers and walking patrol and an update sometime midsummer.

Councilmember Bateman asked for staff to share feedback from past surveys with Councilmembers.

Councilmember Cooper asked for staff to review a timeline for when a downtown parks plan will be developed.

**The study session was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 6:33 p.m.



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

## City Council

### Approval of April 17, 2018 City Council Meeting Minutes

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.B  
**File Number:** 18-0488

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

---

**Title**

Approval of April 17, 2018 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, April 17, 2018**

**7:00 PM**

**Council Chambers**

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### 1. ROLL CALL

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

### 1.A ANNOUNCEMENTS

Mayor Selby noted the Council met earlier in a Study Session. The Mayor discussed several requests for a Proclamation declaring May 5, 2018 as Day of Awareness for Missing and Murdered Native Americans. She requested the separate groups who submitted requests collaborate and present a single one.

### 1.B APPROVAL OF AGENDA

**The agenda was approved.**

### 2. SPECIAL RECOGNITION

#### 2.A [18-0397](#) Special Recognition - Proclamation Recognizing Child Abuse Prevention and Awareness Month

Councilmember Gilman read a proclamation regarding Child Abuse Prevention and Awareness Month. Board Member of Family Education of Support Services Bob Partlow spoke to the epidemic of child abuse.

**The recognition was received.**

#### 2.B [18-0387](#) Special Recognition - Proclamation Recognizing Earth Month

Councilmember Rollins read a proclamation recognizing Earth Month. David Sederberg shared comments regarding Earth Month.

**The recognition was received.**

#### 2.C [18-0389](#) Special Recognition - Introduction of New OPD Program Managers Funded by Levy

Olympia Police Department Administrator Chandra Brady introduced new staff who are working in support of programs funded by the recently passed Public Safety Levy. Those staff are Outreach Services Coordinator Anne Larsen; Policy & Finance Coordinator

Gina Rogers; Community Policing Program Assistant Rebekah Ziesemer and Hiring & Training Program Assistant Sara Bradley.

**The recognition was received.**

### **3. PUBLIC COMMUNICATION**

The following people spoke: Bob Delastrada, Kaylee Shen, Emma Song, Jill Barnes, Plumb Thomas, Jeanette Lafoon, Sara Pete, Earthfeather Sovereign, Olivia Hart, Marianne Harvey and Jim Reeves.

#### **COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

Councilmember Cooper and Councilmember Bateman requested the City find ways to get young people involved in the forming of the Climate Action Plan. City Manager Steve Hall noted he will look into this.

### **4. CONSENT CALENDAR**

- 4.A**     [18-0391](#)            Approval of April 10, 2018 City Council Meeting Minutes

**The minutes were approved.**

- 4.B**     [18-0385](#)            Approval of an Appointment to the Arts Commission to Fill a Vacancy

**The decision was approved.**

- 4.C**     [18-0386](#)            Approval of 2018 Advisory Committee Work Plans

**The decision was approved.**

- 4.D**     [18-0289](#)            Approval of Resolutions Authorizing Five Grant Applications to the Recreation and Conservation Office (RCO)

**The resolution was approved.**

#### **4. SECOND READINGS (Ordinances)**

- 4.E**     [18-0325](#)            Approval of an Ordinance Creating a Fund for the Home Fund

**The ordinance was approved on second reading.**

- 4.F**     [18-0327](#)            Approval of an Ordinance Amending Ordinance 7118 (Operating Budget)

**The ordinance was approved on second reading.**

- 4.G**     [18-0329](#)            Approval of an Ordinance Amending Ordinance 7119 (Capital Budget)

**The ordinance was approved on second reading.**

- 4.H [18-0328](#) Approval of an Ordinance Amending Ordinance 7120 (Special Funds)

**The ordinance was approved on second reading.**

#### **4. FIRST READINGS (Ordinances)**

- 4.I [18-0375](#) Approval of an Ordinance Appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to Replace the Stage Rigging System - First and Final

**The ordinance was approved on first and final reading.**

#### **Approval of the Consent Agenda**

**Councilmember Parshley moved, seconded by Mayor Pro Tem Jones, to adopt the Consent Calendar. The motion carried by the following vote:**

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

#### **5. PUBLIC HEARING - none**

#### **6. OTHER BUSINESS**

- 6.A [18-0332](#) Approval of 2018 Neighborhood Matching Grant Proposals

Neighborhood Liaison Katie Pruitt presented a brief overview of the City's annual Neighborhood Matching Grant Program and information on each of the submitted proposals recommended for funding. She noted the Neighborhood Matching Grant Program has been in effect for nearly 20 years.

She discussed the many projects the program has supported over the years. Ms. Pruitt reviewed a map of recommended projects. She also shared the elements that make an application eligible for a matching grant.

Ms. Pruitt discussed the 2018 review team recommendations. Councilmember Gilman noted the review process was rigorous and the proposals were refined along the way. He noted staff help neighborhoods to shape realistic proposals.

Councilmembers asked clarifying questions.

**Mayor Selby moved, seconded by Mayor Pro Tem Jones, to approve Neighborhood Matching Grant (NMG) proposals as recommended by the Grant Proposal Review Team. The motion carried by the following vote:**

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

**7. CONTINUED PUBLIC COMMUNICATION**

**8. REPORTS AND REFERRALS**

**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on meetings and events attended. Councilmember Gilman discussed developing a referral regarding equal pay and bringing forward in the future.

**8.B CITY MANAGER'S REPORT AND REFERRALS**

The City Manager had no reports.

**9. ADJOURNMENT**

The meeting adjourned at 8:50 p.m.



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

## City Council

### Approval of April 24, 2018 Study Session Meeting Minutes

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.C  
**File Number:** 18-0490

---

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

---

**Title**

Approval of April 24, 2018 Study Session Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, April 24, 2018**

**5:30 PM**

**Council Chambers**

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### Study Session

#### 1. ROLL CALL

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

#### 2. BUSINESS ITEMS

##### 2.A [18-0419](#) Briefing on Olympia Municipal Community Court

Public Defense Coordinator Diane Whaley gave an overview of Community Court. Olympia's Community Court is one of 64 Community Courts in the State. The defendants are given an opportunity to connect with social service providers and are given conditions which are tailored to the individual for them to be successful. Social service providers are available immediately upon arraignment in order to get them stabilized.

Total funding to run Community Court for a year is \$125,000. This has been happening through a Federal grant from the Office of Court Innovation. This grant will run out at the end of the year. The program will be able to continue with funding from the recent Public Safety Levy. The funding will ensure the program continues and sustains providers, the provider building, the Community garden, and staffing.

Ms. Whaley also discussed the outreach being done to reach more participants. Judge Scott Ahlf gave an overview of the accomplishments of the Community Court. City Prosecutor Rocio Ferguson discussed several success stories that came out of Community Court.

Councilmembers asked clarifying questions.

**The study session was completed.**

##### 2.B [18-0405](#) Briefing on the 2018 Legislative Session

Olympia's Legislative Liaisons Jennifer Ziegler and Debora Munguia gave an overview of the 2018 Legislative Session. They shared the outcomes of the General Fund Operating, Capital and Transportation budgets.



They reviewed the outcomes of Olympia's legislative priorities for 2018 along with additional areas of interest.

Ms. Ziegler and Ms. Munguia shared a look ahead along with next steps regarding changes to the 2019 Legislature, delegation meetings and developing the 2019 agenda.

Councilmembers asked clarifying questions.

**The study session was completed.**

**2.C**     [18-0402](#)     Briefing on the West Bay Park Restoration and Master Plan

Habitat Planner Jesse Barham gave an overview of the 2016 West Bay Environmental Assessment.

The City of Olympia, Port of Olympia, and the Squaxin Island Tribe worked together to complete an assessment of environmental conditions and restoration opportunities along the entire West Bay shoreline.

Mr. Barham shared the existing conditions along the West Bay Shoreline and criteria used in the assessment. He discussed habitat and water quality opportunities including the Priest Point Park beach, salt marsh and mudflat.

Planning & Design Manager Laura Keehan gave an overview of the consultant team working on the project. She shared the overall schedule for the West Bay Restoration & Park Master Plan, noting the process is about halfway through. Ms. Keehan discussed the public outreach which has occurred regarding the project thus far, which includes a public workshop and a survey.

Ms. Keehan reviewed the alternative design recommendations. She noted the consultant team is recommending alternative 2 as it has a very high ecological benefit, community support and lower cost.

She outlined the next steps which include continuing discussion with the Squaxin Island Tribe, moving forward with a detailed design & completion of Master Plan, pursuing grants, updating the Parks Plan and Next Phase Construction.

Councilmembers asked clarifying questions.

**The study session was completed.**

**3. EXECUTIVE SESSION**

**3.A**     [18-0420](#)     Executive Session Pursuant to RCW 42.30.110(1)(i); Litigation and Potential Litigation

Mayor Selby recessed to Executive Session at 8:24 p.m. pursuant to RCW 42.30.110(1)(i) to discuss a matter related to potential litigation. Mayor Selby announced no

decisions will be made, the meeting is expected to last no longer than 1 hour, and the Council will adjourn immediately following the Executive Session. The City Attorney was present at the Executive Session.

**No decisions were made.**

#### **4. ADJOURNMENT**

The meeting adjourned at 9:20 p.m.



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

## City Council

### Approval of May 8, 2018 City Council Special Meeting to Discuss Homelessness & Housing Meeting Minutes

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.D  
**File Number:** 18-0486

---

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

---

**Title**

Approval of May 8, 2018 City Council Special Meeting to Discuss Homelessness & Housing Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Tuesday, May 8, 2018

5:30 PM

South Puget Sound Community  
College 2011 Mottman Road SW,  
Building 28 Room 111

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### Special Meeting to Discuss Homelessness & Housing

#### 1. ROLL CALL

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

#### 2. BUSINESS ITEM

##### 2.A [18-0437](#) Discussion Regarding Homelessness and Housing

President of South Puget Sound Community College President Tim Stokes and Board Chair Leonor R. Fuller welcomed the City Council to campus.

The session began with Facilitator Nancy Campbell reviewing the Council's Guiding Principles and Ground Rules for behavior and a review of the four levels of listening.

Principles and ground rules as established at January Council retreat are:

Principles:

We are committed to:

Effective working relationships with each other, the public the body, and to the process  
Meeting people where they are and to sharing our process  
Civil engagement by engaging in healthy conflict and being comfortable when we disagree  
Behaving with integrity

Operating Norms:

Do not embarrass each other  
No surprises  
Respond not react

Councilmembers broke into small groups to identify the problem they are trying to solve on this issue and why it is important to them.

**The issue of homelessness is important to members because:**

- All people deserve to feel safe
- Members want to help
- People want a solution
- We were raised to care for others
- If we don't address it, we perpetuate harm
- Our inaction erodes community
- We remember our country's history, i.e., the great depression
- More uncertainty in the future could make the problem worse
- We need to show our values
- "A harm to one is a harm to all"
- Frustrated that we are lagging in responding

After exploring the nature and importance of the problem, Council members identified strategies they believe or have seen work to address this issue.

**What the Council believes may work to address this issue includes:**

A coordinated entry that creates a continuum of care that includes case management services with a toolkit that includes needed services such as:

- Rapid rehousing
- Adequate shelter and day capacity
- Low barrier services
- Trauma informed and harm reduction strategies
- PIT (Prevention, Intervention and Treatment)
- Low barrier day center
- Safe places to camp
- Permanent supported housing

Regional Partnerships that distribute services

Building up the housing stock

A strategic plan that addresses emergent and long-term needs

A clear vision created with input from those affected, including the unhoused, front line workers and subject matter experts

Strong community partnerships

Strong leadership

Clear and transparent communication

A willingness to risk and to learn

Building more capacity and resources

**High Priority Action Items Include:**

- 1) Create a low barrier day center
- 2) Partner with the Community Care Center to:
  - Support strategies that have proven successful
  - Mitigate impact on businesses
  - Work to avoid scapegoating of the homeless
- 3) Create managed camping services that include cars and RVs that:
  - Are based on best practices for management
  - Include hygiene and storage services as well as trash cleanup

**Strategies to Address What we “Need to Know” include:**

Explore what the outcomes and metrics for the Community Care Center should be

Learn about issues that may help frame the principles for the strategic plan for homelessness and housing to include:

- Marginalization
- Anti-oppression
- Trauma informed care

Identify what we do not know to include:

- What is known not to work
- Review response plans of other cities
- Create a comprehensive list of current community services being provided to include capacity
- What other financial and community resources might exist

Explore options for how to most effectively engage homeless people on the streets

**Issues to be addressed in the Strategic Plan include:**

Convening a broad coalition of community members to advise the Council in the Strategic Planning process that include but is not limited to:

- Subject Matter Experts
- Front line workers
- Unhoused community members

Establish a vision and principles to guide the plan development

Develop a plan to establish a regional urban response plan to homelessness

Identify what can be done to remove barriers to creating more housing stock

Research the potential to create a detoxification center and respite beds for step down from hospitalization

Use the model of a Coordinated Entry approach to service delivery

Identify needed number and strategy for creating adequate overnight shelter beds

**Issues for Homelessness Coordinator to pursue:**

- Develop a rapid business plan to implement the high priority action items
- Establish a method for more direct reporting to the Council
- Create clear and transparent communication vehicles to keep the public informed of City efforts to address homelessness
- Arrange a joint meeting with the Community Care Center staff to discuss outcomes and metrics
- Arrange a meeting of the three adjoining cities and the county to discuss how to create a shared response to the issue of homelessness

**The study session was completed.**

**3. ADJOURNMENT**

The meeting adjourned at 9:30 p.m.



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

**City Council**  
**Bills and Payroll Certification**

**Agenda Date: 5/15/2018**  
**Agenda Item Number: 4.E**  
**File Number: 18-0491**

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

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**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 3/18/2018 3/24/2018  
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3698937 THROUGH 3699233  
 FOR OTHER ELECTRONIC PAYMENTS DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

DATED

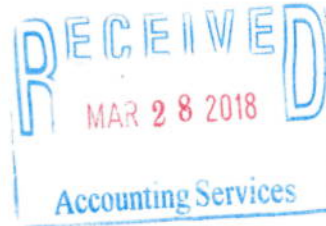
ADMINISTRATIVE SERVICES DIRECTOR

3/28/2018

*Robin L Sullivan*

TOTAL APPROVED FOR PAYMENT

FUND		
\$775,484.83	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$23,384.61	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$2,160.00	006	Development Fee Revenue
\$4,588.58	007	Parking Fund
\$392.80	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$416.96	025	WASHINGTON CENTER
\$67.37	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$51,751.70	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
\$160.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Band Fund 2016
\$92,381.91	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
\$81,026.85	401	WATER
\$13,427.70	402	SEWER
\$305,302.87	403	SOLID WASTE
\$3,578.35	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$5,278.94	434	STORM AND SURFACE WATER CIP
\$477,446.18	461	WATER CIP FUND
\$7,574.55	462	SEWER CIP FUND
\$2,415.12	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$27,750.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	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
<b>\$1,874,589.32</b>		<b>GRAND TOTAL FOR WEEK</b>



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 3/25/2018 3/31/2018  
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3699234 THROUGH 3699575  
 FOR OTHER ELECTRONIC PAYMENTS DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

DATED

4-3-2018

ADMINISTRATIVE SERVICES DIRECTOR

*Robert L. Sullivan*

TOTAL APPROVED FOR PAYMENT

FUND		
\$328,059.56	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$503.17	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$575.00	006	Development Fee Revenue
\$6,161.54	007	Parking Fund
\$2,005.56	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$536.48	025	WASHINGTON CENTER
\$245.09	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
\$2,000.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$80.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$32,559.62	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
\$45,195.29	401	WATER
\$13,811.82	402	SEWER
\$876.38	403	SOLID WASTE
\$7,471.97	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$12,450.80	434	STORM AND SURFACE WATER CIP
\$143,652.56	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$83,123.48	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$3,545.00	504	INS TRUST FUND
\$1,320.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$159,018.48	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

\$851,775.13 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 4/22/2018 THROUGH 4/28/2018  
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3700411 THROUGH 3700620  
 FOR OTHER ELECTRONIC PAYMENTS DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

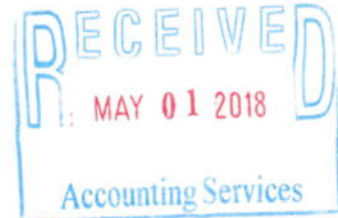
DATED

ADMINISTRATIVE SERVICES DIRECTOR

5-1-18

TOTAL APPROVED FOR PAYMENT  
FUND

\$255,695.51	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$0.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$815.00	006	Development Fee Revenue
\$8,060.21	007	Parking Fund
\$15,330.76	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$9.24	025	WASHINGTON CENTER
\$3,000.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$8,333.33	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$40.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Band Fund 2016
\$204,722.19	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
\$63,614.74	401	WATER
\$7,687.79	402	SEWER
\$6,691.46	403	SOLID WASTE
\$1,363.61	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$0.00	434	STORM AND SURFACE WATER CIP
\$150,650.39	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$37,713.87	501	EQUIPMENT RENTAL
\$46,812.29	502	C. R. EQUIPMENT RENTAL
\$17,939.81	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$680.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$20,652.00	720	SCHOOLS
<hr/>		
\$849,812.20	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 **4/15/2018** have been examined and are approved as recommended for payment.

<b>Employees Net Pay:</b>		<b>\$</b>	<b><u>1,461,902.57</u></b>
<b>Fire Pension Net Pay:</b>		<b>\$</b>	<b><u>-</u></b>
<b>Employer Share of Benefits:</b>		<b>\$</b>	<b><u>763,939.04</u></b>
<b>Employer Share of LEOFF I Police Post-Retirement Benefits:</b>		<b>\$</b>	<b><u>-</u></b>
<b>Employer Share of LEOFF I Fire Post-Retirement Benefits:</b>		<b>\$</b>	<b><u>-</u></b>
<b>TOTAL</b>		<b>\$</b>	<b><u><u>2,225,841.61</u></u></b>

<b>Payroll Check Numbers</b>	<u>91284</u>	<u>91287</u>	<b>Manual Checks</b>
<b>And</b>	<u>                    </u>	<u>                    </u>	<b>Fire Pension Checks</b>
<b>And</b>	<u>                    </u>	<u>                    </u>	<b>Manual Checks</b>
<b>And</b>	<u>91288</u>	<u>91329</u>	<b>Semi Payroll Checks</b>

and Direct Deposit transmission.

4.23.18  
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 **4/30/2018** have been examined and are approved as recommended for payment.

<b>Employees Net Pay:</b>	<u>\$ 1,460,549.64</u>
<b>Fire Pension Net Pay:</b>	<u>\$ 29,511.15</u>
<b>Employer Share of Benefits:</b>	<u>\$ 740,743.60</u>
<b>Employer Share of LEOFF I Police Post-Retirement Benefits:</b>	<u>\$ -</u>
<b>Employer Share of LEOFF I Fire Post-Retirement Benefits:</b>	<u>\$ -</u>
<b>TOTAL</b>	<u><u>\$ 2,230,804.39</u></u>

<b>Payroll Check Numbers</b>	<u>                    </u>	<u>                    </u>	<b>Manual Checks</b>
<b>And</b>	<u>91330</u>	<u>91335</u>	<b>Fire Pension Checks</b>
<b>And</b>	<u>                    </u>	<u>                    </u>	<b>Manual Checks</b>
<b>And</b>	<u>91336</u>	<u>91360</u>	<b>Semi Payroll Checks</b>

and Direct Deposit transmission.

5-4-18  
DATE

  
ADMINISTRATIVE SERVICES DIRECTOR



## City Council

### Approval of Seasonal Ice Rink on Isthmus Park Properties

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.F  
**File Number:** 18-0444

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

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**Title**

Approval of Seasonal Ice Rink on Isthmus Park Properties

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Authorize staff to move forward with the development of the seasonal ice rink and authorize the City Manager to sign the contract with Ice Rink Events once approved by the City Legal Department..

**Report**

**Issue:**

Whether to authorize staff to proceed with the development of a seasonal ice rink on the City-owned park space (Isthmus property) between the middle of November and early January.

**Staff Contact:**

Scott River, Associate Director, Parks, Arts and Recreation; 360.753.8506

**Presenter(s):**

None - Consent Calendar Item.

**Background and Analysis:**

The Olympia Parks, Arts and Recreation Department has been exploring the concept of hosting a seasonal ice rink on the isthmus property since demolition of the previous buildings. Timing has not worked out due to several factors until this year. With the renovated property and regular positive feedback from downtown and regional partners, 2018 feels like the right time to move this from idea to reality. Department staff are regularly exploring opportunities to activate this new space and this activity seems like a promising opportunity during an otherwise challenging time of the year (mainly due to weather exposure).

The plan is to contract with Ice Rink Events to install and manage the day-to-day operations of a seasonal ice rink between November 16, 2018 and January 6, 2019. An additional installation and removal window will be required on each side of those dates, approximately nine days apiece. Ice

Rink Events hosts sites throughout the United States and specifically, in Washington, hosts the seasonal rinks in Bellevue and Pt. Ruston/Tacoma. Ice Rink Events will be responsible for a turnkey operation while the City will be responsible for generating sponsorships, generating activities, marketing, permits and security. The City would receive all gate admissions (minus required taxes), a percentage of on-site retail sales, and any sponsorships procured.

Department staff have met with the Olympia Downtown Alliance, Experience Olympia (VCB), and the Thurston Economic Development Council. All have expressed their support of the initiative and staff has had very preliminary discussions related to potential partnerships to enhance the experience for everyone.

**Neighborhood/Community Interests (if known):**

Olympia Downtown Alliance  
Experience Olympia (Visitor and Convention Bureau)  
Economic Development Council

**Options:**

Option 1: Authorize staff to move forward with the development of the seasonal ice rink and authorize the City Manager to sign the contract with Ice Rink Events once approved by the City Legal Department.

Option 2: Request additional information prior to authorizing staff to move forward. Depending on the type of information needed and time required to secure it, this could delay the initial season to 2019.

Option 3: Do not authorize staff to move forward with the development of a seasonal ice rink. This option will end the effort and require staff to consider other ideas to activate the park property in the proposed location.

**Financial Impact:**

The estimated budget for this initiative totals \$364,264. The department will use a combination of admission fees, sponsorships, and available department funds to cover the cost of this event. As a first year program, we project a subsidy of nearly 60% will be required. As part of the funding strategy, the department will be proposing to move up to \$125,000 of Municipal Park District funds from the Capital Budget to the Operating Budget. This would require a delay in the upper loop shelter renovations at Priest Point Park. No other projects will be impacted in 2018. In future years, the department would establish a goal to reduce the required subsidy by 15% each year, through year three. At that time a reassessment of progress would be done. During the second and third years, the department would not enter into a formal agreement with the vendor until a fiscal review of the previous year and the current economic status of the City had also been completed.

See attached table for the estimated budget summary.

**Attachments:**

Estimated Budget

<b>SEASONAL ICE RINK - PRELIMINARY BUDGET</b>	
<b>EXPENSES</b>	
<b>Ice Rink Events Contract</b>	
Equipment & Install	\$ 122,420.00
Tent Pavilion/Stage Decking	\$ 82,200.00
Turnkey Operation & Management	\$ 92,600.00
<b>SUB TOTAL</b>	<b>\$ 297,220.00</b>
<b>OPARD Additional Costs</b>	
Utilities & Permits	\$ 26,834.00
Safety & Security	\$ 14,500.00
Operational Equipment & Supplies	\$ 8,000.00
Marketing & Sponsors	\$ 6,500.00
Taxes & Credit Cards	\$ 11,210.00
<b>SUB TOTAL</b>	<b>\$ 67,044.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 364,264.00</b>
<b>REVENUES</b>	
Gate Admissions (9,500 X \$10 - credit card %)	\$ 90,000.00
Sponsorships	\$ 60,000.00
Sock/Mitten/lessons sales (15% gross)	\$ 150.00
Food Vendors sales	\$ 375.00
Current Budget Capacity	\$ 24,000.00
Capital Budget Transfer	\$ 125,000.00
Department Revenue Setasides	\$ 67,400.00
<b>TOTAL REVENUES</b>	<b>\$ 366,925.00</b>





## City Council

### Approval of a Resolution to Reject All Bids for Woodruff Park Sprayground Project

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.G  
**File Number:** 18-0432

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

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#### **Title**

Approval of a Resolution to Reject All Bids for Woodruff Park Sprayground Project

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to reject the one bid receive and authorize the Mayor to sign the resolution rejecting all bids for the Woodruff Park Sprayground Project.

#### **Report**

##### **Issue:**

Whether to reject all bids received for the Woodruff Park Sprayground Park project.

##### **Staff Contact:**

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

##### **Presenter(s):**

None

#### **Background and Analysis:**

The City identified the need for spraygrounds (water play features) in the 2016 Parks Plan. In 2016, the City Council authorized staff to apply for a Recreation & Conservation Office matching grant to help fund a new sprayground at Woodruff Park. The City received the grant award with the passage of the capital budget by the State Legislature, in March of this year.

The project includes a new sprayground, water treatment for the sprayground, new shelter, remodeling of the existing restrooms to meet ADA and other miscellaneous site improvements. Sprayground water will be treated and recirculated.

Bids were opened on April 17<sup>th</sup> at 10 AM. One bid was received. That bid was for \$940,445, which is 42% above the engineer's estimate of \$664,256. Staff reviewed available funds, the bid, the engineers estimate and talked with contractors that were on the registered bidders list. Staff

recommends rejecting the one bid received based upon insufficient project funds. Staff will review the project scope and budget and will make revisions as needed. We intend to rebid the project in the fall, with the goal of an operational sprayground June 2019.

**Neighborhood/Community Interests (if known):**

During the grant application process in 2016, staff held a public meeting to discuss the project. The Northwest Neighborhood Association, as well as other groups, provided letters of support for the sprayground. In addition, the Parks and Recreation Advisory Committee has written a letter to the granting agency in support of the project. The City conducted an online survey with three sprayground layouts and received over 700 responses for Option C, which is the basis of design for this project.

**Options:**

1. Reject all bids and authorize the Mayor sign the resolution rejecting all bids. Staff will make revisions to the project and rebid in the fall.
2. Do not reject the low bid, direct staff allocate additional funds to allow award of the project and direct staff to prepare a resolution to award for the Mayor's signature. This direction would allow a sprayground to be available for a small portion of the summer, likely sometime in August.

**Financial Impact:**

Rejection of all bids requires no additional funds at this time. If Council directs staff to allocate additional funds to award the contract, an additional \$224,000 would be necessary to award the project.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA,  
WASHINGTON, REJECTING ALL BIDS FOR THE WOODRUFF PARK  
SPRAYGROUND PROJECT NO. 1633H**

**WHEREAS**, the engineer's estimate to complete the Woodruff Park Sprayground Project No. 1633H was \$664,256.00; and

**WHEREAS**, the lowest responsive and responsible bid submitted on the project was \$940,445, which is \$276,189 (42%) above the engineer's estimate; and

**WHEREAS**, Olympia Municipal Code Section (OMC) 3.16.110 precludes award unless funds in the amount of 110 % of the bid are available; and

**WHEREAS**, the City is authorized to reject all bids pursuant to RCW 35.23.352, as well as the City's reservation of rights in its advertisement calling for bids; and

**WHEREAS**, City staff recommends rejection of all bids, allowing staff to re-bid the project later in the year when contractors are more available, which may result in more reasonable bids on the project;

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

**Section 1.** The lowest bid received for construction of the Woodruff Park Sprayground project # 1633H was \$940,445, which is \$276,189 (42%) above the engineer's estimate.

**Section 2.** There are insufficient funds to support award as required by OMC 3.16.110, which provides that no public works contract award will be made on projects over \$300,000 unless funds in the amount of 110% of the bid are available; therefore, all bids for the project are rejected as authorized by RCW 35.23.352.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY



## City Council

### Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the Kaiser Woods Acquisition Project

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.H  
**File Number:** 18-0429

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

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#### Title

Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the Kaiser Woods Acquisition Project

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee

##### City Manager Recommendation:

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the Kaiser Woods acquisition reimbursement, in the amount of \$516,170, and authorize the City Manager to execute the agreement.

#### Report

##### Issue:

Whether to accept the grant agreement terms and conditions for the Kaiser Woods Acquisition project with RCO

##### Staff Contact:

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

##### Presenter(s):

None - Consent Calendar item.

##### Background and Analysis:

In 2016, the City purchased the 68.5-acre Kaiser Woods property to add to the City's park inventory. RCO allows jurisdictions to apply for acquisition grants after a property is purchased under a "Waiver of Retroactivity." The City applied for a grant for this acquisition and received the grant award with the passage of the capital budget by the State Legislature, in March of this year.

The grant requires a minimum of 50% matching funds which the City has already spent acquiring the property. The Long Term Obligation of the agreement requires a deed of right be placed on the property assuring that it be available for public recreation in perpetuity.

**Neighborhood/Community Interests (if known):**

The City received letters of support for this acquisition from seven community organizations including the Capitol Land Trust, Friends of Capitol Forest, Yes on Parks, the PARC Foundation of Thurston County, the Olympia Parks and Recreation Advisory Committee, Olympia Coalition for Ecosystem Preservation and the Woodland Trail Greenway Association.

**Options:**

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the Kaiser Woods acquisition reimbursement, in the amount of \$516,170, and authorize the City Manager to execute the agreement.

Do not move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the Kaiser Woods acquisition reimbursement, in the amount of \$516,170, and authorize the City Manager to execute the agreement. The City would not receive a partial reimbursement for this park acquisition.

**Financial Impact:**

Approving this resolution would allow the City to receive a \$516,170 reimbursement of funds that were used to acquire the Kaiser Woods property.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A FUNDING BOARD PROJECT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO ACQUIRE PROPERTY KNOWN LOCALLY AS KAISER WOODS, PROJECT #16-1384A**

**WHEREAS**, the City of Olympia applied for and has been awarded Washington State Recreation and Conservation grant funds for the acquisition of property consisting of approximately 68.5 acres of natural open space in Southwest Olympia on Park Drive SW; and

**WHEREAS**, the City must sign and submit to the Washington State Recreation and Conservation Office a Funding Board Project Agreement to receive grant funds in a total amount not to exceed \$516,170; and

**WHEREAS**, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Funding Board Project Agreement and authorize the signature of all documents necessary to obligate funds as well as authorizing the signature of other documents necessary to fulfill the terms of agreements specific to acquisitions;

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

1. The Olympia City Council hereby approves the Funding Board Project Agreement between the City of Olympia and Washington State Recreation and Conservation Office ("RCO") for **PROJECT #16-1384A, Kaiser Woods Acquisition** and the terms and conditions contained therein; and
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the attached Funding Board Project Agreement and any other documents necessary to obligate funds for **PROJECT #16-1384A, Kaiser Woods Acquisition** and to make any minor modifications as may be required and are consistent with the intent of the attached Funding Board Project Agreement, or to correct any scrivener's errors; and
3. The City Manager is further authorized to execute on behalf of the City of Olympia any document concerning **PROJECT #16-1384A, Kaiser Woods Acquisition** that conveys a deed of right, assignment of rights, easement, or lease in favor of the State of Washington, any of which may be required by RCO pursuant to Section 24 of the Funding Board Project Agreement and are a standard requirement when RCO provides funding for projects with an acquisition component.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:



\_\_\_\_\_  
CITY ATTORNEY



## City Council

### Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the LBA Woods Morse-Merryman Acquisition Project

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.1  
**File Number:** 18-0434

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

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#### **Title**

Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the LBA Woods Morse-Merryman Acquisition Project

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee

##### **City Manager Recommendation:**

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the LBA Woods Morse-Merryman acquisition reimbursement, in the amount of \$1,000,000, and authorize the City Manager to execute the agreement.

#### **Report**

##### **Issue:**

Whether to accept the grant agreement terms and conditions for the LBA Woods Morse-Merryman Acquisition project with RCO.

##### **Staff Contact:**

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

##### **Presenter(s):**

None - Consent Calendar item.

#### **Background and Analysis:**

In 2016, the City purchased the 72-acre LBA Woods Morse-Merryman property to add to the City's park inventory. RCO allows jurisdictions to apply for acquisition grants after a property is purchased under a "Waiver of Retroactivity." The City applied for a grant for this acquisition and received the grant award with the passage of the capital budget by the State Legislature, in March of this year.

The grant requires a minimum of 50% matching funds which the City has already spent acquiring the property. The Long Term Obligation of the agreement requires a deed of right be placed on the property assuring that it be available for public recreation in perpetuity.

**Neighborhood/Community Interests (if known):**

The City received letters of support for this acquisition from five community organizations: Yes on Parks, the PARC Foundation of Thurston County, the Olympia Parks and Recreation Advisory Committee, Olympia Coalition for Ecosystem Preservation and the Woodland Trail Greenway Association.

**Options:**

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the LBA Woods Morse-Merryman acquisition reimbursement, in the amount of \$1,000,000, and authorize the City Manager to execute the agreement.

Do not move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the LBA Woods Morse-Merryman acquisition reimbursement, in the amount of \$1,000,000, and authorize the City Manager to execute the agreement. The City would not receive a partial reimbursement for this park acquisition.

**Financial Impact:**

Approving this resolution would allow the City to receive a \$1,000,000 reimbursement of funds that were used to acquire the LBA Woods Morse-Merryman property.

**Attachments:**

Resolution



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A FUNDING BOARD PROJECT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO ACQUIRE A PROPERTY KNOWN LOCALLY AS LBA WOODS MORSE-MERRYMAN PARCEL, PROJECT #16-1359A**

**WHEREAS**, the City of Olympia applied for and has been awarded Washington State Recreation and Conservation grant funds for the acquisition of a property consisting of approximately 72 acres of natural open space in Southeast Olympia on Morse-Merryman Road; and

**WHEREAS**, the City must sign and submit to the Washington State Recreation and Conservation Office a Funding Board Project Agreement to receive grant funds in a total amount not to exceed \$1,000,000; and

**WHEREAS**, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Funding Board Project Agreement and authorize the signature of all documents necessary to obligate funds, as well as authorizing the signature of other documents necessary to fulfill the terms of agreement specific to acquisitions;

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

1. The Olympia City Council hereby approves the Funding Board Project Agreement between the City of Olympia and the Washington State Recreation and Conservation Office ("RCO") for **PROJECT #16-1359A, LBA Woods Morse-Merryman Parcel Acquisition** and the terms and conditions contained therein; and
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the attached Funding Board Project Agreement and any other documents necessary to obligate funds for **PROJECT #16-1359A, LBA Woods Morse-Merryman Parcel Acquisition** and to make any minor modifications as may be required and are consistent with the intent of the attached Funding Board Project Agreement, or to correct any scrivener's errors; and
3. The City Manager is further authorized to execute on behalf of the City of Olympia any document concerning **PROJECT #16-1359A, LBA Woods Morse-Merryman Parcel Acquisition** that conveys a deed of right, assignment of rights, easement, or lease in favor of the State of Washington, any of which may be required by RCO pursuant to Section 24 of the Funding Board Project Agreement and are a standard requirement when RCO provides funding for projects with an acquisition component.


**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY



## City Council

### Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the West Bay Woods Acquisition Project

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.J  
**File Number:** 18-0435

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

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#### Title

Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the West Bay Woods Acquisition Project

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee

##### City Manager Recommendation:

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the West Bay Woods acquisition reimbursement, in the amount of \$164,927, and authorize the City Manager to execute the agreement.

#### Report

##### Issue:

Whether to accept the grant agreement terms and conditions for the West Bay Woods Acquisition project with RCO

##### Staff Contact:

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

##### Presenter(s):

None - Consent Calendar item.

#### Background and Analysis:

In 2016, the City purchased one property and secured an option to purchase a second property totaling 2.8 acres in an area known as "West Bay Woods". RCO allows jurisdictions to apply for acquisition grants after a property is purchased under a "Waiver of Retroactivity." The City applied for a grant for this acquisition and received the grant award with the passage of the capital budget by the State Legislature, in March of this year.

The grant requires a minimum of 50% matching funds which the City has already spent acquiring the property. The Long Term Obligation of the agreement requires a deed of right be placed on the property assuring that it be available for public recreation in perpetuity.

**Neighborhood/Community Interests (if known):**

The City received letters of support for this acquisition from five community organizations: Yes on Parks, the PARC Foundation of Thurston County, the Olympia Parks and Recreation Advisory Committee, Olympia Coalition for Ecosystem Preservation and the Woodland Trail Greenway Association.

**Options:**

Move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the West Bay Woods acquisition reimbursement, in the amount of \$164,927, and authorize the City Manager to execute the agreement.

Do not move to approve the resolution for the grant agreement with Washington State Recreation and Conservation Office (RCO) for the West Bay Woods acquisition reimbursement, in the amount of \$164,927, and authorize the City Manager to execute the agreement. The City would not receive a partial reimbursement for this park acquisition.

**Financial Impact:**

Approving this resolution would allow the City to receive a \$164,927 reimbursement of funds that were used to acquire the West Bay Woods property.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A FUNDING BOARD PROJECT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO ACQUIRE TWO PROPERTIES IN THE WEST BAY WOODS AREA, PROJECT #16-1620A**

**WHEREAS**, the City of Olympia applied for and has been awarded Washington State Recreation and Conservation grant funds for the acquisition of two properties consisting of approximately 2.8 acres of natural open space in the West Bay Woods area; and

**WHEREAS**, the City must sign and submit to the Washington State Recreation and Conservation Office a Funding Board Project Agreement to receive grant funds in a total amount not to exceed \$164,927.00; and

**WHEREAS**, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Funding Board Project Agreement and authorize the signature of all documents necessary to obligate funds as well as authorizing the signature of other documents necessary to fulfill the terms of agreements specific to acquisitions;

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

1. The Olympia City Council hereby approves the Funding Board Project Agreement between the City of Olympia and Washington State Recreation and Conservation Office ("RCO") for **PROJECT #16-1620A, West Bay Woods Acquisition** and the terms and conditions contained therein; and
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the attached Funding Board Project Agreement and any other documents necessary to obligate funds for **PROJECT #16-1620A, West Bay Woods Acquisition** and to make any minor modifications as may be required and are consistent with the intent of the attached Funding Board Project Agreement, or to correct any scrivener's errors; and
3. The City Manager is further authorized to execute on behalf of the City of Olympia any document concerning **PROJECT #16-1620A, West Bay Woods Acquisition** that conveys a deed of right, assignment of rights, easement, or lease in favor of the State of Washington, any of which may be required by RCO pursuant to Section 24 of the Funding Board Project Agreement and are a standard requirement when RCO provides funding for projects with an acquisition component.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY



## City Council

### Approval of a Resolution Authorizing an Amendment to the Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.K  
**File Number:** 18-0476

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

---

#### **Title**

Approval of a Resolution Authorizing an Amendment to the Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the resolution authorizing the City Manager to execute amendment No. 1 to the Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid.

#### **Report**

##### **Issue:**

Whether to approve an amendment to the interlocal agreement for cooperative law enforcement and mutual aid.

##### **Staff Contact:**

Chandra Brady, Support Administrator, 360.753.8214

##### **Presenter(s):**

None

#### **Background and Analysis:**

This is a partnership between the Washington State Patrol, Thurston County, and the Cities of Olympia, Lacey, and Tumwater. This extends and amends an existing interlocal agreement for cooperative law enforcement and mutual aid that was executed in 2014. This ILA establishes that the Sheriff's office is responsible for the budget fund and administrative costs of task force operations. This ILA outlines the use of the task force drug enforcement fund pursuant to RCW 69.50 and designates Thurston County with the authority to enter into contracts on behalf of the interlocal drug unit.

#### **Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Move to approve the resolution authorizing and directing the City Manager to execute amendment no. 1 to the Interlocal Agreement for cooperative law enforcement and mutual aid.
2. Direct staff to work with the participating agencies to modify the terms of the Interlocal Agreement.
3. Do not approve the resolution authorizing the amendment.

**Financial Impact:**

N/A

**Attachments:**

Resolution  
Amendment

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AN AMENDMENT TO AN INTERLOCAL AGREEMENT BETWEEN THE STATE OF WASHINGTON THROUGH THE WASHINGTON STATE PATROL, THURSTON COUNTY, AND THE CITIES OF OLYMPIA, LACEY, AND TUMWATER FOR COOPERATIVE LAW ENFORCEMENT AND MUTUAL AID.**

**WHEREAS**, on November 10, 2014, the parties entered into an Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid as authorized by Chapter 39.34 RCW and Chapter 10.93 RCW; and

**WHEREAS**, the parties wish to continue to provide for cooperative action and mutual aid in enforcing the Uniform Controlled Substances Act in Thurston County; and

**WHEREAS**, the parties wish to change the lead agency for establishment of a drug enforcement fund, disbursement of funds, budgeting, and designation of authority to enter contracts from the City of Lacey to Thurston County; and

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

1. The Olympia City Council hereby approves the attached form of Amendment to the November 10, 2014, Interlocal Agreement between the State of Washington, Thurston County, and the Cities of Olympia, Lacey, and Tumwater for cooperative law enforcement and mutual aid and the terms and conditions contained therein, attached hereto as Exhibit A.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the attached Amendment to an Interlocal Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the attached Amendment to an Interlocal Agreement, or to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**INTERLOCAL AGREEMENT FOR COOPERATIVE LAW  
ENFORCEMENT AND MUTUAL AID  
AMENDMENT NO.1**

This AMENDMENT to the INTERLOCAL AGREEMENT FOR COPPERATIVE LAW ENFORCEMENT AND MUTUAL AID is made and entered into between the STATE OF WASHINGTON through the Washington State Patrol, THURSTON COUNTY, and the CITIES OF OLYMPIA, LACEY, and TUMWATER, municipal corporations of the State of Washington.

The parties agree that their Interlocal Agreement for Cooperative Law Enforcement and Mutual Aid executed in 2014 shall be amended as follows:

Section 5      **INTERLOCAL DRUG ENFORCEMENT FUND TO BE ESTABLISHED** shall be amended as follows:

Thurston County shall establish a fund to be known as the Interlocal Drug Enforcement Fund, within the funds, accounts, of the County of Thurston, and in care of the Sheriff's Office. This fund shall be administered in accordance with the accounting practices of Thurston County and pursuant to the terms of this Agreement. Monies deposited in said fund shall be used only for carrying out the purposes of this Agreement, including administrative and overhead costs incurred by Task Force operations.

Section 7      **USE OF INTERLOCAL DRUG ENFORCEMENT FUND – DISBURSEMENTS** shall be amended as follows:

The Interlocal Drug Enforcement Fund may be used for any purpose related to the parties' enforcement of state and local laws pertaining to controlled substances, and to further the goals of the Task Force as set forth in this Agreement. Money shall be disbursed from the interlocal Drug Enforcement Fund pursuant to procedures established by the Executive Board. Thurston County shall be responsible for the annual reporting to the State of Washington, and for the annual disbursement of funds to the State of Washington, pursuant to the requirements of RCW 69.50.

Section 8      **BUDGET** – shall be amended as follows:

The annual budget for the Task Force shall be approved by the Executive Board, and shall be incorporated with the budget of Thurston County.



Section 12 **ADMINISTRATIVE RESPONSIBILITIES** shall be amended as follows:

The Task Force Commander, as defined in the "Thurston County Narcotics Task Force Policy and Procedures Manual", shall be responsible for the routine administrative duties of the Task Force including:

- A. The scheduling of Board Meetings;
- B. Preparation of Board Meeting Agendas and Minutes;
- C. Processing of invoices for Task Force expenses for payment by Thurston County;
- D. Other routine operating administrative functions.

Section 19 **DESIGNATION OF AGENCY FOR CONTRACTING** shall be amended as follows:

Thurston County is designated as the agency with authority to enter into contracts on behalf of the Interlocal Drug Unit, including the authority to lease, buy, sell, and hold title to real and personal property, execute grant applications, and sign all other documents on behalf of and for the benefit of all parties to this Agreement. Such authority will be exercised only upon the consensus of and at the direction of the Executive Board. If consensus cannot be reached, then such authority will be by majority vote of the Executive Board.

Except as expressly provided in this Amendment, all other term and conditions of the original Agreement for Cooperative Law Enforcement and Mutual Aid shall remain in full force and effect.

IN WITNESS THEREOF, each party has caused this Amendment to be signed by its duly authorized officer or representative as the date set forth below its signature.

Washington State Patrol  
Attn: Chief John Batiste  
P.O. Box 42600  
Olympia, WA 98504-2600

Thurston County  
Attn: Board of County Commissioners  
2000 Lakeridge Drive SW  
Olympia, WA 98502

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

By: \_\_\_\_\_  
\_\_\_\_\_, Asst. Attorney General

By: \_\_\_\_\_  
Rick Peters, Senior DPA Civil

City of Tumwater  
Attn: City Mayor  
555 Israel Road SW  
Tumwater, WA 98501

By: Pat Knudt

Title: Mayor

Date: April 6, 2018

Approved as to form:

By: Karen Kirkpatrick  
Karen Kirkpatrick, City Attorney

City of Olympia  
Attn: City Manager  
P.O. Box 1967  
Olympia, WA 98507-1967

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: A. Harksen  
A. Harksen, City Attorney (DCA)

City of Lacey  
Attn: City Manager  
420 College Street S.E.  
Lacey, WA 98503

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
\_\_\_\_\_, City Attorney

Thurston County Sheriff's Office  
Attn: Sheriff John Snaza  
2000 Lakeridge Drive SW  
Olympia, WA 98502

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Rick Peters, Senior DPA Civil



## City Council

# Approval of an Ordinance Amending 2016 Parks General Obligation Bond Anticipation Note

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.L  
**File Number:** 18-0255

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

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### Title

Approval of an Ordinance Amending 2016 Parks General Obligation Bond Anticipation Note

### Recommended Action

#### Committee Recommendation:

Move to approve the Ordinance Amending the 2016 Parks General Obligation Bond Anticipation Note (BAN) on first reading and forward to second reading.

#### City Manager Recommendation:

Move to approve the Finance Committee Recommendation.

### Report

#### Issue:

Whether the City should amend Ordinance No. 7012 for the 2016 Parks General Obligation Bond Anticipation Note (BAN) to expand the authorized use of grant proceeds. The current ordinance limits use of the BAN for park acquisition only.

#### Staff Contact:

Paul Simmons, Director, Parks, Arts and Recreation Department, 360.753.8462

#### Presenter(s):

None - Consent Calendar Item

### Background and Analysis:

In 2016, the City Council authorized a \$10 million Parks Bond Anticipation Note (BAN) to purchase property for parks. The BAN is short term financing that is usually paid off with a longer-term bond. These funds, by ordinance are to be used for parks land purchases.

Since 2016, the City has used approximately \$8.8 million of BAN funds to purchase property for parks including LBA Woods, Kaiser Woods, and West Bay Woods. Subsequently, the Washington Recreation and Conservation Office awarded parks \$1.7 million in grant funding to reimburse a portion of those purchases.

The Olympia Parks, Arts and Recreation Department would like to use the grant reimbursement to help fund several important park development projects that have current funding needs including the Percival Landing Bulkhead, the Woodruff Park sprayground, Grass Lake Nature Park trail, and community park development. In order for the grant reimbursement funds to be used for these development projects, Ordinance No. 7012 which authorized the 2016 Parks General Obligation Bond Anticipation Note (BAN) will have to be amended to allow reimbursed BAN funds to be used for park development projects. Note that all remaining BAN funds, Voted Utility Tax funds, and Non-Voted utility tax funds will continue to be used exclusively for park acquisition.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

- 1) Move to approve the Ordinance Amending the 2016 Parks General Obligation Bond Anticipation Note (BAN) on first reading and forward to second reading.
- 2) Do not move to approve the Ordinance Amending the 2016 Parks General Obligation Bond Anticipation Note (BAN) on first reading and forward to second reading. This may result in delays to planned park development projects.
- 3) Provide guidance to staff on another course of action.

**Financial Impact:**

Provides \$1.7 million of BAN funding for parks improvements and development.

**Attachments:**

Ordinance  
Ordinance No. 7012

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING ORDINANCE 7012 AND EXPANDING THE USE OF PROCEEDS FROM THE CITY'S LIMITED TAX GENERAL OBLIGATION BOND ANTICIPATION NOTE, 2016.**

**WHEREAS**, the City Council adopted Ordinance No. 7012 on May 10, 2016, authorizing a line of credit in the principal amount not to exceed ten million dollars (\$10,000,000) and a Limited Tax General Obligation Bond Anticipation Note, 2016 (the Note) to evidence such line of credit; and

**WHEREAS**, the Note will be repaid with voted utility taxes, other available money in the General Fund, and long-term bond proceeds; and

**WHEREAS**, the City expects to receive State grants to pay for acquisition of some property for park purposes; and

**WHEREAS**, because of the State grants, it is in the interest of the City to expand the purposes for use of the Note proceeds to include development of and improvements to City parks;

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

**Section 1. Authorization.** The City Council authorizes the Note to be drawn on to finance the development of and improvements to City parks, in addition to the acquisition of property for park purposes as authorized by Ordinance No. 7012.

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

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

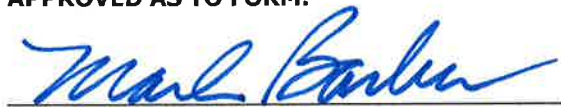
**Section 5. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

## CERTIFICATION

I, the undersigned, City Clerk-Treasurer of the City of Olympia, Washington (the "City"), hereby certify as follows:

1. The attached copy of Ordinance No. 7012 (the "Ordinance") is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on May 10, 2016, as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City's official newspaper, which publication date is May 12, 2016.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: May 11, 2016.

CITY OF OLYMPIA, WASHINGTON

  
\_\_\_\_\_  
City Clerk-Treasurer

CITY OF OLYMPIA, WASHINGTON

ORDINANCE NO. 7012

AN ORDINANCE of the City of Olympia, Washington authorizing the issuance of limited tax general obligation bonds of the City to provide funds to pay a part of the cost of purchasing property for parks; authorizing the issuance of a bond anticipation note pending the issuance of those bonds in the aggregate principal amount of not to exceed \$10,000,000; fixing the terms and covenants of the note; and approving the sale and providing for the delivery of the note to Cashmere Valley Bank.

Passed May 10, 2016

*This document prepared by:*

*Foster Pepper PLLC  
1111 Third Avenue, Suite 3000  
Seattle, Washington 98101  
(206) 447-4400*

**TABLE OF CONTENTS**

	<u>Page</u>
Section 1. Debt Capacity.....	1
Section 2. Authorization of Bonds.....	1
Section 3. Description of the Note.....	1
Section 4. Registration and Transfer of the Note.....	2
Section 5. Prepayment .....	3
Section 6. Pledge of Taxes.....	3
Section 7. Form and Execution of the Note.....	3
Section 8. Tax Covenants .....	4
Section 9. Note Fund; Disposition of Note Proceeds .....	4
Section 10. Sale of the Note.....	5
Section 11. Reporting Requirements .....	5
Section 12. Governing Law .....	5
Section 13. General Authorization and Ratification.....	5
Section 14. Severability .....	5
Section 15. Effective Date of Ordinance .....	6



CITY OF OLYMPIA, WASHINGTON

ORDINANCE NO. 7012

AN ORDINANCE of the City of Olympia, Washington authorizing the issuance of limited tax general obligation bonds of the City to provide funds to pay a part of the cost of purchasing property for parks; authorizing the issuance of a bond anticipation note pending the issuance of those bonds in the aggregate principal amount of not to exceed \$10,000,000; fixing the terms and covenants of the note; and approving the sale and providing for the delivery of the note to Cashmere Valley Bank.

WHEREAS, the City of Olympia, Washington (the "City"), is in need of property for park purposes (the "Project"); and

WHEREAS, the City Council deems it to be in the best interests of the City to borrow money by the issuance of limited tax general obligation bonds and, pending the issuance of those bonds, issue short term obligations in accordance with the provisions of chapter 39.50 RCW for the purpose of providing a part of the funds to pay the costs of the Project; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ORDAINS as follows:

Section 1. Debt Capacity. The assessed valuation of the taxable property of the City as ascertained by the last preceding assessment for City purposes for the calendar year 2016 is \$5,785,389,448, and the City has outstanding general indebtedness evidenced by limited tax general obligation bonds, loans and leases in the principal amount of \$53,352,970 incurred within the limit of up to 1 1/2% of the value of the taxable property within the City permitted for general municipal purposes without a vote of the qualified voters therein, and unlimited tax general obligation bonds in the principal amount of \$12,535,000 incurred within the limit of up to 2 1/2% of the value of the taxable property within the City for capital purposes only, issued pursuant to a vote of the qualified voters of the City. The maximum amount of indebtedness for which bonds are authorized herein to be issued is \$10,000,000.

Section 2. Authorization of Bonds. The City shall borrow money on the credit of the City and issue negotiable limited tax general obligation bonds evidencing that indebtedness in the amount of \$10,000,000 or such other lesser amount necessary (the "Bonds") to provide the funds to pay all or a portion of the cost of the Project and to pay the costs of issuance and sale of the Bonds. The general indebtedness to be incurred shall be within the limit of up to 1 1/2% of the value of the taxable property within the City permitted for general municipal purposes without a vote of the qualified voters therein.

Section 3. Description of the Note. For the purpose of providing all or part of the money required to finance the cost of the Project, and pay interest on and costs of issuing the Note pending the issuance of the Bonds, the City shall issue its Limited Tax General Obligation

Bond Anticipation Note, 2016, in the principal amount of not to exceed \$10,000,000 (the "Note"). The Note shall be in fully registered form, shall be numbered R-1, shall be dated the date of its delivery to Cashmere Valley Bank (the "Bank"), and shall mature on June 1, 2019 (the "Maturity Date").

The Bank has offered to purchase the Note under the terms of its term sheet dated May 10, 2016 attached as Exhibit A (the "Term Sheet"), and this ordinance. Amounts received from the Note shall bear interest on unpaid principal outstanding from time to time at the interest rate of 1.35%, or such amount as listed on the attached Term Sheet, calculated on the basis of a 365-day year and the actual number of days elapsed. Interest on the Note shall be due and payable semiannually on each June 1 and December 1, beginning on December 1, 2016. The outstanding principal balance of the Note shall be due and payable on the Maturity Date.

The outstanding principal balance of the Note on any particular day shall be the aggregate of all funds which the City has drawn from the date of the Note to that day, less the aggregate of all principal payments made by the City on or before that day.

A Request for Draw pursuant to the Note may be made by the Administrative Services Director or Fiscal Services Director (each a "Designated Representative") in writing to the Bank, at any time on or prior to the Maturity Date. Each Request for Draw must be in the minimum amount of \$25,000. A Request for Draw made prior to 11:00 a.m. and confirmed by the Bank will be funded on that business day. Each Request for Draw shall be delivered to the Bank, shall specify the dollar amount requested, the account number to which the drawing shall be deposited and the proposed date of the drawing, which date must be a business day. The aggregate of all such draws on the Note may not exceed \$10,000,000. Principal amounts of the Note that are prepaid may not be re-borrowed. The City hereby delegates to a Designated Representative authority to make a written Request for Draw pursuant to this ordinance. The Bank shall incur no liability to the City or to any other person in acting upon any written notice or other communication which the Bank believes in good faith to have been given by an official or other person authorized to borrow on behalf of the City, or otherwise acting in good faith in making advances pursuant to this ordinance.

The Note shall be an obligation only of the Note Fund and shall be payable and secured as provided herein. The Note shall not be deemed to constitute a pledge of the faith and credit or taxing power of the State of Washington.

Both principal of and interest on the Note shall be payable in lawful money of the United States of America. Upon the final payment of all principal and interest on the Note, the Note shall be surrendered to the Note Registrar for cancellation.

Section 4. Registration and Transfer of the Note. The Note shall be issued only in registered form as to both principal and interest and be recorded on books or records maintained by the Fiscal Services Director who is appointed to act as the note registrar (the "Note Register"). The Note Register shall contain the name and mailing address of the owner of the Note.

A Note surrendered to the Note Registrar may be exchanged for a new Note in the amount of not to exceed \$10,000,000. A Note may be transferred only if endorsed in the manner provided thereon and surrendered to the Note Registrar. Any exchange or transfer shall be without cost to the owner or transferee. The Note Registrar shall not be obligated to exchange or transfer a Note during the 15 days preceding the Maturity Date of the Note.

The Note may be assigned or transferred only in whole by the registered owner to a single investor that is a financial institution or a person who is reasonably believed to be a qualified institutional buyer or accredited investor within the meaning of the applicable federal securities laws.

Section 5. Prepayment. The City reserves the right to prepay principal of the Note in advance of the Maturity Date, in whole or in part, at any time, with no prepayment penalty. The City will notify the Bank at least 15 days in advance of its intent to prepay.

Section 6. Pledge of Taxes. The City irrevocably pledges to redeem the Note on or before its Maturity Date from the proceeds of a sufficient amount of the Bonds, from the proceeds of additional short term obligations or from other money of the City legally available for such purpose, and to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of the electors of the City on all of the taxable property within the City in an amount sufficient, together with the Bonds or other short term obligation proceeds and other money legally available and to be used therefor, to pay when due the principal of and interest on the Note and the Bonds, and the full faith, credit and resources of the City are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Section 7. Form and Execution of the Note.

(a) *Form of the Note; Signatures and Seal.* The Note shall be prepared in a form consistent with the provisions of this ordinance and Washington law. The Note shall be signed by the Mayor and the City Clerk-Treasurer, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on the Note ceases to be an officer of the City authorized to sign bonds before the Note bearing his or her manual or facsimile signature is authenticated by the Note Registrar, or issued or delivered by the City, the Note nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign notes. The Note also may be signed on behalf of the City by any person who, on the actual date of signing of the Note, is an officer of the City authorized to sign notes, although he or she did not hold the required office on its date of delivery of the Note.

(b) *Authentication.* Only the Note bearing a Certificate of Authentication in substantially the following form, manually signed by the Note Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: "Certificate of Authentication. This Note is the fully registered City of Olympia, Washington, Limited Tax General Obligation Bond Anticipation Note, 2016." The authorized signing of a Certificate of

Authentication shall be conclusive evidence that the Note so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 8. Tax Covenants.

(a) *Tax Certificate.* The City hereby covenants that it will not make any use of the proceeds of sale of the Note or any other funds of the City which may be deemed to be proceeds of such Note pursuant to Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and the applicable regulations thereunder which will cause the Note to be an "arbitrage bond" within the meaning of such section and such regulations. The City will comply with the requirements of Section 148 of the Code (or any successor provision thereof applicable to the Note) and the applicable regulations thereunder through the term of the Note. The City further covenants that it will not take any action or permit any action to be taken that would cause the Note to constitute a "private activity bond" under Section 141 of the Code.

(b) *Post-Issuance Compliance.* The Administrative Services Director is authorized and directed to review and update the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the issue date to prevent interest on the draws on the Note from being included in gross income for federal tax purposes.

(c) *Designation of the Note as a "Qualified Tax-Exempt Obligation."* The City has designated the Note as a "qualified tax-exempt obligation" for the purposes of Section 265(b)(3) of the Code, and makes the following findings and determinations:

(i) the Note does not constitute a "private activity bond" within the meaning of Section 141 of the Code;

(ii) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Note is issued will not exceed \$10,000,000; and

(iii) the amount of tax-exempt obligations, including the Note, designated by the City as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Note is issued does not exceed \$10,000,000.

Section 9. Note Fund; Disposition of Note Proceeds. There is authorized to be created in the office of the Fiscal Services Director a special account designated as the "Limited Tax General Obligation Bond Anticipation Note Account, 2016" (the "Note Fund"). All Bond proceeds, installment loans and taxes collected for and allocated to the payment of the principal of and interest on the Note shall be deposited in the Note Fund. Both principal of and interest on the Note shall be payable solely out of the Note Fund.

The proceeds received from a draw on the Note shall be paid into the "Capital Improvement Fund," a fund designated by the Fiscal Services Director and used for the Project.

Until needed to pay the costs of the Project and costs of issuance of the Note, the City may invest Note proceeds temporarily in any legal investment.

Payment of interest on each interest payment date, and of principal at maturity or prepayments of principal, shall be paid by immediately available funds delivered on or before each interest payment date or the maturity or prepayment date to the registered owner at the address appearing on the Note Register on the last day of the month preceding the payment date. Upon the final payment of principal of and interest on the Note the registered owner shall surrender the Note at the principal office of the Note Registrar for destruction or cancellation in accordance with law.

Section 10. Sale of the Note. The sale of the Note to the Bank, under the terms and conditions of this ordinance, and the Term Sheet to purchase the Note is hereby approved and confirmed. The City Council authorizes the Term Sheet to be signed by the Administrative Services Director. The Bank will not charge a fee for this Note.

Section 11. Reporting Requirements. While the Note is outstanding, the City shall submit its annual financial reports and audit reports to the Bank along with such additional information as the Bank may reasonably request from time to time. Such information can be provided to the Bank through a link to the information on the City's website or through the Electronic Municipal Market Access ("EMMA") website of the Municipal Securities Rulemaking Board.

Section 12. Governing Law. The Note shall be governed and interpreted according to the laws of Washington. Nothing in this paragraph shall be construed to limit or otherwise affect any rights or remedies of the Bank under federal law.

Section 13. General Authorization and Ratification. The Mayor, Administrative Services Director, Fiscal Services Director and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of the Note to the Bank thereof and for the proper application, use and investment of the proceeds of the Note. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 14. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 15. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Olympia, Washington, at a regular open public meeting thereof, this 10<sup>th</sup> day of May, 2016.

Mayor



ATTEST:

  
City Clerk-Treasurer

APPROVED AS TO FORM:

  
City Attorney

**EXHIBIT A**  
**TERM SHEET OF THE BANK**



May 10, 2016

Dean Walz  
Fiscal Services Director  
Administrative Services Department  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

Dear Dean,

Thank you for the opportunity to provide this offer to purchase the City of Olympia Limited Tax General Obligation Bond Anticipation Note, 2016. Cashmere Valley Bank (the "Bank") is pleased to provide the following terms:

1. Borrower: City of Olympia, Thurston County, Washington (the "City").
2. Summary of Borrowing:

A Limited Tax General Obligation Bond Anticipation Note (the "Note") of the City. Draws will be used to purchase property for parks.
3. Amount:

Not to exceed \$10,000,000
4. Form:

Fully registered Note issued by the City and purchased by the Bank at private sale.
5. Purpose:

To provide funding for land acquisition.
6. Bond Terms:
  - a) Interest Rate:



May 10, 2016  
City of Olympia  
Metropolitan Park District  
Page 2

Interest rate will be a bank-qualified tax-exempt fixed rate equal to 1.35%.  
Accrual basis actual/365.

b) Term:

The Note shall mature June 1, 2019. Interest would be due semi-annually December 1, and June 1, beginning December 1, 2016. Principal would be due at maturity.

c) Draws:

Draws can be made on the Note on any business day in an amount greater than or equal to \$25,000. Draw proceeds will be wire transferred to the City. For same day funding, draw requests will need to be received by 11 AM.

d) Transferability

The Bank will hold the Note with no intent to sell or transfer. The Note may be transferred only in whole to a qualified investor.

7. Prepayment:

The Note may be prepaid at any time in whole or in part without penalty provided the registered owner of the Note receives 15-day notice.

8. Fees:

No fees. The City will be responsible for all other costs of issuance, including bond counsel costs. The Bank will not have any legal expenses.

9. Additional Terms:

The bond documents would be prepared by bond counsel to the City, will be in the standard forms customarily required by the Bank for municipal funding, and will include additional terms and conditions not discussed above. At the date of closing the bond, the financial condition and credit of the City and all other features of this transaction will be as represented to the Bank without material adverse change. In the event of adverse material changes in the credit worthiness of the City, including litigation or claims filed against the City, any commitment will terminate upon notice by the Bank. This commitment will be non-assignable by the City. The City will designate the Note as a "qualified tax-exempt obligation" under section 265(b) (3) of the IRS Code for investment by financial institutions.

10. Continuing Disclosure:

May 10, 2016  
City of Olympia  
Metropolitan Park District  
Page 3

The City will also be required to make available to the Bank its annual financial report for as long as the Note is outstanding. The report may be made available via City web site, EMMA, or by direct transfer.

11. Acceptance:

This commitment is not binding unless the Bank receives a signed copy of this letter by May 20, 2016 at which time the commitment will expire without notice. If, after acceptance, the Note has not closed by June 15, 2016, this commitment will expire without notice.

12. Closing: Closing of the Note is anticipated on or about June 1, 2016.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

Thank you for the opportunity to provide this offer to the City and its financing team.

Sincerely,

CASHMERE VALLEY BANK



Ron Olsen  
Senior Vice President Municipal Finance Manager  
Direct: 425-688-3935

Acknowledged and accepted this 10th day of May, 2016

CITY OF OLYMPIA

Signature: Jane Kirkemo

Printed Name: Jane Kirkemo

Title: Administrative Services Director

cc: Nancy Neraas, Foster Pepper PLLC



## City Council

### Approval of an Ordinance Appropriating 2017 Year End Funds

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 4.M  
**File Number:** 18-0453

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

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**Title**

Approval of an Ordinance Appropriating 2017 Year End Funds

**Recommended Action**

**Committee Recommendation:**

Not referred to Committee

**City Manager Recommendation:**

Move to pass the Ordinance on first reading and move to second reading.

**Report**

**Issue:**

Whether to approve an ordinance appropriating \$991,990 of 2017 year end funds.

**Staff Contact:**

Dean Walz, Fiscal Services Director, Administrative Services, 360.753.8465

**Presenter(s):**

Dean Walz, Fiscal Services Director, Administrative Services

**Background and Analysis:**

On March 27, 2018 the City Council approved the Finance Committee's recommendations to allocate \$34,831 of 2017 year-end funds and directed staff to prepare an ordinance appropriating the funds.

In addition to the funding for biohazard remediation, the ordinance includes \$957,159 to meet Council's commitment to the Olympia Metropolitan Park District for Park's operating (\$12,159) and capital budgets (\$500,000). It also includes \$445,000 to fund the 2018 CFP for building repair and major maintenance.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

- 1) Move to pass the Ordinance on first reading and move to second reading.

- 2) Direct staff to make changes to the ordinance.
- 3) Do not approve the ordinance

**Financial Impact:**

Appropriates \$991,990 of General Fund, fund balance.

**Attachments:**

Ordinance

Year-End Fund Balance and Critical Needs Status

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2018 BUDGET, AND APPROPRIATING \$991,990 OF 2017 YEAR-END FUNDS**

WHEREAS, after closing of the 2017 General Fund budget there was \$991,990 in reserve available to be appropriated; and

WHEREAS, the City Council has identified needs for those funds;

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

**Section 1.** That the following appropriations are hereby made:

**GENERAL FUND**

<b>Resources:</b>	Fund Balance	\$991,990
	<b>TOTAL RESOURCES</b>	<b>\$991,990</b>
<b>Appropriations:</b>	Parks Operations	\$12,159
	Bio Hazard Remediation	\$34,831
	Transfer to Capital Improvement Fund	
	Parks Acquisition	\$500,000
	Facilities Major Repairs	\$445,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$991,990</b>

**CAPITAL IMPROVEMENT ACCOUNT**

<b>Resources:</b>	Transfer in from General Fund	\$500,000
	<b>TOTAL RESOURCES</b>	<b>\$500,000</b>
<b>Appropriations:</b>	Parks Acquisition	\$500,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$500,000</b>

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

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

## General Fund Year End

### 2017 Budget Status

Revenues (Under) Budget	\$	(27,879)	
Expenses Under Budget	\$	1,855,335	
Net Resource Gain	\$	1,827,456	
<b>Policy Allocations</b>			
Growth in 10% Reserve	\$	(342,895)	Base Revenue Growth
	\$	(280,000)	Levy Lid Lift (for Public Safety)
Used for 2018 Budget Balancing	\$	(212,571)	
	\$	991,990	
<b>Commitments</b>			
Due to Parks for 2018 operations	\$	(12,159)	Parks receives 11% of selected budgeted tax revenue
Due Parks by interlocal agreement	\$	(500,000)	2017 CFP did not allocated all 1% CFP utility tax to Parks
Funding of facilities major repairs (CFP)	\$	(445,000)	Included as part of funding of the 2018 CFP
Resources Available	\$	34,831	

Critical Needs	Unfunded		Funded in 2018 Budget		Total
	On-Going	One-Time	On-Going	One-Time	
Bio-Hazard Remediation		\$ 76,000		\$ 74,000	\$ 150,000
Homelessness Response Strategy		\$ 75,000			\$ 75,000
Hazard Tree Management	\$ 100,000				\$ 100,000
Case Management Software (Legal/Court)	\$ 30,000	\$ 90,000			\$ 120,000
Probation Software			\$ 20,000		\$ 20,000
Welcome Center	\$ 30,000				\$ 30,000
Council Policy Analyst			\$ 100,000		\$ 100,000
Climate Action Plan				\$ 80,000	\$ 80,000
Fire SCBA Gear				\$ 60,000	\$ 60,000
Winter Shelter				\$ 50,000	\$ 50,000
Election Pamphlet and Fact Sheet				\$ 10,000	\$ 10,000
Ambassador/Clean Team			\$ 109,859		\$ 109,859
<b>Total</b>	\$ 160,000	\$ 241,000	\$ 229,859	\$ 274,000	\$ 904,859



## City Council

### Downtown Street Improvement Projects Next Steps

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-0143

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

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#### **Title**

Downtown Street Improvement Projects Next Steps

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the contract amendment with KPG, Inc. to complete the design of improvements on Legion Way and Franklin Street and authorize the City Manager to sign the contract amendment.

#### **Report**

##### **Issue:**

Whether to approve a contract amendment to complete the design of improvements on Legion Way and Franklin Street.

##### **Staff Contact:**

Sophie Stimson, Senior Planner, Public Works Transportation, 360.753.8497

##### **Presenter(s):**

Sophie Stimson, Senior Planner

#### **Background and Analysis:**

The City's pavement management system identified four downtown streets that need to be re-paved. The Downtown Strategy process explored the opportunity to make broader improvements to these streets. These projects will go beyond paving to include place-making and multimodal improvements. They will advance many goals for the downtown and are significant City investments in downtown infrastructure.

Since the acceptance of the Downtown Strategy by City Council, staff has advanced the concepts for these streets. The proposals are as follows:

- Legion Way: raised intersection, resurfacing and bicycle facility extensions
- Franklin Street: repaving, sidewalk replacement and curb bulb-outs



- Washington Street: protected bike lane and festival street
- Capitol Way: lane reconfiguration and wider sidewalks

The City's Construction webpage describes these projects in more detail.

In October 2017, staff presented the design proposals for the four streets to the City Council and sought concurrence to proceed with a public outreach process. In the fall of 2017 and winter of this year, staff conducted an outreach process for stakeholder groups including the boards of the Olympia Downtown Association, Parking and Business Improvement Area, and Downtown Neighborhood Association. In January, staff held an open house to share the design concepts, followed by an online survey. The City received over 120 individual survey responses.

From the stakeholder outreach, open house comments and online survey responses, there was strong support to proceed with the proposed design concepts for all four streets. As a result of the positive public feedback, staff proposes the construction of the Legion Way and Franklin Street projects beginning in 2019 and 2020. Washington Street and Capitol Way are long-term projects, with construction proposed beyond 2020.

KPG, Inc. is working under contract to design the Legion Way and Franklin Street projects. The contract for KPG's work contained two stages: Phase I for predesign and more detailed project scoping and Phase II to complete design. Staff structured the contract in this way because there was not enough information to determine a cost for completing the full design work. Phase I was needed to develop design concepts and estimate the costs of the projects. Phase II of the contract can now reflect the amount of design effort needed to bring the projects to construction. In order to construct the Legion Way and Franklin Street improvements in 2019/2020, staff proposes amending the contract with KPG, Inc. to complete the design of these two streets.

**Neighborhood/Community Interests (if known):**

Public outreach was conducted in fall and winter 2017/2018. There was support to proceed with the design concepts for all four streets. Public outreach, with an emphasis on downtown businesses, residents and property owners, will continue in 2018 and 2019 as the design for Legion Way and Franklin Street is refined.

**Options:**

1. Approve the contract amendment with KPG, Inc. to complete the design of improvements on Legion Way and Franklin Street and authorize the City Manager to sign the contract amendment. The projects will proceed as planned.
2. Do not approve the contract amendment and direct staff to resolve any issues identified by Council before proceeding with the design. This may delay construction of these projects.

**Financial Impact:**

The cost to complete the design of both Legion Way and Franklin Street is \$707,718, bringing the total contract amount to \$807,608. Street Repair and Reconstruction funding is available to complete these projects.

**Attachments:**

Contract Amendment

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

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[Link to Downtown Street Improvement Projects](#)

**AMENDMENT NO. 1  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
CIVIL ENGINEERING AND STREETScape DESIGN SERVICES**

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**THIS AMENDMENT** is effective as of the date of the last authorizing signature affixed hereto by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **KPG, P.S.**, a Washington Municipal corporation ("Contractor").

**RECITALS**

1. On April 10, 2017, the City and the Contractor entered into a *Professional Services Agreement for Civil Engineering and Streetscape Design Services* (the Agreement).

2. Exhibit A to the Agreement (the Scope of Work) includes Phase 1 Preliminary Design and Phase 2 Final Design (PS&E) – Future Scope of Work items.

3. Project assumptions within the Scope of Work provides that the Contractor will prepare a detailed scope of work and budget for a contract supplement at the time the services for Phase 2 are required.

4. The term of the Agreement was to end no later than December 31, 2018, with compensation not to exceed Ninety-nine Thousand, Eight Hundred Ninety and No/100 Dollars (\$99,980).

5. The Agreement further provides that its terms can be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor and modification of its terms need to be in writing and signed by both parties.

6. The City and the Contractor desire to amend the Agreement to extend the contract term and increase the contract amount for Phase 2 services.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

Contractor shall provide the services more specifically described in Exhibits "A," Preliminary and Final Design Services Scope of Work and "A-1", Final Design Services – Scope of work attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 2 of the Agreement, TERM, is hereby amended to read as follows:

The term of this Agreement shall commence upon the effective date of this Agreement and shall continue until the completion of the Services, but in any event no later than December 31, ~~2018~~ 2019 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

3. Subsection 4.A of the Agreement, TOTAL COMPENSATION, is hereby amended to read as follows:

A. **Total Compensation.** In consideration of the Contractor performing the Phase I Services, the City agrees to pay the Contractor an amount not to exceed Ninety-nine Thousand, Eight Hundred Ninety and No/100 dollars (\$99,890) calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel and reimbursable expenses, attached hereto as Exhibit "B", Estimated Fee. In consideration of the Contractor performing the Phase II Services, the City agrees to pay the Contractor an amount not to exceed Seven Hundred Seven Thousand, Seven Hundred Eighteen and No/100 dollars (\$707,718) calculated on the basis of the hourly labor charge rate schedule for Contractor's personnel and reimbursable expenses, attached hereto as Exhibit "B-1," Fee Summary.

4. All remaining provisions of the *Professional Services Agreement for Civil Engineering and Streetscape Design Services* dated April 10, 2017, and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Contractor have executed this **Amendment No. 1** of the Agreement as of the date of the last authorizing signature affixed hereto.

**CITY OF OLYMPIA**

By: \_\_\_\_\_  
Steven R. Hall  
City Manager  
P.O. Box 1967  
Olympia WA 98507-1967  
Date of Signature: \_\_\_\_\_

APPROVED AS TO FORM



City Attorney

**I certify that I am authorized to executive this contract on behalf of the Contractor.**

**KPG, P.S.**

By: \_\_\_\_\_  
(Signature)

**Terry Wright** \_\_\_\_\_  
(Name of Person Signing)

**Principal** \_\_\_\_\_  
(Title of Person Signing)

2502 Jefferson Avenue  
Tacoma, WA 98402  
Main: 253-627-0720  
Fax: 253-672-4144

Date of Signature: \_\_\_\_\_

## EXHIBIT A-1

### CITY OF OLYMPIA

#### LEGION WAY SE (1705G) & FRANKLIN STREET (1463G) FINAL DESIGN SERVICES

#### SCOPE OF WORK

April 11, 2018

##### A. PROJECT DESCRIPTION/BACKGROUND

The City of Olympia has completed preliminary design services for Franklin Street and Legion Way SE. During this preliminary design phase, the City has adjusted the project limits and continued extensive stakeholder and community outreach for the downtown corridors to verify the project is on the right track with meeting the needs of the *Olympia Downtown Strategy*.

This project will provide Final Design Services for Franklin Street SE and Legion Way SE (PS&E – plans, specifications and estimates) for construction by late Spring 2019. The corridor limits and enhancements include the following:

Legion Way SE, from Water St SW to Franklin St SE (approximately 1300 lf – 4 city blocks)

- Intersection improvements at Legion Way SE and Washington Street include:
  - Raised cement concrete intersection
  - Sidewalk improvements and ADA upgrades
  - New intersection illumination
  - Signal modification
  - Replace all public utilities below the concrete intersection
  - Urban design/public art treatments
  - Rebuild landscape planter areas to preserve street trees
- Grind and overlay from Capitol Street to Franklin Street SE
- Fog seal asphalt from Capitol Way to Water Street SW and restripe with bicycle facilities such as bike lanes in eastbound direction and sharrows in west bound direction.

Franklin Street SE, from State Avenue NE to 5<sup>th</sup> Avenue SE (approximately 630 lf – 2 city blocks)

- Grind and overlay roadway
- Curb bulbs at the intersections of Franklin and 4<sup>th</sup> Avenue SE, Franklin at 5<sup>th</sup> Avenue SE, and the south side of Franklin and State Avenue
- New signal at 5<sup>th</sup> Avenue SE and Franklin Street SE intersection
- Signal modifications at 4<sup>th</sup> Avenue E and Franklin and State Avenue NE and Franklin SE, respectively
- New roadway and pedestrian lighting
- New water main and appurtenances to replace existing 6" AC water main between 4<sup>th</sup> Avenue and 5<sup>th</sup> Avenue
- Stormwater conveyance system modifications required for new curb bulbs
- Pedestrian amenities and urban design treatments
- Landscape improvements (such as trees and shrubs)
- Public art / urban design integration
- Sidewalk and ADA upgrades
- Installation of spare conduits for dry utilities
- Cleanouts installed on existing side sewers and side sewer replacement where directed.

#### **B. ASSUMPTIONS**

The following assumptions were identified to provide direction with design:

- No federal funds will be anticipated for this project.
- Each corridor will be tracked separately for billing.
- Public outreach will be provided for both corridors. Design information will be provided for City of Olympia website, newsletters and other sources. Outreach will also provide graphics for presentations.
- Traffic analysis and modeling will not be required.
- No Right-of-Way will be anticipated. The City will obtain Temporary Construction Easements and Rights-of-Entry.
- Existing city utilities (sewer & storm) are assumed to be in adequate condition and will not require upgrades except as required to accommodate the proposed street improvements.
- As a road-related project that adds less than 5,000 square feet of new hard surfaces, only stormwater Core Requirements 1-5 will need to be analyzed. The project will not require analysis or design of flow control or on-site stormwater management facilities due to its location in a Direct Discharge area.
- The project is exempt from SEPA per WAC 197-11-800(2)(d) and WAC 197-11-800(23).
- Projects may be constructed separately and assumes two separate bid packages.
- Bidding assistance will be provided for bid addendums and answering bidder questions and assist with bid evaluation.

- Construction assistance will be as requested.

### **C. KPG DELIVERABLES**

Deliverables prepared by the Consultant are identified at the end of each task.

### **D. CITY OF OLYMPIA PROVIDED ITEMS:**

The City of Olympia will provide/prepare the following:

- Topographic survey and existing surface will be provided by the City.
- GIS data on existing utilities and other available information.
- Submittal reviews, comments, and approvals (1 to 2 sets of comments per submittal).
- Public notices and property owner mailing and postage with KPG assistance.
- Meeting room arrangements.
- Coordination with private utilities.

### **E. SCOPE OF WORK**

#### **TASK 1 – MANAGEMENT / COORDINATION / ADMINISTRATION FOR PHASE 1 DESIGN**

- 1.1 The Consultant will provide continuous project management for the project duration (estimate 8 months).
- 1.2 The Consultant will prepare monthly progress reports identifying work completed in the previous month, work in progress, upcoming Tasks, and reporting of any delays, problems, or additional information needs. These reports will be submitted with the Consultant invoices.
- 1.3 The Consultant will provide continuous management and administration of all subcontractors included in this scope of work.
- 1.4 The Consultant will conduct bi-weekly project team meetings with internal staff and subconsultants.
- 1.5 The Consultant will provide internal quality assurance/quality control (QA/QC) reviews of all work products prior to submittal for City review.

#### *Task 1 Deliverables:*

- *Invoicing*
- *Monthly progress reports (8 months)*

#### **TASK 2 – TECHNICAL COORDINATION**

- 2.1 The Consultant shall coordinate with the City departments for critical project decisions and providing project updates (estimate 4 meetings). City meetings shall include:
  - Public Works



- Community Planning and Development
  - Parks, Art and Recreation
  - Fire Department and Police Department
- 2.2 The Consultant shall coordinate and meet with the following agencies during the project to discuss key issues and track progress (estimate 4 meetings):
- Department of Enterprise Services (DES)
  - Intercity Transit (for curb bulb layouts, including mid-block bulbs)
- 2.3 The Consultant shall coordinate with the City Arts Program to provide project updates and present integrated art/urban design concepts for the project corridor (estimate 2 meetings).

*Task 2 Deliverables:*

- *Meeting minutes.*

**TASK 3 – COMMUNITY INVOLVEMENT / PUBLIC OUTREACH**

- 3.1 The Consultant will assist City Staff in providing updates at one (1) City Council Meeting.
- 3.2 The Consultant will prepare presentation materials and attend two (2) Open House Meetings to present the project progress to the Community.
- 3.3 The Consultant will conduct one-on-one meetings with property owners (estimate 10) to present the project layout, potential impacts, and construction phasing.
- 3.4 The Consultant will prepare presentation materials and attend up to a total of four (4) meetings for the Olympia Downtown Association (ODA), Parking and Business Improvement Area Board (PBIA), and Washington Center for the Performing Arts.

*Task 3 Deliverables:*

- *Presentation materials for meetings*
- *Documentation of meetings from property owner meetings*
- *Meeting notes*

**TASK 4 – GEOTECHNICAL EXPLORATION**

- 4.1 The Consultant shall support GeoDesign in geotechnical exploration and soil borings as follows (and included in Exhibit A1-A):
- Review subsurface information and other available geotechnical subsurface information provided by the City.
  - Complete site visit to locate proposed borings, plan the traffic control operations, and develop permit applications. The location of the borings will be coordinated with the City prior to making the boring locations.

- Submit permit applications, traffic control plans, and boring exploration plans to the City of Olympia, as appropriate. Assume the City will pay all permit fees on behalf of the project.
  - Field explorations will be completed under the direction of a geotechnical engineer or geologist.
  - Provide recommendations for foundations for new traffic signals, illumination poles, and art foundations.
  - Provide recommendations for trench and roadway compaction in historic downtown corridor.
  - Identify existing pavement depths and types (confirm cement concrete roadway under HMA surface) through ground penetrating radar (GPR).
  - Analyze screen cuttings from borings with photoionization detector for indications of volatile organic compounds (VOCs) to determine if additional analytical testing should be completed.
  - If suspect material is encountered,, perform chemical contamination tests for petroleum hydrocarbons, VOCs, and RCRA 8 metals.
- 4.2 The Consultant shall support GeoDesign in draft and final Geotechnical Report presenting conclusions and recommendations along with supporting boring logs, laboratory data, and other appropriate figures.

*Task 4 Deliverables:*

- *Two (2) copies each of Draft and Final Geotechnical Report (PDF and hard copy)*

**TASK 5 – 30% PRELIMINARY DESIGN**

- 5.1A The Consultant will prepare 30% Plans for review and approval by the City to identify and determine project removal limits, utility impacts, and overall project footprint. Plans will be formatted to provide sufficient detail for convenient field layout of all proposed facilities. City standard details and WSDOT standard plans will be supplemented with project specific details as required.

Franklin Street SE Plan information will include:

- Drawing index and legend
- Centerline control information
- Limits of construction
- Typical sections and details
- Roadway plans including drainage system plan layout (no profile)
- Urban design / public art features
- Channelization plan
- Signal plans
- Illumination plan
- Landscape/restoration plan
- Preliminary Plant Schedule
- Water plans (no profile)

The Consultant will calculate quantities and prepare preliminary construction cost estimates in support of the 30% plans for Franklin Street SE.

- 5.1B The Consultant will prepare 30% Plans for review and approval by the City to identify and determine project removal limits, utility impacts, and overall project footprint. Plans will be formatted to provide sufficient detail for convenient field layout of all proposed facilities. City standard details and WSDOT standard plans will be supplemented with project specific details as required.

Legion Way SE Plan information will include:

- Drawing index and legend
- Centerline control information
- Limits of construction
- Typical sections and details
- Roadway plans including drainage system plan layout (no profile)
- Legion Way SE and Washington Street Intersection layout
- Urban design / public art features
- Channelization plan
- Signal modification plan
- Illumination plan
- Landscape/restoration plan

The Consultant will calculate quantities and prepare preliminary construction cost estimates in support of the 30% plans for Legion Way SE.

- 5.2 The Consultant will analyze the existing levels of illumination on Franklin Street and provide lighting levels consistent with the current City illumination standards. Photometrics for roadway and pedestrian illumination layout will be provided via AGI layout and summarized in a draft and final Illumination Design Report.
- 5.3A The Consultant Team, including the Artist, shall prepare an urban design packet that will provide placemaking urban design/art features to be integrated into the streetscape improvements. Integrated art and urban design amenities could include pedestrian amenities, screening, lighting opportunities, pavement materials and others for Franklin Street SE.
- 5.3B The Consultant Team, including the Artist, shall prepare an urban design packet that will provide placemaking urban design/art features to be integrated into the streetscape improvements. Integrated art and urban design amenities could include pedestrian amenities, lighting opportunities, pavement materials and others for Legion Way SE.

*Task 5 Deliverables:*

- *30% Preliminary Design, 1 Construction Cost Estimate, 1 Half Size (11"x17")Plans, PDF format*
- *Illumination Report, 1 PDF and 1 Hard Copy*
- *Urban Design Packet, Franklin Street SE and Legion Way SE, respectively, 1 PDF and 1 Hard Copy*

## **TASK 6 – UTILITY COORDINATION**

- 6.1 Water and Wastewater: The Consultant will coordinate with Public Works Water Resources on the existing water meter adjustments, new service line connections, new water main on Franklin Street, adjustment or replacement of water valves and boxes, new and relocated fire hydrants, and sewer manhole adjustments/rotations within the limits of the project. No sanitary sewer improvements are anticipated within the project limits (estimate 4 meetings). The Consultant shall hire a potholing Subconsultant to complete potholing to identify potential utility conflicts prior to the 90% design level. A design allowance of \$5,000 has been included for this task.
- 6.2 Other Franchise Utilities/JUT: The Consultant will meet and coordinate with the franchise utilities with facilities located within the limits of the project. Coordination will include design coordination of adjustment or relocation of existing underground facilities, potential utility upgrades and installation of new facilities. The Consultant will prepare minutes of all meetings with utility providers documenting decisions. The Consultant will attend up to four (4) meetings to coordinate the design of underground utilities in the project area.
- 6.3A The Consultant shall prepare preliminary water main layouts and final design water plan and profile for Franklin Street to replace the existing AC main from 4<sup>th</sup> Avenue to 5<sup>th</sup> Avenue (to be included in Task 5 and Task 9, respectively).

### *Task 6 Deliverables:*

- *Meeting minutes*

## **TASK 7 – STORMWATER MANAGEMENT (COORDINATE WITH TASK 9)**

- 7.1 The Consultant will analyze stormwater management requirements and prepare a draft Drainage Design Report in accordance with the City of Olympia's December 2016 *Drainage Design and Erosion Control Manual*. The draft report will document the applicability of the Core Requirements at a 30% level of design.
- 7.2 The Consultant will complete the stormwater management design and update the Drainage Design Report for the 60% and 90% review submittals to document the stormwater design and incorporate City review comments.
- 7.3 The Consultant will prepare a draft Construction Stormwater Pollution Prevention Plan (SWPPP) for the project. The draft SWPPP will be submitted with the 90% plans.

### *Task 7 Deliverables:*

- *Draft Drainage Design Report (1 copy, PDF format)*
- *60% Drainage Design Report (1 copy, PDF format)*

- 90% Drainage Design Report (1 copy, PDF format)
- Draft SWPPP report (2 copies, PDF and hard copy)

## **TASK 8 – PUBLIC ART INTEGRATION**

8.1 The Consultant and Artist will present to the City Arts Program the integration of art into the urban design and streetscape elements within the corridor through an Urban Design / Art Packet in Task 5. The Consultant will incorporate the approved Artist design ideas into the Final Design construction documents in Task 9. There will be no separate piece of commissioned art.

## **TASK 9 – FINAL DESIGN**

9.1A The Consultant will prepare 60% Plans for review and approval by the City. The 60% Plans will incorporate comments from previous submittals, geotechnical findings, and environmental process as applicable. Plans will be formatted to provide sufficient detail for convenient field layout of all proposed facilities. City standard details and WSDOT standard plans will be supplemented with project specific details as required.

Franklin Street SE plan information will include:

- Drawing index and legend
- Centerline control information
- Limits of construction
- Typical Sections and Details
- Construction Phasing and Traffic Control Plans
- Site Preparation Plans
- Temporary Erosion and Sediment Control (TESC) Plans incl. Wet Season Plan
- Roadway Plans
- Roadway and Stormwater Profiles
- Drainage Details
- Urban Design Plans (including integrated art elements)
- Landscape/Restoration Plans
- Channelization Plans
- Illumination Layout Plans
- Signal Modification Plans
- Water and Sewer Plan and Profile
- Water and Sewer Details

9.1B Legion Way SE plan information will include:

- Drawing index and legend
- Centerline control information
- Limits of construction
- Typical Sections and Details
- Construction Phasing and Traffic Control Plans
- Site Preparation Plans

- Temporary Erosion and Sediment Control (TESC) Plans incl. Wet Season Plan
- Roadway Plans
- Roadway and Stormwater Profiles
- Drainage Details
- Urban Design Plans (integrated art elements)
- Landscape/Restoration Plans
- Channelization Plans
- Illumination Layout Plans
- Signal Modification Plans

9.2A The Consultant will prepare 90% Plans for review and approval by the City. The 90% Plans will incorporate comments from previous submittals, geotechnical findings, and environmental process as applicable. It is anticipated that the final design drawings will include the following:

Franklin Street SE plan information will include:

- 1 Cover Sheet
- 1 Index, Legend and Abbreviations
- 1 Typical Sections
- 1 Roadway Details
- 10 Construction Phasing and Traffic Control Plans
- 2 Site Preparation Plans
- 2 Roadway and Drainage Plan and Profile Sheets
- 1 Drainage Details
- 3 Intersection Plans
- 1 Intersection Details
- 2 Channelization & Sign Plans
- 2 Urban Design Plans (Sidewalk and Intersection Layout Plans)
- 4 Urban Design Details (including Integrated Art)
- 2 Landscape/Restoration Plans
- 1 Landscape Details
- 2 Irrigation Plans
- 1 Irrigation Details
- 7 Signal Plans
- 2 Signal Details
- 2 Illumination Plans
- 2 Illumination Details
- 2 Water and Sewer Plan and Profile
- 1 Water and Sewer Details

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53 Total Sheets

9.2B Legion Way SE plan information will include:

- 1 Cover Sheet
- 1 Index, Legend and Abbreviations
- 1 Typical Sections
- 8 Construction Phasing and Traffic Control Plans
- 2 Site Preparation Plans
- 2 Roadway Plan Sheets
- 1 Intersection Plan and Drainage Plan

- 3 Intersection and Drainage Details
- 4 Channelization & Sign Plans
- 2 Urban Design Plans (including Integrated Art)
- 3 Urban Design Details (including Integrated Art)
- 1 Landscape/Restoration Plans
- 1 Landscape Details
- 1 Irrigation Plans
- 1 Irrigation Details
- 2 Signal Plans
- 2 Signal Details
- 2 Illumination Plans
- 1 Illumination Details
- 1 Utilities Plan
- 1 Utilities Detail

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41 Total Sheets

- 9.3A The Consultant shall prepare Bid Documents for Franklin Street SE for advertisement and award by the City.
- 9.3B The Consultant shall prepare Bid Documents for Legion Way SE for advertisement and award by the City.
- 9.4A The Consultant will prepare 60%, 90%, and Bid Document specifications for Franklin Street SE for review and approval by the City. Specifications will be based on 2018 WSDOT / APWA standard specifications, using contract boilerplate and general special provisions provided by the City.
- 9.4B The Consultant will prepare 60%, 90%, and Bid Document specifications for Legion Way SE for review and approval by the City. Specifications will be based on 2018 WSDOT / APWA standard specifications, using contract boilerplate and general special provisions provided by the City.
- 9.5A The Consultant will calculate quantities and prepare construction cost estimates in support of the Franklin Street 60% and 90% review submittals.
- 9.5B The Consultant will calculate quantities and prepare construction cost estimates in support of the Legion Way 60% and 90% review submittals.
- 9.6 The Consultant shall provide a constructability review after each final design milestone (2 reviews).

*Task 9 Deliverables:*

- *60% Review Submittal for Franklin Street SE: 1 Construction Cost Estimate (PDF), 1 Specifications (PDF), 1 Half-Size Plans (11" x 17, PDF)*
- *60% Review Submittal for Legion Way: 1 Construction Cost Estimate (PDF), 1 Specifications (PDF), 1 Half-Size Plans (11" x 17, PDF)*
- *90% Review Submittal for Franklin Street SE: 1 Construction Cost Estimate (PDF), 1 Specifications (PDF), 1 Half-Size Plans (11" x 17, PDF)*

- *90% Review Submittal for Legion Way SE: 1 Construction Cost Estimate (PDF), 1 Specifications (PDF), 1 Half-Size Plans (11" x 17, PDF)*
- *Bid Documents for Franklin Street SE: 1 Construction Cost Estimate (hard copy), 1 Specifications (hard copy and PDF), 1 Half-Size Plans (11" x 17", hard copy), 1 Full Size Plans (22" x 34", hard copy), upload to BXWA.com*
- *Bid Documents for Legion Way SE: 1 Construction Cost Estimate (hard copy), 1 Specifications (hard copy and PDF), 1 Half-Size Plans (11" x 17", hard copy), 1 Full Size Plans (22" x 34", hard copy), upload to BXWA.com*

#### **TASK 10 – BID PHASE SERVICES**

- 10.1A The Consultant will provide assistance during the Franklin Street SE bidding process to include responding to bidders' questions, providing clarifications and preparing written record of the bidder's telephone conversation.
- 10.1B The Consultant will provide assistance during the Legion Way SE bidding process to include responding to bidders' questions, providing clarifications and preparing written record of the bidder's telephone conversation.
- 10.2A The Consultant shall prepare up to two (2) addenda for the Franklin Street SE Improvement project as required.
- 10.2B The Consultant shall prepare up to two (2) addenda for the Legion Way SE Improvement project as required.

#### **TASK 11 – CULTURAL RESOURCE**

- 11.1 Funding for the Project is expected to include local (City of Olympia) and state (Capital Improvements) funds, which will require review under the Governor's Executive Order 05-05. The Consultant shall support Historical Research Associates, Inc. (HRA) to comply with Executive Order 05-05. See attached Exhibit A1-B.

#### **F. MANAGEMENT RESERVE**

A Management Reserve Fund has been established under this supplement to support additional final design services that may arise, such as additional design services for utility replacement and/or upgrades. The Consultant shall provide written authorization to the City for City approval prior to the use of the Management Reserve Fund.

#### **G. ADDITIONAL SERVICES**

The City of Olympia may require other services of the Consultant. These services could include additional design, right of way, environmental, construction services, and/or other tasks not included in this scope of work. If additional services are required, the Consultant will provide the City with a detailed scope of work and an hour and fee estimate. The Consultant will not proceed with work until the City has authorized the work and issued a Notice to Proceed.



EXHIBIT B-1



FEE SUMMARY

**Project: City of Olympia**  
**Franklin Street & Legion Way SE Improvements**  
**Supplement No. 1 - Final Design Services**  
**REV: April 11, 2018**

Description	Estimated Fee
Task 1 - Management / Coordination / Administration	\$31,874
Task 2 - Technical Coordination	\$9,476
Task 3 - Community Involvement/Public Outreach	\$46,829
Task 4 - Geotechnical Exploration	\$33,419
Task 5 - 30% Preliminary Design	\$84,161
Task 6 - Utility Coordination	\$63,215
Task 7 - Stormwater Management (Coordinate with Task 9)	\$17,331
Task 8 - Public Art Integration	\$1,713
Task 9 - Final Design	\$361,209
Task 10 - Bid Phase Services	\$12,596
Task 11 - Cultural Resource Services	\$12,195
<b>Subtotal Estimated Fee</b>	<b>\$674,017</b>
<b>Management Reserve (5%)</b>	<b>\$33,701</b>
<b>Total Estimated Fee</b>	<b>\$707,718</b>

EXHIBIT B-1A

HOUR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



		KPG Labor Hour Estimate											
Task	Description	Total Labor Rate	Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician	Admin, Senior	Hours	Total Fee
		\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46			
<b>Task 1 - Management / Coordination / Administration</b>													
1.1	Project management services (8 Months)		4	8	0	0	0	0	0	0	4	16 \$ 2,695	
1.2	Monthly progress reporting and invoices		0	4	0	0	0	0	0	0	4	8 \$ 1,108	
1.3	Subconsultant management		2	20	0	0	0	0	0	0	0	22 \$ 4,151	
1.4	Team coordination meeting management (12)		2	16	0	0	0	0	0	0	0	18 \$ 3,405	
1.5	Internal QA/QC		2	20	0	0	0	0	0	0	0	22 \$ 4,151	
	Reimbursable expenses - see breakdown for details											\$ 528	
<b>Task Totals</b>			<b>10</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>86 \$ 16,037</b>	
<b>Task 2 - Technical Coordination</b>													
2.1	City Department coordination (est. 4 meetings)		1	4	4	0	2	0	0	0	0	11 \$ 1,847	
2.2	Agency coordination (est. 4 meetings)		1	4	4	0	0	0	0	0	0	9 \$ 1,521	
2.3	Arts Commission coordination (est. 2 meetings)		1	2	0	0	2	0	0	0	0	5 \$ 910	
	Reimbursable expenses - see breakdown for details											\$ 660	
<b>Task Total</b>			<b>3</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25 \$ 4,938</b>	
<b>Task 3 - Community Involvement/Public Outreach</b>													
3.1	City Council meeting update assistance (est.1 meeting)		2	2	0	4	0	0	0	2	8	18 \$ 2,251	
3.2	Open House presentation (est. 2)		4	4	4	8	4	0	8	8	2	42 \$ 5,730	
3.3	Property Owner meeting facilitation (est. 10 meetings)		2	8	12	16	5	4	0	8	4	59 \$ 8,193	
3.4	Stakeholder coordination/presentation (est. 4 meetings)		2	4	2	8	2	8	16	8	2	52 \$ 6,488	
	Reimbursable expenses - see breakdown for details											\$ 756	
<b>Task Total</b>			<b>10</b>	<b>18</b>	<b>18</b>	<b>36</b>	<b>11</b>	<b>12</b>	<b>24</b>	<b>26</b>	<b>16</b>	<b>171 \$ 23,418</b>	

EXHIBIT B-1A

HOOR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



		KPG Labor Hour Estimate											
Task	Description	Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician	Admin, Senior	Hours	Total Fee	
Total Labor Rate		\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46			
<b>Task 4 - Geotechnical Exploration</b>													
4.1	Support GeoDesign in geotech exploration	0	4	8	0	0	0	0	8	0	20	\$ 2,752	
4.2	Support GeoDesign in draft and final Geotech Report	0	2	4	0	0	0	0	4	0	10	\$ 1,376	
	Reimbursable expenses - see breakdown for details											\$ 25,164	
<b>Task Total</b>		<b>0</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>30</b>	<b>\$ 29,291</b>	
<b>Task 5 - 30% Preliminary Design</b>													
5.1A	30% Review Submittal for Franklin Street Improvements	8	8	32	64	8	32	16	16	0	184	\$ 24,455	
5.2	Franklin Street illumination analysis and report	0	2	16	80	0	0	0	0	0	98	\$ 12,923	
5.3A	Franklin Street urban design packet	0	2	0	0	16	40	116	0	0	174	\$ 19,884	
	Reimbursable expenses - see breakdown for details											\$ 264	
<b>Task Total</b>		<b>8</b>	<b>12</b>	<b>48</b>	<b>144</b>	<b>24</b>	<b>72</b>	<b>132</b>	<b>16</b>	<b>0</b>	<b>456</b>	<b>\$ 57,526</b>	
<b>Task 6 - Utility Coordination</b>													
6.1	Coordinate with City for water, wastewater and storm	0	12	24	32	0	0	0	0	0	68	\$ 9,741	
6.2	Coordinate with Franchise utilities	0	6	12	18	0	0	0	0	0	36	\$ 5,128	
6.3A	Prepare preliminary layout and final design of water main	4	16	32	96	0	0	0	160	0	308	\$ 38,226	
	Reimbursable expenses - see breakdown for details											\$ 3,892	
<b>Task Total</b>		<b>4</b>	<b>34</b>	<b>68</b>	<b>146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>412</b>	<b>\$ 56,988</b>	
<b>Task 7 - Stormwater Management (Coordinate with Task 9)</b>													
7.1	Stormwater analysis and prepare draft Drainage Report	0	4	8	24	0	0	0	8	0	44	\$ 5,839	
7.2	Prepare final Drainage Report	0	2	4	8	0	0	0	2	0	16	\$ 2,186	
7.3	Prepare draft Stormwater Pollution Prevention Plan (SWPPP)	0	1	2	16	0	0	0	2	0	21	\$ 2,746	
	Reimbursable expenses - see breakdown for details											\$ 264	
<b>Task Total</b>		<b>0</b>	<b>7</b>	<b>14</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>81</b>	<b>\$ 11,035</b>	
<b>Task 8 - Public Art Integration</b>													
8.1	Coordinate with Artist for integrated art	0	2	0	0	2	0	0	0	0	4	\$ 699	
	Reimbursable expenses - see breakdown for details											\$ 232	
<b>Task Total</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$ 931</b>	

EXHIBIT B-1A

HOOR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



		KPG Labor Hour Estimate											
Task	Description	Total Labor Rate	Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician	Admin, Senior	Hours	Total Fee
		\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46			
<b>Task 9 - Final Design</b>													
9.1A	60% Review Submittal for Franklin Street Improvements	2	24	180	272	24	96	128	200	2	928	\$ 116,105	
9.2A	90% Review Submittal for Franklin Street Improvements	6	40	148	192	8	96	48	160	2	700	\$ 89,744	
9.3A	Prepare Bid Documents for Franklin Street Improvements	2	6	16	32	8	16	32	48	2	162	\$ 19,912	
9.4A	Prepare Specifications for Franklin Street	8	40	24	0	32	24	0	0	4	132	\$ 20,960	
9.5A	Prepare and calculate quantities for Franklin Street	0	4	8	40	2	16	32	0	0	102	\$ 12,598	
9.6	Conduct constructability review after each submittal (est 3)	12	24	0	0	0	0	0	0	0	36	\$ 7,000	
	Reimbursable expenses - see breakdown for details											\$ 9,114	
	<b>Task Total</b>	<b>30</b>	<b>138</b>	<b>376</b>	<b>536</b>	<b>74</b>	<b>248</b>	<b>240</b>	<b>408</b>	<b>10</b>	<b>2,060</b>	<b>\$ 275,435</b>	
<b>Task 10 - Bid Phase Services</b>													
10.1A	Provide assistance with bidding Franklin Street	2	8	16	0	8	0	8	0	1	43	\$ 6,405	
10.2A	Prepare addenda (est. 2) for Franklin Street Improvements	0	2	0	4	0	2	8	0	1	17	\$ 2,054	
	Reimbursable expenses - see breakdown for details											\$ 50	
	<b>Task Total</b>	<b>2</b>	<b>10</b>	<b>16</b>	<b>4</b>	<b>8</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>2</b>	<b>60</b>	<b>\$ 8,508</b>	
<b>Task 11 - Cultural Resource Services</b>													
11.1	Support HRA for Executive Order 05-05 documentation	0	2	0	16	0	0	0	0	0	18	\$ 2,431	
	Reimbursable expenses - see breakdown for details											\$ 9,764	
	<b>Task Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$ 12,195</b>	
<b>TOTAL HOURS AND TOTAL ESTIMATED FEE</b>		<b>67</b>	<b>307</b>	<b>560</b>	<b>930</b>	<b>123</b>	<b>334</b>	<b>412</b>	<b>634</b>	<b>36</b>	<b>3403</b>	<b>\$ 496,303.39</b>	

MANAGEMENT RESERVE (5%) \$ 24,815.17

FRANKLIN TOTAL PROJECT FEE \$ 521,118.55

## KPG HOUR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018




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**Reimbursable Breakdown**


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**Task 1 - Management / Coordination / Administration**

Mileage (4 trips @ .545 cents/mile)	\$	128.00
Reproduction	\$	400.00

<b>Task 1 - Total</b>	<b>\$</b>	<b>528.00</b>
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**Task 2 - Technical Coordination**

Mileage (5 trips @ .545 cents/mile)	\$	160.00
Reproduction	\$	500.00

<b>Task 2 - Total</b>	<b>\$</b>	<b>660.00</b>
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**Task 3 - Community Involvement/Public Outreach**

Mileage (8 trips @ .545 cents/mile)	\$	256.00
Reproduction	\$	500.00

<b>Task 3 - Total</b>	<b>\$</b>	<b>756.00</b>
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**Task 4 - Geotechnical Exploration**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	100.00
GeoDesign	\$	25,000.00

<b>Task 4 - Total</b>	<b>\$</b>	<b>25,164.00</b>
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**Task 5 - 30% Preliminary Design**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	200.00

<b>Task 5 - Total</b>	<b>\$</b>	<b>264.00</b>
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## KPG HOUR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018




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**Reimbursable Breakdown**


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**Task 6 - Utility Coordination**

Mileage (6 trips @ .545 cents/mile)	\$	192.00
Reproduction	\$	200.00
Utility Pothole	\$	3,500.00
<b>Task 6 - Total</b>	<b>\$</b>	<b>3,892.00</b>

**Task 7 - Stormwater Management (Coordinate with Task 9)**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	200.00
<b>Task 7 - Total</b>	<b>\$</b>	<b>264.00</b>

**Task 8 - Public Art Integration**

Mileage (1 trips @ .545 cents/mile)	\$	32.00
Reproduction	\$	200.00
<b>Task 8 - Total</b>	<b>\$</b>	<b>232.00</b>

**Task 9 - Final Design**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	200.00
Ellen Sollod	\$	8,850.00
<b>Task 9 - Total</b>	<b>\$</b>	<b>9,114.00</b>

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EXHIBIT B-1A

**KPG HOUR AND FEE ESTIMATE**

**Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 FRANKLIN STREET FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018**



<b>Reimbursable Breakdown</b>		
<b>Task 10 - Bid Phase Services</b>		
Mileage (.545 cents/mile)	\$	-
Reproduction	\$	50.00
<b>Task 10 - Total</b>		<b>\$ 50.00</b>
<b>Task 11 - Cultural Resource Services</b>		
Mileage (.545 cents/mile)	\$	64.00
Reproduction	\$	200.00
HRA, Inc.	\$	9,500.00
<b>Task 11 - Total</b>		<b>\$ 9,764.00</b>
		<b>REIMBURSEABLE TOTAL \$ 50,688.00</b>

EXHIBIT B-1B

HOUR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 LEGION WAY FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



		KPG Labor Hour Estimate										Hours	Total Fee
		Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician	Admin, Senior			
Task	Description	Total Labor Rate	\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46		
<b>Task 1 - Management / Coordination / Administration</b>													
1.1	Project management services (8 Months)	4	8	0	0	0	0	0	0	0	4	16	\$ 2,695
1.2	Monthly progress reporting and invoices	0	4	0	0	0	0	0	0	0	4	8	\$ 1,108
1.3	Subconsultant management	2	20	0	0	0	0	0	0	0	0	22	\$ 4,151
1.4	Team coordination meeting management (12)	2	16	0	0	0	0	0	0	0	0	18	\$ 3,405
1.5	Internal QA/QC	2	20	0	0	0	0	0	0	0	0	22	\$ 4,151
	Reimbursable expenses - see breakdown for details												\$ 328
<b>Task Totals</b>		<b>10</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>86</b>	<b>\$ 15,837</b>
<b>Task 2 - Technical Coordination</b>													
2.1	City Department coordination (est. 4 meetings)	1	4	4	0	2	0	0	0	0	0	11	\$ 1,847
2.2	Agency coordination (est. 4 meetings)	1	4	4	0	0	0	0	0	0	0	9	\$ 1,521
2.3	Arts Commission coordination (est. 2 meetings)	1	2	0	0	2	0	0	0	0	0	5	\$ 910
	Reimbursable expenses - see breakdown for details												\$ 260
<b>Task Total</b>		<b>3</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>\$ 4,538</b>
<b>Task 3 - Community Involvement/Public Outreach</b>													
3.1	City Council meeting update assistance (est. 1 meeting)	2	2	0	4	0	0	0	2	8	8	18	\$ 2,251
3.2	Open House presentation (est. 2)	4	4	4	8	4	0	8	8	2	42	42	\$ 5,730
3.3	Property Owner meeting facilitation (est. 10 meetings)	3	8	12	16	5	4	0	8	4	60	60	\$ 8,404
3.4	Stakeholder coordination/presentation (est. 4 meetings)	2	4	2	8	2	8	16	8	2	52	52	\$ 6,488
	Reimbursable expenses - see breakdown for details												\$ 538
<b>Task Total</b>		<b>11</b>	<b>18</b>	<b>18</b>	<b>36</b>	<b>11</b>	<b>12</b>	<b>24</b>	<b>26</b>	<b>16</b>	<b>172</b>	<b>172</b>	<b>\$ 23,411</b>



EXHIBIT B-1B

HOURLY AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 LEGION WAY FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



			KPG Labor Hour Estimate								Hours	Total Fee	
			Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician			Admin, Senior
Task	Description	Total Labor Rate	\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46		
<b>Task 4 - Geotechnical Exploration</b>													
4.1	Support GeoDesign in geotech exploration		0	4	8	0	0	0	0	8	0	20	\$ 2,752
4.2	Support GeoDesign in draft and final Geotech Report		0	2	4	0	0	0	0	4	0	10	\$ 1,376
	Reimbursable expenses - see breakdown for details												\$ -
	<b>Task Total</b>		<b>0</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>30</b>	<b>\$ 4,127</b>
<b>Task 5 - 30% Preliminary Design</b>													
5.1B	30% Review Submittal for Legion Way Improvements		8	4	8	24	4	8	24	8	0	88	\$ 11,639
5.3B	Legion Way urban design packet		0	2	0	0	4	32	96	0	0	134	\$ 14,881
	Reimbursable expenses - see breakdown for details												\$ 114
	<b>Task Total</b>		<b>8</b>	<b>6</b>	<b>8</b>	<b>24</b>	<b>8</b>	<b>40</b>	<b>120</b>	<b>8</b>	<b>0</b>	<b>222</b>	<b>\$ 26,634</b>
<b>Task 6 - Utility Coordination</b>													
6.1	Coordinate with City for water, wastewater and storm		0	4	8	8	0	0	0	0	0	20	\$ 2,904
6.2	Coordinate with Franchise utilities		0	2	4	6	0	0	0	0	0	12	\$ 1,709
	Reimbursable expenses - see breakdown for details												\$ 1,614
	<b>Task Total</b>		<b>0</b>	<b>6</b>	<b>12</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$ 6,227</b>
<b>Task 7 - Stormwater Management (Coordinate with Task 9)</b>													
7.1	Stormwater analysis and prepare draft Drainage Report		0	0	4	8	0	0	0	8	0	20	\$ 2,470
7.2	Prepare final Drainage Report		0	0	4	4	0	0	0	0	0	8	\$ 1,079
7.3	Prepare draft Stormwater Pollution Prevention Plan (SWPPP)		0	1	2	16	0	0	0	2	0	21	\$ 2,746
	Reimbursable expenses - see breakdown for details												\$ -
	<b>Task Total</b>		<b>0</b>	<b>1</b>	<b>10</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>49</b>	<b>\$ 6,296</b>
<b>Task 8 - Public Art Integration</b>													
8.1	Coordinate with Artist for integrated art		0	2	0	0	2	0	0	0	0	4	\$ 699
	Reimbursable expenses - see breakdown for details												\$ 82
	<b>Task Total</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$ 781</b>

EXHIBIT B-1B

HOURLY AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 LEGION WAY FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



			KPG Labor Hour Estimate								Hours	Total Fee	
			Engineer, Principal	Engineer, PM	Engineer, PE	Engineer, Design	Urb Design/LA, Senior	Landscape Architect	Landscape Technician	CADD Technician			Admin, Senior
Task	Description	Total Labor Rate	\$ 210.40	\$ 186.49	\$ 141.11	\$ 128.65	\$ 163.20	\$ 118.60	\$ 104.80	\$ 109.59	\$ 90.46		
<b>Task 9 - Final Design</b>													
9.1B	60% Review Submittal for Legion Way Improvements	2	8	16	96	12	32	64	16	2	248	\$ 30,916	
9.2B	90% Review Submittal for Legion Way Improvements	2	4	8	64	4	24	64	16	2	188	\$ 22,670	
9.3B	Prepare Bid Documents for Legion Way Improvements	2	2	4	8	2	4	16	8	2	48	\$ 5,923	
9.4B	Prepare Specifications for Legion Way	2	8	24	0	16	0	0	0	4	54	\$ 8,272	
9.5B	Prepare and calculate quantities for Legion Way	0	2	4	16	2	4	8	0	0	36	\$ 4,635	
9.6	Conduct constructability review after each submittal (est 3)	12	24	0	0	0	0	0	0	0	36	\$ 7,000	
	Reimbursable expenses - see breakdown for details											\$ 6,359	
<b>Task Total</b>		<b>20</b>	<b>48</b>	<b>56</b>	<b>184</b>	<b>36</b>	<b>64</b>	<b>152</b>	<b>40</b>	<b>10</b>	<b>610</b>	<b>\$ 85,775</b>	
<b>Task 10 - Bid Phase Services</b>													
10.1B	Provide assistance with bidding Legion Way	1	2	4	0	2	0	4	0	1	14	\$ 1,984	
10.2B	Prepare addenda (est. 2) for Legion Way Improvements	0	2	0	4	0	2	8	0	1	17	\$ 2,054	
	Reimbursable expenses - see breakdown for details											\$ 50	
<b>Task Total</b>		<b>1</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>31</b>	<b>\$ 4,087</b>	
<b>TOTAL HOURS AND TOTAL ESTIMATED FEE</b>			<b>53</b>	<b>169</b>	<b>128</b>	<b>290</b>	<b>63</b>	<b>118</b>	<b>308</b>	<b>96</b>	<b>36</b>	<b>1261</b>	<b>\$ 177,713.90</b>

MANAGEMENT RESERVE (5%) \$ 8,885.70

LEGION TOTAL PROJECT FEE \$ 186,599.60

**KPG HOUR AND FEE ESTIMATE**

**Project: City of Olympia  
Franklin Street & Legion Way SE Improvements  
LEGION WAY FINAL DESIGN HOUR AND FEE  
REV: April 11, 2018**



<b>Reimbursable Breakdown</b>	
<b>Task 1 - Management / Coordination / Administration</b>	
Mileage (4 trips @ .545 cents/mile)	\$ 128.00
Reproduction	\$ 200.00
<b>Task 1 - Total</b>	<b>\$ 328.00</b>
<b>Task 2 - Technical Coordination</b>	
Mileage (5 trips @ .545 cents/mile)	\$ 160.00
Reproduction	\$ 100.00
<b>Task 2 - Total</b>	<b>\$ 260.00</b>
<b>Task 3 - Community Involvement/Public Outreach</b>	
Mileage (9 trips @ .545 cents/mile)	\$ 288.00
Reproduction	\$ 250.00
<b>Task 3 - Total</b>	<b>\$ 538.00</b>
<b>Task 4 - Geotechnical Exploration</b>	
Mileage (2 trips @ .545 cents/mile)	\$ -
Reproduction	\$ -
GeoDesign	\$ -
<b>Task 4 - Total</b>	<b>\$ -</b>
<b>Task 5 - 30% Preliminary Design</b>	
Mileage (2 trips @ .545 cents/mile)	\$ 64.00
Reproduction	\$ 50.00
<b>Task 5 - Total</b>	<b>\$ 114.00</b>

EXHIBIT B-1B

KPG HOUR AND FEE ESTIMATE

Project: City of Olympia  
 Franklin Street & Legion Way SE Improvements  
 LEGION WAY FINAL DESIGN HOUR AND FEE  
 REV: April 11, 2018



**Reimbursable Breakdown**

**Task 6 - Utility Coordination**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	50.00
Utility Pothole	\$	1,500.00
<b>Task 6 - Total</b>	<b>\$</b>	<b>1,614.00</b>

**Task 7 - Stormwater Management (Coordinate with Task 9)**

Mileage	\$	-
Reproduction	\$	-
<b>Task 7 - Total</b>	<b>\$</b>	<b>-</b>

**Task 8 - Public Art Integration**

Mileage (1 trips @ .545 cents/mile)	\$	32.00
Reproduction	\$	50.00
<b>Task 8 - Total</b>	<b>\$</b>	<b>82.00</b>

**Task 9 - Final Design**

Mileage (2 trips @ .545 cents/mile)	\$	64.00
Reproduction	\$	150.00
Ellen Sollod	\$	6,145.00
<b>Task 9 - Total</b>	<b>\$</b>	<b>6,359.00</b>

**Task 10 - Bid Phase Services**

Mileage (.545 cents/mile)	\$	-
Reproduction	\$	50.00
<b>Task 10 - Total</b>	<b>\$</b>	<b>50.00</b>

**REIMBURSEABLE TOTAL \$ 9,345.00**



## City Council

### Approval of a Resolution Establishing Immediate Action Items to Address Homelessness in Olympia

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 6.B  
**File Number:** 18-0499

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

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#### **Title**

Approval of a Resolution Establishing Immediate Action Items to Address Homelessness in Olympia

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve a resolution regarding actions items related to the City of Olympia's response to issues of housing and homelessness

#### **Report**

##### **Issue:**

Whether to approve a resolution regarding actions items related to the City of Olympia's response to issues of housing and homelessness

##### **Staff Contact:**

Steve Hall, City Manager, (360) 753-8244

##### **Presenter(s):**

Councilmember Jessica Bateman

#### **Background and Analysis:**

On May 8, 2018 the Olympia City Council met to discuss the issues of housing and homelessness in the community. At the meeting, facilitator Nancy Campbell worked with Councilmembers to identify why the issues of homelessness are important to Councilmembers; what Councilmembers believe may work to address the issues; high priority action items; strategies to address what we "need to know"; issues to be addressed in a Housing and Homelessness Strategic Plan and issues for the City to pursue.

The Resolution memorializes the action items that were identified at the May 8, 2018 meeting.

#### **Neighborhood/Community Interests (if known):**

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

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Homelessness and housing are of high interest to the community.

**Options:**

1. Pass the resolution as presented.
2. Modify the resolution
3. Do not past the resolution

**Financial Impact:**

n/a

**Attachments:**

Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ESTABLISHING IMMEDIATE ACTION ITEMS TO ADDRESS HOMELESSNESS IN OLYMPIA.**

**WHEREAS**, homelessness has been identified as the single most significant and urgent issue of public concern facing the Olympia community; and

**WHEREAS**, an effective and efficient response to homelessness requires a coordinated and collaborative community response; and

**WHEREAS**, the Olympia Comprehensive Plan establishes the goal of providing adequate emergency housing, transitional housing, permanent supportive housing, as well as independent affordable housing; and

**WHEREAS**, the Olympia Comprehensive Plan calls for service delivery models which optimize shelter and housing resources, and

**WHEREAS**, Olympia is committed to the Charter for Compassion, including recognition of the inherent worth and dignity of all persons. And, as a community, we strive to practice respect and compassion toward one another, engage in civil dialogue, and honor each individual as we ourselves would like to be honored; and

**WHEREAS**, the Olympia City Council held a study session on May 8, 2018, and selected a set of immediate action items to address the homelessness crisis in our community;

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

**Section 1.** The Olympia City Council does affirm and support the implementation of evidence-based, best practices to address the crisis of homelessness, including: housing first, harm reduction, coordinated entry, low-barrier services, and the utilization of the O'Connell homeless vulnerability index.

**Section 2.** The Olympia City Council does affirm and support the Providence Community Care Center in downtown Olympia and its partnering providers as critical contributors of comprehensive clinical and dignity services for street dependent and vulnerable community members.

**Section 3.** The Olympia City Council does hereby designate Jim Cooper as its first liaison to the Community Care Center Advisory Council from May 15, 2018 until January 1, 2019, serving as a Council representative for matters impacting the services provided at the

Community Care Center. The liaison position will be assigned annually at the Council January retreat.

**Section 4.** The Olympia City Council directs the City Manager to identify opportunities for legal camping including cars and RVs with the inclusion of hygiene and storage services in Olympia for unhoused community members. The City Manager will provide an update on implementing legal camping options by June 15, 2018.

**Section 5.** The Olympia City Council aims to create a low-barrier day center in Olympia as part of the pending homelessness response strategic plan. The City Manager will provide an update on implementing a low barrier shelter by July 17, 2018.

**Section 6.** The Olympia City Council wants to better inform the public and our partners about the ongoing work of the City to address homelessness. Accordingly, the City Council directs the City Manager to develop a web site page and other communication tools to regularly update the community on City efforts.

**Section 7.** The Finance committee shall review funding options for the aforementioned action items.

**Section 8.** The Olympia City Council directs the City Manager to prepare a coordinated strategic response plan for homelessness.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY



RESOLUTION NO. \_\_\_\_\_

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**Section 6.** The Olympia City Council wants to better inform the public and our partners about the ongoing work of the City to address homelessness. Accordingly, the City Council directs the City Manager to develop a web site page and other communication tools to regularly update the community on City efforts.

**Section 7.** The Finance Committee shall review funding options for the aforementioned action items.

**Section 8.** The Olympia City Council directs the City Manager to prepare a coordinated strategic response plan for addressing homelessness in the Olympia community.

**Section 9.** The Olympia City Council commit ourselves and this organization to a culture of humility and continued learning on the issue of homelessness, particularly around issues of marginalization, anti-oppression, and trauma-informed care, in order to strengthen community relationships and live up to the City's values of Compassion, Integrity, and Effectiveness.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY



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

## City Council

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

**Agenda Date:** 5/15/2018  
**Agenda Item Number:** 9.A  
**File Number:** 18-0484

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

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**Title**

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