



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 26, 2019

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [19-0204](#) Special Recognition - Recommendation of Petra McDonnell-Ingoglia as the City of Olympia representative for the Association of Washington Cities Center for Quality Communities Scholarship

Attachments: [Application](#)

- 2.B** [19-0203](#) Special Recognition - Report on Recent Thurston County Code Blue Homeless Response during Hazardous Weather

Attachments: [Thurston County Homeless Shelter Network](#)

3. PUBLIC COMMENT

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

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

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

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A [19-0160](#) Approval of January 11, 2019 City Council Joint Meeting with District 22 Legislators Minutes
Attachments: [Minutes](#)
- 4.B [19-0207](#) Approval of January 11, 2019 City Council Retreat Meeting Minutes
Attachments: [Minutes](#)
- 4.C [19-0209](#) Approval of January 12, 2019 City Council Retreat Meeting Minutes
Attachments: [Minutes](#)
- 4.D [19-0194](#) Approval of January 30, 2019 Joint Elected Officials Sea Level Rise Meeting Minutes
Attachments: [Minutes](#)
- 4.E [19-0158](#) Approval of February 5, 2019 Study Session Meeting Minutes
Attachments: [Minutes](#)
- 4.F [19-0159](#) Approval of February 5, 2018 City Council Meeting Minutes
Attachments: [Minutes](#)
- 4.G [19-0141](#) Approval of a Resolution Authorizing an Interlocal Agreement with Yakima County for Use of Jail Facilities and Services
Attachments: [Resolution Agreement](#)
- 4.H [19-0146](#) Approval of a Resolution Authorizing a Grant Agreement between the City and Washington State Archives for Imaging Services to Digitize Historic City Clerk Records
Attachments: [Resolution Agreement](#)
- 4.I [19-0138](#) Approval of a Coordinated Entry Program Funding Request
Attachments: [Letter from Sidewalk Sidewalk Financial Documents](#)

4. SECOND READINGS (Ordinances)

- 4.J [19-0088](#) Approval of an Ordinance Amending Olympia Municipal Code 3.16.020 Clarifying Signatory Authority Related to Interlocal Agreements and Other Contracts
Attachments: [Ordinance](#)
- 4.K [19-0119](#) Approval of an Ordinance Amending the Olympia Municipal Code to Modify Masculine and/or Feminine Language to Gender-Neutral Pronouns and Job Titles

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING

- 5.A** [19-0067](#) Public Hearing on the Draft Olympia Sea Level Rise Response Plan

Attachments: [Letter from Utility Advisory Committee](#)
[Sea Level Rise website](#)

6. OTHER BUSINESS

7. CONTINUED PUBLIC COMMENT

(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 - Recommendation of Petra McDonnell-Ingoglia as the City of Olympia representative for the Association of Washington Cities Center for Quality Communities Scholarship

Agenda Date: 2/26/2019
Agenda Item Number: 2.A
File Number: 19-0204

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

Title

Special Recognition - Recommendation of Petra McDonnell-Ingoglia as the City of Olympia representative for the Association of Washington Cities Center for Quality Communities Scholarship

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve Petra McDonnell-Ingoglia as the City of Olympia representative for the Association of Washington Cities (AWC) Center for Quality Communities Scholarship.

Report

Issue:

Whether to approve Petra McDonnell-Ingoglia as the City of Olympia representative for the AWC Center for Quality Communities Scholarship.

Staff Contact:

Jay Burney, Assistant City Manager, 360.753.8370
Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

Presenter(s):

Kellie Purce Braseth, 360.753.8361

Background and Analysis:

The AWC Center for Quality Communities Scholarship supports senior high school students who are actively engaged with their community and/or city government and want to pursue post-secondary education. The scholarship fund is supported by people who are passionate about cultivating Washington's future local leaders.

Each jurisdiction can nominate one student to be considered for the scholarship. Staff reached out to both Olympia and Capital High School and received one proposed candidate from each school. Staff reviewed both of the applications received and are recommending Petra McDonnell-Ingoglia as Olympia's representative (scholarship application attached).

Ms. McDonnell-Ingoglia has been very active in school and community activities, including participating in a voter registration drive, coordinating neighborhood food drives, forming an ACLU Club at school, serving as President, and the Rotary Interact Club. She is also a member of the National Honor Society.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve Petra McDonnell-Ingoglia as the City of Olympia representative for the Association of Washington Cities Center for Quality Communities Scholarship.
2. Do not approve Ms. McDonnell-Ingoglia and provide guidance to staff on next steps.

Financial Impact:

N/A

Attachments:

AWC Center for Quality Communities Scholarship Application - Petra McDonnell-Ingoglia

2019 scholarship application

Please **type** or **print**. Illegible or incomplete applications will be returned.

1.	First name: <u>Petra</u>	Last name: <u>McDonnell-Ingoglia</u>
2.	Mailing address Street/P.O. Box: <u>1125 40th Ave SE</u>	
	City: <u>Tumwater</u>	State: <u>WA</u> Zip: <u>98501</u>
3.	Best phone number to reach you: <u>360-556-0276</u> Email: <u>mcdingo2019@gmail.com</u>	
4.	Current high school: <u>Olympia High School</u>	Number of years attended <u>4 years</u>
	If home schooled, please check box: <input type="checkbox"/>	
	If GED, please indicate date received: _____	
5.	Have you been accepted into an accredited post-secondary program or college for the fall of 2019 as of this submission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide institution name(s): <u>Western Washington University, Lawrence University, Clark University</u>	
	If not, please indicate the name of the institution(s) you plan to attend: _____	
	Proof of student enrollment from the school is required prior to the release of funds.	
6.	Career goal (please be specific): <u>I plan to major in history with a concentration in Holocaust and Genocide studies. I would like to work with a nonprofit after graduation to bring light to these injustices and make sure they never happen again. I would also like to teach at a high school and university level one day.</u>	
7.	Name and address of parent(s) or legal guardian(s)	
	Name(s): <u>Joe Ingoglia and Erin McDonnell</u>	
	Address: <u>1125 40th Ave SE</u>	
	City: <u>Tumwater</u>	State: <u>WA</u> Zip: <u>98501</u>
	Primary phone of parents or legal guardians: <u>360-951-6908</u>	

Continue application on back.



Please describe your financial need. Include any financial aid you will receive and/or any circumstances that would help the committee understand your financial situation.

8.

My parents are seperated and have two different households but still file their taxes jointly. Because of this we don't qualify for types of financial aid but still need it in order to attend college.

List your city, community and civic involvement activities. (No additional materials will be accepted)

9.

- Voter Registration Drive
- Thurston County Food Project (Neighborhood Coordinator)

List your school involvement and academic honors and awards. (No additional materials will be accepted)

10.

- American Civil Liberties Union Club (current President, Treasurer last year, Founding Member)
- Rotary Interact Club (secretary (2 yrs), Event coordinator)
↳ Distinguished Service Award, Rotary Youth Leadership Award
- National Honor Society - Honor Roll - Peer Tutor
- Link Crew (helps transfer students / freshman get used to life in high school and guides them through first year)

Personal essay

On a separate piece of paper please write a concise response to the following question. Please submit your answer in Arial or Times New Roman 12 point font, double-space, and limit the length to two pages.

11

A sign of a good leader is being able to guide yourself and others through both good and challenging times, demonstrating high standards of responsibility, and showing commitment to community. Tell a story about a significant community responsibility you assumed or were given. How did this experience help you grow as a leader? How did the project impact others? What did you gain?

Applicant checklist (send completed application packet to city for consideration):

12

- Completed application including essay
- Letter of recommendation - From a non-relative
This is separate from the recommendation letter from the city
- Completed and signed release form

Note:

Must be in good academic standing

Must plan to graduate spring/summer 2018

Statement of accuracy

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge. I also consent that my picture may be taken and used for any purpose deemed necessary to promote the Center's scholarship program.

13.

I hereby understand that if chosen as a scholarship winner, I must provide evidence of enrollment/registration at an accredited post-secondary institution of my choice before scholarship funds can be awarded.

Signature of scholarship applicant:

Nite Mill-Tyula

Date:

1/24/19

Submit scholarship application to city for consideration.

Over the last two years I assumed responsibility in the Thurston County Food Project (also known as the CRANA project) and became a Neighborhood Lead and Coordinator. This project is designed to supply the Thurston County Food Bank with a steady supply of food. I initially encountered the program while I was volunteering with my Rotary Interact club, and decided that since my neighborhood was currently participating I would will kickstart the program where I lived. Form my view there was no reason not to. I had plenty of things to eat, I knew my neighbors did as well, and we could share what we had with those who had very little. Initially I believed that it would be simple. I didn't think that it would be hard since all I had to do was organize my neighbors' food pickup and then transport and sort the food for the food bank. I began to realize it was more complicated than I thought.

This project pushed me out of my comfort zone and helped me develop significantly as a leader. For all the leadership activities I had participated in, I was not particularly comfortable speaking with and asking for things from people I didn't know. As I started to get beyond the houses surrounding mine I ran into a problem; I didn't really know anyone else in my neighborhood. I was not excited to go knock on strangers' doors but I realized that I didn't have the luxury of being uncomfortable. The Food Project was more important than my discomfort. Since I started this, more than 2 years ago, I have become more comfortable talking with strangers and have met some wonderful and caring people.

The biggest impact that this experience has had on me was seeing the influence that the project has had on people in my own community. About three months into this I

came to my mom's school to bring her coffee. While there I watched a teacher pass out food bags to some of her 1st graders. It wasn't until that night that I learned that those bags were the bags that my fellow coordinators and I had packed just five days before. I had what I would call a lightbulb moment.. These kids were six years old. They should not have to be worrying about whether or not they will go hungry every night. How were they supposed to learn or laugh or really do anything when they didn't even know if they were going to be able to eat that day or that week. Through this moment I was able to see the actual impact I had on people. I've been involved with community service for many years and have grown up in a family that often gave to and worked with nonprofits. I had heard about the impact that projects like the Thurston County Food Project had on people but there was a disconnect. Hearing about something and seeing it are two very different things.

This has only encouraged me to do more. I comparatively have so much and believe it is my duty to contribute, by whatever means possible, whenever I can. I will always carry this experience with me and allow it to guide me for the rest of not only my time in leadership roles -- but in my life as well. Leadership is not only about growing yourself, but also making sure you stay true to goals of whatever you're leading and remembering its true purpose.

Release and consent for use of name and image/photo

The purpose of this form is to request permission to use your photo/image and name in our scholarship program materials, website, and/or social media as part of the AWC Center for Quality Communities.

I grant permission for me/my child's photo/image and name to be used in connection with the AWC Center for Quality Communities' scholarship program materials, website, and/or social media, including any and all uses of video and any portraits, still pictures, or other photographic reproductions and sound recordings in which I/my child may be portrayed.

Nothing herein shall constitute any obligation on the part of the AWC Center for Quality Communities to make any use of any of the materials or rights granted.

I hereby grant permission and execute this release as of the date and year below.



Signature

Signature of parent or guardian
(required for minors under 18 years of age)

Petra McDonnell-Ingoglia

Printed name

Relationship to minor

1 / 24 / 19

Date

If you or a parent or guardian wish to rescind this agreement and remove your child's information or photo, you may do so at any time in writing by sending a letter to the AWC Center for Quality Communities and such rescission will take effect upon receipt by the Communications department.

If you have questions, contact Karen Tanner at karent@awcnet.org or 1-800-562-8981.



Olympia High School

1302 North Street

Olympia, Washington 98501

Phone: 360 596-7000 Fax: 360 596-7001 Website: <http://olympia.osd.wednet.edu>

Patrick C. Murphy, Superintendent - Matthew H. Grant, Principal

Mick Hart, Asst. Principal - Andra Kelley Batstone, Asst. Principal - Lindsay Welsh, Asst. Principal - Gordon Chamberlain, Dean of Students

January 2019

Dear scholarship team:

Petra McDonnell-Ingoglia, the short version: calm and always prepared, with rock-steady work habits: who else turns in assignments early? Loyal to her commitments in serving countless hours for important causes. Trustworthy. Passionate about her beliefs, about serving other people, about history as a subject area. A team player, following through, doing the right thing. The long-held dream of being a teacher.

Petra's application, I expect, notes her roles in our school's Bear Crew 2 (assisting students with special needs), being founding president of our ACLU student chapter, coordinating food bank collection in her neighborhood, in Rotary Interact projects, volunteering with behaviorally challenged children, tutoring middle-schoolers, taking up the heavy stack of AP & honors classes. Fabulous resume. All true. I am particularly impressed, though, by Petra's ability to manage her rigorous schedule *while remaining sincerely gentle and personable* in her dealings with adults and students alike. She is gentle & kind to the core.

Petra knew, and told me early in sophomore year that she wanted to major in history, which is rare enough. She also knows – and I can clearly see it – that she needs to be an instructor at some level, “somewhere in the world helping to bring education to those who have not had opportunity.” Her parents' work with nonprofits has opened Petra's eyes to many layers of society that her peers only view from a distance through news reports. Needy people, visiting in her own home, have shaped Petra into one who seeks to have her education help others. No surprise that she now pours so many hours into service projects, leading two on-campus clubs and attending a few others. No surprise that she is exceptionally attentive to the mental health needs & realities of others. While juggling her many competing responsibilities, she demonstrates in multiple ways: **people have value**.

In my classroom Petra was an asset to all of us precisely because she takes the material seriously and is sincerely energized by the power of the written word (King's “Letter from Birmingham Jail” as just one example). Her readiness to serve, even when others say they do not have time, lends real credibility, enhancing what she brings to a discussion. And her annotations of our reading in Hawthorne, Thoreau, Hurston, & Fitzgerald: more thorough (and color-coded!) than anyone's.

Petra will be a great asset in any setting, and I am so pleased to recommend her!

Brad Underland, 360.596.7000, bunderland@osd.wednet.edu

Olympia High AP English, AP History



City Council

Special Recognition - Report on Recent Thurston County Code Blue Homeless Response during Hazardous Weather

Agenda Date: 2/26/2019
Agenda Item Number: 2.B
File Number: 19-0203

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

Title

Special Recognition - Report on Recent Thurston County Code Blue Homeless Response during Hazardous Weather

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a report on the recent Thurston County Code Blue homeless response during hazardous weather.

Report

Issue:

Whether to receive a report on how the recent Thurston County Code Blue homeless response operated during hazardous weather

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, (360) 753-8183

Presenter(s):

Keith Stahley, Community Planning and Development Department Director.
Keylee Marineau, Thurston County Homeless Prevention and Affordable Housing Coordinator.
Captain Mark Stearns, Salvation Army Olympia Corps.

Background and Analysis:

A report will be provided by several community partners who helped to coordinate the recent Thurston County "Code Blue" homeless response during hazardous weather. During this 12 day period of freezing snow and rain, the County worked closely with the City and other community partners to coordinate a system of expanded shelter and homeless camp support. This "Code Blue" response mobilized local government, faith communities, non-profit service providers, concerned

citizens and homeless people themselves to work together to keep our unhoused neighbors alive.

County's Hazard Weather Response to Homelessness:

Thurston County hosts the regional Hazard Weather Task Force (HWTF) that developed and manages the Extreme Weather Shelter Plan intended to provide shelter and other accommodations for unhoused citizens during episodes of extreme weather.

"Hazard weather" is defined in the plan to include: deep freezes, wind storms, floods, earthquakes and other life-threatening hazardous conditions. When the Task Force recommends a declaration of extreme weather, or "Code Blue," the Thurston County Director of Public Health may officially declare a "Code Blue" which sets the plan into motion. The recent "Code Blue" response involved a two-prong approach:

1. **Expanded Shelter Capacity:** The Task Force mobilized an inter-agency team of trained staff to work with volunteers to staff at the following shelters:
 - **Family Support Center:** Pear Blossom Place shelter for families with children (which had to temporarily relocate due to power outage);
 - **Community Youth Services:** Rosie's Place Shelter for transition age youth; and,
 - **Salvation Army Church:** In addition to their year-round and Cold Weather shelter hosted at their Plum Street facility, Salvation Army opened up their Church at 4th Avenue and Central Street to provide additional shelter for single adults.

Additional information about volunteer hours and shelter bed nights will be orally reported.

2. **Camp "Shelter in Place":** Through a collaboration with the Task Force and InterCity Transit (IT), volunteers and staff used IT "Village Vans" to distribute survival goods to homeless camps in the urban hub. Additional information about volunteer hours and the goods distributed will be orally reported.

The recent Code Blue event provided an opportunity to strengthen the Extreme Weather Shelter Plan. The elements of that plan included the following:

- **Planning:** The County hosted planning sessions to mobilize local government, non-profit service providers, faith communities, concerned citizens and homeless people themselves to identify all resources and set timelines for action;
- **Recruitment:** Local government worked closely with non-profits and faith communities to recruit and schedule: volunteers and additional staff to run shelters as well as volunteer drivers with transport vans from Inter-City Transit to distribute survival goods to homeless camps in the urban hub;
- **Shelter Staff Cross Training:** The recent "Code Blue" provided an opportunity for cross-training staff from Interfaith Works, Salvation Army and Union Gospel Mission. This experience allowed the three agencies to continue to forge a shared service model of managed low-barrier shelter based on trauma informed care and other best practices;
- **Food Drive:** Solicit for shelter food items, including: coffee, cup of soup, orange juice, muffins, sandwich-making ingredients and other food stuffs; and,
- **Procurement:** Purchase and solicitation for survival goods, including socks, blankets, tarps, coats, hand-warmers and other goods.

Code Blue Fund Sources: Thurston County is the primary funding authority for "Code Blue" shelter

management and staffing, with funds being made available through contract provisions under existing homeless service contracts. Intercity Transit provided vans through their Village Van program. Numerous government, non-profit and faith-based organizations collected donations of food, blankets and other survival goods from hundreds of citizens. Salvation Army Olympia Corps provided several hundred blankets to shelter providers and homeless camp support networks in fall of 2018. Also in fall of 2018, Thurston County Jail provided several hundred mattresses to Salvation Army for distribution and use by non-profit shelter providers. One notable donation came from Puget Sound Energy which provided a multi-course dinner for 65 shelter residents of the Salvation Army Church shelter. Additional information about donations and services will be orally reported.

Recent Code Blue Timeline: Thurston County declared “Code Blue” on January 31, 2019 for a start date of Sunday, February 3 and ultimately extended it 12 days through Thursday February 14, 2019. Originally anticipated to be a three (3) day response during heavy snow, the County maintained the “Code Blue” response until temperatures rose and the snow abated.

Neighborhood/Community Interests (if known):

All neighborhoods and community stakeholders have a compelling interest in a well-run homeless response plan during hazardous weather.

Options:

- 1) Receive a report on the recent Thurston County Code Blue homeless response to hazardous weather.

- 2) Do not receive a report on the recent Thurston County Code Blue homeless response to hazardous weather at this meeting and instead request a report at later date.

Financial Impact:

The Code Blue response did not create additional direct costs to City of Olympia beyond the significant participation of City staff. Additional financial information will be compiled and can be provided at a later date.

Attachments:

Thurston County Homeless Shelter Network 2018-2019

REVISED Thurston County Homeless Shelter Network 2018 - 2019

Shelter Program Name & Host Agency	Population Served	Location of Shelter	CUP Year-round Capacity # (%)*	Cold Weather Capacity # (%)**	EXTREME Weather Capacity # (%)***
Catholic Community Services – Drexel House	Single adult men	604 Devoe St, Olympia	16 (7% of total)	16 (5% of total)	16 (4% of total)
Community Youth Services – Rosie’s	Transition Age Youth, All genders, ages: 18 – 24	520 Pear St SE, Olympia	12 (5% of total)	+ 5 = 17 (5% of total)	+ 18 = 35 (8% of total)
Family Support Center – Pear Blossom Place	Families with children, all genders, all ages.	837 7 th Ave SE, Olympia	36 (16% of total)	+ 20 = 56 (18% of total)	+10 = 66 (15% of total)
Interfaith Works / 1 st Christian Church	Single, childless adults, all genders, 18 & over.	701 Franklin St SE, Olympia Main Floor	42 (19% of total)	+ 0 = 42 (14% of total)	42 (10% of total)
St Michael’s Church	Single adult male-identified people, 18 & over.	1208 11 Ave SE, Olympia	0	15 (5% of total)	+ 15 = 32 (7% of total)
Olympia Union Gospel	Single, childless adults, all genders. 18 & over, occasional families	413 Franklin NE, Olympia	50 (22% of total)	+ 24 = 74 (24% of total)	+ 10 = 84 (19% of total)
Safeplace DV Shelter	Domestic violence survivors	C/O 521 Legion Way SE, Olympia	28 & Infants (12% of total)	28 & Infants (9% of total)	28 & Infants (6% of total)
Salvation Army Shelter (2 locations)	Single, childless adults, all genders, 18 & over	808 5 th Ave SE, Olympia 1505 4 th Ave E., Olympia (NEW)	37 (16% of total) (Opens 12/15/18)	+ 26 = 63 (20% of total)	+ 70 = 133 (30% of total)
Yelm Community Services Center Shelter	Families with children, all genders, all ages	624 Crystal Springs Rd NW, Yelm, WA 98597	0 - CLOSED (2% of total)	0 - CLOSED (2% of total)	0 - CLOSED (1% of total)
TOTALS			221 Total Year-round Beds (100%)	306 Total Cold Weather Beds (100%)	441 Total Code Blue Beds (100%)

*Year-round Shelter capacity means January 1 – December 31st of each year (Governed by CUP)

**Cold Weather capacity means all nights from Nov. 1st through April 30 (Regulated by Fire Dept. Limits)

***Extreme Weather or “Code Blue” capacity means those nights with deep freeze temperatures, high winds or other hazardous weather conditions (Regulated by Fire Codes & regulations on occupancy levels & fire exiting)



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

City Council

Approval of January 11, 2019 City Council Joint Meeting with District 22 Legislators Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.A
File Number: 19-0160

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

Title

Approval of January 11, 2019 City Council Joint Meeting with District 22 Legislators Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Friday, January 11, 2019

7:30 AM

Council Chambers

Joint Meeting with District 22 Legislators

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [19-0036](#) Meeting with State Legislators

Mayor Selby opened the meeting and thanked the 22nd District legislators for taking time out of their busy schedules to meet with the Council. Senator Hunt, Representative Doglio, and Representative Dolan shared their overview of the year's upcoming legislative session.

Mayor Selby discussed the City's 2019 Legislative agenda which supports solutions to critical issues for residents of the Capital City and beyond. Councilmembers and staff discussed the City's legislative priorities, which are as follows:

State resources and support to address homelessness, affordable housing, mental health and chemical dependency services.

Funding for new US 101 Interchange ramps in West Olympia.

Funding and policy guidance for research and future projects to address Sea Level Rise.

Funding for new First Responder Regional Training Center

Legislators asked clarifying questions and the group discussed issues.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 8:30 a.m.



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

City Council

Approval of January 11, 2019 City Council Retreat Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.B
File Number: 19-0207

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

Title

Approval of January 11, 2019 City Council Retreat Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Friday, January 11, 2019

12:00 PM

Coach House, 221 21st Ave SW

Special Meeting - City Council Annual Retreat

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [19-0058](#) 2019 City Council Retreat

Facilitator Nancy Campbell welcomed Councilmembers and began the day with an overview of the agenda.

Councilmembers discussed adding an agenda item to the Saturday, January 12 meeting agenda. The Council agreed to add an update on the County Courthouse Project during the lunch hour.

Ms. Campbell discussed the themes that emerged during her interviews with Councilmembers and staff. The themes included desired retreat outcomes, progress made on 2018 initiatives, major accomplishments, working relationships and goals for 2019.

Councilmembers and staff participated in an artifact exercise where they shared a meaningful item that illustrates or tells a story of their background and experience.

Councilmembers revisited their principles and operating norms for how they want to work together.

They are committed to:

- Effective working relationships with each other, City staff, the public, the body, and to the process
- Meeting people where they are and to sharing our process
- Modeling respectful engagement and being comfortable with healthy conflict
- Behaving with integrity

Operating Norms:

- Do not embarrass each other
- No surprises
- Respond not react
- Identify when representing self and not the City

Councilmembers and staff discussed meeting management and refined the referral process. Discussion regarding Councilmember safety resulted in suggestions for training and enhanced security.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 5:00 p.m.



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

City Council

Approval of January 12, 2019 City Council Retreat Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.C
File Number: 19-0209

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

Title

Approval of January 12, 2019 City Council Retreat Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Saturday, January 12, 2019

8:30 AM

Coach House, 221 21st Ave SW

Special Meeting - Council Annual Retreat

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Clark Gilman, Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Councilmember Jim Cooper

2. BUSINESS ITEM

2.A [19-0059](#) 2019 City Council Retreat

Facilitator Nancy Campbell welcomed Councilmembers and gave a brief overview of the work completed the day before.

Senior Planner Stacy Ray led the Councilmembers in a discussion regarding ways to engage the community. This included discussing goals, challenges, and possible strategies.

Councilmembers discussed roles and responsibilities as Mayor, Mayor Pro Tem, Council advisory committee liaisons, committee chairs, and inter-jurisdictional representatives, as well as the role of staff, and partners/stakeholders. They also discussed an RFP process used for individuals and firms to contract with the City to provide policy analyst services. The Council also discussed the process for requesting research once the policy analyst is in place.

Councilmembers discussed preparation for 2019. Several issues were discussed including the budget challenges for 2019, the need to get public health involved in the homelessness issue, and possibly pausing some park acquisitions to focus on other issues.

Councilmembers toured the homelessness mitigation site located on Olympia Avenue and Franklin Street.

County Manager Ramiro Chavez, Thurston County Project Manager Rick Thomas, and Thomas Architecture Studio representative Ron Thomas presented the preliminary design options for the proposed new County Courthouse locations and designs.

Councilmembers reviewed committee assignments and assigned delegates and alternates to committees and chose the Mayor Pro Tem.

The discussion was completed.

2.B [19-0206](#) Selection of Mayor Pro Tem

Councilmember Parshley moved, seconded by Councilmember Gilman, to appoint Councilmember Bateman as Mayor Pro Tem.

Aye: 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman,
 Councilmember Gilman, Councilmember Parshley and
 Councilmember Rollins

Excused: 1 - Councilmember Cooper

3. ADJOURNMENT

The meeting adjourned at 2:15 p.m.



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

City Council

Approval of January 30, 2019 Joint Elected Officials Sea Level Rise Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.D
File Number: 19-0194

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

Title

Approval of January 30, 2019 Joint Elected Officials Sea Level Rise Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 30, 2019

5:30 PM

Port of Olympia - Olympics Room
626 Columbia Street NW

Joint Sea Level Rise Meeting with Port of Olympia and LOTT

1. ROLL CALL

Present: 5 - Mayor Pro Tem Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Nathaniel Jones and Councilmember Lisa Parshley

Excused: 2 - Mayor Cheryl Selby and Councilmember Renata Rollins

OTHERS PRESENT

City of Olympia: City Manager Steve Hall, Water Resources Director Andy Haub

Port of Olympia Commission: President Bill McGregor, Vice President Joe Downing, Secretary E.J. Zita

Port of Olympia: Executive Director Sam Gibboney

LOTT Clean Water Alliance Board of Directors: President Cynthia Pratt, Pete Kmet - City of Tumwater, Lisa Parshley - City of Olympia, Tye Menser - Thurston County

LOTT Clean Water Alliance: Executive Director Michael Strub

2. BUSINESS ITEM

- 2.A** [19-0101](#) Joint Meeting of Elected Officials from City of Olympia, Port of Olympia and LOTT Clean Water Alliance on Sea Level Rise Response Planning

Commission President Bill McGregor called the Commission meeting to order at 5:30 p.m.

President McGregor welcomed attendees and explained the purpose of the joint meeting and noted public comment could be provided on comment cards and through the City of Olympia's sea level rise webpage. He introduced the new Executive Director Sam Gibboney and asked everyone to introduce themselves.

Water Resources Director Andy Haub reviewed the agenda, meeting materials and introduced everyone involved in the sea level rise planning project. He presented project

background information and the project's goal statement.

Coastal Engineer with AECOM Technical Services Justin Vandever, gave an overview of the sea level rise planning process and the draft Sea Level Rise Response Plan. He the Plan's governance, informational strategies, and monitoring approach.

Mr. Haub provided a high level overview of the public comments received and the potential 2019 work tasks.

City Manager Steve Hall stressed the importance of having the groups work together and continued discussion is necessary to continue to move the project forward. Councilmembers, LOTT Clean Water Alliance Board members and Port of Olympia Commission members asked clarifying questions and provided comment.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 7:10 p.m.



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

City Council

Approval of February 5, 2019 Study Session Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.E
File Number: 19-0158

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

Title

Approval of February 5, 2019 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 5, 2019

5:30 PM

Council Chambers

Study Session

1. ROLL CALL

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

2. BUSINESS ITEM

- 2.A [19-0139](#) Briefing from Thurston County Public Health Department Staff Regarding Opioid Issues and Programs within Thurston County

Thurston County Public Health Director Schelli Slaughter gave an overview of the opioid crisis nationally and in Thurston County. She shared statistics and data regarding the causes of opioid related impacts and deaths in the United States.

Ms. Slaughter discussed the Washington State plan to address opioid dependence and how the County is working to create it's own plan model off the State plan. She shared the work being done to address the issue.

Syringe Services staff Patrick Judkins gave an overview of the Syringe Services program in Thurston County.

Councilmembers asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:42 p.m.



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

City Council

Approval of February 5, 2018 City Council Meeting Minutes

Agenda Date: 2/26/2019
Agenda Item Number: 4.F
File Number: 19-0159

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

Title

Approval of February 5, 2018 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, February 5, 2019

7:00 PM

Council Chambers

1. ROLL CALL

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

1.A ANNOUNCEMENTS

Mayor Selby noted the Council met earlier in Study Session. She read a statement regarding a recent incident that occurred downtown where several people were attacked in front of a venue popular with the LGBTQ community. Strategic Communications Director Kellie Purce Braseth provided highlights about recent and upcoming homeless response activities.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [19-0109](#) Approval of a Resolution Affirming and Recognizing the Vital Contributions of Immigrants to Washington State's Economy

Mayor Pro Tem Bateman gave background on the resolution and shared statistics related to the contributions immigrants make to the Washington State economy. Councilmember Rollins read the resolution.

Councilmember Parshley moved, seconded by Mayor Pro Tem Bateman, to approve a resolution affirming and recognizing the vital contributions of immigrants to Washington State's economy. The motion carried by the following vote:

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

3. PUBLIC COMMENT

The following people spoke: Jim Reeves, Terry Ballard, Jon Pettit, and CC Coates.

4. CONSENT CALENDAR

Councilmembers commented on items 4.E, 4.F and 4.M.

- 4.A [19-0122](#) Approval of January 22, 2019 City Council Meeting Minutes

The minutes were adopted.

- 4.B [19-0115](#) Bills and Payroll Certification

Payroll check numbers 91922 through 91937 and Direct Deposit transmissions: Total: \$3,026,100.32; Claim check numbers 3708422 through 3709421: Total: \$8,112,571.79.

The decision was adopted.

- 4.C [19-0113](#) Approval of the 2019 Finance Committee Work Plan

The decision was adopted.

- 4.D [19-0104](#) Approval of the 2019 General Government Committee Work Plan

The decision was adopted.

- 4.E [19-0121](#) Approval of the 2019 Land Use and Environment Committee Work Plan

The decision was adopted.

- 4.F [19-0086](#) Approval of a Resolution Authorizing a Grant Agreement with Department of Ecology for the Harrison Avenue Stormwater Retrofit Project

The resolution was adopted.

- 4.G [19-0108](#) Approval of a Resolution Authorizing an Interlocal Agreement with Pierce Transit-Pierce County Combined Communications Network (CCN)

The resolution was adopted.

- 4.H [19-0132](#) Approval of a Resolution Authorizing the International Union of Operating Engineers 2019-2021 Collective Bargaining Agreement

The resolution was adopted.

- 4.I [19-0123](#) Approval to Appoint David Brine to the Capital Area Regional Public Facilities Board

The decision was adopted.

4. SECOND READINGS (Ordinances)

- 4.J [19-0011](#) Approval of an Ordinance Updating the City of Olympia Sign Code

Mayor Selby noted a correction to the ordinance from first to second reading. Under 18.43.060 General Sign Standards, #7, add the underlined section to the last sentence so that it reads, "This provision does not apply to interpretive signs along trails or non-commercial message temporary sign types and standards as set forth in OMC 18.43.085.

The ordinance was adopted on second reading as amended.

- 4.K** [19-0091](#) Approval of an Ordinance Extending the Term of the Cable Television Franchise with Comcast of Washington IV, Inc.

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.L** [19-0088](#) Approval of an Ordinance Amending Olympia Municipal Code 3.16.020 Clarifying Signatory Authority Related to Interlocal Agreements and Other Contracts

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

- 4.M** [19-0119](#) Approval of an Ordinance Amending the Olympia Municipal Code to Modify Masculine and/or Feminine Language to Gender-Neutral Pronouns and Job Titles

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

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [19-0081](#) Approval of Home Fund Advisory Group Members

Home Fund Manager Cary Retlin gave an overview of the Home Fund and projects related to the Home Fund. Mr. Retlin presented the recommendations for the Home Fund Advisory Group members and 2019 priority recommendations.

Councilmembers asked clarifying questions.

Mayor Selby moved, seconded by Councilmember Parshley, to approve the

**recommended list of charter members of the Home Fund Advisory Committee.
The motion carried by the following vote:**

Aye: 6 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

Nay: 1 - Councilmember Gilman

6.B [19-0138](#) Sidewalk Coordinated Entry Program Funding Request

Family Support Center Executive Director Trish Gregory gave an overview of the coordinated entry process.

SideWalk Executive Director Phil Owen shared the evolution of the coordinated entry process in Thurston County and the services provided. He also discussed financial controls being put in place.

Sidewalk Database Manager/back-up Bookkeeper Kyle Gitchell shared Sidewalk's fiscal information.

Councilmembers asked clarifying questions.

Mayor Selby recapped the discussion and said the item will come back on Consent next week to consider allocating \$10,000 from Council goal money to go to Family Support Center to manage the funds. The Council would like to receive the results of the County's contract monitoring reports on all the coordinated entry providers as part of this allocation. In the future the Council would like to see a coordinated request from all the coordinated entry providers instead of any single provider. Lastly, the Council needs to better understand the overall funding picture for coordinated entry will all the providers and have a regional plan about how to adequately fund the system on an ongoing basis.

The discussion was continued to next week's meeting for possible action.

7. CONTINUED PUBLIC COMMENT - None

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 recognized Olympia-Lacey-Tumwater Visitor & Convention Bureau Executive Director Shauna Stewart for thanking the homeless response team for the work they are doing. He also recognized Assistant City Manager Jay Burney for becoming an ICMA Credentialed Manager.

9. EXECUTIVE SESSION

- 9.A** [19-0114](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) - Real Estate Matter and RCW 42.30.110(1)(i); Litigation and Potential Litigation

Mayor Selby recessed the meeting to Executive Session at 9:36 p.m. pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) to discuss a real estate matter. She announced no decisions will be made, the meeting is expected to last no longer than 60 minutes, and the Council will adjourn immediately following the Executive Session. The City Attorney was present at the Executive Session.

The executive session was held and no decisions were made.

9. ADJOURNMENT

The meeting adjourned at 10:30 p.m.



City Council

Approval of a Resolution Authorizing an Interlocal Agreement with Yakima County for Use of Jail Facilities and Services

Agenda Date: 2/26/2019
Agenda Item Number: 4.G
File Number: 19-0141

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

Title

Approval of a Resolution Authorizing an Interlocal Agreement with Yakima County for Use of Jail Facilities and Services

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Resolution authorizing an interlocal agreement with Yakima County for use of jail facilities and services and authorizing the City Manager to sign the agreement.

Report

Issue:

Whether to approve an interlocal agreement with Yakima County to provide use of its jail facilities and services to the City of Olympia and authorize the City Manager to sign the agreement.

Staff Contact:

Chandra Brady, Support Administrator, Olympia City Jail, 360.753.8214

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City is required by law to provide for the incarceration of misdemeanants sentenced in its jurisdiction. The City has its own jail facility to house short-term (30 days or less) prisoners. The City has traditionally purchased long-term jail services from other jurisdictions. Since 2011, the City has purchased inmate beds and services from Lewis County. In 2019 Lewis County decreased the number of beds available to the City of Olympia, and increased the per-day cost of inmate beds. In 2019, the City will also purchase inmate beds and services from Yakima County to enhance the Olympia Police Department's ability to manage the inmate population effectively and efficiently.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the resolution and authorize the City Manager to sign the Interlocal Agreement for Use of Jail Facilities with Yakima County.
2. Direct staff to work with Yakima County to modify the terms of the Interlocal Agreement.
3. Do not approve the resolution authorizing the Interlocal Agreement with Yakima County and direct staff to either contract with another agency or to house fewer suspects/criminals.

Financial Impact:

These costs are included in the Olympia City Jail's 2019 budget.

Attachments:

Resolution
Interlocal Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING AN AGREEMENT FOR INMATE HOUSING BETWEEN THE CITY OF OLYMPIA
AND YAKIMA COUNTY.**

WHEREAS, the City of Olympia (City) desires to transfer custody of certain inmates to Yakima County (County) to be housed in the County's corrections facilities during those inmates' confinement and to compensate the County for housing those inmates; and

WHEREAS, the County desires to house inmates who would be otherwise in the City's custody on the terms agreed to;

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

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

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

AGREEMENT FOR INMATE HOUSING 2019

THIS INTERLOCAL AGREEMENT FOR INMATE HOUSING (hereinafter "Agreement") is made and entered into by and between **Yakima County** (hereinafter the "County") and **the City of Olympia** (hereinafter the "City").

WHEREAS, RCW Chapters 39.34 and RCW 70.48 authorize the City and the County to enter into a contract for inmate housing, and

WHEREAS, the City desires to transfer custody of certain of its inmates to the County to be housed in the County's corrections facilities during those inmates' confinement, and to compensate the County for housing such inmates, and

WHEREAS, the County desires to house inmates who would be otherwise in the City's custody on the terms agreed herein.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, the parties hereto mutually agree as follows:

1. Purpose. The purpose and intent of this Agreement is to establish the terms under which the County will house City inmates.

2. Definitions.

Business day means Monday through Friday excluding Yakima County standard holidays.

Committing Court means the court that issued the order or sentence that established the City's custody of a City Inmate.

Detainer – A legal order authorizing or commanding another agency a right to take custody of a person.

City Inmate means a person subject to City custody who is transferred to County custody under this Agreement

3. General Provisions. The County shall accept City Inmates according to the terms of this Agreement and shall provide housing, care, and custody of those City Inmates in the same manner as it provides housing, care and custody to its own inmates.

The County shall manage, maintain, and operate its corrections facilities in compliance with all applicable federal, state, and local laws and regulations.

4. Right to Refuse or Return Inmate. To the greatest extent permitted by law, the County shall have the right to refuse to accept a City Inmate or to return a City Inmate to the City, if the Inmate has a current illness or injury that is listed in **Attachment A - Medical Acceptability**. The County shall provide notice to the City at least one business day prior to transport.

5. Inmate Transport. County Transported: The County shall transport Inmates to and from the County's corrections facilities except when weather or other conditions beyond the County's control prevent transport. **Inmate transport dates will be determined by the amount of inmates the City has housed with the County, but will be no less than two times per week if necessary. The county does not transport on Mondays.**

The County will pick up inmates at the City's location and drop off Inmates at a mutually agreed upon destination. In the event the City wishes the County to pick up and/or drop off a City Inmate at another detention or correction facility, the City shall notify the County in writing of the location of the Inmate for pick up and/or drop off.

The City shall provide a written inmate transport list to the County the business day prior to transport. At the time of scheduling transport if possible, but no later than transport pickup, the City shall provide to the County the warrant or court order detaining or committing the Inmate, as well as any order that specifies the Inmate's next court date or sentence to confinement.

The City shall provide a complete copy of each Inmate's records in its possession to the County prior to transferring custody of the Inmate to the County. The County will not assume custody of any inmate without a warrant or court order that commits the Inmate to confinement.

City Transported: The City will provide the County a written transport list to the County the business day prior to delivery. At the time of delivery, the City shall provide the County the warrant or court order detaining or committing the inmate as well as any order that specifies the Inmate's next court date or sentence to confinement.

The City shall provide a complete copy of each Inmate's records in its possession to the County prior to transferring custody of the Inmate to the County. The County will not assume custody of any inmate without a warrant or court order that commits the Inmate to confinement.

6. Inmate Records. The City shall provide all medical records in its possession to the County's transport officers prior to the Inmate's departure from the City's detention or designated detention facility. In the event the Inmate is transported by the City, the City shall provide all medical records in its possession to the County's booking officer. In the event additional information is requested by the County regarding a particular Inmate, the County and City will mutually cooperate to provide the additional information needed.

7. Inmate Property. The County shall accept and transport Inmate property in accordance with **Attachment B – Property** and shall be responsible only for inmate property actually delivered into County possession. The County shall hold and handle each Inmate's personal property in the same manner it holds and handles property of other County inmates. In the event a City Inmate is being transported from a City designated detention or correction facility, it will be the responsibility of the City to dispose of the Inmate's property not delivered and accepted into County possession. When returning Inmates to the City, the County shall transport Inmate property according to the provisions of Attachment B – Property, and it shall be the responsibility of the County to dispose of any of the Inmate's property not transported with the Inmate.

8. Booking. Inmates shall be booked pursuant to the County's booking policies and procedures. Inmates transported by the City that are not acceptable at booking, will be the responsibility of the City to transport back to City.

Pursuant to RCW 70.48.130, and as part of the booking procedure, the Department of Corrections shall obtain general information concerning the Inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which a City Inmate is entitled. The information is to be used for third party billing.

The County and City will attempt to develop a process at City detention facilities for pre-booking Inmates who are being transferred to the custody of the County.

9. Classification. Inmates shall be classified pursuant to the County's classification policies and procedures, and within the sole discretion and judgment of the County. The City shall provide information identified in **Attachment C – Classification**, of this Agreement.

10. Housing. Inmates shall be assigned to housing pursuant to the County's policies and procedures, and within the sole discretion and judgment of the County. Provided however, that generally, if a City Inmate's classification qualifies him/her to be housed in the Yakima County Corrections Center, and there is a bed available at the Yakima County Corrections Center, the Inmate shall be housed in the Yakima County Corrections Center. Exceptions to this general provision include circumstances such as: 1) No women are housed at the Yakima County Corrections Center; 2) Inmates assigned to certain work crews must be housed in the Main Jail or Annex; 3) Certain programs are available only to Inmates housed in the Main Jail or Annex; 4) Inmates who will be housed for less than one week will usually be housed in the Main Jail or Annex.

11. Inmate Work Programs. The County may assign Inmates to work programs such as inside and outside work crews, kitchen and facility duties, and other appropriate duties. The City will be notified of such assignments in order to adjust the inmate's "good-time" for performing such duties.

12. Health Care. The County shall provide in-facility medical care commonly associated with county corrections operations as guided by American Correctional Association or National Commission on Correctional Health Care standards.

Inmates shall be responsible for co-payment for health services according to County policy. The City shall not be responsible to the County for Inmate co-payments. No Inmate shall be denied necessary health care because of an inability to pay for health services.

The County shall notify the City's designee(s) via e-mail or fax if a City Inmate requires medical or dental treatment at an outside medical or health care facility. The City shall be responsible to promptly notify the County of any changes in its designee(s).

The City shall pay for all medical, mental health, dental or any other medical services that are required to care for the City's Inmates outside YCDOC facilities. Except, the County shall bear the expense of any such medical care necessitated by improper conduct of the County, or of its officers or agents.

The County shall notify the City as soon as reasonably possible before the Inmate receives medical and/or dental treatment outside of YCDOC facilities. The City acknowledges that such notice may not be reasonably possible prior to emergency care. Lack of prior notice shall not excuse the City from financial responsibility for related medical expenses and shall not be a basis for imposing financial responsibility for related medical expenses on the County.

Outside medical expenses for Inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

13. Inmate Discipline. The County shall discipline Inmates according to the same policies and procedures under which other County inmates are disciplined. However, nothing contained herein shall be construed to authorize the imposition of a type of discipline that would not be imposed on a comparable County inmate, up to and including the removal of earned early release credits as approved by the City.

14. Removal from County Facilities. Except for work programs or health care, and during emergencies, Inmates shall not be removed from County facilities without written authorization from the City or by the order of any court having jurisdiction. Other jurisdictions may "borrow" a City Inmate only according to the provisions of **Attachment D – Borrowing**. In the event of the Inmate's emergency removal, the County shall notify the City by email or fax as soon as reasonably possible. No early release or alternative to incarceration, including furloughs, home detention, or work release shall be granted to any Inmate without written authorization by the committing court.

15. Visitation. The County shall provide scheduled visitation for attorneys, spouses, family and friends of Inmates. Such visitation may be accomplished as provided in Section 24 of this Agreement.

16. Inmate-Attorney Communication. Confidential telephones or visitation rooms shall be available to inmates to communicate with their attorneys.

17. Inmate Accounts. The County shall establish and maintain an account for each Inmate. The County shall ensure family members and others have a reasonable process to add funds to a City Inmate's account,

Upon returning custody of a City Inmate to the City, the County shall transfer the balance of that Inmate's account that is not subject to charges, to the Inmate or to the City in the form of a check or a debit card in the name of the Inmate.

In the event the County contracts with a company/business that furnishes technology for wireless inmate account crediting (such as Keefee or JPAY) the City may allow the County (or County's contracted representative) to install the equipment necessary for use of the system. The City shall not be financially responsible for any aspect of the system, including but not limited to installation or maintenance costs. The City shall not receive any compensation or profits for such a system.

18. Detainers. Inmates in a "Detainer" status shall be handled according to **Attachment E – Detainers**.

19. Releases. The City shall be responsible for computing and tracking all sentence time calculations, good time, court dates and release dates. Inmates will be released in accordance with **Attachment F – Inmate Release**.

The County shall not transfer custody of a City Inmate housed pursuant to this Agreement to any party other than the City, except as provided in this Agreement or as directed by the City.

20. Escape. If a City Inmate escapes County custody, the County shall notify the City as soon as reasonably possible. The County shall use all reasonable efforts to pursue and regain custody of escaped City Inmates and shall assume all costs connected with the recapture of the City Inmate.

21. Death. If a City Inmate dies in County custody, the County shall notify the City as soon as reasonably possible. The Yakima County Coroner shall assume custody of the City Inmate's body. Unless another agency becomes responsible for investigation, YCDOC shall investigate and shall provide the City with a report of its investigation. The City may participate in the investigation. If another agency becomes responsible for investigation, YCDOC shall liaison or otherwise facilitate the City's communication with and receipt of reports from the other agency.

The City shall provide the County with written instructions regarding the disposition of the City Inmate's body. The City shall pay for all reasonable expenses for the preparation and shipment of the body. The City may request in writing that the County arrange for burial and all matters related or incidental thereto and the City shall be responsible for all costs associated with this request. Except, the County shall bear such expenses necessitated by improper conduct of County, or its officers or agents.

22. City's Right of Inspection. The City shall have the right, upon reasonable advance notice, to inspect County correction facilities where City Inmates are housed at reasonable times. During such inspections, the City may interview its Inmates and review its Inmates' records. The City shall have no right to interview inmates housed for other jurisdictions or to review their medical records, unless it is properly authorized to do so by the inmate or the other jurisdiction.

23. Technology. The County and City may each permit the other continuous access to its computer database regarding all City Inmates housed by the County. This continuous access feature may be accomplished through a computer link between a computer(s) designated by the City and appropriate computer(s) of the County.

By separate mutual agreement, the County and City may provide video conference capabilities for personal visiting, professional visiting, pre-trial conferences, arraignments and other court and conferencing needs.

Bed Rate. In consideration of Yakima County's commitment to house City Inmates, the City shall pay the County based on the Monthly Average Daily Population (MADP) sliding scale. This scale does not include those inmates with serious medical, mental health or behavioral conditions as determined by the County. Inmates whose mental health, behavioral or medical conditions require special housing or treatment will be housed at a rate of \$98.35 after both parties agree on inmate status. All other inmates will be housed based on the (MADP):

<i>Monthly Average Daily Population (MADP)</i>	<i>Daily Rate Per Inmate</i>
151 - above	\$57.65
126-150	\$58.65
101-125	\$59.65
76-100	\$60.65
51-75	\$61.65
26-50	\$62.65
0-25	\$63.65

The Bed Rate includes all in-facility medical, dental (if available), and mental health services. In the event an inmate requires out of facility medical, dental or mental health services, the City shall be responsible for the cost of the services.

The County shall not charge a booking fee in connection with housing the City's Inmates.

The City may purchase additional beds, as available, at the then- existing bed rate; however, the County shall have the right to refuse to accept custody of or house inmates in excess of the City's minimum bed commitment.

The Daily Fee for inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

This daily rate is established for 2019. Yakima County reserves the right to increase the daily rate with the understanding that they will provide the City of Olympia ninety (90) days written notification prior to said increase.

24. Billing and Payment. The County shall provide the City with monthly statements itemizing the name of each City Inmate, the number of days of housing, including the date and time booked into the County and date and time released from the County and itemization of any additional charges including a description of the service provided, date provided and reason for service.

The County shall provide said statement for each month on or about the 10th day of the following month. Payment shall be due to the County within (30) days from the billing date. The County may bill the City electronically. Payments not received by the 30th day shall bear interest at the rate of 1% per month until payment is received.

The Daily Fee for City Inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

25. Duration of Agreement. This agreement will renew annually for up to five (5) years (December 31, 2024) unless there is written notification from one party to the other that they wish to terminate the contract at the end of the current calendar year. Such notification will be sent to the receiving party no later than October 1st of the current year.

26. Independent Contractor. In providing services under this Agreement, the County is an independent contractor and neither it nor its officers, nor its agents nor its employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation. Nothing in this Agreement is intended to create an interest in or give a benefit to third persons not signing as a party to this Agreement.

27. Hold Harmless, Defense, and Indemnification. The County shall hold harmless, defend, and indemnify the City, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not limited to claims related to false arrest or detention, alleged mistreatment, injury, or death of any City Inmate, or loss or damage to City Inmate property while in County custody) that result from or arise out of the acts or omissions of County, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of the County's services, duties, and obligations under this Agreement.

The City shall hold harmless, defend, and indemnify the County, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not

limited to claims related to false arrest or detention, alleged mistreatment, injury, or death of any City Inmate, or loss or damage to City Inmate property while in County custody) that result from or arise out of the acts or omissions of the City, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of the City's services, duties, and obligations under this Agreement.

In the event the acts or omissions of the officials, officers, agents, and/or employees of both the City and the County in connection with or incidental to the performance or non-performance of the City's and or County's services, duties, and obligations under this Agreement are the subject of any liability claims by a third party, the City and County shall each be liable for its proportionate share of fault in any resulting suits, actions, claims, liability, damages, judgments, costs and expenses and for their own attorney's fees.

Nothing contained in this Section or this Agreement shall be construed to create a right in any third party to indemnification or defense.

The County and City hereby waive, as to each other only, their immunity from suit under industrial insurance, Title 51 RCW. This waiver of immunity was mutually negotiated by the parties hereto.

The provisions of this section shall survive any termination or expiration of this Agreement.

28. Insurance. The County and City shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance sufficient to satisfy the obligations set forth in this Agreement.

The County and City shall each maintain throughout the term of this Agreement coverage in minimum liability limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate for its liability exposures, including comprehensive general liability, errors and omissions, auto liability and police professional liability. The insurance policy shall provide coverage on an occurrence basis.

29. Termination.

A. Mutual Agreement: This Agreement may be terminated by mutual written consent between the County and City with ninety (90) days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected City Inmates.

B. Imperiling Conditions: The City shall have the right to terminate this Agreement where: 1) conditions and/or circumstances at Yakima's facilities present an imminent risk of serious injury or death to the City's Inmates [Imperiling Conditions]; 2) the City has sent County written notice by certified mail, return receipt requested describing with reasonable specificity the Imperiling Conditions; and 3) the County has failed to cure the Imperiling Conditions within a reasonable period of time, which, unless the parties agree in writing to a longer period, shall be no more than 30 days after the County receives the City's notice. Termination under this provision shall be effective if and when: 1) after at least 30 days, the County has not cured the Imperiling Condition(s); and 2) the City has removed its Inmates; and 3) the City has given the County formal written notice of final termination under this provision. After Termination under this provision the City shall have no further financial obligations under this Agreement.

C. **Material Breach:** Either party shall have the right to terminate this Agreement if: 1) the other party is in material breach of any term of this Agreement; 2) the terminating party has sent the breaching party written notice of its intent to terminate this Agreement under this section by certified mail, return receipt requested describing with reasonable specificity the basis for the termination; and 3) the breaching party has failed to cure the breach within ninety (90) days, unless the parties agree in writing to a longer cure period. Termination shall be effective upon and the City shall have no further financial obligations under this Agreement from the date of removal of its Inmates from the Yakima Facility or County's receipt of final notice that City is terminating the Agreement after the expiration of the cure period, whichever occurs last.

30. Real or Personal Property. It is not anticipated that any real or personal property will be acquired or purchased by the parties solely because of this Agreement.

31. Equal Opportunity. Neither party shall discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, political affiliation or belief or the presence of any sensory, mental or physical handicap in violation of any applicable federal law, Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12110 et seq.). In the event of the violation of this provision, the other party may terminate this Agreement immediately.

32. Assignment. This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the County to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of County stated herein.

33. Non-Waiver. The failure of either party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

34. Severability. If any portion of this Agreement is changed per mutual Agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.

35. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any actions, suit, or judicial or administrative proceeding for the enforcement of this Agreement shall be brought and tried in the Federal Court in Tacoma or Superior Court for the State of Washington in Thurston County

36. Approval and Filing. Each party shall approve this Agreement by resolution, ordinance or otherwise pursuant to the laws of the governing body of each party. The attested signatures of the City, Manager or Mayor and the Yakima County Commissioners below shall constitute a presumption that such approval was properly obtained. A copy of this Agreement shall be filed with the Yakima County Auditor's Office pursuant to RCW 39.34.040.

37. General Provisions. Unless otherwise agreed in writing executed by both parties, on and after January 1, 2019, and so long as this Agreement remains in effect, this document constitutes the entire Agreement between the City and the County under which the County houses City Inmates, and no other oral or written agreements between the parties shall affect this Agreement.

No changes or additions to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and executed by both parties.

The County shall not delegate its duties pertaining to housing City Inmates without the written consent of the City, which consent shall not be withheld unreasonably.

Any provision of this Agreement that is declared invalid or illegal shall in no way affect or invalidate any other provision.

In the event the County or City defaults on the performance of any terms of this Agreement and files a lawsuit, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs and expenses.


This Agreement may be executed in any number of counterparts.

38. Notices. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

TO CITY: City of Olympia Jail
Attn: Support Administrator
601 4th Ave E Olympia, WA 98501
360-753-8214

TO COUNTY: Ed Campbell, Director
Yakima County Department of Corrections
111 North Front Street
Yakima, WA 98901

Alternatively, to such other addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand - delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

	<p>CITY OF OLYMPIA, WASHINGTON</p> <p>By: _____ City Manager</p> <p>Date: _____</p> <p>Attest: By: _____ City Clerk</p> <p>Approved as to form: By:  _____ Deputy City Attorney</p>
--	--

ATTACHMENT A
MEDICAL ACCEPTABILITY

The County shall determine the medical and mental acceptability of inmates for transport using the following excluding criteria:

1. Blood or fluid present at an open wound site or bleeding from an open wound.
2. Signs of untreated broken bones or dislocated joints.
3. Any injury or illness requiring immediate or emergency medical treatment.
4. Unconsciousness.
5. Inmates unable to stand and walk under their own power.
6. Wheel chair bound individuals.
7. Signs of alcohol toxicity and signs of current or recent use of any intoxicants.
8. Signs of alcohol and/or drug withdrawal.
9. Bed bound individuals.
10. Individuals with attached IV or requiring IV medications.
11. Individuals requiring the use of oxygen tanks.
12. AMA (Against Medical Advice) from the hospital.
13. Individuals having had major invasive surgery within the last 72 hours. Non-invasive surgery such as oral surgery, laser-eye surgery and minor surgery may be evaluated on a case by case basis.
14. Post-operative persons who have follow up appointments within the next four weeks.
15. Wounds with drainage tubes attached.
16. Persons with permanent catheters.
17. Open and/or oozing bedsores.
18. Individuals requiring nebulizers who cannot obtain one.
19. Persons with Alzheimer's, dementia or other psychological conditions to the point where the inmate cannot perform activities of daily living ("ADL's") or who do not have the capacity to function safely within a correctional environment.
20. Persons who are diagnosed as developmentally delayed and who do not have the capacity to function safely within a correctional environment or who cannot perform ADL's.
21. Female inmates more than 5 months pregnant. Or any female inmate considered a high-risk pregnancy.
22. Persons undergoing chemotherapy and/or radiation treatment.
23. Persons undergoing dialysis.

24. Persons with the following untreated medical conditions:
 - a) Heart disease
 - b) Seizures disorders
 - c) Insulin dependent diabetes
 - d) Cancer
 - e) Asthma
 - f) Psychosis
 - g) HIV Positive or AIDS
25. Persons who are HIV positive or have AIDS and are taking anti-viral medications.
26. Persons taking Methadone, or Suboxone, a substitute for Methadone.
27. Persons with suicidal ideations or gestures within the past 72 hours.
28. Person, if prescribed, have not taken psychotropic medications for at least 72 hours.
29. Persons who have attempted suicide within the last 30 days.
30. Persons who have attempted suicide by overdose or ligature strangulation during current incarceration.
31. Persons displaying current psychotic episode.
32. Persons requiring CPAP machines as prescribed must be transported with the machine.

ATTACHMENT B
PROPERTY

County transport personnel will only accept Inmate property as follows:

1. The property shall be sealed in a single property bag no larger than a common paper grocery bag.
2. Money, valuables, and medications shall be placed in a clear envelope and sealed within the Inmate's property bag.
3. Checks and documents (court, warrants, etc) shall be attached to the outside of the property bag.
4. The transporting officer shall account for the property bag and funds being transported. Yakima County Department of Corrections transport personnel will not accept or transport the following:
 - a) Backpacks, suitcases, etc.
 - b) Unpackaged food products or food products in packaging that has been opened.
 - c) Any type of weapon (includes pocketknives).
 - d) Liquids.
 - e) Any items that will not fit into the property bag.
 - f) Material deemed to be contraband.

Yakima County will limit property returned with the Inmate to the City according to these criteria.

ATTACHMENT C
CLASSIFICATION

The City shall supply the County with the following Classification related information, if it known to or in possession of the City:

1. If the City Inmate has been classified to a special housing unit and/or if the City Inmate has been classified as protective custody.
2. If the City Inmate is a violent offender or has displayed violent behavior during present or past incarcerations.
3. If the City Inmate is an escape risk.

ATTACHMENT D

BORROWING

One contracting city may "borrow" another contracting city's inmate as follows:

1. If a City requests the transport of another contracting City's Inmate from the County the requesting City must notify each agency with rights to custody of the Inmate, and if each agency with rights to custody of the Inmate notifies the County in writing (e-mail) of its approval, the County shall provide the requested transport. The County will complete a custody transfer form that lists all outstanding detainers. The custody transfer paperwork will accompany the inmate.
2. Once custody of the City Inmate has been transferred to another agency, it is the responsibility of the requesting City to determine whether the City Inmate shall be returned to the custody of the County, and if so, the requesting City shall make all necessary and proper arrangements with the County and any agency with rights to custody of the Inmate, for the Inmate's return according to the terms of this agreement.
3. The County will not track the City Inmate once he or she has left the County's facility.
4. If the Inmate is returned to the custody of the County, the requesting City shall provide the County with sentencing/charge information. The City shall supply all pre-sentence, and post-sentence paperwork from agreeing agencies that authorized the borrowing of the Inmate. This will aid Yakima County in determining split billing and release dates.
5. If the agency requesting to borrow a City Inmate is not the "Contracting Agency," the requesting agency will be responsible to make all transport arrangements including all legal paperwork for the transport with the City of jurisdiction.
6. Inmates transported by the City, cannot be borrowed out of YCDOC.

ATTACHMENT E

This attachment only applies to Inmates transported by the YCDOC.

WARRANTS/OTHER COURT ORDERS/DETAINERS

1. The following shall apply to City Inmates who are subject to warrants from other jurisdictions or to other court orders for confinement or detainers. When receiving a City Inmate, the Transport Officers shall review all paperwork provided by the City for all grounds to hold the Inmate and ensure that this information is entered into the County's JMS and is routed to the Out of County Transport Section Office Specialist.
2. Prior to releasing a City Inmate, the County shall check the NCIC and WACIC systems to determine if the Inmate is subject to any valid warrants or other detainers.
 - a) If the Inmate is subject to a warrant that is limited to King County, YCDOC will, upon receiving written permission (e mail) from the City, transport the Inmate to the custodial agency for the jurisdiction that issued the warrant. However, Yakima County will not assume responsibility to serve any such warrants.
 - b) If the City Inmate is subject to a warrant from a western Washington jurisdiction outside King County, YCDOC will release the Inmate at the location determined by written (e mail) agreement of the YCDOC and the City under Section 5 of this Agreement.
 - c) If the City Inmate is subject to a warrant from an eastern Washington jurisdiction, YCDOC will send the Inmate to the custodial agency for that jurisdiction on the Mini-Chain.
 - d) If, upon return from YCDOC to the City, the Inmate is subject to a warrant that provides for statewide extradition, YCDOC will either transport the Inmate to the detention/correction facility in King County designated by the agency/jurisdiction that issued the warrant if it is in King County, or will send the Inmate to the agency/jurisdiction that issued the warrant on the Mini-Chain.
3. City Inmates who have or are subject to Immigration and Custom Enforcement (ICE) detainers will not be detained or held as a result of the ICE detainer. City inmates who have or are subject to an ICE warrant signed by a judge will complete their sentence for the City and will be returned to the City for their scheduled release as planned.

ATTACHMENT F

INMATE RELEASE

County transport personnel will release City Inmates as follows:

1. Outside of a Law Enforcement Agency when agency personnel, telephone access, and weather protection (lobby areas) are available to the released Inmate.
2. City Inmates for whom bail is posted will be transported back to the City of Olympia, be released to a family member or friend, or be released from the Yakima County Jail.
3. Inmates transported by City must be picked up at least 12-(twelve) hours prior to the inmate's scheduled release date and time. If the inmate is not picked up before the scheduled release time, the Inmate will be automatically scheduled to be transported, at the City's cost to include the addition of transport fees for all days served, on the next available transport to the City.



City Council

Approval of a Resolution Authorizing a Grant Agreement between the City and Washington State Archives for Imaging Services to Digitize Historic City Clerk Records

Agenda Date: 2/26/2019
Agenda Item Number: 4.H
File Number: 19-0146

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

Title

Approval of a Resolution Authorizing a Grant Agreement between the City and Washington State Archives for Imaging Services to Digitize Historic City Clerk Records

Recommended Action

Committee Recommendation:

Not referred to a Committee.

City Manager Recommendation:

Move to approve the Resolution authorizing a grant agreement between the City of Olympia and Washington State Archives for imaging services to digitize historic City Clerk records.

Report

Issue:

Whether to approve a Resolution authorizing a grant agreement between the City and Washington State Archives for imaging services to digitize historic City Clerk records.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In Fall 2018, the City of Olympia was awarded a grant to digitize the City Clerk's "City Files" from 1884 to late 1980's. The "City Files" document the history of Olympia and the surrounding area - including agreements established with The Evergreen State College, school districts, local improvement districts, early businesses and residents in Thurston County and the Port and Airport. The land records include the deeds and easements upon which the City's core infrastructure is built.

These files are regularly consulted by staff and requested by the public. These files are currently

available to staff on microfilm only.

Approving this grant will make these records readily accessible to everyone while saving staff time.

Neighborhood/Community Interests (if known):

None noted.

Options:

1. Move to approve the Resolution. The City will begin working with the State Archives to digitize these records.
2. Direct staff to make changes to the terms and conditions to the grant agreement. Staff will update the Resolution and return to Council at a future date.
3. Do not approve the Resolution. The City will not having the funding to digitize the records.

Financial Impact:

No grant funds will be disbursed to, or received by, the City; therefore, no budget adjustments are required. All grant funds will be held by the Washington State Office of the Secretary of State. The work supported by this grant, and performed on behalf of the City by the State's Division of Archives and Records Management, will not exceed \$17,500.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A GRANT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE OFFICE OF THE SECRETARY OF STATE FOR RECORDS IMAGING SERVICES.

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017; and

WHEREAS, the purpose of this program is to help local governments use technology to improve their records retention, management and disclosure of public records, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program; and

WHEREAS, said grants program was established to provide funds to local entities to conduct this program; and

WHEREAS, the City applied for and was awarded a grant under this program; and

WHEREAS, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Grant Agreement and authorize the signature of all documents necessary to obligate funds for the Project;

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

1. The Olympia City Council hereby approves the form of Grant Agreement between the City of Olympia and Washington State Office of the Secretary of State for records imaging services and the terms and conditions contained therein.
2. The City Manager is directed and authorized to execute the Grant Agreement on behalf of the City of Olympia, as well as any other documents necessary to obligate funds for the Agreement or to carry out the work under the grant, or to make any minor modifications as may be required and are consistent with the intent of the Grant Agreement or correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

**GRANT AGREEMENT BETWEEN
THE STATE OF WASHINGTON,
OFFICE OF THE SECRETARY OF STATE,
ARCHIVES AND RECORDS MANAGEMENT DIVISION,
AND THE
CITY OF OLYMPIA**

This Grant Agreement is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management, hereinafter referred to as the "OSOS", and **City of Olympia**; hereinafter referred to as the "Grantee."

RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017, and

WHEREAS, the purpose of this program is to help local governments' use technology to improve their records retention, management and disclosure of public records, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program.

WHEREAS, said grants program was established to provide funds to local entities to conduct this program, and

WHEREAS, by virtue of a competitive process, this grant is awarded to named Grantee herein, and

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

STATEMENT OF WORK

The Grantee as "customer" will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The Grantee as "customer" will perform the work as described and included as set forth in the Award Determination form, attached as Service Level Agreement, Statement of Work No. 1, Service Level Agreement No. 18SW18-1454.

The Washington State Archives Grant Program requires both the narrative and financial components of program progress reports be completed during the project period. Documentation of expenditures is required. The Grantee shall submit reports to:

Mark Vessey, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

The **final report**, due on or before May 31, 2019, must provide a complete summary of the project and of all grant activities as described in the application and Exhibit A. The report **MUST** include a separate, itemized list of costs incurred and copies of receipts, and invoices, etc., to substantiate all figures.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on date of execution, and be completed no later than May 31, 2019, unless terminated sooner as provided herein.

PAYMENT

No funds will be disbursed to the Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. This grant is not to exceed amount of \$17500 as prescribed and incorporated by reference herein.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, the Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-6197 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of the Grant Agreement shall be disallowed under the Grant. Should the Grantee incur costs prior to the effective date of the Grant Agreement, it does so at its own risk. WAC 434-670-020.

RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Local Records Grant Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- The Grantee is responsible to adhere to their agencies purchasing policies and requirements.

GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Grant. Invoices shall be sent to the OSOS Project Manager. Should questions arise during processing of invoices send inquiries to payables@sos.wa.gov.

Steven R Hall
City of Olympia
601 4th Ave E
Olympia, WA 98501
Phone: 360-753-8260
E-mail address: shall@ci.olympia.wa.us

Mark Vessey

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360.586-7810
E-mail address: mark.vessey@sos.wa.gov

INDEPENDENT CAPACITY AND INDEMNIFICATION

The employees or agents of each party who are engaged in the performance of this Grant Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees

or agents of the other party. Each party to this Grant Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

TERMINATION

Either party may terminate this Grant Agreement upon 30 days' prior written notification to the other party. If this Grant Agreement is so terminated, the parties shall be liable for performance rendered or costs incurred in accordance with the terms of this Grant Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Grant Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Grant Agreement may be terminated immediately by written notice of the aggrieved party to the other.

The rights and remedies of the OSOS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement. Except as otherwise provided in this Grant Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State. Nothing in this Grant Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

GOVERNANCE

In the event of any inconsistency in the terms of this Grant Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules; and
- B. This Grant Agreement and any and all attached exhibits

GOVERNING LAW

This Grant Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement.

CITY OF OLYMPIA

OFFICE OF THE SECRETARY OF STATE

 Authorized Signatory Date
 Print Name: _____
 Title: _____

 Sheri Nelson Date
 Deputy Secretary of State

APPROVED AS TO FORM

APPROVED AS TO FORM
Attorney General's Office



 Deputy City Attorney

SERVICE LEVEL AGREEMENT
For
DOCUMENT PREPARATION AND IMAGING SERVICES

THIS AGREEMENT is made and entered into by and between CITY OF OLYMPIA (hereinafter "CUSTOMER") and the STATE of WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES").

This Service Level Agreement establishes the understanding for ARCHIVES to provide document preparation, scanning, and microfilming services. Specific work to be performed shall be described in a separately approved Statement of Work (hereinafter "SOW"). Any additional SOWs shall be approved in writing.

I. SCOPE OF SERVICES

1. ARCHIVES shall provide document preparation, scanning, and microfilming services to the CUSTOMER upon receipt of a detailed SOW describing the services requested and the documents to be prepared and scanned or microfilmed. The SOW shall thereby be made an integral part of this Agreement. Within ninety (90) calendar days after delivery to the CUSTOMER of the finished product, pursuant to the SOW, ARCHIVES shall return the documents to the CUSTOMER. Upon a written request from the CUSTOMER, ARCHIVES will transfer the documents to an ARCHIVES regional branch facility.
2. ARCHIVES shall meet or exceed the quality control, processing, document preparation, and imaging specifications and standards for the creation of archival public record documents established by Washington State law. It is the responsibility of the CUSTOMER to verify the quality and accuracy of the service performed and to notify ARCHIVES of any discrepancies within thirty (30) calendar days after receiving the finished work product for each Statement of Work. Promptly after receiving such notice of any discrepancies from the CUSTOMER, ARCHIVES will replace deficient work product with product that meets specifications and standards at no charge to the CUSTOMER. Any defects or errors communicated by the CUSTOMER to ARCHIVES after thirty (30) calendar days after receiving the finished work product will incur additional costs.
3. Although each Statement of Work will include an estimated completion date as agreed upon by the parties, **ARCHIVES shall not be liable for delays in providing services to the CUSTOMER under this Agreement.**
4. Nothing in this Agreement shall constitute a guarantee by the CUSTOMER to provide a minimum amount of work or a promise to supply work to ARCHIVES.
5. All records must be delivered in boxes capable of holding their contents with the lid closed. This includes rolled or flat drawings. Boxes that are damaged, without lids, or weighing over 40lbs **will not be accepted**. ARCHIVES have archival quality boxes with attached lids for purchase. ARCHIVES have staff available to box CUSTOMER documents on site for an hourly fee equal to the current ARCHIVES miscellaneous labor rate.

6. Washington State Microfilming Standards require certain information to be present on all microfilm. ARCHIVES will add pages to ensure compliance with the standards. CUSTOMER will be charged at a per page rate and project preparation rate for this work.
7. CUSTOMER instructions that result in a suspension of work in progress will be charged the current ARCHIVES miscellaneous labor rate per each hour of downtime for shut down and restart. Once the project work begins, all questions submitted to the CUSTOMER must be answered expeditiously and no later than one (1) business day to avoid work stoppage.

II. TERMS AND TERMINATION

1. This Agreement shall take effect upon the signing of the last required signature. This Agreement shall remain in effect until June 30, 2019.
2. The CUSTOMER may extend this Agreement for up to two (2) additional two year terms by providing a written notice to ARCHIVES any time before the termination date.
3. Either party may terminate this Agreement upon a thirty (30) calendar day written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for the performance rendered prior to the effective date of termination. The CUSTOMER shall pay ARCHIVES within thirty (30) calendar days of receipt of billing for services rendered.

III. COMPENSATION

1. The CUSTOMER will pay ARCHIVES for the services provided under this Agreement at the rates in effect at the time a request for work is received from the CUSTOMER and ARCHIVES creates a Statement of Work which is approved by the CUSTOMER. ARCHIVES shall maintain the right to increase or decrease the cost of rendering service(s) under this Agreement throughout its lifetime upon a thirty (30) calendar day advance notice to the CUSTOMER. Notwithstanding paragraph II above, the CUSTOMER has fifteen (15) calendar days to agree or terminate the Agreement for changes made pursuant to this paragraph III.1.
2. ARCHIVES will send an itemized bill to the CUSTOMER not more than twice monthly, which includes work done in the prior two week period for imaging services detailing charges by Statement of Work number and services provided. ARCHIVES shall submit invoices to the same address to which notice is sent.
3. The CUSTOMER shall make payment by checks, journal voucher, or credit card of amount due within thirty (30) calendar days after receiving a properly executed invoice. The CUSTOMER shall make checks payable to the Office of the Secretary of State and send payment to the Office of the Secretary of State, Financial and Support Services, P.O. Box 40224, Olympia, WA 98504-0224. **Payment must reference the Agreement number.**
4. Total services under this Agreement shall **not exceed \$30,000.00**. This amount can be increased by an amendment to this Agreement signed by both Parties.

IV. NOTICE

1. Any notice to be given under this Agreement shall be in writing and may be sent either by registered or certified mail, facsimile transmission, email, or personal delivery.
2. Any notice from ARCHIVES sent to the CUSTOMER shall be sent or delivered to:

Customer Contact Name: Terri Stolz
City of Olympia
601 4th Ave E.
Olympia, WA 98501
Telephone Number: (360) 753-8260
Email Address: tstolz@ci.olympia.wa.us

3. Any notice from the CUSTOMER sent to ARCHIVES shall be sent or delivered to:

Patrick Williams
Imaging Services Manager
Office of the Secretary of State
Washington State Archives
1129 Washington Street SE
Olympia, WA 98504-0238
Telephone: (360) 586-0108
Fax Number: (360) 664-8814
Email Address: patrick.williams@sos.wa.gov

4. Notice shall become effective upon delivery in person, three (3) business days after posting by prepaid registered or certified mail, receipt by the sender of a successful facsimile transmission report, or receipt by the sender of an email read receipt, whichever occurs first.

V. RECORDS

The parties to this Agreement shall each maintain books, records, documents, and other evidence, which sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, or other personnel duly authorized by either party, the Office of the State Auditor, and federal officials authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration or termination of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

VI. GENERAL TERMS AND CONDITIONS

1. This Agreement shall not be assignable by either party without written consent of the other party.

2. The ownership of the documents or other items received from the CUSTOMER shall at all times remain the property of the CUSTOMER. The imaging or other products are the property of the ARCHIVES until payment has been made for the services rendered.
3. The service or product provided by this Agreement shall be either available for pickup or shipped from the ARCHIVES' facility at 1129 Washington Street SE, Olympia, WA 98504.
4. Except as otherwise provided in this Agreement, when a bona fide dispute arises between ARCHIVES and the CUSTOMER, and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State or the delegate authorized in writing to act on behalf of the Secretary of State.
 - A. The request for a dispute hearing must:
 - be in writing;
 - state the disputed issues(s);
 - state the relative positions of the parties;
 - state the party's name, address, and contract number; and
 - be mailed to the Secretary of State or delegate and party's (respondent's) Agreement Manager.
 - The respondent shall send a written answer to the requester's statement to both the Secretary of State or delegate and the requester within fifteen (15) business days.
 - B. The Secretary of State or delegate shall review the written statements and reply in writing to both parties within ten (10) business days. The Secretary of State or delegate may extend this period if necessary by notifying the parties.
 - C. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in the Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.
5. This Agreement shall be construed and interpreted in accordance with the law of the state of Washington. The venue of any legal action brought hereunder shall be in the Superior Court for Thurston County.
6. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the act and/or omissions of entities or individuals not a party to this agreement.
7. This Agreement may be modified only in writing by the parties executed with the same formalities required to execute this Agreement.
8. If any clause, phrase, sentence, or paragraph of this Agreement is declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
9. If any conflicts exist between the text of this Agreement and any Statement of Work, the Agreement shall prevail.

VII. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. No other understanding, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties. This Agreement, together with all of its attachments and subsequent Statement of Work constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

CITY OF OLYMPIA:

OFFICE OF THE SECRETARY OF STATE

Date
City Manager

Date
State Archives

APPROVED AS TO FORM
Attorney General's Office

APPROVED AS TO FORM



Deputy City Attorney

**STATEMENT OF WORK NO. 1
SERVICE LEVEL AGREEMENT No. 18SW18-1454**

This Statement of Work is made and entered into by and between the CITY OF OLYMPIA (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This Statement of Work (SOW) and exhibit is incorporated into and hereto made an integral part of Service Level Agreement No. 18SW18-1454.

CUSTOMER: **City of Olympia**
 601 4th Ave E.
 Olympia, WA 98501

	<u>Customer</u>	<u>Archives</u>
Contact:	Terri Stolz	Patrick Williams
Title:	Information Specialist	Imaging Services Manager
Telephone No.:	360-753-8260	360-586-0108
Email:	tstolz@ci.olympia.wa.us	patrick.williams@sos.wa.gov

I. SPECIFIC SERVICE

ARCHIVES shall provide services and staff and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit A** and fully incorporated herein by reference.

II. PRICES

Service	Unit	Unit Price
Scan Paper Documents (Up to 11" x 17") up to 300 DPI – Grade SH	Per Image	\$0.55
Scan Paper Documents (Up to 11" x 17") up to 300 DPI – Grade E	Per Image	\$0.38
File Renaming	Per File	\$0.10
Converting single-page TIFF to Multi-page TIFF	Per Image	\$0.06
Wide Format Scanning (Larger than 11" x 17")	Per Hour	\$65.00
Document Prep	Per Hour	\$65.00
Flash Drive	Per Drive	\$50.00
Federal Mileage Reimbursement	Per Mile	\$0.545
Per Box for all trips	Per Box	\$1.50
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Service	# of Units	Total Unit Cost
Scan Paper Documents (Up to 11" x 17") up to 300 DPI – Grade SH	14,000	\$7,700.00
Scan Paper Documents (Up to 11" x 17") up to 300 DPI – Grade E	12,500	\$4,750.00
File Renaming	2,900	\$550.00
Converting single-page TIFF to Multi-page TIFF	26,500	\$1,590.00
Wide Format Scanning (Drawings)	20	\$1,300.00
Document Prep	20	\$1,300.00
Flash Drive	1	\$50.00
All shipping or ferry prices will be charged cost + 30%		
TOTAL AMOUNT		\$17,240.00

III. CONTRACT PERIOD FOR STATEMENT OF WORK

The date of execution, which is the date of the last signature, through June 30, 2019.

IV. SERVICE DELIVERY

The above amount is an estimate for the project described in Paragraph I, *Specific Service*. If the project received is different than described in the Specific Service or is more complex than originally estimated, ARCHIVES will contact the CUSTOMER with a new cost estimate before starting work. After ARCHIVES has notified the CUSTOMER, the CUSTOMER has fifteen (15) calendar days from the date of notification of accepting the new cost estimate, whereby an amendment to this Agreement will be prepared, or discontinue the project under this Agreement.

V. GENERAL TERMS AND CONDITIONS

Should an unforeseen event cause a need for ARCHIVES to exceed the time described in SPECIFIC SERVICE, either by mutual consent a new date of completion will be established by amendment of this Agreement, or the Agreement will be terminated by mutual agreement.

VI. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. This SOW is an integral part of Service Level Agreement No.18SW18-1454 and contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement and SOW, shall be deemed to exist or to bind any of the parties hereto. The Service Level Agreement and SOW, together with its exhibit, constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

CITY OF OLYMPIA:

OFFICE OF THE SECRETARY OF STATE

City Manager

Date

State Archives

Date

APPROVED AS TO FORM
Exhibit A

APPROVED AS TO FORM



Deputy City Attorney

Exhibit A Statement of Work

The ARCHIVES shall:

Project Management

- Contact the first or secondary CUSTOMER contacts with any questions regarding the project.
- Provide timelines, quantities, project complexity, and cost estimates based on our original project review. Estimates may be revised based on the condition of the records at the time they arrive in our production facility. ARCHIVES will notify the customer of any cost adjustments required for document preparation, or scanning, which exceed the original estimate.
- Process the following with the following information:
 - Capital Assets
 - Agency – City of Olympia
 - Department – City Clerk
 - County – Thurston
 - Date Range – 1884-1980
 - Disposition Authority Number (DAN) – GS55-05A-06, GS2011-169, GS50-01-11

Scan - Paper Documents

- Perform paper document scanning for documents up to 11" by 17".
 - Record Series Capital Assets – DAN GS55-05A-06
 - This category of work consists of approximately 14,000 pages within 10 boxes.
 - This category of work is given the complexity Grade SH
 - Record Series Capital Assets – DAN GS55-05A-06
 - This category of work consists of approximately 12,500 pages within 9 boxes.
 - This category of work is given the complexity Grade E
- Provide Imaging Services for documents up to 11" x 17" on production auto-feed scanners.
- Count each side of two-sided documents as one page.
- "Imaging Services" shall include:
 - Preparing documents for scanning by removing documents from bindings or binders, removing staples, paper clips, flattening and/or mending pages.
 - Designating all oversized (larger than 11" x 17") documents for wide-format scanning.
 - Scanning documents in bi-tonal mode at 300 dots per inch (dpi). All clearly visible markings on all pages will be captured in the image.
 - Scanning removable notes both on the page and off if text is obscured.
 - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document page.
 - Re-scanning poor quality images as needed.
 - Providing TIFF Group IV Multi-Page image files.
 - Naming images as follows:
Each folder is named by the City File

Scan – Oversize

- Perform oversize document scanning for documents larger than 11" by 17".
 - Record series Maps, Drawings; (DAN) GS50-16-02
 - This category of work consists of approximately 500 pages within 19 boxes.
- Provide imaging services for oversized documents on the wide-format or Cruse scanner, not to exceed 20 hours.
- "Imaging services" shall include:
 - Scanning documents in color no smaller than 300 dpi.
 - Scanning documents exceeding dimension of either 47" in height or 66" in length in sections with approximately one inch of overlap and numbered sequentially starting at the left hand side of the map.
 - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document.

- Re-scanning poor quality images as applicable.
- Providing image files consisting of one sheet per file.
- Naming images according to previous example: File Name
Section/Township/Range
- Converting uncompressed TIFF Images to compressed color JPG files using Photoshop (compression/quality level 7).
- Providing the CUSTOMER both LZW compression TIFF files and compressed JPEG files.
- Return documents to CUSTOMER and deliver disks with images – within 30 calendar days of completing the imaging services.

Complete each individual job work order within 90 calendar days of document pickup

The CUSTOMER shall:

- Clearly label compact disk (CD) and containers as to their contents.
 - Container identification shall include agency and office name, name of record series, contents (examples: 1-100, AABLE-JOHNSON, 01/01/1900-12/31/1900, etc), and an indication of the container number within a sequence (i.e., 1 of 23, 2 of 23, etc).
- Provide first and secondary contacts for any questions during the project:
 - First contact:
Name: Terri Stolz Phone: (360) 753-8260 email: tstolz@ci.olympia.wa.us
 - Secondary contact:
Name: Steve Hall Phone: (360) 753-8370 email: shall@ci.olympia.wa.us
- Ensure project is ready for processing prior to sending to ARCHIVES.



City Council

Approval of a Coordinated Entry Program Funding Request

Agenda Date: 2/26/2019
Agenda Item Number: 4.I
File Number: 19-0138

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

Title

Approval of a Coordinated Entry Program Funding Request

Recommended Action

Committee Recommendation:

Not referred to a Committee.

City Manager Recommendation:

Move to approve an allocation of \$10,000 from City Council goal money for coordinated entry (CE) dollars for single adults to be contracted with the county and allocated through the Family Support Center (FSC).

Report

Issue:

Whether to fund the request for additional funds.

Staff Contact:

Steve Hall, City Manager, 360.753.8370

Keith Stahley, Director of Community Planning and Development 360.753.8227

Presenter(s):

Consent Item - None

Background and Analysis:

As a condition of receiving State and federal funds for homeless services, Thurston County is required to put in place a system of coordinated entry for homeless individuals and families to access available housing and shelter facilities.

The County achieves this through a contract with the Family Support Center (FSC) who coordinates entry for families. In addition, FSC subcontracts with CY5 for young adults and Sidewalk for the placement of single adults. Any expansion to this service should be realized through an expansion of Thurston County's contract with Family Support Center.

It has been suggested for some time that the overall coordinated entry system is underfunded so that

each of these agencies must rely on other funding to meet coordinated entry needs of the homeless population. Coordinated Entry is a key component in the homeless service delivery system and data from this system should support funding and operational decisions.

Recently, Sidewalk sent a letter to local governments and others with a dire request for immediate funding to continue the coordinated entry for single adults due to a realization of depleted reserves. This request did not come from the Sidewalk Board and the other CE providers were not consulted in the decision to go to local governments for stopgap funding.

Since that time, the County and the three cities have been scrambling to determine what happened to the Sidewalk funding, what is needed to keep the system operating, and how to avoid future crises in the operations of Sidewalk. Sidewalk's request illustrates that our funding system for social services is not well coordinated and that Sidewalk did not have the financial capacity to meet their contract obligation to provide Coordinated Entry.

- **County**

The Board of County Commissioners agreed to support the Sidewalk request with \$20,000 to meet the immediate need of their \$40,000 request. No additional funding support has been identified. The \$20,000 will be made available through FSC, as they have a contract with the County for Coordinated Entry Services.

- **Tumwater**

Tumwater has proposed \$12,500 to support Sidewalk's request that would be contracted through the FSC. Tumwater was scheduled for action on at the February 5th City Council meeting. Tumwater requested an audit but Sidewalk cannot get one done until February, so Tumwater was considering moving ahead with the possible action in advance of the audit.

- **Lacey**

Lacey has agreed to pay \$56,000, on a monthly basis, to support coordinated entry at the Lacey Veteran's Hub.

- **Olympia**

On February 5, the Council heard from Trish Gregory (FSC), Phil Owen (Sidewalk) and Schelli Slaughter (Thurston County Public Health about the CE system and funding issues.

In general, the Council was quite concerned that the Sidewalk request came without a warning in a crisis mode. Some members also expressed frustration that the request was not coordinated with the other CE providers and there was no long-term plan to avoid future lapses in service. Members were also displeased about the being put in a difficult position by Sidewalk and questioned the organizations administrative capacity to deliver the service in a reliable fashion.

After deliberations, Olympia City Council, deferred action on the Coordinated Entry (CE) funding request from Sidewalk. The item has been added to February 12 City Council agenda with a proposed investment of \$10,000 as a stopgap measure. If approved, the proposal is that the funds will go to Family Support Center (FSC) through the County as the primary CE

contractor.

The Council discussed four conditions for the funding:

1. They would like to see the results of the County's contract monitoring for all the CE providers
2. They indicated that in the future that they would only respond to needs brought forward by the entire CE triad through the county and not a single partner asking for funds
3. They would like to better understand the overall funding picture for CE with all the providers and have a regional plan about how to adequately fund the system on an ongoing basis. (This topic will be discussed at the upcoming Community Investment Partnership (CIP) meetings supported by Thurston County. Part of the mission of the CIP is to make recommendations to the County Commissioners about recommended levels of funding for CE in Thurston County.)
4. The \$10,000 from Olympia would go to FSC through the County and not to Sidewalk directly.

Some Councilmembers were open to considering additional funds later, but consensus was not clear.

Neighborhood/Community Interests (if known)

Continuation of the coordinated entry work is critical to the efficient use of scarce housing and homeless facility resources available in Thurston County.

Options:

1. Fund \$10,000 for CE with conditions listed above
2. Fund the request with no conditions
3. Fund a different amount at Council discretion
4. Provide no funding

Financial Impact:

City Council goal money for 2019. Current balance \$142,499.

Attachments:

Letter from Sidewalk
Sidewalk Financial Documents



1139 5th Ave SE
Olympia, WA 98501

P (360) 515-5587
F (360) 915-7315

info@walkthurston.org
www.walkthurston.org

January 4th, 2019

Dear friends on the Thurston County Commission and the Olympia, Lacey, and Tumwater City Councils,

I am writing to ask for help. Without a radical change in funding, SideWalk will be forced to close our coordinated entry program and lay off staff effective February 1st, 2019. Our current cash flow forecast shows that (at the current operating level) we will end the month of February with a bank balance of about -\$37,888. We are at risk of losing our entire organization.

Coordinated entry is mandated by the Federal Department of Housing and Urban Development and the Washington State Department of Commerce. The closure of our coordinated entry program jeopardizes hundreds of thousands of dollars in State and Federal funding for many other local organizations.

SideWalk's coordinated entry program costs \$179,000 annually to operate and - though the program is a public mandate - we receive just \$30,000 in public funding for the program. We have done our best to carry the responsibility for the mandates on behalf of our community by subsidizing the program with private funding. We increased fundraising 34% over the previous year and gained 317 new donors. However, the growth in regulations and requirements for coordinated entry has outpaced our growth in fundraising and we can no longer sustain the program with private funding. We are also concerned about continuing to ask private donors to carry so much of the financial burden of a public mandate.

In order to keep this vital program open, we need about \$40,000 by February and a commitment from local governments to **fully fund** its operating cost moving forward into the future.

What is coordinated entry?

At the surface, coordinated entry is a central point of access for people experiencing homelessness. Coordinated entry reduces runaround for our participants and creates a unified pathway to services and housing. It does this by networking housing and services together to accept referrals through a single point, using a single process.

This means that access to all the housing and shelter programs for homeless adults in Thurston County comes through SideWalk. People experiencing homelessness in Thurston County visited our program at the Community Care Center and the Lacey Veterans Hub about 5,200 times in the last year. Over the last few years, we have seen



an average of 1,168 *first-time visitors* each year. In light of all this, the \$30,000 in public funding we receive is inadequate to maintain a program of this volume.

A networked system

The purpose of coordinated entry is to:

- Reduce runaround and confusion for people experiencing homelessness
- Eliminate duplication of effort among service providers
- Enhance data collection for system planning
- Prioritize homeless households who are the most vulnerable or have the most severe service needs

Coordinated Entry is one component of a larger system change effort that includes:

1. Diversion services to rapidly move people back to housing before they enter the system.
2. A standardized, uniform assessment aimed at providing consistent, effective and swift access to needed services.
3. Rapid access to housing (including rapid rehousing and permanent supportive housing) aimed at helping homeless households quickly exit homelessness and stabilize in permanent housing.
4. Tailored services to specific sub-populations (families, youth, adults, veterans, & DV survivors) at the appropriate level and time to meet households' needs.
5. Data and evaluation enhancements to inform planning and decision-making.

In order to meet growing State and Federal requirements, we have worked with local providers to create an adaptive service delivery system. There are approximately 187 pages of regulations and guidance from HUD and Commerce for coordinated entry - and these are only for the *current* regulatory regime. The regulations change and grow every year or two.

SideWalk works tirelessly to assist the county and the service community in maintaining compliance with these extensive regulations as best as we can. Unfortunately, without a local system of accountability, this means countless hours spent navigating complex interagency and intergovernmental relationships while shepherding the local service system along the way. We work with a multitude of planning and research committees to accomplish this and through these efforts our program has become the manager of a metaphorical supply chain of homeless services.





1139 5th Ave SE
Olympia, WA 98501

P (360) 515-5587
F (360) 915-7315

info@walkthurston.org
www.walkthurston.org

Accomplishments

In spite of these complex challenges, we have been tremendously successful at keeping Thurston County at the cutting edge of service delivery. Our accomplishments include:

- Opening our coordinated entry program in 2011, when SideWalk was a brand-new organization
- Introducing rapid rehousing to the local system in 2012
- Establishing a “front-door” diversion program in 2014
- Launching, in partnership with Interfaith Works, the Vulnerability Index and the interdisciplinary VI Team in 2015. Establishing and managing a by-name list for improved service delivery, care coordination, and case management.
- Launching our veterans services in 2015, and integrating those services with other veterans providers at the Lacey Veterans Hub in 2016
- Establishing universal vulnerability-based referrals in partnership with the Family Support Center and Community Youth Services in 2017
- Integrating our services with healthcare systems through the Community Care Center in 2017

We are continuing to refine our Vulnerability Index and by-name master list, a comprehensive list of people seeking services, anticipating upcoming HUD requirements for local by-name lists and in keeping with best practices developed by communities on the forefront of homeless service delivery nationwide.

Moving forward

For SideWalk to continue building solutions for complex and ever-changing public homeless service requirements, we need increased assistance from our partners in both the county and city governments. We cannot continue to serve the volume of homeless adults in the community at our current level of funding. As previously stated, SideWalk will be forced to close our coordinated entry program and lay off our dedicated staff in the coming months without a significant change in our public funding structure. Please help us to continue this critical work.

Sincerely,

Phil Owen
Executive Director



Sidewalk Financial Documents

1. Draft 2019 Budget
2. \$60,000 + \$149,000 ongoing -.75 FTE*
3. Cash Projection (\$60,000 + \$149,000) *
4. Cash Projection (\$40,000 Emergency Assistance)
5. Cash Projection (\$40,000 + \$55,000 Vet Hub)
6. Profit & Loss January 2016 – December 2018
7. Profit & Loss No Additional Funding

*Update received 1/24

DRAFT 2019 Budget

Income

1000 Fundraising

1100 Events

1110 House Party Donations		9,000.00					9,000.00
1120 Ticket Sales		8,820.59					8,820.59
1125 Auction Proceeds		319.94					319.94
1130 Other Event Donations		35,897.97					35,897.97
1140 Raffle Sales		961.50					961.50

Total 1100 Events	\$	0.00	\$ 55,000.00	\$	0.00	\$	0.00	\$	0.00	\$	55,000.00
--------------------------	-----------	-------------	---------------------	-----------	-------------	-----------	-------------	-----------	-------------	-----------	------------------

1200 Individual Contributions

1210 Pledge Drive/Donors Club		12,904.03					12,904.03
1220 Combind Fund Drive		6,686.95					6,686.95
1225 United Way Contributions		150.95					150.95
1230 Other Individual Contributions		59,577.32					59,577.32
1250 In-kind Contributions Individuals							0.00
1260 Annual/ Major Gifts		30,000.00					30,000.00

Total 1200 Individual Contributions	\$	0.00	\$ 109,319.25	\$	0.00	\$	0.00	\$	0.00	\$	109,319.25
--	-----------	-------------	----------------------	-----------	-------------	-----------	-------------	-----------	-------------	-----------	-------------------

1300 Corporate Contributions

1310 Sponsorships		15,000.00					15,000.00
1320 In-Kind Contributions Corporate							0.00
1330 Churches		5,567.38					5,567.38
1340 Other		20,446.74					20,446.74

Total 1300 Corporate Contributions	\$	0.00	\$ 41,014.12	\$	0.00	\$	0.00	\$	0.00	\$	41,014.12
---	-----------	-------------	---------------------	-----------	-------------	-----------	-------------	-----------	-------------	-----------	------------------

Total 1000 Fundraising

2000 Grants

2100 Government Grants			30,333.83	60,000.00	144,424.00		234,757.83
2200 Other Grants		97,948.00					97,948.00

Total 2000 Grants

3000 Program Revenue

3100 "Sway" Sales

	Admin	Fundraising CE	SD	RRH	Total	
Total 1000 Fundraising	\$ 0.00	\$ 205,333.37	\$ 0.00	\$ 0.00	\$ 0.00	\$ 205,333.37
Total 2000 Grants	\$ 0.00	\$ 97,948.00	\$ 30,333.83	\$ 60,000.00	\$ 144,424.00	\$ 332,705.83

5000 Facilities						
5100 Maintenance & Repair	400.00	400.00	0.00	0.00	0.00	800.00
5200 Rent & Utilities	8,457.18	8,457.18	0.00	0.00	0.00	16,914.36
Total 5000 Facilities	\$ 8,857.18	\$ 8,857.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,714.36
6000 Operations						
3120 Cost of Swag	49.00	63.00	119.00	70.00	49.00	350.00
3121 Venue/Event		2,905.33				2,905.33
6100 Software and SAAS	991.41	1,274.67	2,407.71	1,416.30	991.40	7,081.49
6200 Postage, Mailing Service	28.20	36.26	68.48	40.28	28.20	201.42
6300 Printing and Copying	273.13	351.16	663.31	390.18	273.12	1,950.90
6400 Office Supplies	271.84	349.50	660.17	388.34	271.83	1,941.68
6450 Decoration Supplies						0.00
6500 Office Equipment (non capital)	87.75	112.82	213.11	125.36	87.76	626.80
6507 Bank and Credit Card Fees	88.04	87.48	165.23	97.20	88.03	488.98
6600 Refreshments/Food		14,395.98				14,395.98
6610 Marketing Expenses		375.84				375.84
6630 Event Entertainment		300.00				300.00
6650 Volunteer Appreciation	47.94	61.63	116.42	68.48	47.93	342.40
6700 Mileage & Travel						0.00
6800 Client Assistance				39,960.00	68,040.00	108,000.00
6900 In-kind Expenses						0.00
6950 Miscellaneous Expense	186.23					186.23
7000 Accounting Fees	2,100.00					2,100.00
7100 Other Contractors		3,000.08			40,555.00	43,555.08
7200 Business Lic., Mbr. Fees	51.53	66.25	125.13	73.61	51.52	368.04
7300 Insurance						0.00
Total 6000 Operations	\$ 4,155.07	\$ 23,379.98	\$ 4,538.66	\$ 42,629.78	\$ 110,463.79	\$ 186,167.16
8000 Personnel						
8050 Volunteer Placement Fee			0.00	0.00	0.00	0.00
8100 Salary	16,406.25	70,750.00	159,212.50	47,612.50	41,956.25	335,937.50
8300 Benefits	1,600.00	6,560.00	12,800.00	3,040.00	4,000.00	28,000.00
8400 Training and Development						0.00
8500 Payroll Tax	1,455.23	6,275.53	14,122.15	4,223.23	3,721.52	29,797.66
Total 8000 Personnel	\$ 19,461.48	\$ 83,585.53	\$ 186,134.65	\$ 54,875.73	\$ 49,677.77	\$ 393,735.16
9000 Other Types of Expenses						
9100 Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total 9000 Other Types of Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenses	\$ 32,473.73	\$ 115,822.69	\$ 190,673.21	\$ 97,505.48	\$ 160,141.56	\$ 596,616.67
Net Operating Income	-\$ 32,473.73	\$ 187,458.69	-\$ 159,356.87	-\$ 37,505.48	-\$ 15,717.56	-\$ 57,594.96
Other Income						
4100 Interest Earned		50.00				50.00
Total Other Income	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00
Net Other Income	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00
Net Income	-\$ 32,473.73	\$ 187,508.69	-\$ 159,356.87	-\$ 37,505.48	-\$ 15,717.56	-\$ 57,544.96

\$60,000 + \$149,000 ongoing -.75 FTE



The trend of sum of 60 + 149 - .75 for Date Month.

**SideWalk
Cash Projection
(\$60,000 + \$149,000
ongoing)
January - December 2019**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Income						
1000 Fundraising		\$60,000.00				
1100 Events						
1110 House Party Donations				\$1,452.36		\$1,452.34
1120 Ticket Sales			\$1,538.86	\$7,281.73		
1125 Auction Proceeds						
1130 Other Event Donations				\$32,494.84		
1140 Raffle Sales				\$961.50		
Total 1100 Events	\$0.00	\$60,000.00	\$1,538.86	\$42,190.43	\$0.00	\$1,452.34
1200 Individual Contributions						
1210 Pledge Drive/Donors Club	\$674.56	\$1,515.46	\$1,589.02	\$1,465.79	\$1,538.47	\$1,476.67
1220 Combind Fund Drive		\$1,608.05		\$24.52	\$1,431.78	
1225 United Way Contributions					\$150.95	
1230 Other Individual Contributions	\$335.68	\$5,102.47	\$3,307.08	\$5,609.34	\$1,464.55	\$751.10
1260 Annual/ Major Gifts	\$4,228.26					
Total 1200 Individual Contributions	\$5,238.50	\$8,225.98	\$4,896.10	\$7,099.65	\$4,585.75	\$2,227.77
1300 Corporate Contributions						
1310 Sponsorships		\$7,654.99	\$2,934.41	\$455.51		
1330 Churches	\$0.00	\$0.00	\$170.60	\$568.68	\$170.60	\$0.00
1340 Other		\$500.00	\$250.00		\$1,900.00	\$9,303.00
Total 1300 Corporate Contributions	\$0.00	\$8,154.99	\$3,355.01	\$1,024.19	\$2,070.60	\$9,303.00
Total 1000 Fundraising	\$5,238.50	\$76,380.97	\$9,789.97	\$50,314.27	\$6,656.35	\$12,983.11
2000 Grants						
2100 Government Grants	\$24,242.77	\$10,571.00	\$19,976.67	\$26,143.33	\$26,143.33	\$26,143.33
2200 Other Grants		\$7,000.00			\$20,000.00	\$10,000.00
Total 2000 Grants	\$24,242.77	\$17,571.00	\$19,976.67	\$26,143.33	\$46,143.33	\$36,143.33
3000 Program Revenue						
3600 Community Court Fees						
Total 3000 Program Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Payment Income		\$0.00		\$2,487.00		-\$2,487.00
Total Income	\$29,481.27	\$93,951.97	\$29,766.64	\$78,944.60	\$52,799.68	\$46,639.44
Gross Profit	\$29,481.27	\$93,951.97	\$29,766.64	\$78,944.60	\$52,799.68	\$46,639.44
Expenses						
5000 Facilities						
5100 Maintenance & Repair				\$395.94		
5200 Rent & Utilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,524.87	\$987.40	\$1,524.87
Total 5000 Facilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,920.81	\$987.40	\$1,524.87
6000 Operations						

Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total	StdDev +/-
						\$59,999.10	
						\$0.00	
	\$1,452.34	\$1,452.34	\$1,452.34		\$1,738.28	\$9,000.00	\$8,818.00
						\$8,820.59	\$5,643.58
				\$319.94		\$319.94	\$613.26
			\$192.87	\$2,511.12	\$699.14	\$35,897.97	\$8,468.61
						\$961.50	\$329.16
\$0.00	\$1,452.34	\$1,452.34	\$1,645.21	\$2,831.06	\$2,436.52	\$114,999.10	\$14,352.67
						\$0.00	
\$1,500.01		\$809.69	\$740.97	\$783.06	\$810.33	\$12,904.03	\$5,089.81
\$132.24	\$2,030.90	\$24.52		\$1,434.94		\$6,686.95	\$1,038.75
						\$150.95	\$360.20
\$2,284.30	\$6,833.48	\$3,510.35	\$1,924.71	\$3,643.75	\$24,810.51	\$59,577.32	\$22,428.91
	\$2,854.07	\$5,813.85	\$2,114.13	\$3,890.51	\$11,099.18	\$30,000.00	\$7,439.44
\$3,916.55	\$11,718.45	\$10,158.41	\$4,779.81	\$9,752.26	\$36,720.02	\$109,319.25	\$25,647.33
						\$0.00	\$7,835.97
	\$2,126.39		\$808.03	\$1,020.67		\$15,000.00	\$6,879.96
\$1,643.49	\$170.60	\$0.00	\$568.68	\$1,706.04	\$568.69	\$5,567.38	\$2,590.74
\$600.00				\$365.00	\$7,528.74	\$20,446.74	\$2,902.77
\$2,243.49	\$2,296.99	\$0.00	\$1,376.71	\$3,091.71	\$8,097.43	\$41,014.12	\$6,738.08
\$6,160.04	\$15,467.78	\$11,610.75	\$7,801.73	\$15,675.03	\$47,253.07	\$265,331.57	\$25,128.88
						\$0.00	
\$26,143.33	\$27,676.67	\$27,676.67	\$27,676.67	\$27,676.67	\$27,676.67	\$297,747.11	\$52,829.69
	\$10,000.00					\$10,000.00	\$62,228.92
\$26,143.33	\$37,676.67	\$27,676.67	\$27,676.67	\$27,676.67	\$37,676.67	\$354,747.11	\$98,189.08
						\$0.00	
	\$835.82	\$73.34	\$73.34			\$982.50	\$251.02
\$0.00	\$835.82	\$73.34	\$73.34	\$0.00	\$0.00	\$982.50	\$400.77
			\$250.00			\$250.00	\$234.59
\$32,303.37	\$53,980.27	\$39,360.76	\$35,801.74	\$43,351.70	\$84,929.74	\$621,311.18	\$122,313.05
\$32,303.37	\$53,980.27	\$39,360.76	\$35,801.74	\$43,351.70	\$84,929.74	\$621,311.18	\$122,313.05
						\$0.00	
						\$0.00	
		\$404.06				\$800.00	\$717.18
\$1,162.61	\$1,524.87	\$1,429.73	\$1,524.87	\$1,299.73	\$1,524.89	\$16,914.36	\$5,044.19
\$1,162.61	\$1,524.87	\$1,833.79	\$1,524.87	\$1,299.73	\$1,524.89	\$17,714.36	\$4,374.26
					\$357.95	\$357.95	

**SideWalk
Cash Projection
(\$60,000 + \$149,000
ongoing)
January - December 2019**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019
3120 Cost of Swag							
3121 Venue/Event	\$378.25			\$549.37		\$1,513.71	
6100 Software and SAAS	\$0.00	\$204.74	\$1,137.74	\$888.87	\$1,124.81	\$235.32	\$755.32
6200 Postage, Mailing Service		\$100.00				\$101.42	
6300 Printing and Copying			\$164.17		\$561.26	\$107.47	\$170.66
6400 Office Supplies	\$108.87	\$202.05	\$284.09		\$46.94	\$126.02	\$106.28
6500 Office Equipment (non capital)							
6507 Bank and Credit Card Fees			\$41.80	\$50.54	\$30.00		\$30.00
6600 Refreshments/Food			\$1,895.86	\$11,145.71	\$105.99	\$292.00	\$173.70
6610 Marketing Expenses							
6630 Event Entertainment				\$300.00			
6650 Volunteer Appreciation			\$37.05		\$150.28		
6800 Client Assistance	\$2,100.00		\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00
6810 Veteran Assistance							
Total 6800 Client Assistance	\$2,100.00	\$0.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00
6950 Miscellaneous Expense							
7000 Accounting Fees		\$2,000.00					
7100 Other Contractors	\$22,107.00	\$21,819.68	\$21,819.68	\$12,300.00	\$6,300.00	\$6,300.00	
7200 Business Lic., Mbr. Fees	\$74.84			\$100.00	\$79.84		\$133.80
7300 Insurance							
Total 6000 Operations	\$24,768.96	\$24,326.47	\$35,970.39	\$35,924.49	\$18,989.12	\$19,265.94	\$11,959.76
8000 Personnel							
8050 Volunteer Placement Fee							
8100 Salary	\$27,895.83	\$24,023.43	\$24,023.43	\$24,023.43	\$24,023.43	\$24,023.43	\$24,023.43
8200 Benefits	\$2,333.38	\$2,000.04	\$2,000.04	\$2,000.04	\$2,000.04	\$2,000.04	\$2,000.04
8400 Training and Development							
8500 Payroll Tax	\$2,298.43	\$2,130.88	\$2,130.88	\$2,130.88	\$2,130.88	\$2,130.88	\$2,130.88
Total 8000 Personnel	\$32,527.64	\$28,154.35	\$28,154.35	\$28,154.35	\$28,154.35	\$28,154.35	\$28,154.35
Payroll Expenses							
Wages							
Employee Taxes Paid by Employer		\$0.00					
Total Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Payroll Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Bill Payment Expense	\$0.00		\$0.00				\$0.00
Total Expenses	\$58,879.52	\$54,005.69	\$65,427.46	\$65,999.65	\$48,130.87	\$48,945.16	\$41,276.72
Net Operating Income	-\$29,398.25	\$39,946.28	-\$35,660.82	\$12,944.95	\$4,668.81	-\$2,305.72	-\$8,973.35
Other Income							

Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total	StdDev +/-
					\$0.00	
				\$464.00	\$2,905.33	\$713.62
\$530.79	\$252.93	\$1,435.39	\$515.59	\$0.00	\$7,081.50	\$967.50
					\$201.42	\$78.98
\$105.33	\$231.93		\$47.31	\$77.47	\$1,465.60	\$1,941.93
\$400.00	\$200.00	\$103.08		\$283.41	\$1,860.74	\$716.61
					\$0.00	\$202.16
		\$20.00	\$30.00	\$81.56	\$283.90	\$1,163.75
		\$3.99	\$218.14	\$560.57	\$14,395.96	\$1,577.06
\$273.60		\$68.30		\$33.94	\$375.84	\$193.12
					\$300.00	\$313.16
\$23.35	\$102.19	\$29.53			\$342.40	\$184.08
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$108,000.00	\$48,867.81
					\$0.00	\$88.39
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$108,000.00	\$48,997.21
					\$0.00	\$114.32
					\$2,000.00	\$70.71
					\$90,646.36	\$38,651.36
	\$54.40				\$442.88	\$211.51
\$2,440.77					\$2,440.77	\$865.22
\$14,363.84	\$11,431.45	\$12,250.29	\$11,401.04	\$12,448.90	\$233,100.65	\$39,683.72
					\$0.00	
					\$0.00	\$3,511.88
\$24,023.43	\$24,023.43	\$24,023.43	\$24,023.43	\$24,023.43	\$292,153.56	\$34,432.23
\$2,000.04	\$2,000.04	\$2,000.04	\$2,000.04	\$2,000.04	\$24,333.82	\$5,594.06
					\$0.00	\$320.49
\$2,130.88	\$2,130.88	\$2,130.88	\$2,130.88	\$2,130.88	\$25,738.10	\$1,513.20
\$28,154.35	\$28,154.35	\$28,154.35	\$28,154.35	\$28,154.35	\$342,225.48	\$38,136.54
					\$0.00	
					\$0.00	
					\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	
\$44,043.06	\$41,419.59	\$41,929.51	\$40,855.12	\$42,128.14	\$593,040.49	\$60,467.93
\$9,937.21	-\$2,058.82	-\$6,127.77	\$2,496.58	\$42,801.60	\$28,270.69	\$79,184.68
					\$0.00	

**SideWalk
Cash Projection
(\$60,000 + \$149,000
ongoing)
January - December 2019**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
4100 Interest Earned	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Total Other Income	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Other Expenses						
Reconciliation Discrepancies						
Total Other Expenses						
Net Other Income	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75
Net Income	-29,394.50	39,950.03	-35,657.07	12,948.70	4,672.56	-2,301.97
Projected Balance	\$10,666.93	\$50,613.21	\$14,952.39	\$27,897.34	\$32,566.15	\$30,260.42

Monday, Jan 14, 2019 12:16:47 PM GMT-8
- Cash Basis

Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total	StdDev +/-
\$3.75	\$3.75	\$3.75	\$3.75	\$3.75		\$41.25	
\$3.75	\$3.75	\$3.75	\$3.75	\$3.75		\$41.25	
						\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
3.75 \$	3.75 \$	3.75 \$	3.75 \$	3.75 \$	0.00	\$41.25	
-8,969.60	9,940.96	-2,055.07	-6,124.02	2,500.33	42,801.60	\$28,311.94	
\$21,287.08	\$31,224.29	\$29,165.46	\$23,037.70	\$25,534.28	\$68,335.88		\$15,520.61

Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Average	Total	Min	Max	StdDev +/-
\$1,452.34	\$1,452.34	\$1,645.21	\$2,831.06	\$2,436.52	\$7,916.59	\$94,999.10	\$65,283.09	\$93,828.86	\$14,352.67
\$11,718.45	\$10,158.41	\$4,779.81	\$9,752.26	\$36,720.02	\$9,109.94	\$109,319.25	\$72,804.33	\$123,483.74	\$25,647.33
\$2,296.99	\$0.00	\$1,376.71	\$3,091.71	\$8,097.43	\$3,417.84	\$41,014.12	\$34,082.40	\$47,349.67	\$6,738.08
\$15,467.78	\$11,610.75	\$7,801.73	\$15,675.03	\$47,253.07	\$23,777.63	\$285,331.57	\$189,060.30	\$236,115.60	\$25,128.88
\$23,190.00	\$13,190.00	\$13,190.00	\$13,190.00	\$23,190.00	\$20,110.31	\$241,323.77	\$218,430.37	\$398,536.97	\$98,189.08
\$835.82	\$73.34	\$73.34	\$0.00	\$0.00	\$81.88	\$982.50	\$524.74	\$1,323.44	\$400.77
		\$250.00			\$62.50	\$250.00	\$892.74	\$1,336.44	\$234.59
\$39,493.60	\$24,874.09	\$21,315.07	\$28,865.03	\$70,443.07	\$43,990.65	\$527,887.84	\$408,827.11	\$627,305.91	\$122,313.05
\$39,493.60	\$24,874.09	\$21,315.07	\$28,865.03	\$70,443.07	\$43,990.65	\$527,887.84	\$408,827.11	\$627,305.91	\$122,313.05
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00			
	\$404.06				\$400.00	\$800.00	\$360.40	\$1,793.45	\$717.18
\$1,524.87	\$1,429.73	\$1,524.87	\$1,299.73	\$1,524.89	\$1,409.53	\$16,914.36	\$7,550.82	\$16,914.36	\$5,044.19
\$1,524.87	\$1,833.79	\$1,524.87	\$1,299.73	\$1,524.89	\$1,476.20	\$17,714.36	\$9,344.27	\$17,274.76	\$4,374.26
				\$357.95	\$357.95	\$357.95	\$357.95	\$357.95	
				\$464.00	\$726.33	\$2,905.33	\$2,905.33	\$4,175.45	\$713.62
\$530.79	\$252.93	\$1,435.39	\$515.59	\$0.00	\$590.12	\$7,081.50	\$6,033.59	\$7,966.29	\$967.50
					\$100.71	\$201.42	\$201.42	\$348.79	\$78.98
\$105.33	\$231.93		\$47.31	\$77.47	\$183.20	\$1,465.60	\$1,592.95	\$5,335.29	\$1,941.93
\$400.00	\$200.00	\$103.08		\$283.41	\$186.07	\$1,860.74	\$1,941.68	\$3,255.08	\$716.61
					#DIV/0!	\$0.00	\$626.80	\$1,030.56	\$202.16
		\$20.00	\$30.00	\$81.56	\$40.56	\$283.90	\$360.97	\$2,436.24	\$1,163.75
		\$3.99	\$218.14	\$560.57	\$1,799.50	\$14,395.96	\$11,715.88	\$14,496.14	\$1,577.06
\$273.60		\$68.30		\$33.94	\$125.28	\$375.84	\$142.86	\$526.14	\$193.12
					\$300.00	\$300.00	\$300.00	\$842.41	\$313.16
\$23.35	\$102.19	\$29.53			\$68.48	\$342.40	\$41.63	\$375.90	\$184.08
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$9,818.18	\$108,000.00	\$131,530.05	\$219,833.96	\$48,867.81
					#DIV/0!	\$0.00	\$175.00	\$300.00	\$88.39
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$9,000.00	\$108,000.00	\$131,530.05	\$220,133.96	\$48,997.21
					#DIV/0!	\$0.00	\$30.46	\$253.30	\$114.32
					\$2,000.00	\$2,000.00	\$2,100.00	\$2,200.00	\$70.71
					\$11,521.11	\$69,126.68	\$3,000.00	\$76,843.77	\$38,651.36
	\$54.40				\$88.58	\$442.88	\$368.04	\$790.00	\$211.51
\$2,440.77					\$2,440.77	\$2,440.77	\$2,230.00	\$3,822.83	\$865.22
\$14,363.84	\$11,431.45	\$12,250.29	\$11,401.04	\$12,448.90	\$17,631.75	\$211,580.97	\$191,832.32	\$266,495.00	\$39,683.72
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00	\$7,000.00	\$14,000.00	\$3,511.88
\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$334,749.96	\$241,785.37	\$302,018.24	\$34,432.23
\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$28,000.56	\$19,739.10	\$30,667.20	\$5,594.06
					#DIV/0!	\$0.00	\$1,989.92	\$2,564.88	\$320.49
\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$27,581.16	\$23,980.52	\$26,788.39	\$1,513.20

	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64
Total 8000 Personnel							
Payroll Expenses							
Wages		\$0.00					
Employee Taxes Paid by Employer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Payroll Expenses			\$0.00				\$0.00
Unapplied Cash Bill Payment Expense	\$0.00						
Total Expenses	\$58,879.52	\$50,619.15	\$62,040.91	\$64,372.94	\$52,504.16	\$53,318.45	\$45,650.01
Net Operating Income	-\$29,398.25	\$66,332.82	-\$43,350.94	\$7,918.33	-\$6,357.81	-\$13,332.34	-\$26,299.97
Other Income							
4100 Interest Earned	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Total Other Income	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Other Expenses							
Reconciliation Discrepancies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Expenses	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75
Net Other Income							
Net Income	-\$29,394.50	66,336.57	-\$43,347.19	7,922.08	-\$6,354.06	-\$13,328.59	-\$26,296.22
Projected Balance	\$10,666.93	\$76,999.75	\$33,648.81	\$41,567.14	\$35,209.33	\$21,876.99	-\$4,422.98

Cash Basis

\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$390,331.68	\$298,920.97	\$368,505.84	\$38,136.54
						#DIV/0!	\$0.00		
						#DIV/0!	\$0.00		
						\$0.00	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
\$48,416.35	\$45,792.88	\$46,302.80	\$45,228.41	\$46,501.43	\$51,635.58	\$619,627.01	\$517,322.02	\$638,257.47	\$60,467.93
-\$8,922.75	-\$20,918.78	-\$24,987.73	-\$16,363.38	\$23,941.64	-\$7,644.93	-\$91,739.16	-\$108,494.91	\$49,790.72	\$79,184.68
						#DIV/0!	\$0.00		
\$3.75	\$3.75	\$3.75	\$3.75		\$3.75	\$41.25			
\$3.75	\$3.75	\$3.75	\$3.75	\$0.00	\$3.44	\$41.25			
						#DIV/0!	\$0.00		
				\$0.00	\$0.00	\$0.00	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 0.00	\$ 3.44	\$ 41.25			
-8,919.00	-20,915.03	-24,983.98	-16,359.63	23,941.64	-\$7,641.49	-\$91,697.91			
-\$13,345.73	-\$34,264.51	-\$59,252.24	-\$75,615.62	-\$51,673.98					

**SideWalk
Cash Projection
(\$40,000 + \$55,000 Vet
Hub)
January - December 2019**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019
Income							
1000 Fundraising		\$40,000.00					
1100 Events							
1110 House Party Donations				\$1,452.36		\$1,452.34	
1120 Ticket Sales			\$1,538.86	\$7,281.73			
1125 Auction Proceeds							
1130 Other Event Donations				\$32,494.84			
1140 Raffle Sales				\$961.50			
Total 1100 Events	\$0.00	\$40,000.00	\$1,538.86	\$42,190.43	\$0.00	\$1,452.34	\$0.00
1200 Individual Contributions							
1210 Pledge Drive/Donors Club	\$674.56	\$1,515.46	\$1,589.02	\$1,465.79	\$1,538.47	\$1,476.67	\$1,500.01
1220 Combind Fund Drive		\$1,608.05		\$24.52	\$1,431.78		\$132.24
1225 United Way Contributions					\$150.95		
1230 Other Individual Contributions	\$335.68	\$5,102.47	\$3,307.08	\$5,609.34	\$1,464.55	\$751.10	\$2,284.30
1260 Annual/ Major Gifts	\$4,228.26						
Total 1200 Individual Contributions	\$5,238.50	\$8,225.98	\$4,896.10	\$7,099.65	\$4,585.75	\$2,227.77	\$3,916.55
1300 Corporate Contributions							
1310 Sponsorships		\$7,654.99	\$2,934.41	\$455.51			
1330 Churches	\$0.00	\$0.00	\$170.60	\$568.68	\$170.60	\$0.00	\$1,643.49
1340 Other		\$500.00	\$250.00		\$1,900.00	\$9,303.00	\$600.00
Total 1300 Corporate Contributions	\$0.00	\$8,154.99	\$3,355.01	\$1,024.19	\$2,070.60	\$9,303.00	\$2,243.49
Total 1000 Fundraising	\$5,238.50	\$96,380.97	\$9,789.97	\$50,314.27	\$6,656.35	\$12,983.11	\$6,160.04
2000 Grants							
2100 Government Grants	\$24,242.77	\$10,571.00	\$12,143.33	\$26,143.33	\$26,143.33	\$26,143.33	\$19,843.33
2200 Other Grants		\$10,000.00			\$20,000.00	\$10,000.00	
Total 2000 Grants	\$24,242.77	\$20,571.00	\$12,143.33	\$26,143.33	\$46,143.33	\$36,143.33	\$19,843.33
3000 Program Revenue							
3600 Community Court Fees							
Total 3000 Program Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Payment Income		\$0.00		\$2,487.00		-\$2,487.00	
Total Income	\$29,481.27	\$116,951.97	\$21,933.30	\$78,944.60	\$52,799.68	\$46,639.44	\$26,003.37
Gross Profit	\$29,481.27	\$116,951.97	\$21,933.30	\$78,944.60	\$52,799.68	\$46,639.44	\$26,003.37
Expenses							
5000 Facilities							
5100 Maintenance & Repair				\$395.94			
5200 Rent & Utilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,524.87	\$987.40	\$1,524.87	\$1,162.61
Total 5000 Facilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,920.81	\$987.40	\$1,524.87	\$1,162.61
6000 Operations							
3120 Cost of Swag							
3121 Venue/Event	\$378.25			\$549.37		\$1,513.71	
6100 Software and SAAS	\$0.00	\$204.74	\$1,137.74	\$888.87	\$1,124.81	\$235.32	\$755.32
6200 Postage, Mailing Service		\$100.00				\$101.42	
6300 Printing and Copying			\$164.17		\$561.26	\$107.47	\$170.66
6400 Office Supplies	\$108.87	\$202.05	\$284.09		\$46.94	\$126.02	\$106.28

Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Average	Total	Min	Max	StdDev +/-
				\$-0.90	\$19,999.55	\$39,999.10	\$-0.90	\$-0.90	
					#DIV/0!	\$0.00			
\$1,452.34	\$1,452.34	\$1,452.34		\$1,738.28	\$1,500.00	\$9,000.00	\$6,301.23	\$23,927.50	\$8,818.00
					\$4,410.30	\$8,820.59	\$10,148.37	\$20,231.36	\$5,643.58
			\$319.94		\$319.94	\$319.94	\$510.00	\$1,676.49	\$613.26
		\$192.87	\$2,511.12	\$699.14	\$8,974.49	\$35,897.97	\$37,225.75	\$53,688.39	\$8,468.61
					\$961.50	\$961.50	\$1,625.40	\$2,090.90	\$329.16
\$1,452.34	\$1,452.34	\$1,645.21	\$2,831.06	\$2,436.52	\$7,916.59	\$94,999.10	\$65,283.09	\$93,828.86	\$14,352.67
					#DIV/0!	\$0.00			
	\$809.69	\$740.97	\$783.06	\$810.33	\$1,173.09	\$12,904.03	\$12,904.03	\$22,690.79	\$5,089.81
\$2,030.90	\$24.52		\$1,434.94		\$955.28	\$6,686.95	\$4,628.78	\$6,686.95	\$1,038.75
					\$150.95	\$150.95	\$150.95	\$824.08	\$360.20
\$6,833.48	\$3,510.35	\$1,924.71	\$3,643.75	\$24,810.51	\$4,964.78	\$59,577.32	\$15,382.07	\$59,577.32	\$22,428.91
\$2,854.07	\$5,813.85	\$2,114.13	\$3,890.51	\$11,099.18	\$5,000.00	\$30,000.00	\$29,392.90	\$44,164.49	\$7,439.44
\$11,718.45	\$10,158.41	\$4,779.81	\$9,752.26	\$36,720.02	\$9,109.94	\$109,319.25	\$72,804.33	\$123,483.74	\$25,647.33
					#DIV/0!	\$0.00	\$50.00	\$11,131.74	\$7,835.97
\$2,126.39		\$808.03	\$1,020.67		\$2,500.00	\$15,000.00	\$13,717.50	\$27,450.00	\$6,879.96
\$170.60	\$0.00	\$568.68	\$1,706.04	\$568.69	\$463.95	\$5,567.38	\$5,567.38	\$10,144.32	\$2,590.74
			\$365.00	\$7,528.74	\$2,920.96	\$20,446.74	\$3,677.36	\$9,315.00	\$2,902.77
\$2,296.99	\$0.00	\$1,376.71	\$3,091.71	\$8,097.43	\$3,417.84	\$41,014.12	\$34,082.40	\$47,349.67	\$6,738.08
\$15,467.78	\$11,610.75	\$7,801.73	\$15,675.03	\$47,253.07	\$23,777.63	\$285,331.57	\$189,060.30	\$236,115.60	\$25,128.88
					#DIV/0!	\$0.00			
\$19,843.33	\$19,843.33	\$19,843.33	\$19,843.33	\$19,843.33	\$20,370.59	\$244,447.07	\$173,180.37	\$278,768.39	\$52,829.69
\$10,000.00				\$10,000.00	\$12,000.00	\$60,000.00	\$45,250.00	\$169,200.00	\$62,228.92
\$29,843.33	\$19,843.33	\$19,843.33	\$19,843.33	\$29,843.33	\$25,370.59	\$304,447.07	\$218,430.37	\$398,536.97	\$98,189.08
					#DIV/0!	\$0.00			
\$835.82	\$73.34	\$73.34			\$327.50	\$982.50	\$13.00	\$368.00	\$251.02
\$835.82	\$73.34	\$73.34	\$0.00	\$0.00	\$81.88	\$982.50	\$524.74	\$1,323.44	\$400.77
		\$250.00			\$62.50	\$250.00	\$892.74	\$1,336.44	\$234.59
\$46,146.93	\$31,527.42	\$27,968.40	\$35,518.36	\$77,096.40	\$49,250.93	\$591,011.14	\$408,827.11	\$627,305.91	\$122,313.05
\$46,146.93	\$31,527.42	\$27,968.40	\$35,518.36	\$77,096.40	\$49,250.93	\$591,011.14	\$408,827.11	\$627,305.91	\$122,313.05
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00			
	\$404.06				\$400.00	\$800.00	\$360.40	\$1,793.45	\$717.18
\$1,524.87	\$1,429.73	\$1,524.87	\$1,299.73	\$1,524.89	\$1,409.53	\$16,914.36	\$7,550.82	\$16,914.36	\$5,044.19
\$1,524.87	\$1,833.79	\$1,524.87	\$1,299.73	\$1,524.89	\$1,476.20	\$17,714.36	\$9,344.27	\$17,274.76	\$4,374.26
				\$357.95	\$357.95	\$357.95	\$357.95	\$357.95	
					#DIV/0!	\$0.00	\$350.00	\$350.00	
				\$464.00	\$726.33	\$2,905.33	\$2,905.33	\$4,175.45	\$713.62
\$530.79	\$252.93	\$1,435.39	\$515.59	\$0.00	\$590.12	\$7,081.50	\$6,033.59	\$7,966.29	\$967.50
					\$100.71	\$201.42	\$201.42	\$348.79	\$78.98
\$105.33	\$231.93		\$47.31	\$77.47	\$183.20	\$1,465.60	\$1,592.95	\$5,335.29	\$1,941.93
\$400.00	\$200.00	\$103.08		\$283.41	\$186.07	\$1,860.74	\$1,941.68	\$3,255.08	\$716.61

6500 Office Equipment (non capital)							
6507 Bank and Credit Card Fees			\$41.80	\$50.54	\$30.00		\$30.00
6600 Refreshments/Food			\$1,895.86	\$11,145.71	\$105.99	\$292.00	\$173.70
6610 Marketing Expenses							
6630 Event Entertainment				\$300.00			
6650 Volunteer Appreciation			\$37.05		\$150.28		
6800 Client Assistance	\$2,100.00		\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00
6810 Veteran Assistance							
Total 6800 Client Assistance	\$2,100.00	\$0.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00
6950 Miscellaneous Expense							
7000 Accounting Fees		\$2,000.00					
7100 Other Contractors	\$22,107.00	\$14,059.84	\$14,059.84	\$6,300.00	\$6,300.00	\$6,300.00	
7200 Business Lic., Mbr. Fees	\$74.84			\$100.00	\$79.84		\$133.80
7300 Insurance							
Total 6000 Operations	\$24,768.96	\$16,566.63	\$28,210.55	\$29,924.49	\$18,989.12	\$19,265.94	\$11,959.76
8000 Personnel							
8050 Volunteer Placement Fee							
8100 Salary	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83
8300 Benefits	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38
8400 Training and Development							
8500 Payroll Tax	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43
Total 8000 Personnel	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64
Payroll Expenses							
Wages							
Employee Taxes Paid by Employer		\$0.00					
Total Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Payroll Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Bill Payment Expense	\$0.00		\$0.00				\$0.00
Total Expenses	\$58,879.52	\$50,619.15	\$62,040.91	\$64,372.94	\$52,504.16	\$53,318.45	\$45,650.01
Net Operating Income	-\$29,398.25	\$66,332.82	-\$40,107.61	\$14,571.66	\$295.52	-\$6,679.01	-\$19,646.64
Other Income							
4100 Interest Earned	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Total Other Income	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Other Expenses							
Reconciliation Discrepancies							
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75
Net Income	-\$29,394.50	\$66,336.57	-\$40,103.86	\$14,575.41	\$299.27	-\$6,675.26	-\$19,642.89
Projected Balance	\$10,666.93	\$76,999.75	\$36,892.14	\$51,463.80	\$51,759.32	\$45,080.31	\$25,433.67

Cash Basis

					#DIV/0!	\$0.00	\$626.80	\$1,030.56	\$202.16
		\$20.00	\$30.00	\$81.56	\$40.56	\$283.90	\$360.97	\$2,436.24	\$1,163.75
		\$3.99	\$218.14	\$560.57	\$1,799.50	\$14,395.96	\$11,715.88	\$14,496.14	\$1,577.06
\$273.60		\$68.30		\$33.94	\$125.28	\$375.84	\$142.86	\$526.14	\$193.12
					\$300.00	\$300.00	\$300.00	\$842.41	\$313.16
\$23.35	\$102.19	\$29.53			\$68.48	\$342.40	\$41.63	\$375.90	\$184.08
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$9,818.18	\$108,000.00	\$131,530.05	\$219,833.96	\$48,867.81
					#DIV/0!	\$0.00	\$175.00	\$300.00	\$88.39
\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$10,590.00	\$9,000.00	\$108,000.00	\$131,530.05	\$220,133.96	\$48,997.21
					#DIV/0!	\$0.00	\$30.46	\$253.30	\$114.32
					\$2,000.00	\$2,000.00	\$2,100.00	\$2,200.00	\$70.71
					\$11,521.11	\$69,126.68	\$3,000.00	\$76,843.77	\$38,651.36
	\$54.40				\$88.58	\$442.88	\$368.04	\$790.00	\$211.51
\$2,440.77					\$2,440.77	\$2,440.77	\$2,230.00	\$3,822.83	\$865.22
\$14,363.84	\$11,431.45	\$12,250.29	\$11,401.04	\$12,448.90	\$17,631.75	\$211,580.97	\$191,832.32	\$266,495.00	\$39,683.72
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00	\$7,000.00	\$14,000.00	\$3,511.88
\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$334,749.96	\$241,785.37	\$302,018.24	\$34,432.23
\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$28,000.56	\$19,739.10	\$30,667.20	\$5,594.06
					#DIV/0!	\$0.00	\$1,989.92	\$2,564.88	\$320.49
\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$27,581.16	\$23,980.52	\$26,788.39	\$1,513.20
\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$390,331.68	\$298,920.97	\$368,505.84	\$38,136.54
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00			
					\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00			
\$48,416.35	\$45,792.88	\$46,302.80	\$45,228.41	\$46,501.43	\$51,635.58	\$619,627.01	\$517,322.02	\$638,257.47	\$60,467.93
-\$2,269.42	-\$14,265.45	-\$18,334.40	-\$9,710.05	\$30,594.97	-\$2,384.66	-\$28,615.86	-\$108,494.91	\$49,790.72	\$79,184.68
					#DIV/0!	\$0.00			
\$3.75	\$3.75	\$3.75	\$3.75		\$3.75	\$41.25			
\$3.75	\$3.75	\$3.75	\$3.75	\$0.00	\$3.44	\$41.25			
					#DIV/0!	\$0.00			
				\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
3.75 \$	3.75 \$	3.75 \$	3.75 \$	0.00	\$3.44	\$41.25			
-2,265.67	-14,261.70	-18,330.65	-9,706.30	30,594.97	-\$2,381.22	-\$28,574.61			
\$23,164.25	\$8,898.80	-\$9,435.60	-\$19,145.65	\$11,449.32					

SideWalk
Profit and Loss
 January 2016 - December 2018

	Jan - Dec 2016	Jan - Dec 2017	Jan - Dec 2018	Total
Income				
1000 Fundraising				0.00
1100 Events				0.00
1110 House Party Donations	23,927.50	6,301.23	14,607.08	44,835.81
1120 Ticket Sales	20,231.36	19,583.05	10,148.37	49,962.78
1125 Auction Proceeds	765.00	510.00	1,676.49	2,951.49
1130 Other Event Donations	48,905.00	53,688.39	37,224.85	139,818.24
1140 Raffle Sales		2,090.90	1,625.40	3,716.30
Total 1100 Events	\$ 93,828.86	\$ 82,173.57	\$ 65,282.19	\$ 241,284.62
1200 Individual Contributions				0.00
1210 Pledge Drive/Donors Club	15,371.90	22,690.79	12,904.03	50,966.72
1220 Combind Fund Drive	5,902.72	4,628.78	6,686.95	17,218.45
1225 United Way Contributions	824.08	709.79	150.95	1,684.82
1230 Other Individual Contributions	30,827.37	15,382.07	59,577.32	105,786.76
1250 In-kind Contributions Individuals	35.00			35.00
1260 Annual/ Major Gifts	38,323.30	29,392.90	44,164.49	111,880.69
Total 1200 Individual Contributions	\$ 91,284.37	\$ 72,804.33	\$ 123,483.74	\$ 287,572.44
1300 Corporate Contributions		50.00		50.00

1310 Sponsorships	27,450.00	13,717.50	21,335.55	62,503.05
1320 In-Kind Contributions Corporate	1,676.29	2,474.00		4,150.29
1330 Churches	9,959.32	10,144.32	5,567.38	25,671.02
1340 Other	3,677.36	7,696.58	20,446.74	31,820.68
Total 1300 Corporate Contributions	\$ 42,762.97	\$ 34,082.40	\$ 47,349.67	\$ 124,195.04
Total 1000 Fundraising	\$ 227,876.20	\$ 189,060.30	\$ 236,115.60	\$ 653,052.10
2000 Grants				0.00
2100 Government Grants	229,336.97	173,180.37	278,768.39	681,285.73
2200 Other Grants	169,200.00	45,250.00	97,498.00	311,948.00
Total 2000 Grants	\$ 398,536.97	\$ 218,430.37	\$ 376,266.39	\$ 993,233.73
3000 Program Revenue				0.00
3100 "Swag" Sales	368.00	13.00		381.00
3600 Community Court Fees	524.74	1,323.44	1,067.74	2,915.92
Total 3000 Program Revenue	\$ 892.74	\$ 1,336.44	\$ 1,067.74	\$ 3,296.92
Total Income	\$ 627,305.91	\$ 408,827.11	\$ 613,449.73	\$ 1,649,582.75
Gross Profit	\$ 627,305.91	\$ 408,827.11	\$ 613,449.73	\$ 1,649,582.75
Expenses				
5000 Facilities				0.00
5100 Maintenance & Repair	1,793.45	1,023.92	360.40	3,177.77
5200 Rent & Utilities	7,550.82	15,484.48	16,914.36	39,949.66
Total 5000 Facilities	\$ 9,344.27	\$ 16,508.40	\$ 17,274.76	\$ 43,127.43
6000 Operations				0.00
3120 Cost of Swag			350.00	350.00

3121 Venue/Event	4,175.45	2,976.61	2,905.33	10,057.39
6100 Software and SAAS	6,033.59	7,966.29	7,081.49	21,081.37
6200 Postage, Mailing Service	348.79	324.35	201.42	874.56
6300 Printing and Copying	5,335.29	2,564.42	1,950.90	9,850.61
6400 Office Supplies	3,255.08	2,101.57	1,941.68	7,298.33
6450 Decoration Supplies	647.53	514.63		1,162.16
6500 Office Equipment (non capital)	810.42	1,030.56	626.80	2,467.78
6507 Bank and Credit Card Fees	2,436.24	360.97	485.98	3,283.19
6600 Refreshments/Food	11,715.88	14,496.14	14,395.96	40,607.98
6610 Marketing Expenses	526.14	142.86	375.84	1,044.84
6630 Event Entertainment	842.41	300.00	300.00	1,442.41
6650 Volunteer Appreciation	41.63	375.90	342.40	759.93
6700 Mileage & Travel	8.00	95.65		103.65
6800 Client Assistance	219,833.96	131,530.05	139,405.26	490,769.27
6810 Veteran Assistance	300.00		175.00	475.00
Total 6800 Client Assistance	\$ 220,133.96	\$ 131,530.05	\$ 139,580.26	\$ 491,244.27
6900 In-kind Expenses	1,711.29	2,474.00		4,185.29
6950 Miscellaneous Expense	253.30	30.46	186.23	469.99
7000 Accounting Fees	2,200.00		2,100.00	4,300.00
7100 Other Contractors	3,000.00	20,120.19	76,843.77	99,963.96
7200 Business Lic., Mbr. Fees	790.00	604.84	368.04	1,762.88
7300 Insurance	2,230.00	3,822.83	2,440.77	8,493.60
Total 6000 Operations	\$ 266,495.00	\$ 191,832.32	\$ 252,476.87	\$ 710,804.19
8000 Personnel				0.00

8050 Volunteer Placement Fee	11,000.00	14,000.00	7,000.00	32,000.00
8100 Salary	241,785.37	242,992.69	302,018.24	786,796.30
8300 Benefits	19,739.10	23,126.37	30,667.20	73,532.67
8400 Training and Development	1,989.92	2,564.88	2,032.01	6,586.81
8500 Payroll Tax	24,406.58	23,980.52	26,788.39	75,175.49
Total 8000 Personnel	\$ 298,920.97	\$ 306,664.46	\$ 368,505.84	\$ 974,091.27
9000 Other Types of Expenses				0.00
9100 Depreciation	2,754.95	2,316.84		5,071.79
Total 9000 Other Types of Expenses	\$ 2,754.95	\$ 2,316.84	\$ 0.00	\$ 5,071.79
Payroll Expenses				0.00
Wages				0.00
Employee Taxes Paid by Employer			0.00	0.00
Total Wages	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenses	\$ 577,515.19	\$ 517,322.02	\$ 638,257.47	\$ 1,733,094.68
Net Operating Income	\$ 49,790.72	-\$ 108,494.91	-\$ 24,807.74	-\$ 83,511.93
Other Income				
4100 Interest Earned	34.43	94.32	72.15	200.90
Total Other Income	\$ 34.43	\$ 94.32	\$ 72.15	\$ 200.90
Other Expenses				
Reconciliation Discrepancies			0.00	0.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Net Other Income	\$ 34.43	\$ 94.32	\$ 72.15	\$ 200.90

Net Income

\$ 49,825.15 -\$ 108,400.59 -\$ 24,735.59 -\$ 83,311.03

Friday, Jan 18, 2019 02:44:13 PM GMT-8 - Accrual Basis

**SideWalk
Profit and Loss
No Additional Funding**

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019
Income							
1000 Fundraising							
1100 Events							
1110 House Party Donations				\$1,452.36		\$1,452.34	
1120 Ticket Sales			\$1,538.86	\$7,281.73			
1125 Auction Proceeds							
1130 Other Event Donations				\$32,494.84			
1140 Raffle Sales				\$961.50			
Total 1100 Events	\$0.00	\$0.00	\$1,538.86	\$42,190.43	\$0.00	\$1,452.34	\$0.00
1200 Individual Contributions							
1210 Pledge Drive/Donors Club	\$674.56	\$1,515.46	\$1,589.02	\$1,465.79	\$1,538.47	\$1,476.67	\$1,500.01
1220 Combind Fund Drive		\$1,608.05		\$24.52	\$1,431.78		\$132.24
1225 United Way Contributions					\$150.95		
1230 Other Individual Contributions	\$335.68	\$5,102.47	\$3,307.08	\$5,609.34	\$1,464.55	\$751.10	\$2,284.30
1260 Annual/ Major Gifts	\$4,228.26						
Total 1200 Individual Contributions	\$5,238.50	\$8,225.98	\$4,896.10	\$7,099.65	\$4,585.75	\$2,227.77	\$3,916.55
1300 Corporate Contributions							
1310 Sponsorships		\$7,654.99	\$2,934.41	\$455.51			
1330 Churches		\$0.00	\$170.60	\$568.68	\$170.60		\$1,643.49
1340 Other		\$500.00	\$250.00		\$1,900.00	\$9,303.00	\$600.00
Total 1300 Corporate Contributions	\$0.00	\$8,154.99	\$3,355.01	\$1,024.19	\$2,070.60	\$9,303.00	\$2,243.49
Total 1000 Fundraising	\$5,238.50	\$16,380.97	\$9,789.97	\$50,314.27	\$6,656.35	\$12,983.11	\$6,160.04
2000 Grants							
2100 Government Grants	\$24,242.77	\$10,571.00	\$8,900.00	\$8,900.00	\$8,900.00	\$8,900.00	\$2,600.00
2200 Other Grants		\$10,000.00			\$20,000.00	\$10,000.00	
Total 2000 Grants	\$24,242.77	\$20,571.00	\$8,900.00	\$8,900.00	\$28,900.00	\$18,900.00	\$2,600.00
3000 Program Revenue							
3600 Community Court Fees							
Total 3000 Program Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Payment Income		\$0.00		\$2,487.00		-\$2,487.00	
Total Income	\$29,481.27	\$36,951.97	\$18,689.97	\$61,701.27	\$35,556.35	\$29,396.11	\$8,760.04
Gross Profit	\$29,481.27	\$36,951.97	\$18,689.97	\$61,701.27	\$35,556.35	\$29,396.11	\$8,760.04
Expenses							
5000 Facilities							
5100 Maintenance & Repair				\$395.94			
5200 Rent & Utilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,524.87	\$987.40	\$1,524.87	\$1,162.61
Total 5000 Facilities	\$1,582.92	\$1,524.87	\$1,302.72	\$1,920.81	\$987.40	\$1,524.87	\$1,162.61
6000 Operations							
3120 Cost of Swag							
3121 Venue/Event	\$378.25			\$549.37		\$1,513.71	
6100 Software and SAAS	\$0.00	\$204.74	\$1,137.74	\$888.87	\$1,124.81	\$235.32	\$755.32
6200 Postage, Mailing Service		\$100.00				\$101.42	
6300 Printing and Copying			\$164.17		\$561.26	\$107.47	\$170.66
6400 Office Supplies	\$108.87	\$202.05	\$284.09		\$46.94	\$126.02	\$106.28

Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Average	Total	Min	Max	StdDev +/-
				-0.90	-0.90	-0.90	-0.90	-0.90	
					#DIV/0!	\$0.00			
\$1,452.34	\$1,452.34	\$1,452.34		\$1,738.28	\$1,500.00	\$9,000.00	\$6,301.23	\$23,927.50	\$8,818.00
					\$4,410.30	\$8,820.59	\$10,148.37	\$20,231.36	\$5,643.58
			\$319.94		\$319.94	\$319.94	\$510.00	\$1,676.49	\$613.26
		\$192.87	\$2,511.12	\$699.14	\$8,974.49	\$35,897.97	\$37,225.75	\$53,688.39	\$8,468.61
					\$961.50	\$961.50	\$1,625.40	\$2,090.90	\$329.16
\$1,452.34	\$1,452.34	\$1,645.21	\$2,831.06	\$2,437.42	\$4,583.33	\$55,000.00	\$65,283.09	\$93,828.86	\$14,352.67
					#DIV/0!	\$0.00			
	\$809.69	\$740.97	\$783.06	\$810.33	\$1,173.09	\$12,904.03	\$12,904.03	\$22,690.79	\$5,089.81
\$2,030.90	\$24.52		\$1,434.94		\$955.28	\$6,686.95	\$4,628.78	\$6,686.95	\$1,038.75
					\$150.95	\$150.95	\$150.95	\$824.08	\$360.20
\$6,833.48	\$3,510.35	\$1,924.71	\$3,643.75	\$24,810.51	\$4,964.78	\$59,577.32	\$15,382.07	\$59,577.32	\$22,428.91
\$2,854.07	\$5,813.85	\$2,114.13	\$3,890.51	\$11,099.18	\$5,000.00	\$30,000.00	\$29,392.90	\$44,164.49	\$7,439.44
\$11,718.45	\$10,158.41	\$4,779.81	\$9,752.26	\$36,720.02	\$9,109.94	\$109,319.25	\$72,804.33	\$123,483.74	\$25,647.33
					#DIV/0!	\$0.00	\$50.00	\$11,131.74	\$7,835.97
\$2,126.39		\$808.03	\$1,020.67		\$2,500.00	\$15,000.00	\$13,717.50	\$27,450.00	\$6,879.96
\$170.60		\$568.68	\$1,706.04	\$568.69	\$618.60	\$5,567.38	\$5,567.38	\$10,144.32	\$2,590.74
			\$365.00	\$7,528.74	\$2,920.96	\$20,446.74	\$3,677.36	\$9,315.00	\$2,902.77
\$2,296.99	\$0.00	\$1,376.71	\$3,091.71	\$8,097.43	\$3,417.84	\$41,014.12	\$34,082.40	\$47,349.67	\$6,738.08
\$15,467.78	\$11,610.75	\$7,801.73	\$15,675.03	\$47,253.97	\$17,111.04	\$205,332.47	\$189,060.30	\$236,115.60	\$25,128.88
					#DIV/0!	\$0.00			
\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$7,167.81	\$86,013.77	\$173,180.37	\$278,768.39	\$52,829.69
\$10,000.00				\$10,000.00	\$12,000.00	\$60,000.00	\$45,250.00	\$169,200.00	\$62,228.92
\$12,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$12,600.00	\$12,167.81	\$146,013.77	\$218,430.37	\$398,536.97	\$98,189.08
					#DIV/0!	\$0.00			
\$835.82	\$73.34	\$73.34			\$327.50	\$982.50	\$13.00	\$368.00	\$251.02
\$835.82	\$73.34	\$73.34	\$0.00	\$0.00	\$81.88	\$982.50	\$524.74	\$1,323.44	\$400.77
		\$250.00			\$62.50	\$250.00	\$892.74	\$1,336.44	\$234.59
\$28,903.60	\$14,284.09	\$10,725.07	\$18,275.03	\$59,853.97	\$29,381.56	\$352,578.74	\$408,827.11	\$627,305.91	\$122,313.05
\$28,903.60	\$14,284.09	\$10,725.07	\$18,275.03	\$59,853.97	\$29,381.56	\$352,578.74	\$408,827.11	\$627,305.91	\$122,313.05
					#DIV/0!	\$0.00			
	\$404.06				#DIV/0!	\$0.00			
\$1,524.87	\$1,429.73	\$1,524.87	\$1,299.73	\$1,524.89	\$1,409.53	\$16,914.36	\$7,550.82	\$16,914.36	\$5,044.19
\$1,524.87	\$1,833.79	\$1,524.87	\$1,299.73	\$1,524.89	\$1,476.20	\$17,714.36	\$9,344.27	\$17,274.76	\$4,374.26
				\$357.95	\$357.95	\$357.95	\$357.95	\$357.95	
					#DIV/0!	\$0.00	\$350.00	\$350.00	
				\$464.00	\$726.33	\$2,905.33	\$2,905.33	\$4,175.45	\$713.62
\$530.79	\$252.93	\$1,435.39	\$515.59	\$0.00	\$590.12	\$7,081.50	\$6,033.59	\$7,966.29	\$967.50
					\$100.71	\$201.42	\$201.42	\$348.79	\$78.98
\$105.33	\$231.93		\$47.31	\$77.47	\$183.20	\$1,465.60	\$1,592.95	\$5,335.29	\$1,941.93
\$400.00	\$200.00	\$103.08		\$283.41	\$186.07	\$1,860.74	\$1,941.68	\$3,255.08	\$716.61

6500 Office Equipment (non capital)							
6507 Bank and Credit Card Fees			\$41.80	\$50.54	\$30.00		\$30.00
6600 Refreshments/Food			\$1,895.86	\$11,145.71	\$105.99	\$292.00	\$173.70
6610 Marketing Expenses							
6630 Event Entertainment				\$300.00			
6650 Volunteer Appreciation			\$37.05		\$150.28		
6800 Client Assistance	\$2,100.00						
6810 Veteran Assistance							
Total 6800 Client Assistance	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6950 Miscellaneous Expense							
7000 Accounting Fees		\$2,000.00					
7100 Other Contractors	\$22,107.00	\$14,059.84	\$14,059.84	\$6,300.00	\$6,300.00	\$6,300.00	
7200 Business Lic., Mbr. Fees	\$74.84			\$100.00	\$79.84		\$133.80
7300 Insurance							
Total 6000 Operations	\$24,768.96	\$16,566.63	\$17,620.55	\$19,334.49	\$8,399.12	\$8,675.94	\$1,369.76
8000 Personnel							
8050 Volunteer Placement Fee							
8100 Salary	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83
8300 Benefits	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38
8400 Training and Development							
8500 Payroll Tax	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43
Total 8000 Personnel	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64
Payroll Expenses							
Wages							
Employee Taxes Paid by Employer		\$0.00					
Total Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Payroll Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unapplied Cash Bill Payment Expense	\$0.00		\$0.00				\$0.00
Total Expenses	\$58,879.52	\$50,619.15	\$51,450.91	\$53,782.94	\$41,914.16	\$42,728.45	\$35,060.01
Net Operating Income	-\$29,398.25	-\$13,667.18	-\$32,760.94	\$7,918.33	-\$6,357.81	-\$13,332.34	-\$26,299.97
Other Income							
4100 Interest Eamed	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Total Other Income	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
Other Expenses							
Reconciliation Discrepancies							
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75
Net Income	-29,394.50	-13,663.43	-32,757.19	7,922.08	-6,354.06	-13,328.59	-26,296.22
Projected Balance	\$10,666.93	-\$3,000.25	-\$35,761.19	-\$27,842.86	-\$34,200.67	-\$47,533.01	-\$73,832.98

Cash Basis

					#DIV/0!	\$0.00	\$626.80	\$1,030.56	\$202.16
		\$20.00	\$30.00	\$81.56	\$40.56	\$283.90	\$360.97	\$2,436.24	\$1,163.75
		\$3.99	\$218.14	\$560.57	\$1,799.50	\$14,395.96	\$11,715.88	\$14,496.14	\$1,577.06
\$273.60		\$68.30		\$33.94	\$125.28	\$375.84	\$142.86	\$526.14	\$193.12
					\$300.00	\$300.00	\$300.00	\$842.41	\$313.16
\$23.35	\$102.19	\$29.53			\$68.48	\$342.40	\$41.63	\$375.90	\$184.08
					\$2,100.00	\$2,100.00	\$131,530.05	\$219,833.96	\$48,867.81
					#DIV/0!	\$0.00	\$175.00	\$300.00	\$88.39
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$2,100.00	\$131,530.05	\$220,133.96	\$48,997.21
					#DIV/0!	\$0.00	\$30.46	\$253.30	\$114.32
					\$2,000.00	\$2,000.00	\$2,100.00	\$2,200.00	\$70.71
					\$11,521.11	\$69,126.68	\$3,000.00	\$76,843.77	\$38,651.36
	\$54.40				\$88.58	\$442.88	\$368.04	\$790.00	\$211.51
\$2,440.77					\$2,440.77	\$2,440.77	\$2,230.00	\$3,822.83	\$865.22
\$3,773.84	\$841.45	\$1,660.29	\$811.04	\$1,858.90	\$8,806.75	\$105,680.97	\$191,832.32	\$266,495.00	\$39,683.72
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00	\$7,000.00	\$14,000.00	\$3,511.88
\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$27,895.83	\$334,749.96	\$241,785.37	\$302,018.24	\$34,432.23
\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$2,333.38	\$28,000.56	\$19,739.10	\$30,667.20	\$5,594.06
					#DIV/0!	\$0.00	\$1,989.92	\$2,564.88	\$320.49
\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$2,298.43	\$27,581.16	\$23,980.52	\$26,788.39	\$1,513.20
\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$32,527.64	\$390,331.68	\$298,920.97	\$368,505.84	\$38,136.54
					#DIV/0!	\$0.00			
					#DIV/0!	\$0.00			
					\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00			
\$37,826.35	\$35,202.88	\$35,712.80	\$34,638.41	\$35,911.43	\$42,810.58	\$513,727.01	\$517,322.02	\$638,257.47	\$60,467.93
-\$8,922.75	-\$20,918.78	-\$24,987.73	-\$16,363.38	\$23,942.54	-\$13,429.02	-\$161,148.26	-\$108,494.91	\$49,790.72	\$79,184.68
					#DIV/0!	\$0.00			
\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$41.25			
\$3.75	\$3.75	\$3.75	\$3.75	\$0.00	\$3.44	\$41.25			
					#DIV/0!	\$0.00			
				\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 0.00	\$3.44	\$41.25			
-8,919.00	-20,915.03	-24,983.98	-16,359.63	23,942.54	-13,425.58	-161,107.01			
-\$82,755.73	-\$103,674.51	-\$128,662.24	-\$145,025.62	-\$121,083.08					



City Council

Approval of an Ordinance Amending Olympia Municipal Code 3.16.020 Clarifying Signatory Authority Related to Interlocal Agreements and Other Contracts

Agenda Date: 2/26/2019
Agenda Item Number: 4.J
File Number: 19-0088

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

Title

Approval of an Ordinance Amending Olympia Municipal Code 3.16.020 Clarifying Signatory Authority Related to Interlocal Agreements and Other Contracts

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Olympia Municipal Code 3.16.020 to clarify the level of approval required for interlocal agreements and other contracts on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance amending Olympia Municipal Code 3.16.020 to clarify the level of approval required for interlocal agreements and other contracts.

Staff Contact:

Greg Wright, Fire Chief, 360.753.8466
Annaliese Harksen, Deputy City Attorney, 360.753.8003

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

The City of Olympia operates under the Optional Municipal Code found in Chapter 35A of the Revised Code of Washington (RCW). That Chapter provides optional municipal code cities with the authority to contract. The interlocal cooperation act provides supplemental authority to contract with

other governmental entities and sets out specific items that must be included in an interlocal agreement under Chapter 39.34 RCW. But, not all contracts with another jurisdiction should be characterized as an interlocal agreement.

The current language in Olympia Municipal Code (OMC) 3.16.020 characterizes all City contracts with any other governmental jurisdiction as an interlocal agreement requiring Council approval. When the City wishes to contract with a non-governmental agency, however, the City Manager has authority to enter into a contract of up to \$300,000 without Council approval, with certain exceptions.

In an increasing number of situations, labeling every contract with another governmental entity as an “interlocal agreement” that requires Council approval is problematic. For example, the Fire Department has developed two regional business models, a fire training center and a fire vehicle repair function. Some Thurston County Fire agencies contract for large amounts of service from these two business models via interlocal agreements. Those agreements are typically long term and more complex. Smaller agencies with less developed training services occasionally contact the Fire Training Center for one-time fire training, often associated with mandated requirements that they cannot fulfill on their own. More typically, and more urgently, vehicle breakdowns that require the specialty knowledge of mechanics that are Emergency Vehicle Technician certified, like the mechanics at the Olympia Fire Department, come to the fire vehicle repair business model. These departments requesting repairs are typically in a crisis. Under the language of OMC 3.16.020, if the City doesn’t already have an interlocal agreement in place to provide training or vehicle repair services to these jurisdictions, the Fire Department must craft an agreement to send through Council for approval. These are often one-time services and the problem is the time it would take to send an agreement of this type through Council makes the service impossible. These agencies are typically our mutual aid partners, so in situations when our partner’s fire fleet is compromised, we in Olympia are potentially at risk should we have a large, multi-alarm fire.

To rectify those situations where a contract with a single jurisdiction is necessary and the terms are simple, a change in Olympia Municipal Code is necessary. This change will allow the City Manager of the City Manager’s designee to enter into contracts up to \$300,000 with other governmental entities, just as the City currently does with non-governmental entities. In more complex relationships with other jurisdictions, for example, contracts involving multiple jurisdictions, those establishing a joint board or separate legal entity, those creating a long-term commitment, or those with complex terms, an interlocal agreement sent through Council will continue to be recommended.

Neighborhood/Community Interests (if known):

None

Options:

1. Approve the ordinance adding amending Olympia Municipal Code 3.16.020 to change approval authority related to interlocal agreements and contracts with other governmental jurisdictions and forward the ordinance to second reading.
2. Do not approve the ordinance amending Olympia Municipal Code 3.16.020 to change approval authority related to interlocal agreements and other contracts with governmental entities. This option will continue to impede contracts between the City and other governmental agencies, making time sensitive contracting impossible and, in emergency circumstances, could compromise mutual aid assistance.

Financial Impact:

None

Attachments:

Ordinance.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE 3.16.020 CLARIFYING REQUIREMENTS RELATED TO INTERLOCAL AGREEMENTS AND OTHER CONTRACTS

WHEREAS, the powers granted under Chapter 39.34 RCW are supplemental according to RCW 39.34.100; and

WHEREAS, the City of Olympia (City) operates under the Optional Municipal Code, which provides broad authority in RCW 35A.11.010 for the City to contract and be contracted with; and

WHEREAS, the current language in Olympia Municipal Code (OMC) 3.16.020 is unnecessarily limiting, requiring that even contracts with other jurisdictions that are not governed by Chapter 39.34 must be presented to Council for approval; and

WHEREAS, the requirement for contracts with other governmental entities to be approved by the City's governing authority exists in state law only where the contract is entered into under Chapter 39.34 RCW;

WHEREAS, the City wishes to amend the OMC to be consistent with the requirements of state law with respect to contracts entered into with other governmental entities;

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

Section 1. Amendment of OMC 3.16.020. Olympia Municipal Code Section 3.16.020 is hereby amended to read as follows:

3.16.020 Council Approval.

The following documents and instruments shall be presented to the City Council for approval prior to their execution by the City Manager:

A. Interlocal agreements: All contracts, agreements, memoranda of understanding, or other documents between the City of Olympia and any other governmental agency or agencies that are entered into pursuant to the supplemental authority for the City to contract in Chapter 39.34 RCW. ~~An agreement in association with a grant application is not considered an interlocal agreement for purpose of this subsection but is subject to the monetary thresholds in Subsection C.~~

B. Instruments pertaining to real property: any contract, agreement, lease, easement, bill of sale, or other instrument pertaining to the City's use, disposition, conveyance, or acquisition of real property.

Exceptions:

(1) An acceptance by the City in its regulatory capacity of a dedication from a development is not subject to Council approval.

(2) Temporary construction licenses are not subject to Council approval.

(3) The City Manager is authorized to sign the following without further City Council approval: All instruments pertaining to the City's use, disposition, conveyance, or acquisition of real property by whatever method, provided that such transaction is associated with a capital improvement project that has been previously approved by Council.

C. Any contract, agreement, or other document with a cost over \$300,000.

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED: (set)

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending the Olympia Municipal Code to Modify Masculine and/or Feminine Language to Gender-Neutral Pronouns and Job Titles

Agenda Date: 2/26/2019
Agenda Item Number: 4.K
File Number: 19-0119

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

Title

Approval of an Ordinance Amending the Olympia Municipal Code to Modify Masculine and/or Feminine Language to Gender-Neutral Pronouns and Job Titles

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on first reading the Ordinance amending the Olympia Municipal Code to modify masculine and/or feminine language to gender-neutral pronouns and job titles, and forward to second reading.

Report

Issue:

Whether to amend the Olympia Municipal Code to modify masculine and/or feminine language to gender-neutral pronouns and job titles.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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

The City of Olympia values and respects equality and diversity and has a long record of pro-equality legislation and activity.

Gender-neutral language aims to eliminate (or neutralize) reference to gender in terms that describe

people or their job titles, and emphasizes the equal treatment of all gender identities with no discrimination whatsoever.

The Olympia Municipal Code (OMC) currently contains mostly masculine pronouns. The proposed ordinance will authorize Code Publishing Company, the City's codifier of the OMC, to amend the entire OMC by replacing any gender-preference language with gender-neutral pronouns and job titles.

Neighborhood/Community Interests (if known):

Amending the OMC to include gender-neutral pronouns and job titles promotes equality.

Options:

1. Approve the Ordinance Amending the Olympia Municipal Code to Modify Masculine and/or Feminine Language to Gender-Neutral Pronouns and Job Titles and forward to second reading.
2. Approve the ordinance with modifications and forward to second reading.
3. Do not approve the ordinance.

Financial Impact:

Code Publishing Company has quoted \$1,500 to amend the OMC to gender-neutral pronouns and job titles.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE ENTIRE OLYMPIA MUNICIPAL CODE TO MODIFY ANY AND ALL MASCULINE AND/OR FEMININE LANGUAGE TO GENDER-NEUTRAL PRONOUNS AND JOB TITLES.

WHEREAS, the City of Olympia values and respects equality and diversity and has a long record of pro-equality legislation and activity; and

WHEREAS, all genders and persons are created equal; and

WHEREAS, the Olympia Municipal Code (OMC), as amended, currently contains mostly masculine pronouns; and

WHEREAS, amending the OMC to include gender-neutral pronouns and job titles by eliminating any gender preference language within the OMC will promote equality;

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

Section 1. The recitals and findings contained in the Preamble to this Ordinance are adopted by reference and incorporated as if fully set forth in this Section.

Section 2. The pronouns throughout the OMC are amended to promote gender-neutral pronouns and job titles.

Section 3. Subject to final approval by the City Attorney, the City's codifier, Code Publishing Company, is hereby authorized to degenderize the Olympia Municipal Code and update pronouns and job titles when appropriate. Code Publishing Company is also authorized to update future ordinances by making changes such as the following:

- a. Gendered subject (he, she, etc.), object (him, her, etc.) and possessive (his, hers, etc.) pronouns shall be replaced by a gender-neutral description of the pronoun referent's title of office, employment or descriptor. For example, where a code section refers to a "Director" all subsequent gendered pronouns shall be replaced by "the Director" in the subjective case, "that Director" in the objective case and "the Director's" in the possessive case.
- b. Table 1 lists commonly encountered titles of office, employment and descriptors. All gendered pronouns within the OMC that refer back to a title of office, employment or descriptor found in Table 1 shall be replaced by the subjective, objective or possessive form of the that title of office, employment or descriptor, as the case may be. Table 1 is non-exhaustive and may be amended from time to time.

Table 1

Gendered Terms in Existing Code	Common Non-Gendered Titles of Office, Employment and Descriptors
He, She, Him, Her, Himself, Herself	The Agent
He, She, Him, Her, Himself, Herself	The Alternate member
He, She, Him, Her, Himself, Herself	The Applicant
He, She, Him, Her, Himself, Herself	The Architect
He, She, Him, Her, Himself, Herself	The Assessor
He, She, Him, Her, Himself, Herself	The Attorney
He, She, Him, Her, Himself, Herself	The Candidate
He, She, Him, Her, Himself, Herself	The Chief officer
He, She, Him, Her, Himself, Herself	The Clerk
He, She, Him, Her, Himself, Herself	The Complainant
He, She, Him, Her, Himself, Herself	The Consignee
He, She, Him, Her, Himself, Herself	The Councilmember
He, She, Him, Her, Himself, Herself	The Dancer
He, She, Him, Her, Himself, Herself	The Dealer
He, She, Him, Her, Himself, Herself	The Declarant
He, She, Him, Her, Himself, Herself	The Department director
He, She, Him, Her, Himself, Herself	The Deputy
He, She, Him, Her, Himself, Herself	The Designee
He, She, Him, Her, Himself, Herself	The Detainee
He, She, Him, Her, Himself, Herself	The Director
He, She, Him, Her, Himself, Herself	The Driver
He, She, Him, Her, Himself, Herself	The Employee
He, She, Him, Her, Himself, Herself	The Engineer
He, She, Him, Her, Himself, Herself	The Entertainer
He, She, Him, Her, Himself, Herself	The Examiner
He, She, Him, Her, Himself, Herself	The Executive
He, She, Him, Her, Himself, Herself	The Executor
He, She, Him, Her, Himself, Herself	The Felon
He, She, Him, Her, Himself, Herself	The Fire Marshall
He, She, Him, Her, Himself, Herself	The Franchisee
He, She, Him, Her, Himself, Herself	The Franchisor
He, She, Him, Her, Himself, Herself	The Guarantee
He, She, Him, Her, Himself, Herself	The Guarantor
He, She, Him, Her, Himself, Herself	The Individual
He, She, Him, Her, Himself, Herself	The Inspector
He, She, Him, Her, Himself, Herself	The Investigator
He, She, Him, Her, Himself, Herself	The Leaver

He, She, Him, Her, Himself, Herself	The Lessee
He, She, Him, Her, Himself, Herself	The Lessor
He, She, Him, Her, Himself, Herself	The Licensee
He, She, Him, Her, Himself, Herself	The Lobbyist
He, She, Him, Her, Himself, Herself	The Manager
He, She, Him, Her, Himself, Herself	The Member
He, She, Him, Her, Himself, Herself	The Merchant
He, She, Him, Her, Himself, Herself	The Mortgagee
He, She, Him, Her, Himself, Herself	The Mortgagor
He, She, Him, Her, Himself, Herself	The Offender
He, She, Him, Her, Himself, Herself	The Officer
He, She, Him, Her, Himself, Herself	The Official
He, She, Him, Her, Himself, Herself	The Operator
He, She, Him, Her, Himself, Herself	The Owner
He, She, Him, Her, Himself, Herself	The Pawn broker
He, She, Him, Her, Himself, Herself	The Permit holder
He, She, Him, Her, Himself, Herself	The Permittee
He, She, Him, Her, Himself, Herself	The Person
He, She, Him, Her, Himself, Herself	The Physician
He, She, Him, Her, Himself, Herself	The Principal
He, She, Him, Her, Himself, Herself	The Prisoner
He, She, Him, Her, Himself, Herself	The Probationer
He, She, Him, Her, Himself, Herself	The Promoter
He, She, Him, Her, Himself, Herself	The Public records officer
He, She, Him, Her, Himself, Herself	The Purchaser
He, She, Him, Her, Himself, Herself	The Respondent
He, She, Him, Her, Himself, Herself	The Secondhand dealer
He, She, Him, Her, Himself, Herself	The Seller
He, She, Him, Her, Himself, Herself	The Servant
He, She, Him, Her, Himself, Herself	The Sheriff
He, She, Him, Her, Himself, Herself	The Solicitor
He, She, Him, Her, Himself, Herself	The Sponsor
He, She, Him, Her, Himself, Herself	The Station manager's
He, She, Him, Her, Himself, Herself	The Suspended person
He, She, Him, Her, Himself, Herself	The Tenant
He, She, Him, Her, Himself, Herself	The Trespasser
He, She, Him, Her, Himself, Herself	The Trustee
He, She, Him, Her, Himself, Herself	The Vendor

- c. Each specifically gendered term identified in Column A of Table 2, and which is also found within the OMC, shall be replaced by the corresponding non-gendered term identified in Column B. Table 2 is non-exhaustive and may be amended from time to time.

Table 2

Gendered Terms Commonly Found in Existing Code	Non-Gendered Term Replacement
"Bondsman"	"Bonds-person"
"Brother"	"Sibling"
"Chairman"	"Chair," "chairperson"
"Craftsmen"	"Craftspeople," "artisans"
"Fireman," "Firewoman," "Firemen," "Firewomen"	"Firefighter," "firefighters"
"Fraternal"	"Social"
"Heirs"	"Beneficiaries"
"Journeyman"	"Journey"
"Maiden"	"Family"
"Male" and "female"	"People of different genders"
"Manhole"	"Maintenance hole"
"Manmade"	"Human-made"
"Manpower"	"Human effort"
"Manpower"	"Workforce"
"Master"	"Captain," "Skipper," "Pilot," "Safety Officer," "Central"
"Men and women"	"People"
"Men or women"	"A single gender"
"Ombudsman"	"Ombuds," "Investigating Official"
"Patrolmen"	"Patrol," "Guards"
"Policeman," "Policewoman," "Policemen," "Policewomen"	"Police Officer," "Police Officers"
"Pregnant" (woman, women)	"Pregnant employees"
"Repairman"	"Repairs," "Repairer"
"Salesman"	"Salesperson," "Salespeople"
"Sister"	"Sibling"
"Sorority," "Fraternity"	"Collegiate Greek system residence"
"Sportsman"	"Hunters"
"The masculine pronoun includes the feminine"	"Words referring to a specific gender may be extended to any other gender"
"Watchmen"	"Guards"

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

Section 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

Section 7. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Public Hearing on the Draft Olympia Sea Level Rise Response Plan

Agenda Date: 2/26/2019
Agenda Item Number: 5.A
File Number: 19-0067

Type: public hearing **Version:** 1 **Status:** Public Hearing

Title

Public Hearing on the Draft Olympia Sea Level Rise Response Plan

Recommended Action

Utility Advisory Committee Recommendation:

The Utility Advisory Committee recommends adopting the Draft Olympia Sea Level Rise Response Plan.

City Manager Recommendation:

Hold a public hearing to gather additional public comments on the Draft Olympia Sea Level Rise Response Plan.

Report

Issue:

Whether to hold a public hearing on the Draft Olympia Sea Level Rise Response Plan.

Staff Contact:

Susan Clark, Senior Planner, Public Works/Water Resources, 360.753.8321

Presenter:

Andy Haub, Water Resources Director

Background and Analysis:

In early 2017, the City of Olympia, the Port of Olympia and the LOTT Clean Water Alliance entered into an Interlocal Agreement to jointly fund and participate in a formal sea level rise planning process for downtown Olympia and the Port peninsula. A consulting firm, AECOM Technical Services, assisted with the planning effort.

The Draft Olympia Sea Level Rise Response Plan provides comprehensive short-term, mid-term and long-term strategies for minimizing and preventing flooding to downtown Olympia from rising sea levels. The Plan is organized into ten chapters addressing the following:

- Planning context
- Public engagement and outreach

- Climate science
- Vulnerability and risk
- Approach to adaptation
- Physical and operational strategies
- Governance and informational strategies
- Cost of adaptation
- Implementation and next steps
- Monitoring and action triggers

The Draft Olympia Sea Level Rise Plan was available for public review and comment from December 11, 2018 - January 25, 2019. To address public (and staff) comments, revisions to the Draft Plan are proposed and have been incorporated into a February 6, 2019 Plan Revision Errata Sheet.

The City of Olympia issued a notice of State Environmental Policy Act (SEPA) Determination of Non-significance (DNS) for the Olympia Sea Level Rise Plan on February 13, 2019. The DNS comment deadline is February 27, 2019 and the DNS appeal period deadline is March 6, 2019. After the appeal period concludes on March 6, staff will return to the City Council to consider adoption of the Plan.

Neighborhood/Community Interests (if known):

Various community groups and other agencies are engaged in climate change and sea level rise issues. The City of Olympia Comprehensive Plan and Downtown Strategy support developing a sea level response plan. Citizens voiced their support for the sea level response planning process during four well-attended public meetings conducted during the 18-month planning process. Comments received at each public meeting are included in meeting summary reports that are available on the City's website. Coordination with the City's regional climate change mitigation planning is also occurring.

Option:

Hold a public hearing to gather additional comments on the Draft Olympia Sea Level Rise Response Plan.

Financial Impact:

None at this time.

City of Olympia Storm and Surface Water utility budgets include \$125,000 for continued planning and technical work associated with Plan implementation. Additional capital facility funding is provided annually for downtown flood reduction work.

Attachments:

1. UAC Letter of Support
2. Link to Draft Sea Level Rise Response Plan, Plan Revision Errata Sheet and Appendices



February 7, 2019

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and Council members:

SUBJECT: Draft Sea Rise Level Response Plan

Thank you for the opportunity to provide input on the Draft Sea Level Rise Response Plan.

As the delegated advisory committee tasked with helping guide the draft plan, the Utility Advisory Committee (UAC) has been tracking plan development since early 2017. We write to express our support for the plan. We encourage City Council to adopt and implement it.

The plan is a thoughtful and diligent approach for addressing a challenging, long-term problem with serious implications for our downtown. The plan provides an appropriate template for City staff, elected officials, and our community to follow in the years and decades ahead. We feel fortunate to live in a community that has the capacity and forethought to respond to sea rise and climate change.

We fully understand that our community's response to sea level rise will evolve and adapt over time. Given that inevitable implementation dynamic, the plan provides an affective path to do so. While supportive of the plan, we offer the following comments to help strengthen implementation:

- The UAC stresses the importance of sustained community focus on the issue of sea rise as well as climate change. We understand that much work will be needed in the next few years to begin implementing and funding the necessary responses. Establishing the appropriate governance structure to accommodate long-term implementation is critical to success. We encourage City Council to support City staff in undertaking this work.
- The long-term infrastructure costs of plan implementation are dominated by several high cost projects – raising several shoreline streets and pumping creeks and stormwater flows to Budd Inlet. We encourage staff to continue refining the infrastructure proposals with the goal of reducing costs or modifying the approach for the projects. This will be a long-term element of plan implementation.
- While we understand that retreat from our downtown is not a viable management option, we encourage City Council and staff to continue quantifying the implications of retreat so that our community can understand the decision-making process. This understanding will be important as long-term funding is discussed.
- Some shoreline property owners and businesses will be impacted by rising waters, potentially with limited public assistance. City staff have shared the problem and potential City response with several downtown property owners. We think it would be appropriate for the City to

engage those property owners in the years ahead. Such a relationship would potentially benefit both private and public interests as well as help build a more cohesive downtown shoreline.

- The public outreach and education efforts associated with the planning process have been extensive. In the years to come, we recommend broader outreach work to better involve residents throughout Thurston County.
- Similarly, the project team has involved local students and teachers in the planning process. We encourage continued work in this arena with potential monitoring and research involvement from the local colleges and universities.
- We encourage City Council to fully support its parallel planning effort regarding climate change and greenhouse gas emission reductions.

Our comments reflect our support of the adoption of the Sea Level Rise Plan, its recently completed errata sheet and ultimately its implementation. We understand that staff are prepared to begin implementation of the plan in 2019. With City Council support, we will request that staff provide the UAC with occasional updates on progress.

Please feel free to contact me at dhaffner@ci.olympia.wa.us

Sincerely,



Dever Haffner-Ratliffe

Chair, Utility Advisory Committee

cc: Steve Hall, City Manager
Andy Haub, Water Resources Director
Lindsay Marquez, Water Resources Program Assistant

[Home](#) » [City Utilities](#) » [Storm & Surface Water](#) » [Sea Level Rise](#)

Sea Level Rise

Featured Links

Planning Process

- [Planning Process & Documents](#)
- [Community Involvement](#)
- [Project Scope of Work](#)
- [Interlocal Agreement](#)

Previous Presentations

- [February 2017 SLR Community Meeting](#)
- [April 2017 City Council Meeting \(Interlocal Agreement\)](#)
- [May 2017 Scope of Work Presentation](#)

Previous Reports

- [2011 Technical Report](#)
- [2008 Greenhouse Gas Emissions Annual Report](#)
- [2007 Climate Change Report](#)
- [2007 Climate Change Forum](#)
- [2005 Greenhouse Gas Emissions Baseline Report](#)
- [1991 Climate Action Plan](#)

Navigation

- [Storm & Surface Water](#)
- [Private Stormwater System Maintenance](#)
- [Policies & Regulations](#)
- [Reporting Spills](#)

New Project Information

- [Public comments and Project Team responses](#) are now available.
- [Proposed revisions](#) to the Draft Sea Level Rise Response Plan to address public and staff comments.
- January 30, 2019 joint elected officials [meeting materials](#).



Draft Sea Level Rise Response Plan Community Review Process

The Draft Sea Level Rise Response Plan was presented at a Sea Level Rise Community Meeting and made available for public comment on December 11, 2018. Comments received during the public comment period, and at the January 26, 2019 project sponsored King Tide Event, were responded to by the City, LOTT and Port Project Team and summarized at the January 30, 2019 Joint Elected Officials meeting. The [table of public comments and Project Team responses](#) is available here.

To address public (and staff) comments, the City, LOTT and Port Project Team has proposed revisions to the Draft Sea Level Rise Plan. The Plan Revision [Errata Sheet](#) is available here and is included in the Draft Sea Level Rise Response Plan below. The Olympia City Council will hold a public hearing on the Draft Sea Level Rise Response Plan (including the Plan Revision Errata Sheet) in late February 2019.

The City of Olympia, LOTT Clean Water Alliance, the Port of Olympia and the consulting firm AECOM Technical Services Inc. have been working together to develop a comprehensive Sea Level Rise Response Plan for Downtown Olympia since May 2017.

This planning effort is a priority action from the City's [Downtown Strategy](#) process and builds on steps that have already been taken to prepare for sea level rise.

 [Draft SLR Response Plan Executive Summary](#)
 [Complete Draft SLR Response Plan](#)
 [Plan Revision Errata Sheet](#)
 [Document Cover & Table of Contents](#)
 [Chapter 1: Planning Context](#)
 [Chapter 2: Engagement & Outreach](#)

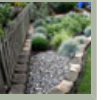
Rake a Drain

YOU CAN HELP PREVENT FLOODING



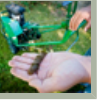
Rain Gardens

LEARN ABOUT OUR REIMBURSEMENT PROGRAM



Aeration

LEARN ABOUT OUR FREE LAWN AERATOR RENTAL PROGRAM



City Calendar

Loading events...

→ [View full calendar...](#)

City Updates

GOT STORM DEBRIS? DROP IT OFF FREE

To support residents as they clean out broken tree limbs and other plant debris from the recent snowstorm, the City is offering two locations to drop off vegetation debris for free on Saturday, February 23, and Sunday, February 24. 8 a.m. - 3 p.m. each day.
Westside – Dirt Works: Alta Street off of Capital Mall Drive (behind Yauger Park)

Eastside – City Yardwaste Drop Off Site: 1000 10th Ave. SE

The City is offering this free service to Olympia residents only. Staff will request proof of Olympia residency before accepting debris, so residents should bring their driver's license or their utility bill to either of the locations.

FRAUDULENT UTILITY BILLING CALLS

The City has heard from several residents who have received calls claiming to be from the City of Olympia Utilities Department. The calls include a pre-recorded phone-tree and hold music similar to the City's actual phone system. The message claims that the resident's water is about to be shut off and transfers to a live operator to make a payment. If you receive a call like this DO NOT pay the caller - call 360.753.8340 during normal business hours to confirm your billing details.

ADDRESSING HOMELESSNESS

Homelessness is the most significant and urgent public concern facing our community. Visit our updated [Homelessness web page](#) for the latest on the City's immediate, emergency actions and work toward long-term solutions.

Chapter 3: Climate Science for Olympia

Chapter 4: SLR Vulnerability & Risk

Chapter 5: Approach to Adaptation

Chapter 6: Physical & Operational Strategies

Chapter 7: Governance & Informational Strategies

Chapter 8: Costs of Adaptation

Chapter 9: Implementation & Next Steps

Chapter 10: Monitoring & Action Triggers

Appendices & References

Other project documents completed during the planning process including the Planning Framework, Science Review and Vulnerability and Risk Assessment can be viewed on our [Planning Process & Documents](#) page.

Story Maps

Predicted Sea Levels

How Olympia Floods

Our Strategies

Frequently Asked Questions

[What is Keeping Downtown Olympia Dry?](#)

In addition to planning for the future through participation in the joint sea level rise planning effort, Olympia's Storm and Surface Water Utility is taking action today to minimize flooding in Downtown Olympia. View the [Taking Steps to Keep Downtown Olympia Dry](#) document for more information.

During current-day high tides, marine water can flow backward up through the stormwater system causing flooding in low-lying Downtown streets and parking lots. Such nuisance flooding is now limited to just a few times a year. With rising seas, the frequency of nuisance flooding is expected to increase.

The mission of Olympia's Storm and Surface Water Utility is to reduce flooding, improve water quality, and protect and enhance aquatic habitat.

[Why is a Sea Level Rise Response Plan needed?](#)

There are many Sea Level Rise and flooding related challenges facing the downtown Olympia area. Portions of the downtown are built on fill, shoreline areas are mapped within FEMA's 100-year coastal floodplain, and high tides can back up into the stormwater system and cause surface street flooding. Downtown flooding issues – both from high tides and intense precipitation – will worsen in the future as a result of Sea Level Rise.

[How is the SLR Response Plan related to other City Plans?](#)

This planning effort is a priority action from the City's [Downtown Strategy](#) process and builds on steps that have already been taken to prepare for sea level rise. There is strong community support for protecting Downtown, investing in Downtown and ensuring that it is safe and welcoming. These community values were established through multiple public processes and serve as the basis for the City's [Comprehensive Plan](#).

Abandoning Downtown is not consistent with existing goals, policies and growth plans adopted

2019 TRAFFIC BOX WRAP VOTE Help us choose which designs will decorate 10 more of our old, ugly traffic control boxes. Vote by browsing this FB album and 'liking' any and all that you'd like to see as you travel around Olympia. [Vote now...](#)

SEA LEVEL RISE The Draft Sea Level Rise Response Plan is now available. [More...](#)

2019 PRELIMINARY OPERATING BUDGET The 2019 Preliminary Operating Budget is now available. [More...](#)

2019-2024 ADOPTED CAPITAL FACILITIES PLAN The [2019-2024 Capital Facilities Plan](#) (CFP) is now available. [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.

for Downtown or with public values embodied in the Olympia Comprehensive Plan, Downtown Strategy and Shoreline Master Program. However, through the sea level rise planning process, the potential implications of a large-scale retreat from Downtown will be better understood.

Comprehensive Plan Goals & Policies

- The City uses best available information to implement a Sea Level Rise management plan that will protect Olympia's downtown. (Goal U 11)
- Evaluate different scenarios for sea level rise, including varying magnitudes and time horizons, and develop a progression of adaptation and response actions for each scenario. (PU 11.1)
- Develop plans, cost estimates and financing options for addressing sea level rise that include regulatory, engineering and environmentally sensitive solutions. (PU 11.2)
- Maintain public control of downtown shorelines that may eventually be needed to help manage flood water. (PU 11.3)
- Incorporate sea level rise planning into the design of public and private infrastructure where needed. (PU 11.4)
- Use the best available science and the experiences of other communities in formulating plans for sea level rise. (PU 11.5)
- Partner with government entities and other key stakeholders, such as, the federal government, State of Washington, LOTT Clean Water Alliance, Port of Olympia, Squaxin Island Tribe, downtown property owners, businesses and residents, environmental groups, and other interested parties. (PU 11.6)
- Engage the community in a discussion of various sea level rise scenarios, how the City will respond to lessen the impact, and what the costs would be. (PU 11.7)
- Require development to incorporate measures, such as higher finished floor elevations, that will reduce risks and avoid future costs associated with rising sea levels; and to encourage acknowledgment of such risks by state and federal agencies. (PU 11.8)

Downtown Strategy Action

- Form a Sea Level Response Plan that identifies needs for protecting Downtown, risks, uncertainties, private and public costs, funding, and a response that can be implemented incrementally and modified as new information emerges.

[How can the community participate in the planning process?](#)

Development of the Sea Level Rise Response Plan included three community meetings designed to obtain feedback and input at specific points during the planning process.

- Workshop 1: Vulnerability and Risk Assessment
- Workshop 2: Draft Adaptation Strategies
- Workshop 3: Draft Sea Level Rise Response Plan

In addition to the project's scheduled community workshops, the Project Partners intend to pursue additional community engagement opportunities. If your organization is interested in a Sea Level Rise presentation, please send a request to searise@ci.olympia.wa.us.

To view materials from previous community meetings and presentations, visit our [SLR Community Involvement](#) page.

Questions?

Contact Susan Clark, Senior Planner, at 360.753.8321 or searise@ci.olympia.wa.us

[Sign Up to Get Updates](#)



[back to top...](#)

Copyright © 2019. All rights reserved. Last Updated: Feb 14, 2019

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

