



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, April 17, 2018**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

- 2.A** [18-0397](#) Special Recognition - Proclamation Recognizing Child Abuse Prevention and Awareness Month

Attachments: [Proclamation](#)

- 2.B** [18-0387](#) Special Recognition - Proclamation Recognizing Earth Month

Attachments: [Proclamation](#)

- 2.C** [18-0389](#) Special Recognition - Introduction of New OPD Program Managers Funded by Levy

**3. PUBLIC COMMUNICATION**

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

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

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

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

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

- 4.A**     [18-0391](#)     Approval of April 10, 2018 City Council Meeting Minutes  
*Attachments:*   [Minutes](#)
- 4.B**     [18-0385](#)     Approval of an Appointment to the Arts Commission to Fill a Vacancy  
*Attachments:*   [Yoke Application and Resume](#)
- 4.C**     [18-0386](#)     Approval of 2018 Advisory Committee Work Plans  
*Attachments:*   [2018 Arts Comm Work Plan](#)  
                         [2018 BPAC Work Plan](#)  
                         [2018 Heritage Comm Work Plan](#)  
                         [2018 PBIA Work Plan](#)  
                         [2018 PRAC Work Plan](#)  
                         [2018 Planning Comm Work Plan](#)  
                         [2018 UAC Work plan](#)
- 4.D**     [18-0289](#)     Approval of Resolutions Authorizing Five Grant Applications to the Recreation and Conservation Office (RCO)  
*Attachments:*   [Resolution - Grass Lake Nature Park Trail Construction](#)  
                         [Resolution - LBA Woods Boulevard Road Parcel Acquisition](#)  
                         [Resolution - Athletic Field Community Park Acquisition](#)  
                         [Resolution - Lions Park Sprayground Development](#)  
                         [Resolution - Stevens Field #1 Synthetic Turf and Lights](#)

#### **4. SECOND READINGS (Ordinances)**

- 4.E**     [18-0325](#)     Approval of an Ordinance Creating a Fund for the Home Fund  
*Attachments:*   [Ordinance](#)
- 4.F**     [18-0327](#)     Approval of an Ordinance Amending Ordinance 7118 (Operating Budget)  
*Attachments:*   [Ordinance](#)
- 4.G**     [18-0329](#)     Approval of an Ordinance Amending Ordinance 7119 (Capital Budget)  
*Attachments:*   [Ordinance](#)
- 4.H**     [18-0328](#)     Approval of an Ordinance Amending Ordinance 7120 (Special Funds)  
*Attachments:*   [Ordinance](#)

#### **4. FIRST READINGS (Ordinances)**

- 4.I**     [18-0375](#)     Approval of an Ordinance Appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to Replace the Stage Rigging System - First and Final

Attachments: [Ordinance](#)

**5. PUBLIC HEARING - none**

**6. OTHER BUSINESS**

- 6.A** [18-0332](#) Approval of 2018 Neighborhood Matching Grant Proposals

Attachments: [Recommendation](#)  
[SWONA Map](#)

- 6.B** [18-0376](#) Approval of Woodruff Sprayground Bid Award

**7. CONTINUED PUBLIC COMMUNICATION**

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

**8. REPORTS AND REFERRALS**

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

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

**9. ADJOURNMENT**

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



## City Council

### Special Recognition - Proclamation Recognizing Child Abuse Prevention and Awareness Month

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 2.A  
**File Number:** 18-0397

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

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#### **Title**

Special Recognition - Proclamation Recognizing Child Abuse Prevention and Awareness Month

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Recognize April as Child Abuse Prevention and Awareness Month

#### **Report**

##### **Issue:**

Whether to Recognize April as Child Abuse Prevention and Awareness Month

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

Susan Grisham, Executive Assistant, 360.753.8244

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

Shelly Willis, Executive Director, Family Education and Support Services

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

In 1983, April was proclaimed National Child Abuse Prevention Month by the US Department of Health & Human Services. Since then, child abuse and neglect awareness activities have been promoted across the country during April of each year.

##### **Attachments:**

Proclamation

**PROCLAMATION**

*WHEREAS, the future of the residents of the City of Olympia rests in the hands of one of our most vulnerable and cherished assets, our children; and*

*WHEREAS, over the course of 2018, our youth have experienced a significant rise in family problems and a significant increase in the number of cases of child victims admitted to Child Protective Services; and*

*WHEREAS, child abuse continues to be one of our nation's most serious public health problems and Thurston County currently has the third highest per-capita rate of Adverse Childhood Experience scores in Washington State; and*

*WHEREAS, our communities are stronger when all citizens are engaged in preventing child maltreatment and are involved in supporting families to provide safe, nurturing environments for their children, which will give them the opportunity to become caring, contributing members of their communities; and*

*WHEREAS, Thurston County has formed a Child Abuse Prevention Task Force to bring attention to domestic violence in our community and to identify preventative measures to reduce harm to children; and*

*WHEREAS, we, as Olympia residents, continue our commitment to protecting all residents, and call upon all citizens to join together to increase public safety and prevent further abuse and neglect towards our children; and*

*NOW, THEREFORE, BE IT RESOLVED, the City of Olympia proclaims April 2018 as*

***CHILD ABUSE PREVENTION AND AWARENESS MONTH***

*and calls upon all citizens, communities, state agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community in which we live.*

*SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 17<sup>th</sup> DAY OF APRIL, 2018.*

***OLYMPIA CITY COUNCIL***

*Cheryl Selby  
Mayor*



## City Council

### Special Recognition - Proclamation Recognizing Earth Month

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 2.B  
**File Number:** 18-0387

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

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#### **Title**

Special Recognition - Proclamation Recognizing Earth Month

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Move to recognize Earth Month.

#### **Report**

##### **Issue:**

Whether to recognize Earth Month in the City of Olympia.

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

Steve Hall, City Manager, 360.753.8244

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

Mayor Selby and City Council

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

The first Earth Day on April 22, 1970 included an environmental teach-in that educated Americans about environmental and conservation issues.

20 million Americans took to the streets, parks, and auditoriums to call for a healthy, sustainable environment in massive coast-to-coast rallies. Thousands of colleges and universities organized demonstrations and teach-ins against the deterioration of the environment.

Earth Day 1970 activated a bipartisan spirit that motivated the passing of the Clean Air, Clean Water, and Endangered Species Acts. Many other groundbreaking environmental laws soon followed.

Earth Day had reached into its status as the largest secular observance in the world, celebrated by more than a billion people every year, and a day of action that changes human behavior and provokes policy changes.

In Olympia, the Procession of the Species was created in 1995 to commemorate the 25<sup>th</sup> anniversary of Earth Day. Local businesses, schools, environmental organizations and others have raised over 100 Earth flags in Olympia to unite those working in the interest of the planet, inspire participation, and build action through local activism and global environmental consciousness.

**Attachments:**

Proclamation

**PROCLAMATION**

*WHEREAS, Earth Day was created 48 years ago, recognizing the importance for everyone to participate in preserving our natural resources, and on that first Earth Day 20 million Americans rallied for a healthy, sustainable environment; and*

*WHEREAS, the global community now faces extraordinary challenges such as global health issues, food and water shortages, and economic struggles; and*

*WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment; and*

*WHEREAS, Jay Inslee, the Governor of Washington State has proclaimed the month of April to be Earth Month in Washington State, in recognition of the urgency of enlisting all people to protect and sustain life on the planet; and*

*WHEREAS, the Procession of the Species was created in 1995 to commemorate the 25<sup>th</sup> Anniversary of Earth Day and to support Congressional renewal of the Endangered Species Act, inspiring thousands, young and old, to deepen their understanding, appreciation, and protection of the natural world; and*

*WHEREAS, all of us, as caretakers of our planet, have an obligation to change the human behaviors that contribute to climate change and environmental degradation to preserve the Earth's beauty as well as its resources; and*

*WHEREAS, this obligation extends not only to today's caretakers but also to the future generations of caretakers who will inherit our planet from us; and*

*WHEREAS, our local citizens, schools, environmental organizations and businesses have raised over 100 Earth Flags to unite those during the entire month working in the interest of the planet, and to build intergenerational action through local activism and global environmental consciousness; and*

*NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim April as*

**EARTH MONTH**

**SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 17<sup>th</sup> DAY OF APRIL, 2018.**

**OLYMPIA CITY COUNCIL**

*Cheryl Selby  
Mayor*





## City Council

### Special Recognition - Introduction of New OPD Program Managers Funded by Levy

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 2.C  
**File Number:** 18-0389

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

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#### **Title**

Special Recognition - Introduction of New OPD Program Managers Funded by Levy

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Recognize new OPD Program Managers.

#### **Report**

##### **Issue:**

Whether to have the Olympia Police Department introduce two new Program Managers and announce two employees who are moving into new roles within the department.

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

Chandra Brady, Support Administrator, Olympia Police Department, 360-753-8214

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

Chandra Brady, Support Administrator, Olympia Police Department

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

Twelve new positions were approved to be funded by the Public Safety Levy including four administrative positions. All four of those administrative positions have been filled. The Olympia Police Department (OPD) would like to introduce two new Program Managers and announce two employees who are moving into new roles within the department. Anne Larsen started on April 1 as the Outreach Services Coordinator. Anne will oversee the development of the Crisis Response Team. Gina Rogers started on March 26 as OPD's Policy & Finance Coordinator. Gina will oversee the department's policy updates, budget details, fleet management, and contracts. Rebekah Ziesemer has been OPD's Patrol Secretary for just more than three years. Rebekah will move into her new role as Community Policing Program Assistant in the coming months. Sara Bradley has been a Secretary in the administrative division for the last year and will be moving to her new role as Hiring & Training Program Assistant in the coming months.

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

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**Attachments:**

None



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

## City Council

### Approval of April 10, 2018 City Council Meeting Minutes

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.A  
**File Number:** 18-0391

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

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**Title**

Approval of April 10, 2018 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, April 10, 2018**

**7:00 PM**

**Council Chambers**

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### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Lisa Parshley and Councilmember Renata Rollins

### 1.A ANNOUNCEMENTS

Mayor Selby announced the City Council met earlier in an Executive Session.

### 1.B APPROVAL OF AGENDA

**The agenda was approved.**

### 2. SPECIAL RECOGNITION

#### 2.A [18-0346](#) Special Recognition - American Legion Officer of the Year 2016 and 2017

Lt. Rich Allen noted each year the American Legion honors Olympia's Officer of the Year. This year they are honoring the Officers of the Year from 2016 and 2017. He discussed the work of Officers Jacob Theis and Jason Winner and why they are being honored. David Gedrose of the American Legion presented the Officers with their awards. Mr. Gedrose also presented a check to the Cops and Kids Foundation.

**The recognition was received.**

#### 2.B [18-0343](#) Special Recognition - Proclamation Recognizing Equal Pay Day

Councilmembers read a proclamation recognizing Equal Pay Day. Cherie Reeves Sperr of the YWCA made some comments regarding the wage gaps.

Councilmembers made comments.

Councilmember Gilman will bring a referral back to Council for the Finance Committee regarding doing an evaluation of job classes and an examination of overtime parity for City employees.

**The recognition was received.**

**2.C      [18-0349](#)      Special Recognition - Olympia March for Our Lives Organizers and  
Approval of a Resolution for Common Sense Gun Safety**

Mayor Selby discussed the March for Our Lives that occurred on March 24, 2018. March for Our Lives organizers Aurora Strauss Reeves, Madelyn Olson and Caroline Arness discussed gun violence in schools.

Councilmembers read a resolution regarding Common Sense Gun Safety. Councilmember Cooper asked for a copy of the Resolution to be sent to Washington State's Federal Delegation.

Councilmember Rollins discussed why she does not support the resolution.

**Councilmember Gilman moved, seconded by Councilmember Bateman, to approve a resolution for Common Sense Gun Safety. The motion carried by the following vote:**

**Aye:**            6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman and Councilmember Parshley

**Nay:**            1 - Councilmember Rollins

**3.      PUBLIC COMMUNICATION**

The following people spoke: Karma Reynoldson, Jim Reeves, David Eagleston, Mary Rulewicz, Amanda Lucas, Brianna Widner, Tye Gundel, Charlie Bishop, Brandon Weedon and Dana Bowen.

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

**4.      CONSENT CALENDAR**

**4.A      [18-0366](#)      Approval of March 27, 2018 City Council Meeting Minutes**

**The minutes were approved.**

**4.B      [18-0364](#)      Approval of an Appointment to the Planning Commission to Fill a Vacancy**

**The decision was approved.**

**4.C      [18-0326](#)      Approval of an Appointment to the Heritage Commission to Fill a Vacancy**

**The decision was approved.**

**4.D      [18-0264](#)      Approval to Restore the Percival West Public Restroom to Seasonal Operating Hours and Close the Olympia/Franklin Portable Restroom**

**The decision was approved.**

- 4.E**     [18-0341](#)     Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the Woodruff Sprayground Project

**The resolution was approved.**

- 4.F**     [18-0344](#)     Approval of a Resolution Authorizing an Inter-fund Loan for Fire Vehicle Funding

**The resolution was approved.**

- 4.G**     [18-0355](#)     Approval of a Resolution Approving the Terms and Conditions of an Attorney Engagement and Contingency Fee Agreement to Pursue the City's Claims for Opioid Misuse, Abuse and Over-Prescription

**The resolution was approved.**

#### **4.     SECOND READINGS (Ordinances)**

- 4.H**     [18-0288](#)     Approval of an Ordinance Authorizing Acceptance of Drebeck Investments, LLC's Right-of-Way Dedication Donation

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

#### **4.     FIRST READINGS (Ordinances)**

- 4.J**     [18-0325](#)     Approval of an Ordinance Creating a Fund for the Home Fund

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

- 4.K**     [18-0327](#)     Approval of an Ordinance Amending Ordinance 7118 (Operating Budget)

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

- 4.L**     [18-0329](#)     Approval of an Ordinance Amending Ordinance 7119 (Capital Budget)

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

- 4.M**     [18-0328](#)     Approval of an Ordinance Amending Ordinance 7120 (Special Funds)

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

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

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

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

## 5. PUBLIC HEARING

### 5.A [18-0272](#) Public Hearing on the Draft 2017 Storm and Surface Water Plan

Senior Planner Susan Clark discussed updates to the Storm & Surface Water Plan.

Mayor Selby opened the public hearing at 9:02 p.m. No one commented. The public hearing closed at 9:02 p.m.

**The public hearing was held and closed. Councilmember Gilman moved, seconded by Councilmember Cooper, to approve the draft 2017 Storm and Surface Water Plan.**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

### 5.B [18-0254](#) Public Hearing on a Utility Easement Located Under a Building on the Southeast Portion of Block 7, Lots 3,4,5 and 6, Swan's Addition, Vol. 1 of Plats, Page 37

City Planner Fran Eide discussed the utility easement, which was a request was submitted by the owner asking the City to release its rights to the abandoned utility easement that is located beneath a commercial building located between Legion Way and 7th Avenue.

Mayor Selby opened the hearing at 9:08 p.m. No one spoke. Mayor Selby close the hearing at 9:08 p.m.

**The public hearing was held and closed. Councilmember Jones moved, seconded by Councilmember Bateman, to approve the release of the abandoned City Utility Easement and adopt a resolution authorizing the City Manager to execute all necessary documents to effect such release.**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

## 6. OTHER BUSINESS - None

## 7. CONTINUED PUBLIC COMMUNICATION

## 8. REPORTS AND REFERRALS

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

Councilmembers reported on meetings and events attended.

Mayor Pro Tem Jones made two referrals; one to the City Manager to prepare a report of the planned implementation of the walking patrol with an enhanced timeline and the other referral to the Finance Committee to provide the City Council with detail of a proposed process, including content, timeline, citizen engagement and expense requirements to implement a local minimum wage.

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

City Manager Steve Hall reported the West Bay Park Plan will be presented to the City Council in a few weeks. He also noted the approval for the Woodruff Park Sprayground bid award will be coming forward next week. Mr. Hall also noted this week there will be several street closers as workers install embedded art in the sidewalk at three locations for the Music Out Loud project.

**9. ADJOURNMENT**

The meeting adjourned at 9:32 p.m.





## City Council

### Approval of an Appointment to the Arts Commission to Fill a Vacancy

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.B  
**File Number:** 18-0385

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

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#### Title

Approval of an Appointment to the Arts Commission to Fill a Vacancy

#### Recommended Action

##### Committee Recommendation:

The General Government Committee recommends approval of the appointment listed below.

##### City Manager Recommendation:

Move to approve appointment of Autumn Yoke, with a term ending March 31, 2019, to the Arts Commission to fill a vacancy.

#### Report

##### Issue:

Whether to make the recommended appointment to the Arts Commission.

##### Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

##### Presenter(s):

None - Consent Calendar Item

#### Background and Analysis:

The General Government Committee interviewed Autumn Yoke at its March 7, 2018, special meeting, and recommends her appointment to fill a vacancy on the Arts Commission with a term ending March 31, 2019. Arts Commission Chair Stacy Hicks was present for the interview.

Ms. Yoke's application and resume are attached.

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

N/A

#### Options;

1. Approve the appointment as recommended.
2. Do not approve the appointment and send the issue back to the General Government

Committee. This would delay the appointment schedule and leave the Arts Commission not operating at full strength.

**Financial Impact:**

N/A

**Attachments:**

Yoke Application and Resume

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## Profile

---

Autumn

First Name

---

J

Middle Initial

---

Yoke

Last Name

---

a.texpat@gmail.com

Email Address

---

613 Dowel Drive NW

Home Address

---

Suite or Apt

---

Olympia

City

---

WA

State

---

98502

Postal Code

---

Mobile: (206) 290-2298

Primary Phone

---

Business: (360) 704-4328

Alternate Phone

---

Policy Associate, WA State  
Board for Community and  
Technical Colleges

Occupation

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## Which Boards would you like to apply for?

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Arts Commission: Submitted

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If you applied for multiple boards or commissions, please rank them in order of interest below.

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Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) \*

☒ Other

---

Kaiser Place

If you choose "other" please write in your neighborhood here:

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## Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

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**1. Briefly describe why you wish to serve on this advisory committee.**

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I moved to Olympia in April 2016 from Seattle where I was well-connected to the arts community as a patron, a professional, and a volunteer. I would like to be able to make similar contributions to the rich community of artists and arts supporters here in Olympia by serving on the Olympia Arts Commission. After attending a recent arts commission meeting and meeting individually with the commission president, Stacy Hicks, I can say with certainty that I support the board's overarching mission and its current projects and that I would be able to contribute in significant and meaningful ways.

Question applies to multiple boards

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**2. Describe your qualifications and/or skills which would benefit this advisory committee.**

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I have volunteered with both the Plano (TX) Symphony Orchestra and Richardson (TX) Symphony Orchestra, where I was the marketing and public relations intern during my undergraduate studies. More recently, I was employed at University of Washington (2002-2015), where I made the following contributions to the arts: \*Created and implemented the UW School of Music Community Service Outreach Program connecting student performers, music teachers, and tutors with professional and career development opportunities in the Seattle community; \*Created and produced the annual UW School of Music Open House featuring performances, lectures, and cultural programs attracting 300+ visitors; \*Developed a monthly concert series at Seattle City Hall featuring School of Music students in partnership with the City of Seattle's Office of Arts and Culture; \*Planned and produced the annual UW School of Art MFA/MDes Thesis Exhibition Opening gala event held at the Henry Art Gallery, a significant outreach event attended by 500+ arts patrons and members of the media. \*Co-coordinated the annual UW School of Art student art sale. Additionally, during my years of service on the Board of Directors for the University of Washington Medical Center Service League, where we funded programs to support patient and family services, I participated in the review and purchase of fine art for the UW Medical Center's art collection, which is displayed throughout the hospital. I also advocated strongly for funding the hospital's art and music therapy programs.

Question applies to multiple boards

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**3. Describe your involvement in the Olympia community.**

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I am currently a board member for the Olympia Film Society, and I am working on the historical preservation and restoration of the Capitol Theater. I am also the vice president of my neighborhood homeowner's association which works to foster stronger connections among my Olympia neighbors. In the relatively short time that I have lived in Olympia, I have made many wonderful connections within the community at large through both my professional and volunteer work.

Question applies to multiple boards

#### 4. List your educational and professional background and area of study.

---

I have a BA in clarinet and music history from Southern Methodist University, an MM in Musicology (ABT) from University of North Texas, and an MPA from University of Washington. I spent four years as the admissions and community outreach coordinator for the UW School of Music and another six years supporting students and programs in the UW School of Art. Some of my many accomplishments in these positions are highlighted in my response to question #2. I currently serve as the Policy Associate for Enrollment and Reporting for the WA State Board for Community and Technical Colleges. My responsibilities include: \*Developing and refining policies to promote uniform and equitable enrollment counting across all 34 Washington community and technical colleges; \*Delivering on-campus training to improve enrollment reporting accuracy and efficiency; \*Analyzing system data to ensure consistent application of policies, rules, and statutes and identify enrollment trends; \*Developing statewide student success strategies.

Question applies to multiple boards

#### 5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

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I can commit up to 10 hours per month.

Question applies to multiple boards

#### 6. If you are not appointed to this committee at this time:

Question applies to multiple boards

#### 6a. Do you wish to be considered for appointment to another advisory committee?

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☐ Yes ☒ No

Question applies to multiple boards

#### 6c. Would you be willing to volunteer for other City activities?

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☐ Yes ☒ No

Question applies to multiple boards

**If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.**

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Question applies to multiple boards

#### 6b. Do you wish to be considered for future appointment to this committee?

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☒ Yes ☐ No

Question applies to multiple boards

**7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?**

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☒ Yes ☐ No

Question applies to multiple boards

**8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.**

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**Do you agree to comply with this expectation?**

---

☒ I Agree \*

Question applies to multiple boards

**9. How did you learn about this advisory committee recruitment?**

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Stacy Hicks

[Autumn\\_Yoke\\_resume\\_for\\_Olympia\\_Arts\\_Commission.pdf](#)

Upload a Resume

Question applies to multiple boards

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and an interview of qualified candidates.

For further information, contact Susan Grisham, Executive Assistant, 360.753.8244, [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)

When filed with the City, your application and attachment documents are public records and may be subject to public release.

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

Question applies to Arts Commission

**10. Currently, what is your relationship to the arts in Olympia?**

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In addition to donating my time and money to the Olympia Film Society and being an avid fan of art film, I regularly attend musical and comedy events at the Washington Center and around town. I recently began attending public meetings of the Arts commission and participating in the public voting for various public art programs.



# Autumn J. Yoke

613 Dowel Drive NW

Olympia, WA 98502

a.texpat@gmail.com

<https://www.linkedin.com/autumnyoke>

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## PROFESSIONAL EXPERIENCE

### Policy Associate, Enrollment and Reporting

State Board for Community and Technical Colleges, Olympia, WA 4/2016 – present

- Develop and refine enrollment policies to promote uniform and equitable enrollment counting across all 34 system colleges;
- Develop and deliver on-site training to improve enrollment reporting accuracy and efficiency;
- Analyze system data to ensure consistent application of policies, rules, and statutes and identify enrollment trends;
- Serve on the state-wide Strategic Enrollment Task Force to develop student success strategies;
- Provide guidance and technical assistance to colleges on coding and managing enrollments.

### Director of Academic Services

University of Washington Department of Sociology, Seattle, WA 7/2012 – 10/2015

- Managed comprehensive student services programs for a large academic department comprised of 350+ undergraduate majors, 90+ graduate students, and 40+ faculty;
- Established enrollment goals for all courses and degree programs;
- Analyzed enrollment data to assess program efficacy;
- Developed and managed academic budgets and curriculum plans;
- Supervised 5 direct reports, including training, scheduling, payroll, and annual evaluations/raises/promotions;
- Heard and assessed student grievances and recommended appropriate department responses.

### Senior Academic Advisor and Graduate Program Manager

University of Washington School of Art, 3/2006 – 7/2012

- Provided daily academic advising and support services to approximately 800 undergraduate and 100+ graduate fine arts students;
- Managed the Master of Fine Arts, Master of Design, Master of Arts and PhD Art History programs including the admissions process and awarding of scholarships and fellowships;
- Conducted monthly information sessions for prospective students;
- Organized and led the MFA/MDes Graduate Student Orientation Week;
- Planned and produced the annual UW School of Art MFA/MDes Thesis Exhibition Opening gala event held at the Henry Art Gallery, a significant outreach event attended by 500+ arts patrons and members of the media.
- Co-coordinated the annual UW School of Art student art sale.



## **Admissions and Community Outreach Coordinator**

University of Washington School of Music, 3/2002 – 3/2006

- Developed and implemented recruitment and admissions strategies for 11 academic divisions and 6 degree programs;
- Analyzed specific needs in student recruitment and increased enrollment in target disciplines by 20%;
- Coordinated the semi-annual scholarship audition weekends;
- Created and implemented the UW School of Music Community Service Outreach Program connecting student performers, music teachers, and tutors with professional and career development opportunities in the Seattle community;
- Created and produced the annual UW School of Music Open House featuring performances, lectures, and cultural programs attracting 300+ visitors;
- Developed a monthly concert series at Seattle City Hall featuring School of Music students in partnership with the City of Seattle's Office of Arts and Culture.

## **VOLUNTEER EXPERIENCE**

Olympia Film Society Board of Directors, 9/2017 – present

Kaiser Place Homeowners' Association Vice President, 12/2016 – present

UW Medical Center Service League Board of Directors (and President-Elect), 6/2014 – 6/2016

Municipal League of King County, 6/2009 – 8/2010

UW Advisor Education Program Advisory Board Member, 3/2008 – 7/2010

Washington State Achievers Program Scholars Mentor, 9/2002– 8/2004

## **EDUCATION**

Master of Public Administration, University of Washington

Master of Music in Musicology (ABT), University of North Texas

Bachelor of Arts in Music (Cum Laude), Southern Methodist University



## City Council

### Approval of 2018 Advisory Committee Work Plans

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.C  
**File Number:** 18-0386

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

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#### Title

Approval of 2018 Advisory Committee Work Plans

#### Recommended Action

##### Committee Recommendation:

General Government Committee recommends approval of 2018 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 2018 advisory committee and commission work plans as recommended by the General Government Committee.

#### Report

##### Issue:

Whether to approve the recommended advisory committee work plans.

##### Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

##### Presenter(s):

None - Consent Calendar Item.

#### Background and Analysis:

Annually, most Council-appointed advisory boards 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 from their routine, annual work. General Government Committee members reviewed the plans in March. The Committee met with advisory committee chairs on March 28.

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

N/A

#### Options:

1. Approve the plans as recommended.
2. Approve the plans with Council amendments.
3. Do not approve the plans and send back to the respective committee/commission for revisions indicated.

**Financial Impact:**

If applicable, listed on individual plans.

**Attachments:**

Arts Commission Work Plan  
Bicycle and Pedestrian Advisory Committee Work Plan  
Heritage Commission Work Plan  
Parking and Business Improvement Area Work Plan  
Parks and Recreation Advisory Committee Work Plan  
Planning Commission Work Plan  
Utility Advisory Committee Work Plan

# ARTS COMMISSION - 2018 Work Plan

*During 2018, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees will meet the hour before each Commission meeting.*

## Section 1 - 2018 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 2018.

*Professional staff liaison for the Arts Commission is Stephanie Johnson.*

Estimated Percent of Overall Committee Effort: 37%

Title Description	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications	6 Month Check-In
	<i>Committee hours, not individuals.</i>	<i>Hours reflect working with the committee, not total project staff time.</i>	<i>Estimated completion.</i>		
<b>1.1 2018 Municipal Art Plan to City Council</b>  <b>Description:</b> As part of the 2018 Work Plan process, recommend plan for 2018 dollar per capita funds and any potential capital projects where 1% funds might apply. <b>Deliverable:</b> Recommend 2018 Municipal Art Plan to City Council, along with 2018 Work Plan.	3 hours	3 hours	March	Municipal Art Fund	

<b>1.2 Apply for Creative District Designation</b>  <b>Description:</b> Apply for Creative District designation with ArtsWA in the first quarter of 2018. <b>Deliverable:</b> Complete application.	4 hours	4 hours	April	TBD	
<b>1.3 Commission Retreat/Work Session</b>  <b>Description:</b> Spring retreat to orient new Commissioners, fall session to discuss new work plan. <b>Deliverable:</b> Complete the retreats	8 hours	8 hours	May and October	None	
<b>1.4 ArCH</b>  <b>Description:</b> Participate in City efforts to improve the Arts, Cultures and Heritage profile in Olympia, including studio and artist-friendly spaces. <b>Deliverable:</b> ArCH is strengthened.	4 hours	4 hours	Ongoing	TBD	
<b>1.5 Proposal for Arts Organizations Granting Program</b>  <b>Description:</b> Launch project <b>Deliverable:</b> Inaugural grant cycle.	8 hours	8 hours	December	Municipal Art Fund	
<b>1.6 Support the Creative Sector</b>  <b>Description:</b> Continue to explore and support facilities and avenues where the Olympia arts community can come together; and where artists, and art organizations have access to safe and affordable spaces to pursue and share their work. <b>Deliverable:</b> Facilitate communication with the art community, local business, and the City.	4 hours	4 hours	Ongoing	None	

## SECTION 2.

### 2018 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 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 63%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>	<b>6 Month Check-In</b>
<b>2.1 Arts Walk 56 &amp; 57</b>  <b>Description:</b> Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. <b>Deliverable:</b> Engage artists and downtown community.	5 hours	5 hours	April 27 & 28  October 5 & 6  November: Poster Jury	None	
<b>2.2 Music Out Loud</b>  <b>Description:</b> Honoring past musicians and celebrating today's music, this project pairs sidewalk mosaics in downtown Olympia with a summer series of music performances. <b>Deliverable:</b> Summer 2018 performance.	6 hours	6 hours	July, August September	Municipal Art Fund	
<b>2.3 Public Art Assessment</b>  <b>Description:</b> Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair.	2 hours	2 hours	April	Public Art Maintenance Fund	

<b>Deliverable:</b> Assist staff in determining what artworks require repair, removal or conservation efforts.					
<b>2.4 Arts &amp; Heritage Day at the Capitol</b>  <b>Description:</b> Participate in Arts & Heritage Day at the Capitol. <b>Deliverable:</b> Set meetings and invite constituents of the 20th, 22nd, and 35th districts - participate in the day's events.	4-6 hours	4-6 hours	Annually in February	None	
<b>2.5 Traffic Box Mural Wrap Public Art Project</b>  <b>Description:</b> Working in partnership with Public Works, 10 transit boxes across the city will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting. <b>Deliverable</b> Project completion.	2 hours	2 hours	August	Municipal Art Fund	
<b>2.6 Percival Plinth Project</b>  <b>Description:</b> Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People's Choice purchases. <b>Deliverable:</b> Program plinths for art exhibitions.	4 hours	4 hours	September	Municipal Art Fund	
<b>2.7 Poet Laureate</b>  <b>Description:</b> Assist as needed to support program. Recruit new Poet Laureate Fall 2018. <b>Deliverable:</b> Poet Laureate program is supported and successful.	6 hours	6 hours	Ongoing	Municipal Art Fund	
<b>2.8 Implementation of Temporary Display</b>	6 hours	6 hours	Ongoing	Municipal Art	

<b>of Art at City Hall &amp; Programming</b>  <b>Description:</b> Develop policy, programming, schedule, selection process and criteria for loaned, rotating exhibitions and concurrent presentations at City Hall. <b>Deliverable:</b> Placement of temporary art in City Hall.				Fund	
<b>2.9 Olympia Art Crossings</b>  <b>Description:</b> In coordination with the Planning Commission, develop program, including advanced placemaking elements.  <b>Deliverable:</b> Arts Crossings Call for Art and first project completed.	10 hours	10 hours	December	Municipal Art Fund	
<b>2.10 Public Art Retrospective</b>  <b>Description:</b> Partner with the Washington Center for the Performing Arts (WCPA) and other community arts organizations to showcase the work of the City's Arts Program through an exhibition during Arts Walk.  <b>Deliverable:</b> Plan for a month-long arts exhibition at WCPA in April 2019.	4 hours	4 hours	October	Municipal Art Fund	



## Bicycle and Pedestrian Advisory Committee (BPAC) 2018 Work Plan April 2018 - March 2019 Work Plan

*The BPAC will hold seven full committee meetings in 2018. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2018 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 2018-19.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 25%

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
<b>1.a. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
<b>1. b. Emerging policy issues:</b> As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation.	Full committee: 1-2 hours	2-4 hours	Ongoing	None anticipated
<b>1.c. Special projects and studies:</b> As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.  <b>Deliverable:</b> Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

**SECTION 2.****2018 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 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 75%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
<b>2.a. Transportation Master Plan:</b> Participate in the creation of a Transportation Master Plan.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April 2018 - March 2019	None anticipated
<b>2.b. Downtown streets reconstruction projects:</b> Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	April - March 2019	None anticipated
<b>2.c. Isthmus bike route:</b> Scope current deficiencies in bike facilities across the Isthmus to the westside. The results of the scoping process and any proposed solutions can be integrated into the Transportation Master Plan and other City planning processes.  <b>Deliverable:</b> Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - July	None in short term
<b>2.d. Action Plan:</b> Briefing on Action Plan progress to date, including indicator data (as available), actions accomplished and/or underway, and Council emphasis areas.  <b>Deliverable:</b> Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours  Transportation staff: 1-2 hours	Jan - March 2019	None anticipated

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.e. Collision analysis:</b> Briefing on collisions involving bicyclists and pedestrians and what is understood about them.  <b>Deliverable:</b> Comments to staff	Full committee: 1-2 hours	Transportation staff: 2-4 hours		None anticipated
<b>2.f. Bicycle parking in new development:</b> Follow up on bicycle parking code enforcement with staff.  <b>Deliverable:</b> Comments to staff on implementation	Full committee: 1-2 hours	CP&D staff: 1-2 hours Transportation staff: 1-2 hours	January 2019	None anticipated
<b>2.g. Engineering Design and Development Standards (EDDS):</b> As appropriate, review and comment on revisions to the EDDS.  <b>Deliverable:</b> Comment to staff and/or recommendation to Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	July - September	None anticipated
<b>2.h. Project review:</b> As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.  <b>Deliverable:</b> Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet ten (10 times in the 2018-19 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November of 2018 and January, February and March of 2019. 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%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.a. Promote &amp; Oversee Olympia Heritage Register</b>  <b>Proposed Work:</b> <i>Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.</i>  <b>Deliverable:</b> <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i>	OHC: Public hearings at regularly- scheduled meetings  Heritage Review Committee: 3-9 hours  Policy, Ordinance & Guidance Committee: formed as needed	CP&D Staff:  Individual property application: 20-50 hours  Historic district application: 250+ hours**  Database maintenance: 100+ hours	As needed	Individual property application: Included in base budget  **Historic district application: TBD. If an application is submitted, it is not included in base budget. Grant funding may be sought for Downtown survey to support Downtown Strategy

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.b. Review and Recommend Revisions to Heritage Related City Code</b>  <b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to historic properties to identify areas for potential code improvements; with staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).</i>  <b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i>	OHC: 9 hours  Policy, Ordinance & Guidance Committee: 60 hours  Olympia Planning Commission: 4 hours	CP&D Staff: 100 hours  Legal Staff: 10 hours	January – December	Included in base budget
<b>1.c. Evaluate Special Valuation Applications</b>  <b>Proposed Work:</b> <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>  <b>Deliverable:</b> <i>Recommendations to City Council; ongoing monitoring</i>	OHC: Review at regularly- scheduled OHC meeting  Heritage Review Committee: 3-9 hours	CP&D Staff: 30-90 hours  Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>1.d. Nominate Historic Preservation Award Recipient(s)</b></p> <p><b>Proposed Work:</b>  <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council; Committee to make recommendations on process improvements</i></p> <p><b>Deliverable:</b>  <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>June – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

## 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 other planning efforts.  
Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b>  <b>Proposed Work:</b> <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants</i>  <b>Deliverable:</b> <i>Recommendations to Building Official; public education and outreach</i>	Heritage Review Committee: 12-24 hours	CP&D Staff: 36-72 hours	January – December, 1-2 Committee meetings per month	Included in base budget
<b>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</b>  <b>Proposed Work:</b> <i>Starting with window and door replacement, develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of designated historic properties; consider applying for CLG grant to fund consultant.</i>  <b>Deliverable:</b> <i>Guidance publications &amp; summary handouts</i>	OHC: 3 hours  Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 100 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.c. Conduct Design Review for Land Use Applications for Register and Historic District Properties</b></p> <p><b>Proposed Work:</b> <i>Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</i></p> <p><b>Deliverable:</b> <i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p><b>2.d. Review and Provide Input on City Projects and Develop Familiarity with Other Regulatory and Budgetary Frameworks Relevant to Olympia’s Heritage</b></p> <p><b>Proposed Work:</b> <i>Review, discuss, and provide historic preservation input on planning, public works, parks, and other City activities, such as the Arts, Cultures, and Heritage (ArCH) project, Comprehensive Plan Implementation Strategy (Action Plan), code updates, and Capital Facilities Plan.</i></p> <p><b>Deliverable:</b> <i>Recommendations to staff</i></p>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>Policy, Ordinance &amp; Guidance Committee: formed as needed</p>	CP&D Staff: Varies	As needed	Included in base budget

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance



# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>2.e. Support the Protection of Archaeology and other Cultural Resources</b></p> <p><b>Proposed Work:</b>  <i>Support the work of the consultant team completing the cultural and historic resource survey and management plan for Priest Point Park to include report review and volunteer hours (as needed). Where appropriate, provide expertise to staff in developing an outreach program to increase awareness of staff and volunteers on how to anticipate and respond to the discovery of archaeology and other heritage features significant to Tribes and other communities.</i></p> <p><b>Deliverable:</b>  <i>Outreach program</i></p>	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible committee formation as needed</p>	<p>CP&amp;D Staff: 100 hours</p>	<p>January – December</p>	<p>Included in base budget; DAHP and Thurston County grants and Parks department funding cover cost of consultant</p>

# Olympia Heritage Commission (OHC) – Draft 2018 Work Plan

## 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%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>3.a. Conduct and Collaborate on Historic Preservation Outreach</b>  <b>Proposed Work:</b> <i>Organize and conduct activities to champion Olympia’s historic places, including Historic Preservation Month; partner with area organizations such as the Olympia Historical Society &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and other community organizations to create educational opportunities; provide research support for staff in producing biannual rotation of City Hall heritage gallery wall photo displays.</i>  <b>Deliverable:</b> <i>Community programs and displays which encourage public participation in historic preservation and appreciation of the historic environment</i>	OHC: Varies  Outreach Committee: 40 hours	CP&D Staff: 80 hours  Communications Staff: 20-30 hours	Ongoing; ad hoc Committee meetings	Included in base budget  Grant funding may be sought for larger-scale outreach efforts

## Olympia Heritage Commission (OHC) – **Draft** 2018 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p><b>3.b. Pursue and Enhance Partnerships and Integration with other City Advisory Boards, Organizations and Advocacy Groups</b></p> <p><b>Proposed Work:</b>  <i>Initiate and cultivate partnerships on issues related to Olympia’s historic places, including the Arts Commission and other City of Olympia citizen advisory boards, Thurston County Historic Commission, Tumwater Historic Preservation Commission, and Lacey Historical Commission.</i></p> <p><b>Deliverable:</b>  <i>Partnerships; coordinated approaches to shared issues</i></p>	OHC Members: Varies	CP&D Staff: Varies	Ongoing	Included in base budget
<p><b>3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</b></p> <p><b>Proposed Work:</b>  <i>Work with other City of Olympia citizen advisory boards, City departments, and downtown partners to further downtown planning and improvements; actively participate in the implementation of the Downtown Strategy; consider next steps for use of the information and recommendations provided by the Downtown reconnaissance-level survey.</i></p> <p><b>Deliverable:</b>  <i>A Downtown programs which reflect and enhance the historical character of Olympia’s Downtown; improvement projects compatible with Downtown’s historic character and sense of place</i></p>	<p>OHC: 10 hours</p> <p>Possible committee formation as needed</p>	CP&D Staff: Varies	Ongoing	Included in base budget

## PBIA (Parking & Business Improvement Area) Advisory Board 2018 Work Plan

January 2018 through April 2019. The committee meets once per month. Staff liaison for PBIA is Amy Buckler

### SECTION 1: PBIA Initiatives (actions funded and/or implemented by the PBIA)

#### A. Communications (with members/downtown businesses)

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #1 staff commitments in 2018.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>1A.1 Monthly Meeting Roundtable</b>  <b>PBIA Role:</b> Time devoted at end of each PBIA meeting to discuss downtown business interests, leading to: <ul style="list-style-type: none"><li>• Quarterly short survey questions</li><li>• Identification of issues that can be addressed by existing programs</li><li>• Identification of key messages or issues that need to be reported to the City Council (quarterly at GG)</li><li>• Advice for staff about messages important to convey to Downtown businesses through ongoing communication materials (e.g., e-blasts, quarterly or bi-annual newsletters, PBIA annual report)</li></ul> <b>Deliverable/Outcome:</b> As outlined above. Connect the downtown businesses and City. Help staff communicate effectively with downtown business stakeholders.	10-20 minute discussion at each meeting	10-20 minute discussion at each meeting  + Prepare and distribute communications	Monthly	N/A

<p><b>1A.2 Survey Downtown Businesses:</b> Gage the interests, concerns and priorities of downtown businesses (members) and get their feedback about PBIA and City efforts.</p> <p><b>PBIA Role:</b> Develop short 3-question surveys that will be sent quarterly to members online; establish a “suggestion box” – both physical and online - to constantly gather member feedback.</p> <p><b>Deliverable:</b> Survey results and other comments received will be provided to City Council through quarterly reports given to the General Government Committee</p>	<p>Identify questions and discuss survey results as part of monthly roundtable</p>	<p>Identify questions and discuss survey results as part of monthly roundtable</p> <p>+ Put survey online, notice it, prepare summary report</p> <p>+ Put up and monitor suggestion box, prepare summary</p>	<p>Quarterly</p>	<p>N/A</p>
<p><b>1A.3 Develop Welcome Packet for New Downtown Businesses</b></p> <p><b>PBIA Role:</b> Work with staff to scope materials and messages for a welcome packet to be distributed to new and transitioning businesses in the downtown</p> <p><b>Deliverable:</b> Welcome packets</p>	<p>Creating welcome packets: 1.5 hours</p>	<p>1.5 hours</p> <p>+ Create any welcome packet materials</p>	<p>Start discussion in March 2018</p>	<p>\$2,000 (See also D.3)</p> <p>Materials may also be supplied by CPD</p>

<b>1A.4 Welcome Wagon and ongoing outreach with downtown businesses/PBIA members, including non-English speaking ratepayers</b>  <b>PBIA Role:</b> Advisory board members will attempt to make a face-to-connection with business owners and forge ongoing relationships  <b>Deliverable/Outcome:</b> Welcoming business environment; develop relationships and encourage participation by a large diversity of ratepayers	Variable; occurs outside of PBIA meetings	Hours: N/A  + Support any logistical needs	Start discussion in March 2018	N/A
<b>1A.5 Annual member meeting</b>  <b>PBIA Role:</b> Host an annual meeting for PBIA members (ratepayers). This is required by the PBIA bylaws.  <b>Deliverable/Outcome:</b> Meeting to promote member relations.	3 hours (1 hour to plan to event, 2 hours for event)	2.5 hours (.5 hours to plan to event, 2 hours for event)  + Handle meeting logistics	TBD (PBIA's last survey indicated Q1 is best time for most responding businesses—so perhaps we put off the next annual meeting until Jan/Feb '19?)	\$1,500 PBIA funds

## 1B. Clean & Safe

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 5%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
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## Plans

<b>1B.1 Partially fund the Downtown Ambassador and Clean Team program</b>  <b>PBIA Role:</b> Provide funds. Gather feedback from members about the program, which may influence priorities.  <b>Deliverable/Outcome:</b> Leverage City funds to expand the ambassador and clean team operations.	0 hours  (any time devoted would be part of Communications in Section 1)	0 hours  (any time devoted would be part of Communications in Section 1)	N/A	\$43,500
<b>1B.2 Maintain Cigarette butt containers:</b> People break these sometimes in an effort to obtain used cigarettes, which can require welding and/or fixing the locks.  <b>PBIA Role:</b> Provide funds  <b>Deliverable/Outcome:</b> Waste containers for cigarette butts, which help keep downtown sidewalks clean	.5 hours	.5 hours	Q1 (March 2018)  Maintenance is billed to City as needed	\$1,500
<b>1B.3 Clean Up Effort - TBD</b>  <b>PBIA Role:</b> Set-aside for a special clean-up effort – potentially to sponsor an ODA Downtown Clean Up or perhaps a different opportunity that may emerge  <b>Deliverable/Outcome:</b> Unknown. A cleaner downtown	Approximately .5 hour of discussion	Approximately .5 hour of discussion	Q2 or Q3 2018	\$3,000
<b>1B.4 Sponsor ODA's Volunteer in Paint</b>  <b>PBIA Role:</b> Provide funds to help carry out these events.	0 hours  (Committee members might volunteer to	0 hours	N/A	\$1,000

<b>Deliverable/Outcome:</b> Helps to Purchase paint and other materials that help implement the events, ultimately leading to a cleaner downtown.	participate in these events)			
<b>1B.5 Extra Alley Flushings</b>  <b>PBIA Role:</b> Provide funds to carry out 3 extra alley flushings during the summer months, in addition to the 2 provided by Public Works. (May-Sept)  <b>Deliverable/Outcome:</b> A cleaner downtown	0	0	N/A	\$3,000

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## 1C. Beautiful Streetscapes

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 5%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<p><b>1C.1 Flower Baskets:</b> 160-180 flower baskets to be hung and regularly maintained from end of May-Sept</p> <p><b>PBIA Role:</b> Review 2018 results and provide input to staff about contract needs for 2019 program</p> <p><b>Deliverable/Outcome:</b> Flower baskets that contribute to an attractive and welcoming downtown environment</p>	.5 hours	.5 hours	Q2-3	<p>\$20,000 total</p> <p>(\$10,000 for product and \$10,000 for maintenance)</p> <p>The 2018 budget also includes \$6,000 for a new sprayer, to be paid for with unspent funds as approved by a special Council ordinance</p>
<p><b>1C.2 Public Art Investment:</b> Could be a mural, benches, sculpture, etc.</p> <p><b>PBIA Role:</b> Establish scope for the project (medium, message or theme, selection process, etc.) and support implementation as needed.</p> <p><b>Deliverable:</b> A new piece of art in the Downtown.</p>	1-2 hours	1-2 hours	<p>Q2- start discussion</p> <p>Coordinate with the Wayfinding Plan</p>	<p>TBD - The 2018 budget states this should be paid for by unspent funds as approved by a special Council ordinance</p>

## 1D. Marketing

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 10%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<p><b>D.1 Partner with the Olympia Downtown Association on downtown marketing and promotion throughout the year.</b> Includes promoting Twinklefest and a bright and festive holiday shopping experience downtown</p> <p><b>PBIA Role:</b> Provide ½ the funds to carry out the effort (ODA pays other ½). Participate in development of the marketing strategy and some kind of committee to provide high level oversight. Receive regular status updates from the ODA</p> <p><b>Deliverable/outcome:</b> A cohesive marketing strategy that spreads a positive message and draws visitors to downtown</p>	<p>Full Board:</p> <ul style="list-style-type: none"> <li>• 1-2 hours for full board participation in a joint meeting regarding the marketing strategy</li> <li>• .5 hours each quarter for report from ODA</li> </ul> <p>Select members: approximately 1 hour/month for oversight committee</p> <p>PBIA subcommittee: 2 hours to work with ODA on the Scope of Services</p>	<p>1-2 hours for full board participation in a kick off meeting regarding the marketing strategy.</p> <p>Ongoing participation of select members (approximately 1 hour/month)</p> <p>.5 hours each quarter for report from ODA</p> <p>+ Set up contract with ODA</p>	<p>Q1-4 2018</p>	<p>\$23,000 for contract with ODA</p> <p>An additional \$7,000 is allocated for marketing, which may be used for enhanced campaign support (ad buys, printing, etc.)</p>

<b>D.2 Sponsoring Events</b> that benefit and draw visitors into downtown (e.g., Pride, Girls Night Out, Trick or Treat, etc.)  <b>PBIA Role:</b> Choose which events to sponsor and amount  <b>Deliverable:</b> Support for events hosted by other organizations	.5 hours	.5 hours	Discussion March 2018	\$1,500
<b>D.3 Provide a welcome packet to new downtown residents</b>  <b>PBIA Role:</b> Work with staff to identify materials for the welcome packet. Work with downtown businesses to include coupons, etc. Determine how the welcome packets are to be distributed  <b>Deliverable:</b> A packet of information to welcome residents to downtown.	1 hour	1 hour + develop content	Q2-3	\$2,000 (see also 1A.3)  Materials may also be supplied by CPD

## 1E. Parking

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 5%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>1E.1 Educate downtown businesses</b> about the City parking strategy – how it aims to make parking more convenient for customers and where employees can and should park	1-2 hours at committee  Additional time for outreach can be folded into	1-2 hours at committee  + develop materials	Q2-4	N/A – materials to be supplied by CPD

<p><b>PBIA Role:</b> Advise staff on development of communication materials and member outreach to businesses</p> <p><b>Deliverable:</b> Materials and messages</p>	Communications efforts outlined in 1A			
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## 1F. Small Business Support/Resources

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 5%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<p><b>1F.2 Educate downtown businesses</b> about the myriad resources available to enhance, support and grow their business.</p> <p><b>PBIA Role:</b> Learn about regional support services available to businesses and share this information through Communications role in A.1</p> <p><b>Deliverable/Outcome:</b> PBIA is helping to spread the word to downtown businesses about available services that can help downtown businesses stay and thrive as the local economy grows.</p>	1-2 hours (may include information briefings from organizations such as the EDC)	2 hours	Q-4	N/A

## SECTION 2: Administrative Duties

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>Plans</b>				
<b>2.1 Provide input re: potential update to PBIA Ordinance</b>  <b>PBIA Role:</b> Provide input to City Council re: the scope of necessary changes, and potentially make more specific recommendations if requested by Council  <b>Deliverable:</b> Input to staff & Council	2 hours	2 hours	Q2-Q4	Included in CP&D base budget
<b>2.2 Review &amp; update PBIA Bylaws</b>  <b>PBIA Role:</b> Scope, consider and adopt potential changes to PBIA bylaws  <b>Deliverable:</b> Updated bylaws	2 hours	2 hours	Q2-4	Included in base CP&D budget
<b>2.3 Receive briefing on efforts to improve PBIA assessment procedures</b> (a staff administrative function)  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable:</b> PBIA understands the process and can communicate it to members	.5 hours	.5 hours	Q3	Included in CP&D base budget

<b>2.4 Recommendation on PBIA's 2019 budget</b>  <b>PBIA Role:</b> Develop a recommended 2019 budget to implement PBIA's roles and goals  <b>Deliverable:</b> Recommended budget	2 hours	2 hours	Q4	Recommendation process included in CP&D base budget. Shapes the 2019 PBIA budget
<b>2.5 Joint meeting with the Olympia Downtown Association (ODA)</b>  <b>PBIA Role:</b> Help set the agenda and participate  <b>Deliverable:</b> Meeting with ODA	1-2 hours  May be part of D.1	1-2 hours	TBD	N/A

## SECTION 3. 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.

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the Section #2 staff commitments in 2018.

Estimated Percent of Overall Committee Effort: 5%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>Opportunities are unknown at this time, but may include participation in:</b> <ul style="list-style-type: none"> <li>Wayfinding Plan</li> <li>Potential shared parking program stakeholder group</li> </ul>	1 hour of board discussion and/or 1-2 members participate in a stakeholder group	1 hour	TBD	N/A

## SECTION 4. 2018 Informational Briefings (about issues of importance to downtown)

Unless otherwise noted, there is sufficient staff time/resource available in 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 25%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule (Estimated)	Budget Implications
<b>4.1 Ambassador &amp; Clean Team Program Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hour for 4 quarterly updates	1 hour for 4 quarterly updates	Quarterly	N/A
<b>4.2 Economic Development Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1 hour for 4 quarterly updates	1 hour for 4 quarterly updates	Quarterly	N/A
<b>4.3 ODA Marketing Partnership</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	1.5 hours for 4 quarterly updates	1.5 hours for quarterly updates	Quarterly	N/A
<b>4.4 Downtown Strategy Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.	.5 hours	.5 hours	Q2 (April)	N/A

<b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.				
<b>4.5 Action Plan Update, including indicators</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members	.5 hours	.5 hours	Q2 (May)	N/A
<b>4.6 Parking Strategy Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q2 or Q3	N/A
<b>4.7 OPD Update on Safety Levy Implementation and Walking Patrol</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q3	N/A
<b>4.8 Homeless Coordinator Update</b>  <b>PBIA Role:</b> Hear the information. Provide any insights.  <b>Deliverable/Outcome:</b> PBIA is updated and can communicate it to members.	.5 hours	.5 hours	Q2 or Q3	N/A
<b>4.9 Sanitation Master Plan Update</b>	.5 hours	.5 hours	Q3	N/A



<p><b>PBIA Role:</b> Hear the information. Provide any insights.</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>				
<p><b>4.10 Crosswalks 101:</b> A briefing from Public Works Transportation</p> <p><b>PBIA Role:</b> Hear the information. Provide any insights.</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.11 Wayfinding Plan Update</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights.</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.12 Sea Level Rise Plan Update</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights.</p> <p><b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members</p>	.5 hours	.5 hours	TBD	N/A
<p><b>4.13 Visitor &amp; Convention Bureau Update</b></p> <p><b>PBIA Role:</b> Hear the information. Provide any insights.</p>	.5 hours	.5 hours	TBD	N/A

<b>Deliverable/Outcome:</b> PBIA understands the issue and can communicate it to members				
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## SECTION 1. 2018 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 2018.

Professional staff liaison for PRAC is Laura Keehan.  
Administrative staff support is provided by Tammy LeDoux.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>Plans</b>				
<b>1.1 Capital Facilities Plan (CFP) (Annual)</b>  <b>PRAC Role:</b> Make recommendation to the Planning Commission for the 2019-2024 Capital Facilities Plan.  <b>Deliverable:</b> Recommendation to Planning Commission & City Council	4 hours	Laura Keehan 4 hours	August	Within existing resources
<b>1.2 Capital Asset Management Program (CAMP) (Annual)</b>  <b>PRAC Role:</b> Make recommendation to the Planning Commission for the CAMP portion of the CFP.  <b>Deliverable:</b> Recommendation to Planning Commission & City Council	4 hours	Kip Summers 4 hours	August	Within existing resources

## Parks and Recreation Advisory Committee -- 2018 Work Plan (April 1, 2018 to March 31, 2019)

<b>1.3 Park Naming Rights Policy</b>  <b>PRAC Role:</b> Receive a briefing on a proposed park naming rights policy  <b>Deliverable:</b> Provide feedback and recommendation to staff	2 hours	Jonathon Turlove 3 hours	October	Within existing resources
<b>1.4 West Bay Park &amp; Restoration Master Plan</b>  <b>PRAC Role:</b> Receive briefing on ideas and concepts for the master plan  <b>Deliverable:</b> Provide feedback and recommendation to Council	3 hours	Laura Keehan 4 hours	May	Within existing resources
<b>1.5 Action Plan</b>  <b>PRAC Role:</b> Receive briefing on the proposed 2019 Action Plan  <b>Deliverable:</b> Provide input to Council on the updated Action Plan and Council priorities	2 hours	Stacey Ray 3 hours	February	None
<b>1.6 Pickleball Conversion</b>  <b>PRAC Role:</b> Receive briefing on whether and where to convert existing tennis courts to pickleball courts.  <b>Deliverable:</b> Provide input to staff	2 hours	Jonathon Turlove 3 hours	April	Within existing resources

## Parks and Recreation Advisory Committee -- 2018 Work Plan (April 1, 2018 to March 31, 2019)

<b>1.7 Dog Park Sites</b>  <b>PRAC Role:</b> Receive a briefing on ideas for potential dog park sites.  <b>Deliverable:</b> Provide input to staff.	2 hours	Laura Keehan 4 hours	September	Within existing resources
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### SECTION 2. 2018 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 2018 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 20%

Title Description	Committee Commitment	Staff Commitment <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule <i>(Estimated)</i>	Budget Implications
<b>MISCELLANEOUS</b>				
<b>2.1 Informal meeting with department and city leadership.</b>  <b>PRAC Role:</b> Attend optional, informal annual meeting with the department director, associate directors, and city manager.  <b>Deliverable:</b> None – information sharing only.	None necessary	Paul Simmons, Jonathon Turlove, Scott River, Steve Hall 2 hours	June	None
<b>2.2 Annual Park Evaluation Program</b>  <b>PRAC Role:</b> Administer annual park evaluation program.  <b>Deliverable:</b> Compiled park evaluation information.	6 hours	No staff lead: This is an entirely PRAC-driven effort	Survey forms distributed in May.  Results discussed in October.	None

## Parks and Recreation Advisory Committee -- 2018 Work Plan (April 1, 2018 to March 31, 2019)

<b>2.3 Joint meeting of Olympia, Tumwater, Lacey, and Thurston County Park Boards (Annual)</b>  <b>PRAC Role:</b> PRAC members will help plan and attend the joint meeting of regional park boards.  <b>Deliverable:</b> None – information sharing only.	3 hours	Jonathon Turlove 3 hours	TBD based on host jurisdiction	None
<b>2.4 Participation in groundbreakings and dedications</b>  <b>PRAC Role:</b> Participate in groundbreaking and dedication celebrations  <b>Deliverable:</b> Visibility at community events.	None necessary	Tammy LeDoux 2 hours	As needed	None
<b>2.5 Park Naming</b>  <b>PRAC Role:</b> Hold a public hearing and make a recommendation to Council on park names  <b>Deliverable:</b> Recommendation to Council	2 hours	2 hours	As needed	None
<b>2.6 Park Land Donations</b>  <b>PRAC Role:</b> Review parcels offered to OPARD for donation and make recommendation to Council  <b>Deliverable:</b> Make recommendation to Council	2 hours	3 hours	As needed	None

## Parks and Recreation Advisory Committee -- 2018 Work Plan (April 1, 2018 to March 31, 2019)

<b>2.7 Grant Applications</b>  <b>PRAC Role:</b> Receive presentation on OPARD's proposed grant applications  <b>Deliverable:</b> Letters of support for applications	2 hours	6 hours	April	None
<b>2.8 Performance Report Update</b>  <b>PRAC Role:</b> Receive presentation on OPARD's 2017 performance report  <b>Deliverable:</b> None – information sharing only	None necessary	Paul Simmons 2 hour	April	None
<b>2.9 Park Volunteer Appreciation Picnic</b>  <b>PRAC Role:</b> Attend appreciation picnic if desired  <b>Deliverable:</b> None	This is not required, but is an open invitation to PRAC members and their families.	Sylvana Niehuser 4 hours	August 25, 2018, 11am to 1pm, Priest Point Park	None

# Olympia Planning Commission - 2017 Work Plan (April 1, 2018 to March 31, 2019)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one optional “retreat” during this period. 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. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

## Section 1. 2018 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 a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<b>1.1 Review 6-year Capital Facilities Plan (CFP)</b> <a href="http://olympiawa.gov/city-government/budget-financial-reports.aspx">http://olympiawa.gov/city-government/budget-financial-reports.aspx</a>  Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan.  <b>Deliverable:</b> Public Hearing and recommendation to City Council.	2 hours; plus 6 or more hours of subcommittee meeting time	CP&D staff: 14-18 hours  Other citywide administrative and planning staff: 10 hours	Subcommittee formed in Spring; Commission to conclude review in September.	Included in base budget.	Detailed review and recommendation	City Staff – an annual update is customary for Olympia
<b>1.2 Annual Comprehensive Plan Amendments</b> <a href="http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx">http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx</a>  Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.  <b>Deliverables:</b> Public Hearing and recommendation to City Council.	12 hours - dependent on scope, nature and controversy of proposals	CP&D staff: 24 to 40 hours  Other department support: 24 to 40 hours	June	Included in base budget	Detailed review and recommendation	



<b>1.3 Downtown design criteria update</b> <a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a>  Amendment of development code consistent with downtown strategy. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours - may include consultant	To Be Determined	Dependent on scope	General review and recommendation	City staff
<b>1.4 Zoning Code Amendments – downtown area</b> <a href="http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx">http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</a>  Amendment of development code relative to views to, from and over downtown area and other zoning changes related to the downtown strategy. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	3 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
<b>1.5 Zoning map and development code text amendments</b>  Review of any privately proposed or Council-initiated amendments to the City’s development regulations. Staff estimates that two to four will be considered in 2018. <b>Deliverables:</b> Public Hearing and recommendation to City Council.	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3200 fee.	Detailed review and recommendation	Placeholder for new proposals.
<b>1.6 Sign code amendment</b> <a href="http://www.olympiawa.gov/signcode">www.olympiawa.gov/signcode</a>  Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling <b>Deliverable:</b> Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours plus consultant	To Be Determined	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
<b>1.7 Low density neighborhood “in-fill” code amendments (aka Missing Middle Housing/Infill)</b> <a href="http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx">http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx</a>  Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	6 hours	CP&D staff: 10 hours	May Be Completed Before April 2018	Included in base budget	Detailed review and recommendation	City Staff

<b>1.8 Short Term Rental Policies</b>  Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<b>1.9 Drive Through Code Amendments</b>  Review existing code for consideration of areas appropriate to remove prohibition of drive-through uses. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<b>1.10 Parking Strategy Recommendations</b> <a href="http://olympiawa.gov/city-services/parking/parking-strategy.aspx">http://olympiawa.gov/city-services/parking/parking-strategy.aspx</a>  Review Parking Strategy recommendations for consistency with the Comprehensive Plan and Downtown Strategy. <b>Deliverable:</b> Public Hearing and recommendation to City Council.	2-4 hours	CP&D staff: 10 hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<b>1.11 Joint Plan Recommendations</b>  Review Joint Plan for consistency with the City of Olympia’s Comprehensive Plan. <b>Deliverable:</b> Recommendation to City Council/Thurston County.	4-6 hours	CP&D staff: 10+ hours	To Be Determined	Included in base budget	General review and recommendation	City Staff
<b>1.12 Parks/Open Space Zoning District Recommendation</b>  Review proposal for adding a new Parks/Open Space zoning district to the Olympia Municipal Code. May or may not include a comprehensive plan amendment.  <b>Deliverable:</b> Public Hearing and recommendation to City Council	4-6 hours	CP&D staff: 6-8 hours	To Be Determined, if Referred by City Council	TBD	General review and recommendation	City Council

<b>SECTION 2.</b> <b>2018 Optional Program Implementation and/or Input to Council or Staff</b>						
<p>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. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.</p>						
<b>Title and Description</b>	<b>Estimated Commission Meeting Time</b>	<b>Estimated Staff Commitment (Direct support for Commission role)</b>	<b>Schedule (Estimated Completion)</b>	<b>Budget Implications</b>	<b>Commission Role</b>	<b>Source of Proposal</b>
<b>2.1 Neighborhood Center Code:</b> A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.  <b>Deliverable:</b> Proposed development code update for consideration by City in 2018.	1 hour; plus substantial work group time	CP&D: 8 to 12 hours	To Be Determined	Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<b>2.2 Action Plan for comprehensive plan implementation.</b> <a href="http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx">http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</a> An implementation strategy is called for in the Comprehensive Plan. Commission will review the Action Plan including performance measures (or ‘community indicators’) and provide comments on the actions, priorities and performance measures.  <b>Deliverable:</b> Recommendation and comments to City staff.	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council’s Land Use and Environment Committee	Comprehensive Plan
<b>2.3 Subarea/Neighborhood Plan</b> Review of draft Subarea Plan  <b>Deliverable:</b> Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	To Be Determined	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

<b>SECTION 3.</b> <b>2018 Administrative Activities and Informational Briefings</b> 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 5 meeting hours plus retreat; about 10% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<b>3.1 Organizational Retreat.</b>  Annual event focused on improving Commission functions and procedures.	1 hr. of meeting time to prepare; 4 to 6 hours for retreat	CP&D Staff: 8 to 10 hours  Facilitator at OPC option.	To Be Determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
<b>3.2 Check-In with the Land Use and Environment Committee</b>  Potential joint meeting with the Land Use and Environment Committee	1-2 hours		To Be Determined	Included in base budget	Led by LUEC	Planning Commission
<b>3.3 Preparation of 2019 Work Plan</b>  Time allotted for proposing work items for following year. <b>Deliverable:</b> Recommendation to Council	2 hours	CP&D: 6 hours  Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
<b>3.4 Meet with Coalition of Neighborhood Association</b>  Meeting to share issues and coordinate; an alternative joint meeting may be substituted.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA
<b>3.5 Sea Level Rise Response Plan Briefing</b> <a href="http://olympiawa.gov/city-utilities/storm-and-">http://olympiawa.gov/city-utilities/storm-and-</a>			To Be Determined			City Staff & Planning Commission

<a href="#">surface-water/sea-level-rise.aspx</a>						
Briefing regarding SLR Response Planning Process						
<b>3.6 Economic Development Briefing</b> Briefing regarding economic development opportunities and actions in the City of Olympia	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.7 West Bay Restoration &amp; Parks Plan Briefing</b> <a href="http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx">http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx</a> Briefing regarding progress on the West Bay restoration and parks master planning efforts	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.8 Transportation Master Plan Briefing</b> Briefing regarding progress on the Transportation Master Plan	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.9 Development Activity Briefing</b> Briefing regarding annual development activity within the City and UGA	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
<b>3.10 Affordable Housing Briefing</b> A briefing regarding the status of affordable housing issues in Olympia and Thurston County	1 hour	CP&D: 1 hour	Nov/Dec	Included in base budget	Informational Briefing	Planning Commission
<b>3.11 Public Safety Briefing</b> <a href="http://olympiawa.gov/city-services/police-department.aspx">http://olympiawa.gov/city-services/police-department.aspx</a> <a href="http://olympiawa.gov/city-services/fire-department.aspx">http://olympiawa.gov/city-services/fire-department.aspx</a> A briefing by the Police and Fire Departments regarding public safety in Olympia	1 hour	OPD: 1 hour OFD: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.12 Thurston County Joint Plan Briefing</b> A briefing about the city and county efforts to update the Joint Plan for the Urban Growth Area of Olympia.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	City Staff

<b>3.13 Population Growth Briefing</b>  A briefing about the City’s estimated population growth across the city, based on comprehensive plan density estimates.	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.14 Community Land Trust Briefing</b>  A briefing on Community Land Trusts and how they could impact agriculture, housing, and other provisions of the comprehensive plan.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.15 Data &amp; Metrics Briefing</b>  A briefing on definitions, data, and metrics of the comprehensive plan. It is related to the community indicators in the Action Plan.	1 hour	CP&D: 3 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
<b>3.16 LOTT General Facilities Charges Briefing</b> <a href="http://lottcleanwater.org/">http://lottcleanwater.org/</a>  A briefing on the GFCs for wastewater treatment through the LOTT Clean Water Alliance.	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

Utility Advisory Committee (UAC)  
April 2018 - March 2019 Workplan

**SECTION 1. Recommendations to City Council**

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section 1. Items 1.a. and 1.c. are routine in nature and come before the UAC every year.

Estimated percent of overall committee effort for this section: 30%. UAC Staff Liaison: Andy Haub

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
<b>1. a. Capital Facilities Plan (CFP)</b> Review Draft 2019-2024 CFP in regards to utility capital projects.  <b>Deliverable:</b> Recommendations to the Planning Commission and City Council.	60 minutes	Eric Christensen	May 2018	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2019 budget and utility rates as appropriate.
<b>1. b. Sea Level Rise Response Plan</b> Review and provide input/recommendations on the sea level rise response plan (developed in collaboration with LOTT and Port of Olympia).  <b>Deliverable:</b> Recommendation to City Council	60 minutes	Susan Clark	September 2018	None at this time. Financial discussions are occurring between City, Lott and Port staff and the respective elected officials.
<b>1. c. Utility Budgets, Rates &amp; GFCs</b> Review staff's 2019 recommendations for the four utility budgets, rates and general facilities charges.  <b>Deliverables:</b> <u>Rates &amp; GFCs</u> : Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.	45 minutes	Andy Haub and Dan Daniels	October 2018	Incorporate financial discussions into 2019 budgets, rates and general facility charges recommendations.

Utility Advisory Committee (UAC)  
April 2018 - March 2019 Workplan

<b>SECTION 2. Program Implementation and/or Input to Staff</b> As staff develops programs and policies, consultation with committees for their input and perspective is a crucial step in the process. 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: 70%				
<b>Title/Description</b>	<b>Estimated Committee Time</b>	<b>Staff Lead</b>	<b>Month</b>	<b>Potential Budget Implications</b>
<b>2. a. Storm &amp; Surface Water Finances</b> Review potential approaches for incentivizing storm and surface water requirements and voluntary actions. <b>Deliverable:</b> Briefing and provide feedback	45 minutes	Eric Christensen	April 2018	None at this time.
<b>2. b. Review Customer Assistance Program</b> Review current income thresholds of the "Lifeline" utility assistance program. <b>NOTE: Requested by Finance Committee</b> <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Andy Haub	April 2018	Subsequent changes could go into future budget and utility rates.
<b>2. c. Long-term Utility Finance Strategies</b> Review known long-term utility needs and obligations relative to potential rates. <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Andy Haub	April 2018	None at this time.
<b>2. d. Sea Level Rise Response Plan</b> Update on the sea level rise response plan project. <b>Deliverable:</b> Briefing and provide feedback	60 minutes	Susan Clark	May 2018	None at this time. Financial discussions occurring between City, LOTT and Port staff and elected officials.
<b>2. e. Utility Budgets, Rates &amp; GFCs</b> Review staff's 2019 recommendations for the four utility's budgets, rates and general facilities charges (GFCs). <b>Deliverable:</b> Briefing and provide feedback	60 minutes	Andy Haub and Dan Daniels	June 2018	Incorporate into 2019 utility budget and rates.
<b>2. f. LOTT Clean Water Alliance Rates and Capacity Development Chargers (CDC)</b> Review LOTT's proposals for 2019 rates for wastewater treatment services and CDCs. <b>Deliverable:</b> Briefing and provide feedback	45 minutes	LOTT Staff	June 2018	Incorporate into 2019 City utility wastewater collection rates.



Utility Advisory Committee (UAC)  
April 2018 - March 2019 Workplan

SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. g. Utility Budgets, Rates &amp; GFCs</b> Continued review and discussion of staff's 2019 recommendations for the four utility's budgets, rates and general facilities charges (GFCs). <b>Deliverable:</b> Briefing and provide feedback	90 minutes	Andy Haub and Dan Daniels	September 2018	Incorporate into 2019 utility budget and rates.
<b>2. h. Water Quality-based Street Sweeping Program</b> Program overview of the collaborative effort of the Storm and Surface Water Utility and Public Works Transportation on street sweeping to improve water quality. <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Sue Barclift	October 2018	None at this time.
<b>2. i. LOTT Reclaimed Water Infiltration Study</b> Provide an update on the progress of the study. <b>Deliverable:</b> Briefing and provide feedback	45 minutes	LOTT Staff	October 2018	None.
<b>2. j. Climate Action Plan</b> Update on the City's development of a regional Climate Action Plan. <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Danelle MacEwen	November 2018	None at this time.
<b>2. k. City and Utility Energy Conservation</b> Staff will provide information on the City's efforts to conserve energy and reduce emissions. <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Andy Haub	November 2018	None.
<b>2. l. UAC Workplan Development</b> Develop the 2019-2020 UAC workplan. <b>Deliverable:</b> Develop a draft workplan.	30 minutes	Andy Haub	December 2018	None
<b>2.m. City and Utility Development Charges</b> Review the City's cost of permit and development fees for new residential construction. <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Andy Haub	December 2018	None.

Utility Advisory Committee (UAC)  
April 2018 - March 2019 Workplan

SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. n. Approve UAC Workplan &amp; Officer Elections</b> Finalize and approve the 2019-2020 UAC workplan. Elect a Chair and Vice-Chair.  <b>Deliverables:</b> Approve workplan and forward to Council's General Government Committee. Elect UAC officers.	30 minutes	Andy Haub	February 2019	None
<b>1. o. Wastewater Plan Update</b> Review draft goals and strategies of the update to the City's Wastewater Management Plan.  <b>Deliverable:</b> Briefing and provide feedback	45 minutes	Susan Clark	February 2019	None at this time.
<b>2. p. NPDES Annual Report</b> 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.  <b>Deliverable:</b> Briefing and provide feedback	30 minutes	Jeremy Graham	March 2019	The Storm and Surface Water utility funds the compliance with the NPDES permit.



## City Council

### Approval of Resolutions Authorizing Five Grant Applications to the Recreation and Conservation Office (RCO)

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.D  
**File Number:** 18-0289

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

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#### Title

Approval of Resolutions Authorizing Five Grant Applications to the Recreation and Conservation Office (RCO)

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to authorize Olympia Parks, Arts and Recreation Department (OPARD) staff to submit five grant applications to the Recreation and Conservation Office (RCO) for park land acquisition and park development projects.

#### Report

##### Issue:

Whether to authorize five RCO grant applications for park land acquisition and park development projects.

##### Staff Contact:

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

##### Presenter(s):

None - Consent Calendar Item.

##### Background and Analysis:

The Parks, Arts and Recreation Department is preparing five Recreation and Conservation Office (RCO) grant applications for the current funding cycle. The applications are due May 1, 2018, and are required to include formal Council authorization.

These applications are for:

- Grass Lake Nature Park Trail Construction
- LBA Woods Boulevard Road Parcel Acquisition (reimbursement)

- Athletic Field Community Park Acquisition
- Lions Park Sprayground Development
- Stevens Field #1 Synthetic Turf and Lights

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

All five of these projects are included in the 2016 Parks, Arts and Recreation Plan, which was developed with significant public involvement.

**Options:**

1. Authorize the five resolutions and pursue the five grant opportunities.
2. Do not authorize the resolutions and do not pursue the five grant opportunities.

**Financial Impact:**

The five grants applied for will total \$3,850,000 but it is unknown at this time, which ones may or may not be successful.

**Recreation and Conservation Office  
Applicant Resolution/Authorization**

Organization Name (sponsor) City of Olympia Parks, Arts and Recreation

Project(s) Number(s), and Name(s) 18-1243 Grass Lake Nature Park Trail Construction

This resolution/authorization authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Steven R. Hall, Olympia City Manager is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) approve submittal of a grant application to the Office, (2) enter into a project agreement(s) on behalf of our organization, (3) sign any amendments thereto on behalf of our organization, (4) make any decisions and submissions required with respect to the Project(s), and (5) designate a project contact(s) to implement the day-to-day management of the grant(s).
3. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at: <https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
5. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue

stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.

8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.
10. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
11. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
12. Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the project agreement or an amendment thereto.
13. This resolution/authorization is deemed to be part of the formal grant application to the Office.
14. Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This application authorization was adopted by our organization during the meeting held:

Location Olympia City Hall, 601 – 4<sup>th</sup> Avenue, Olympia WA 98501

Date April 17, 2018

Signed and approved on behalf of the resolving body of the organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form Mark Barber 4/10/2018  
City Attorney Date

Washington State Attorney General's Office

Approved as to form Brian Tallen 1/19/18  
Assistant Attorney General Date

**Recreation and Conservation Office  
Applicant Resolution/Authorization**

Organization Name (sponsor) City of Olympia Parks, Arts and Recreation

Project(s) Number(s), and Name(s) 18-1251 LBA Woods Boulevard Road Parcel Acquisition

This resolution/authorization authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Steven R. Hall, Olympia City Manager is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) approve submittal of a grant application to the Office, (2) enter into a project agreement(s) on behalf of our organization, (3) sign any amendments thereto on behalf of our organization, (4) make any decisions and submissions required with respect to the Project(s), and (5) designate a project contact(s) to implement the day-to-day management of the grant(s).
3. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at: <https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
5. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.

7. Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.
10. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
11. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
12. Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor.
13. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the project agreement, or authorized in writing by the Office Director.
14. This resolution/authorization is deemed to be part of the formal grant application to the Office.



15. Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This application authorization was adopted by our organization during the meeting held:

Location Olympia City Hall, 601 – 4<sup>th</sup> Avenue, Olympia WA 98501

Date April 17, 2018

Signed and approved on behalf of the resolving body of the organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form

Mark Barber  
City Attorney

4/10/2018  
Date

Washington State Attorney General's Office

Approved as to form

Brian Toller  
Assistant Attorney General

1/19/18

Date

**Recreation and Conservation Office  
Applicant Resolution/Authorization**

Organization Name (sponsor) City of Olympia Parks, Arts and Recreation

Project(s) Number(s), and Name(s) 18-1252 Athletic Field Community Park Acquisition

This resolution/authorization authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
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3. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at: <https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
5. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.

7. Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.
10. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
11. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
12. Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor.
13. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the project agreement, or authorized in writing by the Office Director.
14. [Only for Projects located in Water Resources Inventory Areas 1 – 19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the *Puget Sound Action Agenda* developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.

16. Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This application authorization was adopted by our organization during the meeting held:

Location Olympia City Hall, 601 – 4<sup>th</sup> Avenue, Olympia WA 98501

Date April 17, 2018

Signed and approved on behalf of the resolving body of the organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form Mark Barker 4/10/2018  
City Attorney Date

Washington State Attorney General's Office

Approved as to form Brian Stallen 1/19/18  
Assistant Attorney General Date

**Recreation and Conservation Office**  
**Applicant Resolution/Authorization**

Organization Name (sponsor) City of Olympia Parks, Arts and Recreation

Project(s) Number(s), and Name(s) 18-1253 Lions Park Sprayground Development

This resolution/authorization authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Steven R. Hall, Olympia City Manager is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) approve submittal of a grant application to the Office, (2) enter into a project agreement(s) on behalf of our organization, (3) sign any amendments thereto on behalf of our organization, (4) make any decisions and submissions required with respect to the Project(s), and (5) designate a project contact(s) to implement the day-to-day management of the grant(s).
3. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at: <https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
5. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue

stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.

8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.
10. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
11. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
12. Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the project agreement or an amendment thereto.
13. This resolution/authorization is deemed to be part of the formal grant application to the Office.
14. Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.
15. This application authorization was adopted by our organization during the meeting held:

Location Olympia City Hall, 601 – 4<sup>th</sup> Avenue, Olympia WA 98501

Date April 17, 2018

Signed and approved on behalf of the resolving body of the organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form Mark Barker 4/16/2018  
City Attorney Date

Washington State Attorney General's Office

Approved as to form Brian Staller 1/19/18  
Assistant Attorney General Date

**Recreation and Conservation Office**  
**Applicant Resolution/Authorization**

Organization Name (sponsor) City of Olympia Parks, Arts and Recreation

Project(s) Number(s), and Name(s) 18-1254 Stevens Field #1 Synthetic Turf and Lights

This resolution/authorization authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Steven R. Hall, Olympia City Manager, is authorized to act as a representative/agent for our organization with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) approve submittal of a grant application to the Office, (2) enter into a project agreement(s) on behalf of our organization, (3) sign any amendments thereto on behalf of our organization, (4) make any decisions and submissions required with respect to the Project(s), and (5) designate a project contact(s) to implement the day-to-day management of the grant(s).
3. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at: <https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
5. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that *prior to* our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the project

agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.

8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. Our organization acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on our organization upon execution by our representative/agent.
10. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
11. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
12. Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the project agreement or an amendment thereto.
13. This resolution/authorization is deemed to be part of the formal grant application to the Office.
14. Our organization warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This application authorization was adopted by our organization during the meeting held:

Location Olympia City Hall, 601 – 4<sup>th</sup> Avenue, Olympia WA 98501 Date April 17, 2018

Signed and approved on behalf of the resolving body of the organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form Mark Barker 4/10/2018  
City Attorney Date

Washington State Attorney General's Office

Approved as to form Brian Toller 1/19/18  
Assistant Attorney General Date





## City Council

### Approval of an Ordinance Creating a Fund for the Home Fund

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.E  
**File Number:** 18-0325

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

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#### **Title**

Approval of an Ordinance Creating a Fund for the Home Fund

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Move to approve the ordinance creating a fund for the Home Fund on second reading.

#### **Report**

##### **Issue:**

Whether to approve an ordinance to create a Fund for the Home Fund.

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

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

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

None - Consent Calendar Item

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

Background and Analysis has not changed from first to second reading.

In February, Olympia voters approved a 1/10<sup>th</sup> of 1% increase in sales tax to be used to construct affordable and supportive housing and for housing-related purposes, including mental and behavioral health-related facilities, costs of operations, maintenance, delivery and evaluation of mental health programs and services, or housing-related services (RCW 82.14.530). To provide transparency and accountability, staff recommends creating a separate Fund to track revenue and expenses.

On an annual basis, the increase in sales and use tax is estimated to generate \$2.3 million. In accordance with RCW 82.14.055, the sales and use tax takes effect 75 days after the State Department of Revenue receives notification and can only start on the first day of January, April or July. Therefore, the City's new sales tax will take effect on July 1, 2018. The City will begin receiving the new tax distributions in September. The City estimates receiving approximately \$517,000 in

2018.

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

Voters of the City approved a sales tax to support the Home Fund.

**Options:**

- 1) Move to approve the ordinance creating a fund for the Home Fund on second reading.
- 2) Direct staff to make changes to the ordinance.
- 3) Do not approve the ordinance.

**Financial Impact:**

Estimated annual funds \$2,300,000.

Estimated amount available for use in 2018 is \$517,000.

**Attachments:**

Ordinance

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, CREATING A NEW FUND TO BE KNOWN AS THE HOME FUND; ADDING A NEW SECTION TO CHAPTER 3.04 OF THE OLYMPIA MUNICIPAL CODE; AND AMENDING SECTION 3.04.000 OF THE OLYMPIA MUNICIPAL CODE.**

**WHEREAS**, RCW 82.14.530 authorizes cities to submit to voters a proposition to increase sales and use tax by not more than one-tenth of one percent, to be used to construct affordable and supportive housing and for housing-related purposes, including mental and behavioral health-related facilities, and for costs of operations, maintenance, delivery and evaluation of mental health programs and services, or housing-related services as permitted by state law; and

**WHEREAS**, on February 13, 2018, voters of the City of Olympia approved Proposition No. 1 to increase the sales tax by one-tenth of one percent as authorized by RCW 82.14.530; and

**WHEREAS**, the Olympia City Council desires that funds authorized by RCW 82.14.530 be accounted in a separate fund;

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

**Section 1. Amendment of OMC 3.04. A NEW SECTION 3.04.142 is hereby added to the Olympia Municipal Code to read as follows:**

**3.04.142 Home Fund**

A. Created. There is hereby created a fund to be known as the Home Fund.

B. Sources. There shall be deposited in the Home Fund, sales and use tax authorized by RCW 82.14.530 and interest thereon, and other funds as determined by the City Council to support the purposes of the Home Fund.

C. Uses. Funds within the Home Fund shall be used for housing and housing-related services, including mental and behavioral health programs and facilities as required by RCW 82.14.530. A minimum of sixty (60) percent of the monies collected under RCW 82.14.530 shall be used for housing and housing-related purposes as defined in RCW 82.14.530(2)(a)(i), (ii) and (iii), and the remainder of the monies collected shall be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services as required by RCW 82.14.850(2)(c). Other funds deposited in the Home Fund shall be used for purposes similar in nature to the above, as determined by the City Council.

**Section 2. Amendment of OMC 3.04. Olympia Municipal Code Section 3.04.000 is hereby amended to read as follows:**

## Chapter 3.04 FUNDS

### 3.04.000 Chapter Contents

#### Sections:

- 3.04.001 General Fund – Current Operations.
- 3.04.003 Special Account Control Fund.
- 3.04.006 Development Fee Revenue Fund.
- 3.04.007 Parking Fund.
- 3.04.014 LEOFF 1 OPEB Trust Fund.
- 3.04.021 The Washington Center for the Performing Arts Endowment Fund.
- 3.04.025 The Washington Center for the Performing Arts Operations and Maintenance Fund.
- 3.04.026 Arts Fund.
- 3.04.029 Facilities Major Repairs Fund.
- 3.04.107 HUD Fund.
- 3.04.127 Impact Fee Fund.
- 3.04.130 SEPA Mitigation Fund.
- 3.04.132 Lodging Tax Fund.
- 3.04.134 Parks and Recreational Sidewalks Utility Tax Fund.
- 3.04.135 Parking Business Improvement Area Fund.
- 3.04.136 Farmers Market Major Repair and Replacement Fund.
- 3.04.137 Hands On Children's Museum Fund.
- 3.04.138 Transportation Benefit District Fund.
- 3.04.139 Grants Control Fund.
- 3.04.140 Real Estate Excise Tax Fund.
- 3.04.141 Olympia Metropolitan Park District Fund.
- 3.04.142 Home Fund.
- 3.04.200 Debt Service Funds.
- 3.04.317 Capital Improvement Fund.
- 3.04.325 City Hall Construction Fund.
- 3.04.331 Fire Equipment Fund.
- 3.04.400 Waterworks Utility Funds.
- 3.04.403 Solid Waste (Garbage) Utility Fund.
- 3.04.404 Storm Drainage Utility Fund.
- 3.04.500 Equipment Rental Fund.
- 3.04.503 Unemployment Compensation Fund.
- 3.04.504 Insurance Trust Fund.
- 3.04.505 Workers Compensation Fund.
- 3.04.600 Fiduciary and Custodial Funds.

**Section 3. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. 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 5. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

A handwritten signature in blue ink, appearing to read "Mark Baker", is written over a horizontal line.

CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Ordinance 7118 (Operating Budget)

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.F  
**File Number:** 18-0327

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

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#### **Title**

Approval of an Ordinance Amending Ordinance 7118 (Operating Budget)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Move to approve the ordinance amending Ordinance 7118 on second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7118.

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

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

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

None - Consent Calendar Item.

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

Background and Analysis has not changed from first to second reading.

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

Budget Items being presented to the Council:

- 1) Reclassify Washington Center Endowment Fund to Operating Fund (General Fund Sub-Fund) and move budget of \$11,500 from Special Funds. This is required by Generally Accepted Accounting Principles (GAAP).

- 2) Appropriation of \$91,932 for additional recreation fees and camps. Funding provided by user fees and donation from the PARC Foundation of Thurston County.
- 3) Appropriation of \$70,000 for extra help in Fire and increase of fleet revenue for services for outside agencies, including parts.
- 4) Appropriation of unallocated Levy Lid Lift funds for the new Westside station.
- 5) Appropriation of \$3,290 PSE energy rebate.
- 6) Appropriation of \$43,900 for clean team expenses to match original budget. Funding from HUD Fund and PBIA
- 7) Appropriation of \$60,651 for Utility GIS position approved in the budget process but not entered into the budget.
- 8) Appropriation of Homeless Response Coordinator. Funded up to \$100,000 by Evergreen Christian Center.
- 9) Appropriation of \$35,016 for re-class of two positions in CP&D and one interim assignment. Funding from Development Fee Fund, Parking Fund, Utilities overhead and moving budget from professional services.

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

None noted.

**Options:**

- 1) Approve ordinance amending ordinance 7118.
- 2) Do not approve the amending ordinance. The budget items presented to the council would not be authorized, projects would not be completed and the City could not hire for the positions proposed. The Washington Center Endowment Fund would be classified in a manner that conflicts with GAAP.

**Financial Impact:**

Total increase appropriations by \$416,289. Funding for these appropriations noted above.

**Attachments:**

Ordinance

**Ordinance No. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO  
BUDGETS, FINANCE, AND SALARIES, AND AMENDING ORDINANCE NO. 7118**

**WHEREAS**, the Olympia City Council passed Ordinance No. 7118 on December 19, 2017; and

**WHEREAS**, throughout the year, updates are required to recognize changes relating to budgets, finance, and salaries; and

**WHEREAS**, the following changes need to be made to Ordinance No. 7118;

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

**Section 1. 2018 Budget.** The budget for the calendar year 2018 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

<b>FUND</b>	<b>APPROP. FUND BALANCE</b>	<b>ESTIMATED REVENUE</b>	<b>APPROP.</b>	<b>ADDITIONS TO FUND BALANCE</b>
General, Regular Operations	\$212,571	<del>\$78,184,682</del> \$78,508,315	<del>\$78,397,253</del> \$78,720,886	\$-
General, Special Sub-Funds				
Special Accounts	75,860	908,813	984,673	-
Development Fee Revenue	- 9,591	3,756,900	<del>3,756,900</del> 3,766,491	-
Parking	- 7,624	<del>1,560,200</del> 1,560,200	<del>1,296,691</del> 1,304,315	263,509
Post Employment Benefits	399,000	1,133,000	1,532,000	-
Washington Center Endowment	-	11,500	11,500	-
Washington Center Ops	5,000	455,976	460,976	-
Municipal Arts	-	55,800	55,800	-
Equip & Facilities Reserve	-	<del>1,511,873</del> 1,515,163	<del>1,149,775</del> 1,153,065	362,098
Total General Fund	<del>692,431</del> 709,646	<del>87,567,244</del> 87,905,667	<del>87,634,068</del> 87,989,706	625,607
4 <sup>th</sup> /5 <sup>th</sup> Avenue Corridor Bridge Loan	3	548,035	548,038	-
UTGO Bond Fund – 2009 Fire	-	1,195,930	1,191,156	4,774
City Hall Debt Fund – 2009	2,272	2,416,446	2,418,718	-
2010 LTGO Bond – Street Projects	-	435,617	435,613	4
L.O.C.A.L. Debt Fund – 2010	-	178,282	178,281	1
2010B LTGO Bonds - HOCM	10,290	425,098	435,388	-
2013 LTGO Bond Fund	-	675,275	675,275	-
2016 LTGO Parks BAN	-	125,000	125,000	-
Water Utility O&M	<del>100,760</del> 110,129	13,983,920	<del>14,084,680</del> 14,094,049	-
Sewer Utility O&M	<del>3,661</del> 13,114	20,254,540	<del>20,258,201</del> 20,267,654	-



Solid Waste Utility	-	12,159,668	12,108,571	51,097
Stormwater Utility	<del>10,870</del> 52,699	5,396,612	<del>5,407,482</del> 5,449,311	-
Water/Sewer Bonds	-	2,041,982	2,032,448	9,534
Stormwater Debt Fund	1	123,648	123,649	-
Equipment Rental	-	2,371,022	2,359,540	11,482
<b>TOTALS</b>	<b><del>\$820,288</del> \$898,154</b>	<b><del>\$149,898,319</del> \$150,236,742</b>	<b><del>\$150,016,108</del> \$150,432,397</b>	<b>\$702,499</b>

**Section 2. Administration.** The City Manager shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

**Section 3. Salaries and Compensation.** The salaries and compensation for the City of Olympia employees for the calendar year 2018 shall be as set forth in the "Supplementary Information" section of the 2018 Adopted Operating Budget document, or as the same may be amended by the City Manager as part of his administration of the budget pursuant to Section 2 above.

**Section 4. Benefit Cost Sharing.** The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on an employee's start date with the City.

**Section 5. 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 6. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 7. 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

### Approval of an Ordinance Amending Ordinance 7119 (Capital Budget)

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.G  
**File Number:** 18-0329

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

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#### **Title**

Approval of an Ordinance Amending Ordinance 7119 (Capital Budget)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Move to approve the ordinance that amends Ordinance 7119 on second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7119.

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

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

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

None - Consent Calendar Item.

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

Background and Analysis has not changed from first to second reading.

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

The attached ordinance reflects ordinances that have been adopted relating to the budget since the last quarterly update, and other proposed changes to the budget.

A separate ordinance was passed since the adoption of ordinance 7119 relating to the Capital Budget and was previously presented to the Council.

- 1) Ordinance 7125 passed on February 27, 2018 appropriating a total of \$783,400 for two Transportation projects.
  - a. \$420,000 for the State Avenue and Phoenix Sidewalk project funded by money from the Pedestrian and Bicycle Safety Program Grant
  - b. \$363,480 for the Traffic Signal Controller Upgrade to Support TSP and Enhanced Signal Coordination

**Budget Items not previously presented to the Council:**

- 1) Appropriation of \$95,000 in additional revenue from the Transportation Benefit District.
- 2) Appropriation of \$134,251 from Percival Landing Insurance Settlement for Contaminated Soil.
- 3) Appropriation of \$1,700,000 from PSE Settlement for contaminated soil at City Hall.
- 4) Appropriation of \$250,000 for Bike Corridor Permanent Improvements. Funded from Transportation Improvement Board Complete Streets Award Project Grant.
- 5) Appropriation of \$1,237,010 for debt funding for Stormwater Capital Facilities Plan correcting from use of fund balance in original budget.
- 6) Appropriation of \$50,000 for GIS Program Specialist Position Funded by Department Of Ecology grant.
- 7) Appropriation of \$526,026 for conduct hydrologic performance effectiveness study funded by DOE agreement.
- 8) Correction to original Stormwater Mitigation Fee Fund budget, reducing the budget by \$533,941. This was a result of a duplication of the 2017 budget carryover that was included in the 2018 budget in error.
- 9) Correction to original Transportation Capital Budget in the Capital Improvement Fund, reducing the budget by \$2,646,153. Removing budget that was previously appropriated for the Morse-Merryman Roundabout project and included in the 2018 budget in error.

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

None noted.

**Options:**

- 1) Approve ordinance amending ordinance 7119. This allows staff to complete the projects listed above.
- 2) Do not approve the amending ordinance. This would prevent critical capital projects from being completed.

**Financial Impact:**

Total increase in appropriations is \$358,663. The sources of funding for the total appropriation are available.

**Attachments:**

Ordinance

**Ordinance No.**

**AN ORDINANCE ADOPTING THE CITY OF OLYMPIA'S CAPITAL FACILITIES  
PLAN FOR THE YEARS 2018-2023 AND AMENDING ORDINANCE NO. 7119.**

**WHEREAS**, the Olympia City Council adopted the Capital Facilities Plan for years 2018 through 2023 by passing Ordinance No. 7119 on December 19, 2017; and

**WHEREAS**, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

**WHEREAS**, the following amendments need to be made to Ordinance No. 7119;

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

**Section 1.** That certain document entitled the "Capital Facilities Plan," covering the years 2018 through 2023, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City's web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

**Section 2.** Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

**Section 3.** It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

**Section 4.** The Director of Administrative Services is hereby authorized to bring forward into fiscal year 2017 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

**Section 5.** The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Impact Fee Fund	\$4,045,966	-	\$4,045,966	\$-
SEPA Mitigation Fee Fund	23,800	-	23,800	-
Parks & Recreational Sidewalk, Utility Tax Fund	-	2,900,000	2,900,000	-
Real Estate Excise Tax Fund	-	1,200,000	1,200,000	-
Capital Improvement Fund	-	13,757,153 16,769,884	13,757,153 14,123,731	- 2,646,153
Water CIP Fund	485,000	5,066,000	5,551,000	-
Sewer CIP Fund	1,215,699	741,301	1,957,000	-
Storm Water CIP Fund	1,237,010	687,690 2,450,726	1,924,700 2,450,726	-

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Storm Drainage Mitigation Fund	533,941		533,941	
	-	-	-	-
<b>TOTALS</b>	<b>\$7,541,416</b> <b>\$5,770,465</b>	<b>\$24,352,144</b> <b>\$29,127,911</b>	<b>\$31,893,560</b> <b>\$32,252,223</b>	<b>\$0</b> <b>\$2,646,153</b>

**Section 6. 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 7. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.


**Section 8. 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

### Approval of an Ordinance Amending Ordinance 7120 (Special Funds)

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.H  
**File Number:** 18-0328

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

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#### **Title**

Approval of an Ordinance Amending Ordinance 7120 (Special Funds)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

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

Move to approve the ordinance amending Ordinance 7120 on second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7120.

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

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

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

None - Consent Calendar Item.

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

Background and Analysis has not changed from first to second reading.

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

Budget Items being presented to the Council:

1. Reclassify Washington Center Endowment Fund to Operating Fund (General Fund Sub-Fund) and move budget of \$11,500 from Special Funds. This is required by Generally Accepted Accounting Principles.

2. Appropriation of \$40,900 for clean team salaries and downtown ambassadors Funding from HUD Fund balance.

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

None noted.

**Options:**

- 1) Approve ordinance that amends ordinance 7120.
- 2) Do not approve the proposed ordinance. This will create a violation of generally accepted accounting principles regarding the classification of funds and clean team and downtown ambassadors will be underfunded.

**Financial Impact:**

Total increase appropriations by \$40,900. Appropriations of \$11,500 will move to a General Fund Sub-Fund.

**Attachments:**

Ordinance



Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROPRIATING FUNDS WITHIN VARIOUS SPECIAL FUNDS AND  
AMENDING ORDINANCE NO. 7120**

**WHEREAS**, the Olympia City Council passed Ordinance No. 7120 on December 19, 2017, appropriating funds within various special funds; and

**WHEREAS**, the following amendments need to be made to Ordinance No. 7120;

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

**Section 1.** The following appropriations are hereby made:

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
HUD Fund	\$- \$40,900	\$484,441	\$274,040 \$314,940	\$210,401
Lodging Tax Fund	-	800,000	773,527	26,473
Parking Business Improvement Area Fund	-	115,000	110,000	5,000
Hands On Children's Museum	-	500,000	439,998	60,002
Fire Equipment Replacement Fund	60,016	530,000	590,016	-
Equipment Rental Replacement Reserve Fund	-	1,768,077	1,302,000	466,077
Unemployment Compensation Fund	-	93,900	68,200	25,700
Insurance Trust Fund	-	1,841,070	1,837,066	4,004
Workers Compensation Fund	59,000	1,546,000	1,605,000	-
Washington Center Endowment Fund	-	11,500	11,500	-
		-	-	-
<b>TOTALS</b>	<b>\$119,016</b> <b>\$159,916</b>	<b>\$7,689,988</b> <b>\$7,678,488</b>	<b>\$7,011,347</b> <b>\$7,040,747</b>	<b>\$797,657</b>

**Section 2. 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 3. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

A handwritten signature in blue ink, appearing to read "Mark Barber", is written over a horizontal line.

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to Replace the Stage Rigging System - First and Final

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 4.I  
**File Number:** 18-0375

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

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#### Title

Approval of an Ordinance Appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to Replace the Stage Rigging System - First and Final

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve on first and final reading an ordinance appropriating \$284,320 from The Washington Center for the Performing Arts Endowment Fund to replace the Washington Center's stage rigging system.

#### Report

##### Issue:

Whether to approve an ordinance appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to replace the stage rigging system.

##### Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

##### Presenter(s):

None - Consent Calendar Item

#### Background and Analysis:

The Washington Center for the Performing Arts (the Center) was awarded a Building for the Arts Grant from the Department of Commerce (Commerce) as part of the 2017-2019 Capital Budget. Commerce awarded the Center a grant of \$658,330, which represents 20% of the overall project cost of \$3.5 million.

There are several components to the overall project, including replacing the stage rigging system.

This work needs to be completed this summer while the theater is not in high use. Because the stage rigging replacement is just one component of a larger project, the Center cannot access the Building for the Arts Grant Funds until the comprehensive project is underway. The overall project will likely be under contract in 2019.

The engineer's estimate is \$424,320 for the stage rigging. The Center has \$140,000 to contribute to the project and is requesting the City fund the balance from The Washington Center for the Performing Arts Endowment Fund (\$284,320). This project meets the definition of how the Endowment can be used as stated in OMC 3.04.021, *"...the endowment fund shall be used only for the maintenance, operation, repair, upkeep or improvement of the Washington Center for the Performing Arts..."*

RCW 35A.33.090 provides that if an emergency expenditure could not reasonably have been foreseen at the time of filing the preliminary budget, and requires the expenditure of money not provided for in the annual budget, and if it is not one of the emergencies specifically enumerated in RCW 35A.33.080, the City Council before allowing any expenditure therefore, "... shall adopt an ordinance stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists." Such an ordinance shall require the vote of one more than the majority of all members of the legislative body of the code city. (A majority plus one.)

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

Due to the safety concerns with the rigging system, certain performances have not been allowed. Replacing the rigging system this year provides opportunities for a wider variety of shows.

**Options:**

1. Approve on first and final reading an ordinance appropriating \$284,320 from The Washington Center for the Performing Arts Endowment Fund to replace the stage rigging system. Provides immediate funding to complete the stage rigging project.
2. Do not approve an ordinance appropriating \$284,320 from the Washington Center for the Performing Arts Endowment Fund to replace the stage rigging system. The Center may seek other funding sources, such as a bank loan, to fund the project or delay the project until 2019.
3. Direct staff to amend the ordinance to appropriate a different sum to reflect an increase or decrease in funding from the Washington Center for the Performing Arts Endowment Fund to replace the stage rigging system.

**Financial Impact:**

The Washington Center for the Performing Arts Endowment Fund has \$786,000 of uncommitted resources. This appropriation will reduce the balance to \$501,682.

**Attachments:**

Ordinance

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2018 BUDGET, APPROPRIATING \$284,320 FOR THE WASHINGTON CENTER FOR THE PERFORMING ARTS STAGE RIGGING PROJECT, AND DECLARING THAT AN EMERGENCY EXISTS SO THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION**

**WHEREAS**, the stage rigging at The Washington Center for the Performing Arts (The Center) is aging and in need of replacement, and certain performances have not been allowed due to safety concerns; and

**WHEREAS**, The Center was awarded a Building for the Arts Grant from the Department of Commerce in the amount of \$658,330, which represents 20% of The Center's overall Theater and Interior Revitalization Project (the Project) cost of \$3.5 million; and

**WHEREAS**, there are several components to the Project, including replacing the stage rigging system, and The Center cannot access the Building for the Arts Grant funds until the overall comprehensive project is underway; and

**WHEREAS**, The Washington Center for the Performing Arts Endowment Fund (the Endowment) has approximately \$786,000 of uncommitted resources; and

**WHEREAS**, the estimate to replace the stage rigging system is \$424,320. The Center has \$140,000 available at this time and is requesting an emergency use of The Washington Center for the Performing Arts Endowment Fund (the Endowment) to cover the balance of \$284,320; and

**WHEREAS**, the Project meets the definition of how the Endowment can be used as provided in OMC 3.04.021, *"...the endowment fund shall be used only for the maintenance, operation, repair, upkeep or improvement of The Washington Center for the Performing Arts..."*; and

**WHEREAS**, RCW 35A.33.090 provides that if an emergency expenditure could not reasonably have been foreseen at the time of filing the preliminary budget, and requires the expenditure of money not provided for in the annual budget, and if it is not one of the emergencies specifically enumerated in RCW 35A.33.080, the City Council before allowing any expenditure therefor ". . . shall adopt an ordinance stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists." The statute also provides that such an ordinance shall require the vote of one more than the majority of all members of the legislative body of the code city (a majority plus one); and

**WHEREAS**, the Olympia City Council Guidebook states that an ordinance typically requires two separate readings, with final passage typically occurring on second reading. The guidebook further states that this Council guideline may be waived by an affirmative vote of at least two-thirds of the Councilmembers' present (a majority plus one), in which case final passage may be accomplished at the same meeting the ordinance is introduced, unless precluded by law; and

**WHEREAS**, the Olympia City Council hereby finds that an emergency exists;

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

**Section 1. Findings of Fact.** The recitals stated above are also deemed as findings of fact in support of this Ordinance.

**Section 2. Appropriation.** The following appropriations are hereby made:

**THE WASHINGTON CENTER FOR THE PERFORMING ARTS  
ENDOWMENT FUND**

<b>Resources:</b>	Fund Balance	\$284,320
	<b>TOTAL RESOURCES</b>	<b>\$284,320</b>
<b>Appropriations:</b>	The Washington Center for the Performing Arts Stage Rigging Project	\$284,320
	<b>TOTAL APPROPRIATIONS</b>	<b>\$284,320</b>

**Section 3. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. 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 5. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** Having declared that an emergency exists pursuant to RCW 35A.33.090, this Ordinance shall take effect upon adoption, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of 2018 Neighborhood Matching Grant Proposals

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-0332

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

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#### Title

Approval of 2018 Neighborhood Matching Grant Proposals

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve Neighborhood Matching Grant (NMG) proposals listed in the attached Review Team Recommendation. Final funding is contingent on negotiation of agreements with recognized neighborhood associations to complete each project in 2018, or 2019 if a project is located in a public right-of-way.

#### Report

##### Issue:

Whether to approve funding for six (6) neighborhood matching grants.

##### Staff Contact:

Katie Pruitt, Associate Planner, Community Planning & Development, 360.570.3746

##### Presenter(s):

Clark Gilman, Councilmember and Neighborhood Matching Grant Review Team Chair  
Katie Pruitt, Associate Planner and Neighborhood Liaison

##### Background and Analysis:

The Neighborhood Matching Grant program helps the City of Olympia Recognized Neighborhood Associations (RNAs) fund community-driven projects.

When the program was established, the Olympia City Council stated its goal is *“to encourage projects that foster civic pride, enhance and beautify neighborhoods, expand citizen involvement, and promote the interests of the Olympia community. To accomplish this goal, the Olympia City Council will make available grant funds to Recognized Neighborhood Associations up to a 50/50 matching basis. The City Council firmly believes that community participation and commitment to accomplish improvements within our City are mutually beneficial to all Olympia residents.”*

In 2016, staff reviewed the scope of the program to ensure compliance with Parks and Public Works development standards and overall compliance with federal labor standards. This review found that projects on City-owned property require extensive staff support and legal review to ensure compliance with City policies, standards and other applicable requirements. Therefore, pre-approval from affected departments is required. All proposals recommended for funding have been pre-approved.

#### 2018 Application and Review Process

The City Council approved a budget of up to \$23,000 to fund the Neighborhood Matching Grant program in 2018. Each proposal is eligible for grant funding up to \$5,000, or up to \$8,000 for a collaborative proposal submitted by two or more RNAs.

On December 14, 2017, each RNA received an invitation to apply for 2018 funding. Application materials were posted to the Neighborhood Programs website and on January 8, 2018, staff provided neighborhood matching grant information to the Coalition of Neighborhood Associations. Grant support workshops were held on January 25 and February 1, 2018, with staff from Planning, Public Works, and Parks.

The deadline for application submittal was March 1, 2018. The City received seven (7) applications requesting \$20,013 in matching grants; six (6) applications are eligible and recommended for funding.

A team of five (5) reviewed each application:

- Clark Gilman, Councilmember
- Laura Keehan, Parks Planning and Design Manager
- Michelle Swanson, Public Works Senior Transportation Program Specialist
- Eric Christensen, Public Works Engineering & Planning Supervisor
- Michelle Sadlier, Historic Preservation Officer

The following criteria was used to rate each application:

1. Project results in a direct and lasting environmental benefit to the neighborhood and/or wider community;
2. Project enhances and beautifies the neighborhood and/or wider community;
3. Project fosters community engagement and enrichment opportunities through the use of neighborhood sweat equity;
4. Project is ready to begin after funding has been approved;
5. Project is likely to be completed by December 31, 2018;
6. Project is easily accomplished with volunteers; and
7. Project does not require extensive City staff involvement to be completed.

#### Review Team Recommendation

The attached table provides a summary of each application received and recommended for funding. The average score, type of additional staff support, project value (match plus funding request), RNA contribution (match), and City grant fund request, is all included. A copy of each proposal is available in the City Council's office.



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

RNAs continue to have a strong interest in this program. The City has funded many projects including street murals, community festivals, neighborhood signage, and community resources (such as the attached Southwest Olympia Neighborhood Association map funded in 2017). All these projects bring residents together and benefit the wider community of Olympia by strengthening the vitality of our neighborhoods. The 2018 proposed projects will continue this tradition to provide environmental, aesthetic, and community engagement benefits to City residents and businesses.

**Options:**

*Note: All options would be contingent on negotiation of agreements with recognized neighborhood associations to complete each project in 2018.*

1. Approve the Neighborhood Matching Grants as recommended by the Review Team.
2. Approve partial or full funding of a subset of grant requests that the Council finds consistent with the goals of the program.
3. Do not fund some of the applications recommended by the Review Team.

**Financial Impact:**

The 2018 budget provides up to \$23,000 to fund the Neighborhood Matching Grant program. The total requested is \$16,513 leaving a balance of \$6,487 in the Neighborhood Programs budgeted expenditures.

The estimated staff time to support each matching grant typically ranges from 20 to 60 hours, totaling 120-360 staff hours for the six (6) recommended projects. Funding for this time is included in the City budget or within the grant applications.

**Attachments:**

Recommendation  
SWONA Map

## 2018 Neighborhood Matching Grant Program Review Team Recommendation

Neighborhood Association	Project Description	Average Score	Additional Staff Review/Support	Total Project Value	RNA Total Contribution	Request to City
Cain Road Area	Makers' Market	18.0	N/A	\$ 9,307.64	\$ 6,732.64	\$ 2,575.00
East Bay Drive	Identification Banners	15.7	Public Works - installing banners	\$ 8,005.00	\$ 4,005.00	\$ 4,000.00
Merryman Place	Neighborhood BBQ and Watch Program	20.7	N/A	\$ 4,875.92	\$ 5,062.24	\$ 651.00
Olympia Downtown	Outreach & Relocation of DNA Kiosk	18.0	Public Works - Facilities	\$ 6,533.88	\$ 3,446.88	\$ 3,087.00
Olympia Northeast Neighborhoods Alliance	Love Our Local Fest	24.7	Public Works - street closure	\$ 17,214.00	\$ 15,464.00	\$ 1,750.00
South Capitol	Visual & Digital Identity Infrastructure	17.3	Public Works - installing banners	\$ 10,886.08	\$ 6,436.08	\$ 4,450.00
<b>SUB TOTALS:</b>				\$ 56,822.52	\$ 41,146.84	\$ 16,513.00
Remaining balance						\$ 6,487.00
<b>TOTAL:</b>						<b>\$ 23,000.00</b>

### NOT RECOMMENDED FOR FUNDING

Goldcrest*	Stormflow and Landscape Restoration	8.7	Public Works	\$7,133.60	\$3,633.60	\$3,500.00
*Insufficient community engagement; stormflow and landscape management is the responsibility of the HOA.						

Katie Pruitt, Associate Planner, kpruit@ci.olympia.wa.us, 360.570.3746





## WALKER'S GUIDE

- 1 Welcome Spot
- 2 Poetry Post
- 3 Caton Garden
- 4 Rainier View
- 5 Brenner Homes
- 6 Bat Flight at Dusk
- 7 Black Walnut at ABC House
- 8 Old St. Pete's
- 9 Hospital Hill
- 10 Dohm Home & Sherwood Press

- 11 Nixon Resigns BBQ
- 12 Double Doug Fir
- 13 Ballot Box
- 14 West Central Park
- 15 Strawberry Fields
- 16 Wishing Tree
- 17 Lucky Spot
- 18 Fantasy Lane
- 19 Judge Walter Beals Home
- 20 Earl Bean Home
- 21 December Light Show

- 22 Decatur Woods Park
- 23 Wild Blackberry Patch
- 24 Pereival Utility Bridge
- 25 Homeless Forest
- 26 Superswale

Access through office park to:

- SPSCC
- Courthouse
- Points south and east

## ICONS

- ALLEY/PATH
- #47 BUS STOP
- CAPITOL VIEW
- CHURCH
- LITTLE LIBRARY



# The SWONA Walking Park

In 2008, members of SWONA created four little destinations to serve as an incentive for people to wend their way through our neighborhood. The idea is to walk from one spot to the other, taking different routes, discovering new aspects as you walk – a hexagonal window, a spray of lilies, a shady alley. Start anywhere and aim for one of the spots – the Rainier View Bench on a sunny day; the Poetry Post on a boring day – and then make your way to other spots. Each time you walk a different route, you create your very own “Walking Park.”

The map shows the location of each “Walking Park” spot and other diversions you might encounter on walks in the neighborhood and beyond. Puck’s Path and Chicken Run offer vehicle-free walks. In addition to taking 9th or 4th to commercial areas, you can depart south through the Decatur Pathway, west through Puck’s Path and the Back Door, or north via the Secret Steps.



## Welcome Spot (1)

We turned a dangerous corner into a safe and inviting garden.

## Poetry Post (2)

A whimsical piece of art at the opening of Decatur Pathway.



## Caton Garden (3)

A strawberry-tree bordered refuge.



## Rainier View (4)

A vantage point for Rainier on clear days.



## Little Libraries

Visit one of these to brows the selection of books – for grown-ups and children. Take a book, bring a book. Stay to chat.



## Brenner Dynasty (5)

JJ Brenner came to Olympia in the late 1800s and started an oyster business. He hired Squaxin and Japanese women to harvest in Mud Bay. When pollution destroyed the tiny Olympia oyster, Brenner shifted to Pacific oysters. The oysters were barged at low tide for processing in a building now remodeled as Bayview Market. JJ's first modest home at 1015 - 4th is one of the oldest on the Westside. Later, as successful oystermen, Brenner and his son Earl built neighboring houses on Sherman Street, overlooking the scene below whence they derived their wealth.



## Black Walnut at ABC House (7)

The Alex Berkman Collective (aka ABC house) was part of the Black Walnut Collective, named after the huge tree behind the house. Socially conscious young people opposed to the Vietnam War and other imperialist adventures bought homes in West Olympia and formed them as trusts that endure to this day. The Food Conspiracy (which became Oly Food Co-op), Hard Rain Printing and Revolting Women were early efforts born of collective energy here.

## Old St. Pete's (8)

Most native Olympians were born in this building, a hospital until 1970. Doctors commissioned the mid-century modern Med Arts Building across the way in 1962.

## Hospital Hill (9)

Still the preferred spot for sledding on snowy days when the City blocks off the hillside and strategically posted look-outs scan for cars as their pals careen down 5th Avenue.

## Dohm house and Sherwood Press (10)

Edward Dohm, a surveyor for the state, built the Dutch Revival house in 1922 for his wife Estelle. At that time the waters of the Capitol estuary came all the way to the bottom of the bluff where the children swam and canoed. Later, Edward and his daughter Jocelyn built the Sherwood Press where Jocelyn operated a letter press from 1940 to 2003 when she mentored a young assistant who became her successor. [www.thesherwoodpress.wordpress.com]

## Nixon Resigns BBQ (11)

Only a ghostly echo remains of the Aug. 9, 1974 BBQ that brought SW neighbors together to celebrate the end of a corrupt presidency.

## West Central Park (14)

First there was the Rowland Lumber building. Then the city demolished the building and a small park materialized overnight -- only to be demolished by the City. Then the City approved a plan for a 7-11 convenience store -- only to have the approval demolished in a 2-year fight led by organized residents of the neighborhood. This made possible the purchase of the property for a Community Park brimming over with flowers, fruits, unique gardens, offering a farmers market, art and music fairs, summertime movies and more. This park is imagined and created by the community and it shows. Take note of the pervious surface the Park Board chose for all driveways and parking areas. {Volunteer for the Board or to help? [www.aparkforus.org](http://www.aparkforus.org)}

## Strawberry Fields (15)

The westside once was dotted with strawberry fields and the 1920s house behind the hedge was among them. During WWII soldiers from Ft. Lewis camped on the property.

## Fantasy Lane (18)

Peek into this normal city lot made magical by overhanging trees, trailing vines and fragrant roses – a place where fairies might dwell.



## Judge Walter and Othilia Carroll Beals (19)

Walter and Othilia both practiced law and served as judges in Washington state. Walter went to Germany in 1946 to preside at the Nuremburg Trials. Othilia was in the Women's Suffrage Movement in New Orleans before she came to Washington. The couple lived at Westhillsyde until their deaths, his in 1960 and hers in 1970 at age 94.

## Bean Dynasty (20)

Earl Bean who started Olympia Supply Company in 1906 lived in the unique house at the right angle turn of 9th Avenue. Bean descendants ran the store for the next 111 years. Earl's son Ben - known for flamboyant parties – later lived on 11th Ct. Earl's grandsons resided at 1705 - 8th where they started the Decatur Raiders (reincarnated in 2010 to fight against opening Decatur St. to Highway 101) and generally lived the perfect boys' life – camping out in wilds now paved over for Capitol Mall.

## Secret Stairs (path)

Down Sherman to Harrison or West Bay Drive. Walk back via the Garfield Nature Trail (West Bay to Rogers).

## Chicken Run (path)

This alley has been home to generations of chickens, an annual group yard sale, commingling neighbors. It's known for being hospitable to kids learning to ride bikes.

## Decatur Pathway Park (path)

This dedicated bike-pedestrian path takes you from the neighborhood to Courthouse Hill, SPSCC and beyond. SWONA members put in landscaping and got lighting installed. Each year SWONA members serve doughnuts early in the morning on Bike-to-Work Day. To help with maintenance email [swona2007@yahoo.com](mailto:swona2007@yahoo.com)

## Puck's Path (path)

Look closely to enter this pedestrian access from Fern through the park to Decatur. Puck is the name of the SWONA possum – out and about despite the traffic!

## A Back Door (path)

Walk or bike down Fern St all the way to 16th to discover an opening to the Auto Mall that can lead you to a bakery, coffee shops and the Barnes & Noble shop area.

*Be sure to walk the alleys, smell the flowers, remark the presence of unusual architectural features. For detail on historic SW houses go to <https://olympiahistory.org/interactive-map-where-are-we/>*





## City Council

### Approval of Woodruff Sprayground Bid Award

**Agenda Date:** 4/17/2018  
**Agenda Item Number:** 6.B  
**File Number:** 18-0376

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

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**Title**

Approval of Woodruff Sprayground Bid Award

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to award the construction contract for the Woodruff Sprayground to the apparent low bidder, provided low bidder meets all responsive and responsible bidder criteria, and authorize the City Manager to execute the contract.

**Report**

**Issue:**

Whether to approve awarding the construction contract for the Woodruff Park Sprayground Park project provided low bidder meets all responsive and responsible bidder criteria.

**Staff Contact:**

Kip Summers, Senior Engineer - Parks, Arts and Recreation, 360.570.5834

**Presenter(s):**

Kip Summers - City of Olympia Parks, Arts, and Recreation.

**Background and Analysis:**

The City identified the need for spraygrounds (water play features) in the 2016 Parks Plan. In 2016, the City Council authorized staff to apply for a Recreation and Conservation Office matching grant to help fund a new sprayground at Woodruff Park. The City received the grant award with the passage of the capital budget by the State Legislature, in March of this year.

The project includes a new sprayground, water treatment for the sprayground, new shelter, remodeling of the existing restrooms to meet the Americans with Disabilities Act (ADA) and other miscellaneous site improvements. Sprayground water will be treated and recirculated.

Bids will be opened on April 17 at 10 a.m. and preliminary bid results will be presented at Council that evening.

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

During the grant application process in 2016, staff held a public meeting to discuss the project. The Northwest Neighborhood Association, as well as other groups, provided letters of support for the sprayground. In addition, the Parks and Recreation Advisory Committee has written a letter to the granting agency in support of the project. The City conducted an online survey with three sprayground layouts and received over 700 responses for Option C, which is the basis of design for this project.

**Options:**

1. Approve award of the construction contract to apparent low bidder, provided low bidder meets all responsive and responsible bidder criteria and authorize the City Manager to execute the contract. The project proceeds as planned.
2. Do not approve award of the bid and request staff complete bidder review and present recommendation to award at future Council meeting once review is complete. This option will delay start of construction and the projected end time would mean summertime use by the community would be significantly impacted.
3. Do not award the construction contract, reject all bids, and request staff to rebid the project. Delaying the project could result in higher bids and will require additional staff time to rebid the project.

**Financial Impact:**

**Cost Estimate**

Engineers Estimate	\$ 664,256
Award Contingency (10%)	\$ 66,426
Consultant Fees	\$ 42,848
City Staff Design and Construction Management	\$ 126,000
1% for Public Art	\$ 6,643
Sprayground Equipment	\$ 223,210
Other Fees	\$ 12,500
Total Cost Estimate:	\$ 1,141,883

**Funding**

Park Impact Fees	\$ 608,120
RCO Grant Agreement	\$ 446,380
RCO Acquisition Reimburse Grant (BAN Proceeds)	\$ 110,000
ADA Transition Funds	\$ 51,000
Total Funding Available:	\$ 1,215,500

**Attachments:**

None

