



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, January 20, 2015

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except 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. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony 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 [15-0065](#) Approval of January 9, 2015 Minutes of a Special Meeting for a social dinner following the first day of the Annual Retreat.

Attachments: [Minutes](#)

4.B [15-0078](#) Approval of January 13, 2015 Special Study Session Minutes

Attachments: [Minutes](#)

4.C [15-0081](#) Approval of January 13, 2015 Special City Council Meeting Minutes

Attachments: [Minutes](#)

4.D [15-0079](#) Approval of Bills and Payroll Certification

Attachments: [Bills and Payroll Certificates](#)

4.E [15-0036](#) Approval to Amend the Interlocal Agreement with the Port of Olympia for Environmental Restoration Assessment of West Bay

Attachments: [WB Restoration ILA Amendment](#)

- 4.F [15-0059](#) Approval of 2015 Facility Lease Agreement with Senior Services for South Sound

Attachments: [Senior Services 2015 Lease Agreement](#)

- 4.G [15-0066](#) Approval of City Council 2015 Priorities, Committee Assignments and the 2015 Meeting Calendar

Attachments: [2015 Priorities Draft](#)

[Committee Assignments](#)

[2015 Meeting Calendar](#)

- 4.H [15-0080](#) Approval to Submit Capital Budget Requests to the State Legislature for Consideration

4. SECOND READINGS - None

4. FIRST READINGS

- 4.I [15-0026](#) Approval of Ordinance Amending OMC 16.05.050 Regarding Building Heights

Attachments: [Ordinance](#)

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [15-0030](#) Annual Comprehensive Plan Amendment Schedule for 2015

- 6.B [14-0482](#) Review and Provide Guidance on the Music Out Loud Proposal

- 6.C [14-1067](#) Approval of Transit Box Wrap Public Art Project

Attachments: [Project Description](#)

[Sample Contract](#)

[Downtown Box Wrap Template](#)

[Westside Box Wrap Template](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS**9. ADJOURNMENT**

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's 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
360-753-8447

City Council

Approval of January 9, 2015 Minutes of a Special Meeting for a social dinner following the first day of the Annual Retreat.

Agenda Date: 1/20/2015
Agenda Item Number: 4.A
File Number:15-0065

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

Title

Approval of January 9, 2015 Minutes of a Special Meeting for a social dinner following the first day of the Annual Retreat.



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Minutes - Draft City Council

Friday, January 9, 2015

5:30 PM

Anthony's Home Port, 704
Columbia St NW, The Governor
Room

Social Dinner Following Retreat

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

2. EVENT

2.A [15-0046](#) Social Dinner after the Friday Retreat Meeting

The City Council met after the first day of the annual Council Retreat for a social dinner. No business was conducted.

3. ADJOURNMENT

The event ended at 8:30 p.m.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

City Council

Approval of January 13, 2015 Special Study Session Minutes

Agenda Date: 1/20/2015
Agenda Item Number: 4.B
File Number: 15-0078

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

Title

Approval of January 13, 2015 Special Study Session Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, January 13, 2015

6:00 PM

Room 207

Special Study Session

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

2. BUSINESS ITEMS

2.A [15-0048](#) 2014 Percival Landing Condition Assessment Report

Associate Director of Parks, Arts, and Recreation David Hanna gave an overview of the background. Project Engineer Kip Summers reviewed the scope of work and showed pictures of structural problems. He then reviewed the Condition Report Summary conducted by the consultant BergerABAM and the next steps in the process.

Questions and comments included the following

- Concern about the impacts to roadways.
- Is State funding available? Don't know at this time.
- What are permitting timeframes?
- The \$350,000 for immediate should last approximately 3-5 years.
- Percival Landing is critical to Olympia's identity.
- Percival Landing is not a park -
 - It has commercial potential
 - There are businesses nearby
 - Pull it out of CAMMP (Condition Assessment Major Maintenance Program - find another way to produce revenue
- Ask the Finance Committee or the General Government Committee to look at the D&E floats and consider if this is a business activity more appropriate for Port of Olympia. Policy discussion in one of the Committees.
- What are pros and cons of taking out of CAMMP?
- Primary challenge is finding funding outside CAMMP
- Have the Finance Committee look into finding the \$350,000.
- Come back with partner funding sources.

The work session was completed.

2.B [15-0054](#) Oral Report: Clarify Referral to Land Use and Environment Committee regarding the Artesian Commons

The Council agreed that we need to find how to structure dialogue with stakeholders about approaches for this park. City Manager Steve Hall gave the background of the concept of the park and noted that violence and graffiti has gotten worse over time.

Councilmember and Chair of the Land Use and Environment Committee (LUEC) Langer reported on what took place at the Dec. 11 LUEC meeting. It was noted that the LUEC minutes indicated the Committee's preference was to shut down the park at night - not completely. He noted the LUEC did not hear from outside groups, such as Community Youth Services, the Downtown Ambassadors, or the City's Downtown Liaison.

Councilmember Roe suggested an Ad Hoc Committee be formed to look at behaviors, programming, violence and how to make this area safe. Possible members include members from the Police Department, Community Youth Services, Downtown Ambassadors, Parking and Business Improvement Area, Olympia Downtown Association, H2Oly, a youth member, business neighbor(s), the Downtown Liaison, a Public Works representative, and an LUEC member.

Councilmember Selby noted a leadership team met regarding homelessness and they may reconvene and could look into this as well.

The Council agreed the LUEC should discuss specific crime and behavior, frequency, severity - and ranges of options including looking for stakeholder perceptions, and how we establish rules for the Commons that includes the people that are using it. The structure of conversation should provide an opportunity for a lot of voices to be heard.

It was also agreed to the following

- Safety is the first priority.
- This is a multidisciplinary issue
- Look at all consequences.
- What do we want to see in that space?
- Take a short/long term look at the space.
- Not necessarily a homeless problem.
- Need better lighting/signage now.

The work session was completed.

2.C [15-0062](#) ORAL REPORT - City Council Annual Retreat Debrief

Councilmembers reviewed the 2015 meeting calendar and agreed to act on this at next week's meeting under the Consent Calendar.

Mayor Buxbaum noted these Study Sessions will need refinement as more occur and this can be discussed under Reports at tonight's business meeting. He also stated he would like each Study Session agenda to include a discussion of future agendas.

The work session was completed.

3. ADJOURNMENT

The meeting adjourned at 7:55 p.m.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

City Council

Approval of January 13, 2015 Special City Council Meeting Minutes

Agenda Date: 1/20/2015
Agenda Item Number: 4.C
File Number: 15-0081

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

Title

Approval of January 13, 2015 Special City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, January 13, 2015

8:00 PM

Council Chambers

Special Council Meeting

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

1.A ANNOUNCEMENTS

Mayor Buxbaum announced the Council met in Study Session earlier in the evening. He noted this is a Special Business Meeting to test a new scheduling approach where the second and fourth Tuesday meetings would be Study Sessions followed by a short business meeting. The full Council meeting would be held on the first and third Tuesdays. This new approach will be reviewed after a six-month trial. He announced the next full Council meeting is January 20.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. PUBLIC COMMUNICATION

Mr. Ron Nesbitt spoke.

3. CONSENT CALENDAR

3.A [15-0060](#) Approval of January 6, 2015 Special Study Session Minutes

The minutes were adopted.

3.B [15-0061](#) Approval of January 6, 2015 City Council Meeting Minutes

The minutes were adopted.

3.C [15-0040](#) Interlocal Agreement with City of Tumwater for Fire Training

The contract was adopted.

3.D [15-0051](#) Approval to Place the Proposed Resolution Establishing a

Community Renewal Area (CRA) before the Public for Comment at a Hearing on February 3, 2015

The decision was adopted.

3. SECOND READINGS

- 3.E** [15-0020](#) Approval of Revised Ordinance Adopting the 2015 Utility Rates and General Facilities Charges

The ordinance was adopted on second reading.

Approval of the Consent Agenda

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

Aye: 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Selby

3. FIRST READINGS - None

4. REPORTS AND REFERRALS

4.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings they attended.

Councilmember Cooper asked for a referral to the Finance Committee to review funding issues and options for the Percival Landing Boardwalk. Council agreed.

Council agreed to act on the 2015 meeting calendar next week under Consent. There was discussion about reviewing upcoming agendas at the Special Study Sessions and possibly revising the Upcomintg Agendas report. Staff agreed to look into some options.

4.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall presented options for the Council to consider asking the State Legislature to consider in its Capital Budget. Council agreed to act on this at next week's meeting under Consent.

Mr. Hall also asked for a referral to General Government Committee to discuss a Welcoming Center. Council agreed to the referral

Mr. Hall noted there are food barrels in the lobby. Tickets will be given for donated

items to vie for a chance to raise the 12th Man flat on Friday at 12:12 p.m.

Barrels are also in the lobby to donate coats for those in need.

5. ADJOURNMENT

The meeting adjourned at 9:03 p.m.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

City Council

Approval of Bills and Payroll Certification

Agenda Date: 1/20/2015
Agenda Item Number: 4.D
File Number: 15-0079

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

Title
Approval of Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>12/7/2014</u>	THROUGH	<u>12/13/2014</u>
FOR A/P CHECK NUMBERS	<u>3654750</u>	THROUGH	<u>3654968</u>
FOR ELECTRONIC PAYMENTS	<u>11/1/2014</u>	THROUGH	<u>11/30/2014</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

December 16, 2014

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kitekemo

TOTAL APPROVED FOR PAYMENT
FUND

\$1,002,304.80	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$113,541.57	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$18,512.84	025	WASHINGTON CENTER
\$30.20	026	MUNICIPAL ARTS FUND
\$530.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$555.99	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$18,027.89	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$69,271.27	401	WATER
\$906,572.91	402	SEWER
\$52,333.76	403	SOLID WASTE
\$31,552.28	404	STORM AND SURFACE WATER
\$16,013.78	434	STORM AND SURFACE WATER CIP
\$7,038.93	461	WATER CIP FUND
\$6,150.00	462	SEWER CIP FUND
\$3,496.94	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$38,967.21	505	WORKERS COMPENSATION
\$2,352.75	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$2,287,253.12 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 12/14/2014 THROUGH 12/20/2014
 FOR A/P CHECK NUMBERS 3654969 THROUGH 3655299
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

12-24-2014

Deputy

ADMINISTRATIVE SERVICES DIRECTOR

Debra Walsh

TOTAL APPROVED FOR PAYMENT
FUND

\$565,034.49	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$52,031.71	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$176.56	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$302,632.96	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$21.24	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$94.43	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$576,291.77	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$35,367.93	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$30,839.52	401	WATER
\$22,334.63	402	SEWER
\$291,442.37	403	SOLID WASTE
\$12,291.75	404	STORM AND SURFACE WATER
\$7,818.55	434	STORM AND SURFACE WATER CIP
\$51,267.15	461	WATER CIP FUND
\$1,476.55	462	SEWER CIP FUND
\$33,412.72	501	EQUIPMENT RENTAL
\$419,142.78	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$942.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$1,144.30	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$31,074.81	720	SCHOOLS

\$2,434,838.22 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD 12/21/2014 THROUGH 12/27/2014
 FOR A/P CHECK NUMBERS 3655300 THROUGH 3655567
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

January 2, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Raymond Kikemo

TOTAL APPROVED FOR PAYMENT
FUND

\$330,321.11	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$18,236.95	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$1,337.55	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$25,534.91	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$26,666.66	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$111,340.64	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$1,169.95	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$72,674.81	401	WATER
\$18,699.77	402	SEWER
\$5,904.29	403	SOLID WASTE
\$4,901.74	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$6,983.79	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$40,136.11	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$46.63	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$4,921.54	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$668,876.45 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD 12/28/2014 THROUGH 12/31/2014
 FOR A/P CHECK NUMBERS 3655568 THROUGH 3655685
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

January 2, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Rydzak Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$165,615.65	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$1,055.41	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$8,020.87	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$926.42	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$1,130.34	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$89,326.71	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$8,537.62	401	WATER
\$7,020.27	402	SEWER
\$21,132.78	403	SOLID WASTE
\$1,356.12	404	STORM AND SURFACE WATER
\$18,881.09	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$6,150.00	462	SEWER CIP FUND
\$136.86	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$1,049.40	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$330,339.54 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 1/1/2015 THROUGH 1/3/2015
 FOR A/P CHECK NUMBERS 3655686 THROUGH 3655781
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED January 6, 2015 ADMINISTRATIVE SERVICES DIRECTOR Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$440,109.47	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$0.00	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$26,274.99	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$76.16	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$1,512.67	401	WATER
\$1,246.04	402	SEWER
\$1,358.36	403	SOLID WASTE
\$736.11	404	STORM AND SURFACE WATER
\$7,875.00	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$3.48	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$2,497.73	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$481,940.01		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>1/4/2015</u>	THROUGH	<u>1/10/2015</u>
FOR A/P CHECK NUMBERS	<u>3655782</u>	THROUGH	<u>3655969</u>
FOR ELECTRONIC PAYMENTS	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

January 13, 2015

Jane Rayana Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$	115,256.37	001	GENERAL FUND
\$	-	002	SHOP FACILITIES
\$	217.35	003	REVOLVING ACCOUNT FUND
\$	-	004	URBAN ARTERIAL FUND
\$	-	025	WASHINGTON CENTER
\$	-	026	MUNICIPAL ARTS FUND
\$	-	029	EQUIP & FACIL REPLACE RES
\$	-	107	HUD
\$	-	108	HUD
\$	-	127	IMPACT FEES
\$	-	130	SEPA MITIGATION FUND
\$	4,797.30	132	LODGING TAX FUND
\$	-	133	ARTS AND CONFERENCE FUND
\$	-	134	PARKS AND REC SIDEWALK UT TAX
\$	-	135	PARKING BUSINESS IMP AREA
\$	-	136	FARMERS MRKT REPAIR/REPLC
\$	-	137	CHILDREN'S HANDS ON MUSEUM
\$	-	138	TRANS BENEFIT DISTRICT
\$	-	208	LID OBLIGATION CONTROL
\$	-	216	4th/5th AVE PW TRST
\$	-	223	LTGO BOND FUND '06-PARKS
\$	-	224	UTGO BOND FUND 2009 FIRE
\$	-	225	CITY HALL DEBT FUND
\$	-	226	2010 LTGO BOND-STREETPROJ
\$	-	227	LOCAL DEBT FUND
\$	-	228	2010B LTGO BONDS-HOCM
\$	8,144.93	317	CIP
\$	-	322	4/5th AVE CORRIDOR/BRIDGE
\$	-	323	CIP CONSTR FUND - PARKS
\$	-	324	FIRE STATION 4 CONSTRUCT
\$	-	325	CITY HALL CONST
\$	-	326	TRANSPORTATION CONST
\$	-	329	GO BOND PROJECT FUND
\$	-	331	FIRE EQUIPMENT REPLACEMENT FUND
\$	18.99	401	WATER
\$	-	402	SEWER
\$	-	403	SOLID WASTE
\$	-	404	STORM AND SURFACE WATER
\$	-	434	STORM AND SURFACE WATER CIP
\$	-	461	WATER CIP FUND
\$	-	462	SEWER CIP FUND
\$	-	501	EQUIPMENT RENTAL
\$	-	502	C. R. EQUIPMENT RENTAL
\$	-	503	UNEMPLOYMENT COMPENSATION
\$	347,895.00	504	INS TRUST FUND
\$	-	505	WORKERS COMPENSATION
\$	144.00	604	FIREMEN'S PENSION FUND
\$	-	605	CUSTOMERS WATER RESERVE
\$	-	621	WASHINGTON CENTER ENDOW
\$	-	631	PUBLIC FACILITIES
\$	-	682	LAW ENFORCEMENT RECORD MGNTSYS
\$	-	701	PARKS-NEIGHBORHOOD
\$	-	702	PARKS-COMMUNITY
\$	-	703	PARKS-OPEN SPACE
\$	-	707	PARKS-SPECIAL USE
\$	-	711	TRANSPORTATION
\$	-	720	SCHOOLS
\$	476,473.94		GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **12/15/2014** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,179,967.87</u>
Fire Pension Net Pay:	_____
Employer Share of Benefits:	<u>\$ 646,731.14</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	_____
Employer Share of LEOFF I Fire Post-Retirement Benefits:	_____
TOTAL	<u><u>\$ 1,826,699.01</u></u>

Paid by:

Payroll Check Numbers	<u>87524</u>	<u>87526</u>	Manual Checks
And	_____	_____	Fire Pension Checks
And	_____	_____	Manual Checks
And	<u>87527</u>	<u>87557</u>	Semi Payroll Checks

and Direct Deposit transmission.

Dec. 17, 2014
DATE

Jane Kukemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **12/31/2014** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,203,989.32</u>
Fire Pension Net Pay:	<u>\$ 22,984.74</u>
Employer Share of Benefits:	<u>\$ 653,026.45</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 30,627.38</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 23,546.88</u>
TOTAL	<u><u>\$ 1,934,174.77</u></u>

Paid by:

Payroll Check Numbers	<u> </u>	<u> </u>	Manual Checks
And	<u>87558</u>	<u>87562</u>	Fire Pension Checks
And	<u> </u>	<u> </u>	Manual Checks
And	<u>87563</u>	<u>87579</u>	Semi Payroll Checks

and Direct Deposit transmission.

12-31-14
DATE

Deputy, 
ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval to Amend the Interlocal Agreement with the Port of Olympia for Environmental Restoration Assessment of West Bay

Agenda Date: 1/20/2015
Agenda Item Number: 4.E
File Number: 15-0036

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

Title

Approval to Amend the Interlocal Agreement with the Port of Olympia for Environmental Restoration Assessment of West Bay

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve amendment to the interlocal agreement with the Port of Olympia.

Report

Issue:

Whether to approve the amendment to increase the project costs to \$220,000. City Council approved the interlocal agreement on March 4, 2014 with an estimated project cost of \$150,000.

Staff Contact:

Andy Haub, Water Resources Director, Public Works, 360.753.8473

David Hanna, Associate Director, Parks, Arts, and Recreation, 360.753.8020

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Staff from the City's Parks, Arts and Recreation and the Public Works Department, along with the Port of Olympia, identified the need to do an environmental assessment of the shore along West Bay in Olympia. The assessment will result in an understanding of the physical and environmental characteristics of the shoreline. It will assist the City and Port in identifying potential restoration projects and improvements. The assessment supports several work efforts, including West Bay Park master planning, Shoreline Master Program, water quality retrofits, and environmental mitigation.

The City and Port collaborated with the Squaxin Island Tribe to define the scope of work and solicited a request for qualifications (RFQ) for the scientific assessment. Coast and Harbor Engineering, Inc.

was the successful bidder. However, the original estimate of \$150,000 was insufficient to cover the scope of work presented by the consultant.

The original agreement limits expenditures to \$150,000 and splits the cost one-third between Olympia Parks, Public Works and the Port of Olympia (\$50,000 each).

Based on a refined scope of work from Coast and Harbor Engineering, the revised project cost is \$220,000. The total cost would remain a one-third split, with each party responsible for \$73,333 (see attached amendment).

Neighborhood/Community Interests (if known):

The West Bay shoreline is an important community and environmental resource. The assessment will help coordinate recreational, economic development, and environmental work efforts.

Options:

1. Approve the amendment to the interlocal agreement.
Continue with the important work of assessing West Bay for park master planning and environmental mitigation.

2. Modify the amendment and/or approach to the project.
Modifications would delay the assessment work for the jurisdictions and hinder the completion projects in 2015 and beyond.

3. Cease work on the project.
Terminate the agreement. This would stop the project work for all parties involved.

Financial Impact:

City funding exists through planning and project budgets in Parks, Arts and Recreation and Public Works.

**AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND PORT OF OLYMPIA FOR ENVIRONMENTAL
RESTORATION ASSESSMENT OF WEST BAY**

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto. The parties are the **CITY OF OLYMPIA**, a Washington municipal corporation (the “City”), and the **PORT OF OLYMPIA**, a Port District formed RCW Chapter 53.04 (the “Port”).

Recitals

1. On March 6, 2014, the City and the Port entered into an *Interlocal Agreement between The City of Olympia and The Port of Olympia for Environmental Restoration Assessment of West Bay* (“Agreement”).
2. The Agreement authorized the City and the Port to complete a science-based environmental restoration assessment of West Bay that would support implementation of water quality and habitat restoration strategies.
3. The parties wish to amend the Agreement, Section III, CONSULTANT AND COST SHARING, to reflect revised cost estimates for the restoration assessment. Costs will increase from \$150,000 to \$220,000.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section III, CONSULTANT AND LEGAL COST SHARING, of the Agreement is hereby amended to read as follows:

The Parties will divide costs for consulting services. The City will pay two-thirds and the Port will pay one-third of the costs for consultant services. Total costs for such services are not to exceed ~~one hundred fifty thousand~~ **two hundred and twenty thousand** and 00/100 dollars (~~\$150,000~~ **\$220,000**).

To the extent feasible, the Parties agree to pursue grants to support the work performed under this agreement. The proceeds of any grants or other donations towards the work performed under this agreement will be deducted from the consulting costs before the cost shares are calculated.


2. All remaining provisions of the *Interlocal Agreement between The City of Olympia and The Port of Olympia for Environmental Restoration Assessment of West Bay* dated March 6, 2014, and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

CITY OF OLYMPIA

By: _____
Stephen H. Buxbaum, Mayor

Dated: _____

APPROVED AS TO FORM:



City Attorney (ACA)

PORT OF OLYMPIA

By: _____
Ed Galligan, Executive Director

Dated: _____

APPROVED AS TO FORM:

Port Counsel



City Council

Approval of 2015 Facility Lease Agreement with Senior Services for South Sound

Agenda Date: 1/20/2015
Agenda Item Number: 4.F
File Number: 15-0059

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

Title

Approval of 2015 Facility Lease Agreement with Senior Services for South Sound

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve and authorize the City Manager to sign the 2015 facility lease agreement with Senior Services for South Sound for space at The Olympia Center.

Report

Issue:

Whether to renew the lease at The Olympia Center with Senior Services for South Sound.

Staff Contact:

Scott River, Associate Director, 360-753-8506

Presenter(s):

None, Consent Agenda Item

Background and Analysis:

Senior Services for South Sound has leased space at The Olympia Center since the building opened in 1987. This lease is consistent with agreements from previous years. Senior Services for South Sound has reviewed and approved the attached contract.

Senior Services for South Sound coordinates regional services for seniors in Thurston and Mason Counties. Their lease at The Olympia Center includes regional office space as well as programming and office space necessary for the local operations of the Olympia Senior Center.

Lease Terms -

- Length: Calendar year 2015.
- Space: Office, lobby, reception, kitchen, storage and work space at The Olympia Center.
- Lease Payment: \$6,574.68 per quarter, plus an additional charge for extra hours of

- program/special event space use above the hours detailed in the agreement.
- Utilities: City provides all utilities except telephones.
- Janitorial Service: Olympia provides janitorial and facility maintenance services; except that the Senior Services is responsible for any repairs or alterations that they cause, except for ordinary wear and tear.

Neighborhood/Community Interests (if known):

None known

Options:

Option 1: Authorize the City Manager to sign the 2013 lease.

Implications:

1. Continues partnership between City and Senior Services for South Sound.

Option 2: Require staff to amend proposed contract with Senior Services for South Sound.

Implications:

1. Requires reopening of negotiations with Senior Services for South Sound.

Financial Impact:

No impact on expense budget. Meets budgeted revenues forecast for leases at The Olympia Center in 2015.



THIS LEASE AGREEMENT is made and entered into between the City of Olympia, herein referred to as "OLYMPIA" and SENIOR SERVICES FOR SOUTH SOUND, a Washington nonprofit corporation, herein referred to as "USER."

1. Premises. In consideration of the covenants and agreements hereinafter set forth and other good and valuable consideration, OLYMPIA hereby leases to USER a portion of The Olympia Center, herein referred to as the CENTER, located at 222 Columbia St NW, Olympia, Washington. More specifically, said portion is described generally as follows (and in detail on the attached "Exhibit A," which is hereby incorporated by reference as though fully set forth herein):

a.) OLYMPIA agrees to grant the USER exclusive use of the following areas:

Dedicated Space

Office, reception, storage and work space for Senior Services for South Sound, Information & Assistance, Health and Hygiene, and Senior Nutrition Program, and the Senior Boutique.

In 2015, the Service to At Risk Seniors Program (STARS) was eliminated due to funding shortages. This space will be converted to a Health and Hygiene program with the understanding that should the STARS program be reinstated the Health and Hygiene room would be converted back to STARS. Primary programming purposes for the Health and Hygiene Room will be: health consultations, medical checks, therapeutic programs for individuals, inclusion programming for seniors with developmental disabilities, personal hygiene procedures and consultations.

Lobby Space

The South Lobby is for the exclusive use of the USER during all building hours as established by OLYMPIA.

USER shall be responsible for providing access to their staff and any third party individuals or organizations and provide appropriate supervision during the use. USER will not provide CENTER keys or access codes to volunteers without written agreement by OLYMPIA. OLYMPIA will not be responsible for providing access to any exclusive use areas for third party individuals or organizations.

b.) OLYMPIA agrees to grant the USER nonexclusive use of the following areas based upon the agreed upon hours of use by the USER. Costs associated with this use are provided for in USER's rent obligation.

Additional use beyond these hours will be charged 200% of the senior rate once hours have been exceeded for each space type.



Programming Space (Nonexclusive)

Various program spaces as agreed to between OLYMPIA and USER. The breakdown of program space is:

- Class/meeting rooms – 2250 hours
- Multi-Purpose room “A” – 1190 hours
- Gymnasium – 450 hours
- Special Events – 120 hours in various rooms.

All “early open” (before 8am) or “late close” (after 10pm) hours will be charged to USER using the standard hourly rate for those hours. USER will communicate anticipated extra hours in advance to allow OLYMPIA to appropriately schedule staff when necessary. Thirty (30) days advance notice is preferable, but not required.

Kitchen Space (Nonexclusive)

The Main Kitchen will be managed cooperatively by OLYMPIA and USER. Responsibilities will be as follows:

OLYMPIA

- All scheduling of facility
- Coffee service scheduling and fee collection
- Equipment repair and replacement
- Supervision of community use, except Senior Services

USER

- Provide coffee service as scheduled.
- Daily cleaning and general upkeep
- Maintain inventory of utensils, plates, cups, mugs, and other specific items as necessary.
- Training for community users (Senior Services staff can establish a schedule for training that does not conflict with nutrition operations).

At the end of the regular nutrition program (2pm, Mon-Fri), all appliances and dishes (i.e. coffee cups) will be clean and ready for community use. Any hours, including but not limited to stocking, appliance use, cleaning, or prep work requiring extra time shall be booked through OLYMPIA to avoid conflicts with community users.

In 2010, USER accepted donation of a new walk-in freezer. In order to accept this donation, space was converted to accommodate the equipment. OLYMPIA agreed to allow USER to modify the mutually agreed upon space on the condition that when the USER vacates the premises, the freezer will be removed and USER will convert such space back to its original purpose (sink and prep space).



- c.) USER is authorized to permit third party individuals and organizations access to exclusive use areas provided that the primary purpose of the third party is to promote or support senior interests in the Olympia community. Use of programming space by a group under the co-sponsorship of the USER that generates money will be charged 400% of the senior rate).
2. Term of Lease. This lease shall commence January 1, 2015, and shall terminate on December 31, 2015.
 3. Rent. USER agrees to pay OLYMPIA a total of \$6,574.68 per quarter, as rental payment hereunder, for an annual total of \$26,298.72. One quarter of said annual total shall be due and payable within 30 days of the end of each quarter during the term of said lease. Payment shall be made payable to the City of Olympia and provided to the CENTER Manager.
 4. Annual Report. USER agrees to provide OLYMPIA with a written annual report summarizing participation, activity and the financial status of the organization. This report will be submitted by April 1 following each calendar year.
 5. Utilities. USER agrees that OLYMPIA shall pay the cost of all utilities, except telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same shall be the responsibility of the USER.
 6. Maintenance and Repair. OLYMPIA shall provide janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning on a schedule to be determined by OLYMPIA. OLYMPIA shall also provide maintenance services to include replacement of light bulbs, painting, interior repair, and toilet articles. USER is responsible for all repairs necessary due to the negligence of the USER, his/her agents, invitees or employees.
 7. USER's Repairs and Alterations. USER agrees to keep the leased premises clean and in a sanitary condition, to repair and/or pay to repair any and all damage to the leased premises caused by the USER, and upon surrendering possession, to leave the leased premises in good condition, except for ordinary wear and tear. The USER will not make any alterations, additions, or improvements without prior written consent of OLYMPIA. The USER will not commit any waste or damage of the premises.
 8. Damage by Casualty. In the event said premises shall be destroyed or damaged by fire or other casualties so that the same shall be unfit for use or occupancy, then OLYMPIA shall, within fifteen (15) days after said casualty, notify the USER whether or not OLYMPIA elects to rebuild the premise and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease shall be terminated and all rents will be adjusted as of said date of OLYMPIA's decision. If OLYMPIA elects to rebuild the premises, then the rent shall be suspended for such period as USER is not in possession and until the premises can be made fit for the USER's occupancy. OLYMPIA and USER hereby expressly waive their right of



subrogation against the other party and waive their entire claim of recovery against the other party for loss, damage, or injury from fire or other casualty, included in the extended coverage insurance endorsement, whether due to negligence of any of the parties, their agents, or employees or otherwise.

9. Insurance. The USER shall provide a certificate of insurance showing evidence of commercial general liability insurance with combined single limits of liability not less than \$2,000,000 for bodily injury, including personal injury or death, products liability and property damage.

OLYMPIA must be named as an additional insured as respects this lease and such insurance as is carried by the USER is primary over any insurance carried by OLYMPIA. In the event of non-renewal, cancellation, or material change in the coverage provided, thirty (30) days written notice will be furnished OLYMPIA prior to the date of non-renewal, cancellation or change, such notice to be sent to the City of Olympia Associate Director/Recreation, 222 Columbia St NW, Olympia, Washington 98501. OLYMPIA has no obligation to report occurrences unless a claim is filed with OLYMPIA and OLYMPIA has no obligation to pay premiums.

10. Hold Harmless and Indemnity. The USER agrees to defend, indemnify, and hold harmless OLYMPIA, its appointed and elected officers and employees, from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the USER, its employees, volunteers, or agents, or by the User's breach of this Agreement, except for such injury or damage as shall have been occasioned by the sole negligence of OLYMPIA, its appointed or elected officials or employees.
11. Publicity. USER agrees to provide OLYMPIA, specifically the CENTER Manager, with any and all publicity information affecting the CENTER.
12. Termination. This lease may be terminated in its entirety, or a portion of occupied space may be terminated, at any time by either party by thirty (30) days notice to the other party of such termination.
13. Assignment and Subletting. USER shall not assign this lease nor sublet the leased premises without the consent of OLYMPIA. USER agrees to pay all rent, maintenance and repair costs and all other expenses and costs contained herein. The collection of any and all assigned or sublet costs as agreed to between parties will be the sole responsibility of USER.
14. Furniture. USER shall provide, at its own expense, all furniture necessary for its possession and use in the leased office area of the CENTER. Furthermore, USER shall be responsible to



reasonably maintain said furniture and replace same, if necessary, to maintain decorum consistent with that of the remainder of the CENTER.

15. Rules. USER shall comply with all laws, statutes, rules, regulations, ordinances, and resolutions promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
16. Hours and Days of Operation. USER shall be entitled to use and possession of the facilities during normal hours in which the CENTER is open to the public. To maintain a safe and secure facility for staff and assets, OLYMPIA may close the CENTER under the following conditions and in this order:
 1. After 5:00pm on regular business days, or any time on Saturdays.
 2. Whenever no building rentals, recreation programs, or senior programs are scheduled.

The Senior Lobby and Health & Hygiene Room use are not considered as “programming” after 5pm on weekdays or on Saturdays. Accommodations for the Senior Lobby and Health and Hygiene may be considered on a case by case basis at the request of USER, and allowed at the discretion of OLYMPIA. Meeting or programming use of the Senior Lobby and Health and Hygiene Room by USER after 5pm on weekdays and all day Saturday will be scheduled with OLYMPIA through the established procedures for room use scheduling.
17. Default. It is agreed that if USER shall abandon or vacate said premises before the end of the term, or if any rent shall be due and unpaid, or if default is made of any of the covenants and agreements to be performed by USER as set forth herein, then OLYMPIA may, at its option, enter upon said premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit, and if the full rental herein shall not be realized by OLYMPIA over and above any expenses to OLYMPIA to such re-letting, USER will pay all deficiency promptly upon demand, or OLYMPIA may declare said lease terminated and forfeited and take possession of the said premises. USER agrees to pay reasonable attorney’s fees and court costs should it be necessary to enforce any of OLYMPIA's remedies in this paragraph.
18. Audits. Upon request, USER shall make all financial information, including revenues and expenses, available to OLYMPIA. Financial reserves shall likewise be made available. Any terms, conditions, or restrictions attached to operating or reserve funds shall be identified. Information must be itemized to show the revenues, expenses, and cash reserves of each component program of USER.
19. Equipment Failure. OLYMPIA shall not be responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.



20. Security of Premises. USER is responsible for securing all non-public areas under its lease upon completion of use. OLYMPIA shall not be responsible for any loss sustained by USER as a result of failure to properly secure facilities. Additionally, USER will indemnify, defend and hold OLYMPIA harmless from any liabilities, claims, suits or damages for any and all loss sustained by OLYMPIA arising out of USER's failure to secure and protect the leased premises.

21. Notices. All notices required or given under this agreement shall be given to the following persons:

LESSOR: City of Olympia
Contact Person: Scott River, Associate Director
Address: The Olympia Center
222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 753-8380

LESSEE: Senior Services for South Sound
Contact Person: Eileen McKenzie-Sullivan
Address: 222 Columbia St NW
Olympia, Washington 98501
Telephone: (360) 586-6181

22. Entire Agreement. This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

23. Interpretation/Venue. The rights and obligations of the parties and all interpretations and performance of this agreement shall be governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and shall not be used in any way to construe the terms of this contract. Venue is proper in Thurston County, Washington.

23. Ratification. Any act consistent with the terms of this agreement but prior to its final execution is hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed, such parties acting by their representatives being duly authorized.

** SIGNATURES ON FOLLOWING PAGE **



CITY OF OLYMPIA

APPROVED AS TO FORM:

Steven R. Hall, City Manager



Assistant City Attorney

Date _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____ 2014, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me STEVEN R. HALL , to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires _____

SENIOR SERVICES FOR SOUTH SOUND

By: _____
Its _____
Date _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____ 2014, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me _____, to me known to be the _____ of the Senior Services for South Sound, a Washington non-profit corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said non-profit corporation for the uses and purposes therein mentioned and on oath states that _____ is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires _____

**Senior Services for South Sound Lease
The Olympia Center
"Exhibit A"**

	Square Footage		O&M Rate	Lease Total	Subsidy Total
Dedicated Space					
Administrative (Regional)					
Care Connection	160		\$ 16.21	\$ 2,593.60	
Conference Room	140		\$ 16.21	\$ 2,269.40	
Development Office	140		\$ 16.21	\$ 2,269.40	
Finance	150		\$ 16.21	\$ 2,431.50	
General Admin.	370		\$ 16.21	\$ 5,997.70	
Senior Nutrition Regional	220		\$ 16.21	\$ 3,566.20	
STARS Regional	220		\$ 16.21	\$ 3,566.20	
Executive Office (former Volunteer Center)	140		\$ 16.21	\$ 851.03	
Main office/Reception (former Volunteer Center)	453		\$ 16.21	\$ 2,753.67	
Administrative Offices SubTotal				\$ 26,298.70	
Direct Service (Olympia)					
Activities Office	140		\$ 16.21		\$ 2,269.40
Boutique	811		\$ 16.21		\$ 13,146.31
Nutrition Office	147		\$ 16.21		\$ 2,382.87
Reception	223		\$ 16.21		\$ 3,614.83
Senior Lobby*	2200		\$ 16.21		\$ 35,662.00
Social Services office	100		\$ 16.21		\$ 1,621.00
Health and Hygiene Room	557		\$ 16.21		\$ 9,028.97
Health and Hygiene Office	192		\$ 16.21		\$ 3,112.32
Travel Office	200		\$ 16.21		\$ 3,242.00
Volunteer Office	120		\$ 16.21		\$ 1,945.20
Direct Service Office Space SubTotal					\$ 76,024.90
Programming Space (Olympia)					
	Allocated Hours	200% Rate	Senior Rate		
Class/Meeting Rooms	2250	\$ 4.12	\$ 2.06		\$ 4,635.00
Gymnasium	450	\$ 6.25	\$ 3.13		\$ 1,408.50
Main Kitchen**	1237	\$ 7.76	\$ 3.88		\$ 4,799.56
Multi Purpose Room A***	1190	\$ 16.50	\$ 8.25		\$ 9,817.50
Special Events "MPABC"	57	\$ 24.76	\$ 12.38		\$ 705.66
Special Events "Meeting Rooms"	63	\$ 4.12	\$ 2.06		\$ 129.78
Programming Space SubTotal					\$ 21,496.00
Total Lease				\$ 26,298.70	
Total Subsidy					\$ 97,520.90

*The Senior Lobby has historically been subsidized 100% with an expectation it is available for Recreation and Community use after 5:00pm and on Saturdays. This space has evolved into an exclusive use space for the senior program. The intent is to continue to subsidize this space while maintaining an informal use arrangement with Senior Services for Recreation/Community use of the lobby

**The Main Kitchen hours are not included in allocated space based on Senior Services increased responsibility with management of that space. See contract for details.

***MultiPurpose Room "A" includes daily lunch from 11am to 2pm, Wednesday dances from 2pm to 4pm, and AM Lifetime fitness from 8am-10:30am.



City Council

Approval of City Council 2015 Priorities, Committee Assignments and the 2015 Meeting Calendar

Agenda Date: 1/20/2015
Agenda Item Number: 4.G
File Number:15-0066

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

Title

Approval of City Council 2015 Priorities, Committee Assignments and the 2015 Meeting Calendar

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve the 2015 priorities, the committee assignments and the 2015 meeting calendar.

Report

Issue:

Consider the 2015 Council priorities, committee assignments and the 2015 meeting calendar, as discussed at the January Annual Retreat.

Staff Contact:

City Manager Steve Hall, 360.753.8447

Presenter(s):

None. Consent Calendar Item

Background and Analysis:

At its 2015 Annual Retreat, Councilmembers reviewed and updated the 2015 Priorities, assignments to the Council Committees, the Interjurisdictional Committees, and the Advisory Board Liaisons, and the 2015 meeting calendar.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Amend the 2015 Priorities
2. Amend the Committee Assignments
3. Amend the meeting calendar

Financial Impact:
None.

CITY OF OLYMPIA

2015 PRIORITIES

Adopt a Sustainable Budget

Champion Downtown

**Deliver Proactive Community
Development**

Inspire Strong Relationship Goals

OLYMPIA CITY COUNCIL INTERGOVERNMENTAL AND OTHER ASSIGNMENTS

ASSIGNMENT	2015 Delegate/Alternate	STAFF SUPPORT	MEETING SCHEDULE
Alliance for a Healthy South Sound	None – Staff Only Julie Hankins (Alternate)	Andy Haub	To be determined
Animal Services	Jeannine Roe Cheryl Selby (Alternate)	Jane Kirkemo	1 st Thursday– 5:00 pm
Capitol Lake Adaptive Mgmt Committee (Reconvened 7/11)	Stephen Buxbaum Steve Langer (Alternate)	Andy Haub	To be determined
Communications Board (TCCOM911)	Julie Hankins Cheryl Selby (Alternate)	Ronnie Roberts	1 st Wednesday 3:30 pm
Economic Development Council	Stephen Buxbaum Jim Cooper (Alternate)	Keith Stahley Steve Friddle	4 th Monday 3:30 p.m.
EMSC (Medic 1)	Jim Cooper Steve Langer (Alternate) Greg Wright (Alternate)	Larry Dibble Greg Wright	3 rd Wednesday 3:30 p.m.
Health & Human Services Council / Community Investment Partnership)	Jeannine Roe Jim Cooper (Alternate)	Anna Schlecht	Varies monthly
Intercity Transit Authority Board	Nathaniel Jones Cheryl Selby (Alternate)	Sophie Stimson	1 st & 3 rd Wed. 5:30 p.m.
Law & Justice Council	Cheryl Selby Steve Langer (Alternate)	Charlyn Rees	3 rd Thursday, 4:30 pm
LEOFF Disability Board	Jim Cooper (Mayor’s Rep) Jeannine Roe(Council Rep)	Carl Watts Mark Barber	2 nd Monday 5:30 p.m.
LOTT Board of Directors	Steve Langer Julie Hankins (Alternate)	Rich Hoey	2 nd Wednesday 5:30 pm
Olympic Region Clean Air Agency	Jim Cooper No Alternate	None	2 nd Wednesday 10:00 a.m.
Regional Transportation Policy Board (Subcommittee of TRPC)	Cheryl Selby Stephen Buxbaum (Alternate)	Randy Wesselman	2 nd Wednesday 7:00 a.m.
Sustainable Thurston Task Force	Stephen Buxbaum Cheryl Selby (Alternate)	Sophie Stimson	2 nd & 4 th Monday 9:00 am
Thurston Council for Children and Youth (Policy Team)	Cheryl Selby Jim Cooper (Alternate)	Anna Schlecht	1 st Monday (Feb, May, 3:00 pm Aug, Nov)
Thurston County HOME Consortium	Jeannine Roe Cheryl Selby (Alternate)	Anna Schlecht	2 nd Monday 11:00 a
Thurston County Solid Waste Advisory Committee (SWAC)	Staff Nathaniel Jones (Alternate)	Dan Daniels Ron Jones	2 nd Thursday 11:30 a
Thurston Regional Planning Council	Nathaniel Jones Stephen Buxbaum (Alternate)	Leonard Bauer/ Keith Stahley	1 st Friday 8:30 a
Visitors and Convention Bureau	Julie Hankins Jeannine Roe (Alternate)	Cathie Butler	3 rd Tuesday 3:30 pm

ASSIGNMENT	2015 Delegate/Alternate	STAFF SUPPORT	MEETING SCHEDULE
OTHER COMMITTEES			
Coalition of Neighborhood Assns	Julie Hankins	Leonard Bauer	2 nd Monday, 6:15 pm
Liaison to The Washington Center	Jeannine Roe Cheryl Selby (Alternate)	Steve Hall	3 rd Thursday – 12 N
Lodging Tax Advisory Committee	Julie Hankins, Chair (No Alternate)	Cathie Butler	June, Sept. / Oct.
Mayors Forum	Stephen Buxbaum (No Alternate Needed)	Mary Nolan	1 st Friday –12:00 N
PBIA Liaison Board	Jeannine Roe Julie Hankins (Alternate)	Brian Wilson	2 nd Thursday – 6 pm
Treatment Sales Tax Community Review Comm.	Scott Ahlf Steve Langer (Alternate)		Periodically
Water Resource Inventory Area Committee (WRIA-11) Nisqually	Andy Haub (Staff Only)	Andy Haub	2 nd Wed.- 9:00 am
ADVISORY BOARD LIAISONS – Councilmembers to attend one or two per year.			
Arts Commission	Cheryl Selby	Stephanie Johnson	2 nd Thursday 6:00 pm
Bicycle & Pedestrian	Julie Hankins	Michelle Swanson	4 th Wed. 6:15 pm (Except Mar Jul, Aug, Dec)
Design Review Board	Steve Langer	Catherine McCoy	2 nd & 4 th Thurs. 6:00 pm
Heritage Commission	Nathaniel Jones	Michelle Sadlier	4 th Wed. 6:30 pm (Except Feb, Aug, Dec)
Parks & Recreation	Jeannine Roe	Jonathon Turlove	1 st Thursday, 6:00 pm (Except Jan, Mar, Jul, Nov)
Planning Commission	Steve Langer	Todd Stamm	1 st & 3 rd Monday 6:30 pm
Utility Advisory Committee	Jim Cooper	Andy Haub	1 st Thurs. 5:40 pm (Not July, Aug)
COUNCIL COMMITTEE ASSIGNMENTS			
Finance Committee	Jim Cooper, Chair Nathaniel Jones Cheryl Selby	Jane Kirkemo	2 nd Wednesday, 5:00 p
General Government Committee	Jeannine Roe, Chair Julie Hankins Cheryl Selby	Cathie Butler	3 rd Tuesday
Land Use and Environment Committee	Steve Langer, Chair Julie Hankins Jeannine Roe	Keith Stahley	4 th Thursday, 5:30 pm
Community and Economic Revitalization Committee (CERC)	Stephen Buxbaum Nathaniel Jones Julie Hankins	Keith Stahley	As needed
MAYOR PRO TEM	Nathaniel Jones		

2015

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				30

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	Primary Election	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Election	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Last Mtg	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holiday	5 th Tuesday	No Council Meetings
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Revised 1/12/15



City Council

Approval to Submit Capital Budget Requests to the State Legislature for Consideration

Agenda Date: 1/20/2015
Agenda Item Number: 4.H
File Number: 15-0080

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

Title

Approval to Submit Capital Budget Requests to the State Legislature for Consideration

Recommended Action

Committee Recommendation:

Did not go to a committee.

City Manager Recommendation:

Move to authorize the City Manager to submit Capital Budget request forms to the State Legislature for Percival Landing Repairs and Roadway Stabilization, Isthmus Properties - Soils Clean Up, and the Olympia Avenue/Marine Drive Trail and Bank Stabilization.

Report

Issue:

Submit Capital Budget request forms to the State Legislature to seek funding for the City's capital projects.

Staff Contact:

Jay Burney, Assistant City Manager, 360.753.8740.

Presenter(s):

Consent Calendar item.

Background and Analysis:

The State's Capital Budget provides funding to cities to help pay for major construction projects. The City would like to submit the following three request forms:

- Percival Landing Repairs and Roadway Stabilization - \$2.7 Million
- Isthmus Properties - Soils Clean Up - \$2.0 Million
- Olympia Avenue/Marine Drive Trail and Bank Stabilization - \$ Estimate being developed

Neighborhood/Community Interests (if known):

N/A

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

Options:

1. Submit other projects
2. Do not submit request forms

Financial Impact:

Unknown. Dependent upon the action of the State Legislature.



City Council

Approval of Ordinance Amending OMC 16.05.050 Regarding Building Heights

Agenda Date: 1/20/2015
Agenda Item Number: 4.1
File Number: 15-0026

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

Title

Approval of Ordinance Amending OMC 16.05.050 Regarding Building Heights

Recommended Action:

Approve the proposed building height amendment for certain buildings types in downtown Olympia.

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the proposed building height amendment for certain buildings types in downtown Olympia.

Body

Issue:

Whether to amend the Municipal Code provisions related to mixed-use building height limitations to correct inconsistencies with other provisions of the Municipal Code and International Building Code.

Staff Contacts:

Todd Cunningham, Building Official, Community Planning & Development 360.753.8486

Robert Bradley, Assistant Fire Chief, Fire Department 360.753.8458

Steven Friddle, Principal Planner, Community Planning & Development 360.753.8591

Presenters: None. Consent Calendar item.

Background and Analysis:

During a recent project review for a mixed-use construction building, inconsistencies were identified between our adopted Olympia Municipal Code (OMC) provisions related to building heights for mixed-use apartment buildings and the International Building Code (IBC) related to building height for mixed-use construction buildings of Type V-A Wood-frame over Type I-A Concrete.

The IBC limits buildings heights depending upon different building means and methods. Generally speaking, the more protective the safety requirements, the higher the building can go. Both the IBC and the OMC also allow for alternate means and methods to construct buildings provide that safety is

equal or surpassed.

The alternate means and method chapter of the OMC includes a specific height limit of 70 feet for mixed-use structures which is inconsistent with other provisions for allowable heights in OMC 18.06.080, table 6.02 which provides for buildings up to 75 feet. Additionally, the IBC limits heights for this type of construction (Type V-A Wood-frame over Type I-A Concrete) to a maximum of 70 feet.

Staff recommends that these inconsistencies be clarified by amending the provisions of OMC 16.05.050 to more closely fit other adopted OMC provisions. The revised wording will allow the Fire Marshal and Building Official to have authority to allow mixed construction buildings up to 75 feet in height in this building category (alternate means and methods for mixed use buildings) to the highest occupied floor based on their assessment of fire access to the building and fire protection in the building coupled with other previously adopted provisions required within the IBC, Titles 16 and 18 of the OMC. Taller buildings over 75 feet to the highest occupied floor are still allowed as a different building category under other provisions of the International Building Code.

Buildings over 75 feet to the highest occupied floor will continue to be governed by other sections of the International Building Code (OMC Chapter 16 is not applicable to buildings over 75-feet to the highest occupied floor as related to mix-use occupancies under 16.05) and applicable zoning regulations.

This text amendment does not allow for increased building height in any zone. Maximum building height will continue to be governed by Chapter 18 Development Regulations. This amendment will, however, allow for taller mixed construction buildings through greater administrative flexibility in the application of this section of the code for finished floor heights verses actual building heights. The Fire Marshall and Building Official have both reviewed this amendment and support it. Given the special construction provisions required by OMC Chapter 16.05 related to fire access and fire construction, buildings constructed in accordance with this section will continue to be safe and will not present an unacceptable hazard while encouraging mixed use construction in downtown.

Neighborhood/Community Interests:

Unknown, however, there is general support for code amendments that promote internal consistency within the existing codes and with the approach implemented by many municipalities within the Puget Sound region.

Options:

1. Move to approve the proposed building height amendment with the adoption of the consent calendar.
2. Remove this item from the Consent Calendar and provide further direction to staff.

Financial Impact: None.

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE SECTION 16.05.050 RELATING TO BUILDING HEIGHTS.

WHEREAS, inconsistencies were discovered within the current Municipal Code related to building heights for mixed-use apartment buildings; and

WHEREAS, the Community Planning and Development and Fire Department recommend amending the height of buildings regulated by Municipal Code with revised language which more closely fits the variations of Code compliance related to height limitations; and

WHEREAS, rather than limiting the existing maximum allowable height for mix-use buildings to 70 feet total height, the City of Olympia wishes to allow greater flexibility in the construction of buildings offering greater density and which is more consistent with the Puget Sound regional construction practices; and

WHEREAS, the Fire Marshal and Building Official have oversight consistent with the provisions of the International Building Code; and

WHEREAS buildings over 75-feet in height from the highest occupied floor will continue to be governed by other sections of the currently adopted edition of the International Building Code; and

WHEREAS there is support to promote internal consistency within the existing municipal code and with the approach implemented by many municipalities within the Puget Sound region; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia;

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

Section 1. Amendment of OMC 16.05.050. Olympia Municipal Code 16.06.060 is hereby amended to read as follows:

16.05.050 Height

~~The maximum height from the ground of any building shall be 70 feet. The height shall be measured from the apparatus set up point to the highest point of coping of a flat roof, the deck of a mansard roof; or the average height of the highest gable of a pitched or hipped roof associated with the building facade. The height of building sections with no fire apparatus access shall not exceed the height of adjacent sections. Additionally, the maximum height above grade plane shall not exceed 70 feet.~~

The maximum height from the finished grade of any building constructed under this Chapter shall be as determined by the Fire Marshal and the Building Official to meet or demonstrably exceed applicable Fire and Building codes. The height of buildings shall be measured from the apparatus set up point to the highest point of coping of a flat roof, the deck of a mansard roof, or the average height of the highest gable of a pitched or hipped roof associated with the building façade. The height of building sections

with no fire apparatus access shall not exceed the height of adjacent sections. In no case shall the height of any building regulated by this Chapter be constructed higher than 75 feet to the highest occupied floor unless the building being constructed complies with the currently adopted edition of the International Building Code for such buildings and appurtenances attached thereto.

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Nienaber

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Annual Comprehensive Plan Amendment Schedule for 2015

Agenda Date: 1/20/2015
Agenda Item Number: 6.A
File Number: 15-0030

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

Title

Annual Comprehensive Plan Amendment Schedule for 2015

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to set Monday, March 2, 2015, as deadline for submitting preliminary proposals for Annual Comprehensive Plan Amendments and to direct staff to proceed with review schedule as outlined in staff report.

Report

Issue:

Washington's Growth Management Act provides that in general a city's Comprehensive Plan can be amended only once each year. Accordingly, all proposed amendments are to be collected into one review process. To that end, Olympia's code directs that the City Council shall set an annual 'due date' for proposing such amendments. The staff proposes that for 2015 that deadline be 5:00 p.m., Monday, March 2.

Staff Contact:

Todd Stamm, Principal Planner, Community Planning and Development Department, 360.753.8597

Presenter(s):

Todd Stamm, Principal Planner

Background and Analysis:

Washington's Growth Management Act provides that a city like Olympia must review and evaluate its Comprehensive Plan about every eight years. Olympia concluded such a 'periodic' review in December of 2014. In addition, the Act provides that cities may, but need not, consider annual Plan amendments. Subject to specific exceptions, the Act provides that any proposed 'annual' amendments must be 'collected' into one annual review with a schedule 'broadly disseminated' to the public. (RCW 36.70A.130)

Chapter 18.59 of the Municipal Code outlines Olympia's Annual Comprehensive Plan Amendment process. Proposed amendments may be submitted at any time. However, so that proposals are collected into an annual set, the code provides that the City Council shall set an annual submittal deadline. This deadline has varied, but most often it has been in early November.

The subsequent review process includes a preliminary review where the City Council decides which proposals should be considered - commonly known as 'screening.' Those not eliminated at the screening step are then analyzed in detail and subject to Planning Commission public hearings, review and recommendations. The full process leading to one collective final decision by the City Council has varied from eight to fifteen months.

Because the Comprehensive Plan was being updated, no separate annual amendments were entertained in 2013 or in 2014. Few proposals to amend the recently-updated Plan are expected in 2015. Nonetheless, staff believes that an opportunity to submit proposals should be provided. Thus the staff proposes the 2015 schedule outlined below. Note that only the submittal deadline is formally set by the Council. Other dates are approximate and flow from that initial deadline. A more detailed schedule will be established by staff following Council approval of the initial deadline.

Proposed Annual Comprehensive Plan Amendment Schedule for 2015

- Late January - public announcement of schedule
- **March 2, 2015** - deadline for public to submit preliminary proposals (no charge)
- Early April - City Council 'screening' review of preliminary proposals, i.e., determination whether City should consider each proposal
- Early May - final individual proposed amendments due (with \$240 fee)
- May & June - City staff analysis and environmental review of proposals
- July to September - Planning Commission review and public hearings
- October and later - Council review and decisions

This is likely to be a unique (one-time) schedule resulting from the December adoption of the updated Plan. It should conclude by the end of the calendar year. Because amendments often affect the unincorporated urban growth area adjacent to Olympia, the City staff will be working with County staff to establish a routine schedule to deploy after June 30, 2016 - when all GMA-related updates must be complete.

Neighborhood/Community Interests:

A couple individuals have inquired about the possibility of submitting Plan amendment proposals in 2015. Public interest will depend on specific proposals to be considered.

Options:

1. Set March 2, 2015, as due-date for annual Comprehensive Plan amendment proposals.
2. Set alternative date as deadline for submitting such proposals.
3. Decline to consider Plan amendment proposals in 2015.

Financial Impact:

No impact - processing annual plan amendments is part of standard Community Planning and Development budget.



City Council

Review and Provide Guidance on the Music Out Loud Proposal

Agenda Date: 1/20/2015
Agenda Item Number: 6.B
File Number: 14-0482

Type: decision **Version:** 3 **Status:** Other Business

Title

Review and Provide Guidance on the *Music Out Loud* Proposal

Recommended Action

General Government Committee Recommendation:

- Support the *Music Out Loud* proposal, criteria, tasks, and budget as recommended by the Arts Commission (detailed below).

City Manager Recommendation:

- Provide guidance on whether to move forward with all or a portion of the proposal.
- Do not change the Ordinance to allow use of the Fund for performance art, which would potentially create an on-going operating use of the Fund.

Report

Issue:

Should the *Music Out Loud* concept and associated amendment to OMC 2.100 be approved?

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, Parks, Arts & Recreation, 360.709.2678

Presenter(s):

Stephanie Johnson, Olympia Parks, Arts & Recreation
Marygrace Jennings, Chair, Olympia Arts Commission
Trent Hart, Olympia Arts Commission

In attendance -

Danielle Westbrook, Olympia Arts Commission
Michael Olson, Olympia Arts Commission

Background and Analysis:

Arts Commission Recommendation -

Honoring past musicians and celebrating today's music, *Music Out Loud* pairs artistic elements

incorporated into sidewalks with a summer series of music performances. The sidewalk areas are intended to honor musicians posthumously who significantly contributed to music growth in the area. The Commission proposes three sidewalk sites in downtown Olympia:

- The corner of 5th and Capitol Way.
- To the south of the Washington Center entrance.
- The sidewalk in front of the Market Center

As part of their planning process, members of the Arts Commission have:

- Held preliminary meetings with business owners adjacent to each art site.
- Met with representatives from the Olympia Police Department, Olympia Fire Department, Public Works Transportation and Community Planning and Development to discuss pedestrian safety and egress for the Music Out Loud performances, where the audience is expected to remain for the entire set.
- Met with the Assistant City Attorney to draft changes in OMC 2.100 to allow for Municipal Art Funds to be used for performance art.

Implementation tasks include:

- Secure written approval from adjacent businesses for the project.
- Move forward with a public hearing at an advertised Arts Commission meeting to determine artist names to be memorialized in the sidewalk public art sections. Commissioners have tentatively identified the following list of honoree selection criteria:
 - Is deceased
 - Was born or has lived (10+ years), and has had a significant connection with the Olympia area.
 - Pivotal in the musical growth of the Olympia community.
 - Accessible to the public
 - Contributed to vitality of Olympia's music scene.
 - History of musical achievement.
 - Respected by peers.
 - Has made a significant contribution to music.
 - Honored by local musicians and aficionados for his/her contribution to the community.
 - With his or her passing, left a lasting legacy that will forever be remembered.
- Allow for the Call for Art for the sidewalk public art to be developed and to go out to artists.

General Government Committee has asked the Arts Commission to return to General Government with an update once they have secured written approval from adjacent businesses, completed the public process to determine musical artist names to be memorialized, and the Call for Art has gone out.

City Manager Recommendation -

The proposal for music performances potentially creates a new, annual, on-going operating work commitment and cost.

Both components add to the work load of our Arts & Events Manager. The sidewalk installations will also require review and oversight by Public Works staff.

Municipal Art Fund -

The Municipal Art Fund was established to create a source of money to acquire and/or install visual art. It has not been used to pay for performing artists.

Neighborhood/Community Interests (if known):

Commissioners will continue to communicate with downtown business and property owners as they move through the process.

Options:

1. Concur with the recommendations from General Government Committee and Arts Commission. If so, staff will prepare an amendment to the Municipal Art Fund Ordinance for Council action at a future meeting.
2. Concur with recommendations from the City Manager, which includes no amendment to the Municipal Art Fund Ordinance.
3. Refer the proposal to General Government Committee and/or the Arts Commission for future refinement.
4. Do not advance the proposal.

Financial Impact:

**1. Projected costs for Public Art in the Sidewalks Honoring Past Musicians
Funding Source: Municipal Art Fund**

Site Demolition	\$ 800
Artist Allowance	\$1,000
Concrete Artwork	\$3,500
Cast Bronze Letters	\$1,000
Adjacent Concrete Replacement	\$ 500
Contingency 10%	<u>\$ 680</u>
Sub-Total	\$7,480 per site

TOTAL one-time costs for 3 artwork sites \$22,440

**2. Projected costs for Music Programming
Funding Source: Municipal Art Fund**

<i>Musician fees:</i>	
\$600 per site x 3 months x 3 sites	\$5,400
<i>Staffing/Coordination:</i>	
45 hours at Lead Recreation Specialist Classification	\$ 883
Street closure fee: \$50 per site x 3 sites	<u>\$ 150</u>

TOTAL Annual Cost for 3 sites \$6,433



City Council

Approval of Transit Box Wrap Public Art Project

Agenda Date: 1/20/2015
Agenda Item Number: 6.C
File Number: 14-1067

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

Title

Approval of Transit Box Wrap Public Art Project

Recommended Action

Committee Recommendation:

Approve concept, budget and Call for Art for the proposed Transit Box Wrap Public Art Project.

City Manager Recommendation:

Move to approve concept, budget and Call for Art for the proposed Transit Box Wrap Public Art Project, and authorize the Arts Commission and staff to implement the project as proposed.

Report

Issue:

The Arts Commission's 2014 Work Plan item 1.6 was a recommendation to General Government Committee regarding a **Utility Box Mural Project**. The Commission is ready to present a proposal for review and recommendation.

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, OPARD, 360.709.2678
Rick Knostman, Operations Supervisor, Public Works, 360.753.8438
Cathie Butler, Communications Manager, General Government, 360.753.8361

Presenter(s):

Stephanie Johnson, Olympia Parks, Arts & Recreation
Diana Fairbanks, Olympia Arts Commission

Background and Analysis:

Traffic control boxes are a fixture of almost every set of stoplights in Olympia. They are a magnet for graffiti, and an area of opportunity for a public art remediation. Cities such as Boise, ID, have turned similar utility boxes into canvases for art, via a printed vinyl wrap that allows for a wide array of art materials to be submitted.

In meeting with staff from Public Works, CP&D and General Government, the Commission heard positive response and identified several ways to partner:

- Public Works welcomes the opportunity to abate graffiti, and offered to install the selected wraps.
- CP& D and General Government would like to partner on the downtown boxes, utilizing the sidewalk side for pedestrian wayfinding, and the other three sides for artistic design. As part of the 2015 budget process, the Olympia Lodging Tax Advisory Committee recommended and Council approved up to \$18,000 in funding to include wayfinding maps as part of this or another similar efforts on Capitol Way and other downtown locations routinely travelled by visitors.

This project would address 10 downtown boxes and 10 (larger) Westside boxes. The expected lifespan of the wrap is 2-3 years. Artistic design tends to minimize graffiti and the wraps will include a graffiti-resistant coating, but affected wraps will be removed if the damage is too great.

Submissions for the boxes would be open to Thurston County residents of all ages, and selection would be made by the public through OlySpeaks. Submissions would be accepted for both downtown and West Olympia. Selected artists will receive \$500 for the use of their image.

Neighborhood/Community Interests (if known):

Unknown.

Options:

- 1). Approve concept, budget and Call for Art for the proposed Transit Box Wrap Public Art Project.
- 2). Approve only the Downtown Boxes.
- 3). Approve only the Westside Boxes.
- 4). Do not approve concept, budget and Call for Art for the proposed Transit Box Wrap Public Art Project.

Financial Impact:

**1. Downtown Boxes (10) -
Funding Source: Olympia Lodging Tax Fund**

Artist Honoraria	\$500
Printing	\$212
Pre-press production	\$75
<u>Contingency</u>	<u>\$113</u>
Total costs per site	\$900

Estimated costs for 10 downtown sites = \$9,000

**2. Westside Boxes (10) -
Funding Source: Municipal Art Fund**

Artist Honoraria	\$500
Printing	\$377
Pre-press production	\$75
<u>Contingency</u>	<u>\$148</u>
Total costs per site	\$1100

Estimated costs for 10 Westside sites = \$11,000

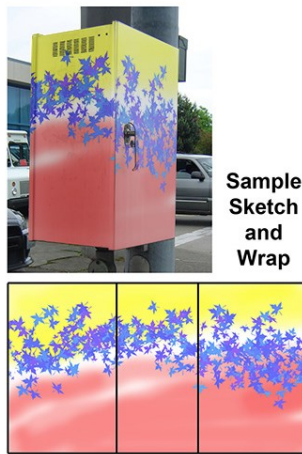
Call for Art

Traffic Control Box Wrap

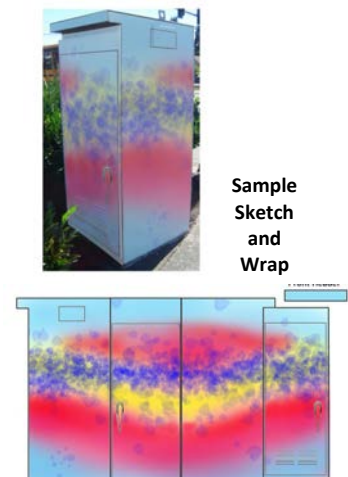
The City of Olympia is seeking up to 20 art designs to be applied to vinyl wraps to cover transit control boxes in Downtown and Westside Olympia.

- \$500 honorarium for use of design.
- Artist will submit concept designs using supplied template.
- Designs will be made available online at www.olySpeaks.org for public vote to determine the 20 to be fabricated.
- Artists *do not* fabricate or install the final art on the box.
- Selected artist designs (which can be prepared as illustrations, paintings, computer designed images, quilts, mosaics, photographed sculptures or photographs), will be printed on to a vinyl wrap, and applied to the traffic boxes.
- Wrap will be removed after 2-3 years, depending on condition. They may be removed at any time at the discretion of the City.
- ENTRY DEADLINE: _____.

DOWNTOWN



WESTSIDE



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



Application & Exhibit Information

Eligibility

Thurston County residents of any age.

Jurors

Reviewed designs will be made available for public vote on the OlySpeaks website: www.OLYSPEAKS.org.

Selection Criteria

- *Submissions that includes advertising or logos or is political, religious or sexual in nature will not be considered.*
- Artists should bear in mind that the audiences will be broad-based and of all ages and artwork should be appropriate for display in a public place.

Designs will be reviewed in advance by City staff and Arts Commission members for adherence to selection criteria. The City reserves the right not to forward individual designs, or any design at all for the public vote, and reserves the right to change the process or schedule.

Location

Artwork will be displayed on transit control boxes in downtown Olympia. If selected for exhibition, location of individual designs during exhibit will be at the sole discretion of the City.

Duration

Wrap will be removed after 2-3 years, depending on condition.

Honorarium

Artists will be paid a \$500 honoraria for the use of each completed, camera-ready design. Artists selected for exhibition must purchase a City of Olympia Business license. Please see <http://bls.dor.wa.gov/cities/olympia.aspx> for business license information.

Submission Guidelines

Design can be prepared as illustrations, paintings, computer designed images, quilts, mosaics, photographed sculptures or photographs. Submissions may be conceptual designs, but should convey enough detail for the voting public. Submission must be turned in on the attached form and be flat for scanning or will need to be supplied by the artist in a print-ready file, 300dpi or better. Following the selection process, all concept designs will be returned to the artists. **Artists may submit one design for each location, for a total of 2 possible submissions.**

Selected Entries

If conceptual design is selected, the final design should bring the artwork to camera-ready quality only and should not deviate in any way from the concept.

Fabrication

Artists may submit final design in one of two ways:

- A) Turn in digital, print-ready file, 300 dpi or better.
- B) Turn in physical artwork for scanning:
 - Artwork must be flat
 - Artwork must be secured to a backing board
 - Artwork must use the scale of the concept plan - no larger than 11"x17"

In either case, artists may be asked to work with the vinyl fabricator in finalizing design for fabrication. *By submitting works, artists agree to grant permission to alter/crop work as needed.* Following fabrication, all artwork will be returned to artists.

Warranty

Artists verify that submitted design is their own work and does not violate another's copyright.

Artists understand that if their artwork includes photography of partially or entirely recognizable people, they must provide the City release statements from all parties.

Recognition

Artists will be recognized by credit on their work, and on the project webpage located on the City's website.

Entries

Calendar

1. Artists may submit up to two entries each.
2. Submission packets should be sent, or hand-delivered to:
Stephanie Johnson
City of Olympia Parks, Arts & Recreation
Transit Wrap Project
222 Columbia St NW
Olympia, WA 98501
sjohnso1@ci.olympia.wa.us - 360/709-2678
3. Artists agree that the City of Olympia may photograph works in the exhibit and use photos for promotional purposes.
4. Artists agree to sign a contract with the City regarding the use of each design.
5. For questions or further information contact:
Stephanie Johnson, Arts Program Manager, above.

ENTRY DEADLINE - April 16, 2014, 7pm

May 6, 2014, 4pmJury
The Olympia Center, 222 Columbia St NW, Room 102

May 8, 2014.....Arts Commission (OAC) reviews
Jury recommendation

May 20, 2014.....City Council
reviews OAC recommendation, makes final decision

June 2014Contracts and plates made available
to artists

July 7-10, 2014.....Sculpture in-
stalled

July 25, 2014Exhibition Kick-off Event

September 2014Peoples' Prize An-
nounced

Exhibition ends no later than July 2015

Cut Here -----

Artist Submission

Name: _____

Address: _____

Telephone: _____

E-Mail: _____

DEADLINE FOR APPLICATIONS _____ SUBMISSIONS MUST INCLUDE:

- This application form.
- Artist's statement (limit to one side of one page), describing your inspiration for the design. If your cultural heritage is important to your artwork, please describe.
- The completed design template(s). Artists may submit up to one design for each location.
- Submission packet may be sent or hand-delivered to:

Digital packets may be downloaded to the City FTP site:
<http://olympiawa.gov/ftp> Do not embed images in a Power
Point, PDF, iPhoto or any other library files.
"Recipient" is sjohnso1@ci.olympia.wa.ua

Stephanie Johnson
City of Olympia Parks, Arts & Recreation
Transit Wrap Project
222 Columbia St NW
Olympia, WA 98501

CITY OF OLYMPIA ART PROGRAM

Contract for Use of Artwork Design

THIS CONTRACT is between the City of Olympia, hereinafter referred to as the “CITY” and _____, hereinafter referred to as the “ARTIST” is entered into on the terms and conditions as set forth below.

WHEREAS, the CITY wishes to contract with the ARTIST for the use of design for reproduction on Transit Boxes in Downtown and West Olympia, hereinafter called the ARTWORK; and

WHEREAS, the ARTIST has been selected through an open jury process; and

WHEREAS, the CITY wishes to reproduce artwork on vinyl wraps to be on display for a certain number of years, to be removed at the discretion of the City;

NOW THEREFORE, the CITY and the ARTIST, for the consideration and under the conditions hereinafter set fourth, agree as follows:

- 1 The CITY does hereby retain the ARTIST to perform the scope of work hereinafter described. The ARTIST is an independent contractor and shall furnish all supervision, labor, materials, supplies, equipment or use thereof, travel expenses and all other incidentals, except as specifically provided below, and shall conduct and complete the work in a professional and timely manner.
- 2 The scope of work to be performed by the ARTIST under this contract is as follows:
 - Submit camera ready original digital or original physical work of art, hereinafter referred to as “ARTWORK” to the CITY no later than _____;
 - Work with fabricator as necessary (approximately 1 hour), to finalize details needed for fabrication of vinyl wrap;
 - The ARTIST agrees to grant permission to alter/crop work as need for fabrication and/or installation;
 - Certify to the City that the ARTWORK is the original work of ARTIST and that ARTIST owns all rights to such ARTWORK;
 - Certify to the City that if ARTWORK contains recognizable images of particular persons, ARTIST has obtained and will provide copies of legally appropriate releases to CITY prior to payment for ARTWORK.
- 3 The CITY shall have the right to display the ARTWORK at a location selected by the City for any term of years, at the sole discretion of the CITY. ARTIST grants to the CITY a non-exclusive license to graphically and electronically reproduce the ARTWORK, while on display, for any and all future publicity and fund-raising endeavors conducted independently by the CITY, provided that any such reproduction is credited to the ARTIST.
- 4 The ARTIST agrees to relinquish the right to any financial proceeds in association with the CITY’s aforementioned reproductions of the ARTWORK.
- 5 The ARTIST shall be paid by the CITY within thirty (30) days of successful completion of the scope of work to the CITY’s satisfaction. The total payment shall be an exact amount of \$500.00, to include all applicable taxes, which are the sole responsibility of ARTIST.

- 6 The ARTIST will be recognized both by a nameplate on the wrap, along with program information.
- 7 It is understood by the ARTIST and the CITY that exterior work on public display will acquire wear by the elements and interaction with the public. The ARTIST agrees that the City may remove the vinyl wrap at the CITY's discretion, due to wear, damage, or other for any other reason.
- 8 This contract may be changed, modified, or amended only by written agreement executed by both parties and attached hereto.
- 9 The services contracted herein shall be rendered without discrimination as to race, creed, color, national origin, marital status, sex, sexual preference, age, the presence of any sensory, mental, or physical handicap, or any other status protected from discrimination by law.
- 10 The ARTIST shall defend, indemnify, and hold harmless the CITY, its' officers, agents, employees, and assigns, from and against any and all damages, claims, suits, and/or actions arising from any copyright or trademark infringement, or any negligent act, negligent activity, or omission of the ARTIST or any employee or agents of the ARTIST in and during the performance of this contract.
- 11 If any provision of this contract, or any provision of any document incorporated by reference shall be invalid, such invalidity shall not affect the other provisions of the contract which can be given affect without the invalid provision, and to this end the provisions of this contract are declared to be severable.

IN WITNESS thereof, the parties hereto executed this agreement as of the date of the last authorizing signature affixed hereto.

ARTIST:

Signature: _____
 Printed Name: _____
 Date: _____
 Address: _____

 Telephone: _____
 UBI: _____

CITY:

APPROVED AS TO FORM:

 Stephanie Johnson
 Arts Program Manager
 Date: _____
 Telephone Number: _____


 Assistant City Attorney

Downtown Olympia Proposal Template: For concept plan only, not to scale. Hardware locations approximate.

Artist Name:

Title of Artwork:

Medium:

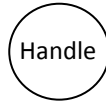
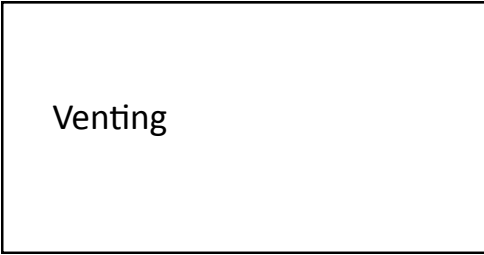


 <p>The street side of the wrap will host wayfinding signage for downtown pedestrians.</p>	<p>Venting</p> <p>Artist and program info.</p>	<p>Handle</p>
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West Side Olympia Proposal Template: For concept plan only, not to scale. Hardware locations approximate.

Artist Name:

Title of Artwork:

Medium:

 <p>Handle</p>  <p>Venting</p>	 <p>Latch</p>	 <p>Handle</p>	
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Artist and program information to go on roof "lip," visible in site photo.