



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, March 31, 2015

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [15-0215](#) Approval of Proclamation in Support of National Mayors' Challenge for Water Conservation

Attachments: [Proclamation](#)
[Water Pledge hyperlink](#)

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [15-0304](#) Approval of March 3, 2015 Special Study Session Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [15-0303](#) Approval of March 17, 2015 Special Study Session Minutes

Attachments: [Minutes](#)

- 4.C** [15-0296](#) Approval of March 17, 2015 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.D** [15-0309](#) Approval of March 19, 2015 Special Council Meeting Minutes - Joint

Meeting with the Olympia Downtown Association

Attachments: [Minutes](#)

- 4.E** [15-0305](#) Certification of Bills and Payroll
- Attachments:** [Bills and Payroll Certificates](#)
- 4.F** [15-0266](#) Approval of Memorandum of Understanding with Thurston County Regarding the Use of Neonicotinoid Pesticides
- Attachments:** [Thurston County MOU](#)
 [Olympia's Resolution M-1811](#)
- 4.G** [15-0301](#) Approval of Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services
- Attachments:** [2015 Mutual Aid ILA for Firefighting](#)
- 4.H** [15-0306](#) Approval to Apply for 2015 Federal Transportation Alternatives Program Grant Opportunity
- Attachments:** [Project Scope](#)
- 4.I** [15-0314](#) Approval of Appointments to the Olympia Arts Commission
- 4.J** [15-0315](#) Approval of Re-appointments to Advisory Committees and Commissions
- 4.K** [15-0313](#) Approval of Advisory Committee and Commission 2015 Work Plans
- Attachments:** [Arts Commission](#)
 [BPAC - Memo](#)
 [Bicycle & Pedestrian Advisory Committee \(BPAC\)](#)
 [Heritage Commission](#)
 [Parks & Recreation Advisory Committee \(PRAC\)](#)
 [Planning Commission - Staff Memo](#)
 [Planning Commission](#)
 [Utility Advisory Committee \(UAC\)](#)
- 4.L** [15-0321](#) Approval of Hearings Examiner Contract Extension
- Attachments:** [Amendment No. 1](#)
 [Agreement](#)

4. SECOND READINGS

- 4.M** [15-0251](#) Adoption of an Ordinance on 2nd Reading to Appropriate 2014 Year-End Fund Balance
- Attachments:** [2015 Budget Approp. Ordinance](#)
 [2014 Year End Financial Review](#)
 [Homes First Letter - Holly Landing](#)

- 4.N [15-0257](#) Approval of an Ordinance Creating a Trust Fund to Pay LEOFF 1 (Law Enforcement Officers and Fire Fighters) Medical Benefits
Attachments: [LEOFF I Trust Ord](#)

4. FIRST READINGS

- 4.O [15-0318](#) Approval of an Ordinance Amending Advisory Committee and Commission Membership
Attachments: [Ordinance](#)

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [15-0259](#) Authorization to Advance the “Hub” Junction Project at Woodland Trail as Conceptually Designed
Attachments: [Concept Design](#)

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 Council

Approval of Proclamation in Support of National Mayors' Challenge for Water Conservation

Agenda Date: 3/31/2015
Agenda Item Number: 2.A
File Number: 15-0215

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

Title

Approval of Proclamation in Support of National Mayors' Challenge for Water Conservation

Recommended Action

Committee Recommendation:

N/A

City Manager Recommendation:

Proclaim participation in the National Mayor's Challenge for Water Conservation.

Report

Issue:

Whether to proclaim participation in the National Mayor's Challenge for Water Conservation, April 1-30, 2015.

Staff Contact:

Erin Conine, Water Conservation Program Coordinator, 360.570.3793

Presenter(s):

Erin Conine, Water Conservation Program Coordinator, 360.570.3793

Mayor Stephen Buxbaum to read the proclamation

Background and Analysis:

City of Olympia Mayor Stephen Buxbaum is joining mayors across the country in asking residents to make a commitment to conserve water by taking part in a national contest aimed at drastically slashing water and energy use across the nation.

Throughout the month of April, WaterWise Olympia residents are encouraged to make their pledge to water conservation online. See attached hyperlink. Last year, residents from over 1,000 cities pledged to reduce their annual consumption of drinking water by nearly a billion gallons.

This non-profit campaign is presented nationally by Toyota and the Wyland Foundation, with support from the Environmental Protection Agency and National League of Cities. The Wyland Foundation is

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

a 501(c)3 dedicated to promoting, protecting, and preserving the world's ocean, waterways, and marine life.

The city with the highest percentage of residents who take the challenge in their population category wins. Participants in the winning cities are eligible to win hundreds of prizes, including a Toyota Prius V, water saving home products, home improvement gift cards, and more.

City of Olympia residents have done an excellent job in using our precious drinking water efficiently. In fact, citizens' efforts resulted in exceeding our 2009-2014 Water System Plan goal of reducing consumption by 5% per connection. Olympia residents have demonstrated their commitment to water conservation and will enjoy competing with their peer cities.

Neighborhood/Community Interests (if known):

N/A

Options:

Read and sign the proclamation.

Financial Impact:

None.

Attachments:

National Mayor's Challenge Proclamation
Water Pledge hyperlink

PROCLAMATION

WHEREAS, the City of Olympia continues to explore ways to manage residential consumption of water and to inspire its residents to protect our natural resources; and

WHEREAS, the City of Olympia continues to promote water use efficiency by building on existing programs and past successes; and

WHEREAS, cities can engage in efforts to invite their own communities, as well as their neighboring cities, to become better environmental stewards; and

WHEREAS, with the encouragement of their mayors, residents may register their participation in their city's challenge, online, by making simple pledges to decrease their water use for the period of one year; and

WHEREAS, from April 1-30, 2015, the City of Olympia wishes to motivate its residents and its neighboring communities to take the National Mayor's Challenge for Water Conservation at www.mywaterpledge.com to reduce their impact on the environment; and

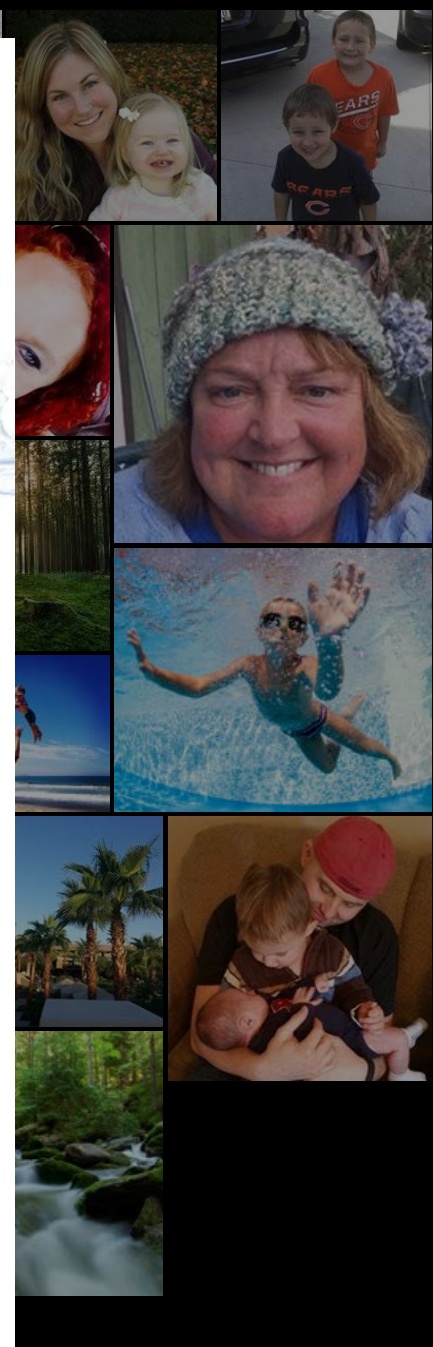
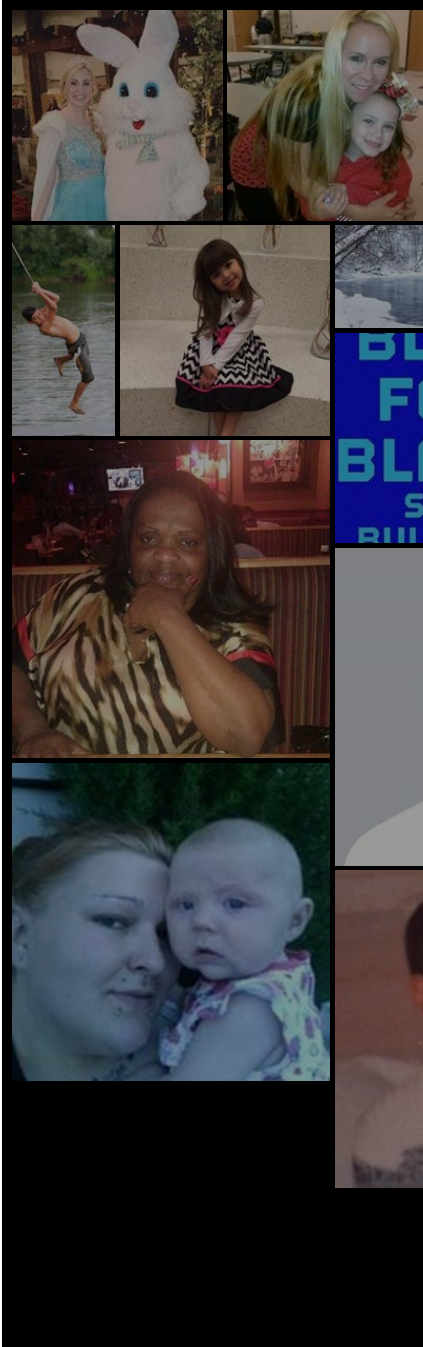
WHEREAS, in the month of April, WaterWise Olympian's will continue to demonstrate their commitment to the environment by taking the pledge to protect our precious drinking water resources for future generations;

NOW, THEREFORE, BE IT RESOLVED that the Olympia City Council hereby proclaims the City of Olympia's participation in the National Mayor's Challenge for Water Conservation during the month of April 2015.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 31ST DAY OF MARCH, 2015.

OLYMPIA CITY COUNCIL

*Stephen H. Buxbaum
Mayor*



Together We've Pledged To Save Over **1,584,863,958** Gallons Of Water

Do your part this **Earth**

Month April 1-30 be entered to win 100's of prizes including a Toyota Prius v



Take the Pledge

Pledge with Facebook

OR

Pledge with Email

[Official Rules and Privacy Policy](#)

Teachers and Kids!
[CLICK HERE](#) to Visit
My Water Pledge Student Edition



National Presenting Partner:

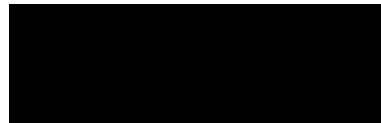
TOYOTA

In Association with:



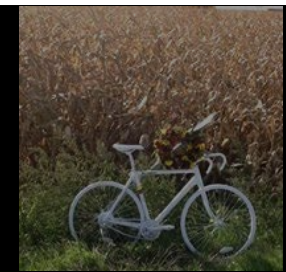
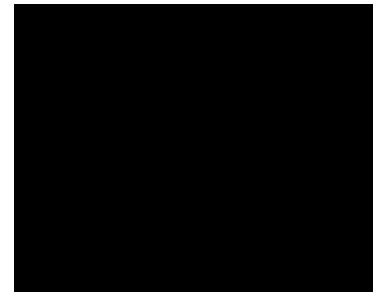
About My Water Pledge

My Water Pledge is a friendly competition between cities across the US to see who can be the most "water-wise." Mayors nationwide will challenge their residents to conserve water energy and other natural resources on behalf of their city through a series of informative, easy-to-use pledges online.



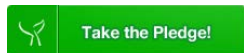


Cities with the highest percentage of residents who take the challenge in their population category win. Cities will compete in the following population categories: 5,000-29,999, 30,000-99,999, 100,000-299,999, 300,000-599,999, 600,000+). Participants in the winning cities are eligible to win hundreds of prizes. By the way, your mayor doesn't have to participate for your city to win... But every person makes a difference! Last year, the challenge awarded more than \$50,000 in prizes to nearly 1,000 residents in U.S. cities.



How it Works

1. Take the "My Water Pledge" on behalf of your city.
2. See how much you've pledged to save.
3. If your city wins and you choose to enter the prize drawing, you are eligible to win one of the following prizes:
 1. Grand Prize: Toyota Prius v
 2. \$1000 Shopping Spree at a Home Improvement Store
 3. 50 Smart Irrigation Controllers from the Toro Company
 4. 250 Home Improvement Store Gift Cards (\$25)
 5. 40 Fixed Mount EcoFlow® Shower Heads from Waterpik
 6. 40 Hand Held EcoFlow® Shower Heads from Waterpik



New City Prize



One winning city will be chosen at random to receive a pocket park landscape makeover, including state of the art water efficient irrigation from the Toro Company (ARV \$10,000-\$50,000).



Winning cities will also be provided with WaterSmart Software, a consumer engagement and water conservation solution designed to generate greater verifiable water saving opportunities for each city.

Daily Drawing Winners

Once you've competed your water pledge, we'll give you a code to share with your friends to take the challenge. If your friend completes the challenge, you'll be entered into a daily prize drawing. Or look at it this way, if you get 100 friends to take it, you have 100 more chances to win!

Apr 01, 2015
iPad Mini...

Apr 02, 2015
\$50 Home...

Apr 03, 2015
Toro®
XTRA...

Apr 04, 2015
Waterpik...

Apr 05, 2015
\$100 Home...



2015 PRIZES

2014 PRIZES AND WINNERS

2013 PRIZES AND WINNERS

GRAND PRIZE 2015 TOYOTA PRIUS V

Take the pledge now
and be entered to win!

ARV \$30,000

 **Take the Pledge!**



Toyota Prius v

Home Improvements Shopping Spree

\$1,000
Gift Card



250 Home Improvement Gift Cards (\$25)

\$25
Gift Card



Drawing Held
on May 1st, 2013

50 Toro® Smart Irrigation Controllers



Drawing Held
on May 1st, 2013

40 Fixed Mount Eco Flow® Shower Heads




Drawing Held
on May 1st, 2013

40 Hand Held Eco Flow® Shower Heads



Drawing Held
on May 1st, 2013

 **Take the Pledge!**





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

City Council

Approval of March 3, 2015 Special Study Session Meeting Minutes

Agenda Date: 3/31/2015
Agenda Item Number: 4.A
File Number: 15-0304

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

Title

Approval of March 3, 2015 Special Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, March 3, 2015

5:30 PM

Room 207

Special Study Session

CALL TO ORDER

Major Buxbaum called the meeting to order at 5:31 p.m.

1. ROLL CALL

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

OTHERS PRESENT

Community Planning and Development Director Keith Stahley
Deputy Director Leonard Bauer
Associate Planner Michelle Sadlier Sub Area Planning Liaison
City Manager Steve Hall
Assistant City Manager Jay Burney
Northeast Neighborhood Association (NENA) President & Sub-Area A Chair Mike Dixel
NENA Vice President Peter Guttchen
Bigelow Highlands Neighborhood Association (BHNA) Vice President Mellissa Allen
BHNA Secretary Jay Elder

2. DISCUSSION TOPICS

2.A [15-0222](#) Discussion about Sub-Area Planning Scope

Mr. Bauer and Ms. Sadlier provided background to Councilmembers on sub-area planning and reviewed Comprehensive Plan policies. They presented the criteria spectrum developed by the International Association for Public Participation (IAP2) for public participation and discussed the pilot sub-area plan, which covers the area from East Bay in the west to South Bay Road in the east, and from the Urban Growth Area boundaries in the north to the Urban Corridor at State and Fourth Avenues in the south.

Discussion:

- Council objectives for sub-area planning.
- Building the capacity of neighborhoods using City resources.
- Planning Commission participation parameters.
- Public participation challenges and opportunities.
- Alternative financing tools including Local Improvement District Fund.
- Crime Prevention Through Environmental Design (CPTED) protocol.
- Streamlining planning through creation of local improvement districts.

The work session was completed.

4. ADJOURNMENT

The meeting was adjourned at 6:33 p.m.



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

City Council

Approval of March 17, 2015 Special Study Session Minutes

Agenda Date: 3/31/2015
Agenda Item Number: 4.B
File Number: 15-0303

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

Title

Approval of March 17, 2015 Special Study Session Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, March 17, 2015

5:30 PM

Room 207

Special Study Session

1. ROLL CALL

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

2. DISCUSSION ITEMS

2.A [15-0233](#) Briefing on Bike Corridor Pilot Project

Public Works Transportation Senior Planner Sophie Stimson and Bicycle and Pedestrian Advisory Committee (BPAC) Chair Clark Gilman provided a briefing on the bike corridor pilot project. Also present was BPAC member Joe Ford.

Councilmembers discussed the Bike Corridor Pilot Project, design features and public outreach. The Councilmembers supported the project and said that additional direction would be given during the City Manager's report at the business meeting held at 7:00 pm.

3. ADJOURNMENT

The meeting adjourned at 6:37 p.m.



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

City Council

Approval of March 17, 2015 City Council Meeting Minutes

Agenda Date: 3/31/2015
Agenda Item Number: 4.C
File Number: 15-0296

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

Title

Approval of March 17, 2015 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, March 17, 2015

7:00 PM

Council Chambers

1. ROLL CALL

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

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [15-0241](#) Presentation by the American Legion of Officer of the Year

Mr. David Gedrose, American Legion Post 3, presented the Officer of the Year award to Olympia Police Officer Jeff Herbig.

2.B [15-0244](#) Arbor Day Proclamation

Councilmember Langer read the proclamation. Associate Planner Jesse Barham shared details of upcoming events and Associate Planner Michelle Bentley accepted the proclamation.

3. PUBLIC COMMUNICATION

The following members spoke: Ms. Marygrace Jennings, Ms. Janae Huber, Mr. James Wellings, Mr. Phil Owen, Mr. Chris van Daalen, Mr. Lance Worth, Ms. Kris Tucker, Ms. Bonnie Jacobs, Ms. Donna Feddern, Ms. Marie Stone, Mr. Renee Turner, Ms. Pat Rasmussen, Ms. Renata Rollins, Mr. Timothy Minarchi, Mr. Kikumi Maki, Mr. Coyote Acabo, and Mr. Steve Lindstrom.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

In response to the comments regarding the Artesian Commons fence, City Manager Steve Hall said a Leadership Team has been created to review all aspects. He noted the Council has agreed to install a fence and there are other issues to be resolved in order to make this space work for everyone.

4. CONSENT CALENDAR

Mayor Buxbaum noted there is a correction to item 4B regarding the Conservation Easement with the Nisqually Tribe. An adjustment of \$5 was made in two places on page 1 of Attachment 4, Addendum and Assignment of Real Estate Purchase Agreement.

- 4.A [15-0252](#) Approval of March 3, 2015 City Council Meeting Minutes

The minutes were adopted.

- 4.B [15-0230](#) Approval of Agreement with Nisqually Tribe to Purchase Conservation Easement for Groundwater Protection

The agreement was adopted.

- 4.C [15-0243](#) Approval of the 2015 Finance Committee Work Plan

The Work Plan was adopted.

- 4.D [15-0260](#) Approval of Community and Economic Revitalization Committee Calendar and Work Plan

The Work Plan was adopted.

4. SECOND READINGS - None

4. FIRST READINGS

- 4.E [15-0257](#) Creation of a Trust Fund to Pay LEOFF 1 (Law Enforcement Officers and Fire Fighters) Medical Benefits

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

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A [15-0242](#) Briefing on Scope for the Downtown Strategy

Senior Planner Amy Buckler provided a background and plans for the scoping of the downtown strategy.

Council directed staff to proceed with an open house at the end of April.

6.B [15-0251](#) Approval of 2014 Year-End Financials and First Reading of Appropriations Ordinance

Administrative Services Director Jane Kirkemo provided an overview of the year-end financials. She reviewed the Finance Committee's recommendations for year end funds. Councilmember Cooper reviewed discussions the Finance Committee had regarding its recommendations.

Comments included the following:

- Holly Landing is an important project for the City and the region. The City should coordinate with regional partners.
- Harbor Patrol - concerned if the program is shut down. The emergency response should be kept open.
- The Harbor Patrol is on standby for emergency callouts through May barring any major maintenance issues. Boater education is not funded.
- The State of Washington cut funding to us and the City has exhausted its funds for this.
- The Fire Department has a Zodiac (rubber raft) and works with the Port of Olympia for distress calls. The City does not have a watercraft that will take larger seas.
- Staff agreed to provide a fact sheet describing what various agencies provide for water safety.
- Council agreed to set a budget of \$250,000 for the Downtown Strategy.

The ordinance was approved on first reading and moved to second reading. to the City Council due back on 3/31/2015

7. CONTINUED PUBLIC COMMUNICATION**8. REPORTS AND REFERRALS****8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers provided reports on committees they attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall reported on two items:

1. At the Study Session held earlier this evening, the Council put in place our first bicycle corridor project - from Lions Park to Sylvester Park. He said staff will move

forward with implementation of that program. It was agreed that staff will look into a marketing and education piece of this, possibly including family bicycling events, and bring it back to Council with estimated costs.

2. The crossing signs for otters are up on East Bay Drive.

9. ADJOURNMENT

Meeting adjourned at 10:12 p.m.



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

City Council

Approval of March 19, 2015 Special Council Meeting Minutes - Joint Meeting with the Olympia Downtown Association

Agenda Date: 3/31/2015
Agenda Item Number: 4.D
File Number:15-0309

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

Title

Approval of March 19, 2015 Special Council Meeting Minutes - Joint Meeting with the Olympia Downtown Association



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, March 19, 2015

6:00 PM

Mercato Ristorante , 111 Market St.
NE, Olympia, WA

Special City Council Meeting with the Olympia Downtown Association

1. ROLL CALL

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

2. DISCUSSION ITEMS

Others present include:

Olympia Downtown Association

President Craig Holt
Executive Director Vida Zvirzdys-Farler
Sandy Wilson
Anne Larsen Matheson
Dean Jones
Jerry Farmer

City of Olympia Staff

Assistant City Manager Jay Burney
Communications Manager Cathie Butler
Public Works Director Rich Hoey
CP&D Director Keith Stahley
Police Chief Ronnie Roberts
Parks, Arts and Recreation Director Paul Simmons

2.A [15-0269](#) Annual Joint Meeting with the Olympia Downtown Association

Olympia Downtown Association (ODA) President Craig Holt welcomed everyone and made introductions.

Executive Director of ODA Vida Zvirzdys-Farler reviewed the Main Street Approach which includes local, station and national partnerships.

Other members of ODA presented items related to *Telling Our Story*.

Olympia Councilmembers and City staff shared information on various topics of

interest, including:

- The Downtown Strategy Plan
- Artesian Commons
- Volunteer in Paint
- Greening Capitol Way
- Community Renewal Area
- Downtown Welcome Center
- Olympia Commons - the proposed LIHI project

3. ADJOURNMENT

The meeting adjourned at 8:05 p.m.



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

City Council
Certification of Bills and Payroll

Agenda Date: 3/31/2015
Agenda Item Number: 4.E
File Number: 15-0305

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

Title
Certification of Bills and Payroll

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 2/15/2015 THROUGH 2/21/2015
 FOR A/P CHECK NUMBERS 3657220 THROUGH 3657368
 FOR ELECTRONIC PAYMENTS 1/1/2015 THROUGH 1/31/2015

INCLUSIVE IN THE AMOUNT TOTALING

DATED

February 24, 2010

ADMINISTRATIVE SERVICES DIRECTOR

Jane Bradford Kirkemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 1,519,721.83	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 16,803.27	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ 1,058.38	025	WASHINGTON CENTER
\$ 189.00	026	MUNICIPAL ARTS FUND
\$ -	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ -	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ -	134	PARKS AND REC SIDEWALK UT TAX
\$ 1,525.14	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 257.50	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 44,814.43	401	WATER
\$ 25,118.97	402	SEWER
\$ 319,703.76	403	SOLID WASTE
\$ 10,225.27	404	STORM AND SURFACE WATER
\$ -	434	STORM AND SURFACE WATER CIP
\$ -	461	WATER CIP FUND
\$ -	462	SEWER CIP FUND
\$ 74,876.61	501	EQUIPMENT RENTAL
\$ -	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ 338.00	505	WORKERS COMPENSATION
\$ -	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ 2,079.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 2,014,632.16		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>2/22/2015</u>	THROUGH	<u>2/28/2015</u>
FOR A/P CHECK NUMBERS	<u>3657369</u>	THROUGH	<u>3657663</u>
FOR ELECTRONIC PAYMENTS	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

March 3, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$	205,917.22	001	GENERAL FUND
\$	-	002	SHOP FACILITIES
\$	1,007.38	003	REVOLVING ACCOUNT FUND
\$	-	004	URBAN ARTERIAL FUND
\$	1,212.52	025	WASHINGTON CENTER
\$	450.00	026	MUNICIPAL ARTS FUND
\$	6,016.67	029	EQUIP & FACIL REPLACE RES
\$	-	107	HUD
\$	3,508.65	108	HUD
\$	-	127	IMPACT FEES
\$	-	130	SEPA MITIGATION FUND
\$	8,333.33	132	LODGING TAX FUND
\$	-	133	ARTS AND CONFERENCE FUND
\$	130.59	134	PARKS AND REC SIDEWALK UT TAX
\$	-	135	PARKING BUSINESS IMP AREA
\$	-	136	FARMERS MRKT REPAIR/REPLC
\$	-	137	CHILDREN'S HANDS ON MUSEUM
\$	-	138	TRANS BENEFIT DISTRICT
\$	-	208	LID OBLIGATION CONTROL
\$	-	216	4th/5th AVE PW TRST
\$	-	223	LTGO BOND FUND '06-PARKS
\$	-	224	UTGO BOND FUND 2009 FIRE
\$	-	225	CITY HALL DEBT FUND
\$	-	226	2010 LTGO BOND-STREETPROJ
\$	-	227	LOCAL DEBT FUND
\$	-	228	2010B LTGO BONDS-HOCM
\$	30,663.31	317	CIP
\$	-	322	4/5th AVE CORRIDOR/BRIDGE
\$	-	323	CIP CONSTR FUND - PARKS
\$	-	324	FIRE STATION 4 CONSTRUCT
\$	-	325	CITY HALL CONST
\$	-	326	TRANSPORTATION CONST
\$	-	329	GO BOND PROJECT FUND
\$	-	331	FIRE EQUIPMENT REPLACEMENT FUND
\$	73,147.02	401	WATER
\$	13,703.89	402	SEWER
\$	32,876.86	403	SOLID WASTE
\$	324.78	404	STORM AND SURFACE WATER
\$	768.50	434	STORM AND SURFACE WATER CIP
\$	19,832.91	461	WATER CIP FUND
\$	-	462	SEWER CIP FUND
\$	19,966.97	501	EQUIPMENT RENTAL
\$	-	502	C. R. EQUIPMENT RENTAL
\$	250.00	503	UNEMPLOYMENT COMPENSATION
\$	-	504	INS TRUST FUND
\$	-	505	WORKERS COMPENSATION
\$	3,434.70	604	FIREMEN'S PENSION FUND
\$	-	605	CUSTOMERS WATER RESERVE
\$	-	621	WASHINGTON CENTER ENDOW
\$	-	631	PUBLIC FACILITIES
\$	-	682	LAW ENFORCEMENT RECORD MGNTSYS
\$	-	701	PARKS-NEIGHBORHOOD
\$	-	702	PARKS-COMMUNITY
\$	-	703	PARKS-OPEN SPACE
\$	-	707	PARKS-SPECIAL USE
\$	-	711	TRANSPORTATION
\$	-	720	SCHOOLS
\$	421,545.30		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 3/1/2015 THROUGH 3/7/2015
 FOR A/P CHECK NUMBERS 3657664 THROUGH 3658002
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

March 10, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Raymond Kirkemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 820,474.01	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 23,973.44	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ 18,999.00	025	WASHINGTON CENTER
\$ 16.63	026	MUNICIPAL ARTS FUND
\$ 260.68	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ 6,867.73	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ 587.52	134	PARKS AND REC SIDEWALK UT TAX
\$ 5,496.48	135	PARKING BUSINESS IMP AREA
\$ 152.32	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 323,612.14	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 30,810.07	401	WATER
\$ 919,938.79	402	SEWER
\$ 2,689.38	403	SOLID WASTE
\$ 11,072.40	404	STORM AND SURFACE WATER
\$ 186,416.12	434	STORM AND SURFACE WATER CIP
\$ 24,445.06	461	WATER CIP FUND
\$ 233,347.83	462	SEWER CIP FUND
\$ 12,519.94	501	EQUIPMENT RENTAL
\$ -	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ 74.50	504	INS TRUST FUND
\$ 1,295.00	505	WORKERS COMPENSATION
\$ 2,601.50	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ 181,327.05	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 2,625,650.54		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 3/8/2015 THROUGH 3/14/2015
 FOR A/P CHECK NUMBERS 3658003 THROUGH 3658223
 FOR ELECTRONIC PAYMENTS 2/1/2015 THROUGH 2/28/2015

INCLUSIVE IN THE AMOUNT TOTALING

DATED

March 17, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Janet Ragland Kirkemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 947,922.15	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 6,599.21	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ -	025	WASHINGTON CENTER
\$ -	026	MUNICIPAL ARTS FUND
\$ 40,862.03	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ -	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ -	134	PARKS AND REC SIDEWALK UT TAX
\$ 269.72	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 16,667.42	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ 3,392.65	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 67,598.90	401	WATER
\$ 17,810.69	402	SEWER
\$ 105,757.98	403	SOLID WASTE
\$ 13,493.21	404	STORM AND SURFACE WATER
\$ 240.00	434	STORM AND SURFACE WATER CIP
\$ 1,125.35	461	WATER CIP FUND
\$ -	462	SEWER CIP FUND
\$ 32,091.03	501	EQUIPMENT RENTAL
\$ -	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ 33,519.89	505	WORKERS COMPENSATION
\$ 619.30	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ -	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 1,287,969.53		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 3/15/2015 THROUGH 3/21/2015
 FOR A/P CHECK NUMBERS 3658224 THROUGH 3658584
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

March 24, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 598,103.11	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 4,500.83	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ 143.61	025	WASHINGTON CENTER
\$ 81.63	026	MUNICIPAL ARTS FUND
\$ 27,234.82	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ 2,713.32	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ 9.88	134	PARKS AND REC SIDEWALK UT TAX
\$ 428.12	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ 100.00	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ (4,616.99)	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 110,858.17	401	WATER
\$ 19,360.05	402	SEWER
\$ 259,208.23	403	SOLID WASTE
\$ 21,590.18	404	STORM AND SURFACE WATER
\$ -	434	STORM AND SURFACE WATER CIP
\$ 72,093.57	461	WATER CIP FUND
\$ -	462	SEWER CIP FUND
\$ 9,852.02	501	EQUIPMENT RENTAL
\$ -	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ -	505	WORKERS COMPENSATION
\$ 372.30	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ 836.70	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ 29,846.53	720	SCHOOLS
\$ 1,122,032.85		GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **2/28/2015** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,218,969.56</u>
Fire Pension Net Pay:	_____
Employer Share of Benefits:	<u>\$ 640,198.31</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 29,596.72</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 23,546.88</u>
TOTAL	<u><u>\$ 1,912,311.47</u></u>

Paid by:

Payroll Check Numbers	_____	_____	Manual Checks
And	_____	_____	Fire Pension Checks
And	-	-	Manual Checks
And	<u>87665</u>	<u>87682</u>	Semi Payroll Checks

and Direct Deposit transmission.

March 3, 2015
DATE

Jack Kikemo
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 **3/15/2015** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,195,960.07</u>
Fire Pension Net Pay:	_____
Employer Share of Benefits:	<u>\$ 640,198.31</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	_____
Employer Share of LEOFF I Fire Post-Retirement Benefits:	_____
TOTAL	<u><u>\$ 1,836,158.38</u></u>

Paid by:

Payroll Check Numbers	<u>87683</u>	<u>87684</u>	Manual Checks
And	_____	_____	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>87685</u>	<u>87710</u>	Semi Payroll Checks

and Direct Deposit transmission.

March 19, 2015
DATE



ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of Memorandum of Understanding with Thurston County Regarding the Use of Neonicotinoid Pesticides

Agenda Date: 3/31/2015
Agenda Item Number: 4.F
File Number: 15-0266

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

Title

Approval of Memorandum of Understanding with Thurston County Regarding the Use of Neonicotinoid Pesticides

Recommended Action

Committee Recommendation:

N/A

City Manager Recommendation:

Move to adopt the Memorandum of Understanding.

Report

Issue:

Shall the City Council approve the attached Memorandum of Understanding?

Staff Contact:

Steven R. Hall, City Manager, 360.753.8447

Presenter(s):

None. Consent Calendar item.

Background and Analysis:

As a practice, the City of Olympia, through its Integrated Pest Management program (IPM), has avoided the use of neonicotinoids in its operations for the past 20 years.

On November 3, 2014, the City of Olympia passed a Resolution concerning the use of neonicotinoid pesticides within the city limits of Olympia. In addition to discouraging the use of neonicotinoids, the Resolution encouraged citizens to plant trees, shrubs, and plants that attract pollinators. The Resolution was posted on the City's website, forwarded to the Coalition of Neighborhoods, and City Advisory Board members, and included in the City's State Legislative agenda packet.

Recently, Thurston County has proposed a Memorandum of Understanding among the three cities, the County, LOTT, the Nisqually Land Trust, and the Port to jointly discourage the use of

neonicotinoids on properties they control. County staff has also indicated that the County would, in the future, consider providing consumer level educational materials concerning neonicotinoids and, acting as the Board of Public Health, send letters to major retailers asking them to consider providing alternatives to neonicotinoid products.

At this time, Thurston County has passed the MOU and is awaiting action from other parties. The City of Lacey and the Port of Olympia have recently declined to participate.

Neighborhood/Community Interests (if known):

More pollinators would tend to help local food production.

Options:

1. Approve the Memorandum of Understanding
2. Do not take any action

Financial Impact:

None.

MEMORANDUM OF UNDERSTANDING

Regarding the Use of Neonicotinoids on Partner Properties

This Memorandum of Understanding (MOU) is entered into by and between Thurston County, the City of Olympia, the City of Tumwater, the LOTT Clean Water Alliance, and the Nisqually Land Trust with respect to the use of neonicotinoid insecticides on the properties under their control.

WHEREAS, bees and other insect pollinators are under great environmental stress, experiencing die-offs and diminishing populations, and putting major sectors of agriculture and food security at risk; and

WHEREAS, pollinators, such as honey bees and native bees, are responsible for more than \$15 billion in increased crop value nationally each year. About one third of our diet is directly or indirectly reliant on bee pollination; and

WHEREAS, agriculture is among the largest sectors of the economy of the State of Washington, accounting for over \$49 billion in total revenue and 13 percent of the state's economy; and

WHEREAS, agricultural crops represent an annual value of \$120 million (2012) in Thurston County. This revenue is derived from 1,336 farms totaling 76,638 acres; and

WHEREAS, since 2006 there has been a significant decline in pollinators through the loss of bee colonies in Washington State and the nation. Many experts link the loss to the increased use of a group of pesticide known as neonicotinoids; and

WHEREAS, neonicotinoids are a group of systemic chemicals used to control insects that chew on or suck liquids from plants. The most common of these chemicals are acetamiprid, clothianidin, dinotefuran imidacloprid, thiacloprid and thiamethoxam. These insecticides are sprayed onto a plant or the soil in which a plant is growing to be absorbed and circulated throughout the plant. Some seeds are coated with these chemicals so the plants absorb the chemicals as soon as the plant sprouts. Some nursery plants are drenched with the chemicals. These chemicals make the stems, roots, leaves, flowers, pollen and nectar poisonous for an extended period; and

WHEREAS, the United States Geological Survey has highlighted the growing use of neonicotinoids in the United States and found neonicotinoid contamination in our nation's waters at concentrations known to cause adverse effects in aquatic organisms; and

WHEREAS, United States Fish & Wildlife Service will ban neonicotinoid use in agricultural practices across the National Wildlife Refuge System as of 2016; and

WHEREAS, an independent review of more than 800 scientific studies concluded that neonicotinoids are a key factor in the decline of bees. Significant effects including reduced fecundity, depressed pollinator immune systems, increased susceptibility to biological infections and parasites, and reduced ability to navigate are causing damage to a wide range of beneficial invertebrate species. Secondary effects extend to butterflies, birds and bats; and

WHEREAS, responding to scientific concern over the impact of neonicotinoids on pollinators, the European Union instituted a two-year moratorium on the use of neonicotinoids in 2013, while United States' jurisdictions including Thurston County, WA; the City of Olympia, WA; the City of Seattle, WA; the City of Spokane, WA; the City of Eugene, OR and the City of Sherwood, MN have instituted bans against municipal use; and

WHEREAS, the growth of urban areas and the shift away from plant diversity has, over time, reduced pollinator habitat and forage plants in both acreage and variety; and

WHEREAS, to the degree feasible, the partner organizations will incorporate pollinator habitat and forage species in their landscaping and property management;

NOW, THEREFORE BE IT RESOLVED, the partner organizations agree they will not knowingly purchase or use products or products in packaging containing neonicotinoids on properties under their control. Partners may request suppliers of products to provide testing data from an accredited laboratory or testing facility documenting that the product or product in packaging does not contain neonicotinoids. Partner organizations may accept from businesses, manufacturers, organizations and individuals, results obtained from an accredited laboratory or testing facility documenting the product or product packaging does not contain neonicotinoids.

THURSTON COUNTY

By: Sandra Romero
Sandra Romero, Commissioner, District 2
For the Board of County Commissioners

APPROVED AS TO FORM:

J. Dutton
Deputy Prosecuting Attorney

Date: _____

CITY OF OLYMPIA

By: _____
Stephen Buxbaum, Mayor

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

Date: 03/25/2015

CITY OF TUMWATER

By: _____
Pete Kmet, Mayor

APPROVED AS TO FORM:

Date: _____

LOTT CLEAN WATER ALLIANCE

By: _____
Steve Langer, Board President

APPROVED AS TO FORM:

Date: _____

NISQUALLY LAND TRUST

By: _____
J.W. Foster, President

APPROVED AS TO FORM:

Date: _____

RESOLUTION NO. M-1811

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, CONCERNING THE USE OF NEONICOTINOID PESTICIDES BY THE CITY OF OLYMPIA; SUPPORTING A NATIONAL MORATORIUM ON NEONICOTINOID PESTICIDES, URGING THE WHITE HOUSE TASK FORCE ON POLLINATOR HEALTH TO RECOMMEND SUCH A MORATORIUM, URGING THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY TO INSTITUTE SUCH A MORATORIUM, AND URGING THE UNITED STATES CONGRESS TO REVIVE LEGISLATION TO ENACT SUCH A MORATORIUM; AND URGING RETAILERS OPERATING WITHIN THE CITY OF OLYMPIA TO ENSURE THAT NO PLANTS, SEEDS OR PRODUCTS CONTAINING NEONICOTINOID PESTICIDES ARE OFFERED FOR SALE.

WHEREAS, bees and other insect pollinators are under great environmental stress, experiencing die-offs and diminishing populations, and putting major sectors of agriculture and food security at risk; and

WHEREAS, agriculture is among the largest sectors of the economy of the State of Washington, accounting for over \$49 billion in total revenue and 13 percent of the State's economy; and

WHEREAS, pollinators are critical to key Washington crops, such as tree fruit; over one-third of all agricultural production worldwide is dependent on pollinators; and

WHEREAS, the United States Geological Survey has highlighted the growing use of neonicotinoids in the United States, and found significant neonicotinoid contamination in our nation's waters; and

WHEREAS, neonicotinoids, one of the most widely used classes of insecticides in the world, are systemic, persistent neurotoxins that spread throughout a treated plant including to the pollen that is gathered by pollinators; and

WHEREAS, an independent review of more than 800 scientific studies concluded that neonicotinoids are causing significant damage to a wide range of beneficial invertebrate species and are a key factor in the decline of bees; and

WHEREAS, responding to scientific concern over the impact of neonicotinoids on pollinators, the European Union in 2013 instituted a two-year moratorium on use of neonicotinoids, while cities, including Spokane, Washington, Seattle, Washington, Eugene, Oregon, and Sherwood, Minnesota, have instituted bans against municipal use of neonicotinoids; and

WHEREAS, U.S. House of Representatives Bill 2692, the "Save America's Pollinators Act" of 2013, is currently pending in committee; and

WHEREAS, in August 2014, the U.S. Fish and Wildlife Service announced plans to phase out use of neonicotinoids on National Wildlife Refuges across the country, and the U.S. Geological Survey released information on the pervasive appearance of neonicotinoids in aquatic environments throughout the Midwest; and

WHEREAS, in July 2014, President Obama directed the White House Task Force on Pollinator Health to publish within 180 days a strategy to stop the decline of pollinators and help restore populations to healthy levels; and

WHEREAS, the U.S. Environmental Protection Agency has allowed registration, sale, and use of neonicotinoids while it carries out an assessment, and is not scheduled to issue its report until 2018;

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

Section 1. The City of Olympia will continue its policy of not purchasing or using any neonicotinoid pesticides for any purpose and will seek to use only pollinator-friendly methods of weed and pest control on any City-owned or operated land.

Section 2. The Olympia City Council supports a national moratorium on the sale and use of neonicotinoids.

Section 3. The Olympia City Council urges the citizens of the City of Olympia and Thurston County to learn about the pervasive and persistent nature of neonicotinoid insecticides, including the potential for commercial plant stock to carry active and long lasting neurotoxins in plant tissues and soils, and to stop using these chemicals, whether in the form of insecticidal applications or through plants, seeds, or other products.

Section 4. The Olympia City Council urges the citizens of the City of Olympia and Thurston County to plant trees, shrubs, and plants that attract bees and other insect pollinators.

Section 5. The Olympia City Council strongly urges the U.S. House of Representatives to pass the Save America's Pollinators Act (H.R. 2692).

Section 6. The Olympia City Council strongly urges the Environmental Protection Agency (EPA) to suspend the registration of imidacloprid, clothianidin, thiamethoxam, dinotafuran and any other neonicotinoids until the EPA can complete its environmental assessments.

Section 7. The Olympia City Council strongly urges the White House Task Force on Pollinator Health to recommend or institute an immediate moratorium on all uses of neonicotinoids.

Section 8. The Olympia City Council strongly urges businesses operating within the City of Olympia to take immediate steps to ensure no plants, seeds, or products containing neonicotinoids are purchased, sold, or used within the City of Olympia.

Section 9. The Olympia City Council urges the Thurston County Board of Health to establish best practice methods for reducing and eliminating neurotoxin pesticides from the environment, and proactively engage with commercial retailers and professional associations to educate the public about how to protect and enhance bee populations including native pollinators.

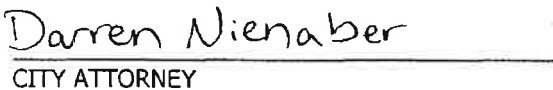
PASSED BY THE OLYMPIA CITY COUNCIL this 3rd day of November 2014.


MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY



City Council

Approval of Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services

Agenda Date: 3/31/2015
Agenda Item Number: 4.G
File Number:15-0301

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

Title

Approval of Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services

Recommended Action

Committee Recommendation:

N/A

City Manager Recommendation:

Move to approve the Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services for the Mayor's signature.

Report

Issue:

Thurston County Fire and Emergency Medical Services departments regularly assist each other through mutual aid. The current agreement is due for signature. Several small changes were made but the agreement is essentially unchanged from the previous version that has served all parties well.

Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466

Presenter(s):

Greg Wright, Deputy Fire Chief

Background and Analysis:

Thurston County Fire and Emergency Medical Services agencies have had a county wide mutual aid agreement for many years. The agreement allows the sharing of resources for large events and/or routine events if an agency's resources are already committed on other calls. The agreement is voluntary. If at any time an agency does not have any resources to share, there is no requirement to send requested resources. Because the aid flows in both directions during the life of the agreement there is no cost accounting required.

The most recent agreement has technically expired so it is important to move quickly to re-establish this agreement. While the agreement was open, two new items were added to the base document.

Item one is the calling out of Automatic Mutual Aid that was not clearly defined in the previous document. Automatic Mutual Aid is the practice of pre-designating that one agency will automatically send resources (if available) to a specific area and that request will be built into the dispatch process, it is not required that the host agency make the request each time. This is useful in areas where another agency is closer to a small portion of the host agency's citizens. The City of Olympia has such an arrangement with Fire District 9, McLane, for two small areas on the far west side and Fire District 3 on the far east side of the City.

The second addition is a clause to allow billing in a disaster situation when federal funds may be available. It was found by Snohomish County agencies after the Highway 530 (Oso) Slide, one year ago, that their mutual aid agreement prevented such cost recovery on longer deployments. New language addresses this need in a way that allows cost recovery for extended events without preventing the sharing of resources on shorter, more typical, events.

Signing this agreement restores the documents needed to memorialize the mutual aid agreement for the City of Olympia and other Thurston County agencies and fixes two small areas that needed attention.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the Interlocal Agreement for Mutual Aid for Firefighting and Emergency Medical Services and any associated documents for the Mayor's signature.
2. Do not approve the Agreement (not a viable option from a financial impact perspective).

Financial Impact:

None by signing, significant cost if not signed. Without a county-wide mutual aid agreement, additional resources for fire and emergency medical situations in Olympia would not be available or would come with potential significant cost.

**INTERLOCAL AGREEMENT FOR
MUTUAL AID
FOR
FIREFIGHTING and EMERGENCY MEDICAL SERVICES**

THIS AGREEMENT, is made and entered into under the authority of Chapter 39.34 RCW, the *Interlocal Cooperation Act*, this date [as noted on each attached signature sheet], in duplicate by and between the parties, the Thurston County Fire Districts, Regional Fire Protection Service Authorities and City and Town Fire Departments within Thurston County, all of which are organized under the laws of the State of Washington.

I. RECITALS.

WHEREAS, each of the parties owns and maintains equipment for providing fire, medical and/or specialized services that shall include but shall not be limited to hazardous materials incident response, technical rescue, fire investigation and technical/training support for these services; and

WHEREAS, the parties hereto have determined that in order to provide the maximum possible protection for the lives and property of the general public within their respective boundaries, it is necessary to pool available resources; and

WHEREAS, the Fire Districts, Regional Fire Protection Service Authorities and the Cities and Towns located in Thurston County desire to render to each other whenever possible the maximum cooperation possible in the sharing of personnel, equipment, technical and training expertise, and other resources in order to deal with fires, conflagrations, medical emergencies, military or terrorist attack, situations and disasters, or non-emergencies; and

WHEREAS, the parties have further determined that the possibility for added protection provided to their citizens through a mutual aid agreement is, for all purposes, adequate consideration for the promises, conditions, and terms contained herein; and

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

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

II. TERMS.

A. DEFINITIONS.

In this Agreement, the following words shall have the meaning set forth below:

1. "Emergency," means any situation or event causing or having potential to cause property damage, injury or death, or an event or circumstance that may overwhelm the resources of a party to this Agreement.
2. "Fire District," means any Thurston County Fire District that is a signatory or that becomes a signatory to this Agreement.
3. "Regional Fire Protection Service Authority" means any Thurston County Regional Fire Protection Service Authority that is signatory or that becomes signatory to this agreement.
4. "City or Cities," means any Thurston County city and/or town that is a signatory or that becomes a signatory to this Agreement.
5. "Employing agency," means the agency under whose employment a fire fighter is authorized to act in his/her capacity as such.
6. "Fire fighter," means all ranks of employees within an employing agency, including, but not limited to: volunteer fire fighters, fire fighters, emergency medical technicians, paramedics, and management-level employees, officers and officials.
7. "Incident Commander," means the fire department member in overall command of an emergency.
8. "Requesting Agency," means the agency that makes the request for mutual aid assistance, to any other party that is a signatory to this Agreement.
9. "Responding Agency," means the agency or agencies that respond to a request for mutual aid assistance.

B. AUTHORITY

The undersigned parties enter into this Agreement pursuant to the authority vested in them under the following provisions of the laws of the State of Washington: Chapter 39.34 (Interlocal Cooperation Act); and RCW 35.84.040 (Fire apparatus – Use beyond city limits); RCW 52.12.031 (Joint Operations); and RCW 52.12.111 (Use of equipment and personnel outside district – Governmental function).

C. PURPOSE.

The purpose of this Agreement is to provide an orderly method of requesting and providing emergency mutual aid assistance between fire districts, regional fire protection service authorities, cities and towns among one and another, all within Thurston County. This Agreement is intended to be flexible to allow each party to participate to the degree it is able to do so, from a financial and operational stand-point. A party to this Agreement may participate in emergency mutual aid and/or automatic mutual aid to the extent determined by the Fire Chiefs of the parties hereto.

D. MUTUAL AID ASSISTANCE.

1. Response to Request for Aid. Participation in any mutual aid event is voluntary and at the sole discretion of the responding agency. The requesting agency shall have the primary responsibility of protecting its own constituency and jurisdiction. No party shall be liable to any other party for, or be considered to be in breach of or default under this Agreement for denying a request for mutual aid response. Any party to this Agreement may request aid from another party to this Agreement, in dealing with emergencies. On receiving a request for aid, the responding agency shall:
 - a. Immediately determine if apparatus and personnel are available and can be spared.
 - b. Determine what apparatus might most effectively and efficiently be dispatched.
 - c. If necessary, or desirable, assign personnel and apparatus in accordance with mutual aid plans drawn up by the Thurston County Association of Fire Chiefs.
 - d. Dispatch the designated apparatus with instructions to report to the Incident Commander.
2. Inability To Render Assistance. Rendering assistance under this Agreement is not mandatory. However, the requesting agency shall be informed of the reason why assistance cannot be rendered.
3. Operational Command and Control. All parties will operate under the Incident Management System. WAC 296-305-05000 as written or hereafter amended, shall apply. Agencies and jurisdictions are serving as a resource to the requesting agency. While incident command may be delegated by the requesting agency, overall incident responsibility remains with the requesting agency. Each responding agency is responsible for the care and custody of its own personnel and equipment.
4. Consumable Supplies. A requesting agency shall provide motor fuel, lubricating oil, welfare items and other consumables for fire fighters to the extent of available supplies.
5. Equipment Salvage; Equipment Damage. All agencies involved in a mutual aid assistance operation shall exercise due diligence in salvaging lost or damaged equipment, and ensuring that it is returned to its rightful owner. Each agency shall be responsible for any repairs and/or damages done to their own vehicles or equipment as a result of participation in a mutual aid incident.

E. AUTOMATIC MUTUAL AID.

1. Emergency Response Services. The services described herein shall be on an automatic dispatch basis. The dispatch shall be based upon a pre-determined basis within the computer aided dispatch software. The response shall be established and agreed to by the Fire Chiefs of the parties. Notwithstanding anything to the contrary, each party reserves the right to control its own resources.
2. Automatic Response Procedure. On receipt of an alarm covered by the appropriate computer aided dispatch software, the dispatched "unit(s)" of the responding agency shall immediately respond with apparatus, equipment and/or personnel.

3. Temporary Inability to Provide Aid. Prior to or upon receiving a call for automatic aid, the responding agency shall inform the requesting agency of inability to provide automatic response. It is anticipated that this inability will only occur at times when the requested resources of the responding agency are otherwise committed.
4. Total Withdrawal from Automatic Mutual Aid. In the event a party who is participating in Automatic Mutual Aid elects to withdraw from Automatic Mutual Aid with another agency, the withdrawing party shall work with that agency, in good faith, to coordinate a reasonable "phase-out" period of Automatic Mutual Aid services.

F. SPECIALIZED SERVICES

The Fire Chief of each party shall determine, from time to time, the nature and level of specialized services (e.g. hazardous materials incident response, technical rescue, specialized technical & training skills) that his or her jurisdiction shall provide under the terms of the Agreement, including participation with other parties in establishing joint services.

G. INDEMNIFICATION AND LIMITATION OF LIABILITY.

1. The parties agree that each of the parties shall, at all times, be solely responsible for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only and to save and hold the parties and their personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the party's personnel relating to the performance of this Agreement.
2. In the event that a claim and/or lawsuit is brought against a party to this Agreement, or against any party's officers, officials or employees for actions arising out of their conduct in responding to a request for assistance, it shall be the duty of each such party to promptly notify the other parties that actually responded to the mutual aid event which is the subject of such claim or lawsuit that the same has been initiated.
3. Each party and their respective defense counsel shall, to the extent reasonably possible and consistent with the best interests of their respective clients, cooperate with other parties to this Agreement and their respective defense counsel in the defense of any lawsuit arising out of a mutual aid response and shall agree, whenever possible, to share non-attorney fee-related costs such as records gathering, preparation of trial exhibits, the retention and payment of expert witnesses, and the cost of deposition reporting and transcription.
4. Each party hereto shall obtain and maintain in full force and effect public liability and property damage insurance or self-insurance coverage in the amount of \$1 million per occurrence to cover claims for injury to persons or damage to property arising from the performance of this Agreement. Insurance coverage shall not be cancelled by any party except upon thirty (30) days prior written notice by certified mail, to all other parties. Satisfactory evidence of the requisite insurance coverage shall be provided to each party to this Agreement, prior to execution of this Agreement by any party.

5. Nothing herein shall require or be interpreted to:
- a. Waive any defense arising out of RCW Title 51.
 - b. Operate to negate the responsibilities of any party under RCW 35.84.050 and RCW 52.12.121 as to benefits for an injured fire fighter.
 - c. Limit or restrict the ability of any party, or any party's officials, officers or employee's or legal counsel for any party, official, officer or employee to exercise any right, defense or remedy which a party to a lawsuit may have with respect to claims or third parties, including any good faith attempts to seek dismissal of legal claims against a party by any proper means allowed under the civil rules in either state or federal court.
 - d. Cover or require indemnification or payment of any judgment against any individual or party for intentional wrongful conduct, conduct outside the scope of employment of any individual, or for any judgment for punitive damages against any individual or party. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This Agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.
 - e. The parties shall, to the best of their ability, coordinate their liability insurance coverages and/or self-insured coverages to the extent possible to fully implement and follow the Agreement set forth herein. However, the consent of any liability insurance carrier or self-insured pool or organization is not required to make this Agreement effective as between the parties signatory to this Agreement and the failure of any insurance carrier or self-insured pool or organization to agree or follow the terms of this provision on liability shall not relieve any individual city or fire district from its obligations under this Agreement. Nothing in this Agreement shall be interpreted to create third party rights in any entity not a signatory to this Agreement.
 - f. The provisions of this section shall survive termination of this Agreement, whether termination is by all parties, or by one or more parties.
6. It is expressly understood that no party shall be responsible to provide any other party's employees or volunteers with coverage required under Title 51 RCW or Chapter 41.24 RCW, as the same now exists or may be hereafter amended.

H. COMPENSATION

1. The requesting agency shall not be obligated to pay the responding agency for any damages to, loss of, or any expense(s) incurred in the operation of any equipment used in responding for aid, and for the cost incurred in connection with such requests, as long as the requesting agency's negligence was not the cause of such damage, loss or expense.

Except as may be mutually agreed upon between any parties hereto in a separate interlocal agreement, or as provided in subsection 2 below, each party agrees that it will not seek compensation for services rendered under this Agreement from another party to the Agreement; provided, however, that the party requesting mutual aid shall attempt to obtain financial assistance from federal agencies, state agencies or private firms where financial assistance is available to reimburse the responding agencies for losses or damages incurred in providing mutual aid under this Agreement. This provision shall not limit two or more parties of the Agreement from entering into a separate agreement in other areas or different conditions of compensation.

2. Notwithstanding anything to the contrary in subsection 1 above, if a responding agency responds to a catastrophic event which requires use of responding agency's resources for an extended period of time, then the responding agency may seek compensation under this Agreement. The responding agency shall notify the requesting agency of intent to seek compensation and when compensation for use of responding agency's resources shall commence.
3. Compensation may be sought only for use of responding agency resources post notification or as mutually agreed by the requesting agency and responding agency. Notice of intent to seek compensation shall be deemed sufficient if delivered verbally to the Incident Commander or as provided under Section P below.
4. Except as may be provided in a separate agreement, the responding agency will comply with the collection policy (if any) of the requesting agency and all applicable laws and regulations with respect to billing and collection of any emergency response related fees. Nothing in this Agreement shall require a responding agency to charge any fees.

I. PRE-EMERGENCY PLANNING.

The Fire Chiefs of the parties to this Agreement may, from time to time, mutually establish pre-emergency plans which shall indicate the types of and locations of potential problem areas where initial pre-designated emergency assistance would be appropriate, the type of equipment that should be dispatched under various possible circumstances, and the number of personnel that should be dispatched under such circumstances. Such plans shall take into consideration and insure the proper protection by the responding party of its own geographical area.

J. DURATION.

This is a perpetual agreement. Agencies may opt out pursuant to section N., Modification: Termination.

K. JOINT ACQUISITION AND DISPOSITION OF PROPERTY; FINANCING.

The parties shall not jointly acquire property and therefore there is no need to set forth a means of disposition of such property. Each party shall assume responsibility for the financing involved in acquiring its apparatus and equipment, and for paying salaries and benefits of its officers, officials and employees, subject to Section D, herein.

L. NO SEPARATE LEGAL ENTITY CREATED; ADMINISTRATION.

No separate legal entity is created by this Agreement. No administrator or joint board is created by this Agreement. The parties agree to meet annually to review and discuss the terms of this Agreement, and to verify each party's requirement for insurance coverage under Section G herein.

M. COOPERATIVE PURCHASING.

In accordance with RCW Chapter 39.34 and applicable provisions of any party's governing body, the parties hereby agree to a cooperative governmental purchasing agreement for the purpose of purchasing various supplies, materials, and equipment, using the parties' competitively awarded contracts. The following terms and conditions apply:

1. Each party in contracting for the purchase of supplies, materials, and equipment, agrees, at its sole discretion, to extend said contracts to the other party to the extent permitted by law, and agreed upon by the parties and the vendor(s).
2. Each party shall be responsible for compliance with any additional or varying laws and regulations governing purchases by or on their own behalf, including, but not limited to, compliance with the applicable provisions of RCW Title 39.
3. Any purchases shall be implemented by purchase order and directed to the vendor. The purchase order shall specify that the item(s) ordered are to be delivered to the party that placed the order.
4. No party shall accept responsibility for the performance of any vendor contracted for by another party as a result of this Agreement.
5. No party shall be responsible for the payment of any item(s) contracted for by another party as a result of this Agreement.
6. Each item purchased shall become the sole property of the party that placed the order. No other party shall have a right or interest in or claim of title to that property.
7. The Administrator for this Section of this Agreement is the party that made the particular purchase.
8. For all purchase orders submitted by the City of Tumwater, the applicable provisions of TMC 2.14 and 3.44 will apply and any other applicable provisions of the Tumwater Municipal Code not otherwise mentioned.

N. MODIFICATION; TERMINATION.

1. Modification. This Agreement may only be modified by mutual agreement of all parties hereto, executed in writing, in the same manner as this Agreement.
2. Termination. This Agreement may be terminated as to any single party, when the party provides notice to all other parties in writing at least 60 days prior to its intended

withdrawal from this Agreement, per the requirements of Section P, herein. Any party to this Agreement that allows its insurance coverage to lapse will be deemed terminated from this Agreement, regardless whether notice of such lapse has been provided to the other parties.

O. COMMENCEMENT OF AGREEMENT; FILING.

This Agreement and any amendments thereto shall become effective upon when signed by two or more parties by the approval of the Agreement by the governing body of each party and the recordation of this Agreement with the Thurston County Auditor. Additional parties that provide fire service and/or emergency medical services may enter into and be part of this agreement when the agreement is approved by the governing body of that agency and signed.

P. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the Fire Chief at the addresses designated for the parties on the last page of this Agreement and shall become effective three days following deposit in the United States Postal Service.

Q. ATTORNEY FEES AND COSTS.

If any legal proceeding is brought by any party against any other party for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, subject to Section G, herein, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

R. JURISDICTION AND VENUE.

This Agreement has been and shall be construed as having been made and delivered with the State of Washington and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Thurston County, Washington.

S. SEVERABILITY.

If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

T. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any prior agreements oral representations, understandings or otherwise not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by all parties, according to the terms of Section K, herein. It is also agreed by the parties that the

forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

This agreement may be executed on multiple counterparts. Copied, faxed or emailed signatures shall be equal to original signatures.

IN WITNESS WHEREOF, the parties hereto have set their corporate names by their duly-authorized offices the day and year written below.

****Signatures starting on next page****

Name of Jurisdiction: CITY OF OLYMPIA
Address of Jurisdiction: City of Olympia Fire Department
100 Eastside St NE
Olympia, WA 98506

Name of Official Authorizing Agreement:

Signature of Official Authorizing Agreement

Dated: _____

Attest:

Approved as to form:

Darren Wienaber

Deputy City Attorney



City Council

Approval to Apply for 2015 Federal Transportation Alternatives Program Grant Opportunity

Agenda Date: 3/31/2015
Agenda Item Number: 4.H
File Number: 15-0306

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

Title

Approval to Apply for 2015 Federal Transportation Alternatives Program Grant Opportunity

Recommended Action

Committee Recommendation:

The Bicycle and Pedestrian Advisory Committee (BPAC) reviewed the proposed project in 2014 and supported the recommendation to apply for grant funding at that time. They have not reviewed this specific proposal due to time constraints and the deadline to apply for the grant.

City Manager Recommendation:

Move to approve and authorize staff to apply for the Fern Street Sidewalk Project in the 2015 Transportation Alternatives Program (TAP). If the City receives grant funding for this project, authorize the City Manager to sign the necessary documents allowing the City to spend the grant funds.

Report

Issue:

Whether to authorize staff to apply for a federal grant program with the Thurston Regional Planning Council, 2015 Transportation Alternatives Program.

Staff Contact:

Randy Wesselman, Transportation Engineering and Planning Manager, Public Works Transportation, 360.753.8477

Presenter(s):

None. Consent Calendar Item.

Background and Analysis:

Each year, staff looks for federal and state grant opportunities to make City dollars go further to complete priority projects in the *Capital Facilities Plan* (CFP).

Thurston Regional Planning Council (TRPC) will allocate TAP funds to projects that support objectives of the Regional Transportation Plan, reiterated by Sustainable Thurston. Historically,

TRPC has looked most favorably on using this funding source for bicycle and pedestrian projects and programs.

The total funding for the TAP is \$302,000 for priority regional projects. The City uses existing local funding as match-to-leverage grants in order to be more competitive. A 13.5% local match is required for this grant program. Applications are due by April 3, 2015.

The Fern Street Sidewalk Project, from 9th Avenue to 1105 Fern Street, will be submitted for TAP funding. See attachment for a more detailed description of the proposed project.

Neighborhood/Community Interests (if known):

The Fern Street Sidewalk is identified in the *2003 Sidewalk Program* and is listed in the Parks & Pathways Sidewalk Program in the CFP. The City has received several public requests asking for a sidewalk on this street.

Options:

1. Authorize staff to apply for the Fern Street Sidewalk Project in the 2015 Transportation Alternatives Program (TAP). If the City receives grant funding for this project, authorize the City Manager to sign the necessary documents allowing the City to spend the grant funds.
2. Direct staff not to apply for grant funds in the Transportation Alternatives Program. The Fern Street sidewalk will remain on the CFP project list until future funding can be identified.

Financial Impact:

This is a preliminary cost estimate and may be updated to meet the requirements of the grant application.

<u>Fern Street Sidewalk</u>	Grant Request:	\$302,000
	Match (41%):	\$212,000
	Project Total:	\$514,000

Match of \$212,000 will come from the Parks and Pathways Sidewalk Program.

Attachment:

TAP Program Project

Attachment 1
March 20, 2015

Transportation Alternatives Program

Fern Street Sidewalk from 9th Avenue to 1105 Fern Street

- Scope: Installs sidewalk on the west side of Fern Street
- Preliminary Cost Estimate: \$514,000

Rationale:

- Missing link to transit route from apartments and day care center
- Long-standing request from area residents
- Council support to apply for a grant for this project in the past
- Remaining small gap of sidewalk in this recently developed dense residential area
- Identified need on Parks and Pathways sidewalk project list
- Ranks #19 out of 33 in Parks and Pathways Sidewalk Program



City Council

Approval of Appointments to the Olympia Arts Commission

Agenda Date: 3/31/2015
Agenda Item Number: 4.I
File Number: 15-0314

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

Title

Approval of Appointments to the Olympia Arts Commission

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends appointment of **Susan Aurand**, **Britta Echte**, and **Hart James** to the Olympia Arts Commission for 3 year terms ending March 31, 2018.

City Manager Recommendation:

Move to approve the appointments to the Olympia Arts Commission recommended by General Government Committee.

Report

Issue:

Shall Susan Aurand, Britta Echte, and Hart James be appointed to the Olympia Arts Commission?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

None. Consent Calendar Item.

Background and Analysis:

On March 10, General Government Committee interviewed 5 applicants for the Olympia Arts Commission. Also present was Marygrace Jennings, Arts Commission Chair.

The Committee unanimously recommends **Susan Aurand**, **Britta Echte**, and **Hart James** for appointment to 3-year terms ending March 31, 2018. Their applications are available in the Council office for review.

- **Susan Aurand** is an active professional artist and faculty emerita (38 year tenured faculty member in Visual Arts) with The Evergreen State College. She has an MA in Studio Art from Ohio State University. Ms. Aurand has lived in Olympia since 1974.

- ***Britta Echtle*** is Owner/Principal of Molten Blue Fine Art Associates. Prior professional experience includes Education Program Coordinator at the Museum of Glass and elementary art teacher. She has an MA in Museums and Galleries and a BA in Education. Ms. Echtle is a native Olympian.
- ***Hart James*** is a practicing artist and art historian who is also a member of many Olympia area arts organizations. He previously founded, owned and managed art retail businesses in Kentucky. He has a BA in art history/biology from Northwestern University. Mr. James has been an active member of the Olympia arts community since moving here about 3 years ago, as he was in his prior locale.

Neighborhood/Community Interests (if known):

N/A

Options:

Approve or do not approve the recommended appointments.

Financial Impact:

None.



City Council

Approval of Re-appointments to Advisory Committees and Commissions

Agenda Date: 3/31/2015
Agenda Item Number: 4.J
File Number: 15-0315

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

Title

Approval of Re-appointments to Advisory Committees and Commissions

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends the re-appointments listed below to the Bicycle and Pedestrian Advisory Committee, Design Review Board, Heritage Commission, Lodging Tax Advisory Committee, Parks and Recreation Advisory Committee, Planning Commission, and Utility Advisory Committee for 3-year terms ending March 31, 2018.

City Manager Recommendation:

Move to approve the re-appointments to advisory committees and commissions recommended by General Government Committee.

Report

Issue:

Shall the recommended individuals be re-appointed?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

None. Consent Calendar Items.

Background and Analysis:

On February 25, General Government Committee reviewed requests for reappointment to Council-appointed advisory committees and commissions. The Committee unanimously recommends the following re-appointments to 3-year terms ending March 31, 2018:

- **Bicycle and Pedestrian Advisory Committee (BPAC):** Joe Ford and Christina Lock
- **Design Review Board:** Tom Carver (architect position), Jami Heinricher and Angela Rush (citizens-at-large)
- **Heritage Commission:** Patricia McLain and Mark Rentfrow

- **Lodging Tax Advisory Committee:** Russ Carstensen and Jack Kiley (groups eligible to apply for funds)
- **Parks and Recreation Advisory Committee:** Barbara Benson, Robert Dengel, and Jim Nieland
- **Planning Commission:** Jessica Bateman and Roger Horn
- **Utility Advisory Committee:** Michelle Barnett

Vacant Positions:

On April 2, General Government Committee will interview applicants for additional vacancies on the following committees:

- Heritage Commission (2 positions)
- Parks and Recreation Advisory Committee (2 positions)
- Planning Commission (1 position)
- Utility Advisory Committee (2 positions)
- Thurston Community Television Board (1 position)

Neighborhood/Community Interests (if known):

N/A

Options:

Approve or do not approve the recommended re-appointments.

Financial Impact:

None.



City Council

Approval of Advisory Committee and Commission 2015 Work Plans

Agenda Date: 3/31/2015
Agenda Item Number: 4.K
File Number: 15-0313

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

Title

Approval of Advisory Committee and Commission 2015 Work Plans

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends approval of 2015 work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

City Manager Recommendation:

Move to approve the 2015 advisory committee and commission work plans as recommended by General Government Committee.

Report

Issue:

Shall the recommended work plans be approved?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

None. Consent Calendar Item.

Background and Analysis:

Annually, most Council appointed advisory committees and commissions prepare a work plan for Council review and approval. Past Councils have agreed that the Design Review Board and Lodging Tax Advisory Committee only need to submit work plans if they propose activities that are different than their routine, annual work.

General Government Committee members individually reviewed the plans in early March. The Committee met with advisory committee chairs on March 10. At that meeting, General Government unanimously agreed to recommend the work plans as submitted, with the understanding that priorities may change during the year and activities/timelines are dependent on available staff and committee time and resources.

2016 Suggestion -

Advisory committee chairs suggested that for 2016 General Government Committee, committee chairs, and staff meet in November to share and discuss potential work plan items. This will allow for possible collaboration across committees and more in-depth, early sharing of emerging issues and priorities. Council will have the benefit of that discussion prior to adopting the 2016 budget and before the Council's annual goal setting retreat. Work plans will still be finalized, reviewed by General Government Committee, and forwarded to Council by the end of March 2016.

General Government Committee concurred with the suggestion and committed its regular November 2015 meeting for this purpose.

Neighborhood/Community Interests (if known):

N/A

Options:

Approve, amend, or do not approve the plans.

Financial Impact:

If applicable, listed on individual plans.

ARTS COMMISSION - 2015 Work Plan

During 2015 the Arts Commission will hold full committee meetings every month. In addition to full committee meetings, Art in Public Places and Community Events & Outreach subcommittees will meet as needed.

Section 1 - 2015 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2015.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 79%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	Council Priorities
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated timeline from start to finish.</i>		
1.1 2015 Municipal Art Plan to City Council Description: Pending budget process, recommend plan for 2015 dollar per capita funds and any potential capital projects where 1% funds might apply. The Arts Commission will review the Art in Public Places committee's recommendation and forward a formal recommendation to City Council. Deliverable: Recommend 2015 Municipal Art Plan to City Council.	APP 3 hours	3 hours	March	Municipal Art Fund	Deliver Proactive Community Development

<p>1.2 Traffic Box Mural Wrap Public Art Project</p> <p>Description: Working in partnership with Public Works, 10 transit boxes in West Olympia and 10 in Downtown Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available through OlySpeaks for online voting.</p> <p>Deliverable Project.</p>	APP 4 hours	4 hours	April	Municipal Art Fund	Deliver Proactive Community Development
<p>1.3 Music Out Loud</p> <p>Description: Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances.</p> <p>Deliverable: Recommendation to GG Committee.</p>	CEO/APP 10 hours	10 hours	Continuing into 2016	Municipal Art Fund	Champion Downtown
<p>1.4 Percival Plinth Project</p> <p>Description: Review process and criteria for exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases.</p> <p>Deliverable: Program plinths for art exhibitions.</p>	APP 4 hours	4 hours	September	Municipal Art Fund	Champion Downtown
<p>1.5 Harrison/Black Lake Tree Guards</p> <p>Description: In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process, and approved by Council. The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems</p>	App 4 hour	4 hours	September	Municipal Art Fund	Deliver Proactive Community Development

<p>appropriate to pursue this neighborhood-scaled project. Deliverable: Fabrication and installation of 5 tree guards.</p>					
<p>1.6 City Gateways</p> <p>Description: Development of a RFP to master plan a series of gateway elements, based on locations identified in the City's Comprehensive Plan. Deliverable: RFP and public engagement process.</p>	APP 16 hours	16 hours	November	None	Deliver Proactive Community Development
<p>1.7 Artspace\Arts Center Support</p> <p>Description: Assist the Olympia Artspace Alliance in their efforts in bringing an affordable artist housing project to Olympia and in developing opportunities for artists and art organizations in the community. Deliverable: Facilitate continued communication with Olympia's arts community.</p>	Entire Commission 2 hours	2 hours	December	None	Champion Downtown
<p>1.8 Guidelines for Temporary Display of Art at City Hall & Programming</p> <p>Description: Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions at City Hall. Deliverable: Guidelines for GG review.</p>	APP 6 hours	6 hours	June	Municipal Art Fund for Arts Infrastructure	Champion Downtown
<p>1.9 Define Theater District</p> <p>Description: Define costs, benefits and community interest in establishing a formal theater district in downtown Olympia. Deliverable: Recommendation to GG Committee.</p>	CEO/APP 4 hours	4 hours	November	TBD	Champion Downtown

<p>1.10 Music in the Neighborhoods</p> <p>Description: Determine feasibility of bringing music and performance programming into neighborhoods.</p> <p>Deliverable: Recommendation to GG</p>	CEO 6 hours	6 hours	November	TBD	Deliver Proactive Community Development
<p>1.11 Commission Retreat/Work Session</p> <p>Description: Develop agenda and speakers</p> <p>Deliverable: Complete the retreat</p>	Entire Commission 3 hours	3 hours	May/June	None	Inspire Strong Relationships
<p>1.12 City Action Plan</p> <p>Description: Review a draft Action Plan to implement the Comprehensive Plan; provide comments on the draft actions and performance measures.</p> <p>Deliverable: Recommendation to City staff.</p>	Entire Commission 2 hours	2 hours	May 14	None	Inspire Strong Relationships
<p>1.13 Park Plan</p> <p>Description: Meet with City staff in June to review initial public input from meetings and survey, and again in December to review initial Park Plan Draft.</p> <p>Deliverable: Recommendation to City staff.</p>	Entire Commission 2 hours	2 hours	June 11, December 10	None	Inspire Strong Relationships
<p>1.14 Downtown Strategy</p> <p>Description: Review, discuss, and comment on Downtown Strategy.</p> <p>Deliverable: Recommendations to City staff.</p>	Entire Commission 2 hours	2 hours		None	Inspire Strong Relationships

SECTION 2.

2015 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City's annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under "Budget Implications," there is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 21%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications	Council Priorities
<p>2.a Arts Walk 50 & 51</p> <p><i>Description: Provide input on policies, procedures, and marketing. Assist with map distribution.</i></p> <p><i>Deliverable: Community event.</i></p>	CEO/Entire Commission 5 hours	5 hours	April 24 & 25 October 2 & 3 November: Poster Jury	None	Champion Downtown
<p>2.b Art Ambassador Program</p> <p><i>Description: Continue development of Art Ambassador program to provide regular tours of waterfront public art, and access to information when tours are not available.</i></p> <p><i>Deliverable: Assist in Cultural Tourism and general community ownership and education of the public art collection. Work with Downtown Ambassadors for cross-promotion.</i></p>	APP & CEO 2 hours	2 hours	July- September	None	Inspire Strong Relationships
<p>2.c Public Art Assessment</p> <p><i>Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism,</i></p>	Commission 2 hours	2 hours	March	Public Art Maintenance Fund	

<p><i>cleanliness and repair.</i></p> <p>Deliverable: Assist staff in determining what pieces require repair, removal or conservation efforts.</p>					
<p>2.d Arts Day at the Capitol</p> <p>Description: Participate in the Washington State Arts Alliance's Arts Day at the Capitol.</p> <p>Deliverable: Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.</p>	<p>Commission 4-6 hours</p>	<p>4-6 hours</p>	<p>March 4</p>	<p>None</p>	<p>Inspire Strong Relationships</p>
<p>2.e Area Arts Promotion</p> <p>Description: Helping build community awareness of area arts events for youth and adults.</p> <p>Deliverable: Advise to staff.</p>	<p>CEO 2 hours</p>	<p>2 hours</p>	<p>November</p>	<p>None</p>	<p>Inspire Strong Relationships</p>



MEMORANDUM

TO: Mayor Buxbaum and Members of the Olympia City Council
FROM: Clark Gilman, Chair, Bicycle & Pedestrian Advisory Committee
DATE: February 25, 2015
SUBJECT: 2015-16 Bicycle & Pedestrian Advisory Committee Work Plan

The Bicycle & Pedestrian Advisory Committee's (BPAC) top priorities for the 2015-16 Work Plan include:

- Continuing to review and recommend projects for funding under the Neighborhood Pathways program.
- Responding to Council's referral to review the League of American Bicyclists' criteria for obtaining "gold" status, and reporting on what Olympia can do to achieve it.
- Commenting on the *Action Plan* and, later, the preliminary *2016 Capital Facilities Plan*.

A few highlights of the BPAC's accomplishments last year include:

- Responding to Council's referral on sidewalk biking and skateboarding downtown. Our recommendation includes an ordinance update. You will receive our response when staff has finalized new ordinance language for you to review.
- Identifying a network of bicycle corridors and selecting a pilot project for implementation.
- Commenting on the *Comprehensive Plan Update*.
- Continuing to work with City staff on bicycle parking requirements for new construction.

Thank you for the opportunity to serve.

Sincerely,

CLARK GILMAN, CHAIR

Bicycle & Pedestrian Advisory Committee

CG:ms:hr

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

Bicycle and Pedestrian Advisory Committee (BPAC) 2015 Work Plan April 2015 - March 2016 Work Plan

The BPAC will hold seven full committee meetings in 2015. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2015 Policy Issues - Recommendations to City Council Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2015-16. Professional staff liaison to BPAC is Michelle Swanson. Estimated Percent of Overall Committee Effort: 20%					
Title Description	Committee Lead and Commitment <i>Committee hours, not individuals.</i>	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	2015 Council Priorities
1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities during the City's annual update. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	June - September	Budget implications identified during development of the Capital Facilities Plan	Adopt a Sustainable Budget
1.b. League of American Bicyclists Gold City status review: Review League requirements for "gold" status and report on what is necessary to obtain it Deliverable: Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2 hours	March - May	None in short term	

<p>1.c. Special Projects and Studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.</p> <p>Deliverable: Recommendations to City Council as identified in project/study scope</p>	<p>Full committee: 1-2 hours depending on projects</p>	<p>Transportation staff: 2-4 hours depending on projects</p>	<p>Ongoing</p>	<p>Budget implications addressed through larger project scope</p>	
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SECTION 2.
2014 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 80%

<p>Title Description</p>	<p>Committee Lead and Commitment</p>	<p>Staff Commitment</p>	<p>Schedule</p>	<p>Budget Implications</p>	<p>2015 Council Priorities</p>
<p>2.a. Neighborhood Pathways Program: Participate in the evaluation and approval of project proposals. Evaluate ways members can help promote the program with neighborhood associations.</p> <p>Deliverable: Approve projects in the Neighborhood Pathways program.</p>	<p>Full committee: 4-6 hours</p>	<p>Transportation staff: 6-8 hours</p>	<p>June - November</p>	<p>Funded in 2015 CFP</p>	<p>Inspire Strong Relationships</p> <p>Deliver Proactive Community Development</p>
<p>2.b. Action Plan: Review a draft Action Plan to implement the Comprehensive Plan. Provide comments on the draft actions and performance measures.</p> <p>Deliverable: Feedback to City staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Community Planning and Development staff: 1 hour Transportation staff: 1-2 hours</p>	<p>February - April (included in previous work plan)</p>	<p>To be determined</p>	<p>Deliver Proactive Community Development</p>
<p>2.c. Bicycle Corridor Pilot Project promotion: Participate in promoting the Bicycle Corridor Pilot Project.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 1-2 hours</p>	<p>April - September</p>	<p>None in short term</p>	<p>Champion Downtown</p>

<p>2.d. Sidewalk Program Review: Receive a briefing the current sidewalk program and provide input on the scope and timing of a possible update.</p> <p>Deliverable: Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-3 hours	May - November	None in short term	
<p>2.e. Downtown Strategy: Receive briefing and comment on Downtown Strategy. There may be additional involvement identified by the City Council.</p> <p>Deliverable: Comments to staff</p>	Full committee: 1 hour	Community Planning and Development staff: 1 hour Transportation staff: 1 hour	May - March 2016	To be determined	Champion Downtown
<p>2.f. Bicycle Parking in New Development: Follow up on bicycle parking code enforcement with staff.</p> <p>Deliverable: Comments to staff on implementation issues</p>	Full committee: 1-2 hours	CP&D Staff: 1-2 hours Transportation Staff: 1-2 hours	November	None anticipated	Deliver Proactive Community Development
<p>2.g. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to Council.</p>	Full committee: 1-2 hours	Transportation Staff: 2 hours	January 2016	None anticipated	
<p>2.h. “Slow Your Roll” Campaign: Review education campaign to encourage safe interactions between all sidewalk users.</p> <p>Deliverable: Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	November	To be determined	Inspire Strong Relationships
<p>2.i. Project review: Provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.</p> <p>Deliverable: Comments to staff on scope, design, implementation issues.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated	

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

The Olympia Heritage Commission (OHC) proposes to meet nine (9) times in 2015 on the fourth Wednesday of the following months: January, March, April, May, June, August, September, October, and November. Subcommittee meetings and special meetings held as needed.

Professional Staff Liaison to the Heritage Commission: Michelle Sadlier

Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.
Estimated Percent of Overall Commission Effort: **20%**

<p style="text-align: center;">Title Description End Product</p>	<p style="text-align: center;">Committee Lead & Commitment</p> <p style="text-align: center;"><i>Committee hours, not individuals</i></p>	<p style="text-align: center;">Staff Commitment</p> <p style="text-align: center;"><i>Hours reflect working with the OHC only</i></p>	<p style="text-align: center;">Schedule</p> <p style="text-align: center;"><i>Estimated timeline from start to finish</i></p>	<p style="text-align: center;">Budget Implications</p>	<p style="text-align: center;">2015 City Council Priorities*</p>
<p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: <i>Provide guidance and information to people interested in adding their individual property or historic district to Register; review applications and conduct public hearings on proposed additions; Promote Register, including using report from 2014-2015 on mid-century residential properties to identify eligible Register properties and districts; monitor existing Register of over 400 properties and 2 historic districts.</i></p> <p>Deliverable: <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i></p>	<p>OHC: Public hearings at regularly-scheduled meetings</p> <p>Survey & Inventory Committee: 40 hours</p> <p>Individual OHC members promote program as needed</p>	<p>CP&D Staff:</p> <p>Individual property application: 20 hours</p> <p>Database maintenance: 20-100 hours</p> <p>Historic district application: 250+ hours++</p>	<p>As needed</p>	<p>Individual property application: Included in base budget</p> <p>++Historic district application: TBD. If an application is submitted, it is not included in base budget</p>	<p>Deliver Proactive Community Development</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>1.b. Conduct Heritage-Related Ordinance Review and Monitoring</p> <p>Proposed Work: <i>OHC Policy & Ordinance Committee reviews existing City ordinances and municipal code relevant to historic properties to identify and make recommendations on areas for potential code updates; Committee monitors impacts of code and its enforcement on historic properties.</i></p> <p>Deliverable: <i>Recommendations to City Council; code revisions</i></p>	<p>Policy & Ordinance Committee: 60 hours</p> <p>OHC: 9 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&D Staff: 100 hours</p> <p>Legal Staff: 10 hours</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p>1.c. Evaluate Special Valuation Applications</p> <p>Proposed Work: <i>Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</i></p> <p>Deliverable: <i>Recommendations to City Council; ongoing monitoring</i></p>	<p>Heritage Review Committee: 3-9 hours</p> <p>OHC: Review at regularly-scheduled OHC meeting</p>	<p>CP&D Staff: 30-90 hours</p> <p>Legal Staff: 10-30 hours</p>	<p>As needed, 1 to 3 per year</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>

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Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council in May (Historic Preservation Month).</i></p> <p>Deliverable: <i>Recommendation to City Council; Preservation Award(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p>	<p>CP&D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – May</p>	<p>Included in base budget</p>	<p>Inspiring Strong Relationships</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as long range planning efforts.
 Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment <i>Committee hours, not individuals</i>	Staff Commitment <i>Hours reflect working with the OHC only</i>	Schedule <i>Estimated timeline from start to finish</i>	Budget Implications	2015 City Council Priorities*
<p>2.a. Conduct Heritage Review</p> <p>Proposed Work: <i>OHC Heritage Review Committee reviews building and land use permit applications for Register and historic district properties; conduct presubmission advice meetings with potential applicants; unless and until proposed revisions to OMC 18.12 are adopted, review demolition of Olympia Historic Inventory properties; provide recommendations to City of Olympia Building Official.</i></p> <p>Deliverable: <i>Recommendations to Building Official; public education and outreach</i></p>	Heritage Review Committee: 36 hours	CP&D Staff: 75 hours	January – December, approximately 1 meeting per month	Included in base budget	Deliver Proactive Community Development Inspire Strong Relationships

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>2.b. Serve on Joint Design Review Board</p> <p>Proposed Work: <i>OHC Heritage Review Committee members join with Design Review Board members to review land use applications to Register and historic district properties located within Design Review Districts.</i></p> <p>Deliverable: <i>Recommendations to staff</i></p>	<p>Heritage Review Committee: 6-12 hours</p>	<p>CP&D Staff: 40-80 hours</p>	<p>As needed, approximately 2-4 per year</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>
<p>2.c. Review and Provide Comment on Land Use Actions</p> <p>Proposed Work: <i>Review, discuss, and provide comment on land use actions such as SEPA review and other land use activities as they relate to heritage concerns.</i></p> <p>Deliverable: <i>Recommendations on land use actions and activities</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p>	<p>CP&D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>2.d. Review and Provide Comment on Long Range Planning Activities</p> <p>Proposed Work: <i>Review, discuss, and comment on long range planning activities such as the Comprehensive Plan Implementation Strategy (Action Plan), code updates, sub-area planning, Community Renewal Area, and Downtown Strategy as they relate to heritage concerns.</i></p> <p>Deliverable: <i>Recommendations to staff and/or City Council; partnerships; coordinated approaches to shared issues</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Committee formation as needed</p>	<p>CP&D Staff: Varies</p>	<p>As needed</p>	<p>Included in base budget</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p> <p>Champion Downtown</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City’s goals to protect and enhance Olympia’s historic character and sense of place. Estimated Percent of Overall Commission Effort: **40%**

<p>Title Description End Product</p>	<p>Committee Lead & Commitment <i>Committee hours, not individuals</i></p>	<p>Staff Commitment <i>Hours reflect working with the OHC only</i></p>	<p>Schedule <i>Estimated timeline from start to finish</i></p>	<p>Budget Implications</p>	<p>2015 City Council Priorities*</p>
<p>3.a. Plan and Execute Historic Preservation Month Activities</p> <p>Proposed Work: <i>OHC Outreach Committee organizes and conducts activities to champion historic preservation in Olympia during May, such as photo exhibits and community events; OHC members volunteer at events.</i></p> <p>Deliverable: <i>Community events which promote and educate on historic preservation and appreciation of the historic environment</i></p>	<p>Outreach Committee: 40 hours;</p> <p>OHC: 10 hours</p>	<p>CP&D Staff: 50 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – June</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>3.b. Conduct and Collaborate on Historic Preservation Outreach</p> <p>Proposed Work: <i>Provide technical preservation training; partner with area organizations such as the Downtown Ambassadors to create educational opportunities such as historical photo exhibits; provide recommendations to staff on relevant heritage communications materials such as Historic Preservation web page content while the City's Community Planning & Development web page is being updated.</i></p> <p>Deliverable: <i>Educational programs, materials, and advice</i></p>	<p>Maintenance Committee: 40 hours</p> <p>Outreach Committee: 40 hours</p> <p>OHC Members: Varies</p>	<p>CP&D Staff: 20-60 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>January – December</p>	<p>Included in base budget;</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>	<p>Deliver Proactive Community Development</p> <p>Inspire Strong Relationships</p>
<p>3.c. Pursue and Enhance Partnerships and Integration with City Departments, other City Advisory Boards, Organizations and Advocacy Groups</p> <p>Proposed Work: <i>Pursue and cultivate partnerships and respond to inquiries on issues related to Olympia's historic places.</i></p> <p>Deliverable: <i>Partnerships; coordinated approaches to shared issues</i></p>	<p>OHC Members: Varies</p>	<p>CP&D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Inspire Strong Relationships</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

Olympia Heritage Commission (OHC) - 2015 Work Plan

DRAFT

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	2015 City Council Priorities*
<p>3.d. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: <i>Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements.</i></p> <p>Deliverable: <i>Downtown plans and improvement projects compatible with its historic character and sense of place</i></p>	<p>OHC Downtown Committee: 40 hours</p>	<p>CP&D Staff: Varies</p>	<p>January – December</p>	<p>Included in base budget</p>	<p>Champion Downtown</p> <p>Inspire Strong Relationships</p>

2015 Council Priorities: Adopt a Sustainable Budget | Champion Downtown | Deliver Proactive Community Development | Inspire Strong Relationships

SECTION 1. 2015 Policy Issues - Recommendations to City Council

The committee has scheduled 8 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2015

Professional staff liaison for PRAC is Jonathon Turlove.
 Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
Plans					
<p>1.1 Capital Facilities Plan/Condition Assessment and Major Maintenance Program (Annual)</p> <p>PRAC Role: Make recommendation to the Planning Commission for the 2016-2021 Capital Facilities Plan which will include the use of the Voted Utility Tax and the Condition Assessment and Major Maintenance Plan component.</p> <p>Deliverable: Recommendation to Planning Commission</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 4 hours (incorporating feedback into plan)</p> <p>Dave Okerlund 2 hours (Meeting attendance)</p>	<p>September</p>	<p>None</p>	<p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>

<p>1.2 2016 PAR Plan Update</p> <p>PRAC Role: May: Receive briefing on initial public input. December: Provide recommendation to Council on draft Plan</p> <p>Deliverable: Recommendation to City Council.</p>	<p>Robert Dengel 4 hours</p>	<p>Jonathon Turlove 6 hours</p>	<p>May, December</p>	<p>None</p>	<p>Champion Downtown</p> <p>Deliver Proactive Community Development</p> <p>Adopt a Sustainable Budget</p>
<p>1.3 Comprehensive Plan Action Plan</p> <p>PRAC Role: Review a draft Action Plan to implement the Comprehensive Plan; provide comments on the draft actions and performance measures.</p> <p>Deliverable: Recommendation to Staff.</p>	<p>Jim Nieland 4 hours</p>	<p>Dave Okerlund 6 hours</p>	<p>May</p>	<p>None</p>	<p>Deliver Proactive Community Development</p>
<p>1.4 Community and Economic Revitalization Committee</p> <p>PRAC Role: Represent PRAC interests in redevelopment of the Isthmus Area.</p> <p>Deliverable: Report to PRAC, Staff.</p>	<p>Jim Nieland 20 hours</p>	<p>None.</p>	<p>Ongoing</p>	<p>None</p>	<p>Champion Downtown</p> <p>Deliver Proactive Community Development</p>

SECTION 2. 2015 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from committee members is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless otherwise noted, there is sufficient staff time/resource available in 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Lead & Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>Estimated timeline from start to finish.</i>	Budget Implications	Council Priority
MISCELLANEOUS					
<p>2.1 Informal meeting with department and city leadership.</p> <p>PRAC Role: Attend annual meeting with the department director, associate directors, and city manager.</p> <p>Deliverable: None – information sharing only.</p>	None necessary	Paul Simmons, David Hanna, Scott River 2 hours	July	None	Inspire Strong Relationships
<p>2.2 Olympia Skate Court Need Assessment</p> <p>PRAC Role: Begin dialog with skateboarding community about upgrades to Olympia's two existing skate courts.</p> <p>Deliverable: Summary of feedback</p>	Youth Member TBD 10 hours	Scott River 6 hours	June	OPARD has funds budgeted for minor upgrades	Inspire Strong Relationships
<p>2.3 Annual Park Evaluation Program</p> <p>PRAC Role: Administer annual park evaluation program.</p> <p>Deliverable: Compiled park evaluation information.</p>	Gerry Hodge 6 hours	No staff lead: This is an entirely PRAC-driven effort	October	None	

<p>2.4 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</p> <p>PRAC Role: PRAC members will help plan and attend the joint meeting of regional park boards.</p> <p>Deliverable: None – information sharing only.</p>	<p>Jim Nieland 4 hours</p>	<p>David Hanna 3 hours</p>	<p>February</p>	<p>None</p>	<p>Inspire Strong Relationships</p>
<p>2.5 Participation in groundbreaking and dedications</p> <p>PRAC Role: Participate in groundbreaking and dedication celebrations</p> <p>Deliverable: Visibility at community events.</p>	<p>None Necessary</p>	<p>Tammy LeDoux 2 hours</p>	<p>As needed</p>	<p>Within existing resources</p>	
<p>2.6 Roles and Responsibilities Guide</p> <p>PRAC Role: Work with Cathie Butler on development of a guide for training and direction of Advisory Boards.</p> <p>Deliverable: Guide for review and adoption.</p>	<p>Jim Nieland 15 hours</p>	<p>Cathie Butler 4 hours</p>		<p>None</p>	
<p>2.7 Removal of Trail Running Ban</p> <p>PRAC Role: Provide recommendation to staff on whether to remove the current prohibition of running in Priest Point and Watershed parks.</p> <p>Deliverable: Recommendation</p>	<p>Alicia Seegers Martinelli 4 hours</p>	<p>Jonathon Turlove 2 hours</p>	<p>April</p>	<p>None</p>	

<p>2.8 Safe and Secure Park Initiative</p> <p>PRAC Role: None – information sharing only.</p> <p>Deliverable: None</p>	<p>Alicia Seegers Martinelli 2 hours</p>	<p>Paul Simmons</p>	<p>As needed</p>		<p>Champion Downtown</p>
<p>2.9 Park Funding Analysis</p> <p>PRAC Role: None – information sharing only.</p> <p>Deliverable: None</p>	<p>Jim Nieland 4 hours</p>	<p>Paul Simmons</p>	<p>April</p>	<p>None</p>	<p>Adopt a Sustainable Budget</p>



MEMORANDUM

Date: February 18, 2015
To: City Council General Government subcommittee
Cc: Max Brown, Chair, Olympia Planning Commission
From: Todd Stamm, Principal Planner and OPC Staff Liaison
Subject: Proposed 2015 Planning Commission Work Program

As stated in the proposed work plan, Community Planning and Development staff believes there is sufficient staff time and resources to support the work program proposed by the Commission. However, we do want to take this opportunity to express one reservation.

The work program proposed by the Commission provides little if any space for adding items during the year. Historically emerging issues during the work-program year have led the Council to refer additional items to the Commission for immediate action. In addition, later this year the City staff will be conducting another evaluation of the City's compliance with the Growth Management Act. This evaluation, including a review of the City's critical areas regulations, may result in identifying actions that must be completed by July 1, 2016, a statutory deadline. Such actions may include proposed code changes that will require the Commission's attention.

Therefore, although we support Council approving the Commission's work program as proposed, we recommend that action be taken with a clear understanding that in a few months the staff may propose revising this work program to ensure an opportunity to timely complete what by then may be higher priority work items.

Planning Commission - 2015 Work Plan (April 1, 2015 to March 31, 2016)

Reflecting Final Draft recommended by OPC on 2/2/15

The Olympia Planning Commission (OPC) will hold 22 regular meetings plus one “retreat.” In addition a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Work items are not prioritized.

Staff liaison to OPC is Principal Planner Todd Stamm of the Community Planning and Development Department (tstamm@ci.olympia.wa.us; 360.753.8597)

Section 1. 2015 Policy Issues – Recommendations to City Council

Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or by a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2015. In general these work items are tasks that State law or local rules require the Commission to perform.

Estimated Percent of Overall Commission Effort: 50%

Title and Description	Commission Time Commitment (Meeting hours)	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated timeline) Q= Quarter of calendar year	Budget Implications	Council Priority
<p>1.1 Review 6-year Capital Facilities Plan (CFP)</p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. (Proposed update in 2015 may include more extensive updating of CFP policies and goals than is customary. See item 1.2.)</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>3 hours of OPC meeting time; 6 or more hours of subcommittee meeting time</p> <p>A detailed review & recommendation</p>	<p>CP&D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 10 hours</p>	<p>Subcommittee start in 2nd Q; Commission to conclude in 3rd Q.</p>	<p>Included in base budget.</p>	<p>‘Adopt a Sustainable Budget’</p>

<p>1.2 Update Capital Facilities Plan (CFP) goals and policies</p> <p>Conclude review begun in 2014 of the goals and policies of the CFP and identify appropriate amendments.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>1 hour of full OPC meeting time; 2 hours of subcommittee meeting time;</p> <p>A detailed review & recommendation</p>	<p>CP&D staff: 6 to 8 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p>	<p>2nd Q</p>	<p>Included in base budget.</p>	<p>‘Adopt a Sustainable Budget’</p>
<p>1.3 Annual Comprehensive Plan Amendments</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are to be determined by Council in April prior to referral to Commission.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>10 hours (or more depending on scope, nature and controversy of proposals)</p> <p>A detailed review & recommendation</p>	<p>CP&D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p>	<p>2nd and 3rd Q</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>
<p>1.4 Commercial Design Review Expansion</p> <p>Amendment of development code to require that commercial projects adjacent to nearly all public streets conform to design requirements. This item would implement policy in new Comprehensive Plan. May include other procedural refinements of design review process.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>3 hours</p> <p>A basic review and recommendation</p>	<p>CP&D: 4 to 5 hours</p>	<p>2nd Q (may be completed in 1st Q of 2015)</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>
<p>1.5 Wireless Facility (transmitter) code amendment</p> <p>Amendment of development code as proposed by AT&T; accompanied by staff-proposed alternative. Public hearing was held in 2014.</p> <p>Deliverables: Recommendation to City Council.</p>	<p>4 hours</p> <p>Basic review and recommendation</p>	<p>CP&D: 6 to 8 hours</p> <p>Plus consultant</p>	<p>Begun in 2014 – may conclude in 1st Q of 2015</p>	<p>Included in base budget.</p>	<p>‘Deliver Proactive Community Development’</p>

<p>1.6 Privately-initiated zoning map and development code text amendments</p> <p>Review of any proposed amendment to the City’s development regulations. Staff estimates that two to four will be submitted in 2015. May also include new Council-initiated amendments.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>4 hours each (or more depending on specific proposals received)</p> <p>A detailed review & recommendation</p>	<p>CP&D 8 to 10 hours each</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; each applicant pays a \$3200 fee.</p>	<p>‘Deliver Proactive Community Development’</p>
<p>1.9 Low Impact Development code amendments</p> <p>Amendments of various codes and standards to implement comprehensive set of new stormwater regulations and development standards as required by City stormwater discharge permit.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>Minimum of 4 hours</p> <p>Basic review & recommendation (a detailed review is being conducted by Utility Advisory Committee prior to OPC review)</p>	<p>Minimum of 12 hours</p>	<p>1st Q of 2016</p>	<p>Included in base budget.</p>	<p>N/A</p>
<p>1.10 SEPA code amendments</p> <p>Review and revision of local SEPA procedures relative to downtown area; may include related updates responsive to State rule changes.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p>	<p>4 hours</p> <p>A detailed review & recommendation</p>	<p>6 hours</p>	<p>4th Q</p>	<p>Included in base budget</p>	<p>‘Champion Downtown’</p>
<p>1.11 Scenic Views code amendment – downtown area</p> <p>Amendment of development code relative to views to, from and over downtown area. This item is intended to implement the new Comprehensive Plan and is related to the downtown strategy below.</p> <p>Deliverable: None during this work plan year.</p>	<p>2 hours</p> <p>Briefing only during 2015 –in preparation for 2016 work program.</p>	<p>8 hours</p>	<p>1st Q of 2016</p>	<p>Proposed to be funded as part of downtown strategy scope</p>	<p>‘Deliver Proactive Community Development’ and ‘Champion Downtown’</p>

SECTION 2.

2015 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. There is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Commission Effort: 45%

<p>Title and Description</p>	<p>Commission Time Commitment <i>(Meeting hours)</i></p>	<p>Estimated Staff Commitment <i>(Direct support for Commission role)</i></p>	<p>Schedule <i>(Estimated timeline)</i> Q= Quarter of calendar year</p>	<p>Budget Implications</p>	<p>Council Priority</p>
<p>2.1 Neighborhood Center Code: Continuation of 2014 review of development code including elements of sign code; being conducted by OPC in cooperation with Coalition of Neighborhood Associations, business and development community, and other stakeholders.</p> <p>Deliverable: Proposed development code update for public review</p>	<p>6 hours</p> <p>Specific proposal being developed by the Commission.</p>	<p>CP&D: 12 to 16 hours</p>	<p>Continuing item from 2014 – may continue through 1st Q of 2016</p>	<p>Depending on scope unbudgeted consulting services may be needed.</p>	<p>‘Deliver Proactive Community Development’</p>
<p>2.2 Action Plan for comprehensive plan implementation.</p> <p>An implementation strategy is called for in the new Comprehensive Plan. Commission may review a draft Action Plan including proposed performance measures and provide comments on the draft actions, priorities and performance measures.</p> <p>Deliverable: <i>Recommendation and comments to City staff.</i></p>	<p>5 hours</p> <p>Specific role of OPC to be directed by Action Plan public process to be established by City Council</p>	<p>8 to 10 hours</p>	<p>2nd Q</p>	<p>Included in base budget.</p>	<p>‘Inspire Strong Relationships’</p>
<p>2.3 Downtown Strategy</p> <p>Extensive and substantial update and revision of prior downtown plan – focus to be on implementation. Scheduled for 2015 and 2016. Primary 2015 role to be public outreach.</p> <p>Deliverable: Recommendations to city staff and Council.</p>	<p>15 hours</p> <p>Specific role to depend on scope – to be established by Council in in June</p>	<p>CP&D: 12 to 20 hours</p> <p>Other staff and consultants depending on scope</p>	<p>On-going throughout the year</p>	<p>Dependent on yet-to be determined scope; may include consultant services</p>	<p>‘Champion Downtown’</p>

<p>2.4 Parks, Arts and Recreation Plan update</p> <p>Periodic update of ‘master plan’ for these facilities and programs.</p> <p>Deliverable: OPC may elect to comment or advise staff.</p>	<p>1 hour</p> <p>Optional advisor to staff</p>	<p>CP&D staff: 2 hours Parks staff: 3 hours</p>	<p>4th Q</p>	<p>Included in base budget</p>	<p>N/A</p>
<p>2.5 Subarea “A” Plan</p> <p>Review of draft Plan for ‘Subarea A’ Plan (26th Ave/Bigelow/Puget/Bethel/East Bay area northeast of downtown)</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	<p>2 hours</p> <p>Optional advisor to staff, citizens and Council</p>	<p>CP&D staff: 4 hours</p>	<p>4th Q</p>	<p>Included in base budget</p>	<p>‘Inspire Strong Relationships’</p>
<p>2.6 Parking Code review</p> <p>Review and potential revision of number-of-spaces required along urban high-density and other bus corridors; may include expansion of ‘parking reduction variance’ option.</p>	<p>4 hours</p> <p>Detailed review by OPC</p>	<p>CP&D staff: 10 hours</p>	<p>3rd Q</p>	<p>Not included in CP&D work program</p>	<p>‘Deliver Proactive Community Development’</p>

**SECTION 3.
2015 Administrative Activities and Informational Briefings**

In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal.
Estimated Percent of Overall Commission Effort: 5%

Title and Description	Commission Time Commitment (Meeting hours)	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated timeline) Q= Quarter of calendar year	Budget Implications	Council Priority
<p>3.1 Commission Retreat.</p> <p>Annual event focused on improving Commission functions and procedures.</p> <p>Deliverable. None - internal only.</p>	<p>1 hour of regular meeting time to prepare; 4 to 6 hour of retreat meeting time</p> <p>Led by Planning Commission</p>	<p>CP&D Staff: 8 to 10 hours</p> <p>Facilitator at OPC option.</p>	<p>To be determined</p>	<p>Included in base budget; facilitator may be retained.</p>	<p>‘Inspire Strong Relationships’</p>

<p>3.2 Preparation of 2016 Work Plan</p> <p>Time allotted for proposing work items for following year.</p> <p>Deliverable: Recommendation to Council</p>	<p>2 hours</p> <p>Led by Planning Commission</p>	<p>CP&D: 6 hours</p> <p>Other staff: Variable</p>	<p>1st Q of 2016</p>	<p>Included in base budget</p>	<p>N/A</p>
<p>3.3 Meet with Coalition of Neighborhood Associations (CNA)</p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p>Deliverable: None</p>	<p>No regular OPC meeting time – joint meeting at a CNA meeting</p> <p>Jointly led by OPC and CNA</p>	<p>CP&D: 2 hours</p>	<p>To be determined</p>	<p>Included in base budget</p>	<p>‘Inspire Strong Relationships’</p>
<p>3.4 Development Review Process</p> <p>Briefing regarding general public process of reviewing private development proposals.</p> <p>Deliverable: Public event.</p>	<p>1 hour</p> <p>Briefing only</p>	<p>CP&D: 1 hour</p>	<p>2nd Q</p>	<p>Included in base budget</p>	<p>‘Deliver Proactive Community Development’</p>

DRAFT

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 1. Recommendations to City Council					
<p>Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2015-2016. Items c. and d. within this section are routine in nature and come before the UAC every year. Estimated percent of overall committee effort for this section: 50%. UAC Staff Liaison - Andy Haub and Clerical Support - Lindsay Marquez</p>					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>1. a. Draft Waste ReSources Management Plan *</p> <p>Review draft plan and provide recommendations. Also includes a discussion on unsolicited publications(junk mail) ♦</p> <p>Deliverable: Recommendation City Council.</p>	60 minutes	<p>Staff: Ron Jones</p> <p>Staff Hrs: Greater than 100</p>	April 2015	Identified during development of Plan.	Deliver proactive community development
<p>1. b. Water System Plan *</p> <p>Review draft plan and provide recommendations.</p> <p>Deliverable: Recommendation City Council.</p>	60 Minutes	<p>Staff: Laura Keehan</p> <p>Staff Hrs: Greater than 100</p>	June 2015	Identified during development of Plan.	Deliver proactive community development
<p>1. c. Capital Facilities Plan (CFP) Review *</p> <p>Review City's Draft 2016-2021 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels.</p> <p>Deliverable: Provide recommendations to the Planning Commission and City Council.</p>	60 minutes	<p>Staff: Andy Haub</p> <p>Staff Hrs: Greater than 100</p>	June 2015	Budget implications identified during development of the CFP.	Adopt a sustainable budget
<p>1. d. Utility Budgets, Rates, GFC Review (including LOTT) *</p> <p>Review staff recommendations for 2016 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services.</p> <p>Deliverable: <u>Rates & GFCs</u>: Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.</p>	45 minutes	<p>Staff: Andy Haub, Dan Daniels & Karla Fowler/LOTT Staff</p> <p>Staff Hrs: Greater than 100</p>	October 2015	Budget implications identified during the utility rate and budget review.	Adopt a sustainable budget

* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 2. Program Implementation and/or Input to Staff					
As programs are implemented and policies developed, staff often consults with committees for their input and perspective. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.					
Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items.					
Estimated Percent of Overall Committee Effort for this section: 50%					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>2. a. City Action Plan *</p> <p>Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures.</p> <p>Deliverable: Review and provide feedback to staff.</p>	30 minutes	<p>Staff: Stacey Ray</p> <p>Staff Hrs: Greater than 100</p>	May 2015	None at this time.	Deliver proactive community development
<p>2. b. Updates on Low Impact Development Code (LID) Revision Project *</p> <p>Provide feedback on draft LID policies and code revisions.</p> <p>Deliverable: Review and provide feedback to staff. Late 2015, provide recommendation to Planning Commission and Council.</p>	Vary; 45-60 minute sessions	<p>Staff: Laura Keehan</p> <p>Staff Hrs: Greater than 100</p>	May, September, October, November and December 2015	None at this time. Adopted code revision will likely have budget implications in future years.	Deliver proactive community development
<p>2. c. Engineering Design & Development Standards (EDDS)*</p> <p>Presentation on proposed changes to the EDDS.</p> <p>Deliverable: Review and provide input to staff.</p>	30 minutes	<p>Staff: Steve Sperr</p> <p>Staff Hrs: 100</p>	May 2015	None at this time.	Deliver proactive community development
<p>2. d. Integrated Rebate Program ♦</p> <p>Briefing on setting up a collaborative rebate programs between the City, LOTT and PSE for water conservation.</p> <p>Deliverable: Review and provide input to staff.</p>	60 minutes	<p>Staff: Meliss Maxfield</p> <p>Staff Hrs: 25</p>	September 2015	None at this time.	Inspire strong relationships

* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>2. e. Municipal Fiber ♦</p> <p>Overview of the City's fiber network and the benefits to the City from expanding it, potential partnerships, uses of such a network by the City, local businesses and citizens. Briefing would include suggestions from staff for possible next steps to explore the costs and benefits of such an expansion.</p> <p>Deliverable: Status report and briefing.</p>	60 minutes	<p>Staff: Shawn Ward</p> <p>Staff Hrs: 10</p>	November 2015	None at this time.	Deliver proactive community development
<p>2. f. Transportation Mobility Indicators ♦</p> <p>Update on the number of people walking, biking, riding the bus and driving in Olympia. Item relates to stormwater runoff and groundwater protection.</p> <p>Deliverable: Briefing</p>	45 minutes	<p>Staff: Sophie Stimson</p> <p>Staff Hrs: 10</p>	November 2015	None at this time.	Deliver proactive community development
<p>2. g. Dry Anaerobic Composting ♦</p> <p>Preliminary exploration of the possible benefits of the City's constructing a plant to process some or all of its organic waste, perhaps in partnership with Evergreen or other jurisdictions - providing a very rough initial estimate of costs and savings.</p> <p>Deliverable: Review & provide input to staff.</p>	45 minutes	<p>Staff: Presenter TBD</p> <p>Staff Hrs: 10</p>	December 2015	None at this time.	Inspire strong relationships
<p>2. h. Storm and Surface Water Finances *</p> <p>Review consultant analysis of stormwater rates, general facilities charges and near-term strategy for the Utility.</p> <p>Deliverable: Review and provide input.</p>	60 minutes	<p>Staff: Eric Christensen</p> <p>Staff Hrs: Greater than 100</p>	January 2016	None at this time.	Adopt a sustainable budget

* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
2. i. UAC Workplan Development * Develop the 2016-2017 UAC workplan. Deliverable: Create draft workplan with final review and officer elections at January 2016 meeting.	30 minutes	Staff: Andy Haub Staff Hrs: 15	December 2015 and January 2016	None	
2. j. Downtown Strategy * Provide an update on the development of the City's Downtown Strategy. Deliverable: Review and provide input to staff.	30 minutes	Staff: Amy Buckler Staff Hrs: Greater than 100	January 2016	None.	Champion downtown
2. k. Community Based Social Marketing ♦ Presentation from staff on the utilities' approach and experience in fostering sustainable behaviors through community based social marketing strategies. Deliverable: Briefing	45 minutes	Staff: Joe Roush Staff Hrs: 15	February 2015	None	Inspire strong relationships
2. l. Update on LOTT Reclaimed Water Infiltration Study ♦ Provide an update on the progress of the Study. Deliverable: Briefing	60 minutes	Staff: Donna Buxton Staff Hrs: 10	February 2016	None	Deliver proactive community development
2. m. Smart Meters (including paperless & monthly billing)♦ Update on how new City software for utility billing can give customers feedback on usage patterns and encourage conservation. Also discuss paperless and monthly billing (rather than bi-monthly) cycles. Deliverable: Briefing	45 minutes	Staff: Bill Sampson Staff Hrs: 15	March 2016	None	

* Staff requested items

♦ UAC requested/supported items

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>2. n. NPDES Annual Report *</p> <p>Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.</p> <p>Deliverable: Briefing</p>	15 minutes	<p>Staff: Jeremy Graham</p> <p>Staff Hrs: Greater than 100</p>	March 2016	None	Deliver proactive community development
<p>2. o. Storm and Surface Water Management Plan *</p> <p>Review progress on the Storm and Surface Water Plan and provide staff with policy direction.</p> <p>Deliverable: Review and provide input.</p>	45 minutes	<p>Staff: Laura Keehan</p> <p>Staff Hrs: Greater than 100</p>	March 2016	None at this time	Deliver proactive community development

* Staff requested items
◆ UAC requested/supported items



City Council

Approval of Hearings Examiner Contract Extension

Agenda Date: 3/31/2015
Agenda Item Number: 4.L
File Number: 15-0321

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

Title

Approval of Hearings Examiner Contract Extension

Recommended Action

City Manager Recommendation:

Move to authorize the City Manager to execute an Amendment No. 1 Professional Services Agreement for Hearing Examiner Mark Scheibmeir.

Report

Issue:

Whether to extend the Hearings Examiner Mark Scheibmeir's contract an additional two years and authorize the City Manager to execute Amendment No. 1 Professional Services Agreement.

Staff Contact:

Steven Friddle, Principal Planner, 360.753.8591

Presenter(s):

None. Consent Calendar

Background and Analysis:

A two-year Professional Contract with Hearings Examiner Mark Scheibmeir was approved in April 2013 following a "Request for Qualifications" process. Among many other provisions, the Agreement expires on April 30, 2015 and may be extended by mutual written agreement as discussed in the attached Amendment No. 1.

Mr. Scheibmeir has a private law practice in Chehalis, Washington where he has served for the last 34 years. Among the range of his practice, he also provides hearing examiner services to other counties and municipalities.

Staff experience and community feedback has been that the Examiner has provided excellent service to the city. He has demonstrated:

1. Knowledge and Experience of land use permitting and appeals at the local level.
2. Experience with writing legally defensible local land use decisions.
3. Approach to quality control, case management and timely decision delivery.
4. Making effective use of public resources.
5. Experience and manner of holding public meetings and quasi-judicial proceedings.
6. Readiness, availability and familiarity with the area.

The only amendment to the contract is the term, which if approved, will be extended to April 30, 2017.

Options:

1. Move to authorize the City Manager to execute Amendment No. 1 Professional Services Agreement for Hearing Examiner Mark Scheibmeir.
2. Pull the item from the Consent calendar to discuss the extension or provide additional direction to staff.

Financial Impact:

The budget includes funding for Hearings Examiner services. The hourly rate of compensation remains at \$ 175.00. Compensation is not provided for travel.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF OLYMPIA
AND MARK C. SCHEIBMEIR**

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto. The parties ("Parties") to this Agreement are the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **Mark C. Scheibmeir** (hereinafter "Hearing Examiner").

Recitals

1. On April 18, 2013, the City and the Hearing Examiner entered into an *Agreement for Professional Services* ("Agreement").
2. The term of the Agreement was to run until April 30, 2015.
3. The Agreement also provided that the term could be extended by mutual written agreement of the parties.
4. The City and the Hearing Examiner desire to amend the Agreement to extend the term until April 30, 2017.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

(Pull sections from prior agreement (or immediately prior amendment, if applicable) and show changes in tracker format)

1. Section IV of the Agreement, **Duration of Agreement**, is hereby amended to read as follows:

IV. Duration of Agreement. This Agreement shall be effective for a period commencing from the date of signature to ~~April 30, 2015~~ April 30, 2017, except as provided for in paragraph V below. This Agreement may be extended by mutual written agreement of the parties.
2. All remaining provisions of the *Agreement for Professional Services between the City of Olympia and Mark C. Scheibmeir* dated April 18, 2013, and not here amended or supplemented, shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Hearing Examiner have executed this
Amendment No. 1 of the Agreement.

CITY OF OLYMPIA

By: _____
Steven R. Hall, City Manager
P.O. Box 1967
Olympia WA 98507-1967
Dated: _____

APPROVED AS TO FORM:

Darren Nienaber DCA
City Attorney

MARK C. SCHELBMEIR

By: _____
(Signature)

299 NW Center St.
(Address) POB 939

Chehalis, WA 98532-939

360.748.3386
(Phone)

Date of Signature: 3/6/15

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF OLYMPIA
AND MARK C. SCHEIBMEIR**

THIS AGREEMENT is made this 18th day of April, 2013, between the City of Olympia, (hereinafter the "City") and Mr. Mark C. Scheibmeir (hereinafter "Hearing Examiner").

WHEREAS, Hearing Examiner is in the business of providing certain professional services specified herein; and

WHEREAS, the City desires to contract with Hearing Examiner for the provision of such services and Hearing Examiner agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed between the parties as follows:

TERMS

I. **Description of Work.** The City of Olympia hereby appoints Mr. Mark C. Scheibmeir as the City's hearing examiner. The Hearing Examiner shall have the authority to hear all land use regulatory cases identified in Olympia Municipal Code (OMC) Chapters 18.82 and 18.75, as well as any code enforcement action where the Hearing Examiner has the authority in the OMC to hear such actions. This Agreement is the complete agreement between the parties. The City Manager and his designee has the authority of day-to-day administration of this agreement.

II. **Payment.**

A. The City shall pay Hearing Examiner \$175.00 per hour. This hourly rate shall constitute compensation for all costs incurred by the Hearing Examiner including travel, secretarial and copying expenses.

B. The City shall provide "clerk" services for the Examiner, which shall be limited to: duties imposed by the Olympia Municipal Code (staff reports, public notice); arranging for the time and date of hearings and other proceedings such as teleconferences and pre-hearing meetings when deemed appropriate by the Hearing Examiner; maintaining the record of a case, and providing the Hearing Examiner with a copy of the record, as requested by the Hearing Examiner; collecting and forwarding public comment as provided by code and unless otherwise specified by the Hearing Examiner; and making a recording of hearings and appeal proceedings.

III. **Relationship of Parties.** The parties intend that an independent contractor relationship will be created by this Agreement. The Hearing Examiner is customarily engaged in an independently established trade which encompasses the specific service provided to the City

hereunder. No agent, employee, representative or subcontractor of Hearing Examiner shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Hearing Examiner or Hearing Examiner's employees, agents, representatives or subcontractors. The Hearing Examiner will be solely and entirely responsible for their acts and for the acts of Hearing Examiner's agents, employees, representatives and subcontractors during the performance of this Agreement. This Agreement does not create any duty to any third party. No third party beneficiaries are created by this Agreement.

IV. Duration of Agreement. This Agreement shall be effective for a period commencing from the date of signature to April 30, 2015, except as provided for in paragraph V below. This Agreement may be extended by mutual written agreement of the parties.

V. Termination.

- A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective after thirty (30) days upon delivery of written notice to the Hearing Examiner, except as provided for in subparagraph V.C below.
- B. Termination Upon the Hearing Examiner's Option. The Hearing Examiner shall have the option to terminate this Agreement after thirty (30) days upon delivery of written notice to the City.
- C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by the Hearing Examiner to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed, which decision shall be final, binding and conclusive.
- D. The City may terminate immediately for good cause, such as a violation of the appearance of fairness doctrine.

VI. Discrimination. In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Hearing Examiner, its subcontractors or any person acting on behalf of Hearing Examiner shall not, by reason of race, religion, color, sex, national origin or the presence of any sensory, mental, or physical handicap discriminate against any person who is qualified and available to perform the work to which the employment relates.

VII. Indemnification. Hearing Examiner hereby releases, covenants not to bring suit and agrees to indemnify, defend and hold harmless the City, its officers, officials, employees, agents and representatives from any and all claims, costs, judgments, losses or suits including attorneys' fees, awards or liabilities to any person, including claims by Hearing Examiner's own employees to which Hearing Examiner might otherwise be immune under Title 51 RCW, arising out of or in connection with the Hearing Examiner's negligent performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

In the event of liability for any reason described above which is caused by or results from the concurrent negligence of the Hearing Examiner (and Hearing Examiner's employees, agents and representatives) and the City (and its officers, officials, employees, agents or representatives), each party's liability shall only be to the extent of its negligence. Such indemnification obligations shall extend to claims which are not reduced to a suit and any claims which may be compromised prior to the culmination of any litigation or the institution of any litigation.

The City's inspection or acceptance of any of Hearing Examiner's work when completed shall not be grounds to avoid any of these covenants of indemnification. It is further specifically and expressly understood that the indemnification provided herein constitutes Hearing Examiner's waiver of immunity under Title 51 RCW, solely for the purposes of indemnification. This waiver has been mutually negotiated by the parties.

VIII. **Insurance.**

- A. The Hearing Examiner shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Hearing Examiner, their agents, representatives, employees or subcontractors.
- B. The Hearing Examiner shall maintain the following insurance:
 - 1. Commercial General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. The City shall be named as an insured under the Hearing Examiner's Commercial General Liability insurance policy with respect to the work performed for the City.
 - 2. Professional Liability. Insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Verification of Coverage. Hearing Examiner shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Hearing Examiner before commencement of the work.
- D. Notice of Cancellation. The Hearing Examiner shall provide the City with written notice of any policy cancellation within two (2) business days of their receipt of such notice.
- E. Failure to Maintain Insurance. Failure on the part of the Hearing Examiner to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days notice to the Hearing Examiner to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Hearing Examiner from the City.

IX. **Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Hearing Examiner.

X. **Assignment.** Any assignment of this Agreement by Hearing Examiner without the written consent of the City shall be void.

XI. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

Notices should be sent to:

Mark C. Scheibmeir
Hillier, Scheibmeir, Vey & Kelly, P.S.
299 N. Center Street
PO Box 939
Chehalis, WA 98532

Phone: (360) 748-3386
Fax: (360) 748-9533
Email: mscheibmeir@localaccess.com

Steven Friddle, Community Services Manager
The City of Olympia
Community Planning and Development Department
PO Box 1967
Olympia, WA 98507-1967

Phone: (360) 753-8591
Fax: (360) 753-8087
Email: sfriddle@ci.olympia.wa.us

XII. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

XIII. **Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. Any appeal from the decision of the City Manager shall be to Thurston County superior court. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The canon of construction against the drafter does not apply to this Agreement. Ambiguous terms shall be construed in a manner that is in the public interest.

XIV. **Effective Date.** This Agreement may be executed in multiple counterparts, and such counterparts shall collectively constitute the agreement. It is effective on the date of the last signing party. One party's signature alone does not constitute a binding offer on that party.

XV. **Authority to Sign.** By signing this Agreement below, the parties warrant that they have the authority to enter into this Agreement.

XVI. **Severability.** If any portion of this agreement is held invalid, such invalid section or sections shall not affect the remainder of the agreement.

CITY OF OLYMPIA

MARK C. SCHEIBMEIR

By: *Steve Roth*
Its: *City Manager*
Date: _____

By: _____
Its: _____
Date: *4/18/13*

APPROVED AS TO FORM:

Darren Nienaber
Deputy City Attorney



City Council

Adoption of an Ordinance on 2nd Reading to Appropriate 2014 Year-End Fund Balance

Agenda Date: 3/31/2015
Agenda Item Number: 4.M
File Number: 15-0251

Type: ordinance **Version:** 1 **Status:** 2d Reading-Consent

Title

Adoption of an Ordinance on 2nd Reading to Appropriate 2014 Year-End Fund Balance

Recommended Action

City Manager Recommendation:

Move to adopt on second reading the attached ordinance appropriating the 2014 Year-End Fund Balance for various purposes.

Report

Issue:

2014 Year-end financial review and corresponding ordinances

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

Jane Kirkemo, Administrative Services Director

Background and Analysis:

Same Background Information as 1st Reading Staff Report:

The City of Olympia ended 2014 with \$2,329,129 available for appropriation. The Finance Committee is recommending you make the following assignments:

Fire Equipment Reserve	\$ 450,000
CFP Contingency	\$ 360,000
Percival Landing Repairs	\$ 350,000
Downtown Strategy	\$ 250,000
Growth in 10% Reserve	\$ 240,790
Technology	\$ 200,000
OPEB-LEOFF I	\$ 108,680
Parking Unbudgeted Gain	\$ 90,410

Pedestrian Crossing Grant Match	\$ 70,000
\$1 per Capita for Arts	\$ 50,000
Holly Landing	\$ 50,000
Use in 2015 Budget	\$ 43,270
Sidewalk Repair	\$ 40,000
Interfaith Works Shelter	\$ 17,000
Council Goal Money	\$ 8,979
Total Assignments	\$ 2,329,129

The additional Council Goal money could provide some funding if a strategy for the Harbor Patrol can be worked out.

Neighborhood/Community Interests (if known):

Harbor Patrol is interested in establishing a long-term funding strategy.

Options:

Move to adopt on second reading the attached ordinance appropriating the 2014 Year-End Fund Balance for various purposes.

Financial Impact:

This assignment of fund balance transfers \$360,000 to the CFP Contingency Fund and adds \$8,979 to Council Goal money in addition to the assignments.

In addition to the assignment of fund balance, staff recommended establishing a LEOFF I Trust (separate staff report and ordinance). The trust would allow the City to make annual appropriations to the fund. However, if the budgeted amount was not spent any excess budget would remain in the trust fund and could not be used in the general fund (although it could be used for long-term care).

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO
THE 2015 BUDGET, AND APPROPRIATING GENERAL FUND, FUND BALANCE
FOR VARIOUS PURPOSES.

WHEREAS, there is in the General Fund, fund balance in excess of the fund balance reserve requirement; and

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

Section 1. That the following appropriations are hereby made:

<u>GENERAL FUND (001)</u>		
Resources:	Fund Balance	\$2,045,069
	TOTAL RESOURCES	\$2,045,069
Appropriations:	Council Goals	\$8,979
	Downtown Plan	250,000
	Interfaith Works Shelter	17,000
	Holly Landing	50,000
	Sidewalk Repair	40,000
	Transfers to:	
	Parking Special Account	90,410
	Information Systems Special Account	200,000
	LEOFF 1 Post Employment Trust Fund	108,680
	Fire Equipment Reserve Fund	450,000
	Municipal Arts Fund	50,000
	Capital Improvement fund	
	Percival Landing major maintenance	350,000
	Sidewalk/Pedestrian crossings grant matching	70,000
	CIP Contingency	360,000
	TOTAL APPROPRIATIONS	\$2,045,069

SPECIAL ACCOUNTS CONTROL FUND (003)

Resources:	Transfer in from General Fund	\$290,410
	TOTAL RESOURCES	\$290,410
Appropriations:	Parking Special Account	\$90,410
	Information Technology Special Account	200,000
	TOTAL APPROPRIATIONS	\$290,410

FIRE EQUIPMENT RESERVE FUND (331)

Resources:	Transfer in from General Fund	\$450,000
	TOTAL RESOURCES	\$450,000
Appropriations:	Fire Equipment Purchase	\$450,000
	TOTAL APPROPRIATIONS	\$450,000

MUNICIPAL ARTS FUND (026)

Resources:	Transfer in from General Fund	\$50,000
	TOTAL RESOURCES	\$50,000
Appropriations:	Municipal Art	\$50,000
	TOTAL APPROPRIATIONS	\$50,000

CAPITAL IMPROVEMENT FUND (317)

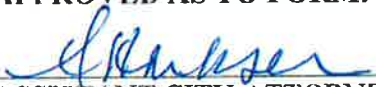
Resources:	Transfer in from General Fund	\$780,000
	TOTAL RESOURCES	\$780,000
Appropriations:	Percival Landing	\$350,000
	Sidewalk/Bike Lane grant match	70,000
	CIP Contingency	360,000
	TOTAL APPROPRIATIONS	\$780,000

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



2014 Year-End Financial Review

These numbers are unaudited and may change.

General Fund

Revenues = \$1,548,580 above budget

Expenditures = \$780,549 below budget

Summary

- Revenues were 2.4% above budget at \$1.5 million.
 - Expenditures were 1.2% below budget at approximately \$800,000.
 - Permit revenue was 30% above budget at \$651,363.
 - Surplus predominantly comes from permitted multi-family and commercial buildings.
 - Permit revenue was the single largest increase over budget.
-

Revenues

- Sales and Use Tax – up 2.3% over 2013.
 - Includes general, criminal justice, and the public safety sales taxes.
 - Retail sales, food services, and automotive sales increased in 2014.
 - Sales tax for 2014 puts the City on track to return to pre-recession levels.
 - For analytical purposes, only general sales tax is used. It provides the best indicator of how the local economy is doing. The criminal justice sales tax is distributed to the cities based on population and the public safety sales tax excludes car sales/leases.
- Property Tax – down by 1% compared to budget.
 - Assessed value is still below the 2008 high.
- Private Utility Tax – down a little over \$100,000.
 - Electric revenues were slightly above budget.
 - Gas and phone both were below budget with phone showing the largest decline (\$128,000).
 - This revenue continues to decline.

- Business and Occupation Tax – \$314,000 above budget.
 - Reflects the beginning of an improved economy and an audit.

- Court Fines – Revenues were below budget for a fifth consecutive year.
 - Expenses were also down compared to budget.
 - Continue to see a reduction in citations and infractions associated with number of Police new hires.

- Development-related Activity
 - Usually closely tied to impact fees.
 - 2014 total impact fees were down almost a million dollars.
 - Parks experienced the biggest decline in impact fees.
 - Permit fees were 30% above budget, but still below pre-recession levels. (Chart 4)
 - The 2014 impact fee collection and usage report is shown on Chart 7.

Major Categories of General Fund Revenue Activity*

Sales Tax – Regular, Criminal Justice & Safety	\$ 420,558
Property Tax	(\$ 96,300)
Probation / Day Reporting	(\$ 59,330)
Business & Occupation Tax	\$ 314,240
Private Utility Tax	(\$ 107,521)
City Utility Tax	\$ 271,490
Building Permits	\$ 651,363

**Numbers are rounded.*

Expenditures

- Expenditures under budget in the general fund were able to bolster the year-end savings.
- \$780,549 surplus in expenditures came almost exclusively from salaries and benefits.
- As attrition occurred, departments held positions open or waited to fill positions.

Recommended Year-End Appropriations

Prior to 2009, funds for technology improvements were included in the Capital Facilities Plan. After much debate, money for major technology improvements became an operating budget expense to be funded from year end surplus.

Recommended Uses

During the budget process, Council agreed to use any year-end surplus to restore reserves to avoid deeper cuts to the operating budget. Other recommended assignments:

General Fund 2014 Year-End Activity

Revenue over estimate	\$1,548,580
Expenditures under budget	\$780,549
2014 increase in resources	\$2,329,129
Amount Available	\$2,329,129
Policy assignments:	
Required to maintain 10% reserve	(\$240,790)
Allocation for information technology	(\$200,000)
Parking Unbudgeted gain	(\$90,410)
Used in 2015 budget	(\$43,270)
Balance after policy reduction	\$1,754,659
Recommended assignments:	
Fire Equipment Reserve	(\$450,000)
CFP Contingency	(\$360,000)
Percival Landing	(\$350,000)
Downtown Strategy	(\$250,000)
OPEB – LEOFF I	(\$108,680)
Pedestrian Crossing	(\$70,000)
\$1 per Capita for Arts	(\$50,000)
Holly Landing	(\$50,000)
Sidewalk Repair	(\$40,000)
Interfaith Works Shelter	(\$17,000)
Council Goal Money	(\$8,979)
Resource Balance	-0-

Utility Budgets

In general, the utility funds followed the same pattern and trends as the General Fund – slight under-collection of revenues -- offset by under-spending on the expense side. In each of the utilities, when a surplus is generated, the excess remains in the utility. The excess funds must be appropriated by Council to be spent. The indicators below continue to reflect the economy. The number of past due notices and shuts offs for nonpayment are still substantially higher than pre-recession.

Utility Indicators – Chart 1

	Pre-Recession Average	2010	2011	2012	2013	2014
Final Bill Requests	1,125	639	270	828	1,145	1,101
New Services Added	315	239	202	184	229	201
Past Due Notices	13,725	16,560	16,567	16,761	16,632	17,173
Final Delinquency Notices	4,250	5,239	4,832	4,678	5,521	5,609
Shut-offs Performed	600	1,961	1,849	1,913	1,744	1,995
Returned Checks/Drafts	170	206	182	197	253	252
Total Utility Customers	18,500	19,218	19,274	19,471	19,760	20,036
Utility Revenues (In millions)		\$34.7	\$35.4	\$36.9	41.7	44.8

Fund Balance Analysis – Chart 2

	2009	2010	2011	2012	2013	Prelim. 2014
Revenues	(\$1,746,560)	\$2,230,030	\$737,650	(\$1,124,860)	\$1,163,330	\$1,548,580
Expenditures	\$3,368,630	\$1,245,595	\$1,634,670	\$1,866,100	\$1,236,910	\$780,549
Totals	\$1,622,070	\$3,475,625	\$2,372,320	\$741,240	\$2,400,240	\$2,329,129
Uses:						
Allocated to Next Year's Budget	\$52,500	\$554,000		\$174,460	\$73,670	\$43,270
Growth in 10% Reserve	(\$118,140)	\$195,830		\$14,340	\$262,980	\$240,790
Building Repair		\$414,000	\$1,450,000	\$319,440	\$836,300	
City Hall Loans	\$1,193,070 (Environ. Clean up)	\$1,720,000 (Remainder of loan)				
CJC Improve-ments		\$138,000 (Renovations)	\$44,000 (Fencing & Lighting)	\$23,000 (Jail remodel)		
CRA			\$80,000			
Downtown Plan						\$250,000
EDC				\$10,000		
Fire Equipment Reserve		\$88,500				\$450,000
Isthmus					\$500,000	
LEOFF I		\$50,000	\$50,000			\$108,680
Parking Unbudgeted Gain	\$32,295	\$96,660	\$168,000		\$88,880	\$90,410
Probation RMS			\$36,000			
Percival Landing						\$350,000
PSE Lights					\$325,000	
Technology	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

Chart 3

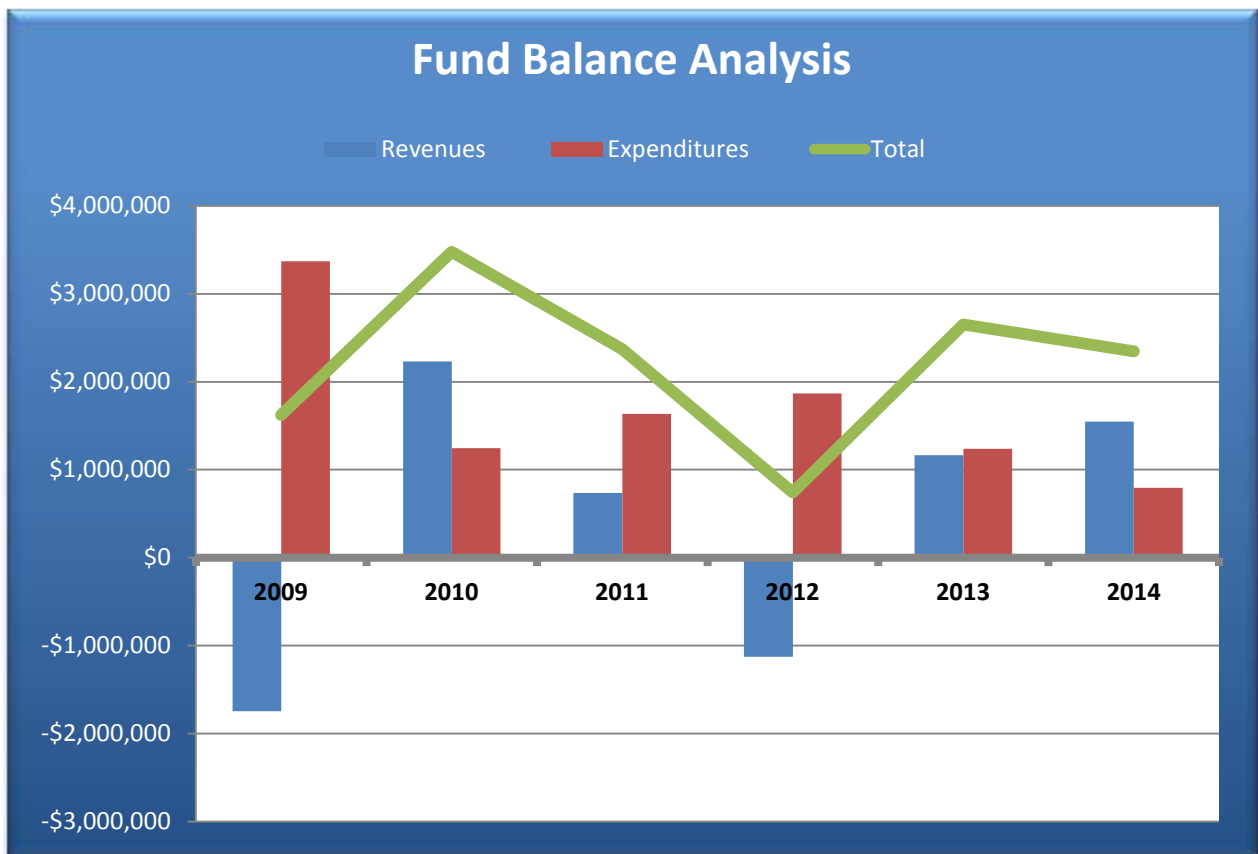


Chart 4

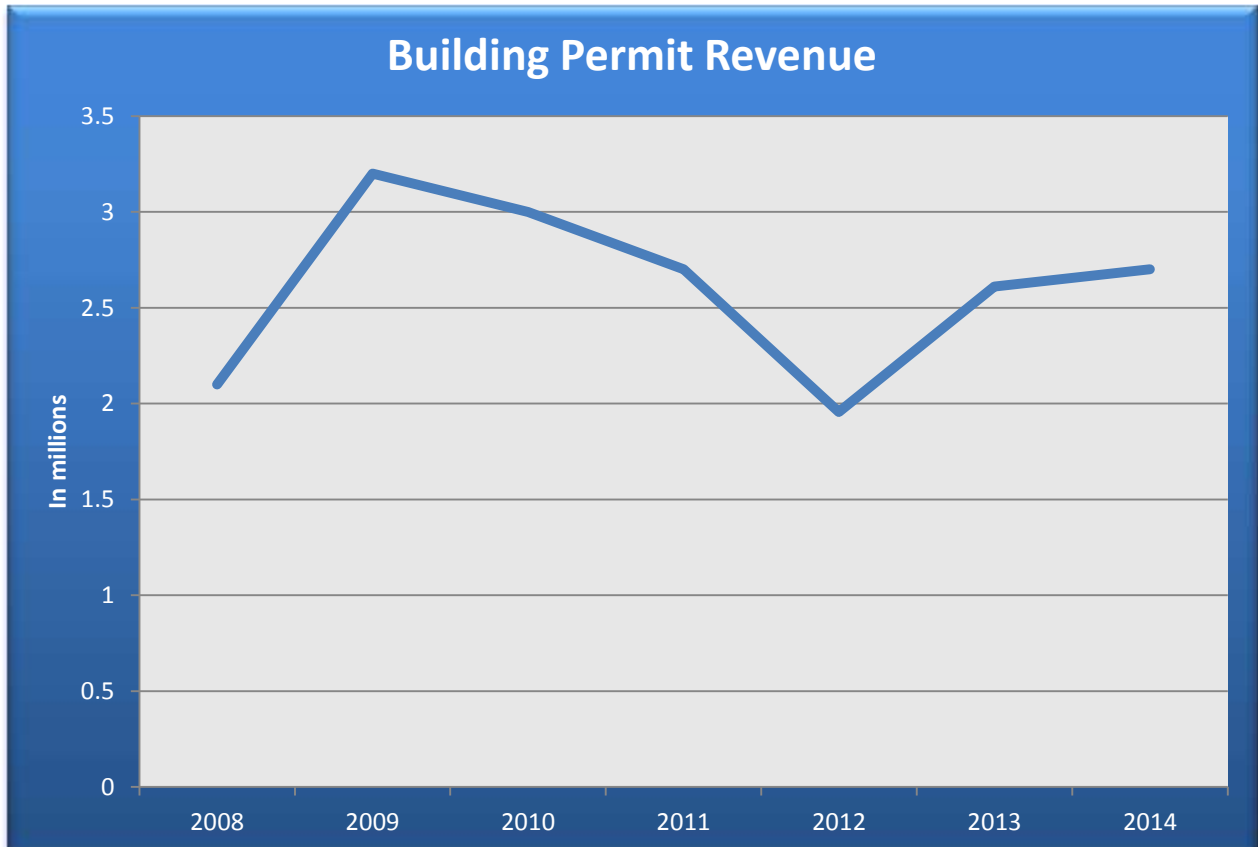


Chart 5

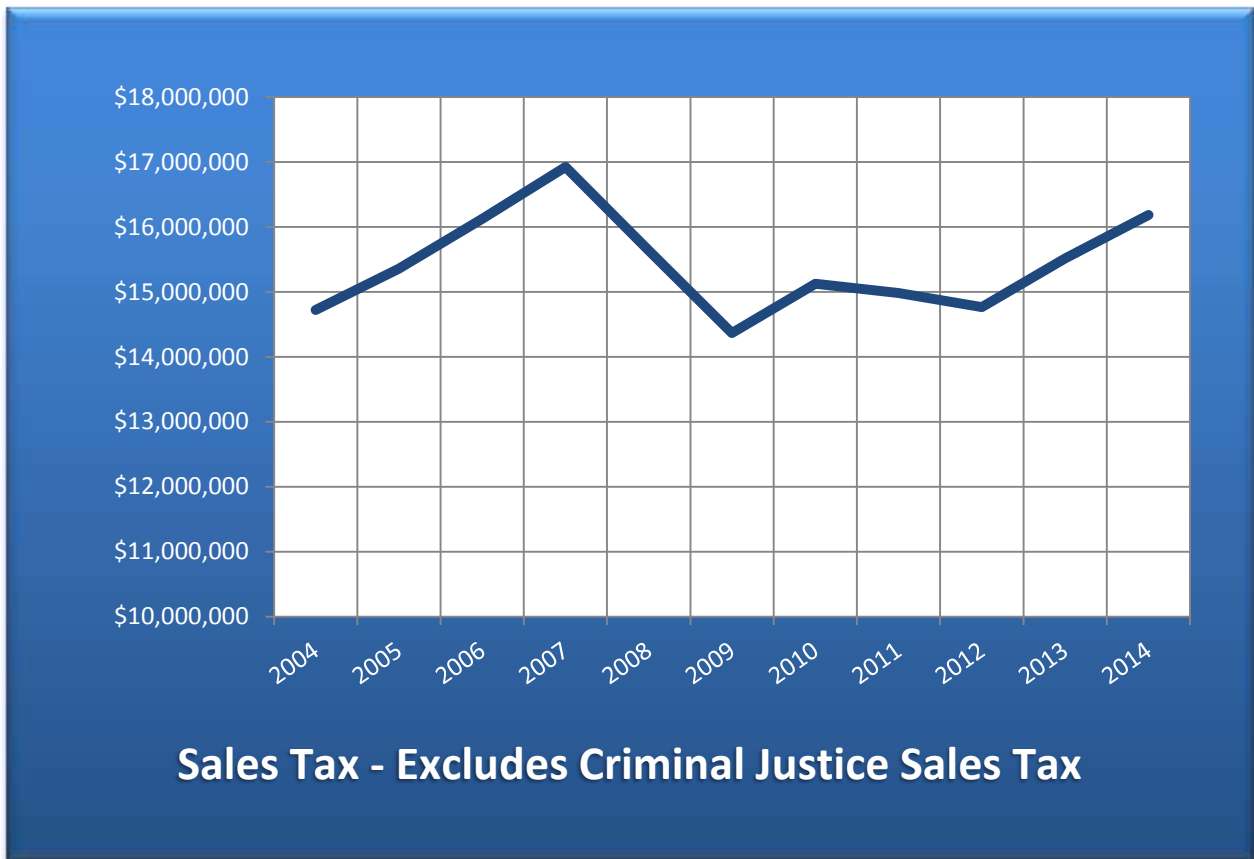
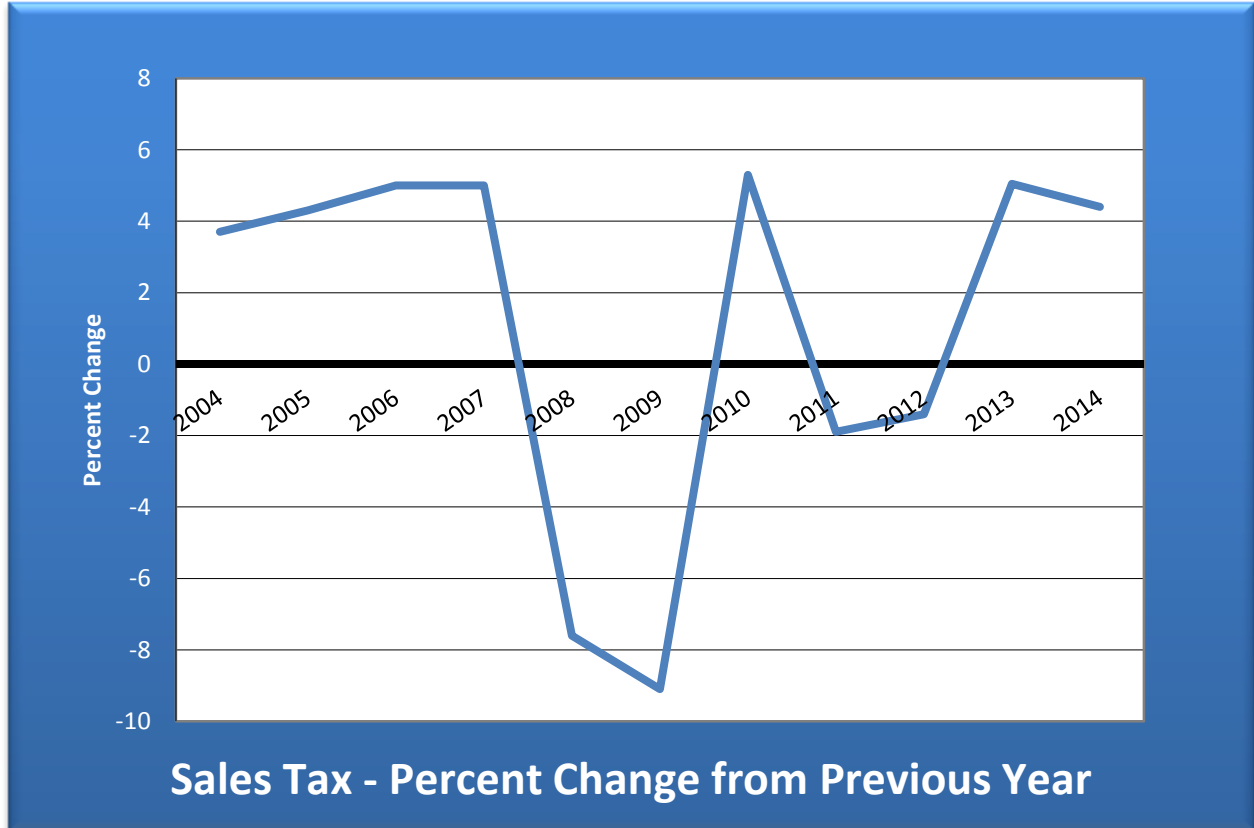


Chart 6



Impact Fee Collection and Usage

Chart 7

Year	Fire	Transportation	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use & Unallocated	Total City
1992 - 2004	\$ 1,432,297	\$ 6,420,717	\$ 399,102	\$ 257,771	\$ 2,159,064	\$ 724,903	\$ 70,082	\$ 268,727	\$ -	\$ 11,732,663
2005	215,847	1,270,881	28,684	n/a	335,742	80,707	8,873	44,315	-	1,985,058
2006	153,029	1,086,086	27,569	n/a	322,449	77,458	8,517	42,683	-	1,717,791
2007	83,416	470,653	16,474	n/a	191,883	45,862	5,001	25,886	Special Use	839,175
2008	95,679	1,128,246	12,329	12,932	68,360	12,155	1,329	6,811	14,151	1,351,992
2009	53,060	2,212,795	61,427	103,981	140,091	299	33	163	114,925	2,686,775
2010	640	821,417	106,335	176,897	196,271	-	-	-	184,936	1,486,405
2011	-	1,124,036	158,551	270,122	324,904	-	-	-	280,306	2,166,919
2012	-	1,065,528	92,875	156,379	173,983	-	-	-	163,461	1,652,226
2013	-	1,371,693	288,671	1,049,649	432,988	-	-	-	37,306	3,180,307
2014	-	1,214,136	161,957	513,478	257,152	-	-	-	85,447	2,232,169
Total Since Nov. 1992	\$ 2,033,967	\$ 18,186,188	\$ 1,353,983	\$ 2,541,209	\$ 4,602,887	\$ 941,384	\$ 93,835	\$ 388,585	\$ 889,532	\$ 31,031,570
Court Ordered Refunds (fee portion)	\$ -	\$ (278,075)	\$ (62,571)	\$ -	\$ (174,169)	\$ (84,087)	\$ (7,857)	\$ (25,707)	\$ -	\$ (632,466)
Use of Impact Fees: (-) neg = usage										
1993- 2004	\$ (720,493)	\$ (5,104,777)	\$ (360,127)	\$ (263,276)	\$ (1,342,703)	\$ (459,015)	\$ (47,376)	\$ (136,671)	\$ -	\$ (8,434,439)
2005	(48,374)	(179,571)	(27,471)	-	(37,929)	(2,852)	-	(14,037)	-	(310,234)
2006	(4,300)	(321,895)	(422)	-	(263,541)	(212)	-	(18,337)	-	(608,708)
2007	(46,048)	(73,826)	74	-	(873,336)	(136)	-	(34,497)	-	(1,027,769)
2008	(648,837)	(69,821)	-	-	(119,644)	(1,548)	(238)	(100,930)	-	(939,017)
2009	(675,430)	(1,063,672)	(8,228)	-	-	-	-	(32,723)	-	(1,780,052)
2010	(225,582)	(3,726,910)	(84,348)	-	(253,192)	(76,215)	-	(21,201)	(119,200)	(4,506,648)
2011	-	(2,221,697)	(27,781)	(95,000)	(515,494)	(357,560)	(58,132)	-	(91,011)	(3,396,665)
2012	-	(1,204,603)	(15,279)	-	(80,042)	(1,139)	(34)	(9,320)	(166)	(1,310,581)
2013	-	(149,994)	(120,145)	(626,760)	-	-	-	(9,749)	(289,000)	(1,195,648)
2014	-	(1,488,852)	(5,019)	(272,620)	-	-	-	(3,113)	(6,909)	(1,776,513)
Total Usage	\$ (2,367,064)	\$ (15,605,618)	\$ (648,746)	\$ (1,257,656)	\$ (3,485,881)	\$ (898,668)	\$ (105,779)	\$ (380,577)	\$ (506,286)	\$ (25,256,274)
Note: Usage is as of Process date; if accounting month is not closed, amount may vary.										
Balance	\$ (333,097)	\$ 2,302,495	\$ 642,666	\$ 1,283,553	\$ 942,837	\$ (41,370)	\$ (19,801)	\$ (17,700)	\$ 383,246	\$ 5,142,830
Interest	\$ 333,097	\$ 981,456	\$ 31,502	\$ 10,075	\$ 455,248	\$ 198,518	\$ 19,801	\$ 47,051	\$ 3,355	\$ 2,080,104
Fund Bal. w/Interest	\$ -	\$ 3,283,951	\$ 674,169	\$ 1,293,629	\$ 1,398,085	\$ 157,148	\$ -	\$ 29,351	\$ 386,602	\$ 7,222,934
Budget Balance	\$ -	\$ 1,876,641	\$ 324,484	\$ 190,596	\$ 423,758	\$ 156,686	\$ -	\$ 17,714	\$ 186,438	\$ 3,176,317
Balance Available to Appropriate	\$ -	\$ 1,407,310	\$ 349,685	\$ 1,103,033	\$ 974,327	\$ 462	\$ -	\$ 11,637	\$ 200,163	\$ 4,046,617

Updated 3/4/2015



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of
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*Resource
Development*

Mr. Jim Cooper, Councilmember
City of Olympia
601 4th Ave. E.
Olympia, WA 98501

February 17, 2015

Dear Jim,

Since our formation in 1990, Homes First!, has been designated a community housing, development organization (CHDO) by the Department of Housing and Urban Development. As a non-profit low-income rental housing provider for Thurston County, we have purchased, renovated, and maintained homes for over 3,000 of our neighbors. At this time, we respectfully request of \$50,000 from the City of Olympia for our next exciting project: the purchase and renovation of a local motel into 35 units of permanent supportive housing.

Homes First! will be the owner and manager of the renovated Holly Landing (currently Holly Motel) in Olympia and partner with other local organizations (Community Housing Partnership) to provide supports to our tenants. Your support will allow us to leverage other local and state resources to provide a fresh start to our hardest to house neighbors in our community.

The Thurston County Board of Health's initiative to increase community engagement around health priorities, known as **Thurston Thrives**, includes a goal to create permanent supportive housing for people who are chronically homeless. The Thurston County **HOME Consortium** has also set a priority to "create permanent supportive housing opportunities to alleviate impact on jails, hospitals, police, fire, medics, downtown and businesses."

In the interest of meeting these shared goals, this proposal outlines a cooperative project to house the highest need members of our community and details a course of action in addressing this serious housing, health, and services gap in the greater Olympia area.

Our Project

Our intent is to convert the property currently known as the Holly Motel into **35 units of supportive housing with an onsite counselling center which is staffed 24/7**. The single-person efficiency units will stabilize housing and health for 35 chronically homeless people. With appropriate supports, this permanent housing can serve as a foundation for rehabilitation, therapy, and improved health.



Our Purpose

The purpose of developing the Holly Landing is to create much needed supportive housing opportunities for chronically homeless people. The Community Housing Partnership is committed to creating supportive housing that will:

1. **Reduce costs** to our systems of care by alleviating pressure on law enforcement, jails, hospitals and businesses,
2. **Provide services** to address mental and physical health of residents, and that
3. **Provides opportunities** for residents to live healthier and fuller lives.

Our Results

The Partnership aims to:

1. **Stabilize housing** and health for 35 chronically homeless people.
2. **Support 35 residents** in stabilizing their lives with on-site professional support services for mental health, physical health and recovery via partnerships with local providers
3. **Reduce costs** to other systems of care such as law enforcement, hospitals and businesses.

Our Collaboration

Thurston County is home to dozens of non-profit organizations. One of the most important aspects of Holly Landing involves forming a web of non-profits in collaboration with for-profit entities in the county who wish to **work together to make an impact** on housing affordability, housing stability, and quality of life for our community's most vulnerable citizens. Current Partners in this project include:

- Homes First! – Property Owner & Manager
- Behavioral Health Resources– Lead Social Service Agency & Mental Health Case Management
- Housing Authority of Thurston County – Rental Subsidy Provider
- Thurston County Department of Health & Human Services
- NW Resources – Chemical Dependency Support
- Olympia Free Clinic – Physical Health Support
- Sidewalk (a subsidiary of Interfaith Works) – Coordinated Entry for Adults without Children

Reducing Costs

Chronically homeless people are among the most vulnerable people in the homeless population. They tend to have high rates of behavioral health problems, including severe mental illness and substance abuse disorders, conditions that may be exacerbated by physical illness, injury or trauma. Consequently, they are frequent users of emergency services, crisis response, and public safety systems.

Chronically homeless individuals living in permanent supportive housing are far less likely to draw on expensive public services. They are also less likely to end up in homeless shelters, emergency rooms, or jails, none of which are effective interventions for chronic homelessness. **Public costs – whether local, state or federal – are therefore reduced.**

Permanent supportive housing can produce dramatic results. A famous study in the Journal of American Medicine (Mary E. Larimer, et al., 2009) of the 1811 Eastlake program in Seattle, WA, which provides



housing to homeless people with the most extensive health problems, found that the program saved nearly \$30,000 per tenant per year in publicly-funded services, all while achieving better housing and health outcomes for the tenants.

Drexel House, a local supportive housing provider is an example of best practices in this area. It provides supportive housing for chronically homeless people at a cost of \$64 per person per day while the cost to jail a person is \$92 per day and the cost of a hospital stay is \$2,500 per day.

Providing Services and Opportunities

Connecting chronically homeless people to services that support their mental health, their physical health and that support recovery is the number two benefit of supportive housing. Research shows that, for chronically homeless individuals, **stable housing is an essential component of successful recovery**. The solution to the problem of chronic homelessness is permanent supportive housing, which is housing coupled with supportive services. With appropriate supports, permanent housing can serve as a foundation for rehabilitation, therapy, and improved health.

About Homes First!

Homes First! builds, acquires, renovates, and preserves affordable rental housing for low and extremely income families, individuals, and people with special needs. Currently we own and manage 71 rental units. Income from rent goes to maintain the housing, provide staff oversight, and help fund future affordable housing projects.

Our power is in our partnerships. Rather than trying to be both a housing and social service provider, we concentrate on what we are good at – being a great property owner and landlord. This allows our partners to focus on what they are good at – providing supportive services to our tenants.

Homes First! Current Programs

Homes First! owns and manages a variety of low-income homes. We have several kinds of living spaces available and they are managed in a variety of ways.

1. Project Based Voucher Homes

These scattered site houses and apartment vacancies are applied for through the Housing Authority of Thurston County (www.hatc.org). The Housing Authority of Thurston County manages applications and any waitlists when applicable.

2. HF! Directly-Managed Residences

These scattered site houses and apartments are managed directly through Homes First! who accepts applications for the spaces only when there are vacancies. Many other local social service agencies work with us to place their clients in our homes.

3. Oxford Houses

Although owned and maintained by Homes First! tenant applications are managed through the Oxford House Program (www.OxfordHouse.org). Oxford House is a concept in recovery from drug and alcohol addiction. In its simplest form, an Oxford House describes a democratically run, self-supporting, and drug free home.

4. Group Living for Adults with Developmental Disabilities

Although owned & maintained by Homes First!, case management services are provided by five organizations who specialize in working with adults developmental disabilities. Applications for



available spaces are managed directly with each service provider. Kokua (www.kokuaservices.org), LGH Residential (www.lghres.com), Community Resources (www.community-resources.com), Place One (www.placeoneinc.com), and new in 2014 - Aacres (www.aacresllc.com).

Staff, Volunteers, and Relationships

Homes First! is proud to say that we have managed for most of our history, to operate our organization’s administrative needs solely on earned income from rent. Our income covers the salaries and benefits for our three full-time administrative staff and one maintenance technician, along with the the costs of running an office and maintaining 71 units in 26 properties. We will be adding our 27th & 28th homes in February 2015!

Homes First! has always worked closely with other local non-profit and for-profit organizations to fulfill our mission:

- organizations like YouthBuild (<https://youthbuild.org/siteview/1147/info>) and ReBuilding Together (<http://www.oly-wa.us/RebuildingTogether>) to develop properties.
- organizations like the Housing Authority of Thurston County, the Family Support Center, Behavioral Health Resources and the Community Action Council to ensure that our community has the services it needs to support its low-income and special needs citizens and to provide social services for our tenants.

Homes First! also works with a variety of volunteers from around the community including those from faith communities and service organizations, to maintain our properties and provide office support. In 2014, we also joined with WorkSource to provide on the job training to individuals who are struggling to gain skills and return to the workforce. We hope to have more volunteer opportunities in the future as we move toward more new construction.

Funding Request

Homes First! continues to operates primarily on earned income. 92% of our revenue is earned through rental income. This rental income covers 100% of our administrative costs so that the other 8%, which comes from a variety of federal, state and local grants along with individual, group, and corporate donations, can go directly back to property development.

For such a small organization, we have done an amazing job over the last 25 years, of surviving in a variety of housing markets. However, to be in a position to not only provide our unique service to our current tenants but also thrive and mature to meet the growing needs of the community, a significant influx of unrestricted funds is required.

Therefore, this request concentrates on increasing our ability to raise unrestricted capital.

Project Budget – comprehensive budget attached

Budget	Total	Request to City of Olympia	Homes First! Match	Thurston County Match	Request to Local Family Foundations & Cities	Request to Providence Foundation	Request to Medina Foundation	Request to Norcliffe Foundation
Purchase & Rehab	\$1,750,000	\$50,000	\$650,000	\$50,000	\$675,000	\$150,000	\$150,000	\$25,000

Please Note: The Community Housing Partnership is approaching other funders for support of the



rehabilitation and soft costs for this project.

Evaluation

The Community Housing Partnership understands the importance of constantly working at Quality Improvement. This entails working to improve both process and outcomes that reflect a philosophy that regular attention to processes and outcomes leads to better quality service for tenants, and ultimately, a better quality of life.

A robust a quality assurance system will help the service and housing providers do the following:

- Diagnose our program's strengths and weaknesses;
- Identify problem areas quickly, so that solutions can be developed;
- Formulate action plans for improving our program;
- Recognize staff achievements;
- Make information available for reports, bids, and proposals; and
- Help clients/tenants achieve their goals for recovery.

Capitol Recover Center, the lead social service organization on the project, is developing a fidelity scale and general organizational Index (GOI) specifically for permanent supportive housing at Holly Landing. A fidelity scale is a tool for determining how a program measures up to an ideal model of Permanent Supportive Housing, based on ongoing research and expert consensus.

The GOI measures an the capacity to implement evidence-based and promising practices, such as Permanent Supportive Housing, Supported Employment, and Assertive Community Treatment (ACT). The GOI examines factors such as whether clients receive individualized, written plans; whether employees receive preliminary and ongoing training; and whether supervisors meet regularly with employees to review work. These tools are useful for both internal and external evaluations.

The fidelity scale and GOI provide basic guidelines for program evaluation, but collecting specific information about the program and the people who participate in the program can provide a fuller picture of how well it meets the basic goals of Permanent Supportive Housing. Some information that will be gathered for analysis includes the following:

- Number of tenant/client contacts with case manager within last 90 days;
- Number of housing units to which tenants have legal rights of tenancy;
- Number of people entering housing with no demonstration of housing readiness;
- Percentage of participants paying 30 percent or less of income toward rent plus basic utilities.
- Some outcome measures tracked by Permanent Supportive Housing programs are the following:
- Days housed in last 90 days, 180 days, etc.;
- Tenure in current housing situation;
- Tenure in program;
- Days hospitalized in last 90 days;
- Number of hospitalizations in last 90 days;
- Days in jail in last 90 days;
- Mental health functioning;
- Social functioning;
- Substance abuse reported;
- Income;
- Benefits eligibility (Medicaid, SSI, Food Stamps, etc.);
- Employment rate;



- Participation in education;
- Participation in social activities outside the program;
- Self-reported quality of life;
- Self-reported consumer satisfaction

We appreciate your consideration of this proposal. We hope you will choose to invest in Homes First! and the constituencies we seek to serve. Please contact me if you have any questions or input regarding this request.

Best regards,



Trudy Soucoup
Executive Director

Direct: 360-915-7513

Email: executivedirector@homesfirst.org

501(c)(3) nonprofit organization. #94-3124800. Donations are tax deductible to the extent allowed by law.





City Council

Approval of an Ordinance Creating a Trust Fund to Pay LEOFF 1 (Law Enforcement Officers and Fire Fighters) Medical Benefits

Agenda Date: 3/31/2015
Agenda Item Number: 4.N
File Number:15-0257

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

Title

Approval of an Ordinance Creating a Trust Fund to Pay LEOFF 1 (Law Enforcement Officers and Fire Fighters) Medical Benefits

Recommended Action

Committee Recommendation:

Move to approve an ordinance on second reading to create a trust fund to pay LEOFF 1 medical benefits.

City Manager Recommendation:

Move to approve the attached ordinance on second reading.

Report

Issue:

Should a Trust Fund be established to pay LEOFF 1 Other Post-Employment Benefits (OPEB) costs?

Staff Contact:

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

Presenter(s):

Dean Walz, Fiscal Services Director

Background and Analysis:

The Finance Committee at its February 27 meeting recommended the creation of a Trust Fund to pay LEOFF 1 OPEB.

The City is obligated to pay medical benefits for LEOFF 1, Plan 1 retirees. Plan 1 is for firefighter and police officers hired prior to October 1, 1977. There are currently 71 City of Olympia retirees and two current employees who are members of the LEOFF I, Plan 1 system.

Police retirees' OPEB costs are paid from the General Fund and Fire retirees are paid from the Firemen's Pension Fund. Additionally, a special account was established to pay required long-term

care costs. The special account currently has balance of \$823,500. The 2015 General Fund is budgeted at \$652,000 for Police OPEB and \$752,060 of 2015 property tax is dedicated to the Firemen's Pension Fund for Fire OPEB. The funds put into the Firemen's Pension Fund remain in that fund for both pension and OPEB. Any unexpended General Fund budget lapses at year's end, and without action by the Council the unused budget would revert to the General Fund balance. In 2014 there was \$108,680 budgeted for Police OPEB, which was not used. The Finance Committee has recommended that the unused funds budgeted for 2014 be transferred to the new fund if created.

The proposal is to create a trust fund for LEOFF 1 OPEB. Funds put into this trust fund would remain there until used. The funds could not be used or transferred for any other purpose until there are no more LEOFF 1 retirees living. Once the trust fund is created the funds dedicated to OPEB for 2015 and the balance in the Long-Term Care account would be transferred to the trust fund for a total of \$2,227,560 (\$2,336,240 if the \$108,680 is approved to be transferred). Action to approve that transfer is included as a separate action in the agenda for tonight's meeting. Interest earnings of the trust fund would remain in there. In 2014 \$1,001,237 was spent on OPEB medical costs and there were no long-term care expenses. Actuarially, benefit obligations are projected to continue into the 2060's.

Neighborhood/Community Interests (if known):

None.

Options:

- 1) Create a LEOFF 1 OPEB Trust Fund for LEOFF 1 benefits.
- 2) Do not create the Fund. The City would continue to pay OPEB from the General Fund, LEOFF 1 long-term care account and the Firemen's Pension Fund.

Financial Impact:

No additional financial obligations. See also background and analysis.

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, CREATING A TRUST FUND FOR THE EXCLUSIVE PURPOSE OF PAYMENT OF LEOFF 1 FIRE AND POLICE POST-EMPLOYMENT BENEFITS, OTHER THAN PENSION BENEFITS, AND REPEALING ORDINANCE 5860.

WHEREAS, the City is required to pay certain post-employment benefits to retiree members of the Law Enforcement Officers' and Firefighters' Retirement System, Plan 1 ("LEOFF 1"), pursuant to RCW 41.26; and

WHEREAS, the City Council desires to set aside funds into a Trust Fund for the purpose of paying those benefits; and

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

Section 1. There is hereby created a Trust Fund to be known as the "LEOFF 1 OPEB Trust Fund."

Section 2. There shall be deposited in the LEOFF 1 OPEB Trust Fund such funds as may be designated by the City Council.

Section 3. The LEOFF 1 OPEB Trust Fund shall be used exclusively to pay benefits to City of Olympia retirees of the Law Enforcement Officers' and Firefighters' Retirement System, Plan 1, pursuant to RCW 41.26, other than pension, until such time as there are no retirees legally eligible to receive benefits from the LEOFF 1 OPEB Trust Fund.

Section 4. At the time there are no retirees legally eligible to receive benefits from the LEOFF 1 OPEB Trust Fund, any remaining funds shall be transferred to the General Fund of the City.

Section 5. The "LEOFF 1 Long Term Health Care Account" created by Ordinance 5860 is hereby closed and any remaining funds in the account shall be transferred to the LEOFF 1 OPEB Trust Fund.

Section 6. Ordinance No. 5860 is hereby repealed as of the date of transfer of the remaining funds in the account to the LEOFF 1 OPEB Trust Fund created herein, and the LEOFF 1 Long Term Health Care Account shall, thereafter, cease to exist.

Section 7. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 8. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 9. Effective Date. This ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Advisory Committee and Commission Membership

Agenda Date: 3/31/2015
Agenda Item Number: 4.O
File Number: 15-0318

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

Title

Approval of an Ordinance Amending Advisory Committee and Commission Membership

Recommended Action

Committee Recommendation:

General Government Committee unanimously recommends amending Municipal Code regarding the number of members on certain advisory committees and commissions and their appointment by the City Council.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the attached Ordinance recommended by General Government Committee.

Report

Issue:

Shall the number of members be changed as recommended by General Government Committee?

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

None. Consent Calendar Item.

Background and Analysis:

Number of Committee Members:

In 2012, General Government Committee recommended and Council approved changing the number of members on the Planning Commission from 11 to 9. When developing the recommendation, General Government Committee, with assistance from Councilmember Langer, discussed qualities of high performing committees, including optimum number of members. Staff also researched committee size in other Washington State communities and determined that most advisory committees and commissions have between 7 and 9 members, unless additional members are needed for certain tasks or a specific number is required by State law.

General Government also discussed this topic with advisory committee chairs in 2013 and 2014, and again at its March 18, 2015 meeting. Other than the Heritage Commission which has some task-oriented subcommittees due to the regulatory nature of its work, committee chairs concurred with the 9 member proposal.

Cross-Committee Appointments and Liaisons:

In addition, the chairs of Planning Commission and the Parks and Recreation Advisory Committee asked that General Government discuss changing the long standing ordinance requirement for some committees to appoint members to other committees. They noted:

- The high work load of some committees, particularly the Planning Commission;
- The challenge and volunteer burden of fully serving and participating on two committees; and
- Quorum issues that occasionally arise when a designated member from one committee is not able to attend all meetings of the other group.

They suggested that all members be appointed directly by the Council. They also noted that consistent with past practice, individual committees may informally designate liaisons to other committees for communication purposes.

Here is the current list of ordinance-required appointments from within existing members:

- Parks and Recreation Advisory Committee appoints one member to the Bicycle and Pedestrian Advisory Committee;
- Planning Commission appoints one member each to Design Review Board, Parks and Recreation Advisory Committee, and Utility Advisory Committee.

General Government Committee Recommendations:

- Change the number of members from 11 to 9 for the Arts Commission, Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and Utility Advisory Committee.
- Keep the membership as currently stated for the Heritage Commission (“up to 11 members”); Design Review Board (7 members, of which 2 are architects); Lodging Tax Advisory Committee (5 members required by State law); and Planning Commission (9 members).
- Remove the cross-committee appointment requirements, with all appointments made directly by the City Council.

The attached ordinance:

- Repeals the specific BPAC, PRAC, and UAC membership sections since membership requirements apply uniformly in OMC 2.100.040.A unless otherwise stipulated;
- Amends the Heritage Commission membership to remove the residency requirement to be consistent with all other city committees. Residency is addressed uniformly in OMC 2.100.040.B; and
- Removes the cross-committee appointment requirements.

Neighborhood/Community Interests (if known):

N/A

Options:

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

Approve, amend, or do not approve the recommended ordinance.

Financial Impact:

None.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL; AMENDING SECTIONS 2.100.000, 2.100.040, 18.12.040, AND 18.76.020 OF THE OLYMPIA MUNICIPAL CODE; AND REPEALING SECTIONS 2.100.260, 2.100.330, AND 2.100.430 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, on March 18, 2015, the General Government Committee voted unanimously to recommend to the City Council that the Olympia Municipal Code be amended regarding the number of members on various advisory committees and commissions appointed by the City Council; and

WHEREAS, based on the work conducted by the General Government Committee and its recommendation, the City Council has decided to amend the Olympia Municipal Code pertaining to advisory committee and commission membership;

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

Section 1. Amendment of OMC 2.100.000. Olympia Municipal Code Section 2.100.000 is hereby amended to read as follows:

Chapter 2.100
CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY
COMMITTEES

2.100.000 Chapter Contents

Sections:

Article I. CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE
OLYMPIA CITY COUNCIL

2.100.010 Purpose.

2.100.020 Committees Established.

2.100.030 List - Citizen -Member Committees Appointed by the Olympia City Council.

2.100.040 Members.

2.100.050 Term of Office.

2.100.060 Vacancies.

2.100.070 Rules of Procedure and Bylaws.

2.100.080 Annual Work Plan.

2.100.090 Staff Liaison Support.

Article II. ARTS COMMISSION

- 2.100.100 Established - Purpose.
- 2.100.110 Duties of Commission.
- 2.100.120 Budget.
- 2.100.130 Public Art –Purpose.
- 2.100.140 Public Art--Duties of Commission.
- 2.100.150 Public Art--Allocation of Municipal Funds.
- 2.100.160 Public Art--Definitions.
- 2.100.170 Public Art--Funds for Works of Art.
- 2.100.180 Public Art--Municipal Arts Fund.
- 2.100.190 Public Art--Administrative Guidelines –Public Art, Art Programs and Services.
- 2.100.200 Public Art--Maintenance and Conservation of Public Art.
- 2.100.210 Donations for Community Art Programs and Services; City Manager Authorized to Accept.
- 2.100.220 Donations for Community Art Programs and Services; Application of Ordinance.
- 2.100.230 Donations for Community Art Programs and Services; Community Arts Account Established.
- 2.100.240 Appropriation of Donations for Art Programs and Services.

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- 2.100.250 Established -- Purpose.
- ~~2.100.260 Membership.~~
- 2.100.270 Duties.

Article IV. LODGING TAX ADVISORY COMMITTEE

- 2.100.280 Established--Purpose.
- 2.100.290 Membership--Appointment.
- 2.100.300 Duties.
- 2.100.310 Relationship between the Lodging Tax Advisory Committee and City Council.

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- 2.100.320 Established--Purpose.
- ~~2.100.330 Membership.~~
- 2.100.340 Duties.

Article VI. PLANNING COMMISSION

- 2.100.350 Established – Membership – Purpose.
- 2.100.360 Duties.
- 2.100.370 Powers of City Council.

- 2.100.380 Use Districts –Development Plan.
- 2.100.390 Comprehensive Plan –Purpose and Preparation.
- 2.100.400 Comprehensive Plan –Public Hearing--Copy Filing.
- 2.100.410 Comprehensive Plan –Modification Procedure.

Article VII. UTILITY ADVISORY COMMITTEE

- 2.100.420 Established –Purpose.
- ~~2.100.430 Membership.~~
- 2.100.440 Powers and Duties.

NOTE: See OMC Chapter 18.76 for Design Review Board and OMC Chapter 18.84 for Heritage Commission-Historic Preservation.

Section 2. Amendment of OMC 2.100.040. Olympia Municipal Code Section 2.100.040 is hereby amended to read as follows:

2.100.040 Members

A. Number of Members. Except as may be otherwise be provided by ordinance, each committee shall consist of eleven ~~(11)~~ nine (9) members appointed by the City Council.

B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

C. Compensation. All committee members shall serve without compensation.

D. Appointment.

1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.

2. Members serve at the discretion of the City Council, and may be removed from office for any reason by majority vote of the City Council in a public meeting.

3. City employees are not eligible for appointment to a committee during the term of their employment with the City.

E. Recruitment. The City Council's General Government Committee shall develop and implement a public process to recruit potential committee members.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, and ethnicity on each committee. Except as may otherwise be provided by ordinance, no geographic, gender, age, profession, nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All positions are non-partisan.

Section 3. Repeal of OMC 2.100.260. Olympia Municipal Code Section 2.100.260 is hereby repealed:

~~2.100.260 Membership~~

~~The Bicycle and Pedestrian Advisory Committee shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Parks and Recreation Advisory Committee.~~

Section 4. Repeal of OMC 2.100.330. Olympia Municipal Code Section 2.100.330 is hereby repealed:

~~2.100.330 Membership~~

~~The Parks and Recreation Advisory Committee shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Planning Commission.~~

Section 5. Repeal of OMC 2.100.430. Olympia Municipal Code Section 2.100.430 is hereby repealed:

~~2.100.430 Membership~~

~~The Utility Advisory Commission shall consist of eleven (11) members, as follows: ten (10) shall be appointed by the City Council and one (1) shall be a currently appointed member of the Planning Commission.~~

Section 6. Amendment of OMC 18.12.040. Olympia Municipal Code 18.12.040 is hereby amended to read as follows:

18.12.040 Heritage Commission Creation and Size

The Olympia Heritage Commission, consists of up to eleven (11) members. Members of the Heritage Commission shall be appointed by the City Council, and shall be residents of the City unless otherwise provided.

Section 7. Amendment of OMC 18.76.020. Olympia Municipal Code Section 18.76.020 is hereby amended to read as follows:

18.76.020 Membership and Appointment

Design Review Board Created - Composition. The Board shall consist of nine (9) members, as follows: two (2) should be architects, ~~six (6)~~ seven (7) shall be citizens-at-large, ~~and one (1) shall be a currently appointed member of the Olympia Planning Commission.~~

Section 8. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 9. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 10. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Authorization to Advance the “Hub” Junction Project at Woodland Trail as Conceptually Designed

Agenda Date: 3/31/2015
Agenda Item Number: 6.A
File Number:15-0259

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

Title

Authorization to Advance the “Hub” Junction Project at Woodland Trail as Conceptually Designed

Recommended Action

City Manager Recommendation:

Move to authorize staff to advance the Hub Junction Project at Woodland Trail based on the attached concept design.

Report

Issue:

The “Hub” Junction project is an inter-jurisdictional effort to design and build a small plaza to honor the geographical intersection of urban trails in Lacey, Olympia and Thurston County.

Staff Contact:

David Hanna, Associate Director, Parks, Arts and Recreation Department, 753.8020

Presenter(s):

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

Paul Simmons, Director, Parks, Arts and Recreation Department

Background and Analysis:

In early 2014, a meeting was held with Transportation and Parks staff from Lacey, Olympia, Thurston County, and Thurston Regional Planning Council to address wayfinding and commemoration at the roundabout built by Thurston County as part of the Bridge the Gap Trail Project.

The project is situated at the intersection of the Thurston County Chehalis Western Trail and Lacey/Olympia Woodland Trails. This location is a common boundary of Lacey and Olympia.

The City of Olympia applied for and received a transportation grant to design and construct a place for wayfinding and commemoration. The inter-jurisdiction team has met several times to design the space. Robert Droll of R.W. Droll Landscape Architects was retained to prepare a concept plan and necessary construction documents.

Attached is a sketch of the small plaza that will provide seating, kiosk containing a sign with historic and commemorative information; a solar light in the center of the roundabout and Lacey, Olympia and Thurston County logos affixed on each leg of the roundabout. The information kiosk will share a short railroad history of the space and recognition of the regional urban trail effort.

Staff shared the design with the Transportation Policy Board on January 14, 2015 and received complimentary comments. A public meeting was held on February 11, 2015 at Lacey Mountain View Elementary School and staff reviewed the design with two participants.

Following City Council review, staff intends to share the design with Thurston County Commissioners and Thurston Regional Planning Council. Following those meetings, the concept design phase will be complete and staff will move forward with final design and construction.

Neighborhood/Community Interests (if known):

None.

Options:

None. This is a review of the concept plan.

Financial Impact:

The project as designed is within budget.

Chehalis Western and Woodland Trails HUB Junction Project

Informational Kiosk w/ Bike Rack
Boulders
Oak Trees
Bench

Existing Vegetation Grouping-Selected tree
and understory shrub planting
5 Tractor Seats
HUB Pole w/ LED Solar Lights
Ex. Concrete Base painted black w/ yellow
letters

