



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

## Meeting Agenda City Council

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**Tuesday, May 20, 2014**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

- 2.A** [14-0502](#) Special Recognition of Police Department Employees, National Corrections Officer Week, and National Law Enforcement Week.

**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** [14-0477](#) Approval of May 6, 2014 City Council Meeting Minutes

**Attachments:** [Minutes](#)

- 4.B** [14-0248](#) Approval of Bid Award for Olympia Woodland Trail/Woodard Creek Culvert Improvements

**Attachments:** [Bid Tabulations](#)  
[Vicinity Map](#)

**4. SECOND READINGS**

- 4.C** [14-0354](#) Approval of Appropriation Ordinance in the Amount of \$200,000 from the New City Hall Project Fund for Police Annex Demolition and Justice

Center Remodel

**Attachments:** [Annex Demo \\$200,000 appropriation ordinance](#)

- 4.D [14-0359](#) Approval of Ordinance Appropriating \$233,070 for the Installation of Solar Panels on City Hall

**Attachments:** [Ordinance](#)

#### 4. FIRST READINGS

#### 5. PUBLIC HEARING

#### 6. OTHER BUSINESS

- 6.A [14-0487](#) Approval of Percival Plinth Project Sculpture Recommendation 2014

**Attachments:** [Recommended Percival Plinth Sculptures](#)

- 6.B [14-0489](#) Approval to Schedule Public Hearing on the Community Development Block Grant - Program Year 2014 Action Plan

**Attachments:** [CDBG Budget Worksheet - Available Funds](#)

[CDBG Economic Development Activities - GGC Recos 5.20.14](#)

[CDBG Program Year 2014 Timeline](#)

[Olympia GAF Proposal](#)

[Response to Olympia Council questions - Grow Olympia Fund](#)

- 6.C [14-0499](#) Authorization to Schedule a Council Public Hearing and Include Certain Language in the Draft of the Comprehensive Plan

**Attachments:** [Recommended Staff Changes - Substantive](#)

[Recommended Staff Changes - Nonsubstantive](#)

[Memo and Sample - Plaintalk Edits for Public Hearing Draft UPDATED 050114](#)

#### 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 of Olympia

City Hall  
601 4th Avenue E.  
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360-753-8447

## City Council

### Special Recognition of Police Department Employees, National Corrections Officer Week, and National Law Enforcement Week.

Agenda Date: 5/20/2014

Agenda Number: 2.A

File Number: 14-0502

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**File Type:** recognition

**Version:** 2

**Status:** Recognition

**..Title**

Special Recognition of Police Department Employees, National Corrections Officer Week, and National Law Enforcement Week.

**..Report**

**Issue:**

The Olympia Police Department recognized members of the Department, members of the community, and City of Olympia staff for excellent work and partnerships throughout the year at its Annual Recognition Meeting on May 14, 2014. In addition, the Department celebrated National Corrections Officer Week, which was May 4-10, 2014 and National Law Enforcement Week, which ran from May 10-16, 2014.

**Staff Contact:**

Laura Wohl, Administrative Services Manager, Olympia Police Department  
360.753.8214

**Presenter(s):**

Deputy Chief Steve Nelson, Olympia Police Department

**Neighborhood/Community Interests (if known):**

Four community members were among the honored for their efforts to keep their neighborhoods safe.



# City of Olympia

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Information: 360.753.8447

## Meeting Minutes - Draft City Council

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**Tuesday, May 6, 2014**

**7:00 PM**

**Council Chambers**

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### 1. ROLL CALL

**Present:** 5 - Mayor Stephen H. Buxbaum, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer and Councilmember Cheryl Selby

**Excused:** 2 - Mayor Pro Tem Nathaniel Jones and Councilmember Jeannine Roe

### 1.A ANNOUNCEMENTS

Mayor Buxbaum announced the Council met in Executive Session earlier in the evening to discuss potential and existing litigation and a real estate matter. No decisions were made and the City Attorney was present.

Mayor Buxbaum noted the passing of Nisqually Tribal Leader Billy Frank Jr. and highlighted some of his public service accomplishments.

### 1.B APPROVAL OF AGENDA

**Councilmember Langer moved, seconded by Councilmember Hankins, to approve the agenda. The motion carried by the following vote:**

**Aye:** 5 - Mayor Buxbaum, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

**Excused:** 2 - Mayor Pro Tem Jones and Councilmember Roe

### 2. SPECIAL RECOGNITION

#### 2.A 14-0454 Special Recognition of Olympia Police Volunteers

Police Department Senior Program Specialist Amy Stull recognized Explorer, Harbor Patrol and VIPS volunteers and highlighted some of the important work accomplished by City volunteers. Police Chief Roberts and Councilmembers thanked Ms. Stull and volunteers for their great work on behalf of the City.

**The recognition was received.**

#### 2.B 14-0391 Proclamation Declaring May as Bicycle Commuter Month

Public Works Senior Program Specialist Sophie Stimson spoke about efforts to

encourage bicycling as an alternate mode of transportation. Councilmember Langer read a proclamation declaring May as Bicycle Commuter Month. Intercity Transit Bicycle Commuter Coordinator Duncan Green accepted the proclamation and thanked the City Council for supporting this program.

**The recognition was received.**

**2.C 14-0393** Presentation of Certificate of Achievement for Excellence in Financial Reporting

Administrative Services Fiscal Services Director Dean Walz introduced Government Finance Officers Association Boardmember Dan Speigle. Mr. Speigle provided background for the work involved for consideration of this award and presented the award to Mayor Buxbaum. Mayor Buxbaum recognized staff for their quality of work.

**The recognition was received.**

**3. PUBLIC COMMUNICATION**

Mr. Terrence Zander restated his desire for community meetings to be held on a monthly basis. He discussed how Olympia polices as a community and highlighted his ideas for improvement in the *Justice not Jails* program he is associated with.

Mr. Jim Reeves discussed future natural disasters that may occur in Washington.

Mr. Ron Nesbitt spoke about mistreatment by white people against black people.

Parking and Business Improvement Area (PBIA) member Mary Corso spoke in support of adding weekend walking patrols downtown.

Olympia Downtown Association (ODA) and PBIA member Jeffrey Trinin spoke in support of weekend walking patrols downtown.

Freedom Foundation representative Glen Morgan spoke about JZ Knight videos that he said are public records.

West Olympia Farmers Market Boardmember Aslan Meade invited Councilmembers and the public to the Market's season opening on Tuesday, May 13 from 4:00 to 7:00 p.m. in the parking lot of Gloria Dei Lutheran Church. He asked the Mayor to officially ring the bell and open the Market next week.

Capital Recovery Center Executive Director Heather Moore discussed the Downtown Ambassadors Program and highlighted efforts of the Clean Team.

**COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

Mayor Buxbaum thanked Mr. Meade for the invitation and agreed to attend. Councilmember Selby thanked Ms. Moore for her stewardship of the Downtown Ambassador Program. Mayor Buxbaum thanked everyone for speaking.

**4. CONSENT CALENDAR**

**4.A 14-0453** Approval of April 5, 2014 Special Study Session Minutes

**The minutes were adopted.**

**4.B 14-0435** Approval of April 8, 2014 Special Council Meeting Minutes

**The minutes were adopted.**

**4.C 14-0384** Approval of April 8, 2014 Special Study Session Minutes

**The minutes were adopted.**

**4.D 14-0423** Approval of April 15, 2014 City Council Meeting Minutes

**The minutes were adopted.**

**4.E 14-0448** Approval of April 22, 2014 Special Study Session Minutes

**The minutes were adopted.**

**4.F 14-0372** Bills and Payroll Certification

Payroll check numbers 86810, 86922-86923, 86928-86930, 86965-86968, 86984 and Direct Deposit transmissions: Total: \$7,141,510.15; Claim check numbers 345121-346339: Total: \$6,640,950.47.

**The decision was adopted.**

**4.G 14-0358** Approval of 2014 Pride Festival Beer Garden Request

**The decision was adopted.**

**4.H 14-0366** Approval of State Revolving Fund Loan Agreement for State Avenue Stormwater Retrofit

**The contract was adopted.**

**4.I 14-0376** Approval of Washington State Public Works Loan Agreement in an Amount Not to Exceed \$11,983,650 for Design and Construction of SE Olympia Reservoir

**The contract was adopted.**

**4.J 14-0442** Approval of Woodbury Crossing Phase 2 Final Plat

**The decision was adopted.**

- 4.K 14-0456** Acceptance of a Grant in the Amount of \$183,070 from the State Department of Commerce for Installation of Solar Panels on City Hall

Mayor Buxbaum highlighted the 92 solar panels that will be going on City Hall. City Manager Steve Hall provided additional details about the cost savings and energy generation that will result from the solar panels.

**The decision was adopted.**

#### **4. SECOND READINGS**

- 4.L 14-0313** Approval of Appropriation Ordinance in the Amount of \$50,000 for the Community Renewal Area Planning Process

**The ordinance was adopted on second reading.**

#### **4. FIRST READINGS**

- 4.M 14-0354** Approval of Appropriation Ordinance in the Amount of \$200,000 from the New City Hall Project Fund for Police Annex Demolition and Justice Center Remodel

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

- 4.N 14-0359** Approval of Ordinance Appropriating \$233,070 for the Installation of Solar Panels on City Hall

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

#### **Approval of the Consent Agenda**

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

**Aye:** 5 - Mayor Buxbaum, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

**Excused:** 2 - Mayor Pro Tem Jones and Councilmember Roe

#### **5. PUBLIC HEARING - None**

#### **6. OTHER BUSINESS**

- 6.A 14-0444** Approval to Use \$50,000 of the Council's Goal Fund for Police Emphasis Patrols and Parks Security

Police Chief Ronnie Roberts reported impacts of the walking patrol downtown and asked for funding for two additional officers to patrol Thursday through Saturday from 5:00 p.m. to 9:00 p.m.



Parks, Arts and Recreation Director Paul Simmons discussed a pilot program to add security at the Olympia Center and Percival Landing and discussed the positive results for people who use the facilities.

Council Discussion:

- More patrols and increased security are having a positive impact.
- Different behaviors occur during the day versus at night.
- Increased patrols will be on foot and bicycle.
- The goal is to change behaviors rather than resorting to enforcement.
- Thank you for reclaiming public space.

**Councilmember Langer moved, seconded by Councilmember Hankins, to approve the use of \$50,000 of Council Goal funds for police downtown emphasis patrols and parks security. The motion carried by the following vote:**

**Aye:** 5 - Mayor Buxbaum, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

**Excused:** 2 - Mayor Pro Tem Jones and Councilmember Roe

**6.B 14-0445** Approval of Revised Percival Landing F-Float Project Scope and Budget

Parks, Arts and Recreation Associate Director David Hanna provided background on the state of Percival Landing and reviewed Phase II repair cost estimates. Following the Council's rejection of all bids last year to replace the F-Float, he reported staff conducted outreach to hear from the public on how to improve visitor and boater experiences for Percival Landing moorage. He outlined options presented and noted suggestions received as part of the public process.

Mr. Hanna reviewed the recommended option and discussed the project budget. He confirmed funding in the amount of \$225,000 from the Washington State Parks Commission grant and asked the Council to appropriate \$47,000 in unallocated community park impact fees in order to fully fund the project at \$686,000.

Council Discussion:

- Were there conversations with other marinas to see if the City is the best organization to manage the docks? No; there was no response when staff reached out to the Port.
- In favor of proceeding in a way that maximizes the available budget but this is not the end point. The plan will continue.
- Appreciate the engagement with stakeholders.
- Kudos for leveraging State parks funding.

**Councilmember Langer moved, seconded by Councilmember Hankins, to approve "Option D" which includes: (1) converting F-Float into a single pump-out float to improve boater access; (2) refurbishing and adding power and water hook-ups to E-Float; and (3) appropriation of \$47,000 in**

**unallocated community park impact fees to project #1263H. The motion carried by the following vote:**

**Aye:** 5 - Mayor Buxbaum, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

**Excused:** 2 - Mayor Pro Tem Jones and Councilmember Roe

**6.C 14-0431** Direction on Language for Council's Public Hearing Draft of the Comprehensive Plan

Community Planning & Development (CP&D) Deputy Director Leonard Bauer briefly reviewed recommendations the Council discussed in Study Sessions and Council committees in preparation for the public hearing draft on the Comprehensive Plan update.

Deputy City Attorney Darren Nienaber briefly commented on staff edits. The Council agreed to the staff additions to policy PT 3.6, as follows: The "practicality" and "feasibility" of alleys will be documented using demonstrable and clear criteria so that citizens, developers, and staff have a common understanding that will reduce uncertainty in development and other processes.

Associate Planner Stacey Ray briefly discussed Plaintalk and gave examples of edits to look forward to in the public hearing draft of the Comprehensive Plan update.

Mr. Bauer discussed next steps and said Council will make final edits to the draft Comprehensive Plan at the May 20 meeting and will set the public hearing date, which staff anticipates will be around July 22. He noted Code Publishing will need 3-4 weeks to get the draft online for public review; once it's available, the Council will host a few workshops, around the end of June or first part of July, prior to the public hearing.

**Councilmember Langer moved, seconded by Councilmember Hankins, to direct staff to include the attached recommendations and the one discussed tonight as PT 3.6 in a City Council public hearing draft of the Olympia Comprehensive Plan. The recommendations come from the following sources:**

**1. Council-directed language at its April 8 and 22, 2014, Study Sessions on:**

- a. Urban Corridors**
- b. Urban Agriculture**
- c. Street Connectivity**
- d. Connection of Park Drive SW**

**2. Land Use and Environment Committee at its April 17 meeting recommended language on:**

- a. Alleys**
- b. View Protection**
- c. Urban Green Space and Tree Canopy**

**3. Staff recommended language, as directed by City Council at its February 25, 2014, meeting on:**

**a. Design Review Jurisdiction**

**b. Public Health**

**4. Council-directed language at its April 15 meeting on:**

**a. Economic Chapter (Attachment 7). The motion carried by the following vote:**

**Aye:** 5 - Mayor Buxbaum, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

**Excused:** 2 - Mayor Pro Tem Jones and Councilmember Roe

## **7. CONTINUED PUBLIC COMMUNICATION**

## **8. REPORTS AND REFERRALS**

### **8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmember Langer reported highlights from two Land Use and Environment Committee meetings he attended. He reported Dotting the Eye at the Dragon Boat Festival and attending the Artesian Commons grand opening ceremony.

Councilmember Hankins reported on her participation in the Dragon Boat races and said she attended the Artesian Commons grand opening ceremony. She reported highlights from the Visitor and Convention Bureau (VCB) annual meeting and announced The Washington Center won an award for the best attraction in Thurston County.

Councilmember Selby suggested having a conversation to consider separating the Dragon Boat races from Arts Walk and Procession of the Species so that people can attend both events if they choose to. She reported highlights from the Transportation Policy Board and Thurston Council for Children and Youth meetings she attended.

Councilmember Cooper reported attending the Artesian Commons grand opening and discussed upcoming events.

Mayor Buxbaum reported highlights from the Thurston Regional Planning Council meeting he attended on behalf of Mayor Pro Tem Jones and noted he was unable to attend the April Economic Development Council meeting. He agreed to attend the Intercity Transit meeting tomorrow if Mayor Pro Tem Jones is still out of town.

### **8.B CITY MANAGER'S REPORT AND REFERRALS**

Mr. Hall reported on the status of the Isthmus buildings demolition. He will be meeting with Joint Base Lewis McChord (JBLM) on Thursday and is anticipating notice about whether the City will receive an EPA grant to help remove asbestos. He said he

expects to report on timelines for demolition by the end of the month.

Mr. Hall reported on May Day and noted the City has a policy about demonstrations, which people followed this year. As a result, there were no reports of injury or property damage. He thanked the Thurston County Sheriff's Office, Tumwater and Lacey police departments, Washington State Patrol and the Olympia police department for helping to ensure a successful and peaceful May Day.

## **9. ADJOURNMENT**

The meeting adjourned at 9:10 p.m.

# City of Olympia

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601 4th Avenue E.  
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360-753-8447

## City Council

### Approval of Bid Award for Olympia Woodland Trail/Woodard Creek Culvert Improvements

Agenda Date: 5/20/2014

Agenda Number: 4.B

File Number: 14-0248

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File Type: decision

Version: 1

Status: Consent Calendar

#### ..Title

Approval of Bid Award for Olympia Woodland Trail/Woodard Creek Culvert Improvements

#### ..Recommended Action

Move to award and authorize the City Manager to sign the construction contract for the Olympia Woodland Trail/Woodard Creek Culvert Improvements project.

#### Committee Recommendation:

Not referred to a committee

#### City Manager Recommendation:

Move to award and authorize the City Manager to sign the construction contract with NOVA Contracting, Inc., in the amount of \$306,358.99.

#### ..Report

##### Issue:

Whether to award the low bid of \$306,358.99 to NOVA Contracting, Inc. to construct the Olympia Woodland Trail/Woodard Creek Culvert Improvements project.

#### Staff Contact:

Andy Haub, P.E., Director of Water Resources, 360.753.570.3795

Brett Bures, Project Manager, Public Works Engineering, 360.753.8290

#### Presenter(s):

None - Consent Calendar Item.

#### Background and Analysis:

The Olympia Woodland Trail/Woodard Creek Culvert Improvements project replaces approximately 100 feet of 54-inch diameter concrete pipe located under the City-owned Woodland Trail in east Olympia. The aged and broken pipe needs to be replaced to avoid complete failure and subsequent flooding from upstream developments and wetlands. The existing pipe requires excessive monitoring, maintenance, and occasional emergency response. It is a long-standing maintenance burden for City Storm and Surface Water staff.

The project will use an innovative pipe "burst/ram" technique that simultaneously removes the existing pipe and replaces it with a new pipe. This technology saves

**Agenda Date: 5/20/2014**

**Agenda Number: 4.B**

**File Number: 14-0248**

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money and avoids the need to excavate the Olympia Woodland Trail. The project will start in mid-July and end no later than mid-October.

**Neighborhood/Community Interests (if known):**

- During construction the Olympia Woodland Trail users will be detoured onto the Washington State Department of Transportation trail, directly adjacent to Interstate 5, and back onto the Olympia Woodland Trail.
- The City will communicate information about alternate routes with the traveling public and key stakeholders.
- The City will regularly communicate with citizens, the Bicycle Pedestrian Advisory Committee, emergency responders, and other stakeholders about the timing, schedule, and construction impacts through news releases, postcards, on-site visits, and Twitter.

**Options:**

1. Award and authorize the City Manager to sign the construction contract with NOVA Contracting, Inc. in the amount of \$306,358.99. Project proceeds as planned.
2. Reject all bids and direct staff to rebid the project.  
The time needed to rebid will delay construction until 2015, and the cost may increase due to increased staff time and potential higher bids.

**Financial Impact:**

The Olympia Woodland Trail/Woodard Creek Culvert Improvements project is funded by the Storm and Surface Water Utility and the Parks, Arts, and Recreation Department.

The low bid of \$306,358.99 is approximately 19.3% below the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid	\$ 306,358.99
Contingency to Award:	\$ 30,635.90
Construction Engineering:	<u>\$ 50,000.00</u>
Total Estimated Project Cost:	<u>\$ 547,026.69</u>
Total Available Budget:	\$ 572,857.83

**Attachments:**

1. Summary of Bids
2. Vicinity Map

**Agenda Date: 5/20/2014**  
**Agenda Number: 4.B**  
**File Number: 14-0248**

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**BID TABULATIONS**

**Project Name: Olympia Woodland Trail/Woodard Creek Culvert Improvements**  
**Project No. : 1060 O**  
**Bid Opening Date: 4/2/2014**

**OPINION OF PROBABLE  
CONSTRUCTION COSTS**

<b>BID #1</b>	<b>BID #2</b>
<b>NOVA Contracting, Inc.</b> 10615 Delphi Rd. SW Olympia, WA 98512	<b>Rognlin's Inc.</b> P.O. Box 307 Aberdeen, Wa 98520

Item Number	Schedule Item	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	104-000	Minor Change	EST	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	105-000	Record Drawings (Minimum Bid \$1,000.00)	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
3	107-000	SPCC Plan	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00
4	109-000	Mobilization	LS	1	\$ 25,879.60	\$ 25,879.60	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
5	110-000	Project Temporary Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00
6	702-400	Trash Rack	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00
7	708-020	Television Inspection	LF	104	\$ 30.00	\$ 3,120.00	\$ 10.00	\$ 1,040.00	\$ 20.00	\$ 2,080.00
8	708-040	Temporary Bypass Pumping	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00
9	728-000	Pipe Bursting	LF	104	\$ 2,000.00	\$ 208,000.00	\$ 1,986.00	\$ 206,544.00	\$ 1,800.00	\$ 187,200.00
10	728-110	54 In. Storm Pipe Cleaning	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00	\$ 20,000.00	\$ 20,000.00
11	801-000	High Visibility Fence	LF	575	\$ 5.00	\$ 2,875.00	\$ 3.00	\$ 1,725.00	\$ 3.00	\$ 1,725.00
12	801-015	Erosion/Water Pollution Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 600.00	\$ 600.00	\$ 8,000.00	\$ 8,000.00
13	801-025	Silt Fence	LF	270	\$ 8.00	\$ 2,160.00	\$ 5.00	\$ 1,350.00	\$ 3.00	\$ 810.00
14	801-055	Seeding, Fertilizing and Mulching - Lawn Mix	SY	440	\$ 4.00	\$ 1,760.00	\$ 3.00	\$ 1,320.00	\$ 3.00	\$ 1,320.00
15	801-110	Erosion Control Blanket	SY	440	\$ 7.00	\$ 3,080.00	\$ 4.00	\$ 1,760.00	\$ 3.00	\$ 1,320.00
16	802-410	Property Restoration	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 900.00	\$ 900.00	\$ 7,500.00	\$ 7,500.00
17	812-600	Habitat Boundary Fence	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 6,000.00	\$ 6,000.00	\$ 5,545.00	\$ 5,545.00
<b>SUB-TOTAL</b>						\$ 349,374.60		\$ 281,839.00		\$ 308,000.00
<i>8.7 % Sales Tax</i>						\$ 30,395.59		\$ 24,519.99		\$ 26,796.00
<b>GRAND TOTAL</b>						\$ 379,770.19		\$ 306,358.99		\$ 334,796.00

**The bid results are for Contractors information only. These results will undergo further review by City of Olympia in determination of award to the lowest responsive and responsible bidder.**





**BID TABULATIONS**

**Project Name: Olympia Woodland Trail/Woodard Creek Culvert Improvement**  
**Project No. : 1060 O**  
**Bid Opening Date: 4/2/2014**

**OPINION OF PROBABLE  
CONSTRUCTION COSTS**

<b>BID #3</b> <b>Realm Inc.</b> P.O. Box 580 Dupont, WA 98327	<b>BID #4</b> <b>MVG LLC.</b> 22630 SE 268th St. Maple Valley, WA 98038
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Item Number	Schedule Item	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	104-000	Minor Change	EST	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	105-000	Record Drawings (Minimum Bid \$1,000.00)	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 3,450.00	\$ 3,450.00	\$ 2,500.00	\$ 2,500.00
3	107-000	SPCC Plan	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
4	109-000	Mobilization	LS	1	\$ 25,879.60	\$ 25,879.60	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
5	110-000	Project Temporary Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00
6	702-400	Trash Rack	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 4,400.00	\$ 4,400.00	\$ 4,000.00	\$ 4,000.00
7	708-020	Television Inspection	LF	104	\$ 30.00	\$ 3,120.00	\$ 15.00	\$ 1,560.00	\$ 25.00	\$ 2,600.00
8	708-040	Temporary Bypass Pumping	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 20,125.00	\$ 20,125.00	\$ 35,000.00	\$ 35,000.00
9	728-000	Pipe Bursting	LF	104	\$ 2,000.00	\$ 208,000.00	\$ 1,675.25	\$ 174,226.00	\$ 1,700.00	\$ 176,800.00
10	728-110	54 In. Storm Pipe Cleaning	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
11	801-000	High Visibility Fence	LF	575	\$ 5.00	\$ 2,875.00	\$ 2.30	\$ 1,322.50	\$ 6.00	\$ 3,450.00
12	801-015	Erosion/Water Pollution Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 15,350.00	\$ 15,350.00	\$ 12,000.00	\$ 12,000.00
13	801-025	Silt Fence	LF	270	\$ 8.00	\$ 2,160.00	\$ 4.60	\$ 1,242.00	\$ 6.00	\$ 1,620.00
14	801-055	Seeding, Fertilizing and Mulching - Lawn Mix	SY	440	\$ 4.00	\$ 1,760.00	\$ 3.10	\$ 1,364.00	\$ 10.00	\$ 4,400.00
15	801-110	Erosion Control Blanket	SY	440	\$ 7.00	\$ 3,080.00	\$ 5.80	\$ 2,552.00	\$ 15.00	\$ 6,600.00
16	802-410	Property Restoration	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 4,485.00	\$ 4,485.00	\$ 15,000.00	\$ 15,000.00
17	812-600	Habitat Boundary Fence	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 10,120.00	\$ 10,120.00	\$ 10,000.00	\$ 10,000.00
<b>SUB-TOTAL</b>						\$ 349,374.60		\$ 308,196.50		\$ 344,970.00
<i>8.7 % Sales Tax</i>						\$ 30,395.59		\$ 26,813.10		\$ 30,012.39
<b>GRAND TOTAL</b>						\$ 379,770.19		\$ 335,009.60		\$ 374,982.39

**The bid results are for Contractors information only. These results will undergo further review by City of Olympia in determination of award to the lowest responsive and responsible bidder.**



**BID TABULATIONS**

Project Name: Olympia Woodland Trail/Woodard Creek Culvert Improvement  
 Project No. : 1060 O  
 Bid Opening Date: 4/2/2014

**BID #5**

**Quigg Bros., Inc.**  
 P.O. Box 1707  
 Aberdeen, WA 98520

**OPINION OF PROBABLE  
 CONSTRUCTION COSTS**

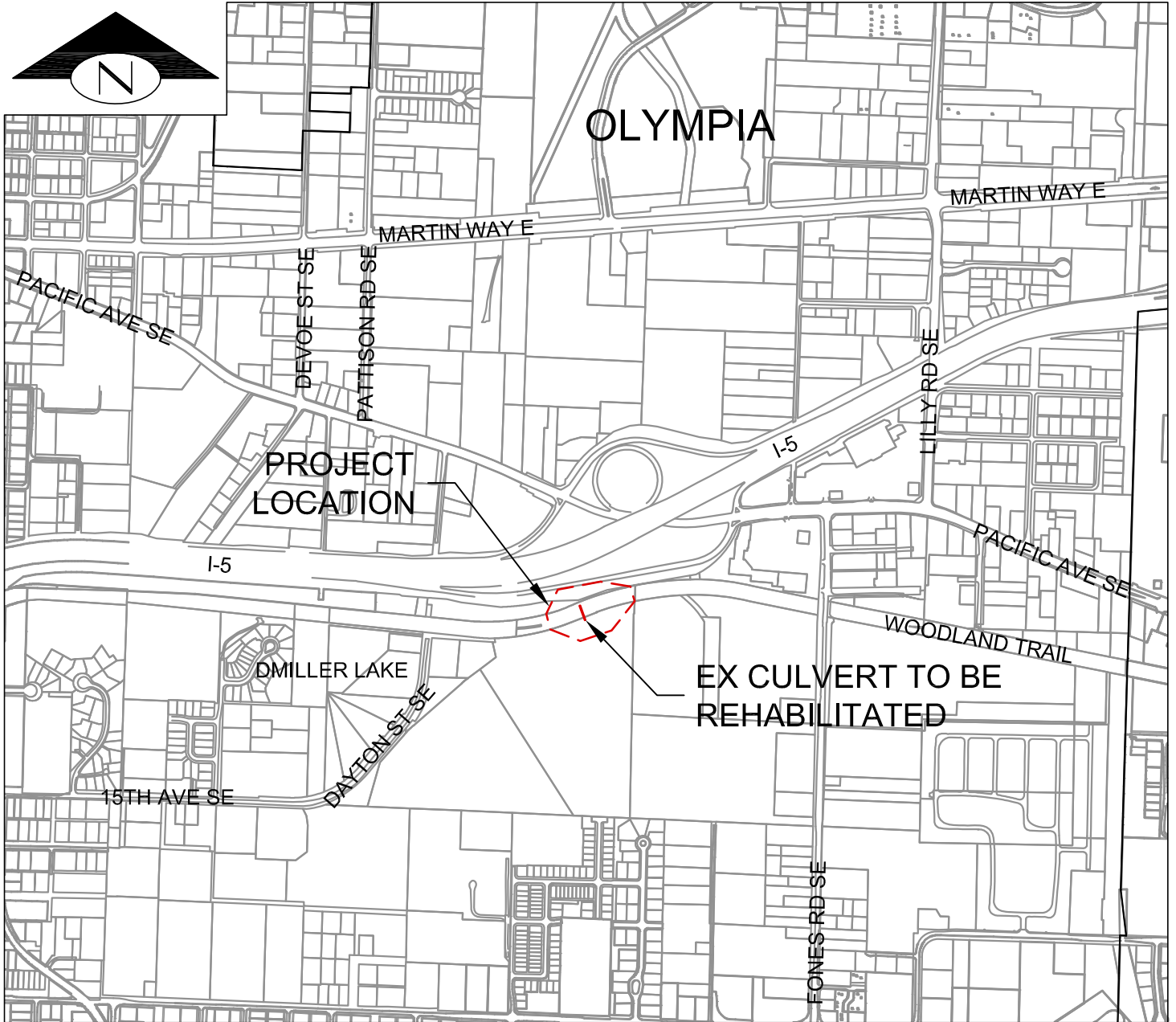
Item Number	Schedule Item	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	104-000	Minor Change	EST	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	105-000	Record Drawings (Minimum Bid \$1,000.00)	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
3	107-000	SPCC Plan	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00
4	109-000	Mobilization	LS	1	\$ 25,879.60	\$ 25,879.60	\$ 72,000.00	\$ 72,000.00
5	110-000	Project Temporary Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 5,200.00	\$ 5,200.00
6	702-400	Trash Rack	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
7	708-020	Television Inspection	LF	104	\$ 30.00	\$ 3,120.00	\$ 20.00	\$ 2,080.00
8	708-040	Temporary Bypass Pumping	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00	\$ 32,000.00
9	728-000	Pipe Bursting	LF	104	\$ 2,000.00	\$ 208,000.00	\$ 2,700.00	\$ 280,800.00
10	728-110	54 In. Storm Pipe Cleaning	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00	\$ 21,000.00
11	801-000	High Visibility Fence	LF	575	\$ 5.00	\$ 2,875.00	\$ 3.00	\$ 1,725.00
12	801-015	Erosion/Water Pollution Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 5,500.00	\$ 5,500.00
13	801-025	Silt Fence	LF	270	\$ 8.00	\$ 2,160.00	\$ 5.00	\$ 1,350.00
14	801-055	Seeding, Fertilizing and Mulching - Lawn Mix	SY	440	\$ 4.00	\$ 1,760.00	\$ 2.00	\$ 880.00
15	801-110	Erosion Control Blanket	SY	440	\$ 7.00	\$ 3,080.00	\$ 4.00	\$ 1,760.00
16	802-410	Property Restoration	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 7,000.00	\$ 7,000.00
17	812-600	Habitat Boundary Fence	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 5,000.00	\$ 5,000.00
<b>SUB-TOTAL</b>						\$ 349,374.60		\$ 453,295.00
<i>8.7 % Sales Tax</i>						\$ 30,395.59		\$ 39,436.67
<b>GRAND TOTAL</b>						\$ 379,770.19		\$ 492,731.67

The bid results are for Contractors information only. These results will undergo further review by City of Olympia in determination of award to the lowest responsive and responsible bidder.

# City of Olympia

## OLYMPIA WOODLAND TRAIL/WOODARD CREEK CULVERT IMPROVEMENTS

Project No. 10600



VICINITY MAP  
SCALE: 1"=1000'



DAVIDO CONSULTING GROUP, INC.  
Civil • Structural • Land Use

# City of Olympia

## City Council

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

### Approval of Appropriation Ordinance in the Amount of \$200,000 from the New City Hall Project Fund for Police Annex Demolition and Justice Center Remodel

Agenda Date: 5/20/2014

Agenda Number: 4.C

File Number: 14-0354

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File Type: ordinance

Version: 3

Status: 2d  
Reading-Consent

#### ..Title

Approval of Appropriation Ordinance in the Amount of \$200,000 from the New City Hall Project Fund for Police Annex Demolition and Justice Center Remodel

#### ..Recommended Action

##### Finance Committee Recommendation:

At the April 9, 2014 Finance Committee, the Committee discussed and agreed to recommend to the full Council the appropriation of \$200,000 to fund Justice Center improvements and Police Annex demolition.

##### City Manager Recommendation:

Move to adopt on second reading an appropriation ordinance in the amount of \$200,000 from the New City Hall Project Fund for Police Annex Demolition and Justice Center Remodel.

#### ..Report

##### Issue:

Whether to approve a \$200,000 appropriation ordinance to transfer funds from the New City Hall project for Police Annex Demolition and Justice Center Remodel.

##### Staff Contact:

Jay Burney, Assistant City Manager, 360.753.8740

Debbie Sullivan, Deputy Director, Public Works Department, 360.753.8494

##### Presenter(s):

None. Consent Item.

##### Background and Analysis:

The background and analysis have not changed since the ordinance came to the City Council for first reading on May 6.

At the April 9, 2014 Finance Committee, the Committee discussed and agreed to recommend to the full Council the appropriation of \$200,000 to fund Justice Center improvements and Police Annex demolition.

The Police Annex building is in extreme disrepair with water intrusion and mold in some areas of the building. The building is in need of a new roof and many other repairs and upgrades to keep it in a usable condition. However, the only need in

**Agenda Date: 5/20/2014**

**Agenda Number: 4.C**

**File Number: 14-0354**

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terms of use for this building is the locker rooms and showers for corrections officers, a very small portion of the building. Rather than spend any more money on repairs and upgrades to the building, staff is recommending relocating the showers and lockers and demolishing the building.

At the March 12, 2014 Finance Committee meeting, staff provided the committee with an update on the demolition of the Police Annex building. At that time, staff indicated that the original plan was to provide showers and lockers in the former Court Services building, allowing staff to move forward with the demolition of the Police Annex building. However, during the design process, small amounts of asbestos were discovered in the former Court Services building, making improvements to that building more costly than originally planned. Staff indicated that they were looking at other options and would return to Finance Committee if an adequate alternative were found.

Staff has determined that there is adequate space within the area of the Justice Center occupied by Probation Services to provide the lockers and a shower needed by the jail staff. Staff recommends moving forward with providing the showers and lockers in this space, which would allow the Police Annex building to be demolished. The total project cost is \$200,000, which could be funded by funds set aside in the New City Hall project fund for needed improvements at the Justice Center anticipated as a result of the consolidation of buildings. Staff recommends this funding approach.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the appropriation of \$200,000 from the New City Hall project fund to fund the relocation of showers and lockers for jail staff and the demolition of the Police Annex building.
2. Do not recommend the appropriation and provide guidance to staff on next steps.

**Financial Impact:**

Funding for this project will be appropriated from the remaining fund balance of the New City Hall project fund. These costs were anticipated and set aside within the City Hall Project budget for this purpose.

**Ordinance No.**

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2014 BUDGET, AND APPROPRIATING \$200,000 FOR THE DEMOLITION OF THE OLD CITY HALL ANNEX. FUNDING IS TO BE PROVIDED BY A TRANSFER FROM THE CITY HALL CONSTRUCTION FUND TO THE EQUIPMENT AND FACILITIES REPLACEMENT FUND.

WHEREAS, there is a need to demolish the Old City Hall Annex; and

WHEREAS, the City Hall Construction Fund has resources available for the demolition;

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

**Section 1.** That the following appropriations are hereby made:

**EQUIPMENT AND FACILITIES REPLACEMENT FUND (029)**

<b>Resources:</b>	Transfer in, from City Hall Construction Fund	\$200,000
	<b>TOTAL RESOURCES</b>	<b>\$200,000</b>
<b>Appropriations:</b>	Old City Hall Demolition Project	\$200,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$200,000</b>

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY (ACA)

PASSED:

APPROVED:

PUBLISHED:

# City of Olympia

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

## City Council

### Approval of Ordinance Appropriating \$233,070 for the Installation of Solar Panels on City Hall

Agenda Date: 5/20/2014

Agenda Number: 4.D

File Number: 14-0359

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File Type: ordinance

Version: 2

Status: 2d  
Reading-Consent

**..Title**

Approval of Ordinance Appropriating \$233,070 for the Installation of Solar Panels on City Hall

**..Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to adopt on second reading an ordinance appropriating \$233,070 for the installation of solar panels on City Hall.

**..Report**

**Issue:**

Whether to appropriate the funds.

**Staff Contact:**

Debbie Sullivan, Deputy Public Works Director, 360.753.8494

**Presenter(s):**

None - consent calendar.

**Background and Analysis:**

The background and analysis have not changed since the ordinance came to the City Council for first reading on May 6.

In January 2014, Public Works applied for a solar grant through the Washington State Department of Commerce (Commerce). Commerce notified the City we were awarded a grant for \$183,070. The City received one of eleven solar grants awarded statewide. The goal of Commerce's Energy Efficiency and Solar Grants program is to stimulate Washington's economy by creating jobs. Longer-term goals include reducing energy use and operating costs for local governments.

The City will use the grant to add 92 Washington-manufactured solar panels onto the roof at City Hall. The panels will tie in to the existing electrical system at City Hall and produce an estimated 23,598 kWh annually, saving approximately \$2,500 per year in energy costs and reducing greenhouse gases by over 16 metric tons per year. This will be the third City-owned building using solar as a renewable energy source. Other buildings include the Farmer's Market and the Timberland Regional Library.

**Agenda Date: 5/20/2014**

**Agenda Number: 4.D**

**File Number: 14-0359**

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Under an existing Interlocal Agreement for Energy Savings Performance Contracting Services with the Washington State Department of Enterprise Services, DES will manage this project on the City's behalf. Construction is anticipated to start in the late summer and be finished by the end of December.

**Neighborhood/Community Interests (if known):**

Thurston Climate Action Team, who recently completed a countywide greenhouse gas inventory, is a proponent of local renewable energy projects.

Disruptions at City Hall will be minimal, as the majority of the work will be on the roof.

The contractor will have a crane onsite for one day to load materials to the roof. It may be necessary to block off parking near City Hall to accommodate the crane and maintain safety around the loading site.

**Options:**

1. Move to approve on second reading an ordinance appropriating \$233,070 for the installation of solar panels on City Hall.
2. Do not appropriate the funds.

**Financial Impact:**

The City's required match is \$50,000. The funds will be appropriated from the City Hall Construction Fund.

Commerce Grant	\$183,070
City Match	<u>\$ 50,000</u>
Total Project Cost	\$233,070



**Ordinance No.**

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2014 BUDGET, AND APPROPRIATING \$233,070 FOR INSTALLATION OF SOLAR PANELS ON CITY HALL. FUNDING IS TO BE PROVIDED BY A \$183,070 GRANT FROM THE STATE OF WASHINGTON, DEPARTMENT OF COMMERCE, AND \$50,000 FROM THE CITY HALL CONSTRUCTION FUND.

WHEREAS, the Department of Commerce of the State of Washington is providing a grant of \$183,070 to the City of Olympia for installation of solar panels at City Hall; and

WHEREAS, the City Hall Construction Fund has \$50,000 which can be applied to the project.

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

**Section 1.** That the following appropriations are hereby made:

**EQUIPMENT & FACILITIES RESERVE FUND**

<b>Resources:</b>	State of Washington, Department of Commerce grant	\$183,070
	Transfer in from City Hall Construction Fund	\$50,000

	<b>TOTAL RESOURCES</b>	<b>\$233,070</b>
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<b>Appropriations:</b>	City Hall, Solar Panel installation project	\$233,070
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	<b>TOTAL APPROPRIATIONS</b>	<b>\$233,070</b>
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**CITY HALL CONSTRUCTION FUND**

<b>Resources:</b>	City Hall Construction Fund balance	\$50,000
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	<b>TOTAL RESOURCES</b>	<b>\$50,000</b>
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<b>Appropriations:</b>	Transfer to Equipment & Facilities Reserve Fund	\$50,000
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	<b>TOTAL APPROPRIATIONS</b>	<b>\$50,000</b>
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\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

# City of Olympia

## City Council

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

### Approval of Percival Plinth Project Sculpture Recommendation 2014

**Agenda Date:** 5/20/2014

**Agenda Number:** 6.A

**File Number:** 14-0487

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**File Type:** decision

**Version:** 1

**Status:** Other Business

#### **..Title**

Approval of Percival Plinth Project Sculpture Recommendation 2014

#### **..Recommended Action**

##### **Commission Recommendation:**

The Olympia Arts Commission recommends approval of 13 sculptures and one alternate for exhibition along Percival Landing for up to one year starting July 2014.

##### **City Manager Recommendation:**

Move to approve the recommended 13 sculptures and one alternate for exhibition along Percival Landing for up to one year starting July 2014.

#### **..Report**

##### **Issue:**

To review and approve the Arts Commission recommendation of 13 sculptures for the Percival Plinth Project exhibition, and Peoples' Choice Award for 2013-2014.

##### **Staff Contact:**

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

##### **Presenter(s):**

Stephanie Johnson, Arts & Events Program Manager, Parks, Arts & Recreation  
Trent Hart, Chair of the Art in Public Places Committee of the Olympia Arts  
Commission

##### **Background and Analysis:**

This recommendation marks the fourth installation of the Percival Plinth Project, which involves placing loaned sculptures on stands ("plinths") along Percival Landing, for temporary exhibition of up to one year. Based on a one-month opportunity for public vote among the exhibited sculptures, the City will purchase the sculpture receiving the most votes - the "Peoples' Choice Award." Following the exhibition, the purchased sculpture will be moved to City Hall for one year before permanent exhibition in another location.

The Call for Sculpture for the 2014-2015 Percival Plinth Project and Peoples' Prize includes the following components:

- Artists applied statewide.
- 13 sculptures and one alternate were recommended by the jury for loan, and reviewed and recommended by the Arts Commission.

**Agenda Date: 5/20/2014**

**Agenda Number: 6.A**

**File Number: 14-0487**

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- Selected artists will be awarded a \$580 honoraria for loan of each sculpture.
- One sculpture will be selected by the public for purchase.
- Voting must take place in person.
- Artwork purchase not to exceed \$10,000.

On May 6, 2013, 25 sculptures, submitted by 17 artists were reviewed by the project jury. The Arts Commission reviewed the jury recommendation of 13 sculptures on May 8. The Commission unanimously agreed to move the recommendation forward to City Council.

**Neighborhood/Community Interests (if known):**

In 2013, 374 votes were received for the Peoples' Choice Award. Of those, 223 were from Olympia proper, and 54 were from Lacey, Tumwater and Thurston County. Staff hopes to expand the word about voting and welcomes invitations to speak at Service Club meetings and other gatherings.

**Options:**

1. Move to approve the recommended 13 sculptures and one alternate for exhibition along Percival Landing for up to one year starting July 2014.
2. Move to direct staff to make changes to the proposed list.
3. Move to not approve the recommendation.

**Financial Impact:**

\$580 honoraria for 13 sculptures	\$7,540	
Up to \$10,000 purchase of Peoples' Prize Sculpture		\$10,000
Up to \$1,000 for installation of Peoples Prize following exhibition		\$1,000
Total (up to)	\$18,540	

# 2014 Percival Plinth Project Sculpture Recommendation



**Viking Bot**  
Steve Jensen, Seattle  
Repurposed Rail Nails  
12" x 31" x 11"



**Full Curl**  
Roger Squirrell, Lake Forest Park  
Galvanized Steel  
36" x 24" x 24"



**Illuminated One**  
Leo E. Osborne, Anacortes  
Bronze  
48" x 10" x 10"



**Embrace**

Kevin Au, Mercer Island

Steel

31" x 16" x 16"



**Notches**

Kevin Au, Mercer Island

Steel

32" x 11" x 11"



**Figure in Motion**

Hugh Buchholz, Olympia

Bronze

24" x 7" x 17"



**Opening (Ring Dance #9)**

Don Freas, Olympia

Steel and Cast Iron

69" x 36" x 30"

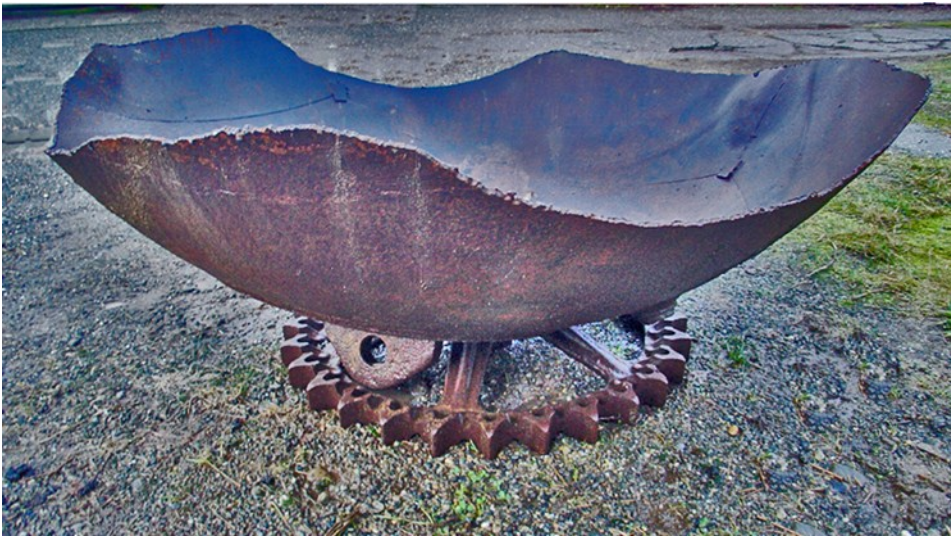


**Vertebra: Ocean Verde**

David Haslett, Orcas Island

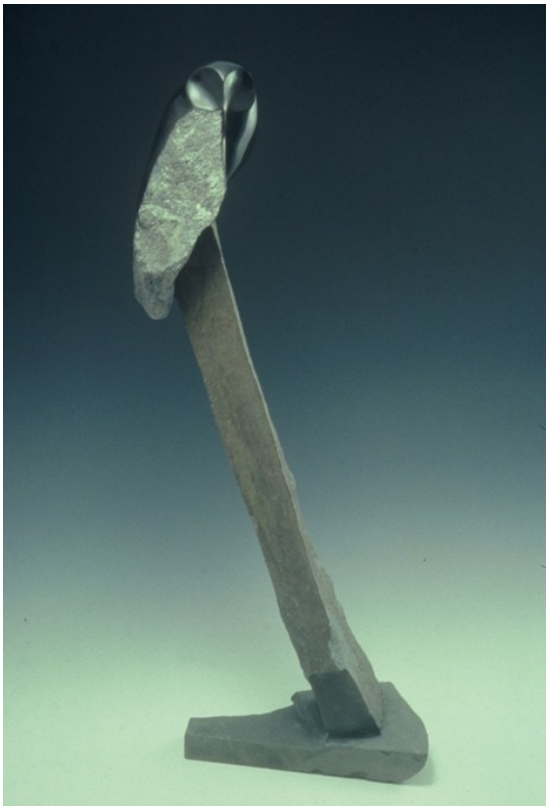
Stone: NW Olivine and Basalt

62" x 22" x 20"



**Basin of Quenched Fire**  
Bil Fleming, Olympia  
Reclaimed Sea Buoy & Tractor Cog  
30" x 52" x 50"

**Dignity in Labor**  
John Vanek, Olympia  
Repurposed Metal  
40" x 35" x 9"



**The Night Watchman**  
Leon White, Seattle  
Bronze  
44" x 22" x 10"





**Origami #3-Totem**  
Ken Hall, Lacey  
Folded and Welded Steel  
16' x 22" x 22"



**Emissary**  
Daniel Michael, Olympia  
Stone  
36" x 22" x 19"



**ALTERNATE**  
**From the Sea**  
Hugh Buchholz, Olympia  
Bronze  
48" x 15" x 21"

# City of Olympia

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

## City Council

### Approval to Schedule Public Hearing on the Community Development Block Grant - Program Year 2014 Action Plan

Agenda Date: 5/20/2014

Agenda Number: 6.B

File Number: 14-0489

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File Type: decision

Version: 1

Status: Other Business

#### ..Title

Approval to Schedule Public Hearing on the Community Development Block Grant - Program Year 2014 Action Plan

#### ..Recommended Action

##### Committee Recommendation:

Move the draft PY2014 Action Plan forward for Public Hearing in keeping with the recommended schedule. *[Note: General Government Committee did not discuss extending the certification period.]*

##### City Manager Recommendation:

Move to direct staff to schedule a thirty-day public comment period, including a public hearing, on:

1. The draft Program Year 2014 (PY2104) Community Development Block Grant (CDBG) Action Plan projects included in Attachment 1.
2. Extending the City's CDBG certification period from one year to three years.

#### ..Report

##### Issue:

What projects should be included for funding in the CDBG PY 2014 Action Plan? Should the city extend its CDBG certification period for meeting federally-required thresholds for benefits to low and moderate income people from one year to three years?

##### Staff Contact:

Leonard Bauer, CPD Deputy Director, Community Planning & Development,  
360.753.8206

Anna Schlecht, Housing Program Manager, 360.753.8183

##### Presenter(s):

Leonard Bauer, CPD Deputy Director

Anna Schlecht, Housing Program Manager

Brian Wilson, Downtown Liaison

Michelle Morlan, Director, National Development Council (Seattle Office)

##### Background and Analysis:

The Council referred to General Government Committee consideration of options for CDBG-funded economic activities for Program Year 2014 (September 1, 2014 - August 31, 2015). Staff estimates there will be a total of \$642,375 in combined new

**Agenda Date: 5/20/2014**

**Agenda Number: 6.B**

**File Number: 14-0489**

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CDBG grant funds and program income (see "CDBG Budget Worksheet" attachment).

General Government Committee recommends the projects listed in Attachment 1 be included in the PY2014 CDBG Action Plan. As per Council's referral, these projects fund economic development activities, as follows:

1. Continued funding in PY2014 for an additional staff member in the Downtown Ambassador program
2. Façade Improvement Loans and Safety Projects identified through the City's Crime Prevention Through Environmental Design (CPTED) program.
3. Seed funding to initiate a Small Business Revolving Loan Program, to be known as the "Grow Olympia Fund," administered by the National Development Council (NDC) to address objectives set by the City Council. General Government Committee recommends fund objectives include:
  - Retaining and growing existing downtown businesses
  - Infilling vacant storefronts with new or relocated businesses
  - Emphasizing a diversity of businesses that provide jobs and activity to create more foot traffic and an "18-hour business day"
  - Focus on strategic small business sectors, identified by the EDC to be:
    - Light manufacturing
    - Information technology
    - Professional services
    - Theater arts/performance retail

This seed funding is expected to leverage additional funding sources, including Small Business Administration funds already available to NDC, to increase the fund. More information on this program is included in the attachments.

4. Continue dedicating remaining estimated program income (projected to be \$126,455) to Isthmus Park Project.

Attachment 2 provides a concise description of these four options.

**Note:** *The City Council will continue working on a parallel track to review and approve potential Section 108 Loan Program activities. Upon approval, individual Section 108 activities will be added to the current CDBG Program Year by amendment and will be administered as per CDBG regulations. These funds are separate from the annual entitlement funds and program income allocations currently under review by Council.*

**CDBG PY2014 Action Plan Timeline and Process:**

The Council identified Economic Development as the priority goal for the current CDBG Five-Year Consolidated Plan, which serves as the strategic plan for this program. The Council has been examining options for CDBG-funded economic

**Agenda Date: 5/20/2014**

**Agenda Number: 6.B**

**File Number: 14-0489**

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development over the first two years of the Consolidated Plan period. Council actions during that time have included; 1) amending the current PY 2013 Action Plan to include Section 108 Loans; and, 2) amending the current PY 2013 Action Plan to include funding for the Capital Recovery Center Ambassador Program.

The remaining timeline to develop the PY 2014 Annual Action Plan includes the following steps:

<b>March</b>	Review of options by General Government Committee
<b>April</b>	Proposal from the General Government Committee to Council
<b>May</b>	Council review and action on proposal
<b>May</b>	Staff develop proposed PY 2014 Annual Action Plan
<b>June</b>	Public Comment period - review and consultation with community stakeholders (30 day period), including City Council public hearing
<b>July 15th</b>	Council approval and submission of PY 2014 Annual Action Plan

The CDBG Annual Cycle is illustrated in the attachment.

**Three-Year CDBG Certification Period:**

Concurrent with the PY2014 CDBG Annual Action Plan public process, staff proposes converting the City of Olympia CDBG program from a one-year certification period to a three-year certification period. This will allow the greatest flexibility in calculating the percentage of benefit to low and moderate income people. HUD requires that 70% of all CDBG expenditures benefit low and moderate income people. Under a one-year certification, that calculation is based on the current year's activities only. Under a three-year certification period, the City would have the flexibility to calculate the 70% benefit based on activities funded over a three-year period. This means, for example, that the City could allocate a larger percentage of the funding for elimination of slum and blight in one year, provided that the following years make up the difference to ensure 70% of the funding over a three-year period benefits low and moderate income people.

**Neighborhood/Community Interests (if known):**

The PY 2014 CDBG Annual Action Plan is a city-wide document that is of interest to the entire community. All registered neighborhood associations and business associations will receive notices of the public comment period on the Draft Action Plan.

**Options:**

1. Move to direct staff to schedule a thirty-day public comment period, including a public hearing, on the draft PY2104 CDBG Action Plan projects included in Attachment 1, and on extending the City's CDBG certification period from one year to three years.
2. Modify the list of projects to be included in the draft PY2014 CDBG Action Plan, and direct staff to schedule a thirty-day public comment period, including a

**Agenda Date: 5/20/2014**

**Agenda Number: 6.B**

**File Number: 14-0489**

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public hearing. Other options considered by General Government Committee included: a micro-loan program to provide small loans to start-up, home-based businesses; and dedicating all program income to a single project, such as the Isthmus Park Project.

3. Refer this item back to General Government Committee for further consideration of alternative projects to be included in the draft PY2014 CDBG Action Plan. Please note the draft PY2014 CDBG Action Plan must still be the subject of a thirty-day comment period prior to final approval by the City Council. Council's final approval is needed by August 1 to provide adequate time to complete the document and submit to HUD before the beginning of PY2014.

**Financial Impact:**

The City anticipates receiving a total of \$342,375 in new CDBG funds and an estimated \$300,000 in CDBG program income, for a total of \$642,375 in CDBG funding for PY 2014 (September 1, 2014 - August 31, 2015). Federal requirements for CDBG funds include:

1. Operation of the current CDBG Program requires an administrative budget of \$100,000, or 15% of all anticipated CDBG funds, in order to manage a compliant CDBG program, as illustrated in the "CDBG Budget Worksheet" attached.
2. Seventy percent of expenditures in each CDBG Program Year must qualify as benefitting Low/Moderate Income individuals. Staff analysis indicates this benefit requirement appears to be met by the General Government Committee recommendations.

## CDBG PY 2014 BUDGET WORKSHEET – PROPOSED ACTION PLAN PROJECTS

Projected PY2014 CDBG Entitlement (same as PY2013)	\$342,375
Projected PY 2014 CDBG Program Income	\$300,000
<b>TOTAL ANTICIPATED PY 2014 CDBG Funds</b>	<b>\$642,375</b>
Debt Service - Section 108 Downtown Improvements Project	(\$64,000)
Potential Continued Funding - Downtown Ambassador Program	(\$51,270)
Potential Re-Fund to Isthmus Park Project from PY2013 Downtown Ambassador Funding	(\$25,650)
CPTED Safety and Façade Improvements	(\$25,000)
Small Business Revolving Loan Fund Pilot Project	(\$250,000)
Isthmus Park Project ( <i>dedicate remaining projected program income</i> )*	(\$126,455)
Program Administration – 15% of total funds ( <i>based on PY2013 Budget</i> ) <b>Minimum staffing level required to run a compliant CDBG Program</b>	(\$100,000)
<b>TOTAL RECOMMENDED CDBG ALLOCATIONS PY 2014 CDBG Funds</b>	<b>\$642,375</b>

\*PY 2013 CDBG Action Plan dedicated all program income to Isthmus Park Project

# General Government Committee Recommendations for CDBG-Funded Economic Development Activities

## 1) **Small Business Loan Program:** **\$250,000**

Discussions with the Economic Development Council, Thurston Chamber of Commerce, and the Olympia Downtown Association have identified the need for a Revolving Loan Fund (RLF) to provide an additional tool for strengthening downtown businesses. Such an RLF should be designed to complement existing tools, i.e. technical assistance; business training; and business coordination programs provided by EDC, ODA and Enterprise for Equity, and the incubator program of the Thurston County Chamber.

The City CDBG allocation would serve as “seed money” that could potentially leverage other funding programs such as Small Business Administration funds or local foundation funding. The City Council would set goals for such a fund, which would be administered by National Development Council (NDC) as the “Grow Olympia Fund”.

General Government Committee recommends fund goals include:

- Retaining and growing existing downtown businesses
- Infilling vacant storefronts with new or relocated businesses
- Emphasizing a diversity of businesses that provide jobs and activity to create more foot traffic and an “18-hour business day”
- Focus on strategic small business sectors, identified by the EDC to be:
  - Light manufacturing
  - Information technology
  - Professional services
  - Theater arts/performance retail

## 2) **CPTED Safety Program** **\$25,000**

Municipal planners and public safety officials utilize “Crime Prevention through Environmental Design (CPTED)” as a planning tool to make their communities safer. This program would be operated as a Revolving Loan Program (RLF) ensuring that program income could be made available for future CPTED Safety Program projects. The City has been participating in a public planning process to assess needs, identify resources and proceed with high priority CPTED projects. The majority of these projects will involve private property but some may involve public property. These priorities fall into two general categories:

### **A) Façade Improvement Loans (\$10,000)**

Façade Improvement loans are utilized by communities across the nation to provide financial incentives to restore highly visible store fronts in central

business cores. When a downtown is in good shape it sends a positive message of urban vitality. Conversely, when multiple storefronts in a downtown district are dilapidated, it sends a message of urban decay. In concert with other Olympia Downtown Project initiatives, a City of Olympia façade improvement micro-loan program could encourage a district-wide make-over, which in turn could spur additional economic development activity.

There are three elements of a façade improvement program:

- 3) *Small CDBG Loans:* CDBG funds could be made available through a low- or no-interest loan program to property owners interested in improving their property. Funds could be used for materials costs only, i.e. paint, to support façade upgrade projects.
- 4) *Volunteer Labor:* Twice each year the Olympia Downtown Association recruits 100 – 200 volunteers who pick up garbage, pull weeds and paint. In recent years, these volunteers have been under-utilized as a direct result of the successful Downtown Clean Team. Painting projects are often limited by the lack of available paint in the right color. A specially designated “Paint the Town New” clean-up in fall could mobilize the same number of volunteers to focus exclusively on painting buildings.
- 5) *Recycled Materials:* A number of local paint companies carry recycled paint, which both ensures re-use of a valuable building material and demonstrates a commitment to sustainable building maintenance practices. Recycled paint also saves money; one estimate shows that “Metro Paint” produced by an Oregon municipal enterprise costs half as much as new paint.

**Past Façade Improvement Programs:** The City utilized a CDBG-funded Façade Improvement Program during the early 1980’s as one of many tools to address urban decay. Funds were issued as loans to key downtown building owners to cover the material costs associated with awning replacements and exterior paint. Additional resources were leveraged by working with private lenders and painter-training programs. As a result, approximately 20 buildings received new paint jobs and approximately 10 buildings received new awnings. The loans were administered in-house to lower loan closing costs. All the loans were re-paid within five years and the funds were re-allocated for other purposes. The City did not at that time create a revolving loan fund with repayments.

**B) CPTED Safety Projects (\$15,000):**

The City has worked with downtown building and business owners along with other stakeholders to develop a priority listing of CPTED projects involving physical improvements. These projects fall into the following two categories:



- 1) *Gates*: Building owners have identified key alcoves that currently attract a broad range of illegal and disruptive activity that are detrimental to business activity and discourage criminal activity.
- 2) *Dumpster Enclosures* Police have identified several “hot spot” areas where the existing enclosures are large, block line of sight and encourage illegal activities that are shielded from view. Replacing these with enclosures that meet the CPTED standards would greatly reduce criminal activity.

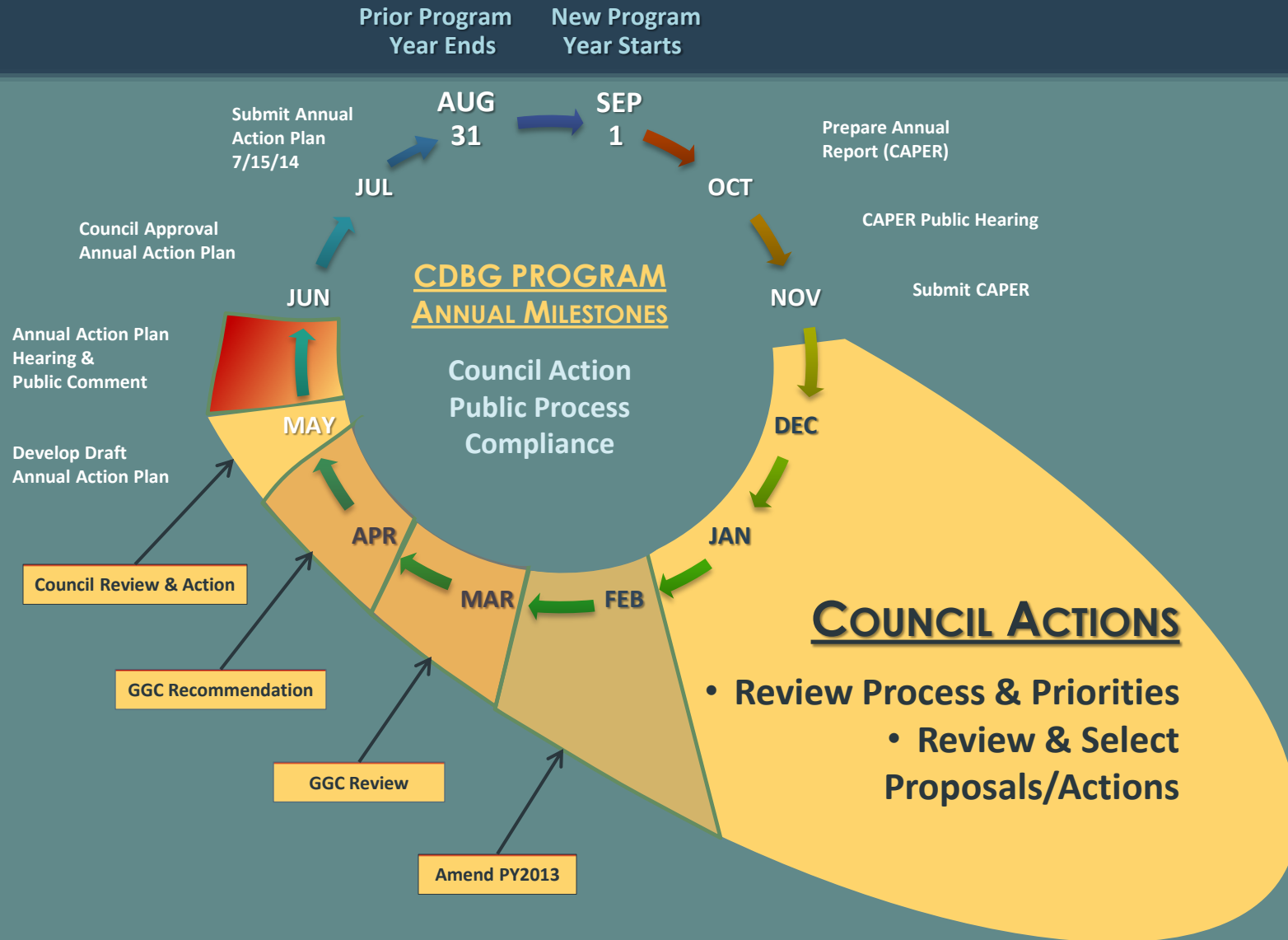
**3) Continuation of Downtown Ambassador Program \$51,270**

In PY 2013, the City Council amended its Action Plan to fund an additional position in the Downtown Ambassador Program. This funding would continue that position throughout PY 2014 (through August 31, 2015).

**4) Isthmus Park Project, or Other Future Project Up to \$126,455**

Staff projections show that the City’s CDBG Program will be well under the HUD required levels of expenditures (termed “Spend-Down” by HUD) by the June 30, 2015 deadline. This would allow flexibility for the Council to retain these funds in the Isthmus Park Project Fund until PY 2015, at which time they could potentially leverage the available PY 2014 with PY 2015 new CDBG grant funds, Section 108 loan funds or other monies that may be available in the future. The Council can amend their allocation in the future to fund a different project or program if the Isthmus Park Project does not move forward or receive other funding.

# CDBG – Program Year 2014 Timeline



**PROPOSAL: \$250,000 CDBG Capitalization of the Grow Olympia Fund - an Economic Development and Small Business revolving loan fund.**

**PURPOSE:**

1. To support existing Small Businesses that lack access to traditional capital to sustainably grow their business.
2. To leverage additional resources to strengthen economic development activities, particularly in distressed areas of the City, through use of the SBA 7a guarantee, which generates additional lending capital for eligible small business lending.
3. To build upon the existing local resources that already support the business community and economic development activities. The Thurston County Economic Development Council, Thurston County Chamber and the Olympia Downtown Association are all deeply networked into the business community with different insights into the needs of businesses, potential growth areas and issues of particular concern for local business owners. These groups can serve as referral sources and outreach platforms for the Grow Olympia Fund.
4. To fit into a continuum of potential capital resources that are available to local businesses as they start out and grow or as they sustain and expand their footprint in the community. A typical resource continuum consists of several different types of financial institution.

<b>Business Type</b>	<b>Historical Track Record</b>	<b>Capital Need</b>	<b>Resource</b>
Microenterprise (start-ups)	None	\$5-10k soft loans/grants to support capacity building	Venture Capital; public or private grants
Micro 2.0 (started up)	0-2 yrs	\$10k-100k loans (higher risk)	Venture Capital; public or private grants; nonprofit CDFIs
<b>Small Business (expanding/sustaining) with expected new jobs to be added</b>	<b>3+ years with positive cash flow &amp; retained earnings</b>	<b>\$100k - \$2M Real estate expansion; machinery &amp; equipment purchase; working capital or refinance of existing debt</b>	<b>Grow America Fund (SBA 7a)</b>
Small or large Business (expanding)	5+ years solid operating track record, strong collateral; positive cash flow & retained earnings	\$100k or more Real estate expansion; machinery & equipment purchase; working capital or refinance of existing debt	Conventional lending (often including SBA)

## **CDBG ELIGIBILITY:**

Each funded activity (business loan) that is made with CDBG funds in whole or in part will qualify as a Special Economic Development activity eligible under Section 570.203(b). Funds would not be drawn down until the closing of each business loan occurs. In addition, each activity funded with CDBG funds will meet the HUD National Objective of LMI Job Creation or Retention under Section 570.208(a)(4). Further, each activity funded with CDBG funds will meet the Public Benefit standard as required by Section 570.209(b) such that at least 1 FTE job is created per \$35,000 of CDBG assistance).

## **ADMINISTRATION:**

The Grow Olympia Fund would be established and operated by the Grow America Fund (GAF), an affiliate of the National Development Council that is a nationally licensed SBA 7a lender with Preferred Lender status. All outreach, marketing, underwriting, loan packaging and loan administration activities would be the responsibility of GAF. City staff would maintain primary responsibility for eligibility review and compliance monitoring activities related to the CDBG requirements.

GAF would carry out the following activities:

- Develop an outreach and networking plan building on existing local resources. Networking typically includes business groups, community lenders, realtors, brokers, leasing agents and accountants working with business owners.
- Market the Grow Olympia Fund
- Originate, underwrite and package loans
- Obtain GAF and U.S. Small Business Administration approvals
- Close, service, and collect loans
- Perform annual reviews of each loan
- Perform the fiduciary responsibilities of the corporation
- Provide periodic fiscal reporting to the client community
- Provide training and capacity building services to client community staff

City staff would retain the following activities:

- CDBG eligibility confirmation (following initial review by GAF)
- Establishing compliance requirements specific to each funded activity (and incorporating into loan documents)
- Ongoing compliance monitoring and reporting to HUD, as appropriate

## **PROPOSED GAF FINANCING STRUCTURE**

To scale the Fund to a reasonable level would require initial capitalization of \$250,000 - \$350,000. With capitalization of that size, the total lending capacity would be **\$1 million to \$1.6 million**.

Sources of capital can include any type of equity, grant funding (including CDBG), sales proceeds from property, general funds or fee revenue generated from other programs. In many cases, Cities have successfully accessed other public or private capital targeted to economic development by demonstrating the ability to stretch those dollars further with the benefit of the SBA's 75% Guarantee.



**Response to Olympia Council questions re:  
Grow Olympia Fund – Economic Development Loan Fund**

**1. Please provide more information on other jurisdictions that use Grow America Funds (GAF).**

GAF operates in more than 40 communities across the nation, from Tacoma to the Commonwealth of Puerto Rico. With a portfolio of more than 320 small business borrowers and loans totaling \$90 million, GAF has created a nationally recognized track record for:

- Tailored financing with flexible terms,
- Effective, individualized counseling and mentoring for the borrower, and
- Low portfolio loss rates

We are active in about a dozen California cities and several Washington cities, including Seattle, King County, Tacoma, Pierce County and Yakima. Of those, the Tacoma GAF program is the longest running and most robust. We've also had a full service Technical Assistance relationship with Tacoma for over 30 years. Our main contact for the City of Tacoma is Martha Anderson (253) 591-5207.

**NDC IMPACT IN TACOMA**

**The Grow Tacoma Fund**, a small business revolving loan fund administered by NDC's Grow America Fund and seeded with an initial \$1.1 million investment from the City. In 2008, as testimony to the success of the Grow Tacoma Fund, the City of Tacoma doubled its investment into GAF to \$2.1 million. The Grow Tacoma Fund has to date made 34 loans, financed \$13 million in project costs (leveraging the City's investment six times over) and retained or created 757 jobs to date. Like the rest of our portfolio, about 48% of the loans made by the Grow Tacoma Fund are to women and minority owned businesses.

Among our Tacoma borrowers, Stadium Thriftway, one of two independent groceries serving downtown Tacoma, accessed Grow Tacoma Fund dollars to finance a building expansion and new machinery and equipment. Stadium Thriftway added 30 new employees to its existing staff of 60 and was able maintain its niche in Tacoma's urban core as a purveyor of high quality foods with excellent selection and service, including weekly deliveries to local elderly residents.

**Aero Precision, Inc.**



*Tacoma based Aero Precision, Inc. was started in 1994 in a garage. The company manufactures small parts in three different industries: aerodynamics, semiconductors, and firearms. When the company managed to double its sales in just two years it needed to significantly upgrade equipment in order to meet production demand. The Grow Tacoma Fund provided Aero Precision with funds to purchase equipment to fully automate their PFH machines, which would allow them to increase production and run unattended for 72 hours straight. In addition, GAF was able to refinance the company's existing high interest*

*debt and to improve cash flow for the business as it continued to grow. "GAF helped us with a large manufacturing automation project, which involved multiple pieces of capital equipment and funding for soft cost integration. **With the GAF the funding was smooth and seamless with no surprises,**" said Scott Dover, Vice President of Aero Precision.*

## Response to Olympia Council questions re: Grow Olympia Fund – Economic Development Loan Fund

The GAF program is often able to leverage other economic development tools in certain areas, such as our use of the New Markets Tax Credit program to further enhance our ability to assist businesses with needed expansions.

### Stadium Thriftway



*The Hargreaves family has owned and operated Stadium Thriftway, located in the Stadium District in Tacoma, since 1986. For decades it was the only market serving the downtown area. The grocery industry is a highly competitive and price-sensitive business, but Stadium Thriftway has been able to maintain its market share by catering to a niche market and providing quality service and competitive pricing. The store even provides some of its core customers with delivery service- packaging products it delivers to 70 to 80 senior citizens each week. In 2008, Stadium Thriftway had the opportunity to expand at its current location*

*and increase its store from 14,000 to 22,700 square feet. GAF was able to provide a New Markets Tax Credit-enhanced loan to enable the business to fund building expansion and make energy upgrades through purchase of new machinery and equipment. "The terms of the loan allowed us to do much more in upgrades to enhance the store than we would have been able to do with a conventional bank loan," said owner Mike Hargreaves.*

### DRC Specialty Veneering

*GAF made a loan to DRC Specialty Veneering, a company that applies specialty veneers for cabinet manufacturers in 2008. This startup business, was spun off from an existing cabinet manufacturer, by one of the key employees. While the business did not have a track record, GAF underwrote the business based on the knowledge and expertise of the owners and the customer list from the prior company. The company was not conventionally bankable, but GAF took the risk in lending to the new venture. They have grown their sales and workforce and GAF made a second loan to the business in late 2012 for the purchase of additional machinery and equipment to allow them to growing their sales.*



## 2. How do businesses learn about and access the GAF?

Overall, the success of the GAF model draws upon a broad based outreach plan (carried out by GAF's Loan Officer) that will utilize numerous existing contract and referral relationships as well as key target markets, including:

- City of Olympia Community & Economic Development
- Thurston Regional Chamber of Commerce
- Olympia Downtown Association
- Thurston County Economic Development Council

**Response to Olympia Council questions re:  
Grow Olympia Fund – Economic Development Loan Fund**

- Other community based business groups and merchants organizations such as Rotary
- Accountants who specialize in small business accounting
- Realtors who deal with commercial real estate
- Bankers who make small business loans
- Lawyers who deal with lending and real estate
- Small businesses, including existing borrowers

As part of our outreach efforts, GAF emphasizes the positive role we can play in working with local small business lenders in the Client Community. GAF enjoys strong referral relationships with other banks making small business loans, particularly because GAF does not compete with the banks but offers a complementary program to support the needs of the bank's small business borrowers. The small business often benefits by accessing financing that provides more flexibility through better terms or rates. The bank benefits by maintaining the accounts of the business as it expands and strengthens operations. Local outreach has included Key Bank, Columbia Bank, Pacific Continental Bank, America West Bank, Commencement Bank and Umpqua Bank. When GAF enters a new community we work to expand these local bank contacts and build a network of referral relationships that can work both ways.

In addition, as part of our outreach efforts, GAF emphasizes the strength of our program to the accountants, lawyers, and realtors who work with small businesses and may be the first to know about possible expansion plans. These referral sources recognize the advantages that GAF offers in providing below market rate financing, flexible terms and an efficient closing process.

**3. How is GAF more flexible than conventional bank financing?**

GAF is a 501c3 nonprofit non-bank lender. Our mission is to foster entrepreneurship and to create jobs and investment in low income communities by making growth capital available to healthy and expanding small businesses that invest and create jobs in their communities. GAF differs from other conventional lenders by:

- partnering with NDC client communities (NDC Community Partners) and NDC Investment Partners to create a flexible and responsive small business loan fund
- working with and lending to small businesses and entrepreneurs that have or are developing the capacity and ability to succeed, to repay debt, and to create permanent private sector jobs based in the local community
- structuring and tailoring financing that meets the needs of the small business, rather than the needs of bank shareholders or bank regulators
- offering loans with the lowest possible rates of interest, and
- providing patient capital and counseling that helps a small business borrower and entrepreneur through difficult times.

One of the hallmarks of GAF is our strategy to offer financing that is well-structured to meet the needs of the borrower and can be repaid. Too often, poorly structured financing offered to a borrower prematurely does the borrower and the community more harm than good, and leaves behind a borrower caught in a quagmire of financial and legal problems. GAF makes every effort to keep interest rates to the small business as low as possible; currently rates are in the 4-5% range. We believe that by keeping interest costs as low as possible for the business, we



**Response to Olympia Council questions re:  
Grow Olympia Fund – Economic Development Loan Fund**

are affording them a sustainable financing mechanism with which to grow their operations. This helps reduce their annual costs and increases the likelihood of their success.

A second hallmark of GAF is our ability to provide counseling and technical assistance to the small business while it is a borrower. While providing technical assistance is very labor intensive, our mission is to build the economic fiber of the community by assisting small businesses to grow and prosper in the community, leaving behind a thriving business after the loan has been repaid.

For example, one of our borrowers, the Hughes Group, had an option to purchase a property with significant environmental problems. A minority owned business located in Tacoma, The Hughes Group is a government logistics contractor. GAF worked with the owner of the company for over a year and helped the owner review environmental reports and state permitting for the site they wanted to purchase. They ultimately realized the site would be very expensive to remediate and we then provided financing once they found a new location.

This one-on-one counseling is a truly distinguishing characteristic of GAF and we offer it without cost to each borrower. When surveyed by our Community Impact Specialist, all of GAF borrowers in Tacoma stated that they felt our counseling and technical assistance were the most valuable part of their relationship with GAF, more important than the attractive rates we offer. The City of Tacoma evaluated GAF as follows:

***“GAF’s lending activities within the City of Tacoma have had a very positive impact on the business community and this impact goes beyond simply making the loan. GAF has provided much needed financial guidance and project support to all of our Grow Tacoma Fund borrowers.”***

For small businesses that do not receive financing, the capacity building assistance guides them through the due diligence process to understand why they are not a candidate for financing and what they need to complete to be able to receive loan capital.

4. What services will NDC provide in managing the GAF?

Client Cities provide seed capital to the loan pool, which leverages the SBA guarantee thus providing lending capacity that is 4-5 times the initial seed capital investment. GAF manages all aspects of the loan fund and finances businesses that are SBA – eligible to obtain the SBA guarantee and the additional capital from banks that participate with us. GAF can finance real estate, machinery & equipment and working capital needs of eligible business borrowers.

The Grow Olympia Fund will be staffed by a GAF Loan Officer (Diana Sasser), who will provide all direct outreach, marketing, meeting with businesses, financial underwriting, and obtaining GAF’s Investment Committee approval. Upon approval, GAF’s loan processing team coordinates all closing due diligence, loan documentation, SBA Guarantee approval and closing activities. The GAF Portfolio Manager (Alan Stubbs) will coordinate all management and loan servicing activities as well as ongoing borrower relationship through the life of the loan. GAF disburses the loan proceeds and maintains responsibility for any construction monitoring or other disbursement monitoring requirements during construction

**Response to Olympia Council questions re:  
Grow Olympia Fund – Economic Development Loan Fund**

(with the exception of CDBG-related compliance). The Portfolio manager meets with borrowers on a regular basis to ensure that the business is running smoothly and the loan is performing in good standing and consistent with SBA requirements.

As the GAF Client City, Olympia must designate an Economic Development Professional (EDP) within the City to serve as the primary point of contact with the Grow Olympia Fund. The Grow Olympia Fund is proposed to be sourced with Community Development Block Grant (CDBG) funds. As such, the Olympia EDP will serve two primary functions for this program: 1) to act as a referral source for potential loans (along with the other referral sources listed above); and 2) to provide primary coordination on the CDBG environmental review, citizen participation process, compliance and monitoring aspects of any loans that are sourced with CDBG funds. The City EDP will confirm CDBG eligibility for any loans sourced with CDBG prior to GAF moving forward on a loan. In addition, the EDP will coordinate with the GAF loan officer to include any specific compliance and monitoring requirements imposed as a result of HUD CDBG funds. The business will provide such CDBG compliance reports directly to the City EDP once a loan is made. Thus the direct compliance monitoring and reporting relationship is maintained. GAF provides its Client Cities with a quarterly Portfolio Report that provides information on the overall loan portfolio and status of active loans as well as paid loan history, loan fund balances and earnings information.

# City of Olympia

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## City Council

### Authorization to Schedule a Council Public Hearing and Include Certain Language in the Draft of the Comprehensive Plan

Agenda Date: 5/20/2014

Agenda Number: 6.C

File Number: 14-0499

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File Type: decision

Version: 1

Status: Other Business

#### ..Title

Authorization to Schedule a Council Public Hearing and Include Certain Language in the Draft of the Comprehensive Plan

#### ..Recommended Action

##### City Manager Recommendation:

Move to authorize staff to include the attached recommendations (Attachments 1-3) in a City Council public hearing draft of the Olympia Comprehensive Plan and to schedule a Public Hearing. *[Note: The Public Hearing is tentatively scheduled for Council's July 22, 2014 meeting].*

#### ..Report

##### Issue:

The City Council has directed inclusion of language on a number of policy issues into its Public Hearing Draft Comprehensive Plan Update. Should the additional language described in Attachments 1-3 also be included? Is Council ready to move the draft forward for Public Hearing?

##### Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development,  
360.753.8206

##### Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development  
Stacey Ray, Associate Planner, Community Planning and Development

##### Background and Analysis:

At its February 25 work session on the Draft Comprehensive Plan Update recommended by the Olympia Planning Commission, the City Council referred 18 policy issues to future Council study sessions, to the Land Use and Environment Committee (LUEC), and to staff. After further consideration of the resulting recommendations at its regular meetings on April 15 and May 6, 2014, the City Council directed staff to include language on those issues in a City Council Public Hearing Draft of the Olympia Comprehensive Plan.

Background for each of these issues is provided in the staff reports for the City Council meetings held on February 25, April 15, and May 6, 2014.

##### Final Staff Recommendations

**Agenda Date: 5/20/2014**

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City legal staff worked with the interdepartmental comprehensive plan staff team to conduct a legal review of the December 2013 Planning Commission Draft Plan. Based on that review, staff recommends the substantive edits included in Attachment 1 be included in the City Council Public Hearing Draft Plan.

Staff also recommends the edits included in Attachment 2 be included in the Public Hearing Draft Plan. These edits are not substantive in nature, and are recommended to:

1. Update maps throughout the plan to include recent city annexations and the purchase of properties in the area known as the "isthmus";
2. Change photo captions to better meet standards of the Americans With Disabilities Act that enable the visually-impaired to better access the Plan;
3. Adjust the location for readers to access map information on "Gateways and Civic Boulevards" and solid waste collection schedule; and
4. Update the glossary of terms.

#### **'Plain Talk' Edits**

In October, 2013, the City Council directed that a 'Plain Talk' review be conducted on the Olympia Planning Commission Final Draft Comprehensive Plan. The City contracted with a consultant to perform that review, based on a set of principles for writing and presenting information in an easy-to-understand and concise manner. Attachment 3 provides an overview of the edits that have resulted from that review. The complete set of edits is available in a .pdf format by contacting Associate Planner Stacey Ray at 360.753.8046 ([sray@ci.olympia.wa.us](mailto:sray@ci.olympia.wa.us) <<mailto:sray@ci.olympia.wa.us>>).

#### **Public Hearing.**

The Public Hearing is tentatively scheduled for Council's Tuesday, July 22 meeting. Staff will work with the Mayor and Mayor Pro Tem through the agenda-setting process to finalize the date.

#### **Neighborhood/Community Interests (if known):**

The Comprehensive Plan is of community-wide interest. Public input collected during the Comprehensive Plan Update *Imagine Olympia* process is documented on the Imagine Olympia website. Additional public comment was accepted during consideration of issues referred to the Land Use and Environment Committee.

#### **Options:**

1. Move to authorize staff to include the attached recommendations (Attachments 1-3) in a City Council public hearing draft of the Olympia Comprehensive Plan and to schedule a Public Hearing.
2. Move to amend some or all of the recommended language, and then move to include amended language in a City Council public hearing draft of the Olympia Comprehensive Plan. Direct staff to schedule a public hearing on the Plan.
3. Do not accept the recommended language, and direct staff to schedule a public

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hearing on the Plan.

**Financial Impact:**

None; this work item is part of the Comprehensive Plan Update. Individual policies may have financial implications in the future as they are implemented.

**STAFF CHANGES - SUBSTANTIVE**

Chapter	Location of Change	Section Currently Reads	Staff Recommended Change
Foreword	Page 1 of the December 2013 Draft Olympia Comprehensive Plan.	<p>The City of Olympia’s Comprehensive Plan builds upon our community’s values and our vision for the future. A set of goals and policies provides more detailed direction for the realization of the values and vision. In turn, these serve as the framework upon which City regulations, programs and other plans are formed.</p> <p>As many as 20,000 additional people are expected to join our community over the next two decades. This Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating both the changes since the 1994 Comprehensive Plan was adopted and the changes projected over the next 20 years.</p> <p>The Comprehensive Plan is not just a plan for city government. Developed out of input from thousands of people in our community at different times over decades, the Comprehensive Plan truly is the community’s plan. Many of the goals and policies listed call for coordination and collaboration among individual citizens, neighborhoods and civic groups, and City government. As always, there will be challenges and change, but the intent is to build on the creativity and strength of our community to shape how we develop.</p> <p><b>How to Use this Document</b></p> <p>This Comprehensive Plan is separated into eleven chapters:</p> <ol style="list-style-type: none"> <li>1. Introduction to the Comprehensive Plan;</li> <li>2. Community Values &amp; Vision</li> <li>3. Public Participation and Partners;</li> <li>4. Natural Environment;</li> <li>5. Land Use and Urban Design;</li> <li>6. Transportation;</li> <li>7. Utilities;</li> <li>8. Economy;</li> <li>9. Public Health, Arts, Parks and Recreation;</li> <li>10. Public Services; and</li> <li>11. Capital Facilities</li> </ol>	<p>The City of Olympia’s <u>adopted its first</u> -Comprehensive Plan <del>builds upon our community’s values and our vision for the future over fifty years ago. A set of goals and policies provides more detailed direction for the realization of the values and vision. In turn, these serve as the framework upon which City regulations, programs and other plans are formed.</del> <u>Although Washington’s Planning Enabling Act only required that land use and transportation issues be included, Olympia’s plans have also addressed other topics such as parks, schools, utilities and the local economy. In 1990, the State’s Growth Management Act (GMA) directed Olympia’s plan, and those of other growing cities and counties, address statewide goals and include specific ‘elements’. The table below shows where the elements required by the GMA are addressed in this Comprehensive Plan.</u></p> <p><del>As many as 20,000 additional people are expected to join our community over the next two decades. This Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating both the changes since the 1994 Comprehensive Plan was adopted and the changes projected over the next 20 years.</del> <u>Olympia’s Comprehensive Plan is an integrated single plan and should be read as a whole. It is composed of two volumes, the first of which includes ten chapters. Specific topics often are related to many or all chapters, but are addressed within a single chapter to avoid repetition. Thus, these chapters are only for organizing the Plan’s content. They do not reflect the structure of the City’s government or any particular model of City planning.</u></p> <p><del>The Comprehensive Plan is not just a plan for city government. Developed out of input from thousands of people in our community at different times over decades, the Comprehensive Plan truly is the community’s plan. Many of the goals and policies listed call for coordination and collaboration among individual citizens, neighborhoods and civic groups, and City government. As always, there will be challenges and change, but the intent is to build on the creativity and strength of our community to shape how we develop.</del> <u>Following is a table that summarizes the contents of each chapter of the Comprehensive Plan. The Growth Management Act (GMA) establishes required elements that must be contained in all Comprehensive Plans. In the Growth Management statute these mandatory elements are listed under RCW 30.70A.070 in the following order:</u></p> <ol style="list-style-type: none"> <li><u>1. Land Use</u></li> <li><u>2. Housing</u></li> <li><u>3. Capital facilities</u></li> <li><u>4. Utilities</u></li> <li><u>5. Rural element for non-urban lands</u></li> </ol>

**STAFF CHANGES - SUBSTANTIVE**

Chapter	Location of Change	Section Currently Reads	Staff Recommended Change
			<p><u>6. Transportation</u>  <u>7. Economic development</u>  <u>8. Parks and recreation</u></p> <p><u>Listed on the far right of the table below are the GMA-mandated element(s) that are addressed in each of the Comprehensive Plan Chapters. In some cases, additional GMA requirements are noted as being addressed in Comprehensive Plan Chapters. If you are interested in a more detailed crosswalk between the City's Comprehensive Plan and the mandatory GMA elements, a "GMA Checklist" has been completed and can be provided to you upon request.</u></p> <p><b>Insert Table Here – Comprehensive Plan Content Summaries of Chapters</b></p> <p><b><del>How to Use this Document</del></b></p> <p><del>This Comprehensive Plan is separated into eleven chapters:</del></p> <ul style="list-style-type: none"> <li><del>1. Introduction to the Comprehensive Plan;</del></li> <li><del>2. Community Values &amp; Vision</del></li> <li><del>3. Public Participation and Partners;</del></li> <li><del>4. Natural Environment;</del></li> <li><del>5. Land Use and Urban Design;</del></li> <li><del>6. Transportation;</del></li> <li><del>7. Utilities;</del></li> <li><del>8. Economy;</del></li> <li><del>9. Public Health, Arts, Parks and Recreation;</del></li> <li><del>10. Public Services; and</del></li> <li><del>11. Capital Facilities</del></li> </ul>
Natural Environment	Page 31 of the December 2013 Draft Olympia Comprehensive Plan, Natural Environment, PN1.8	PN1.8 Limit the negative impacts of development on public lands and environmental resources, and require restoration when impacts are unavoidable.	PN1.8 Limit the negative impacts of development on public lands and environmental resources, and require <del>restoration- full mitigation when- of</del> impacts <u>when they</u> are unavoidable."
Natural Environment	Page 31 of the December 2013 Draft Olympia Comprehensive Plan, Natural Environment, new Policy PN1.12		<u>PN1.12 Require development to mitigate impacts and avoid future costs, by incorporating timely measures, such as the clean-up of prior contamination as new development and redevelopment occurs.</u>
Land Use and Urban Design	Page 67 of the December 2013 Draft Olympia Comprehensive Plan, Land Use and Urban Design, PL8.4	PL8.4 Height bonuses and incentives shall not interfere with landmark views.	PL8.4 <u>Avoid H</u> height bonuses and incentives <del>shall not that</del> interfere with landmark views.
Transportation	Page 114 of the December 2013 Draft Olympia	PT2.5 Provide transit stops and service accommodations, based on Intercity Transit's	PT2.5 Provide transit stops and service accommodations, <u>based-on-in consultation with</u>

## STAFF CHANGES - SUBSTANTIVE

Chapter	Location of Change	Section Currently Reads	Staff Recommended Change
	Comprehensive Plan, Transportation, PT2.5	criteria. Include sidewalk access to all designated stops and consider pedestrian crossing improvements to facilitate access, including mid-block crossing islands on high volume streets.	Intercity Transit's <del>criteria</del> . <del>Include</del> <u>Encourage</u> sidewalk access to all designated stops and consider pedestrian crossing improvements to facilitate access, including mid-block crossing islands on high volume streets.
Transportation	Page 122 of the December 2013 Draft Olympia Comprehensive Plan, Transportation, PT7.4	PT7.4 No street will exceed the width of five general purpose auto lanes (two in each direction and a center turn lane) mid-block when adding capacity to the street system. Turn lanes may be added as appropriate, with careful consideration of pedestrian and bicyclist safety.	PT7.4 No street will exceed the width of five general purpose auto lanes ( <u>such as</u> two in each direction and a center turn lane) mid-block when adding capacity to the street system. Turn lanes may be added as appropriate, with careful consideration of pedestrian and bicyclist safety.
Utilities	Page 216 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, new Policy 11.6		<u>PU11.6 Require development to incorporate measures, such as higher finished floor elevations, that will reduce risks and avoid future costs associated with rising sea levels; and to encourage acknowledgment of such risks by state and federal agencies.</u>
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, PU15.8	PU15.8 Decisions made regarding private utility facilities must be consistent with, and complementary to, regional demand and resources and shall reinforce an interconnected regional distribution network.	PU15.8 <del>Decisions made r</del> Regarding private utility facilities, <del>must be</del> <u>make decisions that are</u> consistent <del>with,</del> and complementary to, regional demand and resources and <del>shall that</del> reinforce an interconnected regional distribution network.
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, GU16	GU16 Public and private utilities are located underground to protect public health, safety and welfare, create a more reliable utility system, and improve community aesthetics.	GU16 <del>Public and p</del> Private utilities are located underground to protect public health, safety and welfare, <u>and to</u> create a more reliable utility system, <del>and improve</del> <u>community aesthetics.</u>
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, GU16.1	PU16.1 Place new public and private utility distribution lines underground wherever practicable. This should be based on sound engineering judgment, on consideration of health and safety, aesthetics, and in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.	PU16.1 Place new <del>public and</del> private utility distribution lines underground wherever practicable. This should be based on sound engineering judgment, on consideration of health and safety, <del>aesthetics,</del> and in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, GU16.2	PU16.2 Encourage placing existing public and private utility distribution lines underground, in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.	PU16.2 Encourage placing existing <del>public and</del> private utility distribution lines underground, in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, GU16.3	PU16.3 Coordinate the undergrounding of both new and existing public and private utility lines consistent with policies PU3.1 and PU 3.2.	PU16.3 Coordinate the undergrounding of both new and existing <del>public and</del> private utility lines consistent with policies PU3.1 and PU 3.2.
Utilities	Page 220 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, GU16.4	PU16.4 Apply utility undergrounding requirements to all public and private development projects.	PU16.4 Apply utility undergrounding requirements to all <del>public and</del> private development projects.
Utilities	Page 221 of the December 2013 Draft Olympia Comprehensive Plan, Utilities, PU18.2, second sentence.	PU18.2 Ensure that the City's zoning code includes standards that ensure that new private utility facilities are coordinated and integrated with surrounding land uses so they are reasonably compatible with the natural and built environment. These regulatory standards shall encourage facility design which minimizes the visual intrusion of facilities in all areas.	PU18.2 Ensure that the City's zoning code includes standards that ensure that new private utility facilities are coordinated and integrated with surrounding land uses so they are reasonably compatible with the natural and built environment. These regulatory standards <del>shall encourage</del> <u>should also support</u> facility design which <del>minimizes</del> the visual intrusion of facilities in all areas.
Public Health, Arts, Parks & Recreation	Page 248 of the December 2013 Draft Olympia Comprehensive Plan, Public Health, Arts, Parks and	<ul style="list-style-type: none"> <li><b>Acquiring Funding for Large Capital Projects.</b> Completion of Percival Landing, the acquisition and development of a 40-acre community park, and the completion of</li> </ul>	<ul style="list-style-type: none"> <li><del>Acquiring Funding for Large Capital Projects.</del> <u>Current funding is not adequate to C</u>ompletion of the Percival Landing <u>project and the Isthmus Gateway, the</u></li> </ul>



## STAFF CHANGES - SUBSTANTIVE

Chapter	Location of Change	Section Currently Reads	Staff Recommended Change
	Recreation Chapter -  First bullet following the sentence "During the next 20 years, Olympia faces a number of challenges for meeting park and open space needs" -	West Bay Park and Trail are all multi-million dollar projects. Current funding sources are not adequate to meet these needs	<del>acquisition and development</del> <u>acquire and develop</u> of a 40-acre community park, and <del>the completion of the</del> West Bay Park and Trail. <u>These</u> are all multi-million dollar projects. <del>Current funding sources are not adequate to meet these needs</del>
Public Health, Arts, Parks, and Recreation	Page 250 of the December 2013 Draft Olympia Comprehensive Plan, Public Health, Arts, Parks and Recreation Chapter - Following the "Community Parks" caption, add new paragraph directly before last paragraph of this section.		<u>For organized sports, it matters less where the player lives, but rather where a game is scheduled. Much like a transit system or library system that is "area-wide", Community Parks serve the entire Olympia urban growth area. Thus the service area for Community Parks is defined as being all of Olympia and all of Olympia's urban growth area.</u>
Public Health, Arts, Parks, and Recreation	Page 252 of the December 2013 Draft Olympia Comprehensive Plan, Public Health, Arts, Parks and Recreation Chapter - Following "Open Space" caption, insert new third paragraph.		<u>Research has shown that residents are willing to travel across town looking for the special and unique features associated with one Open Space in particular. For instance, Watershed Park provides walking trails in a stream and wetland complex while Priest Point Park provides saltwater beach access and old growth forests. Much like a transit system or library system that is "area-wide", Open Spaces serve the entire Olympia urban growth area. Thus the service area for Open Space is defined as being all of Olympia and all of Olympia's urban growth area.</u>
Public Health, Arts, Parks & Recreation	Page 258 of the December 2013 Draft Olympia Comprehensive Plan, Public Health, Arts, Parks and Recreation Chapter –  Under "For More Information" caption, first bullet –	<ul style="list-style-type: none"> <li>• "The Parks, Arts and Recreation Plan contains a detailed list of proposed projects and programs for the next 10 years."</li> </ul>	<ul style="list-style-type: none"> <li>• The Parks, Arts and Recreation Plan <del>contains a detailed list of proposed projects and programs for the next 10 years.</del></li> </ul>

## STAFF CHANGES - NONSUBSTANTIVE

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
Introduction to the Comprehensive Plan	Page 9 of the December 2013 Draft Olympia Comprehensive Plan		City Limits and Urban Growth Area Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside islands and the complete Boulevard island</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Natural Environment	Page 47 of the December 2013 Draft Olympia Comprehensive Plan		Open Space & Environmentally Sensitive Areas Map	<ul style="list-style-type: none"> <li>Label the City’s newly purchased isthmus properties green for “Parks”</li> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Natural Environment	Page 49 of the December 2013 Draft Olympia Comprehensive Plan		Drainage Basins Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside islands and the complete Boulevard island</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Natural Environment	Page 51 of the December 2013 Draft Olympia Comprehensive Plan		Drinking Water (Wellhead) Protection Areas Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside islands and the complete Boulevard island</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Land Use and Urban Design	Page 76 of the December 2013 Draft Olympia Comprehensive Plan, hyperlink following paragraph under “Capital mall area” caption		<a href="#">A plan for linking Capital Mall to its neighborhood.</a>	<a href="#">A plan for linking Capital Mall to its neighborhood.</a> Delete the box at the bottom of the illustration that includes the “Note: The location of a transit stop/facility is required and will be determined at each development phase. See 18.06.251-A.3”
Land Use and Urban Design	Page 84 of the December 2013 Draft Olympia		PL17.1 Adopt a Downtown Master Plan addressing – at minimum – housing, public spaces, parking	L17.1 Adopt a Downtown <del>Master</del> Plan addressing – at minimum – housing, public

## STAFF CHANGES - NONSUBSTANTIVE

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
	Comprehensive Plan		management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus.	spaces, parking management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus.
Land Use and Urban Design	Page 101 of the December 2013 Draft Olympia Comprehensive Plan		Future Land Use Map	<ul style="list-style-type: none"> <li>Remove Gateways &amp; Civic Boulevards from map and legend (<i>Note: moved to another location – see next item below</i>)</li> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Land Use and Urban Design	New Map for the Land Use and Urban Design Chapter – Location to be determined		New map to be titled: “Gateways and Civic Boulevards”	<ul style="list-style-type: none"> <li>Use base map of the City with major streets outlined in gray</li> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Show Gateways and Civic Boulevards, including a legend</li> <li>Provide street names for the civic boulevards, and where possible the intersecting street where the gateway is located</li> <li>Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 169 of the December 2013 Draft Olympia Comprehensive Plan		Transportation 2030 Northeast Map	<ul style="list-style-type: none"> <li>Changes per 5/6/2014 Council direction</li> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating “City Council</li> </ul>

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Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
				Public Hearing Draft, 2014”
Transportation	Page 171 of the December 2013 Draft Olympia Comprehensive Plan		Transportation 2030 Southeast Map	<ul style="list-style-type: none"> <li>• Changes per 5/6/2014 Council direction</li> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 173 of the December 2013 Draft Olympia Comprehensive Plan		Transportation 2030 Westside and Downtown Map	<ul style="list-style-type: none"> <li>• Changes per 5/6/2014 Council direction</li> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 175 of the December 2013 Draft Olympia Comprehensive Plan		Transportation Corridors Map	<ul style="list-style-type: none"> <li>• Changes per 5/6/2014 Council direction</li> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 177 of the December 2013 Draft Olympia Comprehensive Plan		2009 PM Peak Traffic Volume by Street Segment & Lane Direction – Downtown Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 179 of the December 2013 Draft Olympia Comprehensive Plan		2009 PM Peak Traffic Volume by Street Segment & Lane Direction – Eastside Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 181 of the December		2009 PM Peak Traffic Volume by Street Segment & Lane	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA</li> </ul>

## STAFF CHANGES - NONSUBSTANTIVE

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
	2013 Draft Olympia Comprehensive Plan		Direction – Southeast Map	<ul style="list-style-type: none"> <li>islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 183 of the December 2013 Draft Olympia Comprehensive Plan		2009 PM Peak Traffic Volume by Street Segment & Lane Direction – Westside Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 185 of the December 2013 Draft Olympia Comprehensive Plan		2030 Projected PM Peak Traffic Volume by Street Segment & Lane Direction – Downtown Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 187 of the December 2013 Draft Olympia Comprehensive Plan		2030 Projected PM Peak Traffic Volume by Street Segment & Lane Direction – Eastside Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 189 of the December 2013 Draft Olympia Comprehensive Plan		2030 Projected PM Peak Traffic Volume by Street Segment & Lane Direction – Southeast Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 191 of the December 2013 Draft Olympia Comprehensive Plan		2030 Projected PM Peak Traffic Volume by Street Segment & Lane Direction – Westside Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Transportation	Page 193 of the December 2013 Draft Olympia		Southeast Olympia Sidewalk Network on Major Streets Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> </ul>

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Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
	Comprehensive Plan			<ul style="list-style-type: none"> <li>Add text box to map stating "City Council Public Hearing Draft, 2014"</li> </ul>
Transportation	Page 195 of the December 2013 Draft Olympia Comprehensive Plan		West Olympia Sidewalk Network on Major Streets Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating "City Council Public Hearing Draft, 2014"</li> </ul>
Transportation	Page 197 of the December 2013 Draft Olympia Comprehensive Plan		Northeast Olympia Sidewalk Network on Major Streets Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating "City Council Public Hearing Draft, 2014"</li> </ul>
Transportation	Page 199 of the December 2013 Draft Olympia Comprehensive Plan		Bicycle Network Map	<ul style="list-style-type: none"> <li>Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>Add text box to map stating "City Council Public Hearing Draft, 2014"</li> </ul>
Utilities	Page 202 of the December 2013 Draft Olympia Comprehensive Plan  Section: City-Owned Utilities Working Together, caption for picture of woman holding water glass	Photo remains the same	Photo caption currently reads: "City Utilities provide clean drinking water."	Change photo caption to read: "Drinking water is provided by a City-owned utility."
Utilities	Page 204 of the December 2013 Draft Olympia Comprehensive Plan	Photo remains the same.	Photo caption currently reads: "City utilities collect commercial organics for composting."	Change photo caption to read: "The City collects commercial organics for composting through its Waste ReSources utility."

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Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
	Section: City-Owned Utilities Working Together, caption for picture of woman collecting organics for composting.			
Utilities	Page 211 of the December 2013 Draft Olympia Comprehensive Plan  Section: Managing Wastewater Effectively – Current photo is incorrect	Current photo <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Older pictures July 2012 Draft\ManagingWasteWaterEffectively.jpg</a>	Change photo to – WW crew cleaning <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Correct Photos for OCC Pub Hearing Draft\WW crew cleaning.jpg</a>	Caption for new photo is to read: “Olympia crew members maintaining the sewer system to ensure proper functioning.”
Utilities	Page 212 of the December 2013 Draft Olympia Comprehensive Plan  Section: Managing Wastewater Effectively – Current photo is incorrect	Current photo – Manhole Cover <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Older pictures July 2012 Draft\AnArtisticManholeCover.jpg</a>	Change photo to– WW construction <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Correct Photos for OCC Pub Hearing Draft\WW construction.jpg</a>	Caption for new photo is to read: “Installing a deep sewer manhole on Henderson Boulevard as part of a planned capital improvement project.”
Utilities	Page 214 of the December 2013 Draft Olympia Comprehensive Plan  Section: Rainfall, Runoff and Surface Water – Current photo is incorrect	Current photo – Kayaker by Percival Landing <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Older pictures July 2012 Draft\KayakersinBuddInlet.jpg</a>	Change photo to– Yauger Park <a href="#">..\Utilities Pics OCC PH CPU Draft 2014\Correct Photos for OCC Pub Hearing Draft\parks_yauger_3.jpg</a>	Caption for new photo is to read: “Porous pavement, bioretention and constructed wetlands demonstrate stormwater options for low impact development at Yauger Park.”
Utilities	Page 225 of the December 2013 Draft Olympia		The Collections Program serves over 12,000 single-family residential customers, about 130 multifamily buildings,	This is not a required map under GMA, and we do not want to create a situation where a CP

**STAFF CHANGES - NONSUBSTANTIVE**

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
	Comprehensive Plan, following the “Existing Capacity” caption.		<p>and roughly 1,510 commercial customers. Single-family residential waste is collected in carts. Olympia’s Waste Resources Residential Collection Area shows the utility’s four residential collection service areas. Most waste from multifamily customers is collected in carts or dumpsters, and waste from commercial customers in carts, cans, dumpsters or drop boxes.</p> <p>Olympia’s Waste Resources Residential Collection Area Map (hyperlink)</p>	amendment is required for the City to change waste pick-up days. Additionally, we can offer the public a better online location to access information about their waste pick-up days.
Utilities	Page 231 of the December 2013 Draft Olympia Comprehensive Plan		Olympia Major Drinking Water Facilities Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Utilities	Page 233 of the December 2013 Draft Olympia Comprehensive Plan		Olympia and LOTT Major Reclaimed Water Facilities Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Utilities	Page 235 of the December 2013 Draft Olympia Comprehensive Plan		Wastewater Major Facilities & Assets Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Utilities	Page 237 of the December 2013 Draft Olympia Comprehensive Plan		Publicly-Owned Stormwater Management Facilities and Local Streams Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>



## STAFF CHANGES - NONSUBSTANTIVE

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
Utilities	Page 241 of the December 2013 Draft Olympia Comprehensive Plan		Key Waste Management Facilities Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Utilities	Page 243 of the December 2013 Draft Olympia Comprehensive Plan		Private Utilities Electricity and Natural Gas Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside UGA islands and the entire Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Utilities	Hover-overs			<p>Additional hover-overs for Utility Chapter:</p> <ul style="list-style-type: none"> <li>• General facility charges</li> <li>• Latecomer fees</li> <li>• MGD (million gallons per day)</li> </ul>
Public Health, Arts, Parks, and Recreation	Public Health, Arts, Parks and Recreation - New Exhibit B - Parks Map that includes recently purchased Isthmus properties		<a href="#">Ex B Map Isthmus Prop boundary 022714.pdf</a>	New map to include the recently purchased isthmus properties
Public Health, Arts, Parks & Recreation	Page 248 of the December 2013 Draft Olympia Comprehensive Plan, Public Health, Arts, Parks and Recreation Chapter -		Hyperlink to “See Existing Olympia Parks and Open Spaces map”	Add Isthmus property to map.

**STAFF CHANGES - NONSUBSTANTIVE**

Chapter	Location of Change	Photograph	Section Current Reads	Staff Recommended Change
Public Health, Arts, Parks & Recreation	Page 259 of the December 2013 Draft Olympia Comprehensive Plan		Olympia Area Parks and Trails	<ul style="list-style-type: none"> <li>• Show the newly purchased isthmus properties as “City Parks”</li> <li>• Reflect annexation of the two Westside islands and the complete Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>
Public Services	Page 291 of the December 2013 Draft Olympia Comprehensive Plan		Public Services Map	<ul style="list-style-type: none"> <li>• Reflect annexation of the two Westside islands and the complete Boulevard island</li> <li>• Add text box to map stating “City Council Public Hearing Draft, 2014”</li> </ul>

## Comprehensive Plan Draft Edits to Improve Readability

In June, 2010, the City Council approved a Scope for the Comprehensive Plan Update. Included in the scope was direction to “Improve public access to the [Comprehensive] Plan by eliminating redundancy, editing for readability and reorganizing the document to improve accessibility and ensure that it is adapted to internet searching and display.”

### *Plaintalk*

Several steps have been taken throughout the *Imagine Olympia* update process to ensure the final adopted Comprehensive Plan (Plan) is clear, concise, simple to navigate, and easy to read. The most significant of these was to use a style of writing called ‘Plaintalk.’

The term ‘Plaintalk’ was created by Ms. Dana Botka, Plainpoint Communications, and is a set of principles for writing and presenting information in an easy-to-understand and concise manner. Widely used by the State of Washington, Plaintalk transforms complex and confusing documents so they may be easily understood by a diverse audience. Plaintalk has been used by multiple state agencies to revise applications, online material, instructional guides, and informational handouts.

Plaintalk has been proven as successful when used by state agencies; performance measures and testing have demonstrated increases in form submittals, forms completed correctly and without assistance, and positive feedback received from focus group participants.

### *Plaintalk Training*

City staff members responsible for drafting the Plan first attended Plaintalk trainings hosted by the State of Washington Department of Personnel to learn how to write using the Plaintalk guidelines. As a supplement to the trainings, staff also met with Ms. Botka, who provided a personalized work session tailored to writing a Comprehensive Plan.

Based on what staff had learned from both the training and workshop, several members of the group developed a Comprehensive Plan Style Guide to help all writers follow the same writing principals and formatting during the drafting process.

## *Plaintalk Review*

After the Olympia Planning Commission (OPC) completed their recommendations in March of 2013, staff requested Council approval to hire a third-party consultant to review the Plan for adherence to Plaintalk principles and to ensure that the Plan maintained a consistent style and writing 'voice' across chapters.

Staff contracted with Ms. Botka to review the December 2013 Planning Commission Recommendation Draft, with emphasis on the following Plaintalk principles:

- Establish an obvious and consistent structure;
- Keep the Plan's content as concise as possible out of respect for the reader's time and practical purposes; and
- Choose terms that should be understandable to the layperson.

## *Recommended Plaintalk Edits*

Ms. Botka submitted general Plaintalk revisions that apply to the whole plan and detailed Plaintalk edits specific to each chapter. The detailed edits were provided in a 'track changes' format, so staff could easily compare them to the original draft.

Ms. Botka also provided staff with a summary of the most common Plaintalk edits she identified and corrected in the Plan:

- Replace words that are 'jargon' or provide a definition;
- Eliminate redundancy;
- Eliminate words that aren't needed to express a concept;
- Ensure one written 'voice' throughout the document;
- Maintain a consistent tense; and
- Replace, remove, or add headings to help a reader navigate within the Plan.

A small percentage of the Plaintalk edits were identified by staff as needing to be rejected. Often it was because the edit would change the substantive meaning of a goal or policy or require an extensive re-write of a goal or policy. Staff also decided to continue to leave goals written as 'end states,' rather than revising them as active sentences, which would include in order a subject, verb, and object.

## Examples of Plaintalk Edits

The Plaintalk edits vary in complexity and intent, from replacing a term with one that is better understood to eliminating extensive text that is repetitive. Edits also apply to both introductory text and goal and policy language. Highlighted below are several examples of Plaintalk edits:

1. Replace words that are jargon and eliminate words that aren't needed to express a concept:

PN2.4 Preserve and restore native plants communities by incorporating including restoration efforts and volunteer partnerships ~~into~~ all city land management.

2. Replace words and jargon with clearer language:

PS3.3 ~~Make adequate provisions~~ Take steps to ensure for projected housing will be available needs for to all income levels, based on projected community needs.

3. Eliminate redundancy, replace words that aren't needed to express a concept, and ensure one written 'voice' throughout the document:

~~When we care deeply about an issue it is important for us to have a forum where we can express our thoughts and help influence the outcome.~~ Active participation in civic affairs is an important part of life in Olympia, ~~and essential to our democracy. We all have a role in fostering a vibrant and diverse civic atmosphere. The~~ and the City has a long history of providing a forum for citizens get involved. Our ~~can set the stage by having open government policies and inviting all members of the public to get involved.~~ Regularly encourage are essential to ensure residents, business owners, employees and other community members are able to effectively can make a difference by participating to participate in any number of issues.

Please see Appendix A for a more extensive sample of Plaintalk edits.

# Appendix A: Sample of Plaintalk Edits

## City-Owned Utilities Working Together



City-owned and operated utilities provide the community with essential services and can help shape Olympia's future in meaningful ways. ~~A-We~~ take a coordinated, cost-effective approach to managing our utility-utilities ~~management ensures that we are being more cost-effective and are~~ fully consider ing the economic, social and environmental implications of all our actions.

[Photo here](#)

City Utilities provide clean drinking water.

~~Four City departments – Public Works, Finance, Executive, and Community Planning and Development – play key roles in City utility operations, and including have establishing level level of of service standards, which are for each City utility in the Capital Facilities Plan~~ [↗](#).

~~Public Works oversees planning, programs, operations and capital facility management. Finance manages accounting, utility billing, and human resources. The Executive office provides legal and communication services, as well as overall policy support for work with the City Council and Citizen Advisory Committees. The Community Planning and Development Department supports utility services through their review and permitting of private development and construction projects. Do you need this paragraph?~~

Citizen engagement and involvement is an important component of City utility management. Customers and users help in-with environmental restoration projects, and efforts to reduce pollution prevention, and waste. They also reduction, and can participate in utility management and rate setting. A Utility Advisory Committee (UAC) appointed by City Council reviews programs, policies and rates.

The four City-owned and operated utilities include:

- **Drinking Water.** This ~~Utility's-utility's~~ mission is to provide and protect healthy drinking water for ~~a-the healthy~~ community. This involves protecting groundwater and promoting water conservation, as well as ensuring that our drinking water meets federal Safe Drinking Water Act standards.
- **Wastewater.** This ~~Utility's-utility mission is to~~ collect s and

conveys wastewater to treatment facilities ~~in order~~ to protect public and environmental health. ~~In addition, the utility~~ It also works to reduce the number of ~~onsite sewage-septic~~ systems in the City.

- **Storm and Surface Water.** The mission of this utility is to ~~provide services that~~ minimize flooding, improve water quality, and protect or enhance aquatic habitat
- **Waste ReSources.** ~~This utility's mission is to lead and inspire our community toward a waste-free future. This utility is directly responsible for providing~~ Provides collection services for residential and commercial garbage, residential recyclables and residential organics (yard debris, food waste and soiled paper), and also encourages waste reduction through educational programs. Its mission is to lead our community toward a waste-free future.

[Photo here](#)

City Utilities collect commercial organics for composting.

Over the next 20 years, there will be a growing need for us to manage our utility resources efficiently. ~~Our with the future~~ challenges ~~of~~ will include:

- **Funding Repairing and Replacement** ~~replacing aging systems~~. Operation and maintenance needs will continue to expand, ~~especially~~ as the pipes, pumps, valves, treatment facilities, reservoirs and wells that make up our utility system ~~are aging~~ age. These needs must be met while keeping rates affordable.
- **Protecting the** ~~Natural Environment~~ natural environment. Water quality deterioration and habitat loss will continue to be a concerns as development and utilities expand to new areas.
- **Preparing for** ~~Seasea-Level-Level Rise~~ rise. In addition to the ~~flooding threat-obvious flooding problems~~, the City's underground utilities in the downtown area will be jeopardized.

Utility-Our utility staff-programs will need to ~~collaborate in finding~~ find partnerships and outside resources to ~~find~~ help the City face these ~~is new innovative solutions to these~~ challenges.

## Goals and Policies

+ SHARE

### Change:

Utility and land use plans are coordinated so that utility services can be provided and maintained for proposed **future** land uses.

+ SHARE

PU1.1 Require **annexation** of all properties for which new City wastewater or drinking water services are requested if the property is outside the City, but inside the **Urban Growth Area**. Or, require property owners to sign a Binding Agreement to Annex when requested by the City.


PU1.2 Require new developments to construct **drinking** water, wastewater and storm-water utilities ~~in a way that will achieve their ways that meet the~~ community development, environmental protection, and resource-protection goals of this Plan, and that are consistent with adopted utility plans and extension policies.

PU1.3 Evaluate ~~land-land-~~use plans and utility goals periodically to **ensure help guide** growth ~~is guided by to the most appropriate areas, based on our~~ knowledge of current environmental constraints and ~~currently the latest~~ available utility technology.

PU1.4 Make necessary improvements to utility facilities that do not **currently** meet minimum standards. Prioritize capital improvements to existing systems based on age, condition, risk of failure, and capacity.

### Change:

PU1.5 Ensure that public utility and ~~transportation-transportation-~~related facilities constructed in Olympia and its Growth Area meet **appropriate City** standards for safety, constructability, durability and maintainability. ~~(See through City of Olympia's Engineering Development and Design Standards, which are regularly updated.)~~

PU1.6 ~~Update-Annually update~~ the utility portions of the [Capital Facilities Plan](#)  to ~~address-reevaluate~~ infrastructure priorities, ~~on an annual basis~~.

Reliable **utility** service is provided at the lowest reasonable cost, consistent with the City's aims of



**environmental stewardship, social equity, economic development and the protection of public health.**

**+ SHARE**

PU2.1 Ensure that new development projects pay for their own utility infrastructure; ~~needs~~ based on their expected needs for the next 20a twenty years horizon and a Also require them to contribute to their portion of existing infrastructure. Routinely review ~~new-new~~ development charges (e.g., ~~such as~~ general facility charges) ~~as part of~~ when updating utility master plans ~~updates,~~ or more frequently as needed.

PU2.2 Ensure that utility fees, such as (e.g., rates, and general facility charges), are structured ~~so that they to~~ reasonably reflect the actual cost of providing services to each customer class. Fees must also -and encourage customers to conserve water conservation and the reduction reduce of their demand on our wastewater treatment ~~demands~~ system.

PU2.3 Provide special rates for low-income senior and low-income, disabled utility customers.

PU2.4 Ensure that adequate funds are generated by the City's utilities to maintain ~~urban~~ utility services and capital improvement programs.

PU2.5 Use fiscally responsible management practices in order to maintain favorable bond ratings for the City's utilities.

PU2.6 Provide service to existing and new customers consistent with the legal obligation of City utilities to provide service. (as legally required?)

PU2.7 ~~Encourage~~ Use pricing to encourage utility customers to reduce waste reduction, recycling recycle, conserve water, conservation and help protect our surface water quality ~~protection through pricing policies.~~

PU2.8 Use debt financing responsibly to support needed capital facility investments and "smooth" rate impacts.

PU2.9 ~~Use~~ Developer Reimbursement Agreements with that include "latecomer fees" and similar tools to enable property owners to recover some of the initial costs of extending infrastructure to serve their developments, when others connect to such extensions at a later date.

PU2.10 Consider the social, economic and environmental impacts of utility repairs, replacements and upgrades.