



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, April 12, 2016

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [16-0473](#) Special Recognition - Arbor Day Proclamation

Attachments: [Proclamation](#)

2.B [16-0478](#) Special Recognition - Equal Pay Day Proclamation

Attachments: [Proclamation](#)

2.C [16-0482](#) Special Recognition - Councilmember Jeannine Roe's Service on the Joint Animal Services Commission

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [16-0433](#) Approval of March 22, 2016 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [16-0474](#) Bills and Payroll Certification

Attachments: [Bills and Payroll Certification](#)

4.C [16-0456](#) Approval of Advisory Committee and Commission 2016 Work Plans

Attachments: [ARTS FINAL 2016 MAP](#)
[ARTS 2016 Arts Cover Letter](#)
[ARTS OAC-2016-Work-Plan](#)
[BPAC 2016 Draft BPAC Work Plan 2016](#)
[HERI 2016 OHC Work Plan - Proposal to GG Committee 3 14 2016](#)
[PLAN 2016 OPC Work Plan - Staff Memo](#)
[PLAN OPCProposedworkplanfor2016](#)
[PLAN OPCWorkPlanProposalsform](#)
[PRAC 2016 Draft PRAC Work Plan](#)
[UAC 2016-2017 UAC Workplan](#)

4.D [16-0457](#) Approval of Reappointments to Advisory Committees and Commissions

4.E [16-0458](#) Approval of 2016 Appointments to Advisory Committees and Commissions

4.F [16-0445](#) Approval of Bid Award for the Eastside Street & 22nd Avenue Sidewalk, Phase 1

Attachments: [Bid Summary](#)
[Vicinity Map](#)

4. SECOND READINGS

4.G [16-0394](#) Approval of Ordinance Adopting RCW 69.50.440 Making it Unlawful to Open or Consume Marijuana in Public and Amending Olympia Municipal Code (OMC) Section 9.28.010

Attachments: [Ordinance](#)

4. FIRST READINGS

4.H [16-0420](#) Approval of Proposed Ordinance Amending Olympia Municipal Code (OMC) Chapter 5.80, Unfair Housing Practices, to Include "Source of Income" as a Protected Class

Attachments: [Proposed Amendment to OMC 5.80 Unfair Housing Practices](#)

4.I [16-0428](#) Approval of Amendment to Ordinance 6998 (Operating Budget Quarterly Adjustment)

Attachments: [Ordinance](#)

- 4.J [16-0429](#) Approval of Amendment to Ordinance 6997 (Capital Budget Quarterly Adjustment)
Attachments: [Ordinance](#)
- 4.K [16-0430](#) Approval of Ordinance to Create an Aerial Mapping Special Account
Attachments: [Ordinance](#)
- 4.L [16-0437](#) Approval of Proposed Ordinance Eliminating Certain Business Licensing Fees and Amending Olympia Municipal Code (OMC) Section 5.02.015
Attachments: [Ordinance](#)

5. PUBLIC HEARING

6. OTHER BUSINESS

- 6.A [16-0238](#) Discussion of Regional Septic Conversion Program
Attachments: [Goals and Policies](#)
[Hyperlink](#)
- 6.B [16-0240](#) Briefing on 2016 Construction
Attachments: [Hyperlink - Construction Map](#)
[Hyperlink - OlyProjects Twitter](#)
- 6.C [16-0468](#) Discussion of Amendments to the Community Development Block Grant (CDBG) Program Year 2015 Action Plan
Attachments: [Matrix of Proposed PY2015 CDBG Amendments](#)
[CDBG PY15 Action Plan](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

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



City Council

Special Recognition - Arbor Day Proclamation

Agenda Date: 4/12/2016
Agenda Item Number: 2.A
File Number: 16-0473

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

Title

Special Recognition - Arbor Day Proclamation

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to proclaim April 16, 2016 as Arbor Day in the City of Olympia.

Report

Issue:

Whether to recognize Arbor Day and the importance of trees in our community.

Staff Contact:

Jesse Barham, Associate Planner, Public Works Water Resources, 360.753.8164
Michelle Bentley, Associate Planner, Community Planning & Development, 360.753.8301
Sylvana Niehuser, Park Ranger, Parks, Arts and Recreation, 360.753.8258

Presenter(s):

Jesse Barham, Associate Planner
Michelle Bentley, Associate Planner
Sylvana Niehuser, Park Ranger

Background and Analysis:

On Arbor Day, we honor trees for their contribution to our society. Trees and forests are part of the fabric and identity of our community. In a City the size of Olympia, trees provide ecological services that are worth literally millions of dollars such as:

- Air filtration
- Stormwater retention
- Carbon sequestration
- Erosion control
- Slope stabilization

- Moderation of urban microclimate
- Shading our creeks, shorelines, and wetlands
- Providing wildlife habitat

Trees also provide psychological, social, health and safety benefits that are not easy to quantify.

The City of Olympia is committed to creating a sustainable urban environment through managing and improving this valuable natural resource. Three City departments (Community Planning and Development; Parks, Arts, and Recreation; and Public Works) and other community partners are collaborating on a variety of events to celebrate Arbor Day in 2016 including:

- Celebrating in Priest Point Park with a Tree Canopy Adventure to ascend 100 feet into historic, old-growth trees while enjoying the tree top environment with expert arborists. Certified staff from Expedition Old Growth will make the experience both safe and memorable.
- Four one-hour, hands-on and interactive workshops offered by experts on topics from landscaping with native plants, proper planting and pruning techniques, aquatic habitat stewardship and a guided forest tour.
- Trees being planted in the park at each of the workshops.
- A mid-day celebration at Kitchen Shelter 4 in Priest Point Park with music and refreshments.
- The presentation by Washington State Forester to City staff of the 23rd consecutive National Arbor Day Foundation *Tree City USA Award*, which is given to a person for outstanding dedication and commitment to the planting, maintenance and preservation of trees in Olympia. The recipient of the award has not been determined.

Neighborhood/Community Interests (if known):

None known.

Financial Impact:

None

Attachments:

Arbor Day Proclamation

PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, Arbor Day is now observed annually in Olympia; and

WHEREAS, trees provide a multitude of environmental benefits such as cleaning the air we breathe, reducing soil erosion, cooling the air, shading our streams, and providing wildlife habitat; and

WHEREAS, trees are a renewable resource, an identifying characteristic of our Pacific Northwest community; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our neighborhoods; and

WHEREAS, planting trees is a source of joy and a living legacy; and

WHEREAS, Olympia, Washington has been recognized as a Tree City USA by the National Arbor Day Foundation for the 23rd year;

NOW, THEREFORE, BE IT RESOLVED that the Olympia City Council does hereby proclaim April 16, 2016 as

ARBOR DAY

and urge all citizens to support efforts to care for our trees and forested areas, and to participate in supporting a healthy community tree canopy.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 12th DAY Of April, 2016.

OLYMPIA CITY COUNCIL

***Cheryl Selby
Mayor***



City Council

Special Recognition - Equal Pay Day Proclamation

Agenda Date: 4/12/2016
Agenda Item Number: 2.B
File Number: 16-0478

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

Title

Special Recognition - Equal Pay Day Proclamation

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim April 12 as Equal Pay Day in Olympia.

Report

Issue:

Recognize Equal Pay Day and the full value of women's skills and significant contributions to the labor force and encourage businesses to conduct an internal pay evaluation to ensure women are being paid fairly.

Presenter(s):

Rachel Friedman, President Zonta Club of Olympia

Background and Analysis:

The Equal Pay Act was signed by President John F. Kennedy on June 10, 1963. In writing, the Equal Pay Act of 1963 "prohibits discrimination on account of sex in the payment of wages by employers."

When the Equal Pay Act was signed, women made 59 cents for every dollar men made. Today, women make on average 79 cents per dollar men make for the same work. While there has been some advancement over the past half century, recent research shows progress has stalled during the past decade.

Equal Pay Day was originated by the National Committee on Pay Equity (NCPE) in 1996 as a public awareness event to illustrate the gap between men's and women's wages.

Equal Pay Day is the second Tuesday in April every year to illustrate how far into the current year

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

women need to work to earn the same amount of money men earned during the previous year.

This year, the Zonta Club of Olympia and the YWCA are working together to highlight Equal Pay Day in our City.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, more than 50 years after the passage of the Equal Pay Act, women, especially minority women, continue to suffer the consequences of unequal pay; and

WHEREAS, according to the American Association of University Women, it is estimated that women working full time year-round earn \$0.78 for every \$1.00 earned by their male counterparts, indicating little progress in pay equity; and

WHEREAS, according to statistics by the Institute for Women's Policy Research, college-educated women working full time earn more than a half million dollars less than their male peers over the course of a lifetime; and

WHEREAS, nearly 4 in 10 mothers earn the main source of income in their households, and nearly two-thirds are primary or significant earners, making pay equity critical to families' economic security; and

WHEREAS, a lifetime of lower pay means women have less income to save for retirement and less income counted in a Social Security or pension benefit formula; and

WHEREAS, the 2009 Lilly Ledbetter Fair Pay Act gives employees the ability to challenge a pay gap, and the Paycheck Fairness Act, if passed, would amend the Equal Pay Act by closing loopholes and improving the law's effectiveness; and

WHEREAS, fair pay strengthens the security of families today and eases future retirement costs while enhancing the American economy; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim Tuesday, April 12, 2016 as

EQUAL PAY DAY

and urge the citizens of Olympia to recognize the full value of women's skills and significant contributions to the labor force and encourage businesses to conduct an internal pay evaluation to ensure women are being paid fairly.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 12th DAY of April, 2016.

OLYMPIA CITY COUNCIL

*Cheryl Selby
Mayor*



City Council

Special Recognition - Councilmember Jeannine Roe's Service on the Joint Animal Services Commission

Agenda Date: 4/12/2016
Agenda Item Number: 2.C
File Number: 16-0482

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

Title

Special Recognition - Councilmember Jeannine Roe's Service on the Joint Animal Services Commission

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Councilmember Jeannine Roe's service on the Joint Animal Services Commission (JASCOM).

Report

Issue:

Recognizing Councilmember Roe service of approximately five years on JASCOM.

Presenter(s):

Jeff Gadman, Lacey Councilmember and Chair of JASCOM.

Background and Analysis:

JASCOM provides multi-jurisdictional animal services, and is operated by the cities of Olympia, Lacey, Tumwater and unincorporated Thurston County. The JASCOM Board meets each month to establish goals, discuss various animal-related issues and act on matters as necessary. They serve as the governing board of a non-profit corporation solely controlled by the member jurisdictions that manages and operates the regional animal shelter, educates the public about responsible pet care, resolves animal problems.

Councilmember Roe served on JASCOM from November 2009 - November 2015. The Commission requested to honor Councilmember Roe's years of service to JASCOM.

Attachments:

N/A



City Hall
601 4th Avenue E.
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City Council

Approval of March 22, 2016 City Council Meeting Minutes

Agenda Date: 4/12/2016
Agenda Item Number: 4.A
File Number: 16-0433

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

Title

Approval of March 22, 2016 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, March 22, 2016

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

1.A ANNOUNCEMENTS

Mayor Selby welcomed Boy Scout Troop 18 to the meeting.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [16-0184](#) Special Recognition - National Mayor's Challenge for Water Conservation

Water Conservation Program Coordinator Erin Conine discussed the City's participation in the National Mayor's Challenge for Water Conservation. She noted throughout the month of April, WaterWise Olympia residents are encouraged to make their pledge to conserve water at mywaterpledge.com.

Last year, Olympians pledged to reduce their annual consumption of drinking water by nearly 8 million gallons, earning Olympia a ranking of 9th in the nation.

Councilmember Gilman read the proclamation the Mayor signed.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke: Jerry Dierker, Philip Cornell, Katie Rains, Noah Heye, Shauna Stewart, Lisa Hayes, Karma Reynoldson, Tom Nogler and Brandon (no last name given)

4. CONSENT CALENDAR

4.A [16-0398](#) Approval of March 14, 2016 Special City Council Meeting with the

Olympia Downtown Association Minutes

The minutes were adopted.

- 4.B [16-0400](#) Approval of March 15, 2016 Study Session Meeting Minutes

The minutes were adopted.

- 4.C [16-0401](#) Approval of March 15, 216 City Council Meeting Minutes

The minutes were adopted.

- 4.D [16-0216](#) Approval of Stormwater Pipe Replacement Contract

The contract was approved.

- 4.E [16-0322](#) Authorization to Apply for US Environmental Protection Agency (EPA) Environmental Education Local Grants Program

The decision was approved.

- 4.F [16-0352](#) Approval of the 2016 Finance Committee Work Plan

The decision was approved.

- 4.G [16-0379](#) Preliminary Approval of the Hulbert, Hong and Slater Annexation Ordinance

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

- 4.H [16-0380](#) Approval of a Purchase and Sale Agreement for Certain Real Property Owned by Clifford and Sean Lee at 308 - 310 4th Avenue

The contract was approved.

- 4.I [16-0382](#) Approval of Recreation Conservation Office (RCO) Youth Athletic Field (YAF) Grant Agreement

The contract was approved.

- 4.J [16-0396](#) Approval of LOTT Interlocal Agreement Amendment Regarding Adoption of a Biennial Budget Process for the LOTT Clean Water Alliance

The contract was approved.

- 4.K [16-0407](#) Approval of Resolution Expressing Support for Full State Funding of the Municipal Research and Services Center

The resolution was adopted.

4. SECOND READINGS - none

4. FIRST READINGS

- 4.L [16-0394](#) Approval of Ordinance Adopting RCW 69.50.440 Making it Unlawful to Open or Consume Marijuana in Public and Amending Olympia Municipal Code (OMC) Section 9.28.010

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

Approval of the Consent Agenda

Councilmember Hankins 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 Hankins and Councilmember Roe

5. PUBLIC HEARING - none

6. OTHER BUSINESS

- 6.A [16-0239](#) West Bay Environmental Restoration Assessment

Public Works Director Rich Hoey introduced the topic of the West Bay Shoreline Environmental Restoration Assessment.

Associate Planner, Jesse Barham briefed the Council on the methodology, findings, recommendations and preliminary cost estimates for the project. The topic will return to the City Council as a study session spring/summer 2016 to discuss the findings in more detail.

Councilmembers asked clarifying questions.

The information was received.

- 6.B [16-0378](#) Review of 2015 Year-End Fund Balance

Administrative Services Director Jane Kirkemo reviewed the 2015 year-end fund balance and recommendations for allocations.

She noted 2015 revenues were 2.5% above budget and expenditures were 4/10 of 1% below budget.

Ms. Kirkemo reviewed the General Fund budget and noted revenues were \$1,738,100 above budget and expenditures were \$284,364 below budget. The total was \$2,022,464 less amounts needed for 10% operating reserve plus amounts used in 2016 budget, which equals \$1.6 million.

Councilmember Cooper shared Finance Committee discussions regarding allocation recommendations.

City Manager Steve Hall shared several suggested changes to the 2015 year end funds recommendation.

Councilmembers asked clarifying questions and discussed concerns.

Councilmembers agreed to amend the the Finance Committee's recommendations for the allocation of 2015 year end funds to include the \$163,380 for a downtown restroom pilot and allowing the transfer from the Capital Facilities Plan Contingency fund to purchase a blighted building located downtown.

The decision was approved as amended.

6.C [16-0381](#) Approval of the Agreement for Urban Design and Planning Services for the Water Street Redevelopment Area

Economic Development Director Renée Sunde discussed the agreement for Urban Design and Planning Services for the Water Street redevelopment area.

She noted that the City Council directed staff to move forward with a Request for Qualifications and Proposals for the Water Street Redevelopment on July 7, 2015. The selection committee agreed that Urban Olympia 5, LLC met all the qualifications and was the best fit for the project.

Ms. Sunde reviewed the scope of work to include property acquisition, areas plans and a development cost estimate. She also discussed the timelines and next steps in the process.

Councilmembers asked clarifying questions.

Development Partner Walker John discussed his excitement regarding the project and shared his support of urban living and downtown Olympia.

The contract was approved.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers discussed meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall had no items to report.

9. ADJOURNMENT

The meeting adjourned at 9:31 p.m.



City Council

Approval of Advisory Committee and Commission 2016 Work Plans

Agenda Date: 4/12/2016
Agenda Item Number: 4.C
File Number: 16-0456

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

Title

Approval of Advisory Committee and Commission 2016 Work Plans

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends approval of 2016 work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

City Manager Recommendation:

Move to approve the 2016 advisory committee and commission work plans as recommended by General Government Committee.

Report

Issue:

Whether to approve the recommended work plans.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

General Government Committee members individually reviewed the plans in March. The Committee met with advisory committee chairs on March 23. At that meeting, General Government unanimously agreed to recommend the work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

Neighborhood/Community Interests (if known):

N/A

Options:

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

Financial Impact:

If applicable, listed on individual plans.

Attachments:

Final 2016 Municipal Arts Plan
2016 Arts Cover Letter
OAC 2016 Work Plan
2016 Draft BPAC Work Plan
2016 OHC Work Plan Proposal
2016 OPC Work Plan Staff Memo
OPC Proposed Work Plan for 2016
OPC Work Plan Proposals Form
2016 Draft PRAC Work Plan
2016-2017 UAC Work Plan

A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning Public Art
3. Project List for 2016
4. Five-year Context
5. Summary Spreadsheet
6. Other Activities



Olympia Oyster by Colleen Cotey,
Percival Plinth Peoples' Choice Winner 2015

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

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

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

1. Municipal Art Plan: What and Why

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

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

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

2. Planning for Public Art

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

To develop funding projections for the MAF and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan.

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

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

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

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
While every piece in the collection may not resonate for every citizen, a wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.**
- **Achieve a balanced city collection that includes a strong local base but also has regional and national reach.**
- **Maintainable and safe.**
- **Well-suited to chosen site or venue.**

3. Project List for 2016

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

- Supporting several facets of the arts, including music
- Pushing the arts deeper into our neighborhoods and beyond the downtown core
- Investing in the future of the arts and artists in our community
- Continuing with successful programs that are embraced by the community

Traffic Box Wrap - \$11,000 – Following the work begun in 2015, and in partnership with Public Works, 10 transit boxes on the east side of Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl in 2016. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation.

Music Out Loud - Artwork - \$22,440 - Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances. Completion of artwork is expected in late 2016.

Music Out Loud - Performance- \$6,433 - Funds to be used for three performances per three sites (9 performances total) during the summer months, once artwork is completed. Per Council direction, the first year will be a pilot project.

Percival Plinth Project – \$22,100 – This ongoing project hosts loaned sculpture (up to 15) for an exhibition of one year along Percival Landing. During the month of August the public is invited to vote for the sculpture they wish for the City to purchase.

Harrison/Black Lake Tree Guards - \$23,000 - In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process. The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems appropriate to pursue this neighborhood-scaled project.

City Gateways - \$50,000 – Pending Council approval, 2016 could be a planning year for the Arts Commission and Planning Commission to work with a consultant to develop a Master Plan to prepare for signature artworks at key city gateways, as called for in the City's Comprehensive Plan. The Comprehensive Plan calls for gateways that can include welcoming signage, and for the involvement of citizens, neighborhoods, and City departments and officials in shaping a "distinctive special environmental setting" for these civic gateways.

City Hall Rotating Exhibit Support - \$6000 - Install display infrastructure (exhibition stands and picture rails) and curatorial services, to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall.

Olympia Artspace Alliance - \$50,000 – To support OAA's efforts to secure and build-out a facility/site for artists' studios and related programming in downtown Olympia. This item is a placeholder – actual funding is contingent upon Council approval of a specific proposal.

Poet Laureate (\$1,000 annually) – Biennial Poet Laureate program, pending Council approval.

(Future years) Eastside/22nd Sidewalk Project - \$43,764 - The third of three public art projects anticipated for sidewalks, this project will build off neighborhood walking experiences to tell the story of the area and encourage pedestrian use. Scheduling of this project is dependent on the Public Works schedule for completion.

4. Five-Year Planning Context

In 2015, the OAC developed a five-year budget plan for the first time. The five-year planning horizon was intended to allow a longer look ahead to more easily consider and track prospective capital project income, to show how funding for some projects will be phased over time, and to account for the ongoing operating costs associated with others.

The five-year context for our 2016 budget and project list includes a re-commitment of funding for the arts, following six years of restricted funding necessitated by the economic recession. From 2009 to 2015, \$1 per capita funding was not available for the MAF, and City spending for the arts was curtailed. In 2015 however, a restoration of funding began with the dedication of \$50,000 in City year-end funds to the MAF.

In 2016 City Council has continued to renew its support for the arts with a welcomed return to \$1 per capita funding. This is an essential component of the MAF. Additionally, with the adoption of the 2016 Parks Plan, the City has committed .75 fte to support the City's Arts program beginning in 2017. This critically-needed staffing will allow us to move ahead more quickly with projects planned or underway, take better care of our existing art inventory, and feed the healthy creative appetite and cultural demands of a growing community.

Our five year outlook is positive. It gives us the confidence to propose launching a multi-year project to study, plan for, and then implement a City Gateways project coordinating with the City Planning Commission and following the vision expressed in the Comprehensive Plan. We are venturing into new programs, with proposals for rotating exhibits in City Hall, a City Poet Laureate, and Music Out Loud performances in sidewalk spaces that call out our City's musical legacy. We also continue our support for popular and ongoing programs such as the Percival Plinth Project and Arts Walk, which are signature events for Olympia and a source of pride and tradition.

5. Summary Spreadsheet

FIVE YEAR MUNICIPAL ART PLAN

| | 2015 | 2016 | 2017 | 2018 | 2019 | Total |
|------------------------------------|---------------|----------------|----------------|----------------|---------------|----------------|
| INCOME | | | | | | |
| Available balance | 284,950 | | | | | 284,950 |
| \$1 per capita | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Capital projects % for art | 180,000 | 6,500 | 60,000 | | 0 | 246,500 |
| 5-year projected total | | | | | | 781,450 |
| Projects | | | | | | |
| Traffic Box Wrap | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 | 55,000 |
| Music Out Loud - Artwork | | 37,800 | | | | 37,800 |
| Music Out Loud - Performance | | 6,433 | 6,433 | 6,433 | 6,433 | 25,732 |
| Percival Plinth Project | 22,100 | 22,100 | 22,100 | 22,100 | 22,100 | 110,500 |
| Tree Guards | | 23,000 | | | | 23,000 |
| Olympia Artspace Alliance | | 50,000 | | | | 50,000 |
| City Gateways | | 50,000 | 75,000 | 60,000 | 50,000 | 235,000 |
| City Hall Rotating Exhibit Support | | 6,000 | | | | 6,000 |
| Eastside/22nd Sidewalk | | | 43,764 | | | 43,764 |
| Poet Laureate (biennial) | | | 1,000 | 1,000 | 1,000 | 3,000 |
| Subtotal | 33,100 | 206,333 | 159,297 | 100,533 | 90,533 | 589,796 |
| Balance | | | | | | 191,654 |

Projected 1%: Boulevard/Morse Merriman Roundabout

Projected 1%: Sidewalk Construction

Pending Council Approval

6. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care.

Public Works Tribute – Estimated \$4,000 - Provide repair and pedestals for City-owned artwork to be installed in City Hall. In 1990, as a tribute to his co-workers, former Parks Maintenance employee Charlie Mitchell created a set of painted wood sculptures of Public Works employees in action: emerging from hatch covers, tending to solid waste and sweeping the pathway in a small green space near the City's maintenance buildings. Due to environmental deterioration, the sculptures were removed, and stabilized. Conserved artwork will be installed at City Hall near Public Works offices, to be unveiled during Public Works Week in May.



March 10, 2016

Councilmember Jeanne Roe
Chair, General Government Committee

Dear Councilmember Roe,

Attached please find the Arts Commission's proposed 2016 Work Plan and Municipal Art Plan. At Cathie Butler's suggestion, we have streamlined our process to submit both at the same time – this is the first time we have done so.

I would also like to direct your attention to item 1.15 on the Work Plan – The Arts Commission would welcome a non-voting youth representative. We understand it may be too late in the process this year, but we hope youth recruitment can be part of the 2017 Call for Boards and Commissions.

We welcome any questions you may have, either directly, or through our Council liaison, Councilmember Gilman.

Sincerely,

Marygrace Jennings
Chair, Olympia Arts Commission

ARTS COMMISSION - 2016 Work Plan

During 2016 the Arts Commission will hold full committee meetings every month. In addition to full committee meetings, Art in Public Places and Community Events & Outreach subcommittees will alternate meetings the hour before each Commission meeting.

Section 1 - 2016 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2016.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 75%

| Title Description | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications | 6 Month Check-In |
|---|--|--|---|---------------------|------------------|
| | <i>Committee hours, not individuals.</i> | <i>Hours reflect working with the committee, not total project staff time.</i> | <i>Estimated timeline from start to finish.</i> | | |
| 1.1 2016 Municipal Art Plan to City Council Description: As part of the 2016 Work Plan process, recommend plan for 2016 dollar per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2016 Municipal Art Plan to City Council. | APP 3 hours | 3 hours | February | Municipal Art Fund | |
| 1.2 Poet Laureate | CEO 12 hours | 12 hours | March | TBD | |

| | | | | | |
|---|-----------------|---------|-----------|---------------------------------|--|
| <p>Description: Per Council referral, investigate the creation of a City of Olympia Poet Laureate.</p> <p>Deliverable: Report and recommendation to General Government Committee in early 2016.</p> | | | | | |
| <p>1.3 Downtown Music Festival</p> <p>Description: Develop concept for downtown music festival in January, February or March 2018.</p> <p>Deliverable: Report to General Government</p> | CEO 4 hours | 4 hours | September | If approved, Lodging Tax Funds. | |
| <p>1.4 Music Out Loud</p> <p>Description: Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances.</p> <p>Deliverable: Complete construction and performance schedule.</p> | APP/CEO 6 hours | 6 hours | December | Municipal Art Fund | |
| <p>1.5 Encourage Art in Vacant Storefronts</p> <p>Description: Explore partnerships between property owners and artists to activate empty downtown storefronts with arts installations.</p> <p>Deliverable: Recommendation to General Government Committee.</p> | CEO 2 hours | 2 hours | December | TBD | |
| <p>1.6 Harrison/Black Lake Tree Guards</p> <p>Description: In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process, and approved by Council.</p> | APP 1 hour | 1 hour | April | Municipal Art Fund | |

| | | | | | |
|--|------------------------------|----------|---------|--|--|
| <p>The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems appropriate to pursue this neighborhood-scaled project.</p> <p>Deliverable: Fabrication and installation of 5 tree guards.</p> | | | | | |
| <p>1.7 City Gateways</p> <p>Description: Pending Council approval, and in coordination with the Planning Commission, hire a consultant to master plan a series of gateway elements, based on locations identified in the City's Comprehensive Plan.</p> <p>Deliverable: Public engagement process and plan.</p> | APP 20 hours | 20 hours | Ongoing | None | |
| <p>1.8 Artspace\Arts Center Support</p> <p>Description: Continue to explore and support efforts to bring affordable artist housing and/or Arts Center projects to Olympia and in developing opportunities for artists and art organizations in the community.</p> <p>Deliverable: Facilitate continued communication with Olympia's arts community.</p> | Entire Commission 2 hours | 2 hours | Ongoing | None | |
| <p>1.9 Guidelines for Temporary Display of Art at City Hall & Programming</p> <p>Description: Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions at City Hall.</p> <p>Deliverable: Guidelines for GG review.</p> | APP 6 hours | 6 hours | March | Municipal Art Fund for Arts Infrastructure | |
| <p>1.10 Explore Creative District</p> | CEO/APP 4 hours | 4 hours | Ongoing | TBD | |

| | | | | | |
|---|------------------------------|---------|----------|------|--|
| <p>Description: Explore costs, benefits and community interest in establishing a formal creative district/corridor in downtown Olympia.</p> <p>Deliverable: Continue communication with Olympia’s arts community and monitor progress of ArtsWA program development at state level.</p> | | | | | |
| <p>1.11 Neighborhood Arts Support</p> <p>Description: Encourage, enhance and promote the arts in Olympia neighborhoods. Development of resources to identify neighborhood art studios. Explore the feasibility of a grant to neighborhoods program to support performing or literary arts in the neighborhoods.</p> <p>Deliverable: Recommendations to GG</p> | CEO 6 hours | 6 hours | November | TBD | |
| <p>1.12 Commission Retreat/Work Session</p> <p>Description: Develop agenda and speakers Deliverable: Complete the retreat</p> | Entire Commission 3 hours | 3 hours | May/June | None | |
| <p>1.13 City Planning Efforts:</p> <p>Description: Review, discuss and comment on City Action Plan and Downtown Strategy. Deliverable: Provide feedback and ideas to City staff.</p> <p>City Action Plan: Commission will be asked to provide feedback in March.</p> <p>Downtown Strategy: Joint Advisory Board workshop held sometime between April-May 2016 (to be scheduled).</p> | Entire Commission 6 hours | 6 hours | Ongoing | None | |

| | | | | | |
|---|-------------|---------|-----------|-----------------|--|
| <p>1.14 Visual Enhancement of Downtown</p> <p>Description: Explore possible initiatives for the visual enhancement of the downtown area.</p> <p>Deliverable: Recommendations for GG review; facilitation of communication with Olympia business community.</p> | APP 4 hours | 4 hours | September | None Identified | |
| <p>1.15 Encourage Early Arts Education Opportunities</p> <p>Description: Request permission from General Government to appoint a youth (13-18), non-voting member to the Arts Commission.</p> <p>Deliverable: Youth participation.</p> | CEO 1 hour | 1 hour | May | None | |

SECTION 2.

2016 Arts Program Support

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

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2016 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 25%

| <i>Title Description</i> | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications | 6 Month Check-In |
|------------------------------|----------------------------------|---------------------|----------|------------------------|---------------------|
|------------------------------|----------------------------------|---------------------|----------|------------------------|---------------------|

| | | | | | |
|---|--|------------------|--|------------------------------------|--|
| <p>2.a Arts Walk 52 & 53</p> <p>Description: Provide input on policies, procedures, and marketing. Assist with map distribution. Research and explore moving the Spring 2017 date.</p> <p>Deliverable: Community event.</p> | <p>CEO/Entire Commission 5 hours</p> | <p>5 hours</p> | <p>April 22 & 23 October 7 & 8 November: Poster Jury</p> | <p>None</p> | |
| <p>2.b Public Art Assessment</p> <p>Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair.</p> <p>Deliverable: Assist staff in determining what artworks require repair, removal or conservation efforts.</p> | <p>Commission 2 hours</p> | <p>2 hours</p> | <p>April</p> | <p>Public Art Maintenance Fund</p> | |
| <p>2.c Arts & Heritage Day at the Capitol</p> <p>Description: Participate in the Washington State Arts Alliance's Arts & Heritage Day at the Capitol.</p> <p>Deliverable: Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.</p> | <p>Commission 4-6 hours</p> | <p>4-6 hours</p> | <p>February 10</p> | <p>None</p> | |
| <p>2.d Traffic Box Mural Wrap Public Art Project</p> <p>Description: Working in partnership with Public Works, 10 transit boxes in East Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available through OlySpeaks for online voting.</p> <p>Deliverable Project.</p> | <p>APP 4 hours</p> | <p>4 hours</p> | <p>December</p> | <p>Municipal Art Fund</p> | |
| <p>2.e Percival Plinth Project</p> | <p>APP 4 hours</p> | <p>4 hours</p> | <p>September</p> | <p>Municipal Art Fund</p> | |

| | | | | | |
|---|--|--|--|--|--|
| <p>Description: Review process and criteria for exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases.</p> <p>Deliverable: Program plinths for art exhibitions.</p> | | | | | |
|---|--|--|--|--|--|

Bicycle and Pedestrian Advisory Committee (BPAC) 2016 Work Plan April 2016 - March 2017 Work Plan

The BPAC will hold six full committee meetings in 2016. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2016 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2016-17.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 10%

| Title Description | Committee Lead and Commitment <i>Committee hours, not individuals.</i> | Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i> | Schedule <i>Estimated timeline from start to finish.</i> | Budget Implications |
|---|---|--|---|--|
| 1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council | Full committee: 2-3 hours | Transportation staff: 3-4 hours | July - September | Budget implications identified during development of the Capital Facilities Plan |
| 1.b. Special Projects and Studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: Recommendations to City Council as identified in project/study scope | Full committee: 1-2 hours depending on projects | Transportation staff: 2-4 hours depending on projects | Ongoing | Budget implications addressed through larger project scope |

SECTION 2.

2016 Program Implementation and/or Input to Staff

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

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2016 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 90%

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
|---|---|--|---------------------------|--|
| <p>2.a. Complete Streets Funding Study (Multimodal Concurrency Study): Briefing on scoping process for a new concurrency program.</p> <p>Deliverable: Feedback to City staff, one member's participation in stakeholder group.</p> | <p>Full committee: 2-3 hours One committee representative to stakeholder group: 6-8 hours</p> | <p>Transportation staff: 3-4 hours for committee meetings. Stakeholder meetings will be held separately, with one BPAC representative present.</p> | <p>April - June</p> | <p>Study funded in 2016</p> |
| <p>2.b. Neighborhood Pathways Program: Participate in an evaluation of the Program so far.</p> <p>Deliverable: Comments to City staff.</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>November - January</p> | <p>None needed for evaluation</p> |
| <p>2.c. Joint Advisory Board Workshop for Downtown Strategy: Participate in refining a preferred land use and urban design concept for the Downtown Strategy. This workshop will be held with other City advisory committees. It will focus on the streetscape and other public spaces.</p> <p>Deliverable: Comments to City staff.</p> | <p>Full committee: 2 hours</p> | <p>Community Planning and Development staff: 4-6 hour Transportation staff: 2-4 hours</p> | <p>April - May</p> | <p>Funded in CPD's budget allocation for Downtown Strategy</p> |
| <p>2.d. Bicycle Corridor Pilot Project: Participate in promoting the Bicycle Corridor Pilot Project. Provide feedback to staff on outreach efforts and next steps.</p> <p>Deliverable: Comments to City staff.</p> | <p>Full committee: 2-4 hours</p> | <p>Transportation staff: 4-6 hours</p> | <p>April - March 2017</p> | <p>None in short term</p> |

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
|--|-------------------------------|---|----------------------|---------------------|
| <p>2.e. Bicycle Parking in New Development: Follow up on bicycle parking code enforcement with staff.</p> <p>Deliverable: Comments to staff on implementation issues</p> | Full committee: 1-2 hours | CP&D staff: 1-2 hours Transportation staff: 1-2 hours | November | None anticipated |
| <p>2.f. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to Council.</p> | Full committee: 1-2 hours | Transportation staff: 2-4 hours | April - June | None anticipated |
| <p>2.g. Bike Master Plan: Briefing on current Bike Master Plan and steps needed to update it.</p> <p>Deliverable: Comments to City staff.</p> | Full committee: 1-2 hours | Transportation staff: 2-4 hours | January - March 2017 | To be determined |
| <p>2.h. Low Impact Development Standards: As time allows, a briefing on new Standards.</p> <p>Deliverable: Briefing only.</p> | Full committee: 1-2 hours | Utility staff: 2-4 hours | To be determined | None anticipated |
| <p>2.i. Thurston County Trails System: As time allows, a briefing from Thurston County Parks on efforts to extend shared use trails into downtown, provided staff is available.</p> <p>Deliverable: Briefing only.</p> | Full committee: 1-2 hours | Transportation staff: 1-2 hours to coordinate with Thurston County Parks | To be determined | None anticipated |
| <p>2.j. "Slow Your Roll" Campaign: As time allows, revisit committee recommendation.</p> <p>Deliverable: Comments to staff.</p> | Full committee: 1-2 hours | Transportation staff: 2-4 hours | To be determined | To be determined |
| <p>2.k. Sidewalk Program Review: As time allows, receive a briefing the current sidewalk program and provide input on the scope and timing of a possible update.</p> <p>Deliverable: Comments to staff.</p> | Full committee: 1-2 hours | Transportation staff: 2-3 hours | To be determined | None in short term |

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
|---|--------------------------------------|--|-----------------|-------------------------|
| <p>2.1. Project review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.</p> <p>Deliverable: Comments to staff on scope, design, implementation issues.</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>On-going</p> | <p>None anticipated</p> |

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Olympia Heritage Commission (OHC) - 2016 Work Plan

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The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2016 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

Professional Staff Liaison to the Heritage Commission: Michelle Sadlier

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: **20%**

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|---|---|---|------------------|--|
| <p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: <i>Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts; consider initiating a status report on integrity of existing Register of over 400 properties and 2 historic districts.</i></p> <p>Deliverable: <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i></p> | <p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Heritage Review Committee: 3-9 hours</p> <p>Survey & Inventory Committee: 5-15 hours</p> | <p>CP&D Staff: Individual property application: 20 hours</p> <p>Historic district application: 250+ hours++</p> <p>Database maintenance: 20-100 hours</p> | <p>As needed</p> | <p>Individual property application: Included in base budget</p> <p>++Historic district application: TBD. If an application is submitted, it is not included in base budget. Grant funding may be sought for Downtown survey to support Downtown Strategy</p> |

OHC Standing Committees: Downtown | Heritage Review | Outreach | Policy & Ordinance | Preservation Award | Survey & Inventory

Olympia Heritage Commission (OHC) - 2016 Work Plan

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| <p style="text-align: center;">Title Description End Product</p> | <p style="text-align: center;">Committee Lead & Commitment</p> | <p style="text-align: center;">Staff Commitment</p> | <p style="text-align: center;">Schedule</p> | <p style="text-align: center;">Budget Implications</p> |
|--|---|--|--|---|
| <p>1.b. Conduct Heritage-Related Ordinance Review and Monitoring</p> <p>Proposed Work: <i>Review existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code improvements; Committee to focus on review of code on Olympia Historic Inventory, design guidelines for designated properties, and references to U.S. Secretary of the Interior Standards.</i></p> <p>Deliverable: <i>Recommendations to City Council; code revisions</i></p> | <p>OHC: 9 hours</p> <p>Policy & Ordinance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p> | <p>CP&D Staff: 100 hours</p> <p>Legal Staff: 10 hours</p> | <p>January – December</p> | <p>Included in base budget</p> |
| <p>1.c. Evaluate Special Valuation Applications</p> <p>Proposed Work: <i>Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</i></p> <p>Deliverable: <i>Recommendations to City Council; ongoing monitoring</i></p> | <p>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-9 hours</p> | <p>CP&D Staff: 30-90 hours</p> <p>Legal Staff: 10-30 hours</p> | <p>As needed, 1 to 3 per year</p> | <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) - 2016 Work Plan

DRAFT

| <p style="text-align: center;">Title Description End Product</p> | <p style="text-align: center;">Committee Lead & Commitment</p> | <p style="text-align: center;">Staff Commitment</p> | <p style="text-align: center;">Schedule</p> | <p style="text-align: center;">Budget Implications</p> |
|---|---|--|---|--|
| <p>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council.</i></p> <p>Deliverable: <i>Recommendation to City Council; Preservation Award(s) for presentation at City Council meeting</i></p> | <p>OHC: 5 hours</p> <p>Preservation Award Committee: 30 hours</p> | <p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p> | <p>January – October</p> | <p>Included in base budget</p> |

Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.
 Estimated Percent of Overall Commission Effort: **40%**

| <p style="text-align: center;">Title Description End Product</p> | <p style="text-align: center;">Committee Lead & Commitment</p> | <p style="text-align: center;">Staff Commitment</p> | <p style="text-align: center;">Schedule</p> | <p style="text-align: center;">Budget Implications</p> |
|---|---|--|--|---|
| <p>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</p> <p>Proposed Work: <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants; unless and until proposed revisions to OMC 18.12 are adopted, review demolition of Olympia Historic Inventory properties; consider possible minimum professional membership requirements as well as method of selection for Heritage Review Committee.</i></p> <p>Deliverable: <i>Recommendations to Building Official; public education and outreach</i></p> | <p>OHC: 9 hours</p> <p>Heritage Review Committee: 30 hours</p> | <p>CP&D Staff: 75 hours</p> | <p>January – December, approximately 1 heritage review meeting per month</p> | <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) - 2016 Work Plan

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| <p style="text-align: center;">Title Description End Product</p> | <p style="text-align: center;">Committee Lead & Commitment</p> | <p style="text-align: center;">Staff Commitment</p> | <p style="text-align: center;">Schedule</p> | <p style="text-align: center;">Budget Implications</p> |
|---|--|--|--|---|
| <p>2.b. Conduct Design Review for Land Use Applications for Register and Historic District Properties</p> <p>Proposed Work: <i>Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</i></p> <p>Deliverable: <i>Recommendations to Community Planning & Development Director or Hearing Examiner</i></p> | <p>Heritage Review Committee: 6-12 hours</p> | <p>CP&D Staff: 12-24 hours</p> | <p>As needed, approximately 1-2 per year</p> | <p>Included in base budget</p> |
| <p>2.c. Review and Provide Input on City Planning Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia’s Heritage</p> <p>Proposed Work: <i>Review, discuss, and provide historic preservation input on long range and land use planning activities such as the Downtown Strategy, Comprehensive Plan Implementation Strategy (Action Plan), code updates, Community Renewal Area and Capital Facilities Plan; become familiar with how State and Federal environmental regulations on historic and cultural resources – such as the State Environmental Policy Act and Section 106 of the National Historic Preservation Act – come into play at the local level.</i></p> <p>Deliverable: <i>Recommendations to staff</i></p> | <p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Committee formation as needed</p> | <p>CP&D Staff: Varies</p> | <p>As needed</p> | <p>Included in base budget</p> |

Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City’s goals to protect and enhance Olympia’s historic character and sense of place. Estimated Percent of Overall Commission Effort: **40%**

| Title Description End Product | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
|--|---|--|-------------------------------|---|
| <p>3.a. Conduct and Collaborate on Historic Preservation Outreach</p> <p>Proposed Work: <i>Organize and conduct activities to champion Olympia’s built heritage, including historic preservation month; partner with area organizations such as the Olympia Historical Society & Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.</i></p> <p>Deliverable: <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i></p> | <p>OHC: Varies</p> <p>Outreach Committee: 40 hours;</p> | <p>CP&D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p> | <p>January – November</p> | <p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p> |

Olympia Heritage Commission (OHC) - 2016 Work Plan

DRAFT

| <p style="text-align: center;">Title Description End Product</p> | <p style="text-align: center;">Committee Lead & Commitment</p> | <p style="text-align: center;">Staff Commitment</p> | <p style="text-align: center;">Schedule</p> | <p style="text-align: center;">Budget Implications</p> |
|---|--|---|---|--|
| <p>3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups</p> <p>Proposed Work: <i>Initiate and cultivate partnerships on issues related to Olympia’s historic places, including other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.</i></p> <p>Deliverable: <i>Partnerships; coordinated approaches to shared issues</i></p> | <p>OHC Members: Varies</p> | <p>CP&D Staff: Varies</p> | <p>January – December</p> | <p>Included in base budget</p> |
| <p>3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: <i>Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements; actively participate in the development of the Downtown Strategy.</i></p> <p>Deliverable: <i>A Downtown Strategy which reflects and enhances the historical character of Olympia’s Downtown; improvement projects compatible with Downtown’s historic character and sense of place</i></p> | <p>OHC: 10 hours</p> <p>Downtown Committee: 40 hours</p> | <p>CP&D Staff: Varies</p> | <p>January – December</p> | <p>Included in base budget</p> |



MEMORANDUM

Date: February 9, 2016
To: City Council General Government subcommittee
Cc: Carole Richmond, Chair, Olympia Planning Commission
From: Joyce Phillips, Senior Planner and OPC Staff Liaison
Subject: Proposed 2016 Planning Commission Work Program

As stated in the proposed work plan, Community Planning and Development staff believes there is sufficient staff time and resources to support the work program proposed by the Commission. However, we do want to take this opportunity to express one reservation.

The work program proposed by the Commission is robust and provides little if any space for adding items during the year. In fact, the estimated time dedicated to items on this work plan far exceed the normal 55 hours the Commission has available in a 12-month period. However, with increased efficiency in recent Planning Commission meetings, and the possibility that staff will not have some of these ready for review during this period, staff supports this proposal. That excess is the explanation for the unusual 'not enough time' note in the intro to the section 2 "optional" items. Historically emerging issues during the work-program year have led the Council to refer additional items to the Commission for immediate action. Staff will be working with the Commission to schedule the various items to ensure the most efficient review processes with the goal of getting through as many of these work items as practical.

Therefore, although we support Council approving the Commission's work program as proposed, we recommend that action be taken with a clear understanding that staff may propose revising this work program to ensure an opportunity to complete what may become higher priority work items.

Olympia Planning Commission - 2016 Work Plan (April 1, 2016 to March 31, 2017)

Planning Commission Recommended Draft - February 1, 2016

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one “retreat” during this period. In addition, a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

[Note that the far-right column is for purposes of reviewing the proposed work plan and is NOT to be part of work plan officially approved by Council.]

| Section 1. 2016 Policy Issues – Recommendations to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2016. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort. | | | | | | |
|--|--|---|---|-----------------------------|---------------------------------------|--|
| Title and Description | Estimated Commission Meeting Time | Estimated Staff Commitment <i>(Direct support for Commission role)</i> | Schedule <i>(Estimated)</i> Q= Quarter of calendar year | Budget Implications | Commission Role | Source of Proposal |
| 1.1 Review 6-year Capital Facilities Plan (CFP) Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. Deliverables: Hearing followed by recommendation to City Council. | 2 hours; plus 6 or more hours of subcommittee meeting time | CP&D staff: 14-18 hours Other citywide administrative and planning staff: 10 hours | Subcommittee formed in 2 nd Q; Commission to conclude review in 3 rd Q. | Included in base budget. | Detailed review and recommendation | City Staff – an annual update is customary for Olympia |
| 1.2 Annual Comprehensive Plan Amendments Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission. Deliverables: Hearing followed by recommendation to City Council. | 12 hours - dependent on scope, nature and controversy of proposals | CP&D staff: 24 to 40 hours Other department support: 24 to 40 hours | 2 nd and 3 rd Q | Included in base budget | Detailed review and recommendation | Council referrals may include Kaiser/Harrison area (2); design criteria, Lord Mansion, & Medela area |

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| <p>1.3. 'Campus Plan' Approvals amendment</p> <p>Add development code provision providing for long-term approval of 'campus' development plans, such as for colleges and hospitals; possibly by revising Land Use Approval, Conditional Use Permit or Master Plan process. This item would implement a new policy in the Comprehensive Plan.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | 3 hours | CP&D staff: 4 to 5 hours | 4th Q | Included in base budget. | Basic review and recommendation | Carryover item from 2014 |
| <p>1.4 Privately-initiated zoning map and development code text amendments</p> <p>Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2016.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | 2 hours per proposal | CP&D staff: 4 to 10 hours per proposal | Dependent on timing of proposals | Included in base budget; private applicants pay a \$3200 fee. | Detailed review and recommendation | Placeholder for new proposals |
| <p>1.5 SEPA-related regulation amendments</p> <p>Review and revision of local SEPA regulations and related development regulations regarding to downtown; may include updates responsive to State rules.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | 3 hours | 6 hours | 3rd Q | Included in base budget | Detailed review and recommendation | City staff |
| <p>1.6 Scenic view code amendment – downtown area</p> <p>Amendment of development code relative to views to, from and over downtown area. This item is phase one of two to implement the new Comprehensive Plan; phase one is related to the downtown strategy below.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 3 hours | CP&D staff: 10 hours plus consultant | 2 nd Q | Funded as part of downtown strategy scope | Detailed review and recommendation | City staff |

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| <p>1.7 Parking code amendment – bus corridors</p> <p>Amendment of development code relative to private parking requirements in vicinity of bus corridors. This item is intended to implement the new Comprehensive Plan.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 3 hours | CP&D staff: 10 hours PW staff: 4 hours | 2 nd Q | Included in base budget | Detailed review and recommendation | Planning Commission – carryover from 2015 |
| <p>1.8 Critical areas code amendments – best available science and local species</p> <p>Amendment of development code updating critical areas ordinance in two phases. Best available science update review required by Growth Management Act in phase one; evaluation of protection of locally important species and habitat in phase two.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 hours | CP&D staff: 10 hours plus consultant | 2 nd Q & 4 th Q | Consultant contract from 2015 funds | Detailed review and recommendation | City staff |
| <p>1.9 Cannabis land use code amendment</p> <p>Amendment of development code updating development code in response to state law changes in 2015.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 2 hours | CP&D staff: 10 hours | 2 nd Q | Included in base budget | Detailed review and recommendation | City staff |
| <p>1.10 Sign code amendment</p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 hours | CP&D staff: 10 hours plus consultant | 4 th Q or 1 st Q 2017 | Funding source dependent on scope | General review and recommendation | City staff |
| <p>1.11 Low density neighborhood “in-fill” code amendments</p> <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 to 6 hours | CP&D staff: 10 hours | 3 rd Q | Included in base budget | Detailed review and recommendation | City staff |

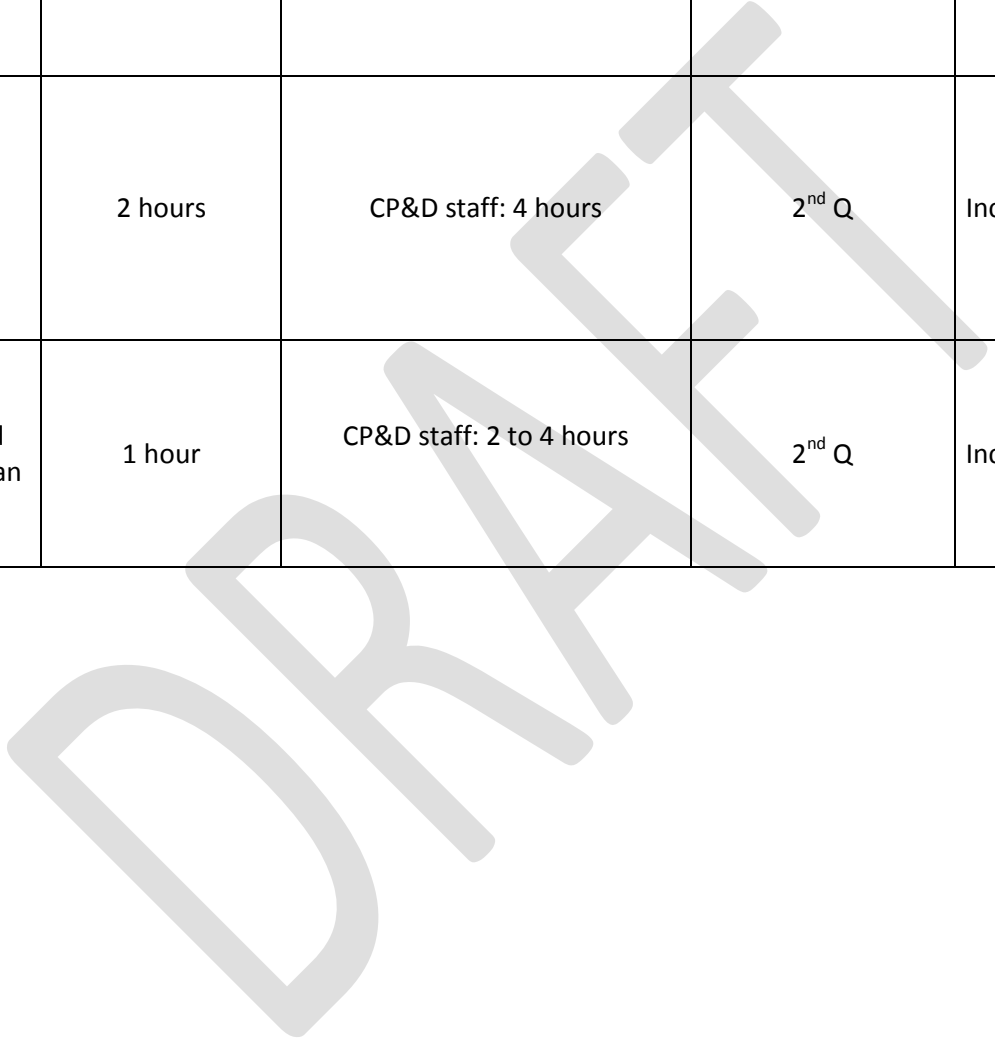
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| <p>1.12 Transitional zoning amendments</p> <p>Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 hours | CP&D staff: 10 hours | 3 rd Q | Included in base budget | General review and recommendation | Bigelow Neighborhood and City staff |
| <p>1.13 Downtown design criteria update</p> <p>Amendment of development code consistent with pending downtown strategy.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 to 6 hours | CP&D staff: 10 hours - may include consultant | 1 st Q of 2017 | Dependent on scope | General review and recommendation | City staff |
| <p>1.14 Light industrial land uses</p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of light industrial zones and evaluation of provisions for light industrial uses in other zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 4 hours | CP&D staff: 10 hours plus consultant | 4 th Q | Included in base budget | Detailed review and recommendation | City staff |
| <p>1.15 Urban corridor code amendments</p> <p>Amendment of development code consistent with Comprehensive Plan; may include refinement of HDC-3 to implement ‘high density neighborhood’ concept, merger of HDC 1 & 2 zones, and evaluation of housing provisions.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p> | 8 hours | CP&D staff: 20 hours | 3 rd Q | Included in base budget | General review and recommendation | City staff |

SECTION 2.
2016 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.

| Title and Description | Estimated Commission Meeting Time | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated) Q= Quarter of calendar year | Budget Implications | Commission Role | Source of Proposal |
|---|--|--|--|---|--|--|
| <p>2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by City in 2017</p> | 1 hour; plus substantial work group time | CP&D: 8 to 12 hours | 4 th Q | Included in base budget. | Led by Commission | Planning Commission -- continued item begun in 2014 |
| <p>2.2 Action Plan for comprehensive plan implementation.</p> <p>An implementation strategy is called for in the new Comprehensive Plan. Commission will review a draft Action Plan including proposed performance measures (or 'community indicators') and provide comments on the draft actions, priorities and performance measures.</p> <p>Deliverable: <i>Recommendation and comments to City staff.</i></p> | 2 hours | 5 to 7 hours | 2 nd Q | Included in base budget. | As directed by Council's Land Use and Environment Committee | Comprehensive Plan |
| <p>2.3 Downtown Strategy</p> <p>Extensive and substantial update and revision of prior downtown plan focusing on actions. Begun in 2015 and to be completed in 2016. May include secure design briefing.</p> <p>Deliverable: Recommendations to city staff and Council.</p> | 4 hours | CP&D: 12 to 20 hours Plus other staff and consultants | 3 rd Q | Included in base budget except consultant separately funded | Membership on work group & general review and recommendation | City Council & Comprehensive Plan |

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| <p>2.4 Downtown Bicycle Routes</p> <p>Review for consistency with Comprehensive Plan and pending downtown strategy.</p> <p>Deliverable: OPC may elect to comment or advise staff</p> | <p>1 hour</p> | <p>CP&D staff: 2 hours PW staff: 3 hours</p> | <p>4th Q</p> | <p>Included in base budget</p> | <p>Optional advisor to staff & BPAC</p> | <p>Planning Commission</p> |
| <p>2.5 Subarea "A" Plan</p> <p>Review of draft Subarea 'A' Plan (Bigelow/Puget/Bethel/East Bay area)</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p> | <p>2 hours</p> | <p>CP&D staff: 4 hours</p> | <p>2nd Q</p> | <p>Included in base budget</p> | <p>Optional advisor to staff, citizens and Council</p> | <p>CP&D staff</p> |
| <p>2.6 High Density Neighborhoods Review</p> <p>Evaluation of consistency between development code and 'high density neighborhood' aspects of Comprehensive Plan</p> <p>Deliverable: OPC may elect to advise Council</p> | <p>1 hour</p> | <p>CP&D staff: 2 to 4 hours</p> | <p>2nd Q</p> | <p>Included in base budget</p> | <p>Optional advisor to Council</p> | <p>Planning Commission</p> |



**SECTION 3.
2016 Administrative Activities and Informational Briefings**

In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.

| Title and Description | Estimated Commission Meeting Time | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated) Q= Quarter of calendar year | Budget Implications | Commission Role | Source of Proposal |
|---|---|--|--|---|---|--------------------|
| <p>3.1 Organizational Retreat.</p> <p>Annual event focused on improving Commission functions and procedures.</p> <p>Deliverable. None - internal only.</p> | 1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time | <p>CP&D Staff: 8 to 10 hours</p> <p>Facilitator at OPC option.</p> | To be determined | Included in base budget; facilitator may be retained. | Led by Planning Commission | Customary practice |
| <p>3.2 Preparation of 2017 Work Plan</p> <p>Time allotted for proposing work items for following year.</p> <p>Deliverable: Recommendation to Council</p> | 2 hours | <p>CP&D: 6 hours</p> <p>Other staff: Variable</p> | 1 st Q of 2017 | Included in base budget | Led by Planning Commission | Customary practice |
| <p>3.3 Meet with Coalition of Neighborhood Associations</p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p>Deliverable: None</p> | 1 hour | CP&D: 2 hours | To be determined | Included in base budget | Jointly led by OPC and CNA | OPC & CNA |
| <p>3.4 Multimodal Concurrency</p> <p>Briefing regarding proposed modification of system for measuring adequacy of transportation facilities.</p> <p>Deliverable: Comment and advise staff and Council</p> | 1 hour | PW staff: 2 hours | To be determined | Included in base budget | Membership on work group; optional advisor to staff and Council | City staff |

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Planning Commission Work Plan -- Member Proposals
for
April 2016 – March 2017

Date: _____ Proposal Submitted By: _____

Title of Proposal: _____

Brief Description of Proposal:

OPC's Role or Deliverable:

- Review and provide feedback to _____
Recommendation to Council
Briefing/Update from _____

Subject or Topic:

- Public Participation, Natural Environment, Land Use and Urban Design, Transportation, Utilities, Health, Arts, Parks & Rec., Economy, Public Services, Capital Facilities Plan, Special Area, Other

Estimated amount of time on OPC agenda (30, 60, 90 minutes, etc.): _____

Budget Implications? Yes No Don't know

Suggested month to schedule on agenda (specific or approximate): _____

Item is flexible

SECTION 1. 2015 Policy Issues - Recommendations to City Council

The committee has scheduled 8 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2015

Professional staff liaison for PRAC is Jonathon Turlove.
 Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

| Title Description | Committee Lead & Commitment | Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i> | Schedule <i>Estimated timeline from start to finish.</i> | Budget Implications | Council Priority |
|--|--------------------------------|---|---|---------------------|--|
| Plans | | | | | |
| <p>1.1 Capital Facilities Plan (CFP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the 2018-2023 Capital Facilities Plan.</p> <p>Deliverable: Recommendation to Planning Commission</p> | <p>Jim Nieland 4 hours</p> | <p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p> | <p>May & September</p> | <p>None</p> | <p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p> |
| <p>1.2 Capital Asset Management Program (CAMP) (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the CAMP portion of the CFP.</p> <p>Deliverable: Recommendation to Planning Commission</p> | <p>Jim Nieland 4 hours</p> | <p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p> | <p>May & September</p> | <p>None</p> | <p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p> |

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| <p>1.3 Downtown Strategy</p> <p>PRAC Role: As part of the formation of Olympia’s Downtown Strategy, a joint advisory board workshop will be held sometime between March-May 2016 (to be scheduled). At this stage in strategy development, we will be refining a preferred land use and urban design concept identified earlier in the process. This workshop will focus on details related to the streetscape and other public spaces.</p> <p>Deliverable: Provide feedback and ideas</p> | <p>Brian Tomlinson</p> | <p>Amy Buckler 2 hours</p> | <p>March-May</p> | <p>Yes – already included in CPD’s existing \$250,000 budget allocation for formation of Downtown Strategy</p> | <p>Champion Downtown</p> |
| <p>1.4 Smoke-Free Parks</p> <p>PRAC Role: Provide recommendation to City Council on proposed smoke-free park initiative</p> <p>Deliverable: Recommendation to Council.</p> | <p>Robert Dengel</p> | <p>Jonathon Turlove 2 hours</p> | <p>May</p> | <p>Minor – park signage</p> | <p>Deliver Proactive Community Development</p> |
| <p>1.5 West Bay Park Master Plan</p> <p>PRAC Role: Provide recommendation to City Council on proposed master plan</p> <p>Deliverable: Recommendation to Council.</p> | <p>Barbara Benson</p> | <p>Jonathon Turlove 2 hours</p> | <p>October</p> | <p>Within existing resources</p> | <p>Champion Downtown</p> |

SECTION 2. 2015 Program Implementation and/or Input to Staff

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

Unless otherwise noted, there is sufficient staff time/resource available in 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

| Title Description | Committee Lead & Commitment | Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i> | Schedule <i>Estimated timeline from start to finish.</i> | Budget Implications | Council Priority |
|--|--|--|---|------------------------|------------------------------|
| MISCELLANEOUS | | | | | |
| <p>2.1 Informal meeting with department and city leadership.</p> <p>PRAC Role: Attend optional, informal annual meeting with the department director, associate directors, and city manager.</p> <p>Deliverable: None – information sharing only.</p> | None necessary | Paul Simmons, David Hanna, Scott River 2 hours | June | None | Inspire Strong Relationships |
| <p>2.2 Annual Park Evaluation Program</p> <p>PRAC Role: Administer annual park evaluation program.</p> <p>Deliverable: Compiled park evaluation information.</p> | Alicia Seegers Martinelli and Tim Burns 6 hours | No staff lead: This is an entirely PRAC-driven effort | Surveys forms distributed in May, Results discussed in October | None | |
| <p>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</p> <p>PRAC Role: PRAC members will</p> | Jim Nieland 4 hours | David Hanna 3 hours | March | None | Inspire Strong Relationships |

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| <p>help plan and attend the joint meeting of regional park boards.</p> <p>Deliverable: None – information sharing only.</p> | | | | | |
| <p>2.4 Participation in groundbreakings and dedications</p> <p>PRAC Role: Participate in groundbreaking and dedication celebrations</p> <p>Deliverable: Visibility at community events.</p> | None Necessary | Tammy LeDoux 2 hours | As needed | Within existing resources | |
| <p>2.5 2016 Grant Applications</p> <p>PRAC Role: Receive presentation on OPARD’s proposed 2016 grant applications</p> <p>Deliverable: Letters of support for applications</p> | None necessary | | March | None | Adopt a Sustainable Budget |
| <p>2.6 Performance Report Update</p> <p>PRAC Role: Receive presentation on OPARD’s performance report</p> <p>Deliverable: None – information sharing only</p> | None necessary | Paul Simmons | March | None | Adopt a Sustainable Budget |
| <p>2.7 Metropolitan Park District Update</p> <p>PRAC Role: Receive update on Metropolitan Park District including proposed new positions</p> <p>Deliverable: None – information sharing only</p> | None necessary | Paul Simmons | June | None | Adopt a Sustainable Budget |

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| <p>2.8 Urban Forestry Plan</p> <p>PRAC Role: Receive update on the City's Urban Forestry Plan</p> <p>Deliverable: None – information sharing only</p> | Robert Dengel | David Hanna & Shelly Bentley | March | None | |
|--|---------------|------------------------------|-------|------|--|

Utility Advisory Committee (UAC)
April 2016 - March 2017 Workplan

| SECTION 1. Recommendations to City Council | | | | | |
|--|--|---|---|---|--|
| Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2016-2017. Items c. and d. within this section are routine in nature and come before the UAC every year. Estimated percent of overall committee effort for this section: 50%. UAC Staff Liaison: Andy Haub | | | | | |
| Title/Description | Committee Commitment | Staff Commitment | Month Scheduled | Budget Implications | Council Priorities |
| 1. a. Aquatic Habitat Stewardship * Review and discuss the future of the pilot program. Deliverable: Recommendation to City Council. | 60 minutes | Staff: Joe Roush Staff Hrs: Greater than 100 | April 2016 | Evaluate potential long-term funding needs and opportunities. | Inspire strong relationships. Adopt a sustainable budget |
| 1. b. Review Capital Facilities Plan (CFP) * Review City's Draft 2017-2022 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels. Deliverable: Provide recommendations to the Planning Commission and City Council. | 60 minutes | Staff: Andy Haub Staff Hrs: Greater than 100 | June 2016 | Identified during development of the CFP. | Adopt a sustainable budget |
| 1. c. Utility Budgets, Rates, GFC Review (including LOTT Rates) * Review staff recommendations for 2017 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services. Deliverable: <u>Rates & GFCs</u> : Provide recommendation to City Council regarding the utility rates and GFCs. Budget is briefing only; no recommendation to Council. | 45 minutes (Sept) and 60 minutes (Oct) | Staff: Andy Haub & Dan Daniels Staff Hrs: Greater than 100 | Briefing: September 2016 Recommendation to Council: October 2016 | Identified during the utility rate and budget review. | Adopt a sustainable budget |
| 1. d. Climate Change/Sea Level Rise Plan * Work with staff to define a draft master planning process for sea level rise response. Deliverable: Briefings and then a UAC recommendation to Council. | 240 minutes spread out over three meetings | Staff: Andy Haub Staff Hrs: Greater than 100 | Briefings: May and October 2016 Recommendation to Council: February 2017 | Evaluate next steps and associated funding needs. | Champion downtown. Adopt a sustainable budget. |

* Staff requested items

◆ UAC requested/supported items

Utility Advisory Committee (UAC)
 April 2016 - March 2017 Workplan

| SECTION 2. CONTINUED | | | | | |
|--|--|--|--|---|--|
| Title/Description | Committee Commitment | Staff Commitment | Month Scheduled | Budget Implications | Council Priorities |
| <p>1. e. Storm and Surface Water Plan * Review and comment on scope of Storm & Surface Water Plan update.</p> <p>Deliverable: Staff provide briefings and then a recommendation to Council.</p> | 180 minutes spread out over three meetings | Staff: Laura Keehan Staff Hrs: Greater than 100 | Briefings: June and November 2016 Recommendation to Council: March 2017 | Plan scope and direction will guide funding requirements. | Inspire strong relationships. Adopt a sustainable budget. |

* Staff requested items
 ♦ UAC requested/supported items

Utility Advisory Committee (UAC)
April 2016 - March 2017 Workplan

| SECTION 2. Program Implementation and/or Input to Staff | | | | | |
|---|-----------------------------|---|------------------------|--|---|
| As programs are implemented and policies developed, staff often consults with committees for their input and perspective. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council. | | | | | |
| Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items. | | | | | |
| Estimated Percent of Overall Committee Effort for this section: 50% | | | | | |
| Title/Description | Committee Commitment | Staff Commitment | Month Scheduled | Budget Implications | Council Priorities |
| 2. a. Critical Areas Ordinance * Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures. Deliverable: Briefing | 30 minutes | Staff: Linda Bentley Staff Hrs: Greater than 100 | April 2016 | None at this time. | Deliver proactive community development |
| 2. b. Side Sewer Ownership & Maintenance * Discuss current policy on side sewer ownership and maintenance. Develop a proposal for changing the policy or confirm the current policy meets the needs of the City and its customers. Deliverable: Review and provide feedback to staff. | 45 minutes | Staff: Diane Utter Staff Hrs: Greater than 100 | May 2016 | None at this time. | Deliver proactive community development |
| 2. c. LOTT Cost of Service * Review new cost of service analysis for the LOTT facility. Consider during City budget process. Deliverable: Briefing | 45 minutes | Staff: LOTT staff Staff Hrs: 100 | June 2016 | Potential incorporation into rate and budget analysis. | Adopt a sustainable budget |
| 2. d. Financial Incentives - Storm and Surface Water * Briefing on potential approaches for better incentivizing storm and surface water requirements and voluntary actions. Deliverable: Briefing | 60 minutes | Staff: Laura Keehan Staff Hrs: 100 | September 2016 | Incorporate into City Storm and Surface Water Plan. | Adopt a sustainable budget |

* Staff requested items

◆ UAC requested/supported items

Utility Advisory Committee (UAC)
April 2016 - March 2017 Workplan

| SECTION 2. CONTINUED | | | | | |
|---|------------------------|---|----------------------------|---------------------|---|
| Title/Description | Committee Commitment | Staff Commitment | Month Scheduled | Budget Implications | Council Priorities |
| 2. e. UAC Workplan Development * Develop the 2017-2018 UAC workplan. Deliverable: Create draft workplan with final review and officer elections at December 2016 meeting. | 30 minutes per meeting | Staff: Andy Haub Staff Hrs: 15 | November and December 2016 | None | Meets all council priorities. |
| 2. f. Private Utility Franchises ♦ Briefing on public and private utility dynamics in the public right-of-way. Deliverable: Briefing | 30 minutes | Staff: Steve Sperr Staff Hrs: 15 | December 2016 | None at this time. | Deliver proactive community development |
| 2. g. Utility Finances - Public Involvement * Description of overall public involvement work of the Utilities including costs and outcomes. Deliverable: Briefing | 45 minutes | Staff: Andy Haub Staff Hrs: 80 | December 2016 | None at this time. | Adopt a sustainable budget |
| 2. h. NPDES Annual Report * Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review. Deliverable: Briefing | 30 minutes | Staff: Jeremy Graham Staff Hrs: Greater than 100 | March 2016 | None | Deliver proactive community development |

* Staff requested items

♦ UAC requested/supported items



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

City Council

Bills and Payroll Certification

Agenda Date: 4/12/2016
Agenda Item Number: 4.B
File Number: 16-0474

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

Title
Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 2/21/2016 THROUGH 2/27/2016
 FOR A/P CHECK NUMBERS 3670985 THROUGH 3671184
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

March 1, 2016

Jane Kirkemo

TOTAL APPROVED FOR PAYMENT
FUND

| | | | |
|----|------------|-----|---------------------------------|
| \$ | 96,898.95 | 001 | GENERAL FUND |
| \$ | - | 002 | SHOP FACILITIES |
| \$ | 2,690.46 | 003 | REVOLVING ACCOUNT FUND |
| \$ | - | 004 | URBAN ARTERIAL FUND |
| \$ | - | 025 | WASHINGTON CENTER |
| \$ | - | 026 | MUNICIPAL ARTS FUND |
| \$ | 124,521.51 | 029 | EQUIP & FACIL REPLACE RES |
| \$ | 1,476.50 | 107 | HUD |
| \$ | - | 108 | HUD |
| \$ | - | 127 | IMPACT FEES |
| \$ | - | 130 | SEPA MITIGATION FUND |
| \$ | - | 132 | LODGING TAX FUND |
| \$ | - | 133 | ARTS AND CONFERENCE FUND |
| \$ | 154.06 | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ | 82.68 | 135 | PARKING BUSINESS IMP AREA |
| \$ | - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ | - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ | - | 138 | TRANS BENEFIT DISTRICT |
| \$ | - | 208 | LID OBLIGATION CONTROL |
| \$ | - | 216 | 4th/5th AVE PW TRST |
| \$ | - | 223 | LTGO BOND FUND '06-PARKS |
| \$ | - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ | - | 225 | CITY HALL DEBT FUND |
| \$ | - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ | - | 227 | LOCAL DEBT FUND |
| \$ | - | 228 | 2010B LTGO BONDS-HOCM |
| \$ | 26,452.75 | 317 | CIP |
| \$ | - | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ | - | 323 | CIP CONSTR FUND - PARKS |
| \$ | - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ | - | 325 | CITY HALL CONST |
| \$ | - | 326 | TRANSPORTATION CONST |
| \$ | - | 329 | GO BOND PROJECT FUND |
| \$ | - | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ | 9,156.14 | 401 | WATER |
| \$ | 13,066.81 | 402 | SEWER |
| \$ | 293,607.83 | 403 | SOLID WASTE |
| \$ | 16,429.04 | 404 | STORM AND SURFACE WATER |
| \$ | 26,832.31 | 434 | STORM AND SURFACE WATER CIP |
| \$ | 75,100.76 | 461 | WATER CIP FUND |
| \$ | 13,531.73 | 462 | SEWER CIP FUND |
| \$ | - | 501 | EQUIPMENT RENTAL |
| \$ | 32,652.11 | 502 | C. R. EQUIPMENT RENTAL |
| \$ | 250.00 | 503 | UNEMPLOYMENT COMPENSATION |
| \$ | 127.50 | 504 | INS TRUST FUND |
| \$ | 9.18 | 505 | WORKERS COMPENSATION |
| \$ | - | 604 | FIREMEN'S PENSION FUND |
| \$ | - | 605 | CUSTOMERS WATER RESERVE |
| \$ | - | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ | - | 621 | WASHINGTON CENTER ENDOW |
| \$ | - | 631 | PUBLIC FACILITIES |
| \$ | - | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ | - | 701 | PARKS-NEIGHBORHOOD |
| \$ | - | 702 | PARKS-COMMUNITY |
| \$ | - | 703 | PARKS-OPEN SPACE |
| \$ | - | 707 | PARKS-SPECIAL USE |
| \$ | - | 711 | TRANSPORTATION |
| \$ | - | 720 | SCHOOLS |
| \$ | 733,040.32 | | GRAND TOTAL FOR WEEK |

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 2/29/2016 THROUGH 3/5/2016
 FOR A/P CHECK NUMBERS 3671185 THROUGH 3671441
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

March 8, 2016

Jane Kukena

TOTAL APPROVED FOR PAYMENT
FUND

| | | |
|-----------------|-----|---------------------------------|
| \$ 924,148.21 | 001 | GENERAL FUND |
| \$ - | 002 | SHOP FACILITIES |
| \$ 2,137.29 | 003 | REVOLVING ACCOUNT FUND |
| \$ - | 004 | URBAN ARTERIAL FUND |
| \$ 24,156.00 | 025 | WASHINGTON CENTER |
| \$ - | 026 | MUNICIPAL ARTS FUND |
| \$ 6,066.41 | 029 | EQUIP & FACIL REPLACE RES |
| \$ - | 107 | HUD |
| \$ - | 108 | HUD |
| \$ - | 127 | IMPACT FEES |
| \$ - | 130 | SEPA MITIGATION FUND |
| \$ 8,333.33 | 132 | LODGING TAX FUND |
| \$ - | 133 | ARTS AND CONFERENCE FUND |
| \$ 1,334.76 | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ - | 135 | PARKING BUSINESS IMP AREA |
| \$ - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ - | 138 | TRANS BENEFIT DISTRICT |
| \$ - | 208 | LID OBLIGATION CONTROL |
| \$ - | 216 | 4th/5th AVE PW TRST |
| \$ - | 223 | LTGO BOND FUND '06-PARKS |
| \$ - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ - | 225 | CITY HALL DEBT FUND |
| \$ - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ - | 227 | LOCAL DEBT FUND |
| \$ - | 228 | 2010B LTGO BONDS-HOCM |
| \$ 79,086.26 | 317 | CIP |
| \$ 9,326.33 | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ - | 323 | CIP CONSTR FUND - PARKS |
| \$ - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ - | 325 | CITY HALL CONST |
| \$ - | 326 | TRANSPORTATION CONST |
| \$ - | 329 | GO BOND PROJECT FUND |
| \$ - | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ 32,335.76 | 401 | WATER |
| \$ 1,052,886.29 | 402 | SEWER |
| \$ 533.75 | 403 | SOLID WASTE |
| \$ 12,983.65 | 404 | STORM AND SURFACE WATER |
| \$ 11,666.67 | 434 | STORM AND SURFACE WATER CIP |
| \$ 5,795.19 | 461 | WATER CIP FUND |
| \$ - | 462 | SEWER CIP FUND |
| \$ 67,566.94 | 501 | EQUIPMENT RENTAL |
| \$ 9,670.32 | 502 | C. R. EQUIPMENT RENTAL |
| \$ - | 503 | UNEMPLOYMENT COMPENSATION |
| \$ - | 504 | INS TRUST FUND |
| \$ 151.03 | 505 | WORKERS COMPENSATION |
| \$ - | 604 | FIREMEN'S PENSION FUND |
| \$ - | 605 | CUSTOMERS WATER RESERVE |
| \$ 9,355.70 | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ 7,123.85 | 621 | WASHINGTON CENTER ENDOW |
| \$ - | 631 | PUBLIC FACILITIES |
| \$ - | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ - | 701 | PARKS-NEIGHBORHOOD |
| \$ - | 702 | PARKS-COMMUNITY |
| \$ - | 703 | PARKS-OPEN SPACE |
| \$ - | 707 | PARKS-SPECIAL USE |
| \$ - | 711 | TRANSPORTATION |
| \$ - | 720 | SCHOOLS |
| \$ 2,264,657.74 | | 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 3/6/2016 THROUGH 3/12/2016
 FOR A/P CHECK NUMBERS 3671442 THROUGH 3671709
 FOR ELECTRONIC PAYMENTS 2/1/2016 THROUGH 2/29/2016

INCLUSIVE IN THE AMOUNT TOTALING

DATED

March 15, 2016

ADMINISTRATIVE SERVICES DIRECTOR

Jasekukemo

TOTAL APPROVED FOR PAYMENT

| | | FUND | |
|----|--------------|------|---------------------------------|
| \$ | 948,817.10 | 001 | GENERAL FUND |
| \$ | - | 002 | SHOP FACILITIES |
| \$ | 46,444.40 | 003 | REVOLVING ACCOUNT FUND |
| \$ | - | 004 | URBAN ARTERIAL FUND |
| \$ | 310.09 | 025 | WASHINGTON CENTER |
| \$ | - | 026 | MUNICIPAL ARTS FUND |
| \$ | - | 029 | EQUIP & FACIL REPLACE RES |
| \$ | - | 107 | HUD |
| \$ | - | 108 | HUD |
| \$ | - | 127 | IMPACT FEES |
| \$ | - | 130 | SEPA MITIGATION FUND |
| \$ | - | 132 | LODGING TAX FUND |
| \$ | - | 133 | ARTS AND CONFERENCE FUND |
| \$ | - | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ | 13.94 | 135 | PARKING BUSINESS IMP AREA |
| \$ | - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ | - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ | - | 138 | TRANS BENEFIT DISTRICT |
| \$ | - | 208 | LID OBLIGATION CONTROL |
| \$ | - | 216 | 4th/5th AVE PW TRST |
| \$ | - | 223 | LTGO BOND FUND '06-PARKS |
| \$ | - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ | - | 225 | CITY HALL DEBT FUND |
| \$ | - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ | - | 227 | LOCAL DEBT FUND |
| \$ | - | 228 | 2010B LTGO BONDS-HOCM |
| \$ | 53,894.31 | 317 | CIP |
| \$ | - | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ | - | 323 | CIP CONSTR FUND - PARKS |
| \$ | - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ | - | 325 | CITY HALL CONST |
| \$ | - | 326 | TRANSPORTATION CONST |
| \$ | - | 329 | GO BOND PROJECT FUND |
| \$ | - | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ | 118,370.62 | 401 | WATER |
| \$ | 32,425.42 | 402 | SEWER |
| \$ | 64,607.59 | 403 | SOLID WASTE |
| \$ | 25,262.63 | 404 | STORM AND SURFACE WATER |
| \$ | 10,755.32 | 434 | STORM AND SURFACE WATER CIP |
| \$ | - | 461 | WATER CIP FUND |
| \$ | - | 462 | SEWER CIP FUND |
| \$ | 13,986.40 | 501 | EQUIPMENT RENTAL |
| \$ | - | 502 | C. R. EQUIPMENT RENTAL |
| \$ | - | 503 | UNEMPLOYMENT COMPENSATION |
| \$ | 255.00 | 504 | INS TRUST FUND |
| \$ | 15,927.58 | 505 | WORKERS COMPENSATION |
| \$ | - | 604 | FIREMEN'S PENSION FUND |
| \$ | - | 605 | CUSTOMERS WATER RESERVE |
| \$ | 2,268.00 | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ | - | 621 | WASHINGTON CENTER ENDOW |
| \$ | - | 631 | PUBLIC FACILITIES |
| \$ | 1,158.51 | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ | - | 701 | PARKS-NEIGHBORHOOD |
| \$ | - | 702 | PARKS-COMMUNITY |
| \$ | - | 703 | PARKS-OPEN SPACE |
| \$ | - | 707 | PARKS-SPECIAL USE |
| \$ | - | 711 | TRANSPORTATION |
| \$ | - | 720 | SCHOOLS |
| \$ | 1,334,496.91 | | 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 3/13/2016 THROUGH 3/19/2016
 FOR A/P CHECK NUMBERS 3671710 THROUGH _____
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

March 22, 2016

Jake Kikemo

TOTAL APPROVED FOR PAYMENT
FUND

| | | |
|---------------|-----|---------------------------------|
| \$ 724,857.86 | 001 | GENERAL FUND |
| \$ - | 002 | SHOP FACILITIES |
| \$ 1,444.58 | 003 | REVOLVING ACCOUNT FUND |
| \$ - | 004 | URBAN ARTERIAL FUND |
| \$ 5,475.58 | 025 | WASHINGTON CENTER |
| \$ - | 026 | MUNICIPAL ARTS FUND |
| \$ 1,982.61 | 029 | EQUIP & FACIL REPLACE RES |
| \$ 1,850.00 | 107 | HUD |
| \$ - | 108 | HUD |
| \$ - | 127 | IMPACT FEES |
| \$ - | 130 | SEPA MITIGATION FUND |
| \$ - | 132 | LODGING TAX FUND |
| \$ - | 133 | ARTS AND CONFERENCE FUND |
| \$ - | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ 2,101.65 | 135 | PARKING BUSINESS IMP AREA |
| \$ - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ - | 138 | TRANS BENEFIT DISTRICT |
| \$ - | 208 | LID OBLIGATION CONTROL |
| \$ - | 216 | 4th/5th AVE PW TRST |
| \$ - | 223 | LTGO BOND FUND '06-PARKS |
| \$ - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ - | 225 | CITY HALL DEBT FUND |
| \$ - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ - | 227 | LOCAL DEBT FUND |
| \$ - | 228 | 2010B LTGO BONDS-HOCM |
| \$ 35,959.38 | 317 | CIP |
| \$ - | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ - | 323 | CIP CONSTR FUND - PARKS |
| \$ - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ - | 325 | CITY HALL CONST |
| \$ - | 326 | TRANSPORTATION CONST |
| \$ - | 329 | GO BOND PROJECT FUND |
| \$ - | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ 18,951.31 | 401 | WATER |
| \$ 15,848.22 | 402 | SEWER |
| \$ 2,973.06 | 403 | SOLID WASTE |
| \$ 3,300.87 | 404 | STORM AND SURFACE WATER |
| \$ - | 434 | STORM AND SURFACE WATER CIP |
| \$ 28,256.09 | 461 | WATER CIP FUND |
| \$ - | 462 | SEWER CIP FUND |
| \$ 12,923.34 | 501 | EQUIPMENT RENTAL |
| \$ 27,274.44 | 502 | C. R. EQUIPMENT RENTAL |
| \$ - | 503 | UNEMPLOYMENT COMPENSATION |
| \$ 3,079.00 | 504 | INS TRUST FUND |
| \$ - | 505 | WORKERS COMPENSATION |
| \$ - | 604 | FIREMEN'S PENSION FUND |
| \$ - | 605 | CUSTOMERS WATER RESERVE |
| \$ 1,053.00 | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ - | 621 | WASHINGTON CENTER ENDOW |
| \$ - | 631 | PUBLIC FACILITIES |
| \$ - | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ - | 701 | PARKS-NEIGHBORHOOD |
| \$ - | 702 | PARKS-COMMUNITY |
| \$ - | 703 | PARKS-OPEN SPACE |
| \$ - | 707 | PARKS-SPECIAL USE |
| \$ - | 711 | TRANSPORTATION |
| \$ - | 720 | SCHOOLS |
| \$ 887,330.99 | | 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 3/20/2016 THROUGH 3/26/2016
 FOR A/P CHECK NUMBERS 3672004 THROUGH 3672237
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

March 29, 2016

Jake Kukerko

TOTAL APPROVED FOR PAYMENT
FUND

| | | |
|---------------|-----|---------------------------------|
| \$ 155,753.44 | 001 | GENERAL FUND |
| \$ - | 002 | SHOP FACILITIES |
| \$ 197.07 | 003 | REVOLVING ACCOUNT FUND |
| \$ - | 004 | URBAN ARTERIAL FUND |
| \$ 767.95 | 025 | WASHINGTON CENTER |
| \$ 86.95 | 026 | MUNICIPAL ARTS FUND |
| \$ 2,228.80 | 029 | EQUIP & FACIL REPLACE RES |
| \$ - | 107 | HUD |
| \$ - | 108 | HUD |
| \$ - | 127 | IMPACT FEES |
| \$ - | 130 | SEPA MITIGATION FUND |
| \$ - | 132 | LODGING TAX FUND |
| \$ - | 133 | ARTS AND CONFERENCE FUND |
| \$ 122.65 | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ - | 135 | PARKING BUSINESS IMP AREA |
| \$ - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ - | 138 | TRANS BENEFIT DISTRICT |
| \$ - | 208 | LID OBLIGATION CONTROL |
| \$ - | 216 | 4th/5th AVE PW TRST |
| \$ - | 223 | LTGO BOND FUND '06-PARKS |
| \$ - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ - | 225 | CITY HALL DEBT FUND |
| \$ - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ - | 227 | LOCAL DEBT FUND |
| \$ - | 228 | 2010B LTGO BONDS-HOCM |
| \$ 794.18 | 317 | CIP |
| \$ - | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ - | 323 | CIP CONSTR FUND - PARKS |
| \$ - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ - | 325 | CITY HALL CONST |
| \$ - | 326 | TRANSPORTATION CONST |
| \$ - | 329 | GO BOND PROJECT FUND |
| \$ 35,579.00 | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ 51,992.71 | 401 | WATER |
| \$ 689.03 | 402 | SEWER |
| \$ 329,798.21 | 403 | SOLID WASTE |
| \$ 11,582.01 | 404 | STORM AND SURFACE WATER |
| \$ - | 434 | STORM AND SURFACE WATER CIP |
| \$ 100,378.93 | 461 | WATER CIP FUND |
| \$ 7,922.44 | 462 | SEWER CIP FUND |
| \$ 135.47 | 501 | EQUIPMENT RENTAL |
| \$ - | 502 | C. R. EQUIPMENT RENTAL |
| \$ - | 503 | UNEMPLOYMENT COMPENSATION |
| \$ 212.50 | 504 | INS TRUST FUND |
| \$ - | 505 | WORKERS COMPENSATION |
| \$ - | 604 | FIREMEN'S PENSION FUND |
| \$ - | 605 | CUSTOMERS WATER RESERVE |
| \$ 784.40 | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ - | 621 | WASHINGTON CENTER ENDOW |
| \$ - | 631 | PUBLIC FACILITIES |
| \$ (534.00) | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ - | 701 | PARKS-NEIGHBORHOOD |
| \$ - | 702 | PARKS-COMMUNITY |
| \$ - | 703 | PARKS-OPEN SPACE |
| \$ - | 707 | PARKS-SPECIAL USE |
| \$ - | 711 | TRANSPORTATION |
| \$ 94,058.00 | 720 | SCHOOLS |
| \$ 792,549.74 | | 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 3/27/2016 THROUGH 4/2/2016
 FOR A/P CHECK NUMBERS 3672238 THROUGH 3672430
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED April 5, 2016

ADMINISTRATIVE SERVICES DIRECTOR
Jane Kukens

TOTAL APPROVED FOR PAYMENT
FUND

| | | |
|---------------|-----|---------------------------------|
| \$ 598,043.24 | 001 | GENERAL FUND |
| \$ - | 002 | SHOP FACILITIES |
| \$ 36,388.66 | 003 | REVOLVING ACCOUNT FUND |
| \$ - | 004 | URBAN ARTERIAL FUND |
| \$ - | 025 | WASHINGTON CENTER |
| \$ - | 026 | MUNICIPAL ARTS FUND |
| \$ 18,994.44 | 029 | EQUIP & FACIL REPLACE RES |
| \$ 5,893.06 | 107 | HUD |
| \$ - | 108 | HUD |
| \$ - | 127 | IMPACT FEES |
| \$ - | 130 | SEPA MITIGATION FUND |
| \$ 8,333.33 | 132 | LODGING TAX FUND |
| \$ - | 133 | ARTS AND CONFERENCE FUND |
| \$ - | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$ - | 135 | PARKING BUSINESS IMP AREA |
| \$ - | 136 | FARMERS MRKT REPAIR/REPLC |
| \$ - | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$ - | 138 | TRANS BENEFIT DISTRICT |
| \$ - | 208 | LID OBLIGATION CONTROL |
| \$ - | 216 | 4th/5th AVE PW TRST |
| \$ - | 223 | LTGO BOND FUND '06-PARKS |
| \$ - | 224 | UTGO BOND FUND 2009 FIRE |
| \$ - | 225 | CITY HALL DEBT FUND |
| \$ - | 226 | 2010 LTGO BOND-STREETPROJ |
| \$ - | 227 | LOCAL DEBT FUND |
| \$ - | 228 | 2010B LTGO BONDS-HOCM |
| \$ 11,763.04 | 317 | CIP |
| \$ - | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$ - | 323 | CIP CONSTR FUND - PARKS |
| \$ - | 324 | FIRE STATION 4 CONSTRUCT |
| \$ - | 325 | CITY HALL CONST |
| \$ - | 326 | TRANSPORTATION CONST |
| \$ - | 329 | GO BOND PROJECT FUND |
| \$ 70,649.82 | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$ 27,835.21 | 401 | WATER |
| \$ 15,929.66 | 402 | SEWER |
| \$ 801.06 | 403 | SOLID WASTE |
| \$ 4,794.11 | 404 | STORM AND SURFACE WATER |
| \$ 6,844.04 | 434 | STORM AND SURFACE WATER CIP |
| \$ - | 461 | WATER CIP FUND |
| \$ 135.00 | 462 | SEWER CIP FUND |
| \$ 333.18 | 501 | EQUIPMENT RENTAL |
| \$ 54,592.09 | 502 | C. R. EQUIPMENT RENTAL |
| \$ 250.00 | 503 | UNEMPLOYMENT COMPENSATION |
| \$ 127.50 | 504 | INS TRUST FUND |
| \$ - | 505 | WORKERS COMPENSATION |
| \$ - | 604 | FIREMEN'S PENSION FUND |
| \$ - | 605 | CUSTOMERS WATER RESERVE |
| \$ 30,226.38 | 614 | LEOFF I MEDICAL LONG TERM CARE |
| \$ - | 621 | WASHINGTON CENTER ENDOW |
| \$ - | 631 | PUBLIC FACILITIES |
| \$ 624.51 | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$ - | 701 | PARKS-NEIGHBORHOOD |
| \$ - | 702 | PARKS-COMMUNITY |
| \$ - | 703 | PARKS-OPEN SPACE |
| \$ - | 707 | PARKS-SPECIAL USE |
| \$ - | 711 | TRANSPORTATION |
| \$ - | 720 | SCHOOLS |
| \$ 892,558.33 | | 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 **2/29/2016** have been examined and are approved as recommended for payment.

| | |
|---|-------------------------------|
| Employees Net Pay: | <u>\$ 1,249,766.42</u> |
| Fire Pension Net Pay: | <u>\$ 27,531.87</u> |
| Employer Share of Benefits: | <u>\$ 663,182.79</u> |
| Employer Share of LEOFF I Police Post-Retirement Benefits: | <u>\$ 26,696.49</u> |
| Employer Share of LEOFF I Fire Post-Retirement Benefits: | <u>\$ 22,971.64</u> |
| TOTAL | <u><u>\$ 1,990,149.21</u></u> |

| | | | |
|-----------------------|--------------|--------------|---------------------|
| Payroll Check Numbers | _____ | _____ | Manual Checks |
| And | <u>88517</u> | <u>88521</u> | Fire Pension Checks |
| And | _____ | _____ | Manual Checks |
| And | <u>88522</u> | <u>88563</u> | Semi Payroll Checks |

and Direct Deposit transmission.

March 2, 2016
DATE

Jane Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **3/31/2016** have been examined and are approved as recommended for payment.

| | |
|---|-------------------------------|
| Employees Net Pay: | <u>\$ 1,259,622.08</u> |
| Fire Pension Net Pay: | <u>\$ 27,531.87</u> |
| Employer Share of Benefits: | <u>\$ 668,109.50</u> |
| Employer Share of LEOFF I Police Post-Retirement Benefits: | <u>\$ 26,696.49</u> |
| Employer Share of LEOFF I Fire Post-Retirement Benefits: | <u>\$ 22,971.64</u> |
| TOTAL | <u><u>\$ 2,004,931.58</u></u> |

| | | | |
|-----------------------|-----------------------------|-----------------------------|---------------------|
| Payroll Check Numbers | <u>88592</u> | <u>88592</u> | Manual Checks |
| And | <u>88593</u> | <u>55897</u> | Fire Pension Checks |
| And | <u> </u> | <u> </u> | Manual Checks |
| And | <u>88598</u> | <u>88623</u> | Semi Payroll Checks |

and Direct Deposit transmission.

April 04, 2015
DATE


ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of Reappointments to Advisory Committees and Commissions

Agenda Date: 4/12/2016
Agenda Item Number: 4.D
File Number: 16-0457

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

Title

Approval of Reappointments to Advisory Committees and Commissions

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends the reappointments listed below to the Arts Commission, Bicycle and Pedestrian Advisory Committee, Design Review Board, Heritage Commission, Lodging Tax Advisory Committee, Parks and Recreation Advisory Committee, Planning Commission, and Utility Advisory Committee for 3-year terms ending March 31, 2019.

City Manager Recommendation:

Move to approve the reappointments to advisory committees and commissions recommended by General Government Committee.

Report

Issue:

Whether to reappoint the recommended individuals

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

None -- Consent Calendar Items.

Background and Analysis:

On February 24, the General Government Committee reviewed requests for reappointment to Council-appointed advisory committees and commissions. The Committee unanimously recommends the following reappointments to 3-year terms ending March 31, 2019:

- **Arts Commission:** Stacy Hicks, Ron Hinton, Marygrace Jennings and Kate Nelson
- **Bicycle and Pedestrian Advisory Committee (BPAC):** Kris Fransen and Brittany Yunker
- **Design Review Board:** David Goularte and Jane Laclergue (citizens-at-large)
- **Heritage Commission:** Dwayne Harkness, Garner Miller and Nicholas Vann

- **Lodging Tax Advisory Committee:** Nathan Allan and Greg Taylor (representing lodging establishments)
- **Parks and Recreation Advisory Committee:** Candace Jacobs
- **Planning Commission:** Missy Watts
- **Utility Advisory Committee:** Steve Fossum

Vacant Positions:

On March 21, 25 and 28, General Government Committee interviewed applicants for additional vacancies on the following committees:

- Bicycle and Pedestrian Advisory Committee (2 positions)
- Design Review (1 position)
- Heritage Commission (3 positions)
- Parks and Recreation Advisory Committee (2 positions)
- Planning Commission (5 position)
- Utility Advisory Committee (4 positions)

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the reappointments as recommended.
2. Approve the reappointments with changes from Council
3. Do not approve the recommended re-appointments, and send the issue back to the General Government Committee. Would delay the start of terms and leave advisory committees not operating at full strength.

Financial Impact:

None.



City Council

Approval of 2016 Appointments to Advisory Committees and Commissions

Agenda Date: 4/12/2016
Agenda Item Number: 4.E
File Number: 16-0458

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

Title

Approval of 2016 Appointments to Advisory Committees and Commissions

Recommended Action

General Government Committee Recommendation:

The General Government Committee recommends the approval of the appointments listed below.

City Manager Recommendation:

Move to approve the appointments recommended by General Government Committee.

Report

Issue:

Whether to approve the recommended appointments.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

Non - Consent Calendar Item.

Background and Analysis:

The General Government Committee unanimously recommends the following appointments. Applications are available for review in the Council office.

Bicycle and Pedestrian Advisory Committee:

- Barb Buman to a 3-year term, ending March 31, 2019
- Rebecca Brown to complete a 1-year unexpired term, ending March 31, 2017
- Michael Young to complete a 1-year unexpired term, ending March 31, 2017

Design Review Board:

- Marnie McGrath to complete a 1-year unexpired term, ending March 31, 2017

Heritage Commission:

- Tamara Hayes to complete a 1-year unexpired term, ending March 31, 2017
- Sheila Swalling to complete a 2-year unexpired term, ending March 31, 2018

Parks and Recreation Advisory Committee:

- Kimberly Bauer to a 3-year term, ending March 31, 2019
- Maria Ruth to a 3-year term, ending March 31, 2019

Planning Commission:

- Travis Burns to a 3-year term, ending March 31, 2019
- Negheen Kamkar to a 3-year term, ending March 31, 2019
- Paula Ehler to complete a 2-year unexpired term, ending March 31, 2018
- Brian Mark to complete a 2-year unexpired term, ending March 31, 2018
- Mike Aurderer to complete a 2-year unexpired term, ending March 31, 2018

Utility Advisory Committee:

- Austin Hildreth to a 3-year term, ending March 31, 2019
- Arland Schneider to a 3-year term, ending March 31, 2019
- Jeremy Twitchell to a 3-year term, ending March 31, 2019
- Chase Gallagher to a 3-year term, ending March 31, 2019

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the appointments as recommended.
2. Approve the appointments with changes from Council.
3. Do not approve the appointments and send the issue back to the General Government Committee. This would delay the appointment schedule and leave committees and commissions not operating at full strength.

Financial Impact:

None.



City Council

Approval of Bid Award for the Eastside Street & 22nd Avenue Sidewalk, Phase 1

Agenda Date: 4/12/2016
Agenda Item Number: 4.F
File Number: 16-0445

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

Title

Approval of Bid Award for the Eastside Street & 22nd Avenue Sidewalk, Phase 1

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to reject the low bidder, Global Contractors, Inc., and award to Quigg Bros Inc., for the Eastside Street & 22nd Avenue Sidewalk, Phase 1, in the amount of \$675,119 and authorize the City Manager to execute the contract.

Report

Issue:

Whether to reject the low bidder and award to Quigg Bros, Inc., the second low bidder.

Staff Contact:

Brett Bures, Project Manager, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

This project provides pedestrians with a safe and friendly walking route along 22nd Avenue (see attached map). The project will build sidewalks, curb access ramps, and a planter strip on the south side of 22nd Avenue from the Boulevard Road Roundabout to the existing sidewalk at Cain Road. This project will also construct a sidewalk on the north side of 22nd Avenue from Wilson Street to Swanee Place. All sidewalks will be constructed using pervious concrete which allows water to pass directly through to the ground, reducing stormwater runoff.

Staff recommends rejecting the low bidder's proposal for being non-responsive and awarding the contract to the second low bidder, Quigg Bros. Inc. This project is using federal funding which requires the contractor to meet a Disadvantaged Business Enterprise (DBE) goal. Our funding partner, the Washington State Department of Transportation (WSDOT) established the DBE goal at

19% for this project. The apparent low bidder did not meet this goal and WSDOT determined that the contractor did not satisfy the good faith effort necessary to award.

We anticipate starting construction in June and ending by September 1, 2016.

Neighborhood/Community Interests (if known):

- The project will improve pedestrian safety and increase access to transit.
- Construction will cause traffic delays. The streets will remain open during construction however, at times, short-term single lane closures will be required. Flaggers will direct vehicles through the construction zone.
- Emergency vehicles will have priority access through the construction zone.
- The City will regularly communicate with the Coalition of Neighborhood Associations, area Neighborhood and Homeowners Associations, citizens, emergency responders, schools, and other stakeholders about the timing, schedule and construction impacts.
- Staff will use a variety of communication tools including media releases, postcards, on-site visits, and Twitter.

Options:

1. Move to reject the low bidder, Global Contractors, Inc., and award to Quigg Bros Inc., for the Eastside Street & 22nd Avenue Sidewalk, Phase 1 in the amount of \$675,119 and authorize the City Manager to execute the contract.
 - Project proceeds as planned.
 - The City will deliver on its commitment to our funding partners to construct the project this year.
2. Move to reject all remaining bids and direct staff to rebid the project.
 - The time needed to rebid will delay construction until 2017, and costs are likely to increase.
 - Construction delay may result in loss of some or all of the funding from the project's Safe Routes to School Program Federal Funding grant funding source.

Financial Impact:

This project is identified in the Capital Facilities Plan. Funding for the project comes from City Funds, along with a Federal Safe Routes to School Program (SRTS) grant.

The low bid of \$675,119 is less than 1% above the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

| | |
|--|--------------|
| Total Low Bid: | \$ 675,119 |
| Contingency to Award (10%): | \$ 67,512 |
| Engineering: Design, Inspection, Consultants | \$ 409,713 |
| Total Estimated Project Cost: | \$ 1,152,344 |
| Available Project Funding: | \$ 1,450,000 |
| Savings: | \$ 297,657 |

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

Attachments:

Summary of Bids Received

Vicinity Map

SUMMARY OF BIDS RECIEVED



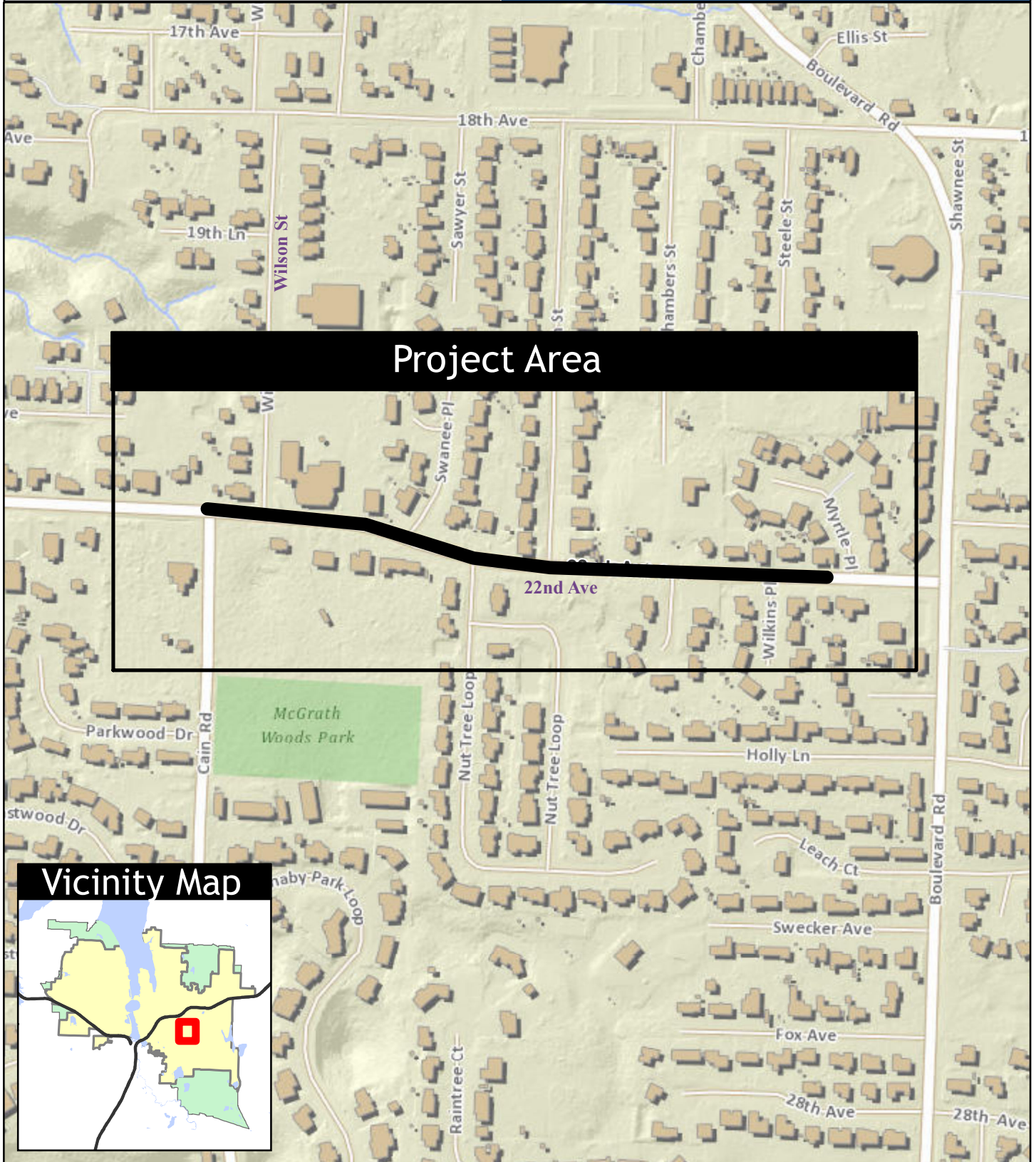
Project Name: Eastside Street & 22nd Avenue Sidewalk – Phase 1
Project Number: 1032G
Federal Project Number: LA# 8307, SRTS-5320(004)
Bid Opening Date: 3/3/16

| ENGINEERS ESTIMATE | CITY OF OLYMPIA | \$ 672,884.00 |
|---------------------------|-------------------------------|----------------------|
| Bid #1 REJECTED | Global Contractors, Inc. | \$ 657,082.00 |
| Bid #2 | Quigg Bros, Inc. | \$ 675,119.00 |
| Bid #3 | Reed Trucking & Excavation | \$ 688,811.00 |
| Bid #4 | 3 Kings Environmental | \$ 689,629.70 |
| Bid #5 | NOVA contracting, Inc. | \$ 724,894.00 |
| Bid #6 | Rognlin's, Inc. | \$ 738,000.00 |
| Bid #7 | Active Construction, Inc. | \$ 746,290.97 |
| Bid #8 | Black Hills Excavating, Inc. | \$ 750,137.05 |
| Bid #9 | Pivetta Brothers Construction | \$ 824,349.00 |
| Bid #10 | W.S. Contractors, LLC | \$ 923,940.65 |
| | | |

Vicinity Map

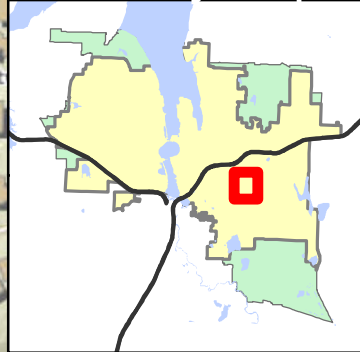
Eastside Street & 22nd Avenue Sidewalk, Phase 1

City of Olympia | Capital of Washington State



Project Area

Vicinity Map



0 200 400 Feet

1 inch = 400 feet

Map printed 3/29/2016

For more information, please contact:

Brett Bures, Project Manager

(360) 753-8290

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





City Council

Approval of Ordinance Adopting RCW 69.50.440 Making it Unlawful to Open or Consume Marijuana in Public and Amending Olympia Municipal Code (OMC) Section 9.28.010

Agenda Date: 4/12/2016
Agenda Item Number: 4.G
File Number: 16-0394

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

Title

Approval of Ordinance Adopting RCW 69.50.440 Making it Unlawful to Open or Consume Marijuana in Public and Amending Olympia Municipal Code (OMC) Section 9.28.010

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on second reading an ordinance adopting RCW 69.50.440 making it unlawful to open or consume marijuana in public and amending OMC Section 9.28.010.

Report

Issue:

Whether the City should adopt RCW 69.50.440 making it unlawful to open a package of or consume marijuana, useable marijuana, marijuana-infused products, or marijuana concentrates in view of the general public or in a public place.

Staff Contact:

Rocio D. Ferguson, Chief Prosecutor, 360.753.8449

Background and Analysis:

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

Initiative Measure No. 502 legalized possession of one ounce or less of marijuana. This initiative became effective on December 6, 2012. The City of Olympia has since seen an increase in the number of individuals consuming and/or using marijuana in public places. Consumption is generally in the form of smoke inhalation, which creates harmful and/or bothersome pollutants for citizens. Adoption of RCW 69.50.445 will make it a class 3 civil infraction to open a package of or consume marijuana, useable marijuana, marijuana-infused products, or marijuana concentrates in view of the

general public or in a public place and ensure consistency with state law.

Neighborhood/Community Interests (if known):

There is an inherent interest in ensuring that citizens, particularly minors, are not exposed to drug use nor have access to drugs in public places, as well as protecting the public from pollutants.

Options:

1. Approve the proposed ordinance.
2. Do not approve the proposed ordinance.

Financial Impact:

None.

Ordinance No. _____

AN ORDINANCE amending Olympia Municipal Code Section 9.28.010 relating to drug crimes.

WHEREAS, with legalization of marijuana under state law, there is growing consumption and use of marijuana in public places; and

WHEREAS, the City has an inherent interest in protecting citizens from any harmful and/or bothersome pollutants caused by smoking marijuana; and

WHEREAS, the City has an inherent interest in ensuring that citizens, particularly minors, are not exposed to drug use nor have access to drugs in public places; and

WHEREAS, the Olympia City Council finds it to be in the best interest of the City of Olympia to amend the Olympia Municipal Code to ensure consistency with state law;

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

Section 1. Amendment of OMC 9.28.010. Olympia Municipal Code Section 9.28.010 is hereby amended to read as follows:

9.28.010 State statutes adopted by reference

The following sections of the Revised Code of Washington, as they appear now or are hereafter amended, are hereby adopted by reference as though set forth in this chapter:

- RCW 69.41.010 - Definitions
- RCW 69.41.030 - Sale/Possession of Legend Drug without a Prescription
- RCW 69.41.050 - Labeling Requirements - Penalties
- RCW 69.50.101 - Definitions
- RCW 69.50.102 - Drug Paraphernalia - Definitions
- RCW 69.50.4014 - Possession 40 grams or less of Marijuana
- RCW 69.50.412 - Prohibited Acts – Use of Drug Paraphernalia - Penalties
- RCW 69.50.4121 - Civil Infraction – Selling/Giving Drug Paraphernalia
- RCW 69.50.425 - Misdemeanor Violations – Minimum Penalties
- RCW 69.50.445 - Civil Infraction -Opening or Consuming Marijuana in Public
- RCW 69.50.505 - Seizure and Forfeiture
- RCW 69.50.506 - Burden of Proof; Liabilities
- RCW 69.50.509 - Search and Seizure of Controlled Substances

Section 2. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

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


Section 4. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (AIA)

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Proposed Ordinance Amending Olympia Municipal Code (OMC) Chapter 5.80, Unfair Housing Practices, to Include “Source of Income” as a Protected Class

Agenda Date: 4/12/2016
Agenda Item Number: 4.H
File Number: 16-0420

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

Title

Approval of Proposed Ordinance Amending Olympia Municipal Code (OMC) Chapter 5.80, Unfair Housing Practices, to Include “Source of Income” as a Protected Class

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed ordinance amending Olympia Municipal Code (OMC) Chapter 5.80 to include “source of income” as a protected class on first reading and forward to second reading.

Report

Issue:

Whether the City should amend OMC Chapter 5.80, Unfair Housing Practices, to prevent housing discrimination and reduce homelessness by adding “source of income” as a protected class.

Staff Contact:

M. Anna Schlecht, Housing Programming Manager, Community Planning & Development Department, 360.753.8183
Mark Barber, City Attorney, 360.753.8338

Presenter(s):

M. Anna Schlecht, Housing Programming Manager
Mark Barber, City Attorney

Background and Analysis:

Since 1967, communities across the United States have used local, state and federal laws to address housing discrimination. Typically codified under the title of “Unfair Housing Practices,” such laws protect residents from discrimination that would unfairly limit their housing choices.

History: The federal **Fair Housing Act** was enacted as Title VIII of the Civil Rights Act of 1968. This law provided a tool to stop discrimination against buyers or renters of housing based on specific protected classes. Olympia enacted Ordinance No. 3456 in 1968, which created OMC Chapter 5.80, Unfair Housing Practices, and prohibited housing discrimination on the basis of “race, color, religion, ancestry, or national origin.”

Since that time, OMC Chapter 5.80 has been amended numerous times to include other classes of people who have experienced housing discrimination based on real or perceived characteristics. The current version states, “It is declared to be the policy of the city in the exercise of its police power for the public safety, public health, and general welfare, for the maintenance of business and good government, and to assure equal opportunity to all persons to live in decent housing facilities regardless of race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, . . .”

Tumwater’s Ordinance: In 1993, the City of Tumwater amended their “Unfair Housing Practices” ordinance to include “use of federal housing assistance” in order to be compliant with a federal grant. Since this amendment, Tumwater has not received any complaints.

Intent of Amendment: Discrimination against the use of public housing assistance severely limits the effectiveness of a key housing and homeless prevention strategy. Publicly funded housing subsidies allow low income people to secure housing in the neighborhood of their choosing. These housing subsidies also support the local housing industry. This form of housing strategy replaced an older strategy called “public housing” in which local governments owned the housing, often creating a concentrated and economically depressed neighborhood of very low income people. Housing subsidies provide support for a greater number of people, offer housing choice and keep more housing stock on local tax rolls.

However, some rental property owners refuse to rent to people with public housing subsidies. In fact, the recent homeless census conducted in January 2016, found a number of homeless people who possessed rental subsidy vouchers but could not find a landlord who would accept them.

Amending Olympia’s Unfair Housing Practices code (Attachment #1 - Proposed Amendment to OMC 5.80 - Unfair Housing Practices) would provide another useful tool to support affordable housing and prevent homelessness.

Enforcement: The current listing of protected classes is also included in county and state laws and therefore falls under the jurisdiction of the State Human Rights Commission’s Fair Housing Unit. The City would need to evaluate the potential burden of local enforcement for such an amendment, which could potentially include receiving, investigating and adjudicating complaints. However, based on Tumwater’s experience, there may be little to no impact.

Neighborhood/Community Interests (if known):

All neighborhoods have a compelling interest in stabilizing residents and preventing housing discrimination.

Options:

1. Approve the proposed ordinance.

2. Do not approve the proposed ordinance.

Financial Impact:

Not known

Attachment:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO UNFAIR HOUSING PRACTICES AND AMENDING CHAPTER 5.80 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, since 1967, communities across the United States have used local, state and federal laws to protect residents from discrimination that would unfairly limit their housing choices; and

WHEREAS, in 1968, the City of Olympia enacted Ordinance No. 3456, which created Olympia Municipal Code (OMC) Chapter 5.80, Unfair Housing Practices, and prohibited housing discrimination on the basis of "race, color, religion, ancestry, or national origin," and

WHEREAS, OMC Chapter 5.80 has been amended numerous times over the years to include other classes of people who have experienced housing discrimination based on real or perceived characteristics; and

WHEREAS, OMC Chapter 5.80 declares that it is the policy of the City to assure equal opportunity to all persons to live in decent housing facilities; and

WHEREAS, the City Council determines it to be in the best interest of the City Olympia to protect its residents from discrimination that would unfairly limit their housing choices and to amend OMC Chapter 5.80 by adding "source of income" as a protected class;

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

Section 1. Amendment of OMC 5.80. Olympia Municipal Code Chapter 5.80 is hereby amended to read as follows:

**Chapter 5.80
UNFAIR HOUSING PRACTICES**

5.80.000 Chapter Contents

Sections:

- 5.80.010 Declaration of policy.
- 5.80.020 Definitions.
- 5.80.030 Unfair housing practices prohibited.
- 5.80.040 Prohibited practices designated.
- 5.80.060 Enforcement.
- 5.80.070 Exemptions and interpretation.
- 5.80.080 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction.

5.80.010 Declaration of policy

It is declared to be the policy of the city in the exercise of its police power for the public safety, public health, and general welfare, for the maintenance of business and good government, and to assure equal opportunity

to all persons to live in decent housing facilities regardless of race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, or use of vouchers for payment of rent offered by any governmental agency on behalf of a prospective tenant or lessee, and to that end to prohibit discrimination in housing by any person, including real estate brokers, associate brokers, salespersons, owners of real property and lenders to forward the cause of community, and to secure a reduction of all tensions and discriminations because of race, color, religion, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof.

5.80.020 Definitions

Definitions as used in this chapter, unless additional meaning clearly appears from the context, shall have the meanings ascribed herein:

- A. "Commission" means the Washington State Human Rights Commission.
- B. "Dwelling" includes any building containing one or more dwelling units.
- C. "Dwelling unit" includes a suite of rooms for occupancy by one family containing space for living, sleeping, and preparation of food, and containing toilet and bathing facilities.
- D. "Familial Status" means one or more individuals who have not attained the age of 18 years being domiciled with: 1) a parent or another person having legal custody of such individual or individuals; or 2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.
- E. "Gender Identity" includes the status of being transsexual, transvestite, or transgender.
- F. "Housing accommodations" includes any dwelling, or dwelling unit, rooming unit, rooming house, lot or parcel of land in the city which is used, intended to be used, or arranged or designed to be used as, or improved with, a residential structure for one or more human beings.
- G. "Lender" includes any bank, insurance company, savings or building and loan association, credit union, trust company, mortgage company, or other person engaged wholly or partly in the business of lending money for the financing or acquisition, construction, repair, or maintenance of a housing accommodation.
- H. "Occupant" includes any person who has established residence or has the right to occupancy in a housing accommodation.

I. "Owners" include persons who own, lease, sublease, rent, operate, manage, have charge of, control, or have the right of ownership, possession, management, charge, or control of the housing accommodation, on their own behalf or on behalf of another.

J. "Person" includes one or more individuals, partnerships, or other organizations, trade or professional associations, corporations, legal representatives, trustees, trustees in bankruptcy, and receivers.

K. "Person aggrieved" means any person against whom any alleged unfair housing practice has been committed.

L. "Prospective borrower" includes any person who seeks to borrow money to finance the acquisition, construction, repair, or maintenance of a housing accommodation.

M. "Prospective occupant" includes any person who seeks to purchase, lease, sublease or rent a housing accommodation.

N. "Real estate broker, associate broker, salesperson, or employee" includes any person employed by or associated with a real estate broker to perform or assist in the performance of any or all of the functions of a real estate broker.

O. "Real estate broker" includes any person who for a fee, commission, or other valuable consideration, lists for sale, sells, purchases, exchanges, leases or subleases, rents, or negotiates or offers or attempts to negotiate the sale, purchase, exchange, lease, sublease or rental of a housing accommodation of another, or holds himself or herself out as, engaged in the business of selling, purchasing, exchanging, listing, leasing, subleasing, or renting a housing accommodation of another, or collects the rental for the use of a housing accommodation of another.

P. "Rooming unit" includes one or more rooms within a dwelling unit or rooming house containing space for living and sleeping.

Q. "Unfair housing practice" means any act prohibited by this chapter.

5.80.030 Unfair housing practices prohibited

Unfair housing practices as defined in this chapter in the sale and offering for sale and in the rental and offering for rent of housing accommodations are contrary to the public peace, health, safety and general welfare and are prohibited by the city in the exercise of its police power.

5.80.040 Prohibited practices designated

A. No owner, lessee, sublessee, assignee, real estate broker, associate broker, salesperson, or employee, managing agent of, or other person having the right to sell, rent, lease, sublease, assign, transfer, or otherwise dispose of a housing accommodation shall refuse to sell, rent, lease, sublease, assign, transfer, or otherwise

deny to, or withhold from any person or group of persons such housing accommodations, or segregate the use thereof, or represent that such housing accommodations are not available for inspection, when in fact they are so available, or expel or evict an occupant from a housing accommodation because of the race, color, religion, ancestry or national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, of such person or persons, or discriminate against or segregate any person because of his/her race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, in the terms, conditions, or privileges of the sale, rental, lease, sublease, assignment, transfer, or other disposition of any such housing accommodations or in the furnishing of facilities or services in connection therewith.

B. A real estate broker, salesperson, associate broker, or employee shall not, because of race, color, religion, ancestry, national origin gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, of an occupant, purchaser, prospective occupant, or prospective purchaser, or use of rental vouchers offered by any governmental agency on behalf of a prospective tenant or lessee:

1. Refuse or intentionally fail to list or discriminate in listing a housing accommodation for sale, rent, lease, or sublease;
2. Refuse or intentionally fail to show to a prospective occupant the housing accommodation listed for sale, rental, lease, or sublease;
3. Refuse or intentionally fail to accept and/or transmit to an owner any reasonable offer to purchase, lease, rent or sublease a housing accommodation;
4. Otherwise discriminate against an occupant, prospective occupant, purchaser, or prospective purchaser of a housing accommodation.

C. No person, or lender, or any agent or employee thereof, to whom application is made for financial assistance for the purchase, refinancing, lease, acquisition, construction, rehabilitation, repair, or maintenance of any housing accommodation shall:

1. Discriminate against any person or group of persons because of race, color, religion, ancestry, national origin gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof, of such person or group of persons or of the prospective occupants or tenants of such real property in the granting, withholding, extending, modifying, or renewing, or in the rates, terms, conditions, or privileges of, any such financial assistance or use of

rental vouchers offered by any governmental agency on behalf of a prospective tenant or lessee, or in the extension of services in connection therewith; or

2. Use any form of application for such financial assistance, or make any record of inquiry in connection with applications for such financial assistance which expresses, directly or indirectly, any limitation, specification, or discrimination, on the ground of race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or use of rental vouchers offered by any governmental agency on behalf of a prospective tenant or lessee.

D. An owner, person, real estate broker, associate broker, salesperson, or employee, or lender shall not:

1. Require any information, make, or keep any record, or use any form of application containing questions or entries concerning race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or use of rental vouchers offered by any governmental agency on behalf of a prospective tenant or lessee, or the perception thereof, in connection with the sale, rental, lease, or sublease of any housing accommodation;

2. Publish, circulate, issue, or display, or cause to be published, circulated, issued, or displayed, any communication, notice, advertisement, or sign of any kind relating to the sale, rental, lease, sublease, assignment, transfer, or listing of a housing accommodation or accommodations which indicate any preference, limitation, specification, or discrimination based on race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a disabled person, marital status, sexual orientation, or gender identity, or use of rental vouchers offered by any governmental agency on behalf of a prospective tenant or lessee;

3. Aid, abet, incite, compel, or coerce the doing of any act defined in this chapter as an unfair housing practice; or obstruct or discriminate against a person in any manner because the person has complied or proposes to comply with the provisions of this chapter or has filed a complaint, testified, or assisted in any proceeding under this chapter, or any order issued thereunder, or attempt, either directly or indirectly, to commit any act defined in this chapter to be an unfair housing practice or apply any economic sanctions or deny any membership privileges because of compliance with the provisions of this chapter.

5.80.060 Enforcement

All complaints or allegations of violations of this chapter shall first be referred for formal action to the commission, for cases within the commission's jurisdiction, and in all other cases to a neutral third party

mediation, before formal charges are brought under this ordinance. The city prosecutor may decline or defer prosecution under this ordinance if an alleged victim fails to reasonably participate in mediation.

5.80.070 Exemptions and interpretation

Nothing in this chapter shall:

- A. Apply to the renting, subrenting, leasing or subleasing of single-family dwellings wherein the owners or persons entitled to possession thereof normally maintain, or intend to maintain, their residences, homes or abodes;
- B. Be interpreted to prohibit any person from making a choice from among prospective purchasers or tenants of property on the basis of factors other than race, color, religion, ancestry, national origin, gender, familial status, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service dog by a disabled person, marital status, sexual orientation, or gender identity, or the perception thereof.
- C. Make it an unfair practice or a denial of civil rights for any public or private educational institution to separate the sexes or give preference to or limit use of dormitories, residence halls, or other student housing to persons of one sex or to make distinctions on the base of marital or familial status;
- D. Apply the provisions of this chapter prohibiting discrimination based on familial status to housing for older persons as defined by the Federal Fair Housing Amendments Act of 1988, 42 USC Section 3607(B)(1) through (3) as amended by the Housing for Older Persons Act of 1995, P.L. 104-76, as enacted on December 28, 1995.
- E. Require structural changes, modifications, or additions to make facilities accessible to a disabled person except as otherwise required by law. However, such exception shall not permit discrimination based on the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service dog by a blind, deaf, or physically disabled person under the conditions or for the reasons set forth in RCW 49.60.222 (2) as the same exists or may hereafter be amended.

5.80.080 Violations -- Misdemeanor -- Gross Misdemeanor -- Civil Infraction

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

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

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

See also OMC Chapter 4.44, Uniform Civil Enforcement.

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

Section 4. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Amendment to Ordinance 6998 (Operating Budget Quarterly Adjustment)

Agenda Date: 4/12/2016
Agenda Item Number: 4.I
File Number: 16-0428

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

Title

Approval of Amendment to Ordinance 6998 (Operating Budget Quarterly Adjustment)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve amending Ordinance 6998 on first reading and forward to second reading.

Report

Issue:

Whether to amend Ordinance 6998, the Operating Budget quarterly adjustment.

Staff Contact:

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

Presenter(s):

Dean Walz, Fiscal Services Director

Background and Analysis:

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

No separate ordinances were passed since the adoption of Ordinance 6998 relating to the Operating Budget.

Budget Items Not Previously Presented to the Council:

- 1) Appropriation of \$398,913 within the General Fund for additional cost of living increases of 1%

for AFSCME, IUOE, Fire unions, and independent employees and a 2% increase for the Police Guild. 2016 cost of living increases were based on the percent of increase in sales tax in 2015 over 2014. The 2016 budget included a 2% cost of living increase for the above employee groups and 3% for the Fire Union. Labor contracts required a cost of living increase of 3% or 4% if sales tax increased between 5% and 6% in 2015 over 2014. The sales tax increase in 2015 was 5.32%. The appropriation is funded from additional sales tax projected to be received in 2016. The original 2016 budget was based on a 4% increase in sales tax in 2015.

- 2) Appropriation of \$36,551 to fund energy efficiency programs. Funding provided by energy conservation rebates.
- 3) Appropriation of \$84,347 for an additional FTE approved by the Council December 15, 2015. This approval was made too late in the year to add the funding to the original 2016 budget. Funding provided by development fee revenue.
- 4) Appropriation of \$2,330 for purchase of TASER cartridges & batteries. Funding provided by proceeds of the sale of old equipment.
- 5) Appropriation of \$1,000 for equipment for the Kids Canopy Climb program. Funding provided by a PARC grant, a pass-through grant from the Nisqually Tribe.
- 6) Appropriation of \$5,000 for the Ambassador at the Artesian Commons. Funding provided by a donation from the Nisqually Tribe.
- 7) Appropriation of \$15,285 within the Water/Sewer Bond Redemption Fund. The original 2016 budget was short by the amount. Funding is from fund balance.
- 8) Appropriation of \$10,000 for police training. Funding provided by a donation from the Nisqually Tribe.
- 9) Appropriation of 2,500 for the Recreation Scholarship Special Account. Funding provided by private donations to the Account.
- 10) Appropriation of \$588,207 to the Parking Fund. In late 2015 the Council created a separate Parking Fund. Previously, parking was part of the General Fund. In creating the new Fund the Council also closed the Parking Special Account that funded parking improvement and moved those monies into the new Parking Fund. This appropriation budgets the money transferred from the Parking Special Account into the new Parking Fund.
- 11) Adjustment to cancel \$173,000 of appropriations remained in the old Parking Special Account.
- 12) Appropriation of \$1,600,000 of General Fund, fund balance for various needs. This is fund balance in excess of the operating reserve. These are items approved by the Council on March 22, 2016.

| | |
|-----------|---|
| \$ 50,000 | Americans with Disabilities program |
| \$300,000 | Implementation of Downtown strategy and Comp Plan |
| \$150,000 | Hazard Trees |
| \$200,000 | East Bay erosion design and permitting |
| \$ 50,000 | Sidewalk repairs |
| \$ 35,000 | Artesian Commons ranger and well host |
| \$ 50,000 | Canoe Journey support costs |
| \$ 70,000 | Emergency Preparedness |
| \$ 75,000 | Community and Economic Revitalization Committee |
| \$225,000 | Blighted property acquisition |
| \$ 50,000 | Police MCT's |
| \$345,000 | Downtown Sanitation Pilot |

- 13) Appropriation of \$394,000 within the Fleet (Equipment Rental) Fund for fuel to be sold to the various departments. This is due to an accounting change whereby the sales will be recorded a sales (revenue) by the Fleet Fund and also an expense representing cost of fuel sold. Previously, the various departments made the purchase directly from inventory.
- 14) Appropriation of \$225,000 within the Building Demo/Nuisance Abatement Special Account for blighted property acquisition. This is funded by a transfer from the General Fund, see also item 12 above.

Neighborhood/Community Interests (if known):

None noted.

Options:

- 1) Approve ordinance amending ordinance 6998.
- 2) Do not approve the amending ordinance. The budget items not previously presented to the Council would not be authorized.

Financial Impact:

Total increase appropriations by \$3,190,133. Funding for these appropriations noted above.

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUDGETS, FINANCE, AND SALARIES, AND AMENDING ORDINANCE NO. 6998.

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

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

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

WHEREAS, the following amendments need to be made to Ordinance No. 6998;

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

Section 1. 2016 Budget. The budget for the calendar year 2016 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

| FUND | APPROP. FUND BALANCE | ESTIMATED REVENUE | APPROP. | ADDITIONS TO FUND BALANCE |
|--|---|---|---|--|
| General, Regular Operations | \$116,500 <u>\$1,716,500</u> | \$67,226,965 <u>\$67,744,155</u> | \$67,343,465 <u>\$69,460,655</u> | \$- |
| General, Special Sub-Funds | | | | |
| Special Accounts | 264,880 <u>266,720</u> | 1,053,000 <u>1,105,660</u> | 1,317,880 <u>1,372,380</u> | - |
| Development Fee Revenue | - | 3,037,211 | 3,037,211 | - |
| Parking | - <u>588,207</u> | 1,518,700 | 1,338,268 <u>1,926,475</u> | 180,432 |
| Washington Center | 5,000 | 320,872 | 325,872 | - |
| Municipal Arts | 400 | 50,000 | 50,400 | - |
| Equip & Facilities Reserve | - | 1,184,575 <u>1,205,526</u> | 1,184,575 <u>1,205,526</u> | - |
| Total General Fund | 386,780 <u>2,576,827</u> | 74,391,323 <u>74,982,124</u> | 74,597,671 <u>77,378,519</u> | 180,432 |
| 4 th /5 th Avenue Corridor Bridge Loan | 2,306 | 554,673 | 556,979 | - |
| LTGO Bond Fund - 2006 Parks | - | 1,191,750 | 1,191,750 | - |
| UTGO Bond Fund – 2009 Fire | - | 1,198,140 | 1,193,731 | 4,409 |
| City Hall Debt Fund – 2009 | 962 | 2,420,156 | 2,421,118 | - |
| 2010 LTGO Bond – Street Projects | - | 438,667 | 438,663 | 4 |
| L.O.C.A.L. Debt Fund – 2010 | 1 | 178,281 | 178,282 | - |
| 2010B LTGO Bonds - HOCM | - | 420,688 | 420,688 | - |
| 2013 LTGO Bond Fund | - | 671,675 | 671,675 | - |
| Water Utility O&M | - | 12,328,250 | 12,328,250 | - |
| Sewer Utility O&M | 86,382 | 18,853,133 | 18,939,515 | - |
| Solid Waste Utility | - | 10,547,363 | 10,528,483 | 18,880 |

| | | | | |
|----------------------|--|--|--|--|
| Storm Water Utility | 53,861 | 5,137,826 | 5,191,687 | - |
| FUND | APPROP. FUND BALANCE | ESTIMATED REVENUE | APPROP. | ADDITIONS TO FUND BALANCE |
| Water/Sewer Bonds | - <u>15,285</u> | 2,040,532 | 2,013,281 <u>2,028,566</u> | 27,251 |
| Stormwater Debt Fund | - | 103,311 | 103,219 | 92 |
| Equipment Rental | - | 1,744,767 <u>2,138,767</u> | 1,744,087 <u>2,138,087</u> | 680 |
| TOTALS | \$530,292 \$2,735,624 | \$132,220,535 \$133,205,336 | \$132,519,079 \$135,709,212 | \$231,748 |

Section 2. Administration. The City Manager shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Olympia employees for the calendar year 2016 shall be as set forth in the "Supplementary Information" section of the 2016 Adopted Operating Budget document, or as the same may be amended by the City Manager as part of his administration of the budget pursuant to Section 2 above.

Section 4. Benefit Cost Sharing. The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on an employee's start date with the City.

Section 5. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

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

Section 7. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Amendment to Ordinance 6997 (Capital Budget Quarterly Adjustment)

Agenda Date: 4/12/2016
Agenda Item Number: 4.J
File Number: 16-0429

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

Title

Approval of Amendment to Ordinance 6997 (Capital Budget Quarterly Adjustment)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve amending Ordinance 6997 on first reading and forward to second reading.

Report

Issue:

Whether to amend Ordinance 6997, the Capital Budget Quarterly Adjustment.

Staff Contact:

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

Presenter(s):

Dean Walz, Fiscal Services Director

Background and Analysis:

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

One ordinance was passed since the adoption of ordinance 6997 relating to the Operating Budget.

Ordinance 6999 passed on January 12, 2016, which appropriated \$203,200 for the Quince Street Sidewalk Project, funded by a Safe Routes to School grant.

Budget Items Not Previously Presented to the Council:

- 1) Appropriation of \$50,000 for additional cost related to the City Hall construction project, primarily legal fees. Funded from existing resources in the City Hall Construction Fund.
- 2) Appropriation of \$55,281 for the Harrison Avenue project and \$55,281 appropriation in the Transportation Impact Fee Fund budget for funds to be transferred to the Capital Improvement Fund. Funding is from Transportation Impact fees previously collected.
- 3) Reduction of \$639,300 in the Storm and Surface Water Capital Improvement Fund. The original 2016 CFP ordinance was overstated by this amount (an administrative error).
- 4) Re-distribution of \$50,000 each from the Flood Mitigation, Water Quality and Aquatic Habitat programs to fund the 2016 Storm and Surface Water Plan. There is no overall increase in the Storm and Surface Water Capital Improvement Fund.
- 5) Appropriation of \$400,000 within the Capital Improvement Fund for various programs, funded by transfer from the General Fund as part of the appropriations of General Fund, fund balance (see amendments to Operating Budget):
 - \$ 50,000 Americans with Disabilities program
 - \$150,000 Hazard Trees
 - \$200,000 East Bay erosion project, design and permitting

Neighborhood/Community Interests (if known):

None known.

Options:

- 1) Approve ordinance amending ordinance 6997.
- 2) Do not approve the amending ordinance or re-allocation of budget. The budget items would not be authorized.

Financial Impact:

The total increase in appropriations is \$124,462. The sources of funding of these appropriations are noted above.

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE CAPITAL FACILITIES PLAN FOR THE YEARS 2016 – 2021, AND AMENDING ORDINANCE NO. 6997.

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

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

WHEREAS, the following amendments need to be made to Ordinance No. 6997;

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2016 through 2021, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City’s web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

Section 2. Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

Section 3. It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

Section 4. The Director of Administrative Services is hereby authorized to bring forward into fiscal year 2016 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The following appropriations are hereby made:

| FUND | APPROP. FUND BALANCE | ESTIMATED REVENUE | APPROP. | ADDITIONS TO FUND BALANCE |
|---|-----------------------------|--------------------------|-----------------------|----------------------------------|
| Impact Fee Fund | \$2,649,315 | \$ - | \$2,649,315 | \$- |
| | <u>\$2,704,596</u> | | <u>\$2,704,596</u> | |
| SEPA Mitigation Fee Fund | 78,501 | - | 78,501 | - |
| Parks & Recreational Sidewalk, Utility Tax Fund | - | 2,409,750 | 2,409,750 | - |
| Real Estate Excise Tax Fund | 744,400 | 1,200,000 | 1,944,400 | - |
| Capital Improvement Fund | 69,600 | 10,136,306 | 10,205,906 | - |
| | | <u>10,794,757</u> | <u>10,864,387</u> | |

| FUND | APPROP. FUND BALANCE | ESTIMATED REVENUE | APPROP. | ADDITIONS TO FUND BALANCE |
|-----------------------------|----------------------------|----------------------|---------------------|---------------------------------|
| City Hall Construction Fund | 50,000 | - | 50,000 | - |
| Water CIP Fund | 700,000 | 7,730,000 | 8,430,000 | - |
| Sewer CIP Fund | 1,311,700 | 741,300 | 2,053,000 | - |
| Storm Water CIP Fund | 586,000 | 1,799,000 | 2,385,000 | - |
| | | 1,159,700 | 1,745,700 | |
| TOTALS | \$6,139,516 | \$24,016,356 | \$30,155,872 | \$0 |
| | \$6,244,797 | \$24,035,507 | \$30,280,334 | |

Section 6. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 7. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 8. Effective Date. This Ordinance shall take five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Ordinance to Create an Aerial Mapping Special Account

Agenda Date: 4/12/2016
Agenda Item Number: 4.K
File Number: 16-0430

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

Title:

Approval of Ordinance to Create an Aerial Mapping Special Account

Recommended Action

Council Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to pass the ordinance to create an Aerial Mapping Special Account on first reading and forward to second reading.

Report

Issue:

Whether to establish an Aerial Mapping Special Account within the Special Accounts Control Fund.

Staff Contact:

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

Presenter(s):

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

Background and Analysis:

The City updates its aerial maps on three and nine year cycles. Aerial photography is updated every three years at a cost of about \$45,000. Every nine years a Light Detection and Ranging (LiDAR) update is done, at a cost of about \$55,000. LiDAR uses light pulses, combined with other survey data to generate accurate, three-dimensional information about ground surface elevations. The ground surface elevations are used to correct aerial photography and for engineering and planning. City staff found that adding the cost of these updates at one time to the budget was difficult. Adding a smaller amount to the budget each year is predictable, and ensures that the City is able to regularly update this critical data, used by all City departments. The most recent update was done in 2015 when flights were done to update both aerial photography and LiDAR.

Staff recommends creating the Account to even out the budgeting for aerial map updates. Budgets within the Special Accounts Control Fund are not annual budgets and as such, do not lapse at the

end of the year.

Neighborhood/Community Interests (if known):

The City has up-to-date information necessary to support work done by staff in support of our community.

Options:

- 1) Approve the creation of the Aerial Mapping Special Account.
- 2) Do not approve the creation of the Aerial Mapping Special Account.

Financial Impact:

The 2016 budget anticipates the creation of the special account. \$20,312 is included in the budget as a set-aside for future updates.

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, creating a special account known as the "Aerial Mapping Account" within the Special Accounts Control Fund.

WHEREAS, the City of Olympia occasionally needs to update its aerial maps ; and

WHEREAS, these updates occur on 3 and 5 year cycles; and

WHEREAS, setting aside funds annually into a special account to fund the updates ensures funds will be available for updates,

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

Section 1. There is hereby created within the Special Accounts Control Fund a special account designated as the "Aerial Mapping Account".

Section 2. There shall be transferred into the Aerial Mapping Account funds as may be budgeted within the various departmental budgets for aerial mapping. There shall be deposited within the Account other funds that may be received by the City designated for aerial mapping or other funds as may be designated by the City Council.

Section 3. Funds within the Aerial Mapping Account shall be used for updating the aerial mapping records of the City or for systems to access those records.

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

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


Section 6. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (ACA)

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Proposed Ordinance Eliminating Certain Business Licensing Fees and Amending Olympia Municipal Code (OMC) Section 5.02.015

Agenda Date: 4/12/2016
Agenda Item Number: 4.L
File Number: 16-0437

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

Title

Approval of Proposed Ordinance Eliminating Certain Business Licensing Fees and Amending Olympia Municipal Code (OMC) Section 5.02.015

Recommended Action

Finance Committee Recommendation:

Move to approve the proposed ordinance eliminating certain business licensing fees and amending Olympia Municipal Code (OMC) Section 5.02.015.

City Manager Recommendation:

Move to approve the proposed ordinance eliminating certain business licensing fees and amending OMC Section 5.02.015 on first reading and forward to second reading.

Report

Issue:

Whether to eliminate the \$25 Business License Tax Registration Fee and the \$25 New Business Registration fee.

Staff Contact:

Bill Sampson, Fiscal Services Accounting Manager, Administrative Services, 360.753.8473

Presenter(s):

Dean Walz, Fiscal Services Manager, Administrative Services, 360.753.8465

Background and Analysis:

Currently, in order to open a new business inside the City of Olympia, it costs \$80. The City imposes three different fees; a \$25 B&O Tax registration fee, a \$25 new business registration fee, and \$30 for a business license. The fee for annual renewals is \$30. In order to make it less costly for businesses (especially small businesses) to begin doing business in Olympia, the Finance Committee recommends the fee be reduced to a flat \$30.

The City began using the online State system for license applications and renewals in 2010. This has been more efficient for the City, reducing our costs. By lowering our fee we are also more competitive with Lacey and Tumwater. Lacey currently charges \$25 for both the new license as well as the renewal. Tumwater charges \$50 for the first year and \$20 for a renewal.

The Finance Committee considered this issue at its March 2, 2016 meeting, directed staff to prepare an ordinance and recommended the Council approve the ordinance.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Move to approve the proposed ordinance.
2. Direct staff to make changes to the proposed ordinance.
3. Do not approve the proposed ordinance.

Financial Impact:

The change will reduce annual revenue by approximately \$100,000.

Attachments:

Proposed ordinance.

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUSINESS LICENSING AND AMENDING OLYMPIA MUNICIPAL CODE SECTION 5.02.015.

WHEREAS, on March 2, 2016, the City of Olympia Finance Committee considered the issue of amending Olympia Municipal Code (OMC) Section 5.02.015 by eliminating the \$25 Business License Tax Registration Fee and the \$25 New Business Registration Fee in order to make it less costly for businesses, particularly small businesses, to begin doing business in the City of Olympia; and

WHEREAS, the Finance Committee directed staff to prepare an ordinance with its recommended amendments for full City Council consideration; and

WHEREAS, the Olympia City Council finds it to be in the best interest of the City of Olympia to eliminate the \$25 Business License Tax Registration Fee and the \$25 New Business Registration Fee and amend OMC 5.02.15 accordingly.

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

Section 1. Amendment of OMC 5.02.015. Olympia Municipal Code 5.02.015 is hereby amended to read as follows:

5.02.015 License fee

The initial fee for the City business license required by this chapter is ~~\$80.00~~\$30.00. ~~The fee is comprised of an annual renewal business license fee of \$30.00, a onetime new business registration fee of \$25.00 and a onetime B&O tax registration fee of \$25.00.~~ The renewal fee may be prorated to accommodate the license term established under OMC 5.02.010. The license fees listed in this section are in addition to any other license or handling fee collected by the BLS.

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

Section 4. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY *(per)*

PASSED:

APPROVED:

PUBLISHED:



City Council

Discussion of Regional Septic Conversion Program

Agenda Date: 4/12/2016
Agenda Item Number: 6.A
File Number: 16-0238

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

Title

Discussion of Regional Septic Conversion Program

Recommended Action

Committee Recommendation:

Not referred from Committee

City Manager Recommendation:

Concur with the direction of the regional work on a septic system conversion strategy.

Report

Issue:

Whether to support City of Olympia staff involvement in developing a regional strategy to convert septic systems to municipal sewer.

Staff Contacts:

Rich Hoey, P.E., Public Works Director, 360.753.8495

Andy Haub, P.E., Water Resources Director, Public Works, 360.753.8475

Presenters:

Rich Hoey, P.E., Public Works Director

Andy Haub, P.E., Water Resources Director

Background and Analysis:

The Cities of Lacey, Tumwater, and Olympia; and Thurston County are discussing a potential program to connect septic systems, also known as onsite sewage systems (OSS) within the urban growth area to municipal sewer. City staff will provide Council with an update on the regional work effort, Olympia's current Septic-to-Sewer Program, and potential next steps.

Around 16,000 septic systems are used by residents of the three local cities and their urban growth areas that pose a threat to public and environmental health. However, converting septic systems to municipal sewer systems is challenging. Approximately 1,980 septic systems are used within the City limits. Another 2,180 are located in Olympia's urban growth area (UGA).

In April 2015, elected officials from the four local jurisdictions participated in a Septic Summit. The officials encouraged staff of the four jurisdictions to work together to develop regional options for converting septic systems to municipal sewer. Since then, staff members initiated work to develop a regional strategy.

Staff will present near-term conversion priorities and potential costs.

Olympia's Septic-to-Sewer Program

The City of Olympia has worked on OSS issues for some time. The City recognized the challenges of OSS in the Council-adopted 2013 Wastewater Management Plan as well as the 2006 Wastewater Plan. The Plans restricts the installation of new septic systems to very limited circumstances. The 2014 Comprehensive Plan also addresses OSS (See attached goals and policies).

Olympia was the first jurisdiction in Thurston County to implement a Septic-to-Sewer program. The program provides staff support, financial incentives, and capital project funding for septic conversions by individual residents and neighborhoods. The City's webpage includes information on Olympia's current Septic-to-Sewer program (see hyperlink).

Regional Proposal

Staff members from Olympia, Lacey, Tumwater, and Thurston County have developed a proposal for a broader, regionally coordinated approach to septic conversions. Recommended approaches include the following:

- Cities would extend public sewers over time.
- Property owners would be responsible for installing sewer pipe from the property line to the home, removing the septic system, and paying connection fees.
- If sewer were available, property owners choosing not to connect would pay an "availability charge" equal to a monthly sewer rate. These charges would help pay for sewer extensions.
- Require property owners to connect to sewer at the time of system failure, home remodel, or property sale.

This proposal prioritizes sewer extensions into neighborhoods that pose the highest risk to public health and the environment. In Olympia, this includes approximately 480 high-risk systems within the City and its UGA.

Next Steps

Recommended next steps include developing a public education campaign. The campaign would explain the risks of urban OSS and the potential conversion strategies. Additionally, staff recommends that local City Councils request that the Thurston County Board of Health adopt a resolution outlining the public and environmental health risks of urban septic systems.

Neighborhood/Community Interests (if known):

Septic systems have public and environmental health implications for our community. Converting OSS to municipal sewer is complex and costly.

Options:

1. Support continued work on potential septic conversion strategies. This would commit staff time to the regional work effort.

2. Direct staff to develop alternative approaches to responding to the problem.

Financial Impact:

None at this time. The Wastewater Utility currently funds these work efforts. However, increased public education and/or conversion work would have financial impacts for both the Utility and septic system owners.

Attachment(s);

Goals and Policies

[Hyperlink](#)



City of Olympia - Comprehensive Plan Utilities Chapter

Goal 8

The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

Policy 8.1

Extend the wastewater gravity collection system through both public and private development projects.

Policy 8.2

Prohibit new community and individual septic systems within City limits, except when specifically allowed by the [Olympia Municipal Code](#).

Policy 8.3

Limit and ultimately phase-out community septic systems in the Urban Growth Area.

Policy 8.4

Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions and other tools.

Policy 8.5

Permit new STEP systems only for individual lots in neighborhoods currently served by STEP systems.

Policy 8.6

Require the conversion of septic systems to the City-owned wastewater collection system upon septic system failure or building use change, whenever feasible.

City of Olympia – 2013 Wastewater Plan Water Quality Goal 1

Objective 1B – Manage existing and potential new OSS so there is no net annual increase in the total number of OSS in Olympia’s sewer service area.

Strategy – Accommodate the limited use of new OSS systems.

Objective 1C – Encourage OSS conversions through the Septic to Sewer Program.

Strategy – Fund limited sewer extensions for OSS conversions.

Strategy – Start GFC payment plan for OSS conversions.

Strategy – Provide OSS technical assistance.

Objective 1D – Facilitate the orderly expansion of the public sewer system.

Strategy – Support alternative sewer technologies.

Strategy – Allow new STEP systems for OSS conversions and infill.

Strategy – Start a green infrastructure project evaluation process.

[Home](#) » [City Utilities](#) » [Wastewater](#) » [Septic to Sewer](#)

Septic to Sewer

Featured Links

→ [Wastewater Management Plan](#)

Navigation

[Wastewater](#)

→ [Septic to Sewer](#)

→ [STEP Information](#)

Get Connected

There are 1,900 septic systems within the Olympia city limits and an additional 2,250 located within the City's urban growth area. Septic systems have limited life spans and frequently fail, impacting the environment and the community's water quality.

The City offers a variety of incentives to encourage and assist property owners who may be interested in converting from an existing septic system to public sewer.

See the Frequently Asked Questions below for more information.



Frequently Asked Questions

[What costs are involved in converting from septic to sewer?](#)

There can be four major costs in converting from a septic system to sewer service: the public sewer infrastructure, side sewer construction, septic system abandonment and connection fees. The estimates shown are approximate costs for connection in 2015, and should be adjusted accordingly for later years.

[Public Sewer Infrastructure - if not existing: \\$15,000-\\$25,000+](#)

This cost depends on whether a public sewer is adjacent to your property and suitable for your use. A public sewer is usually eight inches or more in diameter and may be located in a street or a sewer easement through private property. If public sewer is available, you may owe a reimbursement (called a latecomer's charge) to the installer of public sewer facilities such as pump stations and pipes serving your property. You also might be required to extend the public sewer pipe, at your expense, across all frontages of your property if it is not installed there already.

If no public sewer is available, you would be responsible for extending the public sewer from the end of the City's existing system to and along the frontage of your property prior to making a connection. The cost to extend a sewer pipe varies, depending on the length of the project, difficulty of the terrain, soil type, need to acquire easements, the amount of engineering work required, pipe and backfill materials specified, methods of construction employed, and surface restoration requirements. In rare cases, you may also owe a latecomer's charge as described above. Construction of a public sewer requires permitting and inspection by the City's Community Planning and Development Department at **360.753.8314**. To receive a permit, you would be required to submit design plans, conforming with the City's Engineering Design and Development Standards, for review and approval.

The cost of a sewer extension project can sometimes be shared with your neighbors who also would benefit from the availability of a sewer adjacent to their properties. Longer, shared sewer projects allow for an economy of scale in design and construction that reduces the cost per property, as compared to each property owner sequentially installing a separate, smaller sewer extension project. The City will be constructing a limited number of neighborhood sewers in priority areas.

[Side Sewer Construction: \\$3,500-\\$10,500](#)

A side sewer is a four- to six-inch diameter pipeline that runs from your house to the public sewer. The property owner is responsible for constructing and maintaining the side sewer. A design that allows wastewater to flow via gravity from your house to the sewer is preferred. However, the City may allow the installation of an individual privately owned residential grinder pump if elevations don't permit a gravity flow system. A portion of this sewer (known

Utility Rates
GET DETAILS ABOUT OLYMPIA'S RATES.

Rebate!
SAVE UP TO **\$100** ON A HIGH EFFICIENCY TOILET

STEP Alarms
LEARN WHAT TO DO & WHO TO CALL IF YOUR STEP ALARM SOUNDS

City Calendar

04/09 - 10:00 a.m.

[Volunteer Work Party](#)

04/11 - 12:00 p.m.

[Special Meeting of the Heritage Review Committee](#)

04/11 - 5:30 p.m.

[LEOFF DISABILITY BOARD](#)

04/11 - 6:30 p.m.

[Coalition of Neighborhood Association meeting](#)

04/11 - 6:30 p.m.

[Hearing Examiner](#)

→ [View full calendar...](#)

City Updates

2016 ADOPTED BUDGET. [2016 Adopted Operating Budget](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#)

ARBOR DAY EVENTS. This year we are hosting several Arbor Day events at Priest Point Park, including 4 free educational workshops and our first-ever treetop canopy climb for adults. [More...](#)

SATURDAY DROP-OFF SITE

The Saturday Drop-off Site is open every Saturday from 9:00 a.m. to 2:00 p.m. to accept recycling for free and yard waste for a small fee. [More...](#)

2016 WATER QUALITY REPORT.

The annual water quality report shows that Olympia's water meets all State and Federal drinking water standards. [View the report.](#)

WEST OLYMPIA ACCESS PROJECT.

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

SEA LEVEL RISE. Olympia City Council received a presentation on February 9, 2016 regarding sea level rise and its potential

as a sewer lateral) may have been stubbed out from the public sewer to your property when the sewer main was constructed. Property owners may do work on their own property, but construction within the public right-of-way or City easements requires hiring a licensed contractor registered with the City.

The existing pipeline from the house to the septic tank may be used as part of the new side sewer only if it is a minimum of four inches in diameter. A side sewer is then constructed the rest of the way (sometimes wrapping around the house) to the public sewer. Alternatively, plumbing beneath the house sometimes can be redirected toward the public sewer so as to avoid having to construct a pipeline around the house. The cost is highly variable depending on the side sewer length, terrain, surface conditions, as well as the need for a pump. These costs are paid directly by the property owners to the contractor they hire at the time the work is done.

[Septic Tank Abandonment: \\$1,200](#)

The Thurston County Environmental Health Program (TCEH) requires that septic tanks be properly abandoned when no longer needed. The existing side sewer as well as the installation of the new side sewer must be completed, inspected and accepted before the existing septic tank is removed from service and abandoned. The abandonment process involves obtaining a permit from TCEH; having the tank pumped out one last time; removing and disposing of the lid or crushing the lid and using it to fill the tank; and filling the empty septic tank with compacted earth, gravel or sand. Specific requirements for septic tank abandonment can be obtained from TCEH at www.co.thurston.wa.us/health/ehoss/.

[Connection Fees: \\$5,700-\\$11,000*](#)

The City collects a number of fees for permits, inspections and providing collection system and treatment plant capacity. These fees are due prior to connection to a public sewer.

- LOTT Capacity Development Charge: \$5,355
- City Wastewater GFC: \$0** or \$3,442
- Permits for Sewer Connection: \$147-\$2,000+
- Septic Abandonment Permit: \$235

**The City Wastewater GFC is waived per OMC 13.08.205(C) for properties with an existing septic system that connect to the sewer system within two years following notice of sewer availability.*

[Are there loans or grants available?](#)

There are various loan and grant programs available through the City of Olympia and Thurston County with differing requirements. Learn more about each below.

- [Owner-Occupant Rehab Program](#)
- [Investor Owned Rehab Program](#)
- [Thurston County Septic System Repair Assistance](#)

[Will I be required to connect to the public sewer system?](#)

Currently, if your property is within 300 feet of an existing gravity public sewer or adjacent to an existing STEP (septic tank effluent pump) sewer, the City will require you to connect to the sewer when your existing system fails or if you are making improvements to your home that would require an expansion of your septic system. The City does not plan to make the conversion of properly functioning septic systems to the public sewer system mandatory. That may change if recovery plans developed by the State of Washington identify the conversion of septic systems as a required action to clean up impaired water bodies within the City of Olympia.

[Why convert from a Septic system to Sewer service?](#)

- **It may be required.** If your property is within 300 feet of an existing gravity public sewer or directly adjacent to an existing STEP sewer, the City will require you to connect to the sewer when your existing system fails or if you need to expand your septic system to make substantial improvements to your home.
- **Increased market value/ marketability.** Converting from septic to sewer can increase the market value of your property. Also, since septic systems are unpopular with many homebuyers, a home with septic may be less marketable at time of sale, as compared to similar properties with sewer connections.
- **Expansion options.** A septic system may limit the ability to expand your house or build over portions of your property.

[How much are monthly sewer rates?](#)

Once connected to the public sewer system, a property owner is required to pay a monthly sewer utility bill. This bill covers the operation and maintenance costs for collection,

implications to our downtown. Council discussed next steps in responding sea rise. [View the presentation.](#)

2016-2021 CAPITAL FACILITIES PLAN. The [2016-2021 CFP](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#).

LOW IMPACT DEVELOPMENT. Learn about the Low Impact Development code revision process and comment on the draft revisions. [More...](#)

POLICE AND COMMUNITY RELATIONS. The City Council has enlisted the help of five community members, and one member of the Olympia Police Department, to act as an ad-hoc committee on Police and Community Relations. [More...](#)

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

MEETINGS. [Agenda and Minutes](#) for City Council and most advisory committees.

treatment, and disposal of wastewater, and renovation of the sewers and wastewater treatment facilities. The 2015 sewer rate is **\$55.73** per month. Sewer rates are set by City Council and the LOTT Cleanwater Alliance annually. State law requires customers to be notified in advance of future increases and allowed an opportunity to be heard and protest.

[Is there an existing sewer available for me to connect to?](#)

More than 600 properties currently served by septic systems are adjacent to and eligible to connect to a public sewer. You can reference this [Sewer Infrastructure Map](#) to see if sewer service may be available in your neighborhood.

To determine the actual availability, restrictions, and requirements for connection to the sewer contact Wastewater Utility staff at **360.753.8562** or publicworks@ci.olympia.wa.us

[How do I connect to public sewer when one is available?](#)

When an existing public sewer is available, or a new sewer extension has been constructed follow the steps in appropriate guide below to connect to the public sewer.

- [Gravity Sewer Service Connection](#)
- [Grinder Pump Sewer Service Connection](#)
- [STEP Sewer Service Connection](#)

If you are not sure which type of service applies to you, please contact Wastewater Utility Staff at **360.753.8562** or publicworks@ci.olympia.wa.us

[What incentives does the City offer for converting from septic to sewer?](#)

- **Waiver of the City Wastewater General Facilities Charge (GFC):** This incentive is intended to motivate the owners of properties where the sewer is currently available as well as properties benefiting from sewer extension projects to connect to the public sewer. The City's GFC (\$3,199 in 2013) will be waived for properties that abandon a septic system and connect to public sewer within a 2-year time period following formal notification of sewer availability. The City will notify property owners by mail when the sewer becomes available and when the GFC waiver will expire for their property. If you know that the sewer is currently available to your property, there is no need to wait for notice from the City to benefit from the GFC waiver.
- **Special Sewer Connection Charge:** Properties converting from a septic system as a result of a neighborhood sewer extension project are eligible to pay their apportioned infrastructure cost through a "special sewer connection charge" to be billed by the City. The charge will only be applicable to the payment of public infrastructure costs. The charge is a flat monthly sum collected over a period of time the length of which would vary based upon the amount due (including interest based upon the bonded rate or the Consumer Price Index). The fixed monthly payment amount is based on the year the payments begin, with a base amount of \$200 set in 2009, adjusted each year based on the Consumer Price Index. Property owners will enter an agreement with the City that places a lien against the property for the apportioned cost and agreeing to pay the special charge monthly. Payment in full at the time of a property sale is required. Use of this payment plan is optional.
- **Fixed estimate of Project Costs:** If a property within a neighborhood sewer extension project area connects to the sewer within one year of project completion, the property owner will pay the apportionment infrastructure cost based on the lesser of either the estimated or actual cost of construction. This is intended to help property owners plan for financing.
- **Discount on Public Sewer Cost:** This incentive is also available only in conjunction with a neighborhood sewer extension project as described above. The City will discount public infrastructure apportionment infrastructure costs, over a threshold value, by 50%. (For example, if the infrastructure costs were \$30,000 and the threshold value were \$20,000, the City would reduce the cost recovery by \$5,000 or half of the cost over \$20,000.) The threshold value was \$20,000 in 2009 and is adjusted annually for inflation.

[Can sewer be extended to my neighborhood if not currently available?](#)

The City of Olympia, like most utilities, has long had the policy that development pays for the installation of utilities. Typically, a developer or one or more property owners working together have financed public sewer extensions in the City of Olympia. However, the City is constructing a limited number of Neighborhood Sewer Extension Projects as part of its Septic to Sewer program.

Sewer Extension Financing Scenarios

- **Developer:** In the case of an established neighborhood with septic systems, the original developer may be long gone, but sometimes a new developer needs to build a sewer through the neighborhood to get to an undeveloped site. If it is affordable, the developer may use private funding to build the new public sewer extension and potentially have the

City collect a reimbursement from property owners of existing homes when they connect to the new sewer main. The reimbursement amount would be a proportional share of the cost of constructing the new sewer main.

- **Other Private Installers:** Much like a developer, one or more neighbors can pool their private funds to construct a new sewer main to serve their properties. Again, the City may collect a reimbursement from other property owners when they connect their homes to that new sewer main and disburse the funds to the original installer(s).
- **City:** See Neighborhood Sewer Extension projects below.

[What is a Neighborhood Sewer Extension Program?](#)

The City has funding available to construct a limited number of neighborhood sewer extension projects. Property owners that choose to connect with a new sewer project will be required to reimburse the City some portion of the cost of constructing the sewer infrastructure. In neighborhoods selected for a sewer extension project, the City will:

- Provide a fixed cost up front prior to construction to help property owners prepare for financing;
- Provide a payment plan (\$200 per month) for properties that connect to the sewers that are constructed, and;
- Cover payment of half of the sewer infrastructure cost over \$20,000.

Neighborhood sewer extension projects will be selected based on the following criteria:

- Neighborhood interest and commitment;
- Occurrences of septic system failures;
- Proximity to surface water and wellhead protection areas; and
- Conditions which contribute to the likelihood of system failures as the age of septic systems, poor soil conditions, and shallow groundwater.

The City continues to seek neighborhoods interested in sewer extension projects. The key factor in selecting a sewer extension project will be the neighborhood's level of interest and commitment. Sufficient interest is needed to make a project cost effective and successful.

[How long does it take to design and construct a sewer extension?](#)

Most public sewer mains can be designed and completed within a year. If significant street repaving is involved, that work may be delayed until the weather is warm enough to allow the paving materials to be installed properly.

In urgent situations (e.g. septic failure), a public sewer can be designed and constructed in less than three months.

[Can I access the public sewer through my neighbor's property?](#)

A property's side sewer should connect to the sewer main in the street on which the property fronts. To facilitate the orderly extension of sewer mains, a side sewer may not extend across an adjacent property to connect to a sewer main. There are some extraordinary circumstances, particularly where sewer mains are located within easements and not the right-of-way, in which side sewers may be permitted to be installed within easements across adjacent properties.

[How can I prolong the life of my septic system and prevent failure?](#)

Maintenance is key to preventing the failure of your septic system. If your system has been properly designed, sited, and installed, the rest is up to you. Pump regularly, avoid excess water use, and watch what you put down the drain and flush down the toilet. For more operations and maintenance tips, visit the Thurston County Environmental Health Program's website at www.co.thurston.wa.us/health/ehoss/.

Signs of a failing septic system may include slow draining toilets and drains, an odor of sewage, and wet areas on or near the drain field.

Questions?

Contact Wastewater Utility Staff at **360.753.8562** or email publicworks@ci.olympia.wa.us

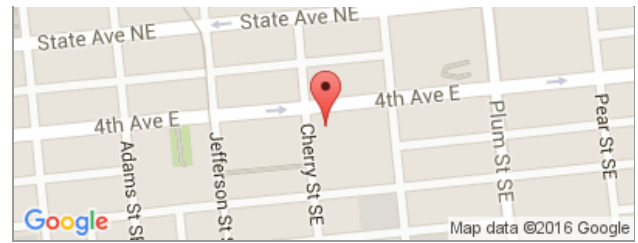
Note: The Thurston County Environmental Health Program (TCEH) is the agency responsible for permitting septic systems throughout Thurston County including within Olympia's city limits. For information about maintenance, expansion, enhancement, replacement or abandonment of septic systems call 360.867.2673 or visit www.co.thurston.wa.us/health/ehoss/.

[back to top...](#)

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

City of Olympia, Washington
PO Box 1967
Olympia, WA 98507-1967

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City Council

Briefing on 2016 Construction

Agenda Date: 4/12/2016
Agenda Item Number: 6.B
File Number: 16-0240

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

Title

Briefing on 2016 Construction

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Receive the 2016 construction briefing. Briefing only. No action requested.

Report

Issue:

Whether to receive the 2016 construction briefing.

Staff Contact:

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

Presenter(s):

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

Background and Analysis:

This year Council committed approximately \$15 million in funding to maintain and improve the City's infrastructure and City-owned buildings. Work has begun on the 28 projects expected to be in progress this year. Staff will present the highlights of this year's construction season.

City staff will use a variety of tools to communicate with the public on the schedule and impact of the construction projects, including an interactive Construction Map on the City's website, the OlyProjects Twitter account, informational videos, print materials, and face-to-face meetings.

2016 projects include:

Downtown Focus

- Installing lighting in alleys
- Building a bike corridor pilot project
- Repairing and repainting the 4th Avenue bridge railing

- Installing a trash compactor behind the Capitol Theater

City Buildings

- Improving HVAC systems at the Justice Center
- Replacing the roof and repairing the HVAC system at the Maintenance Center

Transportation

- Constructing a sidewalk on 22nd Avenue between Boulevard Road and Cain Road
- Constructing a new neighborhood pathway at Fairview Avenue
- Installing new flashing beacons on Pacific Avenue at Devoe Street and at Lansdale Road
- Replacing damaged sidewalk on Quince Street near Reeves Middle School
- Applying chip seal to Lilly Road, Pacific Avenue, Phoenix Street, Puget Street and 8th Avenue
- Restriping streets throughout the City

Utilities

- Replacing aging water mains
- Constructing a new water reservoir
- Replacing an aging water pump station on Fones Road
- Installing new pipes to separate City of Olympia's stormwater from the Port of Olympia's stormwater system

Neighborhood/Community Interests (if known):

A similar briefing is scheduled with the Coalition of Neighborhood Associations on Monday, April 11, 2016.

Options:

Not applicable.

Financial Impact:

Not applicable.

Attachment(s):

[Hyperlink - Construction Map](#)

[Hyperlink - OlyProjects Twitter](#)

Home » News & FAQ's » Construction News

Construction in Olympia

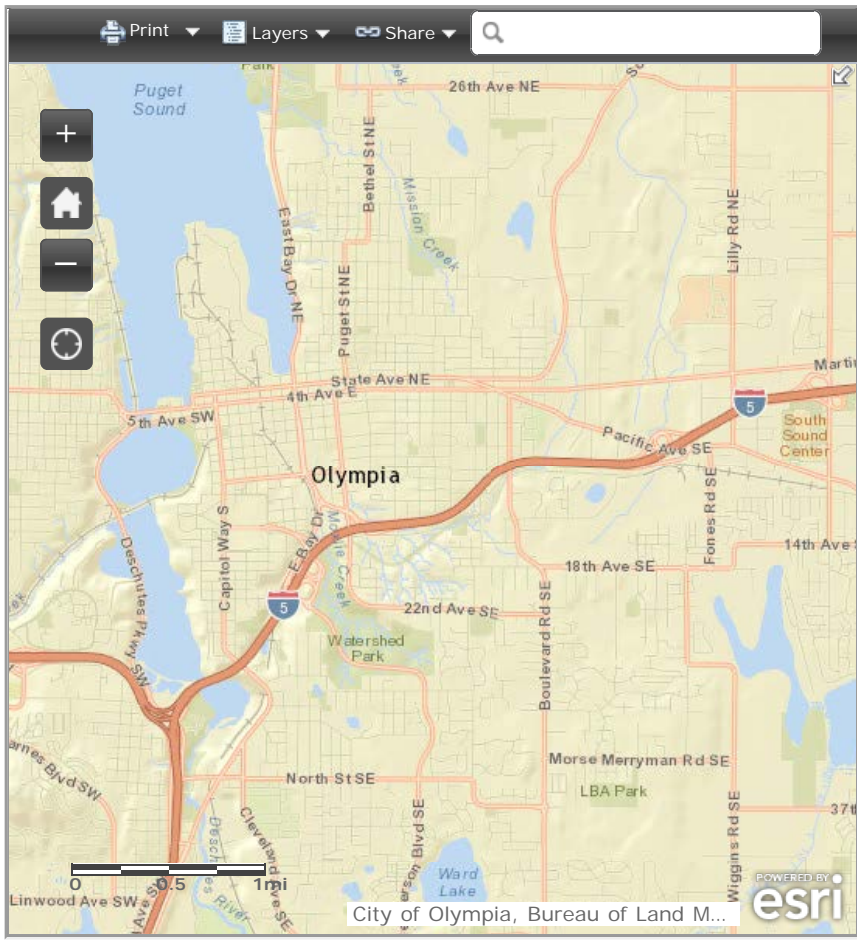
Featured Links

- [Building Permits & Land Use Review](#)
- [Engineering Design & Development Standards \(EDDS\)](#)
- [2015 Major Construction Projects Brochure](#)

Navigation

- [Disasters and Emergency Information](#)
- [Frequently Asked Questions](#)
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- [Public Meetings](#)

feedback



Map Key

City Construction Projects

- ◆ Scheduled
- ◆ Active
- ◆ Recently Completed

Private Construction Projects

- Under Review
- Permits Issued
- Active

About using this map

This map shows both City managed and major private construction projects. Click the mapped points for project details including timeframe, impacts, contact information and more.

You may filter the projects you see with the Layers tab at the top of the map.

Important Information

- Not all projects are shown on the map
- The points on this map represent general locations only
- Project details may change at any time and may not be reflected on the map
- Some information may not be available for private projects

Oly Projects
ROAD CLOSURES
PROJECT UPDATES
& MORE ON TWITTER

RFP & RFQ
ARE YOU INTERESTED
IN BEING CONSIDERED
FOR A PROJECT?

Contractors
LEARN ABOUT THE
CITY'S SMALL WORKS
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City Calendar

- 04/09 - 10:00 a.m. [Volunteer Work Party](#)
- 04/11 - 12:00 p.m. [Special Meeting of the Heritage Review Committee](#)
- 04/11 - 5:30 p.m. [LEOFF DISABILITY BOARD](#)
- 04/11 - 6:30 p.m. [Coalition of Neighborhood Association meeting](#)
- 04/11 - 6:30 p.m. [Hearing Examiner](#)

→ [View full calendar...](#)

City Updates

2016 ADOPTED BUDGET. [2016 Adopted Operating Budget](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#)

ARBOR DAY EVENTS. This year we are hosting several Arbor Day events at Priest Point Park, including 4 free educational workshops and our first-ever treetop canopy climb for adults. [More...](#)

SATURDAY DROP-OFF SITE
The Saturday Drop-off Site is open every Saturday from 9:00 a.m. to 2:00 p.m. to accept recycling for free and yard waste for a small fee. [More...](#)

2016 WATER QUALITY REPORT. The annual water quality report shows that Olympia's water meets all State and Federal drinking water standards. [View the report.](#)

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

SEA LEVEL RISE. Olympia City Council received a presentation on February 9, 2016 regarding sea level rise and its potential

Contact the Project Manager or listed department for specific details and the most up-to-date information

Featured Projects

Log Cabin Reservoir

The City is constructing a new standpipe water tank (reservoir) that will provide water storage for fire protection and during emergencies or power outages. The water tank will provide adequate storage for the next 25 years. [Learn more...](#)

implications to our downtown. Council discussed next steps in responding sea rise. [View the presentation.](#)

2016-2021 CAPITAL FACILITIES PLAN. The [2016-2021 CFP](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page.](#)

LOW IMPACT DEVELOPMENT. Learn about the Low Impact Development code revision process and comment on the draft revisions. [More...](#)

POLICE AND COMMUNITY RELATIONS. The City Council has enlisted the help of five community members, and one member of the Olympia Police Department, to act as an ad-hoc committee on Police and Community Relations. [More...](#)

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

MEETINGS. [Agenda and Minutes](#) for City Council and most advisory committees.

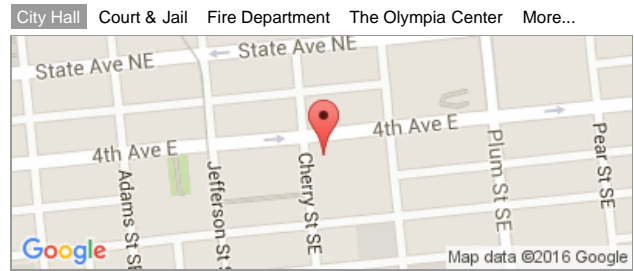
[back to top...](#)

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The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

City of Olympia, Washington
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 @OlyProjects

Oly Projects

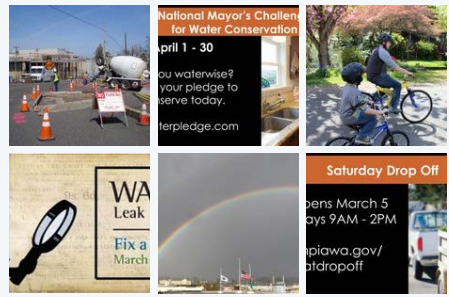
TWEETS 2,442 FOLLOWING 47 FOLLOWERS 931 LIKES 290

Follow the City's active construction projects. View the City's Social Media Policy

olympiawa.gov/privacy-security

- Olympia, Washington
- olympiawa.gov/construction
- Joined January 2013

425 Photos and videos



Follow

Tweets Tweets & replies Media



Oly Projects @OlyProjects · 18h

Pilot Bike Corridor Project is underway at 7th Ave & Jefferson / Adams Streets.
olympiawa.gov/bikecorridors



□ 5 3 □



Oly Projects @OlyProjects · Apr 6

Tomorrow is supposed to be in the 80's. This is a great reminder about keeping your fur babies safe.



Animal Services TC @AnimalServices

Did you notice today's warm temperatures? Here's a reminder about warm temperatures and your pets. Please RT.

□ 3 2 □



Oly Projects @OlyProjects · Apr 5

Have you seen our video for the 22nd Avenue Sidewalk Project? One of our favorite posts ever! bit.ly/22ndAveVideo

□ 2 □



Oly Projects @OlyProjects · Apr 4

Interested in the new designs for Woodruff Park? Come to Garfield Elementary at 6pm

on Wed. to share your thoughts.

City of Olympia @cityofolympia

Tell us what you think about the design concepts for Woodruff Park this Wednesday (4/6) 6pm at Garfield Elementary. ow.ly/i1Oy9

□ 2 1 □

□ In reply to Oly Projects



Oly Projects @OlyProjects · Apr 1

. @OlyProjects After you've signed up for the challenge, go to olympiawa.gov/waterwise for indoor and outdoor water saving tips.

□ □ 1 □

[View conversation](#)



Oly Projects @OlyProjects · Apr 1

Today is the first day of the National Mayor's Challenge for Water Conservation. Pledge to conserve and earn prizes!



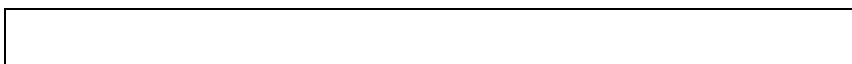
□ □ 1 2 □



Oly Projects @OlyProjects · Mar 31

Bike Corridor Project construction starts April 4. 5th & 7th may be reduced to one lane.

olympiawa.gov/bikecorridors





□ □ 1 2 □



Oly Projects @OlyProjects · Mar 30

Ah yes. I forgot to say there will be cookies tonight.

City of Olympia @cityofolympia

Reminder: Stop by City Hall tonight from 6-8p to learn about the Bike Corridor pilot project. #ThereWillBeCookies

□ □ 1 □



Oly Projects @OlyProjects · Mar 30

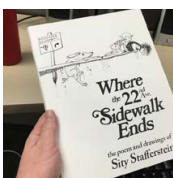
What is a Bike Corridor? Watch our online video and come to the Open House meeting tonight at City Hall, 6 pm. olympiawa.gov/bikecorridors

□ □ □



Oly Projects @OlyProjects · Mar 30

Oooh, on pins and needles waiting to see this at the end of the week.



City of Olympia @cityofolympia

I cannot wait to show you what this is all about! Hopefully this Friday or Monday. Stay tuned...

□ □ □



Oly Projects @OlyProjects · Mar 25

11th Avenue will be closed from 7 am - 3:30 pm March 28-30 for continued work on [#BlockReplacementProject](#). bit.ly/1063Block

□ □ 3 □

□ In reply to Adam Herzog



Oly Projects @OlyProjects · Mar 24

. [@adherzog](#) Our stormwater crew has been preparing that area for pipe repair work next week Monday - Friday.

□ □ □

[View conversation](#)



Oly Projects @OlyProjects · Mar 24

Come to Mission Creek Nature Park on April 2, from 10:00 am to 12:00 pm to help improve the local habitat. bit.ly/MCWorkParty

□ □ 1 1 □



Oly Projects @OlyProjects · Mar 24

11th Avenue S.W. from Capitol Way to Water Street S.W. will be closed from about 7 am - 3:30 pm 3/24, 3/25 & 3/28. bit.ly/1063Block

□ □ 4 □



Oly Projects @OlyProjects · Mar 18

Interested in the Log Cabin Reservoir Project? Come to a Public Meeting March 23, 6:30 pm, McKenny Elementary. bit.ly/LogCabinMtg

□ □ 1 □



Oly Projects @OlyProjects · Mar 17

Lane closure at Plum & Henderson will remain in effect through 7:00 am Friday while asphalt sets.

□ □ 5 □



Oly Projects @OlyProjects · Mar 17

Crews will have Plymouth NW closed btwn Harrison and Garfield today from Noon to 4:00 pm for asphalt repairs. Please plan accordingly.

□ □ 2 □



Oly Projects @OlyProjects · Mar 17

Confirming: Today our crews are doing asphalt repairs on Plum and Henderson till 5 pm.

City of Olympia @cityofolympia

#TrafficAlert Asphalt repairs at Plum & Henderson tomorrow (3/17) from 8a-5p. Expect some delays. Plan ahead and use alternate routes.

□ □ 1 □



Oly Projects @OlyProjects · Mar 16

Weather permitting, crews will be doing some repairs on Plum & Henderson tomorrow.

City of Olympia @cityofolympia

#TrafficAlert Asphalt repairs at Plum & Henderson tomorrow (3/17) from 8a-5p. Expect some delays. Plan ahead and use alternate routes.

□ □ 1 □



Oly Projects @OlyProjects · Mar 14

PSE outages causing some signalized intersections to be out. Remember, treat those as a 4-way stop.

□ □ 2 1 □

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 **Downtown Ambassador**
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 **Olympia Uncovered**
@OlyUncovered

 **Thurston Public Works**
@Thurston_PW

 **Oly Parks Arts & Rec**
@OlyPARD

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City Council

Discussion of Amendments to the Community Development Block Grant (CDBG) Program Year 2015 Action Plan

Agenda Date: 4/12/2016
Agenda Item Number: 6.C
File Number: 16-0468

Type: discussion **Version:** 2 **Status:** Other Business

Title

Discussion of Amendments to the Community Development Block Grant (CDBG) Program Year 2015 Action Plan

Recommended Action

Committee Recommendation:

General Government Committee recommends the proposed amendments to the Community Development Block Grant (CDBG) Program Year 2015 Action Plan be published for a 30-day public comment period, including a public hearing.

City Manager Recommendation:

Concur with the Committee's recommendation that the proposed amendments to the Community Development Block Grant (CDBG) Program Year 2015 Action Plan be published for a 30-day public comment period, including a public hearing.

Report

Issue:

Whether to amend the City's Program Year 2015 Action Plan (Sept. 2015 - Aug. 2016).

Staff Contacts:

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development 360.753.8183
Leonard Bauer, Deputy Director, Community Planning & Development, 360.753.8206

Presenter(s):

M. Anna Schlecht, CDBG Program Manager, Community Planning & Development
Leonard Bauer, Deputy Director, Community Planning & Development

Background and Analysis:

CDBG Program Year 2015 Amendment:

The City Council adopted the CDBG Program Year 2015 (PY15) Action Plan in July 2015 (Attachment 2). Since that time, additional project opportunities have become available that can be

funded within PY2015. In addition, the City must increase its expenditures in PY 2015 to meet federal regulations requiring the timely expenditure of funds to ensure that tax monies are not “banked” indefinitely for the future (see further explanation of CDBG regulations below). Due to receipt of greater-than-expected repayments of past loans and other unexpended projects, **the City’s CDBG program must expend at least \$510,513 by June 30, 2016 to meet this requirement.**

These two factors result in the recommendation to consider amending the existing PY15 Action Plan as shown in Attachment 1.

Two of the recommended amendments would be for additional funding to existing CDBG activities:

- **\$130,650 repayment of the City’s Section 108 Loan**, which funded the Downtown Improvement Project (Alley Lighting and ADA Sidewalk Improvements). This amendment would make an additional \$65,650 payment, and also corrects the current payment to \$65,000, for a total of \$130,650 in repayments in PY15.
- **Crime Prevention Through Environmental Design (CPTED) program**, which funds small projects to improve key conditions downtown to increase safety. This amendment would add \$60,000 toward an alley improvement with a garbage compactor shared by multiple buildings, increased lighting and potentially a security camera.

The other three recommended PY15 amendments would address the City’s primary strategic goal of economic development, as stated in its five-year Consolidated Plan:

- **Property Acquisition:** providing \$150,000 toward purchase of the former Griswold’s site to remove blight;
- **Micro Business Training:** providing up to \$45,000 to Enterprise for Equity for training small business owners on how to sustain and grow their businesses.
- **YMCA Feasibility Study:** Contribute \$12,000 toward a market feasibility study of an improvement or expansion of the Downtown YMCA, which would provide for eventual facilities or services to low-moderate income individuals.

To provide for these projects, the supplemental funding in the PY15 Action Plan for the Grow Olympia Fund would be eliminated. No loan discussions have led to a potential loan that would be timely enough to meet the City’s spend down requirements in PY15. The \$1 million Grow Olympia Fund established through the National Development Council would remain available to fund small business loans when ready.

Additionally, CDBG program administration costs and the HUD-allowed, per-project activity delivery costs would be increased correspondingly to provide for these amendments to be carried out in PY15.

Background on CDBG Regulatory Guidelines:

The City receives CDBG funding each year because it is an 'entitlement' jurisdiction. For PY15, the City's grant is \$338,265. In addition, the City receives 'program income' - primarily from repayment of past loans for residential property improvements. In PY15, program income to date is \$227,748 - significantly greater than the \$120,000 projected in the adopted PY15 Action Plan.

Federal regulations limit flexibility in CDBG project spending in the following ways:

1. CDBG funds must be allocated for clearly identified, geographically specific projects (i.e. the acquisition of the Griswold's property) or for defined programs with clear guidelines for activities (i.e. the CPTED Program).
2. Federal regulations require the timely expenditure of funds to ensure that tax monies are not "banked" indefinitely for the future. By June 30 of each year, the City must spend CDBG funds down to 1.5 times its last CDBG federal grant. In PY15, that spend-down target is \$503,144. Due to greater-than-expected repayments of past loans and other unexpended projects, **the City's CDBG program must expend at least \$510,513 by June 30, 2016 to meet this requirement.**
3. Over each three-year period, at least 70% of the City's CDBG expenditures must provide benefit to low-to-moderate income people. The recommended amendments would ensure this requirement is met for the PY13-PY15 period.
4. Up to 15% of the City's CDBG expenditures each program year may be provided to direct social services. The recommended amendments would ensure this requirement is met.

Neighborhood/Community Interests (if known):

There is wide public interest in how CDBG funds are allocated. The proposed amendments will be published for a 30-day public comment period, including a public hearing.

Options:

1. Direct staff to publish the proposed amendments for a 30-day public comment period, including a public hearing, in accordance with federal CDBG requirements.
2. Direct staff to conduct further research on potential projects for CDBG PY15 Action Plan amendments. Note this option may jeopardize the ability to meet federal spend-down requirements.
3. Direct staff not to pursue PY15 Action Plan amendments. Note this option would likely result in the City's CDBG Program not meeting federal spend-down requirements.

Financial Impact:

The recommended amendments will ensure the City's CDBG program remains compliant with federal regulations to expend at least \$510,513 by June 30, 2016. Approximately \$500,000 would remain in the City's CDBG fund for additional expenditures. Unexpended funds in PY15 would carry over to

PY16.

Attachments:

Matrix of Proposed PY15 Amendments

Proposed PY 2015 Awards

Matrix of Proposed PY 2015 CDBG Amendment Amounts & Projected Expenditures

| Activity | Eligible for Low-Moderate Income (LMI) Benefit Ratio | Current PY2015 Funding Level | PROPOSED PY2015 Amendment Funding Level |
|---|--|---|---|
| Debt-Service of Section 108 Loan for Downtown Improvements Project | Excluded from ratio | \$64,000 | \$130,650 (Additional prepayment of PY 2016 payment - \$65,000 plus interest) |
| Downtown Ambassador Program | Yes | \$51,270 – Contract \$4,127 - 7% Activity Delivery | \$51,270 - Contract \$5,127 – 10% Activity Delivery |
| Crime Prevention Through Environmental Design (CPTED) Safety Program | Yes - Conditionally | \$27,500 | Up to \$60,000 – Activity Up to \$6,000 – 10% Activity Delivery |
| Grow Olympia Fund-Business Loans* | Yes | \$219,714 | 0 |
| YMCA Market Feasibility Study | Yes - Conditionally | 0 | Up to \$12,000 |
| Property Acquisition | No, Slum & Blight Removal provides Area Benefit | 0 | \$150,000 (Griswold's property) Up to \$15,000 – 10% Activity Delivery |
| Micro Business Training Program | Yes | 0 | Up to \$45,000 Up to \$4,500 – 10% Activity Delivery |
| Program Administration | Excluded from ratio | \$91,654 | \$113,053 |
| TOTAL | | \$458,265 <i>Current</i> | \$592,600 <i>Proposed</i> |

* Supplemental funding to primary \$1 million Grow Olympia Fund, which remains in place and available to provide small business loans.

TABLE 1: PROPOSED PY 2015 AWARDS BY RECIPIENT AND PROJECT

| Recipient | Project/ Activity | Outcomes | Strategic Goal(s) Met | HUD CDBG Objective(s) Met | Proposed PY 2015 Award |
|--|--|---|--------------------------------|--|------------------------|
| City of Olympia | Debt Service-Section 108 Downtown Improvements Project | Partial repayment of Section 108 loan, which funds the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project | Public Facilities Improvements | 15% - Low/Mod Area (LMA) 85% - Low/Mod Limited Clientele (LMC) | \$ 64,000 |
| Capital Recovery Center | Downtown Ambassador Program | Citizen contacts with up to 150 homeless and mentally ill people | Homeless Continuum of Care | Low and moderate income benefit (LMI) | \$55,397** |
| Assorted Downtown Buildings | Safety & Façade Improvements Pilot Project (CPTED)* | Economic Development | Economic Development | Rehab: Publically or Privately owned commercial/industrial in a predominantly low/moderate-income residential area (LMA) | \$27,500** |
| City of Olympia | Grow Olympia Fund – Business Loans | Economic Development | Economic Development | Low and moderate income job creation (LMJ) | \$219,714** |
| City of Olympia | Planning & Administrative Costs - 15% of total funds | Administration of a compliant program | CDBG Program Administration | N/A | \$91,654 |
| Total: | | | | | \$458,265 |
| * <i>Crime Prevention Through Environmental Design (CPTED)</i> | | | | | |
| ** <i>Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs</i> | | | | | |