



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 28, 2017

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION (None)

3. PUBLIC COMMUNICATION

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

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

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

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [17-1222](#) Approval of November 22, 2017 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [17-1208](#) Bills and Payroll Certification

Attachments: [Bills and Payroll Certification](#)

4.C [17-1172](#) Approval of Resolution Appointing Pro and Con Committees For and Against Proposition 1, also known as the Olympia Home Fund Sales and Use Tax Measure

Attachments: [Resolution](#)

- 4.D [17-1212](#) Approval to Apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Construction of the Woodruff Sprayground

4. SECOND READINGS (Ordinances)

- 4.E [17-1189](#) Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Attachments: [Ordinance](#)

[Estimated 2018 General Fund Revenue by Type](#)

4. FIRST READINGS (Ordinances) (None)

5. PUBLIC HEARING (None)

6. OTHER BUSINESS

- 6.A [17-1211](#) Budget Balancing - 2018 Capital and Operating Budgets

Attachments: [UAC Recommendation Letter](#)

[2018 LTAC Memo](#)

[2018 LTAC Recommendations](#)

[Planning Commission Letter](#)

[BPAC Letter](#)

[PRAC Letter](#)

[PBIA Letter](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

City Council

Approval of November 22, 2017 City Council Meeting Minutes

Agenda Date: 11/28/2017
Agenda Item Number: 4.A
File Number: 17-1222

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

Title

Approval of November 22, 2017 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 21, 2017

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

1.A ANNOUNCEMENTS

Mayor Selby read a statement regarding Climate Change and the transport of fracking materials through Olympia.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [17-1197](#) Special Recognition - Amy Stull for the How to Grow Neighborhood Involvement Workshop

Police Chief Ronnie Roberts praised Amy Stull for her work in bridging the community and the Police Department. He highlighted a program Ms. Stull organized to strengthen neighborhood involvement.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke: Franz, Jim Reeves, Tom Nogler and Reed Wing.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

4.A [17-1198](#) Approval of November 14, 2017 City Council Meeting Minutes

The minutes were approved.

4.B [17-1071](#) Approval of Bid Award for the Pedestrian Crossing Flashing Beacons Project

The decision was adopted.

- 4.C** [17-1190](#) Approval of a Resolution Authorizing a Multi-Family Housing Limited Property Tax Exemption Agreement for 322 5th Avenue SE

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.D** [17-1154](#) Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

The ordinance was approved on second reading.

Approval of the Consent Agenda

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

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

4. FIRST READINGS (Ordinances) (None)

5. PUBLIC HEARING

- 5.A** [17-1189](#) Public Hearing and Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Acting Administrative Services Director Dean Walz introduced the Ad Valorem Tax and discussed the proposed 2018 Property Tax calculations.

Councilmembers asked clarifying questions.

Mayor Selby opened the hearing at 7:31 p.m. No one spoke. The public hearing was closed at 7:31 p.m.

Councilmember Cooper moved, seconded by Councilmember Roe, to approve the ordinance setting the 2018 Ad Valorem tax rate on first reading and forward to second reading.

- 5.B** [17-1186](#) Public Hearing on the 2018 Preliminary City of Olympia Operating Budget and 2018-2023 Preliminary Capital Facilities Plan

Mr. Walz gave a brief overview of the 2018 Preliminary Operating Budget and reviewed next steps.

Olympia School District Representative Jennifer Priddy reviewed the School District's 2018-2023 Capital Facilities Plan.

Mayor Selby opened the hearing at 7:58 p.m.

The following people spoke:

Sam Merrill, Dick Meyer, Bob Zeigler, Tom Crawford, Arielle Simmons, Greg Saul, Rebecca Taylor, Rhonda Hunter, Joshua Miller, Charlie Stephens, Barb Scavezze, Dave Bradley, Kimberly Donka, and Beth Doglio.

The hearing was closed at 8:34 p.m.

The public hearing was held and left open for written comment until November 25 at 5:00 p.m.

6. OTHER BUSINESS

6.A [17-1191](#) Continued Discussion on the 2018 Operating Budget and 2018-2022 Capital Facilities Plan (CFP)

Downtown Liaison Mark Rentfrow and Parking and Business Improvement Area (PBIA) Board Chair Mary Corso gave an overview of the PBIA proposed 2018 budget.

Councilmembers asked clarifying questions. Councilmember Cooper noted now is the time to bring forward anything else that needs to be considered for the budget. Councilmembers discussed potential budget additions.

The discussion was completed.

7. CONTINUED PUBLIC COMMUNICATION

The following people spoke:

Scott Yoos, Charlton Nightwalker, Olivia Hart, William Golding, Emma and Jesse.

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall discussed the location, facilitator and other suggestions for the January City Council Retreat. Mr. Hall also noted Sunday is the Downtown for the Holidays event.

9. ADJOURNMENT

The meeting adjourned at 9:21p.m.



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

City Council
Bills and Payroll Certification

Agenda Date: 11/28/2017
Agenda Item Number: 4.B
File Number: 17-1208

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

Title
Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>9/24/2017</u>		<u>9/30/2017</u>
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	<u>3692431</u>	THROUGH	<u>3692703</u>
FOR OTHER ELECTRONIC PAYMENTS DATED	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED
10/4/17

ADMINISTRATIVE SERVICES DIRECTOR


TOTAL APPROVED FOR PAYMENT
FUND

\$206,100.62	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$20,028.31	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	
\$1,221.68	007	
\$14,101.17	014	
\$30.46	025	WASHINGTON CENTER
\$260.66	026	MUNICIPAL ARTS FUND
\$4,429.87	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$10.88	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$781.57	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$635,118.64	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$106,333.22	401	WATER
\$5,907.38	402	SEWER
\$316,748.98	403	SOLID WASTE
\$0.00	404	STORM AND SURFACE WATER
\$0.00	418	
\$20,067.08	434	STORM AND SURFACE WATER CIP
\$584,773.32	461	WATER CIP FUND
\$15,691.64	462	SEWER CIP FUND
\$96,689.70	501	EQUIPMENT RENTAL
\$54,780.85	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$10,282.57	720	SCHOOLS
<hr/>		
\$2,093,358.60	GRAND TOTAL FOR WEEK	



CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 10/29/2017 11/4/2017
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3693787 THROUGH 3694072
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

11.9.17

ADMINISTRATIVE SERVICES DIRECTOR

Robbie L. Sullivan

TOTAL APPROVED FOR PAYMENT

FUND		
\$1,012,480.75	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$8,297.24	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$716.00	006	
\$1,614.50	007	
\$23,173.07	014	
\$859.52	025	WASHINGTON CENTER
\$17,096.25	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$82.22	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$40.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$0.00	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$110,722.13	401	WATER
\$1,362.46	402	SEWER
\$12,776.50	403	SOLID WASTE
\$24,199.36	404	STORM AND SURFACE WATER
\$0.00	418	
\$18,921.69	434	STORM AND SURFACE WATER CIP
\$80.02	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$74,173.43	501	EQUIPMENT RENTAL
\$63,226.50	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$15,311.09	720	SCHOOLS

\$1,385,382.73 GRAND TOTAL FOR WEEK



	AP 10/31/2017	PAYROLL 11/1/2017	AP 11/2/2017	EFTs	TOTAL
001	284,795.15	527,643.79	190,041.81		1,012,480.75
002					0.00
003	150.25		8,146.99		8,297.24
004					0.00
006	406.00		310.00		716.00
007	134.01		1,480.49		1,614.50
014			23,173.07		23,173.07
025			859.52		859.52
028	17,066.00		28.25		17,094.25
029					0.00
107					0.00
108					0.00
127					0.00
130					0.00
132					0.00
133					0.00
134					0.00
135					0.00
136					0.00
137			82.22		82.22
138					0.00
208	40.00				40.00
216					0.00
223					0.00
224					0.00
225					0.00
226					0.00
227					0.00
228					0.00
230					0.00
317					0.00
322					0.00
323					0.00
324					0.00
325					0.00
326					0.00
329					0.00
331					0.00
401	107,874.82		2,847.31		110,722.13
402	1,217.18		145.28		1,362.46
403	10,476.08		2,300.42		12,776.50
404	774.73		23,424.63		24,199.36
418					0.00
434	500.00		18,421.69		18,921.69
461	80.02				80.02
462					0.00
501	69,291.50		4,881.93		74,173.43
502	63,226.50				63,226.50
503	250.00				250.00
504					0.00
505					0.00
604					0.00
605					0.00
614					0.00
621					0.00
631					0.00
682					0.00
701					0.00
702					0.00
703					0.00
707					0.00
711					0.00
720	15,311.09				15,311.09
TOTALS	\$581,595.33	\$527,643.79	\$278,143.61	\$0.00	\$1,385,382.73

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 11/5/2017 THROUGH 11/11/2017
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3694073 THROUGH 3694329
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

11-15-17

ADMINISTRATIVE SERVICES DIRECTOR

Robbie P. Sullivan

TOTAL APPROVED FOR PAYMENT

FUND		
\$126,296.90	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$2,144.95	003	REVOLVING ACCOUNT FUND
\$9,021.46	004	URBAN ARTERIAL FUND
\$88,111.52	006	
\$3.50	007	
\$10,265.06	014	
\$29,045.71	025	WASHINGTON CENTER
\$52.00	026	MUNICIPAL ARTS FUND
\$106,242.48	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$1,500.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$40.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$73,208.99	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$33,416.42	401	WATER
\$1,138,014.33	402	SEWER
\$5,974.16	403	SOLID WASTE
\$33,985.83	404	STORM AND SURFACE WATER
\$0.00	418	
\$10,942.08	434	STORM AND SURFACE WATER CIP
\$259,037.99	461	WATER CIP FUND
\$8,710.00	462	SEWER CIP FUND
\$4,831.60	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$7,542.08	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$1,948,387.06		GRAND TOTAL FOR WEEK



	AP 11/7/2017	AP 11/9/2017	EFTs	TOTAL
001	56,579.93	67,716.97		126,296.90
002				0.00
003	1,647.82	487.13		2,144.95
004		9,021.46		9,021.46
006	88,111.52			88,111.52
007	3.50			3.50
014	10,265.06			10,265.06
025	1,649.92	27,385.79		29,045.71
026	52.00			52.00
029	105,957.34	285.14		106,242.48
107				0.00
108				0.00
127				0.00
130				0.00
132				0.00
133				0.00
134				0.00
135		1,500.00		1,500.00
136				0.00
137				0.00
138		40.00		40.00
208				0.00
216				0.00
223				0.00
224				0.00
225				0.00
226				0.00
227				0.00
228				0.00
230				0.00
317	30,208.00	43,000.99		73,208.99
322				0.00
323				0.00
324				0.00
325				0.00
326				0.00
329				0.00
331				0.00
401	2,028.88	31,387.54		33,416.42
402	1,128,290.38	9,723.95		1,138,014.33
403	118.56	5,855.60		5,974.16
404	28,985.45	5,000.38		33,985.83
418				0.00
434	5,426.97	5,515.11		10,942.08
461	224,578.30	34,459.69		259,037.99
462		8,710.00		8,710.00
501	4,053.85	777.75		4,831.60
502				0.00
503				0.00
504				0.00
505				0.00
604				0.00
605				0.00
614				0.00
621		7,542.08		7,542.08
631				0.00
682				0.00
701				0.00
702				0.00
703				0.00
707				0.00
711				0.00
720				0.00
TOTALS	\$1,689,957.48	\$258,428.58	\$0.00	\$1,948,387.06

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **9/30/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,380,563.61</u>
Fire Pension Net Pay:	<u>\$ 29,331.06</u>
Employer Share of Benefits:	<u>\$ 721,888.99</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 25,027.35</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 17,291.37</u>
TOTAL	<u><u>\$ 2,174,102.38</u></u>

Payroll Check Numbers	<u>-</u>	<u>-</u>	Manual Checks
And	<u>90643</u>	<u>90647</u>	Fire Pension Checks
And	<u>90648</u>	<u>90648</u>	Manual Checks
And	<u>90649</u>	<u>90678</u>	Semi Payroll Checks

and Direct Deposit transmission.

10-4-17
DATE



ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/15/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	\$	<u>1,354,688.26</u>
Fire Pension Net Pay:	\$	<u>-</u>
Employer Share of Benefits:	\$	<u>711,191.22</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	\$	<u>-</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	\$	<u>-</u>
TOTAL	\$	<u><u>2,065,879.48</u></u>

Payroll Check Numbers	<u>90679</u>	<u>90685</u>	Manual Checks
And	<u>-</u>	<u>-</u>	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>90686</u>	<u>90721</u>	Semi Payroll Checks

and Direct Deposit transmission.

10-20-17
DATE



ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **10/31/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,351,797.89</u>
Fire Pension Net Pay:	<u>\$ 29,331.06</u>
Employer Share of Benefits:	<u>\$ 695,861.63</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 25,027.35</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 17,291.37</u>
TOTAL	<u><u>\$ 2,119,309.30</u></u>

Payroll Check Numbers	<u>-</u>	<u>-</u>	Manual Checks
And	<u>90722</u>	<u>90726</u>	Fire Pension Checks
And	<u>90727</u>	<u>90729</u>	Manual Checks
And	<u>90730</u>	<u>90773</u>	Semi Payroll Checks

and Direct Deposit transmission.

10/31/17
DATE



ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **11/15/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$</u>	<u>1,367,260.89</u>
Fire Pension Net Pay:	<u>\$</u>	<u>-</u>
Employer Share of Benefits:	<u>\$</u>	<u>699,392.34</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$</u>	<u>-</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$</u>	<u>-</u>
TOTAL	<u>\$</u>	<u>2,066,653.23</u>

Payroll Check Numbers	<u>90774</u>	<u>90775</u>	Manual Checks
And	<u>-</u>	<u>-</u>	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>90776</u>	<u>90803</u>	Semi Payroll Checks

and Direct Deposit transmission.

11/20/2017
DATE

Acting 
ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of Resolution Appointing Pro and Con Committees For and Against Proposition 1, also known as the Olympia Home Fund Sales and Use Tax Measure

Agenda Date: 11/28/2017
Agenda Item Number: 4.C
File Number: 17-1172

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

Title

Approval of Resolution Appointing Pro and Con Committees For and Against Proposition 1, also known as the Olympia Home Fund Sales and Use Tax Measure

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Resolution to appoint PRO and CON committees for and against Proposition 1 (also known as the Olympia Home Fund sales and use tax measure) to prepare local voters' pamphlet statements prior to the Special Election ballot on February 13, 2018.

Report

Issue:

Whether the Council should approve a Resolution appointing no more than three persons each to serve on committees to prepare local voters' pamphlet statements for and against Proposition 1, which will appear on the Special Election ballot on February 13, 2018, concerning a sales and use tax increase pursuant to RCW 82.14.530 of one-tenth of one percent, to fund housing and housing-related services?

Staff Contact:

Steve Hall, City Manager, 360.753.8447
Mark Barber, City Attorney, 360.753.8338

Background and Analysis:

RCW 29A.32.280 requires that for each measure from a unit of local government that is included in a local voters' pamphlet, the legislative authority of that jurisdiction (the Olympia City Council in this instance) shall, not later than the resolution deadline, formally appoint a committee to prepare arguments advocating voters' approval of the measure and shall formally appoint a committee to

prepare arguments advocating voters' rejection of the measure. The Council shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection. Each committee shall have not more than three members; however, a committee may seek the advice of any person or persons. If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, the county auditor shall whenever possible make the appointments.

Neighborhood/Community Interests (if known):

The City Council has identified persons known to favor the measure. Efforts are continuing to identify persons who may advocate the rejection of the ballot measure.

Options:

1. Approve the proposed Resolution to submit to the county auditor.
2. Do not submit any names to the county auditor of persons advocating approval or disapproval of Proposition 1.

Financial Impact:

None

Attachments:

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE APPOINTMENT OF COMMITTEES TO PREPARE VOTERS' PAMPHLET STATEMENTS FOR AND AGAINST THE PROPOSITION, WHICH IS SCHEDULED TO APPEAR ON THE FEBRUARY 13, 2018 SPECIAL ELECTION BALLOT, CONCERNING AN ADDITIONAL SALES AND USE TAX INCREASE AT THE RATE OF ONE-TENTH OF ONE PERCENT PURSUANT TO RCW 82.14.530, TO BE USED FOR HOUSING AND HOUSING-RELATED PURPOSES.

WHEREAS, the City Council of the City of Olympia, Washington (the "City") has determined that it is in the interest of the City and its residents to submit a proposition to the voters on February 13, 2018, concerning an additional sales and use tax at the rate of one-tenth of one percent pursuant to RCW 82.14.530, to be used for housing and housing-related purposes; and

WHEREAS, RCW 29A.32.280 provides for the preparation of statements for and against each local ballot measure by committees of not more than three persons each, composed of persons known to favor or oppose (as appropriate) the ballot proposition;

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

Section 1. In accordance with RCW 29A.32.280, the arguments advocating approval of the Proposition concerning an additional sales and use tax at the rate of one-tenth of one percent pursuant to RCW 82.14.530, to be used for housing and housing-related purposes in the City of Olympia, shall be prepared by the following persons, who shall comprise the "Statement For" committee:

"Statement For" Committee:

Name

1. Cheryl Selby
2. Jill Severn
3. Phil Owen

Section 2. In accordance with RCW 29A.32.280, the arguments advocating disapproval of the Proposition concerning an additional sales and use tax at the rate of one-tenth of one percent pursuant to RCW 82.14.530 to be used for housing and housing-related purposes in the City of Olympia, shall be prepared by the following persons, who shall comprise the "Statement Against" committee:

"Statement Against" Committee:

Name

- 1.
- 2.
- 3.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AT A REGULAR OPEN PUBLIC MEETING this ____ day of November, 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



City Council

Approval to Apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Construction of the Woodruff Sprayground

Agenda Date: 11/28/2017
Agenda Item Number: 4.D
File Number: 17-1212

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

Title

Approval to Apply to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Construction of the Woodruff Sprayground

Recommended Action

Committee Recommendation:

The Finance Committee recommended approval of an Application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Construction of the Woodruff Sprayground, at their November 8, 2017 meeting.

City Manager Recommendation:

Move to approve applying to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.

Report

Issue:

Whether to approve applying to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.

Staff Contact:

Paul Simmons; Director; Parks, Arts and Recreation; 360.753.8462

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Olympia Parks, Arts and Recreation is currently in final design of a sprayground water-play feature and associated shelter for Woodruff Park. The public has selected the preferred play features in an online survey and the project is scheduled for construction in spring 2018. The project budget is \$1,044,819, which includes anticipated Washington Recreation and Conservation Office (RCO) grant

funding of \$446,380.

The City's grant application to RCO for this project scored well, ranking eighth statewide in the Local Parks category. At the proposed funding level for the Washington Wildlife and Recreation Program in the State's capital budget, the project would be funded. Lacking a capital budget, however, project funding from this program is currently uncertain.

In order to allow RCO-funded projects to continue moving forward despite the uncertainty surrounding the capital budget, RCO is allowing jurisdictions to apply for a "Waiver of Retroactivity." This would allow jurisdictions to use alternative funding for the RCO portion of their projects. If and when a capital budget is passed and RCO programs are funded, the jurisdiction would then be reimbursed for the funds that they used for the grant-funded portion of the project. This approach comes with an understanding that it is possible that a capital budget does not get passed or is passed without adequate funding necessary to reimburse expenses.

Staff proposes to apply for a Waiver of Retroactivity for this project and use \$271,380 in Impact Fees previously earmarked for the Grass Lake Nature Park Trail and \$175,000 in Impact Fees previously earmarked for the Sprayground #2 project. With or without this fund transfer, the Grass Lake Nature Park Trail project will likely be delayed; the RCO grant application for this project did not rank high enough to receive funding at the funding level proposed in the capital budget. Similarly, the Sprayground #2 project will also be dependent on future grant funding. Staff is hopeful that a capital budget will be passed and these funds will be reimbursed. If, however, there is ultimately not a reimbursement, this fund transfer will allow the Woodruff Sprayground project to be completed on time without unduly delaying other projects.

Neighborhood/Community Interests (if known):

There appears to be strong enthusiasm in the community for the sprayground project. More than 1,400 people participated in an online survey to select the desired play features.

Options:

1. Approve an application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project.
2. Do not move to approve applying to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for grant reimbursement of construction costs for the Woodruff Sprayground Project. Construction will be delayed until a capital budget is passed.

Financial Impact:

\$271,380 in Impact Fees previously earmarked for the Grass Lake Nature Park Trail and \$175,000 in Impact Fees previously earmarked for the Sprayground #2 project will be utilized in place of anticipated RCO funding. Should the RCO program be funded, these funds will be reimbursed. If a capital budget is not passed, these funds will likely not be reimbursed.

Attachments:

None



City Council

Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Agenda Date: 11/28/2017
Agenda Item Number: 4.E
File Number: 17-1189

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

Title

Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Move to approve the ordinance on second reading to set the ad valorem tax for 2018 collections.

Report

Issue:

Whether to approve the ordinance on first reading to set the Ad Valorem Tax for 2018 collections.

Staff Contact:

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

Presenter(s):

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

Background and Analysis:

The City is required to adopt a property tax levy ordinance and file a levy certification with the County by November 30, 2017. If no certification is filed, the County will levy the lesser of the amount levied for 2017 or any other legal limit which may be applied to the levy.

A public hearing on General Fund revenues sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). The schedule of proposed 2018 General Fund revenues is attached. Notice of the hearing was published on November 7 and November 14, 2017. A public hearing was held November 21, 2017 and the ordinance was approved on first reading and forwarded to second reading.

The 2018 general levy is based on a 1% increase over the previous highest legal levy, plus allowable add on items and a refund levy to be collected in 2018 which would be the normal limit of the levy.

This year the levy includes an additional \$2,800,000 to finance public safety, law enforcement, police training and recruitment, code enforcement, mental health and Community Court services. The additional \$2,800,000 is funded from the voter-approved levy lid lift approved by voters on November 7th, 2017.

Once a levy is set there may be adjustments made which lower the amount of taxes to be collected, e.g. lower assessed valuations. The amount not collected due to adjustments can be added to the next year's levy as a refund levy.

Estimated Regular Levy for 2018 Collections -

The estimated regular levy for 2018 collections is \$17,366,643.00 plus a refund levy of \$30,925.96. The estimated rate per \$1,000 of assessed valuation is \$2.6022. The current rate is \$2.264156. Assessed value for 2018 tax collections is estimated at \$6.686 billion, an increase of \$320 million. Preliminary estimated increase in assessed valuation from new construction (included in above) is \$64.5 million. This will generate about \$146,144 in property tax revenue from new construction.

The maximum regular levy rate is \$3.325, assuming the Timberland Library District levied its full levy capacity of \$0.50 per \$1,000 of assessed value. The current levy rate of the District is \$0.39926.

Additionally, the City will collect property tax to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2018 will be \$1,200,420 including a refund levy of \$4,490. Estimated levy rate is \$0.18865. The 2017 levy for the fire bonds is \$0.18804. The tax levy to pay the debt service on the fire bonds is not part of the public hearing.

Neighborhood/Community Interests (if known):

N/A

Options:

- 1) Approve the ordinance on second reading.
- 2) Do not pass the ordinance. The County would levy property taxes at the same level as 2017.

Financial Impact:

General Expense Levy

\$14,418,919.00	1% increase over highest legal levy
\$ 146,144.00	New construction
\$ 1,580.00	Annexations
\$ 30,925.96	Refund Levy
<u>\$ 2,800,000.00</u>	Additional from Levy Lid Lift
\$17,397,568.96	

Fire Bond Levy

\$ 1,195,930.00	Base levy
<u>\$ 4,490.25</u>	Refund levy
\$ 1,200,420.25	

Attachments:

Ordinance
Estimated 2018 General Fund Revenue by Type

AN ORDINANCE SETTING THE AD VALOREM TAX AMOUNT AND THE AMOUNT OF INCREASE FOR THE BUDGET YEAR 2018

WHEREAS, the Olympia City Council held a public hearing on November 21, 2017, to consider the City of Olympia ad valorem tax levy for 2018 collections; and

WHEREAS, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City in its best interest; and

WHEREAS, the qualified voters of the City of Olympia approved a levy lid lift at a general election held on November 7, 2017; and

WHEREAS, the City has a need for an additional \$2,800,000 for public safety, law enforcement, police training and recruitment, code enforcement, mental health, and Community Court services; and

WHEREAS, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; and

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$30,925.96 related to the general levy; and

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$4,490.25 related to the Fire Station bond levy; and

WHEREAS, although the City wishes to levy taxes for the year in an amount less than the maximum allowed under its legal levy limit, future levy capacity shall be protected as provided for in RCW 84.55.092, calculated in future years as though the maximum lawful levy amount allowed by the levy limit had been levied, as set forth in WAC 458-19-065; and

WHEREAS, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30.

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

Section 1. There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Expense Levy (Regular Property Tax Levy)	\$17,366,643.00
Excess Levy (Fire Station Bonds)	1,195,930.00
Administrative Refund Levy, General Expense Levy	30,925.96
Administrative Refund Levy, Bond levy	4,490.25
	\$18,597,989.21

Section 2. On or before the 30th day of November 2017, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

ADOPTED THIS _____ day of November 2017.

MAYOR

MAYOR PRO-TEM

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

SCHEDULE OF PRELIMINARY ESTIMATED 2018 GENERAL FUND REVENUE BY TYPE

Property Tax	\$ 11,056,110	14.73%
Sales Tax	21,831,610	29.09%
Business Tax	6,548,000	8.72%
Utility Tax, Private	5,083,790	6.77%
Utility Tax, Municipal	5,025,690	6.70%
Gambling Tax	130,000	0.17%
Leasehold Tax	150,000	0.20%
License & Permits	1,043,650	1.39%
Intergovernmental	2,096,251	2.79%
Charges for Service	14,617,568	19.47%
Fines & Penalties	491,500	0.65%
Rents & Leases	1,451,143	1.93%
Other Revenue	5,534,617	7.39%
Total Revenue	\$ 75,059,929	



City Council

Budget Balancing - 2018 Capital and Operating Budgets

Agenda Date: 11/28/2017
Agenda Item Number: 6.A
File Number: 17-1211

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

Title

Budget Balancing - 2018 Capital and Operating Budgets

Recommended Action

Committee Recommendation:

The Finance Committee considered recommendations for changes to the Capital and Operating Budgets at its November 22, 2017, meeting. Committee recommendations will be presented at the Council meeting.

City Manager Recommendation:

Deliberate on the 2018 Capital and Operating Budgets, and identify any changes the Council wishes to make to the 2018 budgets.

Report

Issue:

Whether to make changes to the 2018 Capital and Operating Budgets.

Staff Contact:

Dean Walz, Acting Director of Administrative Services, 360.753.8465

Presenter(s):

Dean Walz, Acting Administrative Services Director
Steve Hall, City Manager

Background and Analysis:

The 2018 Preliminary Operating Budget was presented to Council on October 30, 2017 and the 2018 -2022 Capital Facilities Plan (CFP) on July 18, 2018. The Council held a public hearing on the budgets on November 21, 2017. The Finance Committee met on November 22 to consider committee recommendations for changes to the budget to be presented to the Council on November 28 for consideration. Ordinances to adopt the 2018 budgets are scheduled for first reading on December 12, 2018.

Neighborhood/Community Interests (if known):

See attached letters from the Utility Advisory Committee (UAC), Lodging Tax Advisory Committee

(LTAC), Planning Commission, Bicycle and Pedestrian Advisory Committee (BPAC), Parks and Recreation Advisory Committee (PRAC), and Parking Business Improvement Area (PBIA) recommendation.

Options:

- 1) Make changes to the 2018 preliminary budgets.
- 2) Do not make changes to the 2018 preliminary budgets.

Financial Impact:

To be determined.

Attachments:

UAC Recommendation Letter

2018 LTAC Memo

2018 LTAC Recommendations

Planning Commission Letter

BPAC Letter

PRAC Letter

PBIA Letter



November 2, 2017

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

SUBJECT: UAC Recommendations

Thank you for the opportunity to comment on the proposed 2018 City of Olympia utility rates and the general facility charges (GFCs). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee.

We understand and support the important public health and safety work of the utilities. City utilities are well-managed and staff are professional, knowledgeable and customer-focused on performance and the reflection of our community's values. The UAC takes very seriously the impact that utility rate increases have on members of the community, and have worked to stem rate increases.

In context, Olympia's 2017 rates (\$130.25/month) are closely aligned with those of its sister cities—Tumwater (\$122.85/month) and Lacey (\$124.89), although unlike Olympia, Tumwater, and Lacey use contracted services for garbage and recycling.

Summary of Proposed Rates and GFCs Rates

For budgetary purposes, each of the utilities assume a revenue growth rate for 2018 of one-and-one-half percent above the revenue assumed for 2017; and a three percent cost of living increase for city employees. It is important to note that the GFCs are determined by State guidelines, which determine a value of existing and planned infrastructure and guide the distribution of cost among current and future customers.

GFC rates are a reflection of the financial value of the existing *Utility* infrastructure and comprise one-time charges collected from new development. GFC revenue is deposited in the *Capital Budget*.

Storm and Surface Water

Utility Rate: no increase

The Storm and Surface Water Utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expense to increase by \$23,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The City increased single-family GFCs in 2015, with minor increase again in 2016 (\$1,190 plus \$4.50 trip charge). Although an additional increase may be justified—until the *Storm and Surface Water Plan* has been finalized—rate adjustments should be deferred.

Wastewater

Utility Rate: no increase

The Wastewater utility is responsible for safe conveyance of wastewater from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. The Utility anticipates total expense to increase by \$80,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The waste water rate was increased by three percent to \$3,442 in 2016.

Drinking Water

Utility Rate: 4.4 percent increase

The Drinking Water Utility is to provide and protect healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment and with a commitment to sustainability.

The Drinking Water utility continues to require infrastructure upgrades. While rates increased appreciably in recent years (7.3 percent and 5.7 percent respectively, in 2016 and 2017), the recommendation for 2018 is more modest. The increase is entirely linked to capital project loan repayment of \$18 million associated with the Log Cabin Reservoir, Meridian Reservoir Corrosion Control Facility and the Fones Road Pump Station.

The proposed operating budget for 2018 estimates an increase of \$607,000 from 2017, \$440,000 of which is debt financing. It assumed the growth rate and a portion of the utility rate increase will satisfy the estimated increased expense.

With this increase, the charge for a typical single-family residence would increase by \$2.24 per bi-monthly billing period.

GFC rate: 6.7 percent increase

Substantial capital investments have been made during recent years. Drinking water GFCs were increased by 6.7 percent in both 2015 and 2016. Another 6.7 percent increase would raise the GFC to \$4,433 generating about \$50,000 annually.

Waste ReSources

Utility Rate: varying rate increases

Waste ReSources provides waste reduction, recycling and disposal services for residential, commercial, drop-box and organics customers. The proposed budget adds \$926,000 over the 2017. After including revenue growth and expense adjustments the budget is out of balance by \$221,000.

One purpose for the utility rate increase is the relocation of some functions currently housed at the City Maintenance Center at 1401 Eastside Street. Originally constructed in 1976, the Maintenance Center contains *Public Works* operations, utility, fleet, street signs and facility maintenance. The under-sized center houses more than 100 staff, is accessed 24 hours each day and contains key equipment that enables the Public Works division to provide vital services—including Waste ReSources—to Olympia citizens.

Initially, the relocation of part or all of the Maintenance Center functions will require a feasibility study in 2018 and the establishment of a debt reserve, if the relocation is authorized by the City Council.

The recommendation is for the following increased rates for 2018:

- Residential-- 6 percent increase (includes 4 % for debt reserve)
- Commercial-- 5 percent increase (includes 4% debt reserve + 1% organics subsidy)
- Drop Box-- 6 percent increases (includes 4 % for debt reserve)
- Organics—no increase

The Lacey, Olympia, Tumwater, Thurston Clean Water Alliance (LOTT)

LOTT Rate: 2 percent increase + 4.1 percent increase for capacity development charge

LOTT provides wastewater treatment services for the urban areas of Lacey, Olympia, and Tumwater. Most wastewater is treated at LOTT's centralized facility – the Budd Inlet Treatment Plant, located on the Port peninsula in downtown Olympia. LOTT treats

wastewater from homes and businesses in Lacey, Olympia, and Tumwater. Wastewater contains many pollutants and must be cleaned before it is released back to the environment.

With this increase, the charge for a typical single-family residence would increase by \$1.52 per bi-monthly billing period. The capital development increase of 4.1 percent equates to an increase of \$231 for a total of \$5,810.

Capital Facilities Plan 2018-2023

The UAC supports the proposed Capital Facilities Plan (CFP). In general, the CFP pertinent to the utilities anticipates current projects can be funded with the estimated revenue. However, the action plan--to contend with sea level rise and the threat to our downtown including the LOTT water treatment facilities-- and the budget requisite to give the plan life require thoughtful scientific consideration of data, respectful community engagement and the conviction of the entire community.

Thank you for the opportunity to comment and provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure.

On behalf of the members of the UAC, please let me know if you have any questions. I can be reached via email at rwilson1@ci.olympia.wa.us

Sincerely,



Roger Wilson
Chair Utility Advisory Committee

ec: UAC Members
Debbie Sullivan, Administrative Services Director
Dan Daniels, Waste ReSources Director
Andy Haub, Water Resources Director



TO: Olympia City Council

FROM: Julie Hankins, Councilmember and Chair, Lodging Tax Advisory Committee

DATE: October 30, 2017

SUBJECT: 2018 Lodging Tax Committee Recommendations

The Olympia Lodging Tax Advisory Committee (LTAC) recommends 2018 tourism service contracts in the amount of \$329,000. As a reminder, the committee considers one-half of the Lodging Tax Fund; the other half is committed to The Washington Center for the Performing Arts per a formal agreement with the Center.

The Olympia LTAC received 18 requests for 2018 funds. The Committee received six more applications than in 2017. The total requested amount of \$382,922 was over \$33,600 more than total requested last year. Further, the total requested amount for 2018 was over \$53,000 more than the \$329,000 available, after allowing for the traditional 20 percent contingency balance. The Committee clearly had to make difficult choices. In the end, the Committee recommended full funding for 13 of the 18 requests (one of which we are required to fund at that level).

Given the competition for limited funds, the LTAC continues to place high priority on supporting tourism marketing and on tried and true events and activities that resulted in documented and documentable overnight stays in Olympia lodging establishments. Because of Washington state law reporting requirements, the LTAC has emphasized in the application the need to show documented paid overnight lodging numbers. LTAC continues to encourage Lodging Tax recipients to work with the Visitor and Convention Bureau on how to capture overnight stays that result from their activities, in order to provide the best measurable outcomes possible back to the LTAC.

Attachments:

1. Chart of Recommendations
2. Chart of History of Olympia Lodging Tax
3. Draft Minutes – LTAC October 18, 2017 meeting

2018 Lodging Tax Recommendations

Tourism-Related Service Contracts:

Arbutus Folk School	\$ 5,000
Arbutus Folk School	\$ 10,000
Big Brother Big Sister	\$ 5,000
Capital Lakefair	\$ 7,500
Greater Olympia Dixieland Jazz Festival	\$ 30,000
Hands on Children's Museum	\$ 52,550
Harbor Days	\$ 35,000
Olympia Downtown Association	\$ 5,950
Olympia Downtown Association	\$ 7,500
Olympia Film Society	\$ 15,000
Olympia-Lacey-Tumwater Visitor and Convention Bureau	\$100,000
Olympic Flight Museum	\$ 6,000
Parrot Heads of Puget Sound/Laid Back Attack	\$ 18,500
St. Martin's University / Dragon Boat Festival	\$ 6,000
Washington State Senior Games	\$ 20,000
Wolf Haven International	\$ 5,000
TOTAL CONTRACTS	<u>\$329,000</u>

Total 2018 Recommendation

\$329,000

Olympia Planning Commission

October 3, 2017

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Councilmembers:

The Olympia Planning Commission (OPC) is pleased to report on its annual review of the *City of Olympia's 2018-2023 Preliminary Capital Facilities Plan (Draft CFP)*.

We wish to thank the members of the OPC's Finance Subcommittee for their work on this review. The Subcommittee was comprised of Commissioners Mike Auderer, Rad Cunningham, Paula Ehlers, and Carole Richmond. We also wish to thank the members of the public who testified and provided written comment, as well as the program staff who generously provided of their time to answer questions.

We commend capital facilities program staff for producing a document that is thorough, clear, and concise. We find that the proposed capital projects are consistent with, and further the policies and goals of, the Comprehensive Plan.

PARKS, ARTS AND RECREATION

The 2018 Parks, Arts, and Recreation section of the Draft CFP is based on the Capital Investment Strategy adopted in the 2016 Parks, Arts, and Recreation Plan. In carrying out the strategy, we are pleased to note that multiple types of park uses are addressed in the Draft CFP to some degree, including a pool feasibility study, off-road bicycle park, Americans with Disabilities Act (ADA) upgrades, a dog park concept plan and site consideration, athletic fields, as well as a cultural resource study. The variety of projects seems well-suited to meeting the needs of a wide range of Olympia residents.

Parkland Acquisition

In 2017, the City exercised an Option to purchase the Bentrige parcel, which is the final remaining piece of LBA Woods. The Parks Department plans to set aside more than \$14 million for parkland acquisition over the next 6 years, to be funded through the sale of \$10 million in Bond Anticipation Notes, as well as revenues from the voted and non-voted utility taxes. The Draft CFP notes, however, that the "open space inventory will need to be substantially increased" to not fall below the target Level of Service over the next 20 years.

Thanks to the voter-approved Metropolitan Parks District and tax levy, funding has been increased to maintain the facilities that we have. A steady revenue source over the years will ensure that the \$4 million maintenance backlog continues to fall.

Percival Landing

The Parks Department continues to make progress on Percival Landing maintenance and reconstruction. Voter approval of the Metropolitan Parks District tax levy in 2016 is speeding up completion of the many projects involved in replacing Olympia's public waterfront facility on Percival Landing. For example, it is allowing the Department to build reserve funds for both maintenance and current Phase 2 work, which includes:

- New sheet pile bulkhead replacement (\$3 million)
- Repairs conducted over the next 3 to 5 years (\$700,000), and
- "D" and "E" float replacements (\$4 million).

The City is pursuing grants and other funding sources to augment City funding for these projects, and has received a Legislative appropriation of \$921,500 to fund a portion of the bulkhead replacement.

Recommendations:

Percival Landing maintenance and reconstruction includes complex, challenging and expensive projects and the work can only proceed as funding becomes available. The Parks Department appears to be doing an excellent job of scheduling design, engineering, and repairs, while actively fund-raising to complete the work.

If there is one omission in this otherwise well-balanced section of the Draft CFP, it might be any reference to downtown urban or "pocket" parks, which have been discussed informally as a possible new category of parkland. While the Downtown Strategy relies on "privately owned public spaces," such as the plaza fronting the Hands On Children's Museum, it is unclear whether the additional 5,000 people expected to live downtown in the next 20 years will have adequate green space and outdoor recreational opportunities to meet required Level of Service and/or Comprehensive Plan goals and policies. Climate change is also expected to increase the ambient temperature of paved urban areas, which could be offset by planting more shade trees downtown.

We thank the Parks and Recreation Advisory Committee for its letter to the Commission and concur that future annual CFP updates should expedite ADA retrofits to the extent possible, as no one should be denied access to our existing parks and recreation facilities.

TRANSPORTATION

The City's Public Works Department has committed to developing a 20-year *Transportation Master Plan*,

beginning in 2017. When completed over the next 2-3 years, this Plan will update data and models, enabling more accuracy in traffic and multi-modal transportation projections, as well as identify and prioritize long-term transportation projects and the funding amounts and sources needed for their implementation. This Plan will provide needed guidance for development of the 6-year CFP transportation project list and refine the City's ability to achieve concurrency of projects with population growth.

As in previous years, major challenges include building and replacing sidewalks, encouraging cycling by providing safe bicycle access, and maintaining our existing road system. Funding for these projects comes from several sources, including the Voted and Non-Voted Utility Taxes, a portion of the gas tax, the Capitol Improvement Fund, and the Transportation Benefit District. New road construction is financed through impact fees and grants, which generally provide secure funding for road projects intended to serve new growth.

Sidewalks and Pathways

The purpose of this program is to construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. Priorities include building sidewalks leading to and from schools and transit stops. The Transportation Master Plan, which is under development, will update the 2004 Sidewalk Program and evaluate the Neighborhood Pathways program.

Other than sidewalks built by developers and builders within and adjacent to subdivisions or infill lots, as required by City ordinance, sidewalk construction is the responsibility of the City. As we noted in our letter last year, there are many miles of roads frequented by pedestrians that currently do not have sidewalks because of the high cost of sidewalk construction; for example, sidewalks must now be built using pervious concrete and must often accommodate stormwater collection and drainage.

We are pleased that public input provided through the Sub-Area planning process has led to the addition of a sidewalk project in the Draft CFP. The 26th Avenue sidewalk project, from Bethel Street to Gull Harbor Road, is a high priority for the Olympia Northeast Neighborhood Association. We encourage the City to consider and include in future CFPs capital projects identified in future Sub-Area plans, as these will already have gone through local review and vetting, and respond to an identified neighborhood priority.

We are aware that the City is currently evaluating its 'fee-in-lieu of sidewalk' option for builders and developers. This option would allow builders and developers to pay the City for the cost of building a sidewalk, rather than build the sidewalk themselves. Builders point to a concern about liability when only a portion of sidewalk is built, creating potential obstacles for pedestrians. The benefit to the City would be that it could use those fees to fund the highest priority projects in the City, rather than be limited to the area immediately fronting a builder's project. There are a number of issues to resolve before this option could be adopted by the City, but it could benefit both parties. We encourage further analysis of this issue.

Recommendations

Sidewalks help meet the Comprehensive Plan goals of promoting health and safety and reducing dependence on automobiles. While the voted utility tax increased available funding for sidewalk construction throughout Olympia, funding still falls short of need. We recommend that the City explore options for increasing revenue to address the gap between the need for new sidewalks and available funding. One option would be to increase parking fees. The Planning Commission recommends considering expanding revenue from parking meters and parking lots by increasing fees and/or hours to help fund additional sidewalk improvements.

As requested by the Olympia Downtown Association, we would also like to recommend that the City prioritize sidewalk reconstruction downtown. We agree with the ODA that all hazardous sidewalks should be repaired and rendered safe for walking. We urge the Council to fund all needed sidewalk repairs and replacement downtown as soon as possible, starting in the Historic District, which attracts many visitors.

Cycling

Cycling projects have been included in the Draft CFP for the first time. The purpose of this program is to complete elements of the bicycle network. The bicycle network consists of bike corridors on low volume, low-stress streets improved for bicycle travel, while other improvements consist of addressing gaps and spot improvements in the bike lane network. Generally, new bike lanes are added in the Street Repair and Reconstruction program as part of Complete Street Reconstruction. A total of \$100,000 per year for the next 6 years is budgeted from the CIP fund for these improvements.

Recommendation

Of particular concern to members of the cycling community is the lack of protected bike lanes, which would include a physical barrier between cars and bicycles. Unfortunately, many streets in Olympia are not wide enough to accommodate all uses separately. We recommend that when a decision is made to include bicycle lanes, that the City prioritize protected lanes whenever possible. These are what will make a real difference in the willingness of people to ride their bikes downtown and elsewhere.

Street Repair and Reconstruction

The City uses a pavement condition rating system to evaluate the condition of our street surfaces. Depending upon the level of deterioration, a project may require minor preservation work, such as chip sealing, a simple resurfacing, or full reconstruction. A major emphasis of the program is to preserve the condition of a street before it deteriorates to a point that full reconstruction is needed.

Currently, the City has a deferred maintenance backlog of about \$48 million. Addressing this backlog

would bring the streets that are in poor condition up to a fair and good condition.

Complete street reconstruction addresses the streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Mottman Road from Mottman Court to the west of SPSCC will undergo complete reconstruction, but work will not start until 2019. In 2018, five streets downtown will be resurfaced for a total of \$2.8 million.

Transportation Projects with Impact Fees

Transportation projects funded with impact fees are projects that are needed to serve anticipated new growth consistent with the 2040 Regional Transportation Plan, the Olympia Comprehensive Plan, and requirements of the Growth Management Act.

The Commission recognizes that some projects have been included in the Capital Facilities Plan for several consecutive years, without being completed as planned. This can occur for various reasons, such as when growth and the collection of impact fees have not occurred at the rate originally anticipated, or when anticipated grant funding has not yet been secured. The City continues to collect more data and to refine its transportation models to increase accuracy. Current development trends indicate that planned development will occur as projected.

Recommendations

We encourage continued efforts to fund and construct projects before road conditions fall below adopted transportation level of service standards – in this case, how long cars have to wait before passing through intersections – to provide adequate transportation facilities that meet the needs of both existing residents and new growth, and to be able to use impact fees for needed transportation projects. Some of these projects can be significant, such as the Fones Road widening project, which will require a mix of funding sources, including impact fees and grants, in order to be realized.

If the entire project cannot be built within the six years as projected in the plan because of shortfalls in expected funding, the city should consider breaking the project into smaller projects in order to ensure concurrency and/or that road conditions do not fall below required transportation level of service standards. The City should also consider funding arrangements that could allow future users of a project to pay for a fair share of a completed project, somewhat like late-comer agreements.

PUBLIC UTILITIES

Drinking Water, Wastewater, Storm and Surface Water, and Solid Waste Programs are critical programs for any city. Because these programs in Olympia are funded largely through General Facility Charges and user fees (utility rates), the adequacy of funding for needed projects is generally available. This has been

particularly true for the City since the recession ended and Olympia began to experience significant growth and development. The City's public utilities meet or exceed all required level of service standards and enjoys exceptional water quality, as well as adequate groundwater supplies to meet demand through at least 2050.

SUMMARY

The Olympia Planning Commission and its Finance Subcommittee appreciate the opportunity to provide these comments and recommendations regarding the 2018-2023 Capital Facilities Plan. We hope the Council finds them helpful in their budget deliberations. We will gladly answer any questions that might arise from this letter.

We also would like to express our appreciation for the work of all those who helped develop the Draft CFP. Many thanks to Joyce Phillips for her diligent and always cheerful support and guidance of our Finance Subcommittee. We would also like to thank the Utility Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Parks and Recreation Advisory Committee for their review and letters.

Sincerely,



Brian Mark, CHAIR
Olympia Planning Commission



Carole Richmond, CHAIR
OPC Finance Subcommittee



MEMORANDUM

TO: Mayor Selby and Members of the Olympia City Council

FROM: David Copley, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)

DATE: October 17, 2017

SUBJECT: 2018-2023 Preliminary Capital Facilities Plan (CFP) and Bicycle/Pedestrian Priorities

The purpose of this memorandum is to provide input on the 2018 Preliminary Capital Facilities Plan (CFP) from the Bicycle & Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

The BPAC would like to commend the City Council for the volume of bicycle and pedestrian projects in this year's Capital Facilities Plan (CFP), and for the attention given to American with Disabilities Act (ADA) compliance in new and existing facilities. We also appreciate the format of this CFP. By including predesign and planning details for prospective projects, we all are better equipped to move forward on projects with realistic expectations and effective resource management.

While the content in the draft CFP is generally favorable to the needs of bicyclists and pedestrians, there are some major issues that merit a second look. Projects such as the West Olympia Access Project are a missed opportunity, which may do more harm than good, if they do not include consideration for bicycles and pedestrians. There are also priority needs, such as east-west bike access through downtown, which are absent from the CFP. We have listed below a summary of what we consider priority needs and edits to the CFP.

Bicycle Corridor - In 2016, we were able to celebrate the completion of the Bike Corridor pilot project. We encourage the City Council to fund permanent improvements to the pilot project as well as to fully fund a second downtown Bike Corridor this year. This could only be an economic boon to downtown businesses. The new Bike Corridor would extend the existing pilot project from Sylvester Park to the Olympia Woodland Trail trailhead at Eastside Street.

US 101/West Olympia Access Project - The US 101/West Olympia Access Project area is already challenging for bikers and walkers; this project will make it even more difficult for people to move through the west side on bikes or on foot. It will affect what are currently quiet streets that are welcoming to people walking and biking. This project merits reconsideration. This \$35 million investment should include greater provisions for cyclists and pedestrians. We encourage the City to seek innovative ways to move people walking and riding bikes through this project area.

Downtown Access and Through Traffic - We encourage the City Council to continue to fund bike facilities on streets that lead to and through downtown so that employees and customers can safely ride downtown, leaving vehicles at home. We appreciate the momentum towards comfortable Bike Corridors leading to downtown, but there is still a lack of a safe east-west connector across town. The isthmus connection to 5th Avenue and Deschutes Parkway is particularly daunting for people on bikes.

Make the Most of Roundabouts - We are pleased about the roundabout improvements planned at so many unsafe intersections. We hope the City will prioritize connecting sidewalks and bike lanes along the streets adjacent to these new roundabouts. Many of the roundabouts are close to bike/pedestrian trails and will benefit those using the trail network. Let's leverage each roundabout's sidewalks and bike lanes by prioritizing the adjacent streets for sidewalk and bike improvements - especially those near trails. Navigating a roundabout just to have the sidewalk end in a ditch is not safe.

Safe and Plentiful Bike Parking - Consider defining a level of service for bicycle parking downtown and on City-owned properties. Bike parking is currently scattered. Bicycling improvements should include safe, covered, and well-lit bike racks at the destinations such as parks. We are trying to encourage a greater range of our citizens to bike downtown and to other places of interest. Good bike parking at prominent locations allows less confident cyclists to have a predictable place to transition to walking, instead of navigating more challenging streets.

Downtown Parking - We encourage the City Council to take advantage of and prioritize space management strategies for downtown parking before considering a parking garage. We would like to see leveraging of the public and private, on- and off-street parking that is currently available, and improvements made to the bicycle, pedestrian and transit facilities downtown. If downtown is easy to access by foot, bike, or bus, more people will leave their cars at home and parking congestion will be reduced.

Consider Major Investments - The West Olympia/101 Access Project is a major investment in our transportation network. We encourage the City Council to consider a similarly large investment in bike, pedestrian, and transit infrastructure. For example, imagine how the Harrison Avenue corridor with major transit, bike, and pedestrian investments could transform the west side.

With unprecedented population growth in our region, we need to be strategic and mindful to how people will live and move through Olympia in the future. Continuing to invest the majority of our resources in single-occupancy car infrastructure seals the future of our transportation system as the reality of waiting in lines of car traffic. By betting on roads, we marry our future to car dependence, which we know is not healthy for our personal health, the environment, or our community. More roads have never, ever resulted in less traffic.

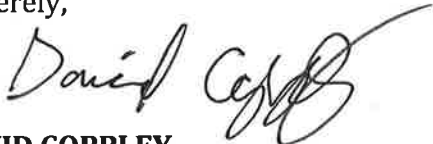
Olympia can be the great city we envision if we invest in a variety of transportation options. The needs of bikers and walkers should be considered at the beginning of projects. We have witnessed an increasing level of support and investment from the City Council in these matters, and encourage

Mayor Selby and Members of the Olympia City Council
October 2, 2017
Page 3 of 3

you to continue on that path. Investments in biking and walking infrastructure will help us attract and gracefully integrate a growing regional population.

Thank you for taking the time to consider the BPAC's recommendations during the course of your CFP review process.

Sincerely,

A handwritten signature in black ink, appearing to read "David Copley". The signature is fluid and cursive, with a large, stylized initial "D" and "C".

DAVID COPPLEY
Chair
Bicycle & Pedestrian Advisory Committee

DC/ms/hr

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cc: Michelle Swanson, AICP, Senior Program Specialist, Public Works Transportation
BPAC Members



City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

olympiawa.gov

MEMORANDUM

TO: Olympia Planning Commission

FROM: Maria Ruth, Chair
Parks and Recreation Advisory Committee (PRAC)

DATE: September 22, 2017

SUBJECT: *Preliminary 2018-2023 Capital Facilities Plan (CFP)*
PRAC Recommendation to the Olympia Planning Commission

At our June 15, 2017 meeting, and again during our September 21, 2017 meeting, PRAC members reviewed the list of proposed park projects included in the Parks Chapter of the *2018-2023 Preliminary Capital Facilities Plan*.

On September 21, 2017, PRAC passed a motion to support the projects proposed for inclusion in the Parks Chapter of the *2018-2023 Preliminary Capital Facilities Plan* but for future CFPs would request a greater emphasis on ADA accessibility upgrades.

Thank you for taking the time to consider our recommendation in the course of your CFP review process. Please feel free to contact me by telephone at (360) 350-8583 or by email at mruth@ci.olympia.wa.us if you have questions or comments.

Sincerely,

Maria Ruth, Chair
Parks and Recreation Advisory Committee

PBIA - 2018 Recommended Budget (Board recommended on November 9, 2017)

Category/Item	Amount	Notes
Communications	\$ 2,000.00	Welcome wagon*
Clean & Safe		TOTAL = \$50,200
Ambassadors & Clean Team	\$ 43,500.00	
Maintain cigarette butt containers	\$ 1,500.00	
Clean up efforts	\$ 3,000.00	e.g., ODA's Downtown Clean Up
Volunteers In Paint	\$ 1,000.00	
Extra alley flushings	\$ 1,200.00	3 extra alley flushings in July, August, September
Streetscape Beautification		TOTAL = \$20,000
Flower baskets	\$ 10,000.00	estimated amount
Flower basket watering	\$ 10,000.00	estimated amount
New sprayer for watering		Use unspent funds (est. \$6,000)**
Public art investment		Use unspent funds (est. \$10,000-\$30,000)**
Marketing		TOTAL = \$31,500
Annual marketing budget	\$ 30,000.00	Year round budget, including holidays/Twinklefest
Event sponsorships	\$ 1,500.00	e.g., Pride parade
Parking	\$ -	Communications role - inform about parking strategy*
Business Training	\$ -	Communications role - inform about regional resources*
Administration	\$ 2,300.00	e.g., annual member dinner, survey monkey, misc.
Contingency	\$ 6,000.00	additional ideas to be determined through work planning
TOTAL	\$ 110,000.00	
Estimated Assessments	\$ 115,000.00	Reserves about 4% for uncollected assessments

*Some communications materials to be provided by CP&D

**PBIA has \$45,000 in unspent funds that can be used for one-time expenses when approved by City Council ordinance