



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Friday, September 15, 2017

12:00 PM

Room 224

Planning Commission Finance Subcommittee

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A** [17-0883](#) Approval of the September 8, 2017 Olympia Planning Commission Finance Subcommittee Meeting Minutes

Attachments: [Draft Meeting Minutes 09.08.2017](#)

4. PUBLIC COMMENT

An opportunity for the public to address the Commission regarding items related to City business, including items on the agenda. However, this does exclude items for which the Commission or Hearing Examiner has held a public hearing in the last 45 days or will hold a hearing on in the next 45 days or for quasi-judicial review items for which there can be only one public hearing.

5. BUSINESS ITEMS

- 5.A** [17-0882](#) Discussion of Committee member comments and questions regarding the 2018-2023 Preliminary Capital Facilities Plan (CFP)

6. ADJOURNMENT

Approximately 1:30 p.m.

Accommodations

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 Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) 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.

This page intentionally blank.



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

Planning Commission

Approval of the September 8, 2017 Olympia Planning Commission Finance Subcommittee Meeting Minutes

Agenda Date: 9/15/2017
Agenda Item Number: 3.A
File Number: 17-0883

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of the September 8, 2017 Olympia Planning Commission Finance Subcommittee Meeting Minutes

This page intentionally blank.



Meeting Minutes - Draft

Planning Commission

ATTACHMENT 1

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Friday, September 8, 2017

12:00 PM

Room 224

Planning Commission Finance Subcommittee

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m.

1.A ROLL CALL

Others Present

Administrative Services

Debbie Sullivan, Deputy Administrative Services Director

Public Works

Andy Haub, Director of Water Resources

Randy Wesselman, Engineering and Planning Supervisor

Sophie Stimson, Senior Planner

Parks Arts and Recreation

Stephanie Johnson, Program Manager

Laura Keehan, Program and Planning Supervisor

Kip Summers, Engineering Program Manager

Community Planning & Development

Joyce Phillips, Senior Planner

Present: 3 - Vice Chair Mike Auderer, Commissioner Paula Ehlers and
Commissioner Carole Richmond

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT

None.

4. BUSINESS ITEMS

4.A [17-0876](#) Discussion of Committee member comments and questions regarding

the 2018-2023 Preliminary Capital Facilities Plan (CFP)

Discussion:

Committee members asked staff what they believe might be missing from the Capital Facilities Plan (CFP) and how it differs from last year's CFP.

Transportation:

Staff indicated the transportation chapter is more consolidated into fewer categories now and that a Bike Improvements section has been added.

Staff noted that the sidewalk projects now include projects that have emerged as priorities based on public input.

A Transportation Master Planning process is underway, which is likely to result in changes to the transportation chapters of the CFP once it is completed and adopted by City Council in 2-3 years. The Transportation Master Plan will serve as a link between the Comprehensive Plan and the CFP for all modes of transportation.

The impact fee transportation projects are essentially the same as those from last year.

The numbers have been updated to reflect more current information.

Transportation projects that have been funded, but not yet built, are no longer shown in the draft CFP. This included work on Boulevard Road (construction beginning next week) and funding for the Transportation Master Plan, which is already underway.

The pavement management funding is less than we would like it to be. Ideally we would have about seven million dollars per year for the next twenty years. The City uses least cost measures to help management pavement condition and manage costs of repairs. One thing that is no longer in the CFP is a Traffic Calming Program, so that is different than in years past.

Utilities:

Wastewater utilities are predictable and steady. Projects are consistent with last year, such as upgrading pumps, etc.

Drinking water is infrastructure intensive because it is a pressurized system. Work includes, as has been the focus over the past several years, the replacement of pumps and pipes, as well as addressing new state standards. Work is beginning to shift toward more maintenance overall.

Stormwater utility issues are becoming increasingly complex but the infrastructure is in good shape. Funding is becoming more difficult as state funding becomes more scarce. A key dynamic and challenge will be sea level rise. The city's current planning process to address sea level rise may impact the CFP next year, once a plan is adopted. A new stormwater master plan is being developed, which may also result in changes to the CFP next year.

The one time General Facility Charges (GFCs) are a strong revenue currently because the economy is strong.

Water quality is exceptional.

General Capital Facilities:

The projects and project estimates are based on the City's Building Condition Assessment. The assessment is being updated this year and the new assessment will

inform next year's CFP. The biggest challenge is the age of the buildings. The revenue planned for building repair is from the Cable Tax, which is part of the general fund and is therefore somewhat more discretionary than the other funding sources, which are more dedicated funding sources.

Parks:

The parks projects in the CFP are based on the priorities that were in the 2016 Parks Plan.

Percival Landing is a huge asset that must be worked on and funded incrementally. Projects to maintain it are generally derived from the annual inspections. The bulkhead improvements are a part of the larger project. Design and permitting is underway, construction will begin in 2018 after Harbor Days.

The city does have interim improvements planned for the city-owned property on the isthmus. In 2018 a master planning project for the isthmus will begin.

The city has purchased 339 of the 500 acres it plans to acquire. As acquisitions are made, there will be a shift to parks development, then parks maintenance.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 1:27 p.m.

This page intentionally blank.

ATTACHMENT 1



Planning Commission

Discussion of Committee member comments and questions regarding the 2018-2023 Preliminary Capital Facilities Plan (CFP)

Agenda Date: 9/15/2017
Agenda Item Number: 5.A
File Number: 17-0882

Type: discussion Version: 1 Status: In Committee

Title

Discussion of Committee member comments and questions regarding the 2018-2023 Preliminary Capital Facilities Plan (CFP)

Recommended Action

None. Discussion only.

Report

Issue:

The Olympia Planning Commission Finance Subcommittee's annual review of the CFP for consistency with the Comprehensive Plan.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Carole Richmond, Finance Subcommittee Chair

Background and Analysis:

Every year the Planning Commission holds a public hearing and makes a recommendation on the City's 6-year Capital Facilities Plan (CFP). The Commission writes a letter of recommendation to the City Council. The Commission's Finance Subcommittee meets with staff of various city departments to ask questions, continues to review the CFP, and will bring forward issues to the full Commission for discussion and a final recommendation.

Neighborhood/Community Interests (if known):

Public testimony, as presented at the Public Hearing that was held on August 7, 2017, will be considered by the Subcommittee and the full Commission. The Capital Facilities Plan addresses issues that are of community-wide interest.

Options:

None. Discussion only.

Financial Impact:

Staffing of the Planning Commission review of the preliminary CFP is included the department's base budget. The Commission reviews the draft CFP for consistency with the Comprehensive Plan, which has financial implications to the capital budget.

Attachments:

None.