



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, June 8, 2016

5:00 PM

Room 207

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.A [16-0719](#) Approval of April 13, 2016 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

4.A [16-0725](#) Update on 2017 Budget

4.A.1 [16-0709](#) Briefing on Public Safety Funding Needs

4.B [16-0726](#) Funding Options to Study Assistance for Low Wage Workers

4.C [16-0685](#) Disposition of City-Owned Property Located at 815 SE 7th Avenue

Attachments: [7th Ave Parcel Map](#)

4.D [16-0687](#) Update to Procedures for the Evaluation of City Real Property for Reuse and Disposal

Attachments: [Draft 2016 Revisions - Procedures for Evaluation of City Real Property for Reuse and Disposal](#)

5. 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 Committee meeting, please contact the Council's Secretary 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 Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Finance Committee

Approval of April 13, 2016 Finance Committee Meeting Minutes

Agenda Date: 6/8/2016
Agenda Item Number:
File Number:16-0719

Type: minutes **Version:** 1 **Status:** Passed

Title

Approval of April 13, 2016 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, April 13, 2016

5:00 PM

Room 207

1. ROLL CALL

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

2. CALL TO ORDER

Chair Cooper called the meeting to order at 5:08 p.m.

3. APPROVAL OF MINUTES

3.A [16-0455](#) Approval of March 2, 2016 Finance Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [16-0452](#) Review of Washington Center for the Performing Arts (WCPA) Audit

WCPA Executive Director Jill Barnes, Vice Chair of Finance Jim Haley, and Development Director Jocelyn Wood attended the meeting to review the Center's 2013-2014 financial audit, update the Committee on the current budget status and outlook, and talk about upcoming fundraising events. Mr. Haley stated the audit was clean with no issues. Ms. Barnes said 2015-2016 revenues are looking better than last year with an increase in subscribers and renewals, but ultimately everything hinges on the upcoming Friends Campaign. Ms. Barnes indicated Center visitors are frustrated and put off by the lack of parking and also by the number of vagrants downtown. These two issues are prevalent problems to achieving greater success in growing business. Finance Committee members asked City staff to look into placing signs at lots where the public may park for free after 5:00 p.m. to assist Center visitors in locating places to park.

The report was received.

4.B [16-0461](#) Approval of the Establishment of an Economic Development Capital Facilities Plan (CFP) Project Account

Assistant City Manager Jay Burney proposed establishment of an Economic Development Capital Facilities Plan Project Account. Such an account would provide City Council and staff with a tool to assist in site remediation, site preparation, or marketing of properties that are candidates for public/private partnerships or sale for

economic development purposes. In short, this account will allow Council and staff to be more nimble and flexible in responding to economic development initiatives and/or public/private partnership opportunities.

Committee member Roe moved, seconded by Committee member Bateman, to recommend approval of the creation of an Economic Development Capital Facilities Plan Project Account, and place the item on the City Council's consent calendar on May 10, 2016 under File 16-0553. The motion was approved.

4.C [16-0472](#) Update on Olympia Westside Police Station Repairs

Public Works Deputy Director Debbie Sullivan talked about the condition of the Olympia Police Department's (OPD) Westside station and the cost of needed repairs. There have been \$69,000 in improvements since 2008 and another \$444,000 is estimated for known projects. Committee members asked about the value of the building and wondered whether demolition and rebuilding/relocating would be a more cost-effective choice since the building is so old. Committee members also wanted to know whether having a Westside station was considered mission critical. OPD Deputy Chief Steve Nelson responded in the affirmative. Committee members like the idea of having the officers work out of a safe, interim location until a better permanent location is established. Ms. Sullivan will do some more research on relocating vs. rebuilding.

The information was provided.

4.D [16-0463](#) Discussion of Potential Financing for Park Land Acquisitions

Administrative Services Director Jane Kirkemo led the discussion on potential financing options for the \$5.3 million purchase of the Trillium portion of the LBA Woods property and the Kaiser Heights property. The \$5.3 million is needed by June 2016. The Olympia Metro Parks District (OMPD) will not receive any revenue until May 2017. With no tax rate established, revenue cannot be estimated. Without any history or estimate of revenue, the OMPD cannot issue debt. Therefore, the Utility Tax is the City's only revenue source to fund land acquisition. The current Utility Tax is paying for the 2006 land acquisitions (final payment is December 1, 2016). Staff recommended issuing Bond Anticipation Notes (BANs) to finance the purchase. Revenue will come from 2.5% of the Utility Tax, leaving 0.5% for building repair and replacement, CAMMP, or other land acquisitions.

Staff also discussed financing future land acquisitions. The proposal reflects two bond issues (\$10 million each in 2017 and 2022) leaving the remaining cash to handle future opportunities. There is estimated to be \$23.3 million cash available over the 20 years. In addition to the cash, there will be \$20 million in bonds plus impact fees.

Committee member Roe moved, seconded by Committee member Bateman, to direct Ms. Kirkemo to bring a \$5.3 million BAN ordinance to City Council May 3, 2016 under File 16-0572. The motion was approved.

5. ADJOURNMENT

Chair Cooper adjourned the meeting at 6:53 p.m.



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

Finance Committee

Update on 2017 Budget

Agenda Date: 6/8/2016
Agenda Item Number:
File Number: 16-0725

Type: information **Version:** 1 **Status:** Filed

Title

Update on 2017 Budget

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the update. Briefing only; no action requested

Report

Issue:

Whether to receive an update on the 2017 budget

Staff Contact:

Steve Hall, City Manager, Executive Department 360.753.8447

Presenter(s):

Steve Hall, City Manager



Finance Committee

Briefing on Public Safety Funding Needs

Agenda Date: 6/8/2016
Agenda Item Number: 4.A.1
File Number: 16-0709

Type: report **Version:** 1 **Status:** Filed

Title

Briefing on Public Safety Funding Needs

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Briefing only. No action requested.

Report

Issue:

Briefing about funding needs for the Olympia Police Department.

Staff Contact:

Laura Wohl, Administrative Services Manager
Olympia Police Department
360.753.8214

Presenter(s):

Ronnie Roberts, Chief of Police

Background and Analysis:

The Police Department is engaged in its mission to build public trust. It is at the forefront of efforts to incorporate the ideals of the President's "21st Century Policing". To achieve these goals, additional resources are needed to fully implement programs that enhance transparency, engage the community, and provide appropriate services to increase the safety of all of who live, work, and play in Olympia.

Neighborhood/Community Interests (if known):

The community has expressed support for the Police Department implementing 21st Century Policing strategies.

Options:

NA

Type: report **Version:** 1 **Status:** Filed

Financial Impact:

Funding need is approximately \$2.7 million.

Attachments:

NA



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601 4th Avenue E.
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360-753-8244

Finance Committee

Funding Options to Study Assistance for Low Wage Workers

Agenda Date: 6/8/2016
Agenda Item Number: 4.B
File Number: 16-0726

Type: discussion **Version:** 1 **Status:** Filed

Title

Funding Options to Study Assistance for Low Wage Workers

Recommended Action

Committee Recommendation:

Not referred to committee

City Manager Recommendation:

Provide guidance on next steps

Report

Issue:

Whether to discuss the funding options for a study.

Presenter(s):

Jim Cooper, Councilmember



Finance Committee

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

Agenda Date: 6/8/2016
Agenda Item Number: 4.C
File Number: 16-0685

Type: decision **Version:** 1 **Status:** Passed

Title

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

Recommended Action

Committee Recommendation:

Move to direct staff to move forward with a disposition process for City-owned property located at 815 SE 7th Avenue, Olympia.

City Manager Recommendation:

Move to approve the Finance Committee recommendation to direct staff to move forward with a disposition process for City-owned property located at 815 SE 7th Avenue, Olympia.

Report

Issue:

Whether to proceed with disposition of City-owned property located at 815 SE 7th Avenue, Olympia.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

Jay Burney, Assistant City Manager

Background and Analysis:

Attachment 1 shows the location of a vacant parcel of land owned by the City of Olympia that is just west of Pear Blossom Place on 7th Avenue. This parcel of land has been vacant for many years and has not been used for any specific municipal purpose.

Two property owners with properties adjacent to or in the vicinity of the property have expressed an interest in purchasing this parcel from the City.

Staff does not have any specific plans for the use of this property for future municipal use. In addition, the City is expending resources to clean and maintain the property. For these reasons, staff is recommending the sale of this property.

The first step in the City's *Procedures for the Evaluation of City Real Property for Reuse and Disposal* is for the Assistant City Manager to determine whether requests and/or proposals for Excess Property uses are feasible and/or sufficient prior to being forwarded to the City Council for review and approval. This issue is being brought forward to the Finance Committee as the first step in that process.

Neighborhood/Community Interests (if known):

Two of the adjacent property owners have contacted staff and are interested in acquiring the property.

Options:

1. Approve staff's recommendation to move forward with a disposition process for City-owned property located at 815 SE 7th Avenue, Olympia.
2. Do not approve staff's recommendation to move forward with a disposition process for City-owned property located at 815 SE 7th Avenue, Olympia.
3. Provide staff with direction on possible municipal uses for the site.

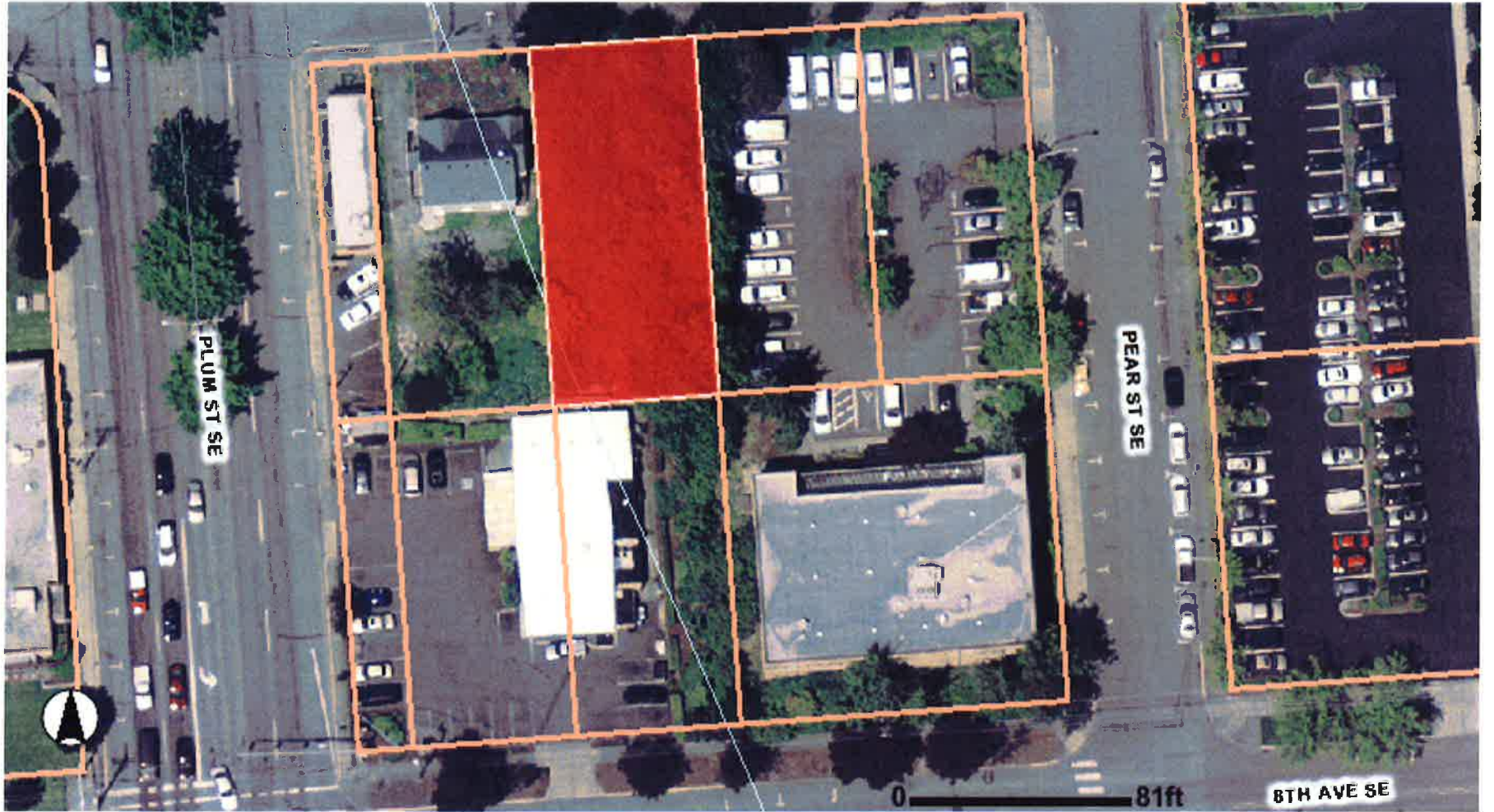
Financial Impact:

The current assessed value of the property is \$226,950. Staff will have the property appraised prior to sale.

Attachments:

Parcel Location Map

815 SE 7th Avenue Parcel





Finance Committee

Update to Procedures for the Evaluation of City Real Property for Reuse and Disposal

Agenda Date: 6/8/2016
Agenda Item Number:
File Number: 16-0687

Type: decision **Version:** 1 **Status:** Passed

Title

Update to Procedures for the Evaluation of City Real Property for Reuse and Disposal

Recommended Action

Committee Recommendation:

Move to approve the recommended revisions to the Procedures for the Evaluation of City Real Property for Reuse and Disposal.

City Manager Recommendation:

Move to approve the Finance Committee recommendation for revisions to the Procedures for the Evaluation of City Real Property for Reuse and Disposal.

Report

Issue:

Whether to approve proposed staff revisions to the Procedures for the Evaluation of City Real Property for Reuse and Disposal.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

Jay Burney, Assistant City Manager

Background and Analysis:

In January 2013, Council adopted a set of procedures to aid staff and Council in evaluating potential surplus property to determine the proper disposition, i.e. whether to sell it or re-purpose. A significant change since the adoption of these procedures is a focus on Economic Development.

The current procedures are silent on the use of City-owned properties for economic development purposes. The proposed revisions by staff would exempt properties identified by Council and/or staff for Economic Development partnerships from going through the formal disposition process. The proposed draft revisions are attached.

Neighborhood/Community Interests (if known):

Type: decision **Version:** 1 **Status:** Passed

None.

Options:

1. Approve staff's recommended revisions to the Procedures for the Evaluation of City Real Property for Reuse and Disposal.
2. Modify staff's recommended revisions to the Procedures for the Evaluation of City Real Property for Reuse and Disposal and approve as modified.
3. Do not approve staff's recommended revisions and provide guidance on next steps.

Financial Impact:

None.

Attachments:

Proposed Draft Revisions to Procedures for Evaluation of City Real Property for Reuse and Disposal.

CITY OF OLYMPIA

**PROCEDURES FOR
THE EVALUATION OF CITY REAL PROPERTY
FOR REUSE AND DISPOSAL**

June 8~~December 11~~, 20162

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1.0 DEFINITIONS

When the terms defined here appear in text, they are capitalized.

Disposal	The trade or Sale of Real Property in which the city has a fee interest to a non-City entity.
Easement	A right to use land owned by another party for a special purpose.
Encumbrance	Any claim, lien, charge, or liability attached to and binding on Real Property, including those that affect the physical condition of the property and those that affect title, which may lessen its value, or burden, obstruct, or impair its use but not necessarily prevent transfer of title.
Excess Property	Real Property that a City Department has formally determined it no longer needs for current or future use.
Fully Used Municipal Property	Municipal Use Property that is actively being used for municipal purposes to the fullest capacity possible under any required restrictions on its Municipal Use.
Interim Use	The use of property for a non-municipal use(s) or alternative municipal use on a short term basis during the period of time prior to it being used for its proposed and/or intended future municipal use.
Joint Use	The shared use of City-owned Real Property by two or more departments or by a City department(s) and one or more Public Agencies or private parties.
Jurisdiction	Primary responsibility and authority for Real Property as assigned by ordinance.
Municipal Use	Active or passive use of Real Property to carry out general purposes of the city or to accomplish City goals and objectives.
Public Agency	A federal, state, or local (other than the City of Olympia) government entity, including, but not limited to school districts, port districts, State of Washington, fire districts, or other public development authorities.

Real Property	Land and appurtenances to land, including buildings, structures, fixtures, fences, and improvements erected upon or affixed to the same.
Reuse	The use of an Unused Property or Underutilized Property, after review and assessment of the property's potential uses. Such uses may be facilitated by Transfers, and such uses may entail Interim Uses and Joint Uses.
Sale	The conveyance to a non-City entity of all or a portion of a parcel of Real Property for consideration.
Special Use Property	Real Property owned by the City that contains unique or special provisions, covenants, or restrictions regarding its use and/or sale.
Surplus Property	Excess Property formally designated by the City Council as not needed to carry out any recognized goal or policy of the City.
Transfer	The conveyance to a non-City entity of all or a portion of the rights associated with a parcel of Real Property
Underused Property	Municipal Use property that could support additional and/or more intensive uses without interfering with the primary use of the property.
Unused Property	Property owned by the City that is not currently in Municipal Use and that is not being rented, leased, or otherwise used under an agreement with the City.

2.0 PURPOSE

These procedures establish a uniform evaluation process for the Reuse or Disposal of Real Property owned in fee simple by the City of Olympia (City).

3.0 SUMMARY

Following the standard procedures described below, the City should classify every property under its jurisdiction and review the classifications regularly. When suitable and compatible, additional uses should be considered for properties that are not fully utilized for Municipal Uses. Unused Property should be utilized for municipal purposes to the fullest extent possible, with Interim Uses identified and implemented if the property is needed for a future Municipal Use. Failing identification of a current or future Municipal Use, the following standard procedures for notifying and soliciting proposals from prospective users will be utilized unless

otherwise directed by the City Manager or City Council. Classifications and uses of Real Property owned in fee simple by the City are maintained by the Assistant City Manager.

4.0 SCOPE

These procedures apply only to Real Property where the City owns a fee interest, whether located inside or outside the boundaries of the City. All City departments are subject to these procedures unless superseded by City ordinance, state law, or federal law, or as otherwise directed by the City Manager or City Council.

5.0 GUIDING PRINCIPLES FOR THE REUSE AND DISPOSAL OF REAL PROPERTY

- A. It is the intent of the City to utilize its Real Property in order to further the City's goals and to generally avoid holding properties without an adopted municipal purpose.
- B. Decisions regarding Reuse or Disposal of the City's Real Property should be made on a case by case basis using the guidance in adopted City Policy and should take into consideration current market conditions.
- B.C. Real Property owned by the City that has been identified as a candidate for a public/private partnership for economic development purposes is exempted from these procedures. Decisions on use of these properties will be made directly by the City Council.
- C.D. So that Real Property decisions are made within a City-wide context, recommendations made to the City Council on such matters should be made by the Assistant City Manager in consultation with Department Directors or their designees. Lead responsibility for analysis of Reuse and Disposal of Real Property is assigned to the Assistant City Manager, unless delegated.
- D.E. Except as otherwise delegated by ordinance, final decisions regarding the disposal of Real Property rights shall be made by the City Council. Any negotiations entered into by the City prior to final authorization by City Council, when needed, shall clearly communicate that the final decision is to be made by City Council.
- E.F. The decision-making process described in these procedures and the resulting decisions will be interpreted and applied in a manner to comply with federal, state, and local laws and regulations.
- F.G. These procedures are intended as guidelines for City decision-making in the Reuse and Disposal of property. No express or implied rights or responsibilities are intended to be created for any party. Failure to comply with these procedures will not give any party the right to change, rescind, or delay any decision or transaction related to exchange of use or ownership of City property or provide any claim for damages or other relief.
- G.H. The Legal Department should be consulted as needed in the process and at a minimum, on the following matters: (a) compliance of proposed Reuse and Disposal actions with local, state, and federal ordinances, statutes, regulations, plans, and policies; (b) the need for environmental analysis, including environmental due diligence, and review required under the State Environmental Policy Act; and (c) the form and substance of any proposed transaction documents.

H.I. These procedures are not intended to supersede those adopted by the City Council that exclusively outline a Reuse or Disposal process for a specific property or type of property. In cases where inconsistencies or conflicts occur between the two, the specific policies adopted by City Council for the property in question shall prevail.

H.J. Nothing in these procedures should be construed as favoring one municipal purpose over another.

6.0 CLASSIFICATION AND REVIEW OF REAL PROPERTY

This section provides guidance on classification, periodic review, and reclassification of Real Property that is owned in fee simple by the City of Olympia.

6.1 CLASSIFICATION

All Real Property owned in fee simple by the City of Olympia should be classified into one of the following categories:

- Fully Used Municipal Property
- Underused Property
- Interim Use Property
- Unused Property
- Excess Property
- Surplus Property, when previously so determined by Council action.

All classification data will be maintained by the Assistant City Manager in the City Property Database. The classification process is to be completed by the end of the calendar year in which these procedures are adopted.

The Fully Used and Underused categories reflect some level of Municipal use. Interim Use reflects a short term use for a property which has a planned future Municipal use. Property in the unused category has no current use, but reflects the possibility of future Municipal Use. The excess category reflects a decision that the property is no longer needed for Municipal Use. The Surplus category reflects the City Council's explicit direction that the City no longer needs the property for any municipal purpose. Special Use Property with unique restrictions or covenants will be notated in the City Property Database.

6.2 PERIODIC REVIEW

After the initial classification effort, the status of each property will be reviewed every two years to consider the suitability of each property for its current use and to consider Reuse or Disposal of Underutilized and Unused Property.

The City Council may request that a specific property be reviewed at a time not normally scheduled.

6.3 REPORTING

For the purposes of maintaining the accuracy of the City Property database, all departments are to report changes in the status of Real Property within 30 days of the change.

A status report of all City property covered by these procedures will be delivered at the first of the year, every two years to the City Council. City Council or the City Manager may request additional status reports as needs arise.

7.0 CHANGES IN EXCESS PROPERTY

When a parcel of the City's Real Property becomes Excess and/or is not needed for Economic Development Purposes, Public Agencies, and the public are to be notified of its availability, and asked to identify their interest in it.

The Assistant City Manager shall determine whether requests and/or proposals for Excess Property uses are feasible and/or sufficient prior to being forwarded to the City Council for review and approval.

7.1 INITIAL NOTIFICATION AND RESPONSE

When a City department determines it no longer has a use for a specific piece of City property, it should complete a *Property Description Change in Use/Need* (Appendix A) and send the form to the Assistant City Manager. The Assistant City Manager will work with other departments to determine if there are other uses for the property. If no other uses are identified internally, the Assistant City Manager will prepare an *Excess Property Notice* (Appendix B). The notice will be distributed as appropriate to Public Agencies, citizens, community groups, or other interested parties. This initial notice should describe the location of the Excess Property; explain its status as Excess Property; briefly describe the Reuse and Disposition Process; explain that this notice is part of the initial stage of determining what the City should do with the Excess Property; generally explain potential alternatives for reuse; and invite comments, suggestions, and recommendations from the public for a period of 30 days after the notice, on what should happen with the Excess Property. The notice should also explain that failure to comment or participate at this stage may preclude further notice at a later stage in the process.

With the *Excess Property Notice*, the Assistant City Manager will also distribute an *Excess Property Response Form* (Appendix C) and an *Excess Property Proposed Use Form* (Appendix D). Respondents will be provided with a 30 day notice to return these forms to the Assistant City Manager. Extensions may be granted depending upon circumstances and are at the sole discretion of the Assistant City Manager.

7.2 EVALUATION OF EXCESS PROPERTY RESPONSES

Upon receipt of the completed *Excess Property Proposed Use Forms*, the Assistant City Manager will analyze the proposed uses and consider any public comments or input received in response to the *Excess Property Notice*.

When evaluating responses to proposed uses of Excess Property, the Assistant City Manager will prioritize proposed uses in the following order:

- 1) Public Agencies
- 2) Non-Profit Agencies
- 3) Community Groups
- 4) Citizens, other interested parties

This priority serves only as a guideline for evaluating responses and formulating recommendations. The final decision on future use and sale of City Real Property rests with the City Council.

The Assistant City Manager may recommend one of several options for Council consideration:

- Establishment of an Interim Use until future Municipal Uses or other uses are identified or implemented
- Transfer of use to a specific non-City entity or organization for a defined Municipal Use or community benefit
- Designation as Surplus property to be sold

7.3 DETERMINATION OF COMPLEXITY

As part of the evaluation process, the Assistant City Manager should classify each proposed Reuse or Disposal decision as “simple” or “complex”. “Complex” decisions may require significant staff analysis or additional public outreach as compared to “simple” projects based on the following factors:

- The potential presence of conflicting proposals
- The type and amount of consideration proposed or necessary for the property
- The estimated fair market value of the property based on an appraisal or other means of determining fair market value
- Change in zoning requirements required by the proposed action
- Possibility of property contamination or clean-up requirements
- Whether the City will retain any Real Property rights
- Community interest in the property

Regardless of any other factor, proposed reuse or disposal decisions will automatically be classified as “complex” if any of the following applies:

- The fair market value of the property exceeds \$750,000 based on an appraisal or other means of determining fair market value
- Property use is restricted by special provisions or covenants, or is proposed to be restricted by special provisions or covenants as a condition of sale
- A “complex” designation has been required by the City Manager or City Council

7.3.1 Simple Decisions

For “simple” decisions, The Assistant City Manager will prepare a *Final Recommendation Report (Final Report)*, which will be circulated as necessary to all Public Agencies, citizen, community groups, or other parties that expressed interest in the Excess Property. A 30 day timeframe will be provided to allow for comments on the *Final Report*. A copy of the *Final Report*, along with a summary of comments received and the necessary conveyance documents will be forwarded to Council for approval.

7.3.2 Complex Decisions

“Complex” decisions require the following additional steps before a final recommendation is sent to City Council for approval:

- The Assistant City Manager or his/her designee will prepare a Public Involvement Plan. The purpose of the plan is to actively solicit and obtain the input of neighbors and the general public on the proposed recommendations for the Excess Property. The public involvement plan is to be tailored to the specific facts, location and complexities of the individual Excess Property.
- The Assistant City Manager will provide a *Draft Preliminary Report*, along with the proposed Public Involvement Plan to the Finance Committee for review and comment. After reviewing the proposed Public Involvement Plan and suggesting changes, the Finance Committee approves the Public Involvement Plan for the particular Excess Property.
- The Assistant City Manager or his/her designee implements the Public Involvement Plan approved by the Finance Committee or full Council.
- After carrying out the public process set forth in the Public Involvement Plan, the Assistant City Manager will prepare a *Final Recommendation Report (Final Report)*. The *Final Report* will incorporate and/or provide a summary of the public comments received through the implementation of the Public Involvement Plan. The *Final Report*

will be transmitted to the full Council for review, at which time a determination on moving forward with the sale of the property is made.

- If the determination is made to move forward with sale of the property, the conveyance documents will be forwarded to Council for final approval.

7.4 CITY COUNCIL PROCEEDINGS

The City Council may hold a public hearing before taking action on any “complex” or “simple” decision, but is not required to do so.

8.0 IMPLEMENTATION AFTER CITY COUNCIL APPROVAL

After the City Council has approved the disposal, the Assistant City Manager or his/her designee will proceed with implementation.

Appendix A

PROPERTY DESCRIPTION CHANGE IN USE/NEED

The Department should provide as much of the following information listed below as possible to the Assistant City Manager with its determination that it no longer has a use or need for a specific piece of City property.

1. Property Name and Address.
2. Legal Description.
3. Tax Parcel I.D. Number(s).
4. Description of Current Property Use.
5. Photograph or aerial photo of property, including current structures, if any.
6. Brief history of the property, including original fund source and the reason the City acquired it. Indicate if any grant monies may be in jeopardy by sale of the property.
7. Copies of ordinance authorizing acquisition, and any amendments or updates to that ordinance(s).
8. Citation of ordinances, statutes and regulations that particularly or uniquely affect or apply to a conveyance of this specific property.
9. Current easements, covenants and restrictions.
10. Recommended easements, covenants and restrictions upon transfer.
11. Knowledge of any current code or ordinance violations or delinquencies.
12. Fund to which sale proceeds would accrue.
13. Rough estimate of market value, expressed as a range of value, and basis for conclusion.
14. Any potential problems associated with the conveyance of the site and/or possible measures to mitigate those problems. Potential problems to consider include: risks to public safety or natural resources from sale to a private party; and contamination risks, known or unknown.

Departments should attach copies of the following documents to this form: Copies of conveyance documents, leases, contracts, easements, title reports, and surveys.

Appendix B

EXCESS PROPERTY NOTICE

Date:

TO:

FROM: Assistant City Manager

SUBJECT: Property Name, Address

The attached described Real Property owned by the City of Olympia is considered excess to the needs of the City. Public Agencies and other potential interested parties are being informed of its potential availability in accordance with the *Procedures for the Evaluation of City Real Property for Reuse and Disposal*.

Further information regarding this property can be obtained from _____ at [phone number]. For questions regarding the City's Excess Property circulation and review process, please call the Assistant City Manager at [phone number].

When completing the attached response form, please indicate your interest in acquiring the property, your needs facilities, utilities or access rights on, through or over the property, or any comments concerning the property's Disposal or Reuse. If you are interested in acquiring the property, an *Excess Proposed Use Form* must be attached to your response and signed by you or the authorized designee of your organization.

All responses must be signed and dated. Responses must be received by

_____.

Appendix C

EXCESS PROPERTY RESPONSE FORM

Date:

PROPERTY NAME, ADDRESS

LEGAL DESCRIPTION

PARCEL I.D. #

Respondent: _____

_____ We have no interest in this property

_____ We are interested in acquiring the property or jurisdiction over it. A completed *Excess Property Proposed Use Form* is attached to this response.

_____ We have facilities on the property or access rights through or across the property as described below (add additional sheets as necessary).

_____ We need facilities on the property or access rights through or across the property as described below (add additional sheets as necessary).

_____ We have the following comments regarding the proposed Reuse or Disposal of this property (add additional sheets as necessary).

Respondent Signature: _____ Agency/Organization: _____

Date: _____

Appendix D

EXCESS PROPERTY PROPOSED USE FORM	
PROPERTY NAME, ADDRESS: _____	
LEGAL DESCRIPTION: _____	
PARCEL I.D. #: _____	
RESPONDENT/ORGANIZATION: _____	
CONTACT PERSON: _____	PHONE: _____
PROPOSED USE: Describe the proposed use for the property, including information on potential improvements, users, terms, etc. (Attach additional sheets as necessary).	
EST. IMPLEMENTATION DATE: _____	EST. COST: _____
EXPECTED TERM OF USE: _____	FUND SOURCE(S): _____
Are funds appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, when? _____	
BENEFITS TO THE CITY OF OLYMPIA FROM THIS PROPOSAL:	
SUPPORTING POLICIES: List the adopted plans and policies (itemize specific sections in major documents) which supports, or are implemented, by this proposed use:	
_____ Signature of Respondent	_____ Date
_____ Printed or Typed Name	