



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, May 19, 2020

5:30 PM

Online or via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_ryEvKxxmTK6wTCOUW2GIXw

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [20-0258](#) Special Recognition - Proclamation Recognizing National Public Works Week

Attachments: [Proclamation](#)

3. PUBLIC COMMENT

Please submit public comment by visiting www.engageolympia.com or by emailing citycouncil@ci.olympia.wa.us.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [20-0400](#) Approval of May 12, 2020 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.C** [20-0403](#) Bills and Payroll Certification

Attachments: [Bills and Payroll](#)

- 4.B** [20-0391](#) Approval of a Resolution Authorizing a Release of Utility Easement to Evergreen Plaza Associates, LLC

Attachments: [Resolution](#)
[Release of Utility Easement](#)
[Utility Map](#)

4. SECOND READINGS (Ordinances)

- 4.D** [20-0379](#) Approval of an Ordinance Amending Ordinances 7224 (Operating, Special and Capital Budgets) and 7235 (COVID-19 Emergency Appropriation)

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMENT

(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.

P R O C L A M A T I O N

WHEREAS, public works professionals manage the infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Olympia, Washington; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals who are responsible for rebuilding, improving and protecting our community's transportation, water resources and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Olympia, Washington to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association.

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby designate the week May 17 – 23, 2020 as

NATIONAL PUBLIC WORKS WEEK

and urges all citizens to pay tribute to the men and women of Public Works and to recognize the substantial contributions they make to protecting our community's health, safety, and quality of life.

***SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS
19th DAY OF MAY 2020***

***Cheryl Selby
Mayor***



City Council

Special Recognition - Proclamation Recognizing National Public Works Week

Agenda Date: 5/19/2020
Agenda Item Number: 2.A
File Number:20-0258

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

Title

Special Recognition - Proclamation Recognizing National Public Works Week

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim May 17 - 23, 2020, as National Public Works Week to honor the contributions of Public Works employees in protecting the community's health, safety and quality of life.

Report

Issue:

Whether to proclaim May 17 - 23, 2020 as National Public Works Week.

Staff Contact:

Rich Hoey, Public Works Director, Public Works, 360.753.8495

Presenter(s):

Rich Hoey, Public Works Director

Background and Analysis:

Each week in May, the City of Olympia joins the American Public Works Association (APWA) in celebrating National Public Works Week, honoring the impact and role that Public Works professionals make on our vibrant community.

This year's celebration theme is "The Rhythm of Public Works," recognizing each community as a symphony of essential services, working in concert to create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life. Public Works keeps our community's rhythm moving by providing infrastructure services in transportation, water resources, solid waste, public buildings and facilities, fleet and emergency management.

Even in the face of the COVID-19 pandemic, Olympia's Public Works employees continue to provide these critical services for the community.

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

Attachments:

Proclamation



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

City Council

Approval of May 12, 2020 City Council Meeting Minutes

Agenda Date: 5/19/2020
Agenda Item Number: 4.A
File Number:20-0400

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

Title

Approval of May 12, 2020 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, May 12, 2020

5:30 PM

Online and Via Phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_L9dIB3CBS-a4GWgdX7az0A

1. ROLL CALL

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

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [20-0368](#) Special Recognition - National Correctional Officers Week and National Police Officers Week

Mayor Selby remarked about National Correctional and Police Officers Week.

The recognition was received.

2.B [20-0388](#) Special Recognition - Timberland Regional Library Update

Timberland Regional Library Executive Director Cheryl Heywood provided an update on how the library is continuing to support the public during the public health emergency.

The recognition was received.

3. PUBLIC COMMENT - None

4. CONSENT CALENDAR

Councilmembers commented on Items 4B, 4C, and 4H.

4.A [20-0382](#) Approval of May 5, 2020 City Council Meeting Minutes

The minutes were adopted.

- 4.B** [20-0376](#) Adoption of a Resolution Approving a City Manager Employment Agreement with Steven J. ("Jay") Burney and Authorizing Mayor Cheryl Selby to Sign the Agreement on behalf of the Olympia City Council

The resolution was adopted.

- 4.C** [20-0369](#) Approval of a Resolution Authorizing the Mayor to Sign a Letter of Support for a Recreation and Conservation Office (RCO) Grant Application for Phase 2 of the Yelm Prairie Trail

The resolution was adopted

- 4.D** [20-0359](#) Approval of a Resolution Authorizing a Grant Application to the Recreation and Conservation Office (RCO) for Kaiser Woods Park

The resolution was adopted.

- 4.E** [20-0360](#) Approval of a Resolution Authorizing a Grant Application to the Recreation and Conservation Office (RCO) for LBA Park Field #2 Renovation

The resolution was adopted.

- 4.F** [20-0361](#) Approval of a Resolution Authorizing a Grant Application to the Recreation and Conservation Office (RCO) for the Lilly Road Neighborhood Park Acquisition

The resolution was adopted.

- 4.G** [20-0363](#) Approval of a Resolution Authorizing a Grant Application to the Recreation and Conservation Office (RCO) for Partial Acquisition Reimbursement for Yelm Highway Community Park

The resolution was adopted.

- 4.H** [20-0378](#) Approval of Amendments to the Annual Action Plan to Reallocate New (CDBG-CV) and Existing (Program Year 2019 and 2020) Community Development Block Grant Funds due to the COVID-19 Public Health Emergency

The decision was adopted.

4. SECOND READINGS (Ordinances)

- 4.I** [20-0347](#) Approval of an Ordinance Related to Downtown Design Guidelines

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.J [20-0379](#) Approval of an Ordinance Amending Ordinances 7224 (Operating, Special and Capital Budgets) and 7235 (COVID-19 Emergency Appropriation)

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

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [20-0377](#) Discussion of the City's Approach to Mitigating 2020 General Fund Revenue Shortfall

City Manager Jay Burney, Administrative Services Director Debbie Sullivan, and Finance Committee Chair Jim Cooper discussed 2020 General Fund revenue, projected shortfall as a result of the pandemic, and a wide variety of actions the City has taken to respond. Guidelines and moving forward toward recovery were outlined using a tiered approach.

Councilmembers asked clarifying questions.

Councilmember Cooper moved, seconded by Councilmember Gilman, to accept the 2020 budget balancing approach as outlined by staff. The motion carried by the following vote:

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

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings attended.

8.B CITY MANAGER'S REPORT AND REFERRALS - None

9. EXECUTIVE SESSION**9.A** [20-0381](#) Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) - Real Estate Matter

Mayor Selby recessed the meeting to Executive Session at 6:55 p.m. pursuant to RCW 42.30.110(1)(c) to discuss a real estate matter. She announced no decisions would be made, the meeting was expected to last no longer than 45 minutes, and the Council would adjourn immediately following the Executive Session. The City Attorney was present at the Executive Session.

The executive session was held and no decisions were made.

9. ADJOURNMENT

The meeting adjourned at 7:38 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 5/19/2020
Agenda Item Number: 4.C
File Number:20-0403

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

Title
Bills and Payroll Certification

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 4/12/2020 4/18/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3725218 THROUGH 3725400
FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

4-21-2020

ADMINISTRATIVE SERVICES DIRECTOR

Robert L. Sullivan

TOTAL APPROVED FOR PAYMENT

FUND

\$1,923,172.34	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$16,504.35	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$9,038.44	006	Development Fee Revenue
\$0.00	007	Parking Fund
\$29,077.80	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$1,060.41	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$5,642.41	029	EQUIP & FACIL REPLACE RES
\$350.63	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$40,226.03	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$32,631.08	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Band Fund 2016
\$23,383.85	317	CIP
\$0.00	318	Home Fund
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$62,507.75	401	WATER
\$20,030.38	402	SEWER
\$69,154.29	403	SOLID WASTE
\$7,124.81	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$14,126.00	434	STORM AND SURFACE WATER CIP
\$16,563.80	461	WATER CIP FUND
\$88,276.80	462	SEWER CIP FUND
\$0.00	463	SOLID WASTE/ADVERTISING
\$0.00	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$27,660.25	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$2,386,531.42 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary

Data From Superior All Checks Register

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	20089	20089	665,802.36
Payroll A/P (vendors) Checks	20092	20092	473,479.85
Payroll A/P (vendors) Checks	20093	20093	5,648.22
Payroll A/P (vendors) Checks	20094	20094	576.75
Payroll A/P (vendors) Checks	20095	20095	417,838.93
Payroll A/P (vendors) Checks	20096	20096	197.86
Payroll A/P (vendors) Checks	20097	20097	3,472.64
Payroll A/P (vendors) Checks	20098	20098	18.00
Payroll A/P (vendors) Checks	20099	20099	144.00

Subtotal 1,567,178.61

VOID CHECKS	0.00
EFT	288,000.02
A/P Checks	531,352.79

Grand Total 2,386,531.42

Proof 0.00

\$1 795,847.41 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	5/3/2020	5/9/2020
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	3725754	THROUGH 3725897
FOR OTHER ELECTRONIC PAYMENTS DATED	THROUGH	

INCLUSIVE IN THE AMOUNT TOTALING

DATED <u>5.12.2020</u>	ADMINISTRATIVE SERVICES DIRECTOR 
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TOTAL APPROVED FOR PAYMENT

FUND	
\$2,093,395.23	001 GENERAL FUND
\$0.00	002 SHOP FACILITIES
\$34,814.31	003 REVOLVING ACCOUNT FUND
\$0.00	004 URBAN ARTERIAL FUND
\$60,530.21	006 Development Fee Revenue
\$1,935.72	007 Parking Fund
\$563,066.84	014 LEOFF 1 OPEB Trust Fund
\$250,000.00	21 Washington Center Endow
\$0.00	025 WASHINGTON CENTER
\$500.00	026 MUNICIPAL ARTS FUND
\$0.00	029 EQUIP & FACIL REPLACE RES
\$0.00	107 HUD
\$0.00	108 HUD
\$0.00	127 IMPACT FEES
\$0.00	130 SEPA MITIGATION FUND
\$0.00	132 LODGING TAX FUND
\$0.00	133 ARTS AND CONFERENCE FUND
\$0.00	134 PARKS AND REC SIDEWALK UT TAX
\$0.00	135 PARKING BUSINESS IMP AREA
\$0.00	136 FARMERS MRKT REPAIR/REPLC
\$0.00	137 CHILDREN'S HANDS ON MUSEUM
\$0.00	138 TRANS BENEFIT DISTRICT
\$0.00	141 Oly Metro Park District
\$129,293.38	142 HOME FUND
\$0.00	208 LID OBLIGATION CONTROL
\$0.00	216 4th/5th AVE PW TRST
\$0.00	223 LTGO BOND FUND '06-PARKS
\$0.00	224 UTGO BOND FUND 2009 FIRE
\$0.00	225 CITY HALL DEBT FUND
\$0.00	226 2010 LTGO BOND-STREETPROJ
\$0.00	227 LOCAL DEBT FUND
\$0.00	228 2010B LTGO BONDS-HOCM
\$0.00	230 LTGO Bond Fund 2016
\$307,976.80	317 CIP
\$0.00	318 Home Fund
\$0.00	322 4/5th AVE CORRIDOR/BRIDGE
\$0.00	323 CIP CONSTR FUND - PARKS
\$0.00	324 FIRE STATION 4 CONSTRUCT
\$0.00	325 CITY HALL CONST
\$0.00	326 TRANSPORTATION CONST
\$0.00	329 GO BOND PROJECT FUND
\$0.00	331 FIRE EQUIPMENT REPLACEMENT FUND
\$10,922.60	401 WATER
\$1,602.45	402 SEWER
\$62,805.98	403 SOLID WASTE
\$6,818.00	404 STORM AND SURFACE WATER
\$0.00	417 W/S REV BOND REDEMPTION
\$0.00	418 Stormwater Debt Service Fund
\$12,903.34	434 STORM AND SURFACE WATER CIP
\$25,707.33	461 WATER CIP FUND
\$6,390.90	462 SEWER CIP FUND
\$0.00	463 SOLID WASTE/ADVERTISING
\$347.32	501 EQUIPMENT RENTAL
\$0.00	502 C. R. EQUIPMENT RENTAL
\$0.00	503 UNEMPLOYMENT COMPENSATION
\$0.00	504 INS TRUST FUND
\$28,443.32	505 WORKERS COMPENSATION
\$400,000.00	604 FIREMEN'S PENSION FUND
\$0.00	605 CUSTOMERS WATER RESERVE
\$0.00	621 WASHINGTON CENTER ENDOW
\$0.00	631 PUBLIC FACILITIES
\$0.00	682 LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701 PARKS-NEIGHBORHOOD
\$0.00	702 PARKS-COMMUNITY
\$0.00	703 PARKS-OPEN SPACE
\$0.00	707 PARKS-SPECIAL USE
\$0.00	711 TRANSPORTATION
\$0.00	720 SCHOOLS

\$3,997,453.73 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			0.00
VOID CHECKS			(74.08)
EFT			593,231.21
A/P Checks			3,404,296.60
Grand Total			3,997,453.73
Proof			0.00

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **4/15/2020** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,331,377.52</u>
Fire Pension Gross Pay:	<u>\$ 29,046.07</u>
TOTAL	<u>\$ 2,360,423.59</u>

Payroll Check Numbers	<u>92701</u>	<u>92703</u>	Manual Checks
And	<u>92704</u>	<u>92715</u>	Semi Payroll Checks
And	<u></u>	<u></u>	Manual Checks
And	<u>92716</u>	<u>92720</u>	Fire Pension Checks

and Direct Deposit transmission.

5-5-2020
DATE


ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **4/30/2020** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,206,981.01</u>
Fire Pension Gross Pay:	<u> </u>
TOTAL	<u>\$ 2,206,981.01</u>

Payroll Check Numbers	<u> </u>	<u> </u>	Manual Checks
And	<u>92721</u>	<u>92721</u>	Semi Payroll Checks
And	<u> </u>	<u> </u>	Manual Checks
And	<u> </u>	<u> </u>	Fire Pension Checks

and Direct Deposit transmission.

5.5.2020
DATE

Debbie L Sullivan
ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of a Resolution Authorizing a Release of Utility Easement to Evergreen Plaza Associates, LLC

Agenda Date: 5/19/2020
Agenda Item Number: 4.B
File Number:20-0391

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

Title

Approval of a Resolution Authorizing a Release of Utility Easement to Evergreen Plaza Associates, LLC

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Resolution Authorizing a Release of Utility Easement to Evergreen Plaza Associates, LLC.

Report

Issue:

Whether to release a utility easement and thereby quit claim any and all right, title, and interest to the easement area to Evergreen Plaza Associates, LLC.

Staff Contact:

Annaliese Harksen, Deputy City Attorney, Legal Department, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

On August 18, 1970, the City of Olympia passed Ordinance No. 3613, which vacated a ten-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia (the Vacation). The Vacation reserved an easement for the repair, maintenance and replacement of public utilities and services located in the alley until such time as utilities were relocated in a manner approved by the City Engineer of the City of Olympia. The City Engineer has confirmed that the utilities have been relocated in an approved manner.

Neighborhood/Community Interests (if known):

None known.

Options:

1. Approve the resolution authorizing the Release of Utility Easement and quit claiming any and all right, title, and interest to the easement area to Evergreen Plaza Associates, LLC. and authorizing the City Manager to execute the release.
2. Do not authorize the Release of Utility Easement.

Financial Impact:

None.

Attachments:

Resolution

Release of Utility Easement

Utility Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA,
WASHINGTON, AUTHORIZING A RELEASE OF UTILITY EASEMENT AND
THEREBY QUIT CLAIMING ANY AND ALL RIGHT, TITLE, AND INTEREST TO THE
EASEMENT AREA TO EVERGREEN PLAZA ASSOCIATES, LLC**

WHEREAS, the City of Olympia passed Ordinance No. 3613 on August 18, 1970, vacating a ten-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia (the Vacation); and

WHEREAS, the Vacation reserved an easement for the repair, maintenance and replacement of public utilities and services located in said alley until such time as utilities are relocated in a manner approved by the City Engineer of the City of Olympia; and

WHEREAS, the City Engineer has confirmed that such utilities have been relocated in the manner so approved; and

WHEREAS, it is the purpose and intent of the City Council to release any and all utility easement rights within the Easement Area as described and shown on the Release of Utility Easement and to quit claim any and all right, title, and interest to the Easement Area to Evergreen Plaza Associates, LLC;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby authorizes the form of Release of Utility Easement to Evergreen Plaza Associates, LLC and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Release of Utility Easement, and any other documents necessary to execute said Release of Utility Easement, and to make any minor modifications as may be required and are consistent with the intent of the Release of Utility Easement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this 19th day of May 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

After recording return document to:

City of Olympia
ATTN: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE

Document Title: RELEASE OF UTILITY EASEMENT
Grantor(s): City of Olympia, Washington
Grantee(s): Evergreen Plaza Associates, LLC.
Legal Description: Blk. 8, Sylvester's Plat in Section 14, T18N, R2W, W.M.
Assessor's Tax Parcel Number: 78500800300

RELEASE OF UTILITY EASEMENT

THIS RELEASE OF UTILITY EASEMENT is executed as of the date set forth below by the City of Olympia, a municipal corporation, organized and existing under the laws of the State of Washington (hereafter "the City").

WHEREAS, the City of Olympia passed Ordinance 3613 on August 18, 1970 vacating a 10-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia; and

WHEREAS, the vacation reserved an easement for the repair, maintenance and replacement of public utilities and services located in said alley until such time as utilities are relocated in a manner approved by the City Engineer of the City of Olympia; and

WHEREAS, the City Engineer has confirmed that such utilities have been relocated in the manner so approved; and

WHEREAS, it is the purpose and intent of the City to release any and all utility easement rights within the Easement Area as described and shown on Exhibit "A" which is attached hereto and made a part hereof;

NOW THEREFORE, the City of Olympia hereby incorporates the above recitals into this Release of Utility Easement and hereby releases, terminates and quitclaims any and all right, title, and interest in and to the Easement Area outlined in Exhibit "A" and to the Utility Easement contained therein, to Grantee, Evergreen Plaza Associates, LLC.

PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE ONLY.

RELEASE OF UTILITY EASEMENT

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year set forth below.

CITY OF OLYMPIA:

I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that I have read the foregoing Release of Utility Easement, I am authorized to execute the same, I know the contents thereof, and I sign the same as my free act and deed.

Steven J. Burney, Interim City Manager

Date

APPROVED AS TO FORM:




Deputy City Attorney

ACCEPTED BY:

EVERGREEN PLAZA ASSOCIATES, LLC:

I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that I have read the foregoing Release of Utility Easement, I am authorized to execute the same, I know the contents thereof, and I sign the same as my free act and deed.



Victor M. Loehrer, Managing Member

4/27/2020

Date

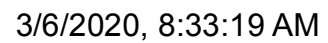
PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE ONLY.

RELEASE OF UTILITY EASEMENT

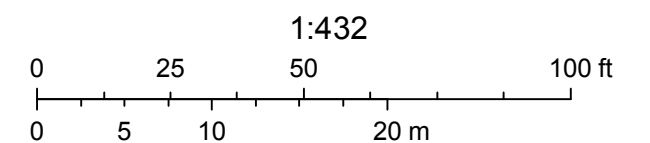
EXHIBIT A

All of the vacated alley located in Block 8, Sylvester's Plat of the Town of Olympia, as recorded in Volume 1 of Plats, Page 14, as the same vacated under City of Olympia Ordinance No. 3613, as recorded May 10, 1971 under Auditor's File No. 842172, records of Thurston County, Washington.

PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE ONLY.



Parcel Fabric Polygons		ssManhole		Ball		ssSTEPSsystemTank		ssScada		Active	
Parcel_Lines			No			ssFitting (caps/plugs)					Capped
	Road Frontage		Yes						Active		Capped
	Standard Boundary		ssCleanOut						Active		Capped
	Assessor Line (approximate)	ssValve							Capped		Vertical
	Address Points		AirRelease						Capped		Vertical
	ssNote		Blowoff						Capped		Capped
	ssNoteArrow		BackflowControl						Active		Capped



The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary right to this information. The City of Olympia and its personnel neither accept or assume any liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

THURSTON COUNTY
OLYMPIA, WASH.

MAY 10 2 44 PM '71

REQUEST OF C. T. Leach
C. WESLEY LEACH, AUDITOR
Deputy

842172

ORDINANCE NO. 3613

Case # 151 01/12
E/10

842172

AN ORDINANCE vacating a 10-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia Street; and declaring an emergency.

WHEREAS, the owners of a sufficient percentage of the property abutting thereon have petitioned for the vacation of the following-described property situate in Olympia, Thurston County, State of Washington, to-wit:

A 10-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia Street.

and

WHEREAS, the Mayor and City Commissioners of the City of Olympia have acted favorably upon said petition, and

WHEREAS, a public hearing was had by the City Commissioners of the City of Olympia on said petition,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMISSIONERS OF THE CITY OF OLYMPIA as follows:

Section 1. That a 10-foot alley in Block 8 of Sylvester's Plat running east and west between Capitol Way and Columbia Street be, and the same hereby is, vacated for use as a public thoroughfare; provided, however, that the City of Olympia retains an easement, in respect to the land herein vacated for the repair, maintenance and replacement of public utilities and services located in said alley until such time as such utilities are relocated in a manner approved by the City Engineer of the City of Olympia.

Section 2. This ordinance is necessary for the immediate preservation of the public peace, health and safety, and having been passed by the unanimous vote of the Commission, shall take effect immediately upon passage and publication.

Sam Allen
MAYOR

ATTEST

J. C. Marshall
CITY CLERK

Passed: August 18, 1970

Approved: August 18, 1970

Published: August 18, 1970

City of Olympia May 7, 1971 -1-

7TH STREET

B.M. ELEV. 1.33
DATUM: CITY OF OLYMPIA
NO. CAP BOLT ON HYD.
N.W. COR. INTERSECTION

COLUMBIA STREET

7TH STREET

EXISTING 6" CL. WM.

NEW CONC. DRIVE

EXISTING 6" CURB AND GUTTER

STOP SIGN

90° ELL

LIGHT STD. PULL BOX

12' WALK

WATER METER

5' off property

STREET LIGHTING CIRCUIT

PULL BOX

12' WALK

CAPITOL WAY

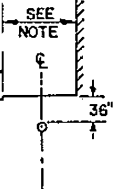
EXISTING 12" CL. WM.

1" = 20'
JULY 1971



ASBUILT NOV 1971 by TAD W. DAVIS CONST CO
JOHN D. SWIFT & ASSOCIATES INC.
CIVIL ENGINEERING
ELECTRICAL ENGINEERING
LAND SURVEYING
MUNICIPAL ENGINEERING
UTILITY ENGINEERING
OLYMPIA 431 7920
TACOMA 464 1710

NOTE: 12' SIDEWALK, CAPITOL WAY
8' SIDEWALK, 7TH STREET



THRUST BLOCK

CB

12" MUELLER GATE VALVE

SIGN

NEW 12" PVC WATER MAIN

12" ELL

water line curves from 1' off property to 6' at 10' valve

8' WALK

4' off property line

40' east of 10' valve water line curves to 7' off property 30' west of R

12" x 12" x 10" TEE

10" GATE VALVE

10" PLUG

THRUST BLOCK

12" ELL

20' ELL

OLD DRIVE WAY

VALVE 7' OFF CURB 1' off property

EXISTING 12" TRANSITE WATER MAIN TO BE ABANDONED

CONTRACTOR MAY SALVAGE EXISTING LINE

SCALE = HORIZ. 1" = 20'
VERT. 1" = 10'

OLD CROSSING

36" COVER

PROFILE CENTER OF SIDEWALK

PROFIE 12" AC CLASS 150 WATERMAIN

ANGLE POINT
INSTALL 90° ELL

E ALLEY

ZONING INFORMATION

THE SURVEYOR WAS NOT PROVIDED WITH ZONING INFORMATION PURSUANT TO TABLE A ITEMS 6A AND 6B.

MISCELLANEOUS NOTES

N1 THE BEARINGS ARE BASED ON THE MONUMENT LINE OF COLUMBIA STREET AS SHOWN ON THE RECORD OF SURVEY, RECORDED AT RECEPTION NO. 3096677 IN THE RECORDS OF THURSTON COUNTY OF, STATE OF WASHINGTON, SAID LINE BEARING N4°04'58"W AND BEING MONUMENTED AS SHOWN HEREON.

N2 THE TABLE BELOW DESCRIBES THE TYPE AND NUMBER OF PARKING STALLS ENTIRELY WITHIN PROPERTY BOUNDARY. STALLS THAT ARE PARTIALLY WITHIN BOUNDARY ARE LISTED UNDER THE HEADING "PARTIAL". PARTIAL STALLS ARE NOT COUNTED IN THE TOTAL

PARKING				
REGULAR	HANDICAP	TRAILER	PARTIAL	TOTAL
127	2			129

N3 SUBJECT PROPERTY CONTAINS 36,586SQUARE FEET, 0.840 ACRES MORE OR LESS.

N4 ANY BURIED UTILITY OR PIPE LINES ARE AS SHOWN PER SURFACE EVIDENCE. BOUNDARY BOYS, LLC WAS NOT SUPPLIED AS-BUILT DRAWINGS OF THE CONSTRUCTED UTILITY LINES. IF ANY UNDERGROUND UTILITY LOCATIONS ARE NEEDED EXACTLY, THEY WILL HAVE TO BE VERIFIED BY FIELD POTHOLEING THE EXISTING UTILITIES. BOUNDARY BOYS, LLC. AND THE SURVEYOR OF RECORD SHALL NOT BE LIABLE FOR THE LOCATION OF OR THE FAILURE TO NOTE THE LOCATION OF NON-VISIBLE UTILITIES.

N5 THERE IS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.

N6 THERE WAS NOT ANY CHANGES IN STREET RIGHT-OF-WAY LINES EITHER COMPLETED OR PROPOSED, AND AVAILABLE FROM CONTROLLING JURISDICTION OR EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION REPAIRS.

N7 THE SURVEYOR DID NOT OBSERVE ANY AREA DELINEATED AS WETLANDS BY APPROPRIATE AUTHORITIES. SURVEYOR IS NOT AN EXPERT IN DETERMINING THE LOCATION OF WETLAND AREAS.

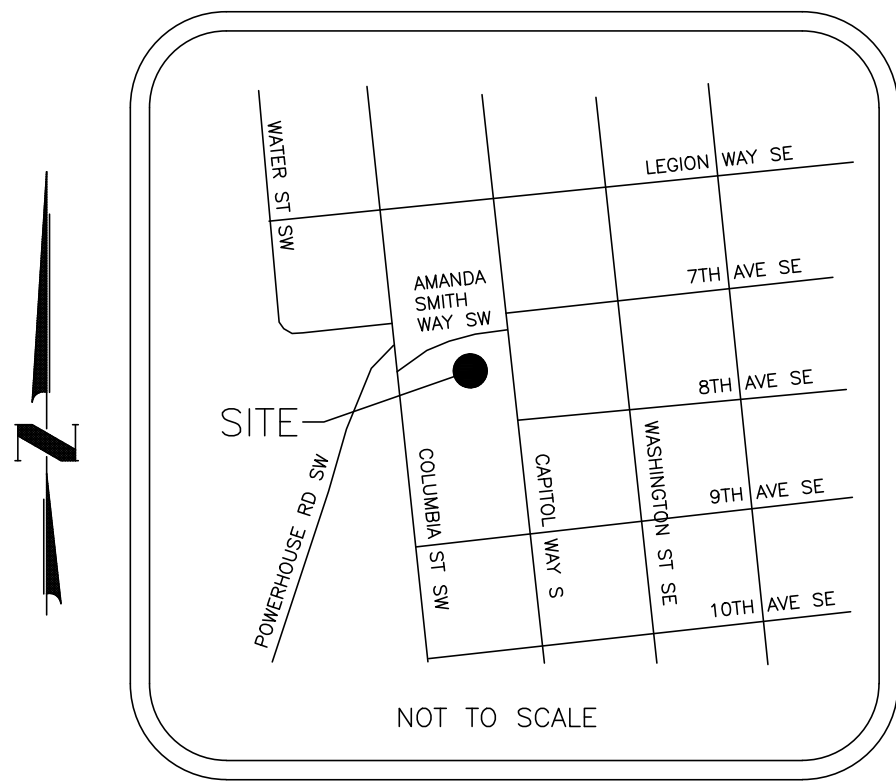
N8 THERE IS ADEQUATE INGRESS TO AND EGRESS FROM THE SUBJECT PROPERTY PROVIDED BY CAPITOL WAY S AND AMANDA SMITH SW.

N9 THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY BOUNDARY BOYS, LLC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD, RIGHTS OF WAY OR TITLE OF RECORD. BOUNDARY BOYS, LLC. RELIED UPON TITLE COMMITMENT NO. 20-101679 OF WFG NATIONAL TITLE COMPANY BEARING AN EFFECTIVE DATE OF JANUARY 4, 2020.

N10 THIS ALTA/NSPS LAND TITLE SURVEY, AND THE INFORMATION HEREON, MAY NOT BE USED FOR ANY ADDITIONAL OR EXTENDED PURPOSES BEYOND THAT FOR WHICH IT WAS INTENDED AND MAY NOT BE USED BY ANY PARTIES OTHER THAN THOSE TO WHICH IT IS CERTIFIED.

N11 IN REGARDS TO TABLE "A" ITEM 7(A), THE BUILDING AREA SHOWN HEREON IS FOR THE EXTERIOR DIMENSIONS OF THE BUILDING AT GROUND LEVEL.

N12 LINEAR DIMENSIONS ARE IN U.S. SURVEY FEET.



VICINITY MAP

SURVEY RELATED ITEMS
CORRESPONDING TO SCHEDULE
B TITLE COMMITMENT

- B-2
7
- 1.- 11. NOT SURVEY ITEMS.
12. RESERVATIONS IN FAVOR OF CITY OF OLYMPIA, AS CONTAINED IN INSTRUMENT RECORDED ON MAY 10, 1971, IN 842172, OF OFFICIAL RECORDS. (PLOTTED)
13. ENCROACHMENT BY CONCRETE WALL, APPROXIMATELY 29 FEET LONG, APPURTENANT TO THE PROPERTY ADJOINING ON THE SOUTH, 0.35 OF A FOOT ON THE WEST END AND 0.40 OF A FOOT AT THE EAST END AND NORTH OF THE SOUTH PROPERTY LINE AS DISCLOSED BY UNRECORDED SURVEY MADE BY ROBERT T. EWBANK AND DATED MAY 25, 1971. (NO COMMENT)
14. ENCROACHMENT BY EXTERIOR WALL OVERHANG ALONG THE WEST PROPERTY LINE BY THE FACE OF THE PARKING GARAGE WALL APPURTENANT TO SAID PREMISES ONTO THE CITY OF OLYMPIA RIGHT-OF-WAY AND AN ENCROACHMENT BY THE CITY OF OLYMPIA SIDEWALK ONTO SAID PREMISES AT THE NORTHWEST CORNER OF SAID PREMISES AS DISCLOSED BY UNRECORDED SURVEY DATED MARCH 20, 1997, JOB NO. P4155 BY JAMES A. PANTIER & ASSOCIATES. (NO COMMENT)
15. EASEMENT RIGHTS AND MAINTENANCE AGREEMENTS, IF ANY, FOR UTILITIES WHICH MAY HAVE BEEN GRANTED IN VACATED STREETS AND ALLEYS PRIOR TO THEIR VACATION. (BLANKET IN NATURE OVER THE SURVEYED PROPERTY)
16. - 30. NOT SURVEY ITEMS.

TITLE LEGAL DESCRIPTION

LOTS 2, 3, 7, 8 AND 9, BROWN'S SUBDIVISION, AS RECORDED IN VOLUME 8 OF PLATS, PAGE 35.

ALSO,

LOTS 2, 3 AND 4, BLOCK 8, SYLVESTER'S PLAT OF THE TOWN OF OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 14, LYING SOUTHERLY OF AMANDA SMITH WAY.

ALSO,

THE NORTH HALF OF LOT 6, BLOCK 8, SYLVESTER'S PLAT OF THE TOWN OF OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 14.

ALSO,

ALL THE VACATED ALLEY LOCATED IN BLOCK 8, SYLVESTER'S PLAT OF THE TOWN OF OLYMPIA, AS RECORDED IN VOLUME 1 OF PLATS, PAGE 14 AS THE SAME WAS VACATED UNDER CITY OF OLYMPIA ORDINANCE NO. 3613 AS RECORDED MAY 10, 1971 UNDER AUDITOR'S FILE NO. 842172; SITUATE IN THE CITY OF OLYMPIA, COUNTY OF THURSTON, STATE OF WASHINGTON.

THE ABOVE DESCRIBED PARCEL IS THE SAME LAND DESCRIBED IN WFG NATIONAL TITLE COMPANY, COMMITMENT NO. 20-101679, EFFECTIVE DATE OF JANUARY 4, 2020.

ALTA/NSPS LAND TITLE SURVEY
FOR
711 Capitol Way South

PARTNER PROJECT NUMBER:20-271502.2 SITE NUMBER: 1

ALTA SURVEY BASED AND RELIED ON WFG NATIONAL TITLE COMPANY TITLE COMMITMENT, NUMBER 20-101679, CONTAINING AN EFFECTIVE DATE AND TIME OF JANUARY 4, 2020, AT 8:00 AM.

CERTIFICATION

TO: TBD; WFG NATIONAL TITLE COMPANY; AND PARTNER ENGINEERING AND SCIENCE.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 3, 4, 6(B), 7(A), 7(B)(1), 7(C), 8, 9, 13, 14, 16, 17, AND 18 OF TABLE A THEREOF.

THE FIELD WORK WAS COMPLETED ON FEBRUARY 22, 2020.

DATE OF PLAT OR MAP: FEBRUARY 26, 2020.

LATEST REVISION DATE: FEBRUARY 26, 2020.

PROPERTY ADDRESS: 711 CAPITOL WAY SOUTH, OLYMPIA, WA 98501

SURVEY PREPARED BY:
BOUNDARY BOYS, LLC.
P O BOX 24411
HARKER HEIGHTS, TX 76548
303-709-7899
EMAIL: g.clark@boundaryboys.com

SURVEYOR: GREGORY A. CLARK
REGISTRATION NUMBER: 45153
STATE OF REGISTRATION: WA

STAMP

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OF PARTNER ENGINEERING
& SCIENCE, INC.

PARTNER
Engineering and Science, Inc.®

1761 East Garry Avenue
Santa Ana, CA 92705
C: 657-212-1856
Sshore@partneresi.com

LEGEND

(M) MEASURED	HT LOCATION OF HEIGHT MEASUREMENT	● FOUND MONUMENT AS DESCRIBED
(D) DEEDED	Handicap Parking	— — — — EASEMENT
(R1) R.O.S. REC.NO. 3096677	Fiber-Optic Marker	— X — FENCE
TE TRASH ENCLOSURE	GAS METER	— G — GAS LINE
♂ BOLLARD	CLEANOUT	— OH — OVERHEAD ELECTRIC LINE
♂P FLAGPOLE	SANITARY MANHOLE	— SS — SANITARY LINE
KP KEYPAD	STORM GRATE	— ST — STORM LINE
MBX MAILBOX	STORM MANHOLE	— T — TELEPHONE LINE
— SIGN	TELEPHONE PEDESTAL	— W — WATER LINE
★ LIGHT POLE	TELEPHONE MANHOLE	Ⓢ MANHOLE (UNKNOWN TYPE)
E ELECTRICAL BOX	RISER	Ⓢ VAULT (UNKNOWN TYPE)
Ⓜ ELECTRIC METER	FIRE HYDRANT	
Ⓜ ELECTRIC POWER	WATER MANHOLE	BRICK PAVEMENT
Ⓜ ELECTRIC POLE	WATER METER	STONE / RIPRAP
● GUY WIRE ANCHOR	WATER VALVE	CONCRETE PAVEMENT
	CORRUGATED METAL PIPE	

UTILITY NOTE

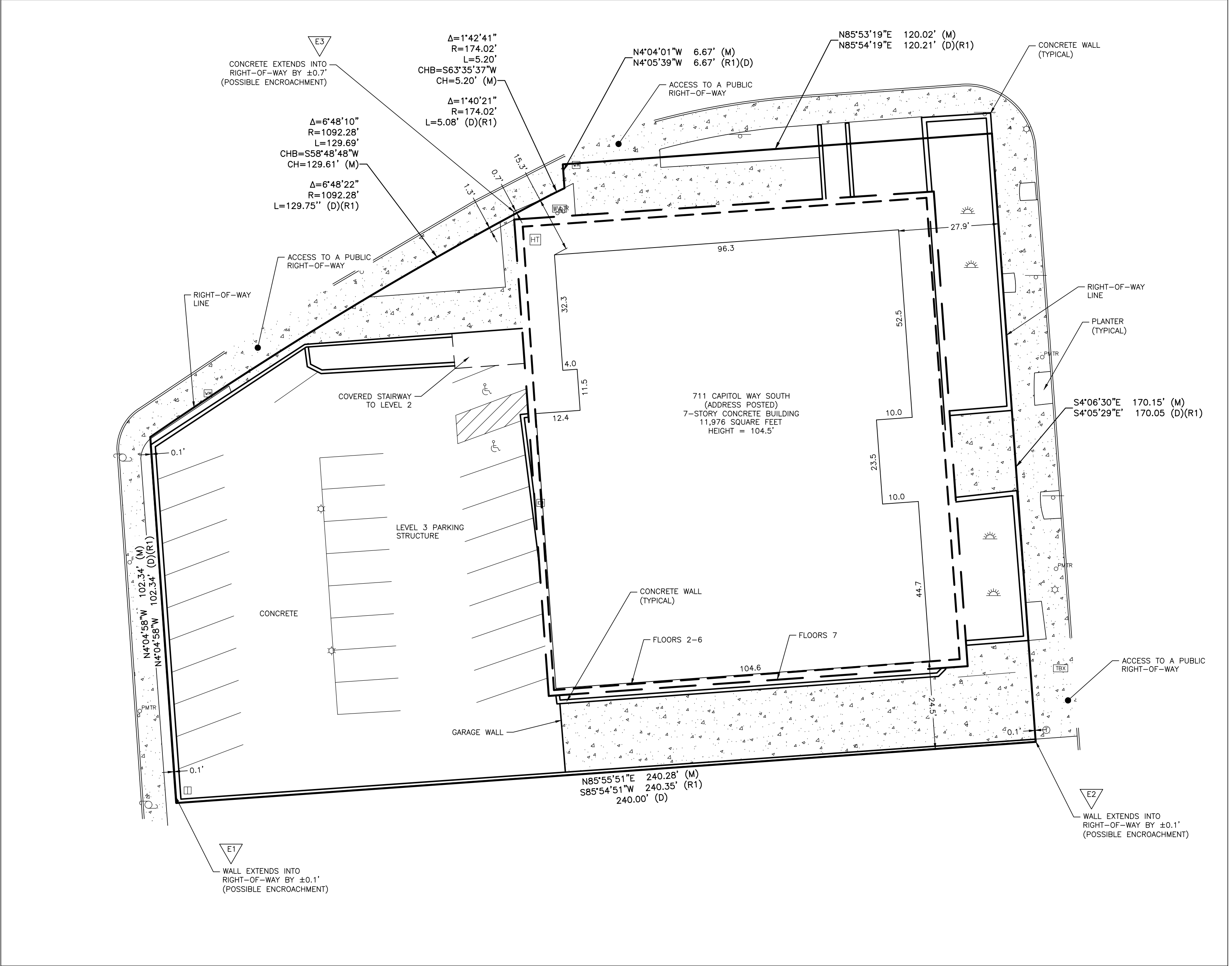
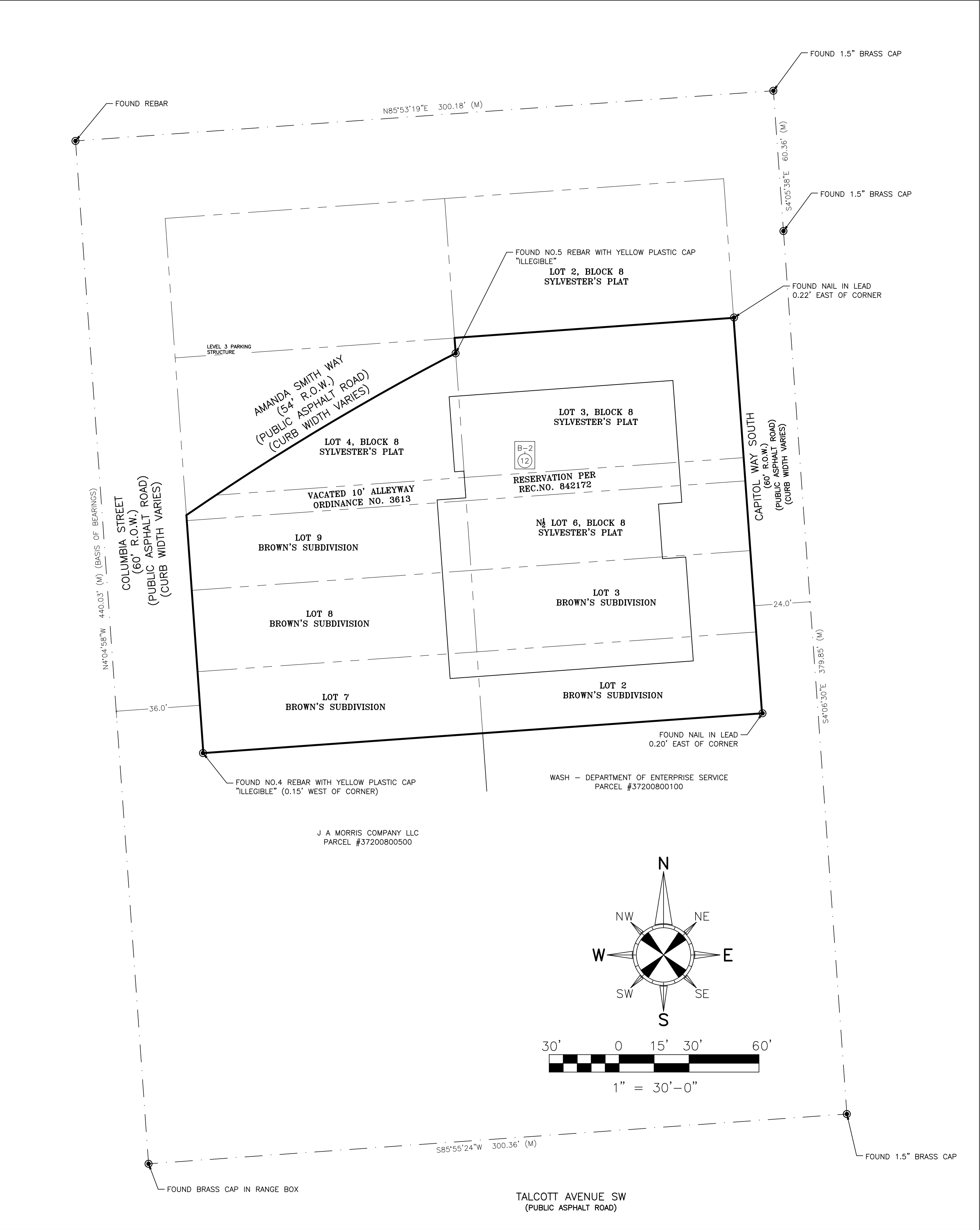
THE SURVEY SHOWS THE LOCATION OF UTILITIES EXISTING ON OR SERVING THE SURVEYED PROPERTY AS DETERMINED BY OBSERVED EVIDENCE COLLECTED PURSUANT TO ALTA SECTION 5 E IV.

FLOOD ZONE

A FIELD SURVEY WAS NOT CONDUCTED TO DETERMINE THE FLOOD ZONE AREAS. ANY FLOOD ZONE LINES DISTINGUISHING BETWEEN FLOOD AREAS ARE GRAPHICALLY PLOTTED FROM FEMA FLOOD INSURANCE RATE MAPS. A FLOOD ELEVATION CERTIFICATE MAY BE NEEDED TO DETERMINE OR VERIFY THE LOCATION OF THE FLOOD AREAS. THE SUBJECT PROPERTY'S COMMUNITY DOES PARTICIPATE IN THE PROGRAM. IT IS DETERMINED THAT THE SUBJECT PROPERTY RESIDES IN THE FOLLOWING FLOOD ZONE(S) X AS DETERMINED BY OR SHOWN BY FIRM COMMUNITY PANEL NO. 53067C0167F DATED MAY 15, 2018, AND IS NOT IN A FLOOD ZONE AREA. THE FLOOD INSURANCE RATE PROGRAM WAS CONTACTED ON FEBRUARY 12, 2020 BY TELEPHONE OR EMAIL (www.fema.gov)

A.L.T.A./N.S.P.S. LAND TITLE SURVEY

SITUATED IN SW¼ OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST, OF THE W.M.,
COUNTY OF THURSTON, STATE OF WASHINGTON



SITE DETAIL AND 3RD LEVEL
PARKING GARAGE
1"=20'

ALTA/NSPS LAND TITLE SURVEY

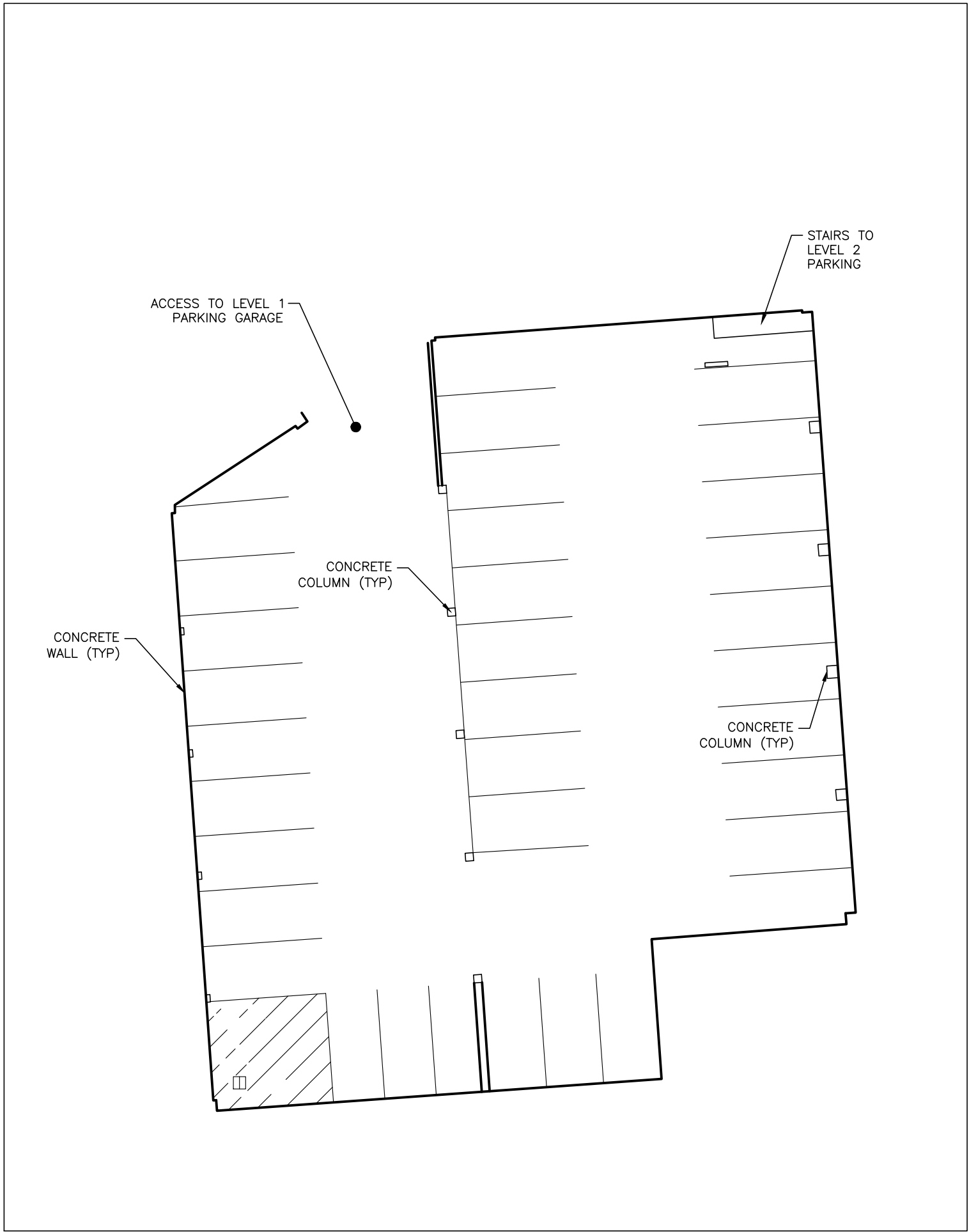
PARTNER
Engineering and Science, Inc.

4815 N. 12th St STE 201
Phoenix, AZ 85014
T 657-268-2756
Mhudi@partneresi.com

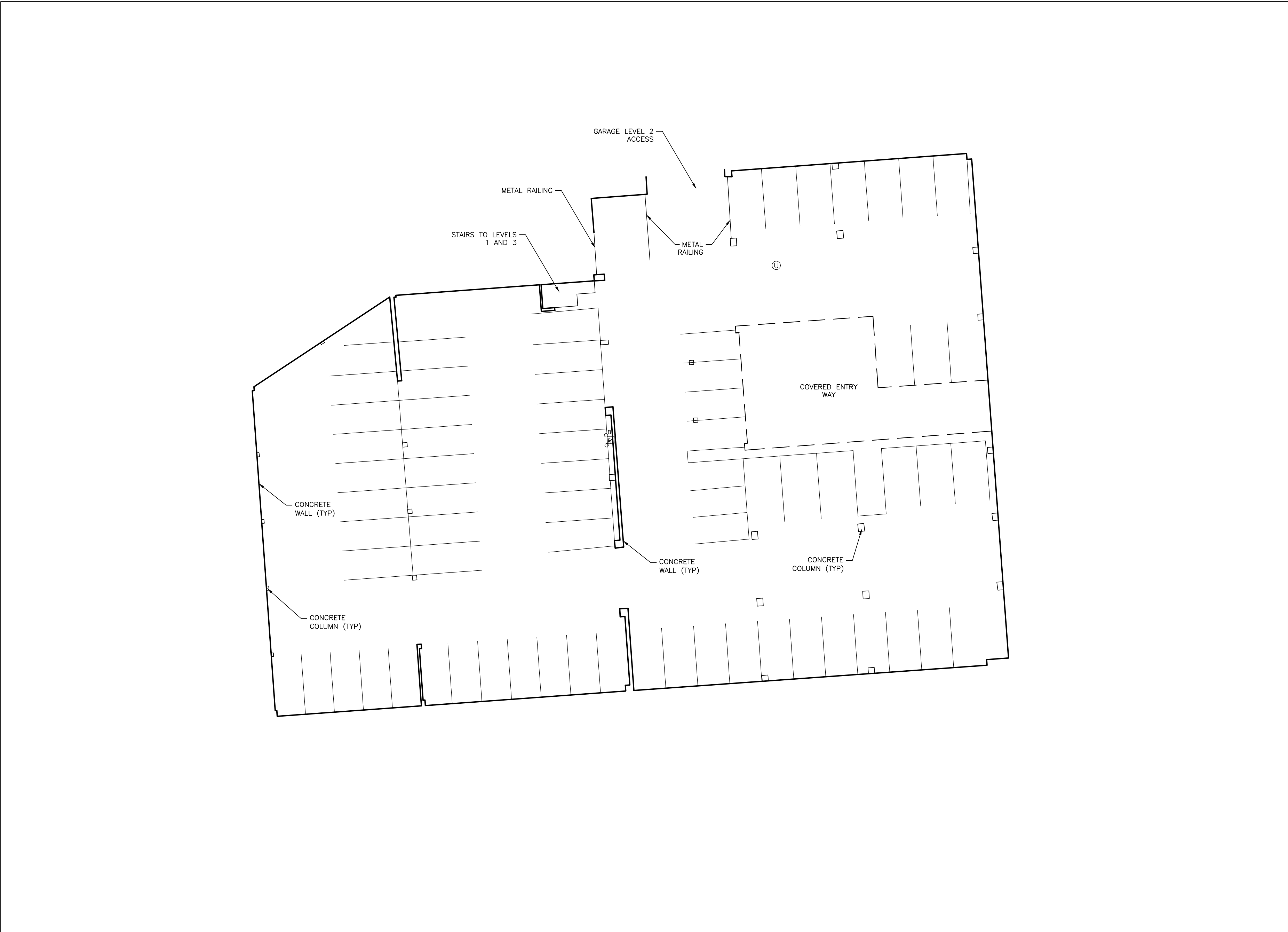
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A.L.T.A./N.S.P.S. LAND TITLE SURVEY

SITUATED IN SW $\frac{1}{4}$ OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST, OF THE W.M.,
COUNTY OF THURSTON, STATE OF WASHINGTON



**PARKING GARAGE DETAIL
LEVEL 1
1"=20'**



**PARKING GARAGE DETAIL
LEVEL 2
1"=20'**

ALTA/NSPS LAND TITLE SURVEY



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Mhudi@partneresi.com

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City Council

Approval of an Ordinance Amending Ordinances 7224 (Operating, Special and Capital Budgets) and 7235 (COVID-19 Emergency Appropriation)

Agenda Date: 5/19/2020
Agenda Item Number: 4.D
File Number:20-0379

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

Title

Approval of an Ordinance Amending Ordinances 7224 (Operating, Special and Capital Budgets) and 7235 (COVID-19 Emergency Appropriation)

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance that amends Ordinances 7224 and 7235 on second reading.

Report

Issue:

Whether to amend Ordinances 7224 and 7235 on second reading.

Staff Contact:

Nanci Lien, Fiscal Services Director, Administrative Services Department, 360.753.8465

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 Budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for 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.

One separate ordinance was passed since the adoption of Ordinance 7224 in December 2019. On

March 24, 2020, Council approved Ordinance 7235 authorizing the appropriation of \$550,000 for response to the COVID-19 Emergency.

The attached ordinance includes recommended amendments to the 2020 Operating Funds, Specials Funds, and Capital Funds for: 1) Department requested carry-forward appropriations; 2) Miscellaneous carry-forward for non-lapsed appropriations; and 3) Department requests for budget amendments for the 1st Quarter in 2020.

- 1) Department requested carry-forward appropriations include appropriations representing 2019 obligations for purchase orders and contracts not completed in 2019. These appropriations total \$5,105,800.
- 2) Miscellaneous carry-forward appropriations include 2019 appropriations and associated transfers that did not lapse (end) in 2019. The majority of these appropriations are related to capital project appropriations. These appropriations total \$98,240,020.
- 3) Department requests for budget amendments for 1st Quarter in 2020 represent new budget adjustments and associated transfers Departments requested for 2020. These appropriations total \$1,715,639.

Department requests for budget amendments for the 1st Quarter in 2020 are summarized below.

Administrative Services

- Reduction of \$37,500 in fund balance for an administrative correction. A 2020 budget enhancement for Water, Wastewater and Stormwater Funds Transfer was corrected on the “transfer-out side” in each of those funds but missed on the “transfer-in” side on the original budget entry. No change in appropriations.
- \$19,594 in appropriations for transfer from LID Guaranty Fund to LID Obligation Control for debt service payment. Funding from LID Guaranty Fund.
- \$6,538 in appropriations related to PC Users rates due to a data entry error on original budget. Funding to come from the fund balances of General Fund, Special Funds, HUD Fund, Water Fund Sewer Fund, and Park & Rec Utility Tax Fund.

Community Planning and Development

- \$50,000 in appropriations for expenditures related to the United Way Contract due to Emergency Declaration. Funding from Special Funds Economic Development Program.
- \$45,300 in appropriations for expenditures related to the Olympia Downtown Alliance contract due to the Emergency Declaration. Funding from Special Funds Economic Development Program.

- \$36,000 in appropriations for expenditures related to the Thurston County Chamber of Commerce contract due to Emergency Declaration. Funding from Special Funds Economic Development Program.
- \$100,000 in appropriations for expenditures related to the Robertson and Company contract due to Emergency Declaration. Funding from Special Funds Economic Development Program.
- \$600,000 in appropriations for expenditures related to Phase I & II of environmental assessments and development of cleanup plans focusing on Peninsula and West Bay Neighborhoods. Funding from the Brownfields Assessment & Clean-up hazardous substances and petroleum grants.
- \$28,000 in appropriations for expenditures related to the Shoreline Mater Plan. Funding from a Washington State Department of Ecology grant.
- \$200,000 in appropriations for expenditures related to the Housing Action Plan. Funding from Washington State Department of Commerce.

General Government

- Reduce \$550,000 in appropriations and increase fund balance for correcting entry related to Budget Ordinance 7235 approved by Council on March 24, 2020. The budget entry was recorded as increasing appropriations for professional services related to COVID-19 emergency and should have been entered as increasing Fund Balance in the Special Fund Economic Development Program.
- \$100,000 in appropriations for expenditures related to remediation of former West Olympia Landfill site. Funding to come from insurance proceeds

Fire

- \$3,000 in appropriations for expenditures related to New Wellness agreement with IAFF Collective Bargaining Agreement. Funding from reduction in Fire Department's operating budget.
- \$548 in appropriations for expenditures related to safety masks for COVID-19 emergency. Funding from Special Funds Economic Development Program.
- \$373 increase in General Fund balance for administrative correction related to transfer from Water, Sewer and Storm Funds. No change in appropriations.

Public Works Operating Funds

- Facilities - \$9,566 in appropriations related to a Puget Sound Energy rebate received in 2019. Funding to come from fund balance.
- Facilities - \$495,000 in appropriations for Building Repair & Maintenance Fund. Funding from General Fund 2019 carryover funds.

- Fleet - \$36,941 in appropriations related to upgrade of fuel island pedestal, electronic pump, fuel software. Funding from Fleet Operations Fund balance.
- Fleet - \$29,200 in appropriations related to replacement towards underground fuel tanks, replacement of island pedestal/pumps/software, and replacement of new lifts. Funding from Fleet Operations Fund balance.
- Drinking Water - reduce \$120,478 in appropriations for reduction in FTE transferred to Storm Water. Funding returned to fund balance.
- Storm Water - \$120,478 in appropriations for transfer of FTE from Drinking Water. Funding from Storm Water fund balance.
- Transfer \$120,478 in appropriations related to transferring FTE from the Water Utility to the Storm Water Utility. Funding from the Storm Water utility operations budget.
- Transportation - \$156,253 in appropriations related to capital project. Funding from Capital Campus TMD [spell out] grant.
- Transportation - \$54,000 in appropriations for City's share of Thurston County Regional Planning Commission study for Martin Way Corridor Study. Funding from Capital Improvement Fund.
- Transportation - \$17,148 in appropriations for materials purchased for State Avenue signal modification. Funding from Intercity Transit reimbursement.
- Transportation - \$20,000 in appropriations for materials used on Views on 5th Project. Funding was received from developer.
- Transportation - \$25,974 in appropriations for guardrail repair on Cooper Point Rd NW & 20th Ave NW. Funding from Risk Insurance Fund.
- \$66,000 in appropriations for expenditure related to the purchase of vehicle for Washington Conservation Corp Crew. Funding from Storm Water Operations fund balance.
- \$40,000 in appropriations for expenditure related to the purchase of vehicle for Community Planning and Development's Rapid Response Team. Funding from the Home Fund Operating Fund.
- Reduction in appropriations of \$16,101 for expenditure and revenue associated with closing out the Transportation Alternatives Program Grant project for installing a school zone flashing beacon
- Fleet - \$92,678 in appropriations related to the acquisition of 6 mobile column lifts. Funding from Fleet Operations Fund balance.

Neighborhood/Community Interests (if known):

None noted.

Options:

1. Approve ordinance amending ordinance 7224 and 7235. This provides staff with budget capacity to proceed with initiatives approved by Council.
2. Do not approve the amending ordinance; staff will not have authorization to expend the funds.

Financial Impact:

Operating Funds - total increase in appropriations of \$6,422,379; Special Funds - total increase in appropriations of \$9,650,962; and Capital Funds - total increase in appropriations of \$88,988,118. Funding sources are noted above.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA'S 2020 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2020-2025 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS AND AMENDING ORDINANCE NO. 7224

WHEREAS, the Olympia City Council adopted the 2020 Operating, Special Funds and Capital Budgets, and 2020-2025 Capital Facilities Plan (CFP) by passing Ordinance No. 7224 on December 17, 2019; and

WHEREAS, throughout the year, updates are required to recognize changes relating to budget, finance, and salaries; 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. 7224;

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

Section 1. That certain document entitled the "Capital Facilities Plan," covering the years 2020 through 2025, 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 2020 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

Section 5. The 2020 Estimated Revenues and Appropriations for each Fund are as follows:

Operating Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
General, Regular Operations	\$291,797 <u>\$1,380,799</u>	\$85,558,562 <u>\$86,894,010</u>	\$85,850,359 <u>\$88,274,809</u>	0 <u>0</u>
General, Special Sub-Funds				
Special Accounts	129,477 <u>32,348</u>	\$1,214,795 <u>1,180,295</u>	1,344,272 <u>1,212,643</u>	0 <u>0</u>
Development Fee Revenue	421,394	\$3,677,069	4,098,463	0
Parking	22,721 <u>68,292</u>	\$1,510,840 <u>\$1,510,840</u>	1,533,561 <u>1,579,132</u>	0 <u>0</u>
Post Employment Benefits	370,000	\$1,005,000	1,375,000	0
Washington Center Endowment	0 <u>166,109</u>	\$10,500 <u>\$10,500</u>	10,500 <u>176,609</u>	0 <u>0</u>
Washington Center Operating	0	\$530,500	530,500	0
Municipal Arts	0	\$59,544	59,544	0
Equipment & Facilities Reserve	179,678 <u>3,297,723</u>	\$1,359,047 <u>\$1,854,047</u>	1,538,725 <u>5,151,770</u>	0 <u>0</u>
Total General Fund	\$1,415,067 <u>\$5,736,665</u>	\$94,925,857 <u>\$96,721,805</u>	\$96,340,924 <u>\$102,458,470</u>	\$0 <u>\$0</u>
LID Control	0 <u>0</u>	0 <u>9,797</u>	0 <u>9,797</u>	0 <u>0</u>
LID Guarantee	0 <u>9,797</u>	0 <u>0</u>	0 <u>9,797</u>	0 <u>0</u>
4th/5th Avenue Corridor Bridge Loan	0	539,099	539,099	0
UTGO Bond Fund - 2009 Fire	0	1,190,757	1,190,757	0
City Hall Debt Fund - 2009	0	2,419,518	2,419,518	0
2010 LTGO Bond - Street Projects	0	438,613	438,613	0
L.O.C.A.L. Debt Fund - 2010	0	89,142	89,142	0
2010B LTGO Bonds - HOCM	0	457,088	457,088	0
2013 LTGO Bond Fund	0	675,775	675,775	0
2016 LTGO Parks BAN	0	14,673,000	14,673,000	0
Water Utility O&M	0 <u>0</u>	15,729,920 <u>15,729,920</u>	15,257,101 <u>15,369,088</u>	472,819 <u>360,832</u>
Sewer Utility O&M	123,899 <u>3,603</u>	21,553,824 <u>21,553,824</u>	21,677,723 <u>21,557,427</u>	0 <u>0</u>
Solid Waste Utility	0 <u>0</u>	13,593,875 <u>13,621,465</u>	13,356,483 <u>13,384,073</u>	237,392 <u>237,392</u>
Stormwater Utility	638,475 <u>791,953</u>	5,710,756 <u>5,710,756</u>	6,349,231 <u>6,502,709</u>	0 <u>0</u>
Water/Sewer Bonds	0	2,042,382	2,042,382	0
Stormwater Debt Fund	0	123,650	123,650	0
Water/Sewer Bond Reserve	0	0	0	0
Equipment Rental	10,884 <u>123,364</u>	2,509,643 <u>2,509,643</u>	2,520,527 <u>2,633,007</u>	0 <u>0</u>
Subtotal Other Operating Funds	\$773,258 <u>\$928,717</u>	\$81,747,042 <u>\$81,784,429</u>	\$81,810,089 <u>\$82,114,922</u>	\$710,211 <u>\$598,224</u>
Total Operating Budget	\$2,188,325 <u>\$6,665,382</u>	\$176,672,899 <u>\$178,506,234</u>	\$178,151,013 <u>\$184,573,392</u>	\$710,211 <u>\$598,224</u>

Special Funds Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
HUD Fund	\$0	\$600,000	\$591,819	8,181
	<u>\$0</u>	<u>600,000</u>	<u>592,130</u>	<u>7,870</u>
Lodging Tax Fund	0	1,132,309	1,019,083	113,226
	<u>0</u>	<u>1,132,309</u>	<u>1,072,443</u>	<u>59,866</u>
Parking Business Improvement Area Fund	0	100,000	98,500	1,500
	<u>30,565</u>	<u>100,000</u>	<u>130,565</u>	<u>0</u>
Farmers Market Repair and Replacement Fu	0	0	0	0
Hands On Children's Museum	132,854	543,634	676,488	0
Transportation Benefit District	0	0	0	0
	<u>2,430,059</u>	<u>0</u>	<u>2,430,059</u>	<u>0</u>
Olympia Metropolitan Park District	0	0	0	0
	<u>2,673,719</u>	<u>0</u>	<u>2,673,719</u>	<u>0</u>
Home Fund Operating Fund	0	2,432,135	2,432,135	0
	<u>0</u>	<u>2,445,711</u>	<u>2,445,711</u>	<u>0</u>
Fire Equipment Replacement Fund	0	200,000	200,000	0
	<u>2,061,546</u>	<u>200,000</u>	<u>2,261,546</u>	<u>0</u>
Equipment Rental Replacement Reserve Fur	122,762	2,217,238	2,340,000	0
	<u>2,376,762</u>	<u>2,336,577</u>	<u>4,713,339</u>	<u>0</u>
Unemployment Compensation Fund	0	112,500	85,000	27,500
Insurance Trust Fund	0	2,463,199	2,463,199	0
	<u>0</u>	<u>2,476,186</u>	<u>2,476,186</u>	<u>0</u>
Workers Compensation Fund	204,000	1,450,500	1,654,500	0
Total Special Funds Budget	\$459,616	\$11,251,515	\$11,560,724	\$150,407
	<u>\$9,909,505</u>	<u>\$11,397,417</u>	<u>\$21,211,686</u>	<u>\$95,236</u>

Capital Budget

FUND	USE OF FUND BALANCE	ESTIMATED REVENUE	APPROP	ADDITION TO FUND BALANCE
Impact Fee	\$2,141,104	\$467,191	\$2,608,295	0
	<u>\$8,823,949</u>	<u>\$467,191</u>	<u>\$9,291,140</u>	<u>0</u>
SEPA Mitigation Fee Fund	0	0	0	0
	<u>713,682</u>	<u>0</u>	<u>713,682</u>	<u>0</u>
Parks & Recreational Sidewalk, Utility Tax F	0	\$2,668,536	2,662,182	6,354
	<u>3,361,650</u>	<u>\$2,668,536</u>	<u>6,030,186</u>	<u>0</u>
Real Estate Excise Tax Fund	0	\$2,274,752	1,500,000	774,752
	<u>3,722,621</u>	<u>\$2,274,752</u>	<u>5,997,373</u>	<u>0</u>
Capital Improvement Fund	854,758	\$10,542,832	11,397,590	0
	<u>8,265,023</u>	<u>\$35,486,641</u>	<u>43,751,664</u>	<u>0</u>
Olympia Home Fund Capital Fund	0	\$1,561,310	1,561,310	0
Water CIP Fund	1,551,706	\$6,221,294	7,773,000	0
	<u>21,079,287</u>	<u>\$9,188,758</u>	<u>30,268,045</u>	<u>0</u>
Sewer CIP Fund	2,755,699	\$1,692,301	4,448,000	0
	<u>10,642,267</u>	<u>\$1,692,301</u>	<u>12,334,568</u>	<u>0</u>
Waste ReSources CIP Fund	0	\$368,000	0	368,000
	<u>0</u>	<u>\$390,300</u>	<u>232,552</u>	<u>157,748</u>
Storm Water CIP Fund	294,560	\$2,458,440	2,753,000	0
	<u>9,583,180</u>	<u>\$3,486,758</u>	<u>13,069,938</u>	<u>0</u>
Storm Drainage Mitigation Fund	0	\$0	0	0
	<u>441,037</u>	<u>\$0</u>	<u>441,037</u>	<u>0</u>
	\$7,597,827	\$28,254,656	\$34,703,377	\$1,149,106
Total Capital Budget	\$66,632,696	\$57,216,547	\$123,691,495	\$157,748
Total City Budget	\$10,245,768	\$216,179,070	\$224,415,114	\$2,009,724
	<u>\$83,207,583</u>	<u>\$247,120,198</u>	<u>\$329,476,573</u>	<u>\$851,208</u>

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:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED: