



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 7, 2017

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [17-0114](#) Special Recognition - Comprehensive Annual Financial Report Award from the Government Finance Officers Association

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** [17-0121](#) Approval of January 24, 2017 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [17-0098](#) Approval of a Resolution Regarding Petty Cash and Change Funds

Attachments: [Resolution](#)

- 4.C** [17-0123](#) Approval of a Charter for an Ad Hoc Housing and Homelessness

Committee

Attachments: [Proposed Charter](#)

- 4.D [17-0102](#) Review and Approval of the 2017 Land Use and Environment Committee Work Plan
Attachments: [2017 LUEC Work Plan](#)
- 4.E [17-0127](#) Approval of Resolution Recommending Setting Aside Right of Way for Future City Owned Bentridge (Dawley Trusts) Property
Attachments: [Resolution](#)

4. SECOND READINGS - None

4. FIRST READINGS - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [17-0124](#) Approval of Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016
Attachments: [Options for CDBG PY 2016 Amendments](#)
[CDBG Program Milestones](#)
- 6.B [16-1370](#) 2016 Year-End Highlights
- 6.C [17-0103](#) Approval of Funding for a Permanent Restroom (Portland Loo) at Artesian Commons Park and Additional Portable Restrooms Downtown
Attachments: [Finance Committee Minutes](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. 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 - Comprehensive Annual Financial Report Award from the Government Finance Officers Association

Agenda Date: 2/7/2017
Agenda Item Number: 2.A
File Number: 17-0114

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

Title

Special Recognition - Comprehensive Annual Financial Report Award from the Government Finance Officers Association

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize the efforts of the Administrative Services Department staff for their excellence in financial reporting and for receiving the Comprehensive Annual Financial Report Award from the Government Finance Officers Association for the 2015 Comprehensive Annual Financial Report.

Report

Issue:

Whether to recognize Administrative Services Department staff for their excellence in financial reporting and for receiving an award from the Government Finance Officers Association (GFOA) for the 2015 Comprehensive Annual Financial Report (CAFR).

Staff Contact:

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

Presenter(s):

Kelly Collins, Representative, the Washington Finance Officers Association and the Government Finance Officers Association.

Background and Analysis:

The City is required to prepare annual financial reports in conformance with the guidelines established by the Government Accounting Standards Board (GASB). The Government Finance Officers Association (GFOA) has a program whereby governments can submit their Comprehensive Annual Financial Report (CAFR) for review and GFOA can recognize those governments who meet the GASB standards.

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

This is recognition from a national association for excellence in financial reporting for meeting standards in financial reporting for governments as established by the GASB.

Neighborhood/Community Interests (if known):

None

Financial Impact:

None

Attachments:

None



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

City Council

Approval of January 24, 2017 City Council Meeting Minutes

Agenda Date: 2/7/2017
Agenda Item Number: 4.A
File Number: 17-0121

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

Title

Approval of January 24, 2017 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, January 24, 2017

7:00 PM

Room 207

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

Excused: 1 - Councilmember Jim Cooper

1.A ANNOUNCEMENTS

Mayor Selby discussed the resolution adopted by Council on October 11, 2016 in support of the Standing Rock Sioux Tribe's Opposition to Construction of the Dakota Access Pipeline.

1.B APPROVAL OF AGENDA

The agenda was approved as amended.

2. SPECIAL RECOGNITION

2.A [17-0072](#) Special Recognition: The Retirement of K9 Officer Melnic

The recognition was postponed.

3. PUBLIC COMMUNICATION

The following people spoke: CC Coates, Eric Callison, Boudicca Walsh, Mindy Atkinson, Mary Ellen Jones, Russell Manary, Franz Killmer-Schultz, Brendan Goodman and Karma Reynoldson.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

4.A [17-0081](#) Approval of January 9, 2017 City Council Special Meeting with District 22 Legislators Meeting Minutes

The minutes were adopted

4.B [17-0083](#) Approval of January 10, 2017 Study Session Meeting Minutes

The minutes were adopted.

- 4.C [17-0082](#) Approval of January 10, 2017 City Council Meeting Minutes

The minutes were adopted.

- 4.D [17-0080](#) Bills and Payroll Certification

Payroll check numbers 89491 through 89757 and Direct Deposit transmissions:
Total: \$6,211,250.29; Claim check numbers 3682489 through 3682204: Total:
\$9,189,225.69.

The decision was adopted.

- 4.F [17-0003](#) Approval of Bid Award for Fones Road Booster Pump Station

The contract was adopted.

- 4.G [17-0019](#) Approval of Resolution Setting a Public Hearing Date to Consider a Vacation Petition for a Portion of an Alley Right-of-Way Adjacent to 1919 Harrison Ave NW

The resolution was adopted.

- 4.H [17-0049](#) Approval of Interlocal Agreement with City of Tumwater for Fire Training

The contract was adopted.

4. SECOND READINGS

- 4.I [17-0078](#) Approval of Ordinance on Corrected Second Reading Approving a Street Vacation Petition for a Portion of Hillside Drive SE

The ordinance was approved on second reading.

Approval of the Consent Agenda

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

Aye: 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

Excused: 1 - Councilmember Cooper

4. FIRST READINGS - None

PULLED OFF CONSENT

- 4.E [17-0079](#) Approval of Selection of Mayor Pro Tem

Councilmember Hankins, Seconded by Councilmember Gllman, moved to appoint Nathaniel Jones as Mayor Pro Tem.

Aye: 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

Excused: 1 - Councilmember Cooper

5. **PUBLIC HEARING**

- 5.A [17-0088](#) Public Hearing on Potential Transfer of the McAllister Springs Properties to the Nisqually Indian Tribe

Public Works Director Rich Hoey gave an introduction to the public hearing and background on the topic. He recognized Nisqually Tribe Planning and Economic Development Joe Kushman and Tribal Attorney Maryanne Mohan who were in attendance. Mr. Hoey reminded the Council last week they considered and approved designating several parcels of the McAllister property as surplus. Mr. Hoey gave an overview of the transfer documents.

Mayor Selby opened the hearing at 7:49p.m. There were no speakers. The hearing was closed at 7:50p.m.

The public hearing was held and closed. Mayor Pro Tem Jones, seconded by Mayor Selby, moved to adopt a resolution authorizing the Mayor and City Manager to sign all documents necessary to effect the transfer of the McAllister Springs properties to the Nisqually Tribe.

6. **OTHER BUSINESS**

- 6.A [17-0068](#) Approval of a Resolution to Adopt the First Amendment of Memorandum of Agreement between the City of Olympia and the Nisqually Indian Tribe

Mr. Hoey reviewed the proposed First Amendment to the Memorandum of Agreement (MOA) between the City and Nisqually Tribe. The amendment provides ownership of McAllister Springs be changed to convey ownership of a portion of McAllister Springs, consisting of approximately 177.2 acres, to the Nisqually Tribe and the City retain rights to access and use the McAllister Springs properties for educational and scientific purposes.

Mayor Pro Tem Jones, seconded by Councilmember Roe, moved to approve a Resolution to adopt the First Amendment to the Memorandum of

Agreement between the City of Olympia and the Nisqually Indian Tribe and authorize the Mayor and City Manager to sign the First Amendment.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall mentioned the large turn out at the Women's March in Olympia last Saturday. He also announced beginning February 7, Council meetings will return to Council Chambers.

9. ADJOURNMENT

The meeting adjourned at 7:58p.m.



City Council

Approval of a Resolution Regarding Petty Cash and Change Funds

Agenda Date: 2/7/2017
Agenda Item Number: 4.B
File Number: 17-0098

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

Title

Approval of a Resolution Regarding Petty Cash and Change Funds

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution concerning petty cash and change funds.

Report

Issue:

Whether to eliminate the "Recreation - After Hours Program" petty cash fund and eliminate the "Recreation - After Hours Program" change fund.

Staff Contact:

Stacie Tellers, Senior Accountant, Administrative Services, 360.753.8599

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Currently the Parks Department - Recreation, After Hours Program has authorization for a petty cash and change fund. Petty Cash funds are used by departments for small purchases by staff members that do not have a City credit card. The \$50 Parks Department - Recreation, After Hours Program petty cash fund is currently authorized, but not utilized. This petty cash fund is no longer needed.

Change funds are used by departments as cash drawers for receipting. The \$20 Parks - Recreation, After Hours Program change fund is using the \$300 change fund authorized to the Parks Department - Olympia Center, Main Counter. The \$20 Parks - Recreation, After Hours Program change fund is not being used. This change fund is no longer needed.

The State Auditor recommends that the Council authorize petty cash and change funds and any changes to these funds.

Neighborhood/Community Interests (if known):

None. This is an administrative amendment.

Options:

1. Approve the resolution to eliminate the \$50 Parks Department - Recreation, After Hours Program petty cash fund and the \$20 Parks - Recreation, After Hours Program change fund.
2. Do not approve the resolution. No changes in petty cash and change fund balances will be made.

Financial Impact:

Minimal. The Parks Department would hold petty cash and change funds that would not be meeting their customer service needs.

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
CONCERNING PETTY CASH AND CHANGE FUNDS**

WHEREAS, the Washington State Auditor requires that all petty cash and change funds be established by resolution; and

WHEREAS, the Olympia City Council adopted Resolution No. M-1851 on October 25, 2016, establishing the City's petty cash and change funds; and

WHEREAS, Resolution No. M-1851 established a \$50 petty cash fund as well as a \$20 change fund for the Parks Department, Recreation – After Hours Program; and

WHEREAS, neither the petty cash fund nor the change fund are being utilized by the Parks Department; and

WHEREAS, staff has proposed (1) elimination of the petty cash fund utilized by the Parks Department, Recreation – After Hours Program and (2) elimination of the change fund utilized by the Parks Department, Recreation – After Hours Program; and

WHEREAS, the Washington State Auditor recommends the City Council authorize each individual petty cash and change fund and any changes thereto by resolution;

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

Section 1. Resolution No. M-1851 is hereby repealed.

Section 2. The following petty cash and change funds are hereby authorized:

<u>Petty Cash</u>	<u>Amount</u>
Finance Office	\$ 570.00
Fire Department	200.00
Police Department – City Hall	250.00
The Olympia Center	200.00

<u>Change Funds</u>	<u>Amount</u>
City Hall – Customer Care	\$1,450.00
Olympia Municipal Court	250.00
Probation	50.00
Police Department – City Hall	300.00
The Olympia Center – Main Counter	300.00
The Olympia Center – Change Machine	270.00
Community Planning & Development	1,000.00
Yard Waste/Organics Drop-Off	100.00

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY



City Council

Approval of a Charter for an Ad Hoc Housing and Homelessness Committee

Agenda Date: 2/7/2017
Agenda Item Number: 4.C
File Number: 17-0123

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

Title

Approval of a Charter for an Ad Hoc Housing and Homelessness Committee

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Charter for an Ad Hoc Housing and Homelessness Committee.

Report

Issue:

Whether to approve a Charter for an Ad Hoc Housing and Homelessness Committee.

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Department

Background and Analysis:

At the City Council's January 13, 2017 Retreat the council discussed the need for an Ad Hoc Housing and Homelessness Committee.

The Ad Hoc Housing and Homelessness Coordinating Committee's initial work plan will consist of:

- 1. Housing Funding Options** - Work with local housing providers and interest groups to determine the scope, scale and approach to a possible funding options.
- 2. Tool Box** - Review the Housing Tool Box and related affordable housing tools and develop strategies and priorities for deploying these resources based on the realities of local housing market.
- 3. Community Investment Partnership and HOME Funds** - Develop a coherent and strategic approach to prioritizing and targeting these funds and for working with decision makers to advance Olympia's strategic objectives.

- 4. Staffing and Support** - Consider resources to fund staff assigned to implement these objectives including an overall housing affordability strategy, a public communications plan and a regional coordination plan.

Neighborhood/Community Interests (if known):

Housing and homelessness affect the entire city.

Options:

1. Approve the Ad Hoc Housing and Homelessness Committee Charter
2. Do not approve the Ad Hoc Housing and Homelessness Committee Charter
3. Refer the Charter to Council Committee for additional review.

Financial Impact:

The Ad Hoc Housing and Homelessness Committee will be supported

Attachments:

Proposed Charter

Charter
Ad Hoc Housing and Homelessness Committee
January 31, 2017

Chartering Authority: City Council.

Introduction: At the City Council's January 13, 2017 Retreat the City Council agreed to form an Ad Hoc Housing and Homelessness Coordinating Committee

Membership: The Ad Hoc Housing and Homelessness Coordinating Committee consists of three councilmembers. (Initially Mayor Pro Tem Jones as Chair, Councilmember Hankins and Councilmember Cooper)

Committee Purpose: The growing urgency and impact of homelessness and the effect of cost burdened households is evident throughout Thurston County. The recently opened Warming Center is seeing over 200 people per day. According to the survey done by the Thurston Economic Development Council, as a precursor to the Downtown Strategy, the impacts of homelessness on downtown businesses is one of their primary concerns. According to the United Way of Thurston County's ALICE Report over 35% of Thurston County residents and 41% of Olympia's residents struggle to afford basic necessities. The necessities include: housing, food, child care, health care and transportation.

The Office of the Superintendent of Public Instruction reports that countywide 1,526 students were identified as homeless in the 2014-2015 schoolyear up from 889 in 2009-2010. A 71% increase. School age homelessness continues to impact our region with over 444 students being identified as homeless in the Olympia School District and 754 in the North Thurston School District. Of the 1,526 students identified as homeless in 2014-2015, 85 were identified as unsheltered.

The City sees a role for itself in helping to understand and respond to these and other related issues and to help to clearly articulate an Olympia perspective on these issues at a local and regional level.

The Ad Hoc Housing and Homelessness Coordinating Committee will work with staff to develop a greater understanding of these issues and to consider policy options for addressing these issues at a local and regional level. The committee will develop and present recommendations to City Council for Council's consideration.

The Ad Hoc Housing and Homelessness Coordinating Committee's initial work plan will consist of:

1. **Housing Funding Options** – Work with local housing providers and interest groups to determine the scope, scale and approach to a possible funding options.
2. **Tool Box** – Review the Housing Tool Box and related affordable housing tools and develop strategies and priorities for deploying these resources based on the realities of local housing market.
3. **Community Investment Partnership and HOME Funds** – Develop a coherent and strategic approach to prioritizing and targeting these funds and for working with decision makers to advance Olympia's strategic objectives.
4. **Staffing and Support** – Consider resources to fund staff assigned to implement these objectives including an overall housing affordability strategy, a public communications plan and a regional coordination plan.

Operations:

- The Ad Hoc Housing and Homelessness Coordinating Committee will meet on a regular basis and will publish a list of meetings at the beginning of each year. Meetings occurring outside the regular published meeting times shall be considered to be special meetings and shall be noticed.
- Meeting minutes shall be posted in a manner consistent with all other Council Committees.
- A temporary staff liaison shall be appointed by the City Manager and shall provide short-term administrative and technical support to the committee as may reasonably be required until additional staffing can be supported.
- The Chair shall report Committee activity on a regular basis under City Council Reports and shall schedule study sessions as needed to keep Council informed of its work.

Timeline:

- The committee should prioritize its work plan to complement regional efforts around a possible funding initiatives and Community Investment Partnership and HOME funding cycles.



City Council

Review and Approval of the 2017 Land Use and Environment Committee Work Plan

Agenda Date: 2/7/2017
Agenda Item Number: 4.E
File Number: 17-0102

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

Title

Review and Approval of the 2017 Land Use and Environment Committee Work Plan

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommends approval of the Work Plan as presented.

City Manager's Recommendation:

Move to approve the 2017 Land Use and Environment Committee Work Plan.

Report

Issue:

Whether to approve the 2017 Land Use and Environment Committee work plan.

Staff Contact:

Keith Stahley, Community Planning and Development Director, 360.753.8227

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

Each year the Land Use and Environment Committee and all other City Council Committees and Boards and Commissions develop annual work plans for review and approval by City Council.

Land Use and Environment Committee 2017 Work Plan items:

1. Planning Commission Work Plan-Joyce Phillips (February/March)
2. Pavement Restoration Fee and Implementation -- Fran Eide (February)
3. Design of Street Improvements to implement DTS - Rich Hoey (TBD)
4. Missing Middle (Infill Housing) -- Leonard Bauer (Public Involvement Plan Jan/Feb, update May with a final briefing in July)
5. Action Plan Status Report - Stacey Ray (December)
6. Urban Design/Design Review Regulations Update - Amy Buckler (March, June, October)
7. Downtown Zoning - Amy Buckler (April, August)
8. SEPA Exemption - Leonard Bauer (April, August)

9. Sea Level Rise Master Plan - Andy Haub (April and September)
10. Historic Resources Inventory - Michelle Sadlier (May)
11. West Bay Park Master Plan - Laura Keehan (July)
12. Sign Code Update - Joyce Phillips (January, March, May)
13. Thurston County Joint Plan Update - Joyce Phillips (TBD)
14. Parking Strategic Plan Status Report and Recommendations - Karen Kenneson (March, June)
15. LID Code Status Report - Tim Smith (December)
16. Subarea Planning Process - Linda Bentley (TBD)
17. Urban Forestry Master Street Tree Plan - Shelly Bentley (July)
18. Annexation Fiscal Report and Annual Update - Tim Smith (March, October)
19. Code enforcement annual status report - Todd Cunningham (October)
20. Comp Plan Amendments - Joyce Phillips (January)
21. Critical Areas Ordinance Amendments - Linda Bentley (TBD)
22. State Capitol Master Plan - Keith Stahley/Leonard Bauer (TBD)
23. Scoping the Isthmus Master Plan - Amy Buckler (July)
24. Transportation Master Plan - Mark Russell (TBD)
25. Short-term Rentals (e.g. AirBnB, VRBO) - Tim Smith (TBD)
26. EDDS Update - Steve Sperr (May, September)
27. SmarGov Rollout - Karen Kenneson (April)
28. CPD Work Program - Leonard Bauer (November)
29. Potential changes to drive-thru businesses in certain zoning districts - Tim Smith (June)
30. Potential revisions to zoning and development requirements for the AS Zoning District - Keith Stahley/Renee Sunde (April)

In addition to these work plan items, the committee is also considering holding a joint meeting with the boards and commissions and is considering holding one of its meetings outside of City Hall.

Neighborhood/Community Interests (if known):

Many of the potential Land Use and Environment Committee Agenda work plan items have neighborhood interests.

Options:

1. Review and approve the work plan as presented.
2. Review and amend the work plan.
3. Do not approve work plan and refer to the Committee with direction to modify.

Financial Impact:

Included in CPD Budget

Attachments:

2017 LUEC Work Plan

**LAND USE AND ENVIRONMENT COMMITTEE 2017 DRAFT WORK PLAN
(Last Updated 1/20/2016)**

Land Use and Environment Committee 2017 Work Plan items:

1. Planning Commission Work Plan—Joyce Phillips (February/March)
2. Pavement Restoration Fee and Implementation -- Fran Eide (February)
3. Design of Street Improvements to implement DTS - Rich Hoey (TBD)
4. Missing Middle (Infill Housing) -- Leonard Bauer (Public Involvement Plan Jan/Feb, update May with a final briefing in July)
5. Action Plan Status Report - Stacey Ray (December)
6. Urban Design/Design Review Regulations Update - Amy Buckler (March, June, October)
7. Downtown Zoning - Amy Buckler (April, August) Include Inclusionary Zoning here.
8. SEPA Exemption - Leonard Bauer (April, August)
9. Sea Level Rise Master Plan - Andy Haub (April and September)
10. Historic Resources Inventory - Michelle Sadlier (May)
11. West Bay Park Master Plan - Laura Keehan (July)
12. Sign Code Update - Joyce Phillips (January, March, May)
13. Thurston County Joint Plan Update - Joyce Phillips (TBD)
14. Parking Strategic Plan Status Report and Recommendations - Karen Kenneson (March, June)
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18. Annexation Fiscal Report and Annual Update - Tim Smith (March, October)
19. Code enforcement annual status report - Todd Cunningham (October)
20. Comp Plan Amendments - Joyce Phillips (January)
21. Critical Areas Ordinance Amendments - Linda Bentley (TBD)
22. State Capitol Master Plan - Keith Stahley/Leonard Bauer (TBD)
23. Scoping the Isthmus Master Plan - Amy Buckler (July)
24. Transportation Master Plan - Mark Russell (TBD)
25. Short-term Rentals (e.g. AirBnB, VRBO) - Tim Smith (TBD)
26. EDDS Update - Steve Sperr (May, September)
27. SmarGov Rollout - Karen Kenneson (April)
28. CPD Work Program - Leonard Bauer (November)
29. Potential changes to drive-thru businesses in certain zoning districts - Tim Smith (June)

30. Potential revisions to zoning and development requirements for the AS Zoning District - Keith Stahley/Renee Sunde (April)			
Meetings are the <u>third</u> Thursday of the month starting at 5:30 PM unless otherwise noted.			
Issue	Staff Responsible	Referred By	Status and Notes
January 19, 2017			
1. Code Enforcement Annual Report	Chris Grabowski		Provide the Committee with an overview Code Enforcement activity and challenges.
2. Sign Code Update	Joyce Phillips		Provide a briefing on the status of the sign code update and receive feedback and direction.
3. Review Annual Comp Plan Amendments	Joyce Phillips		Review proposed Comp Plan Amendments and receive feedback and direction.
4. Review and Approve 2017 Schedule and Work Plan	Keith Stahley		Council annually approves all Council Committee Work Plans.
5. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
February 16, 2017			
1. Pavement Restoration Fee	Fran Eide		Continuation of 2016 discussion to provide feedback and direction on proposed fee for pavement cuts for new or recently repaved road sections.
2. Review Planning Commission Work Plan	Joyce Phillips		Review PCWP and receive feedback and direction.
3. Missing Middle Public Involvement Plan	Leonard Bauer		Provide briefing the work plan for the Missing Middle housing study and receive feedback and direction on the public involvement component of that project.
4. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project

			and other issues on the LUEC Work Plan.
March 16, 2017			
1. Parking Strategy Status	Karen Kenneson		Review the scope of the proposed parking strategy with the Committee and receive feedback and direction.
2. Sign Code Update	Joyce Phillips		Provide a briefing on the status of the sign code update and receive feedback and direction.
3. Urban Design Regulation Update	Amy Buckler		Review scope of work for update of the Urban Design Regs as part of the implementing work for the DTS.
4. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
April 20, 2017			
1. SmartGov Rollout	Karen Kenneson		Provide Committee with a demonstration of new CPD enterprise software and status report on public access.
2. Sea Level Rise	Andy Haub		Briefing and status report on development of a sea level rise master plan
3. Downtown Zoning Recommendations	Amy Buckler		Provide a briefing on DT zoning options and receive feedback and direction.
4. SEPA Exemptions Recommendations	Leonard Bauer		Provide a briefing on DT SEPA exemption recommendations and receive feedback and direction.
5. <i>Amendments to the Auto Services Zoning District</i>	<i>Keith Stahley/Renee Sunde</i>		<i>Consider amendments to the AS Zoning District based on recommendations from Jodi Meade our auto industry consultant.</i>

6. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
May 18, 2017			
1. 2016 EDDS Update	Steve Sperr		Annual EDDS Update Briefing receive feedback and direction
2. Missing Middle Housing Report Status Report	Leonard Bauer		Provide a briefing on the Missing Middle project and receive feedback and direction on the work to date.
3. Sign Code Update Recommendations	Joyce Phillips		Provide a briefing on the status of the sign code update an receive feedback and direction.
4. Historic Resources Inventory	Michelle Sadlier		Provide a status report on the historic resources inventory.
5. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
June 15, 2017			
2. Action Plan Update	Leonard Bauer		Provide the Committee an update on the progress on the Action Plan
3. Amendments to Drive-thru Business Requirements	Tim Smith		Consider proposed amendments to allow drive-thru businesses in certain zoning districts.
7. Urban Design Regulation Update	Amy Buckler		Status report on Urban Design Regs update as part of the implementing work for the DTS.
4.			
5. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
July 20, 2017			
1. Urban Forestry Master Plan	Michelle Bentley		Provide overview of the UFMP and receive feedback and direction.

2. Missing Middle Housing Report	Leonard Bauer		Provide status report on Missing Middle Housing Project and receive feedback and direction on draft recommendations.
3. West Bay Park Master Plan	Laura Keehan		Provide an overview of the proposed WBP Master Plan and receive feedback and guidance from the committee.
4. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
August 17, 2017			
1. Urban Forestry Street Tree Master Plan Update	Shelly Bentley		Provide a status report on the street tree inventory and the development of an asset management plan and receive feedback and direction.
2. Downtown Zoning Recommendations	Amy Buckler		Provide a briefing on DT zoning options and receive feedback and direction.
3. SEPA Exemptions Recommendations	Leonard Bauer		Provide a briefing on DT SEPA exemption recommendations and receive feedback and direction.
4. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
September 21, 2017			
1. 2016 EDDS Update	Steve Sperr		Annual EDDS Update Briefing receive feedback and direction. Recommendation to City Council.
2. Sea Level Rise	Andy Haub		Briefing and status report on development of a sea level rise master plan
3. Status Reports and Updates	Mark Rentfrow		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
October 19, 2017			
1. Urban Design Regulation Update	Amy Buckler		Final recommendations for the update

			of the Urban Design Regs as part of the implementing work for the DTS.
2. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
November 16, 2017			
1. CPD Work Program Update	Leonard Bauer		
2. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
December 21, 2017			
1. Annual Annexation Report	Tim Smith		Provide the Committee with a status report and receive feedback and direction on possible future annexations.
2. LID Status Report	Tim Smith		Provide an overview on the impact of the City's new LID standards and regulations.
3. Code Enforcement Status Report	Chris Grabowski		
4. Action Plan Status Report	Stacey Ray		Provide a status report on the action plan.
5. Status Reports and Updates	Keith Stahley		A reoccurring report on the DT Project and other issues on the LUEC Work Plan.
Future Items Date TBD			
1.			
1.			
2.			
3.			



City Council

Approval of Resolution Recommending Setting Aside Right of Way for Future City Owned Bentridge (Dawley Trusts) Property

Agenda Date: 2/7/2017
Agenda Item Number: 4.F
File Number:17-0127

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

Title

Approval of Resolution Recommending Setting Aside Right of Way for Future City Owned Bentridge (Dawley Trusts) Property

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a resolution authorizing the purchase and dedication of real estate for right of way purposes, in conjunction with the purchase of the property commonly known as "Bentridge" from Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983.

Report

Issue:

Whether to approve a Resolution authorizing the purchase and dedication of right of way across and through the Bentridge property for the future Log Cabin Road Extension.

Staff Contact:

Mark Barber, City Attorney, 360.753.8223

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia has entered into a real estate purchase and sale agreement to acquire the property commonly known as "Bentridge" from Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust, dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983, for public open space. On April 19,

2016, Council received a briefing on the need for the Log Cabin Road Extension. Public Works staff presented computer visualizations of different widths to show how a future road might look. The most narrow road width, sixty (60) feet, would have the least impact upon the property being acquired from the Dawley Trusts in an area commonly referred to as LBA Woods (Bentridge).

The right of way needed for future Log Cabin Road Extension is 2.8 acres, more or less, through the property being acquired by the City from the Dawley Trusts. Public Works staff recommends using transportation impact fees in the amount of \$268,332 towards the City's purchase of the Bentridge property for purchase of property needed for future public right of way.

Neighborhood/Community Interests (if known):

There is community interest in preserving and acquiring the area commonly referred to as LBA Woods (Bentridge) as open space and for parks use. The future Log Cabin Road Extension project would build a road through a portion of this property. Community reaction was positive to a narrower roadway option.

Options:

1. Approve the Resolution to use transportation impact fees to purchase a portion of the Bentridge property for future right of way required for the Log Cabin Road Extension. Upon acquiring title to the property, the City will promptly file and record with the Thurston County Auditor a Deed for Right of Way Dedication for future roadway purposes.
2. Do not approve the use of transportation impact fees to purchase a portion of the Bentridge property for future right of way required for the Log Cabin Road Extension. Purchasing right of way in the future will be more expensive and require a more complicated real estate transaction.

Financial Impact:

Per Public Works, there is currently \$268,332 available in Transportation Impact Fees in the Log Cabin Road Extension Project necessary for the required right of way at closing.

Attachments:

Resolution with EXHIBIT "A" attached.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING THE PURCHASE AND DEDICATION OF REAL ESTATE FOR RIGHT OF WAY PURPOSES IN CONJUNCTION WITH THE PURCHASE OF THE BENTRIDGE PROPERTY FROM THE DAWLEY TRUSTS.

WHEREAS, on December 6, 2016, the Olympia City Council approved Resolution No. M-1856, authorizing the exercise of an Option to Purchase Real Estate from the Dawley Trusts (the Dawley Option) for the property commonly known as Bentrige, consisting of 72 acres more or less; and

WHEREAS, pursuant to the terms of the Dawley Option the City sent a letter dated January 3, 2017, to Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust, dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983, exercising the option to purchase the Bentrige property; and

WHEREAS, the City of Olympia subsequently entered into a Real Estate Purchase and Sale Agreement with an effective date of January 30, 2017, to purchase the aforesaid real property on or before March 1, 2017, for \$6,900,000.00, minus \$1,000,000.00 in an option payment previously made by the City; and

WHEREAS, there is a future need for a sixty-foot (60) wide right of way over and across the Bentrige property for transportation purposes based upon projections of significant growth in the southeast Olympia area over the next twenty years; and

WHEREAS, the necessary right of way needed for the future extension of Log Cabin Road from Boulevard Road to Wiggins Road through the Bentrige property will require the City to dedicate right of way for this public purpose which will consist of about 2.8 acres, more or less; and

WHEREAS, based upon a cost per acre of \$95,833 and the need for right of way consisting of 2.8 acres more or less, the cost for right of way is \$268,332.00, and this amount should be paid by using transportation impact fees and be paid into escrow as part of the acquisition costs for purchase of the property from Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust, dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983; and

WHEREAS, the City Council has determined that upon the City of Olympia coming into title of the Bentrige property, the City should promptly record a Deed of Right of Way Dedication for a public transportation purpose with the Thurston County Auditor for the right of way described in EXHIBIT "A" attached hereto;

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

1. The City shall fund a portion of the purchase of the Bentrige property by use of \$268,332.00 of transportation impact fees for a sixty-foot (60) wide right of way over and through said property for future transportation purposes for the Log Cabin Road Extension.
2. Upon receiving title to the Bentrige property from Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust, dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983, the City of Olympia shall cause to be filed with the Thurston County Auditor a Deed of Right of Way Dedication for public transportation purposes as legally described and shown on the sketch attached hereto as EXHIBIT "A."
3. The City Manager is directed and authorized to execute all documents necessary to file and record the aforesaid Deed of Right of Way Dedication with the Thurston County Auditor once the City of Olympia receives title to the Bentrige property from Gregg O. Dawley and Kristi A. Dawley, as trustees of the Dawley Family Trust, dated October 16, 2008, Douglas L. Dawley and Paula P. Dawley, as trustees of the Revocable Trust of Douglas L. Dawley dated April 2, 2004, and Shirley G. Dawley, as trustee of the Robert E. Dawley Trust, dated November 8, 1983.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of February, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PROJECT NAME: Log Cabin Extension Right-of-Way
DATE: January 12, 2017

EXHIBIT "A"

RIGHT-OF-WAY DEDICATION LEGAL DESCRIPTION

A sixty foot wide(60) Right-of-Way dedication over and across a portion of the SW ¼ of Section 30, Township 18 North, Range 1 West, Willamette Meridian, Washington, said dedication being (30) feet each side of the following described centerline:

COMMENCING at the West ¼ corner of said Section, thence along the East-West Center Section line, South 87°35'05" East, 2579.33 feet to the Center ¼ corner of said Section, thence along the North-South Center Section line, South 2°10'25" West, 1414.03 feet to the centerline of said Right-of-Way dedication, being the **POINT OF BEGINNING**;

Thence along a non-tangent curve to the right 99.49 feet, said curve having a radius of 623.09 feet, a delta angle of 9°08'54", and a chord bearing and distance of North 73°50'26" West, 99.38 feet to a point of reverse curvature;

Thence along a curve to the left 339.20 feet, said curve having a radius of 598.47 feet, a delta angle of 32°28'25", and a chord bearing and distance of North 85°30'12" West, 334.68 feet to a point of tangency;

Thence South 78°15'36" West 1064.71 feet to a point of curvature;

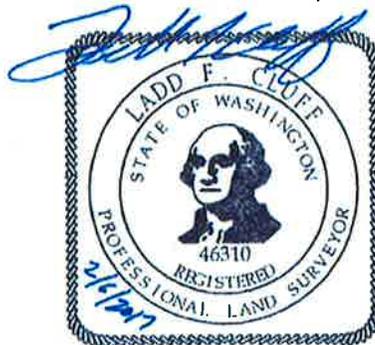
Thence along a curve to the left 89.64 feet, said curve having a radius of 420.00 feet, a delta angle of 12°13'44", and a chord bearing and distance of South 72°08'44" West 89.47 feet to a point of reverse curvature;

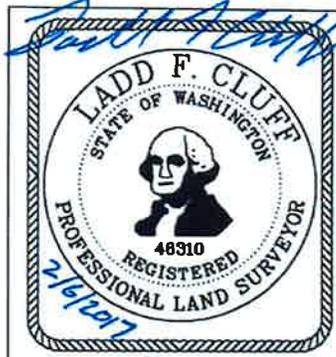
Thence along a curve to the right 465.47 feet, said curve having a radius of 500.00 feet, a delta angle of 53°20'21", and a chord bearing and distance of North 87°17'57" West, 448.84 feet to the East line of a Tract of land described in Statutory Warranty Deed, recorded under Auditor's File Number 3992181, Records of Thurston County, Washington, being the **POINT OF TERMINUS** of said centerline;

Said **POINT OF TERMINUS** bears North 32°22'53" East, 1133.16 feet from the Southeast corner of said Section.

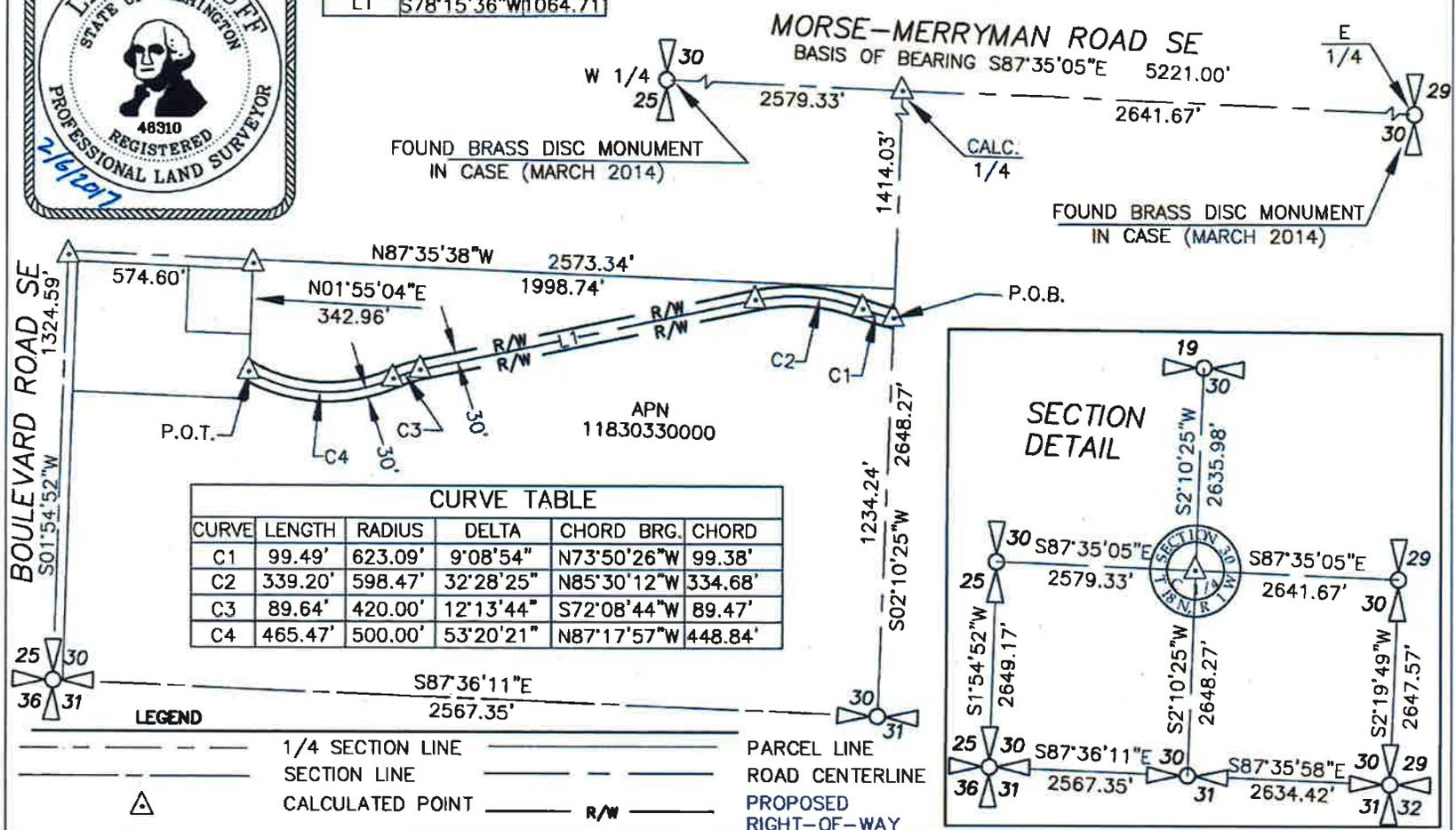
Said Right-Of-Way sidelines are to be lengthened or shortened to create a consistent sixty foot wide Right-of-Way.

Said dedication contains 2.8 acres, or 123,513 square feet.





LINE TABLE		
LINE	BEARING	LENGTH
L1	S78°15'36"W	1064.71



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BRG.	CHORD
C1	99.49'	623.09'	9°08'54"	N73°50'26"W	99.38'
C2	339.20'	598.47'	32°28'25"	N85°30'12"W	334.68'
C3	89.64'	420.00'	12°13'44"	S72°08'44"W	89.47'
C4	465.47'	500.00'	53°20'21"	N87°17'57"W	448.84'

DRAWN TCM		PROJECT NO.	CITY OF OLYMPIA EXHIBIT "B" LOG CABIN EXTENSION RW DEDICATION SW 1/4 OF SECTION 30, T. 18 N., R. 1 W., W.M.	DRAWING NAME
QC REVIEW LFC		DATE		DAWLEY-ROAD-CL
SCALE N.T.S.		JANUARY 2017		SHEET 1 OF 1



City Council

Approval of Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016

Agenda Date: 2/7/2017
Agenda Item Number: 6.A
File Number: 17-0124

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

Title

Approval of Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016

Recommended Action

Committee Recommendation

At its Feb. 3 meeting, the General Government Committee is anticipated to recommend approval of amending the Program Year 2016 CDBG Annual Action Plan and directing staff to commence the 30-day public comment period.

City Manager Recommendation:

Move to approve amending the PY 2016 CDBG Annual Action Plan and direct staff to commence the 30-day public comment period.

Report

Issue:

Whether to amend its PY2016 CDBG Action Plan to include an additional \$315,000 from unexpended CDBG funds for new activities, in order to spend down CDBG funds in a timely manner?

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, 360.753.8183

Presenter(s):

Leonard Bauer, Community Development Department Deputy Director
Anna Schlecht, Community Service Programs Manager

Background and Analysis:

Overview: Council needs to act quickly to amend the current Program Year (PY) 2016 Community Development Block Grant (CDBG) Program, in order to remain compliant with federal regulations. HUD has advised the City to either expend or re-allocate unexpended funds by March 21, 2017. The City must complete this amendment process and reallocate funds in the amount of \$315,000.

Due to scheduling delays, the recommendations from the February 3, 2017 General Government Committee will be presented orally at tonight's Council meeting.

Source of CDBG Funds: The City has approximately \$210,000 from past CDBG program years that has not been expended as quickly as anticipated. Of this amount, \$149,000 comes from a PY 2014 activity - the NDC's Technical Assistance contract to support the Grow Olympia Fund (GOF). This funding has not been expended because it only becomes eligible when a GOF loan is fully executed. An additional \$60,100 comes from unexpended prior year program income. In addition, the City continues to receive program income from past housing rehabilitation loans in excess of projections. Staff now estimates an additional \$105,000 of additional program income could be received in PY2016 that can be allocated at this time.

These funds must be allocated by the City for new activities that will expend funds in a timely manner to ensure compliance with HUD regulations.

PY 2016 Amendment - Public Timeline and Public Process: Because of the large amount of funding under consideration, the City must go through the full CDBG "**Substantial Amendment**" process to allow for citizen participation in how these funds are invested. The Attachment "Options for Community Development Block Grant (CDBG) PY 2016 Amendments" will be considered by the General Government Committee at its February 3, 2017, meeting. Committee recommendations will be orally presented to the Council.

Tonight, the Council must review the recommendations for amendments to the PY 2016 CDBG Annual Action Plan, and direct staff to commence a public process to allow for a 30-day Citizen Participation Process as follows:

February 7, 2017	Council Action to Start Allocation Process
Feb. 10th - March 13th	Public Comment Process (30-day review period of all proposed amendments)
February 28th	CDBG Amendments Public Hearing
March 21st	Council Approval - Consent Calendar
March 22nd	Report PY 2016 CDBG Amendments to HUD

Program Income and Spend-down Deadlines: HUD regulations require that the City spend down to 1.5 times its current grant. The regulatory intent is to ensure that tax-payers money is used promptly to meet community needs. In PY 2016, the target amount is to spend down to \$511,338 by June 30, 2017. At this time, the City needs to spend at least \$310,000 additional funding to get down to the target amount.

Mid-year amendments are often necessitated for a number of reasons. First, it can be difficult to accurately estimate the amount CDBG Program Income to be received. Second, some activities in a given program year may not be expending funds in a timely manner and must be dropped in favor of new activities that that will expend funds more quickly in order to meet the spend down target.

CDBG Background

CDBG Purpose: The Community Development Block Grant (CDBG) Program was created as a “bundled” federal aid program intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The program was designed with flexibility to allow communities to determine how to meet the specific local needs of low-moderate income individuals.

CDBG Annual Action Plan Referral: Every year the Council refers the initial review of the CDBG Program to General Government Committee for the purpose of developing recommendations on priorities and the public process for the coming program year.

Options for CDBG-funded Activities: The current CDBG Five-Year Consolidated Plan identifies the following five key strategies:

- **Housing Rehabilitation - *PRIORITY***
Examples: Renovation of Smith Building to create housing units. Can include both acquisition and rehabilitation as conducted by Homes First!
- **Public Services - *PRIORITY***
Examples: Capital Recovery Center Ambassador Program.
- **Economic Development**
Examples: Business training programs; CPTED Safety projects.
- **Public Facilities**
Examples: Providence Community Care Center.
- **Land Acquisition**
Examples: Purchase of Griswold’s Building.

The above five priorities were identified in the City’s strategic plan, the Five-Year Consolidated Plan (2013 - 2017). While Housing Rehabilitation and Public Services were identified as the highest priorities for the current annual action plan, the other three identified strategy areas are also eligible. Additionally, the Council could decide to add other CDBG-eligible strategic goals based on current conditions not anticipated at the time of the Five-Year Consolidated Plan development.

Neighborhood/Community Interests (if known):

The federal CDBG Program offers a flexible source of funding to meet a wide variety of affordable housing, social service, economic development and other community development needs. All neighborhoods and community stakeholders have an interest in how CDBG funds are invested in community development programs and projects.

Options:

1. Move to approve the Committee recommendations orally presented for amending the current PY 2016 CDBG Action Plan,
2. Recommend other options for amending the current PY 2016 CDBG Action Plan.
3. Delay recommendations on PY 2016 CDBG Action Plan Amendment and direct staff to

provide additional options at a future meeting. [Note: this option would risk a federal finding by missing the March 22, 2017 deadline.]

Financial Impact:

Staff estimates there will be approximately \$210,000 from unexpended CBDG funds to reallocate via the CDBG Amendment process prior to March 2017. Staff also estimates up to \$105,000 additional program income may be received in PY2016 that can be included in a PY2016 CDBG Amendment process.

Attachments:

Options for CDBG PY 2016 Amendments
Olympia CDBG Program - Annual Cycle

ATTACHMENT #1: OPTIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND –PY 2016 AMENDMENTS

COMMUNITY DEVELOPMENT BLOCK GRANT - PY 2016 Options for Funding Amendments				
ACTIVITY	Options / Comments	70% LMI	Current PY 2016 Allocation	Proposed PY 2016 Amendments
Planning & Administrative Costs	Staffing required to run a compliant program	N/A	\$98,178	\$0.00
Economic Development	EDC – Business Training	Yes	\$25,864	\$0.00
Micro Enterprise	Enterprise for Equity – Micro Business Assistance	Yes	\$18,953	\$0.00
Public Facility	Providence Community Care Center	Yes	\$200,000	\$0.00
Social Services	Capital Recovery – Downtown Ambassador Program	Yes	\$55,397	\$0.00
Economic Development	Crime Prevention Through Environmental Design	Yes	\$27,500	\$0.00
Housing Rehabilitation*	<ul style="list-style-type: none"> • Candlewood Manor – Water Supply \$47,000 • Homes First! Oxford House repairs: \$68,000 • Sewer Connections: 1111 Lilly Rd NE: 6 units very low income housing: \$105,000 • Sewer Connections: 5th Avenue NE: 6 units for very low income residents: \$70,000 <p>HOUSING REHAB SUB-TOTAL = \$290,000**</p>	Yes	\$65,000	\$120,000 <i>(Please Note: This portion of funding to come from re-allocated prior year funds)</i>
Portland Loo – Equipment Purchase	Equipment purchase of actual Portland Loo facility	YES	\$0.00	\$90,000
SUB-TOTAL	RE-ALLOCATED PRIOR YEAR CDBG FUNDS <i>(\$149,900 – PY 2014 NDC Contract to support Grow Olympia Fund & \$60,100 from unexpended Program Income = \$210,000)</i>			\$210,000
Housing Rehabilitation	ADDITIONAL FUNDS FROM NEW PROGRAM INCOME	Yes	See above	\$105,000***
	TOTAL FOR AMENDMENT OPTIONS <i>Please Note: These optional amendments allow the City to meet the spend-down target of \$315,000</i>	TOTAL	\$490,892 <i>(Current PY 2016 Action Plan)</i>	\$315,000 <i>(To be added to PY 2016 Action Plan)</i>

*Allocated amounts include Activity Delivery (ADC) costs

**Housing Rehab sub-total contingent upon actual costs and subject to change

***Program Income may exceed staff estimates - this yet unknown total receivable PI can be allocated to Housing Rehabilitation as received

OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS





City Council

2016 Year-End Highlights

Agenda Date: 2/7/2017
Agenda Item Number: 6.B
File Number: 16-1370

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

Title

2016 Year-End Highlights

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the presentation of 2016 Year-End Highlights

Report

Issue:

Whether to receive the presentation of 2016 accomplishments.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

Jay Burney, Assistant City Manager

Background and Analysis:

Staff will provide an overview of our significant accomplishments for 2016.

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Financial Impact:

N/A

Attachments:

None



City Council

Approval of Funding for a Permanent Restroom (Portland Loo) at Artesian Commons Park and Additional Portable Restrooms Downtown

Agenda Date: 2/7/2017
Agenda Item Number: 4.D
File Number: 17-0103

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

Title

Approval of Funding for a Permanent Restroom (Portland Loo) at Artesian Commons Park and Additional Portable Restrooms Downtown

Recommended Action

Committee Recommendation:

The General Government Committee is anticipated to recommend, at its Feb. 3 meeting, using Community Development Block Grant (CDBG) funds for a permanent restroom (Portland Loo) at Artesian Commons Park. The Finance Committee recommends using Sewer Utility funds to pay for two additional portable restrooms, as part of an ongoing Downtown sanitation pilot.

City Manager Recommendation:

Move to approve funding a permanent restroom (Portland Loo) at the Artesian Commons Park using CDBG funds, and move to approve funding two portable restrooms in Downtown using Sewer Utility Funds. Then receive a report on findings from a Crime Prevention Through Environmental Design (CPTED) analysis of making Percival West Restroom a 24-hour facility.

Report

Issue:

Whether to authorize the use of CDBG funds to fund a permanent restroom at the Artesian Commons Park and authorize funding two new portable restrooms using Sewer Utility Funds. And whether to receive a report on Percival West Restroom.

Staff Contact:

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798
Paul Simmons, Director, Olympia Parks, Arts and Recreation, 360.753.8462

Presenter(s):

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798
Paul Simmons, Director, Olympia Parks, Arts and Recreation, 360.753.8462

Background and Analysis:

The City's Finance Committee has recommended approval of the funding for two additional portable

restrooms in Downtown using Sewer Utility Funds. The Council has also approved the funding for a permanent restroom project in the Artesian Commons Park (Portland Loo) using prior year carry-over funds and Sewer Utility dollars. Since Council took action on funding the permanent restroom, another funding source has emerged. Staff continues to monitor Community Development Block Grant (CDBG) spenddown activity and program income levels, and there is capacity in the CDBG program to fund the Portland Loo component of the Artesian Commons restroom project. In order to facilitate timely spend down of CDBG funds, the General Government Committee is anticipated (at it Feb. 3 meeting) to recommend that approximately \$90,000 be allocated from CDBG funds for acquisition of the Portland Loo. The remainder of the Artesian Commons restroom project funding would come from the Sewer Utility and previous carry-over funds.

Finally, at their meeting on January 3, 2017, City Council asked staff to complete a Crime Prevention Through Environmental Design (CPTED) analysis of the Percival West restroom to determine what changes, if any, would be needed to convert the restroom into a 24-hour facility. Staff has completed the analysis and will present the findings along with planning-level cost estimates.

Options:

1. Fund acquisition of a Portland Loo using CDBG funds and fund two new portable restrooms using Sewer Utility Funds
2. Fund a Portland Loo and fund two new portable restrooms using Sewer Utility Funds
3. Identify a third (unknown) funding source for permanent restroom funding and fund two new portable restrooms

Financial Impact:

Funds for a permanent restroom can be used from the Sewer Utility Fund or from CDBG funds. The cost of the restroom unit (Portland Loo) is approximately \$90,000. The total Artesian Commons restroom project has an estimated cost of \$345,000. The Cost for two additional portable restrooms is \$70,200.58. Cost estimates for potential upgrades to the Percival West restroom will vary depending on Council direction as to which (if any) upgrades to pursue.

Attachments:

Finance Committee Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 11, 2017

4:00 PM

Room 207

Special Meeting - Updated Time

1. CALL TO ORDER

Chair Cooper called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Jeannine Roe

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

4.A [17-0042](#) Approval of November 16, 2016 Finance Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

5.A [17-0026](#) Review of Community Development Block Grant Loan Portfolio

Community Service Programs Manager Anna Schlecht gave a brief history and explanation of the Community Development Block Grant (CDBG) program. There are currently \$5 million in loan receivables. Program income was down during the recession with a low in 2011. The 11-year average for annual program income is \$254,000. Market volatility makes projections difficult. The 2017 budget is \$150,000. The remainder will go toward spend-down. Chair Cooper asked staff to recommend options for the spend-down that needs to be completed by June 2017.

The discussion was completed.

5.B [17-0014](#) Policies on Development Review Fund

Policies were drafted for the Development Review Fund. Community Planning & Development Deputy Director Leonard Bauer summarized the policies. Chair Cooper asked clarifying questions.

Committee member Roe moved, seconded by Committee member Bateman,

to recommend adoption of policies by the City Council. The motion passed.

5.C [17-0034](#) Use of Asset Forfeiture Funds

Police Department Administrative Services Manager Laura Wohl explained City Council has to approve expenditures of the Asset Forfeiture Fund. In 2011, Police gun accessories were replaced for \$11,000 but we were never billed. The vendor was audited recently and the mistake was caught. Ms. Wohl needs approval to pay the bill from the Asset Forfeiture Fund.

Committee member Bateman moved, seconded by Committee member Roe, to recommend approval to the City Council for the expenditure of \$10,734.24 for firearms accessories from the Asset Forfeiture Fund. The motion passed.

5.D [17-0038](#) Oral Report: Restroom Funding

Community Planning and Development Downtown Liaison Mark Rentfrow presented the history of portable restrooms in Olympia (existing, proposed, and non-viable). He displayed a map illustrating instances of human waste deposits from August 2016 to December 2016. The data was limited to reports from Downtown Ambassadors. Mr. Rentfrow discussed the proposed locations for two more portable toilets. The estimated cost for the two additional portable toilets is \$68,200.58. Options for handwashing stations and lighting were also discussed. Funding options were presented. City Manager Steve Hall commented this project will not impact utility projects. Funding options include:

- Sewer utility funds
- Council goal money
- CDBG funding
 - Salvation Army location only - Funding becomes available June 17, 2017
- Year-end savings

Committee member Bateman asked for staff recommendations on the best location for permanent restrooms in downtown.

Committee members discussed financing options and asked for a City Manager recommendation. Mr. Hall said sewer utility funds or year-end savings are both acceptable options. The Committee liked the idea of using sewer utility funds because the portable toilets are a pilot for something more permanent.

Committee member Roe moved, seconded by Committee member Bateman, to forward a recommendation to City Council to approve use of sewer utility funds to fund two additional portable toilets and solar lighting. The motion passed.

6. REPORTS AND UPDATES - None

7. ADJOURNMENT

Chair Cooper adjourned the meeting at 5:07 p.m.