



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Tuesday, November 14, 2023

6:00 PM

Council Chambers, Online and  
Via Phone

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### Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_59Xn3FKzSPSQBQDpLuEM8w](https://us02web.zoom.us/webinar/register/WN_59Xn3FKzSPSQBQDpLuEM8w)

#### 1. ROLL CALL

##### 1.A ANNOUNCEMENTS

##### 1.B APPROVAL OF AGENDA

#### 2. SPECIAL RECOGNITION - NONE

#### 3. PUBLIC COMMENT

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

*During this portion of the meeting, community members 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 two areas: (1) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Individual comments are limited to two (2) 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 COMMENT (Optional)

#### 4. CONSENT CALENDAR

*(Items of a Routine Nature)*

4.A [23-0986](#) Approval of November 6, 2023 City Council Meeting Minutes

**Attachments:** [Minutes](#)

4.B [23-0975](#) Approval of a Resolution Ratifying and Confirming Authorization of Acceptance of Phase 1 of the American-Made Buildings Upgrade Prize

**Attachments:** [Resolution](#)

- 4.C [23-0984](#) Approval of a Resolution Adopting the 2021-2026 Water System Plan

**Attachments:** [Resolution](#)

[Response to Department of Health Review Comments](#)

[Utility Advisory Committee Recommendation Letter](#)

[Water System Plan Webpage](#)

#### 4. SECOND READINGS (Ordinances) - NONE

#### 4. FIRST READINGS (Ordinances)

- 4.D [23-0988](#) Approval of an Ordinance Setting 2024 Excess Ad Valorem Tax

**Attachments:** [Ordinance](#)

- 4.E [23-0989](#) Approval of an Ordinance Setting 2024 Regular Ad Valorem Tax

**Attachments:** [Ordinance](#)

#### 5. PUBLIC HEARING

- 5.A [23-0964](#) Public Hearing on a Proposed Designation of Certain Additional Residential Areas for the Purposes of the Multi-Family Tax Exemption

**Attachments:** [Draft Ordinance](#)

[Draft Policies with Map](#)

- 5.B [23-0978](#) Public Hearing on Community Development Block Grant (CDBG) Program Year 2022 Annual Report

**Attachments:** [Draft Program Year 2022 CAPER](#)

[Program Year 2022 Community Summary](#)

- 5.C [23-0990](#) Second Public Hearing on the 2024 Proposed Operating Budget

**Attachments:** [Proposed Operating Budget in Brief](#)

[Appendix E: Historical Budget, Actual & FTE Counts](#)

#### 6. OTHER BUSINESS

- 6.A [23-0979](#) Approval of an Ordinance Establishing Rental Housing Registry and Inspection Program

**Attachments:** [Ordinance](#)

[Draft Inspection Checklist](#)

#### 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. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS****9. CITY MANAGER'S REPORT AND REFERRALS****10. ADJOURNMENT**

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



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

## City Council

### Approval of November 6, 2023 City Council Meeting Minutes

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 4.A  
**File Number:**23-0986

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

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**Title**

Approval of November 6, 2023 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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Monday, November 6, 2023

6:00 PM

Council Chambers, Online and Via  
Phone

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**Special Meeting**  
**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_9t5xLPd9RhaCBntvhTg\\_1Q](https://us02web.zoom.us/webinar/register/WN_9t5xLPd9RhaCBntvhTg_1Q)

### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yến Huỳnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Dontae Payne

### 1.A ANNOUNCEMENTS

City Manager Jay Burney introduced newly appointed Fire Chief Matt Morris. Chief Morris introduced himself and said a few words.

### 1.B APPROVAL OF AGENDA

The agenda was amended to add special recognition item 2.A.

**The agenda was approved as amended.**

### 2. SPECIAL RECOGNITION

#### 2.A [23-0985](#) ADDED DURING MEETING: Special Recognition - Honoring Former Councilmember Bill Daley

Councilmembers honored former Councilmember Bill Daley. The following people spoke: Al Rawlston, Dwayne Slate, Senator Sam Hunt, Marta Fowler, Former Senator Karen Fraser, Former Councilmember Holly Gadbow, and Julia Gordon.

Councilmembers shared their recollections of Mr. Daley.

**The recognition was received.**

### 3. PUBLIC COMMENT

The following people spoke: Emily McQue, John Saunders, Karen Messmer, Aidan Wasson, Larry Dzieza, and Jim Lazar.

#### 4. CONSENT CALENDAR

- 4.A [23-0974](#) Approval of October 30, 2023 City Council Meeting Minutes

**The minutes were adopted.**

- 4.B [23-0659](#) Approval of a Resolution Authorizing an Interlocal Agreement Between the City of Olympia, City of Lacey, City of Tumwater and Thurston County for Administrative Oversight, Pooling and Transfer of Funds to Support a Permanent Supportive Housing Project at Franz Anderson Road

**The resolution was adopted.**

#### Approval of the Consent Agenda

**Councilmember Parshley moved, seconded by Councilmember Huynh, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Cooper, Councilmember Huynh, Councilmember Madrone, Councilmember Parshley and Councilmember Payne

#### 4. SECOND READINGS (Ordinances) - None

#### 4. FIRST READINGS (Ordinances) - None

#### 5. PUBLIC HEARING - None

#### 6. OTHER BUSINESS

- 6.A [23-0973](#) Capital Mall Triangle Subarea Update

Senior Planners David Ginther and Michelle Swanson gave a briefing on the preliminary draft Capital Mall Triangle Subarea Plan and draft Environmental Impact Statement.

Councilmembers asked clarifying questions.

**The discussion was completed.**

- 6.B [23-0972](#) Consideration of Transportation Revenue for Capital Projects

Transportation Director Sophie Stimson discussed Transportation Benefit District (TBD) sales tax as a source of revenue for transportation improvements.

Councilmembers asked clarifying questions.

**Councilmember Cooper moved, seconded by Councilmember Parshley, to**

**direct staff to draft an ordinance and municipal code amendments for City Council consideration to impose a Transportation Benefit District sales tax. The motion carried by the following vote:**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Cooper, Councilmember Huỳnh, Councilmember Madrone, Councilmember Parshley and Councilmember Payne

**7. CONTINUED PUBLIC COMMENT - None**

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

Councilmembers reported on meetings and events attended.

**9. CITY MANAGER'S REPORT AND REFERRALS**

City Manager Burney reported the City received a Smart Cities award regarding the work on planning for the Armory. He noted a new appendix was added to the budget document with additional information.

**10. ADJOURNMENT**

The meeting adjourned at 9:11 p.m.



## City Council

# Approval of a Resolution Ratifying and Confirming Authorization of Acceptance of Phase 1 of the American-Made Buildings Upgrade Prize

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 4.B  
**File Number:**23-0975

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

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### Title

Approval of a Resolution Ratifying and Confirming Authorization of Acceptance of Phase 1 of the American-Made Buildings Upgrade Prize

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Move to approve a Resolution ratifying and confirming authorization and signature by the City Manager of a cash prize acceptance for Phase 1 of the American-Made Buildings Upgrade Prize.

### Report

#### Issue:

Whether to approve a Resolution ratifying and confirming authorization and signature by the City Manager of a cash prize acceptance for Phase 1 of the American-Made Buildings Upgrade Prize.

#### Staff Contact:

Pamela Braff, PhD, Director of Climate Programs, Office of Community Vitality, 360.753.8249

#### Presenter(s):

None - Consent Calendar Item

### Background and Analysis:

#### Buildings Upgrade Prize

The U.S. Department of Energy (DOE) Buildings Upgrade Prize (Buildings UP) is a capacity-building prize focused on reducing greenhouse gas emissions in existing buildings through energy efficiency and efficient electrification. In Phase 1, Buildings UP awarded over \$22 million in cash prizes and technical assistance to winning teams that developed innovative initiative models to accelerate building upgrades and achieve greenhouse gas reduction, equity, economic development, and health goals.



The Buildings Up Prize is not a grant. The prize is a one-time disbursement of cash awarded by the U.S. Department of Energy (DOE) on the merit of work already completed.

In Phase 1, Buildings UP teams submitted innovative concepts to leverage the billions of dollars available through the Bipartisan Infrastructure Law (BIL), the Inflation Reduction Act (IRA), utility rebate programs, and many other funding sources, capitalizing on this once-in-a-generation opportunity to equitably decarbonize buildings. Buildings Up proposals were required to describe an innovate energy efficiency and efficient electrification buildings upgrade initiative, including electrifying heating and cooling.

In October 2023, DOE announced 45 teams as Buildings UP Phase 1 winners. Phase 1 winners were invited to advance to Phase 2; and will receive up to \$400,000 in cash prizes and 140 hours of technical assistance to develop their Phase 1 concept proposals into pilot implementation plans.

The City of Olympia, along with project partner Olympia Community Solar, was selected as an Equity-Centered Innovation Pathway winner. The City of Olympia will receive a \$350,000 cash award (87.5% of the total team award) and Olympia Community Solar will receive a \$50,000 cash award (12.5% of the total team award). As a Phase 1 winner, the City of Olympia team will also have the opportunity to compete for future Buildings Up awards and prizes.

#### Buildings Upgrade Phase 1 Concept Proposal

The proposed Energize Olympia Rental Navigator will provide guidance, outreach, and technical support to catalyze widespread building electrification retrofits for affordable rental housing in Olympia. The Navigator will work directly with landlords and tenants to develop actionable building decarbonization and resilience upgrade plans, and then provide ongoing support to increase the likelihood of implementation.

The Energize Navigator will combine several strategies to streamline building upgrades for affordable rental housing, including:

- Conducting targeted outreach and coordination with housing partners and programs to identify affordable rental housing most in need of energy efficiency improvements.
- Providing free energy audits to evaluate baseline energy performance.
- Providing free technical assistance to develop custom building upgrade plans, including weatherization and electrification.
- Identifying innovative funding and financing combinations to reduce upfront costs.
- Providing at least 3 years of continued implementation support to ensure high-quality installations and upgrades.
- Providing funding for unexpected costs that may otherwise prevent upgrades.

During the pilot, the Energize Navigator expects to provide support for 5 multifamily and 20 single family buildings within the upgrade zone. Full scale implementation of this concept would include comprehensive building upgrade support for all affordable rental housing units in Olympia over the next 20 years.

Implementation of the recommended upgrades will have multiple benefits for building occupants:

- Reduced energy bills through weatherization, efficiency, and envelope improvements.

- Improved indoor air quality, comfort, and cooling through efficient, electric heat pump space and water heating.
- Increased energy independence and resilience to electric grid disruptions through solar and battery energy storage.

**Climate Analysis:**

The Energize Olympia Rental Navigator program would provide a long-term reduction in greenhouse gas emissions by providing guidance, outreach, and technical support to decarbonize affordable rental housing in Olympia. The Navigator would support the following greenhouse gas reduction strategies identified in the Thurston Climate Mitigation Plan: reduce energy use in existing buildings, increase the production of local renewable energy, and electrify buildings to phase out natural gas.

**Equity Analysis:**

In Fall 2022, the City conducted a fair housing survey to better understand local housing conditions and discrimination. Outreach was targeted to organizations representing people of color, immigrants, people with disabilities, the LGBTQIA community, seniors, and low-income households. Of the 600+ total respondents, approximately 300 were renters and 80 were Housing Choice Voucher participants. The top three environmental health concerns identified by renters were high heating costs or insufficient heat, high cooling costs or insufficient cooling, and mold.

The proposed concept for the Energize Olympia Rental Navigator would help address these concerns. The Navigator would also include protections to ensure that the costs of building upgrades are not passed on to tenants and that upgrades do not result in increased energy costs for tenants.

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

The proposed Energize Olympia Rental Navigator supports the City's climate and affordable housing goals, both of which are top community concerns.

**Financial Impact:**

The City has been awarded a \$350,000 cash prize for the development of the Phase 1 Concept Proposal. A prize is not a grant. There are no reporting or match requirements associated with this award.

**Options:**

1. Approve the Resolution ratifying and confirming authorization and signature by the City Manager to accept a \$350,000 cash prize awarded for Phase 1 of the American-Made Buildings Upgrade Prize.
2. Approve the Resolution ratifying and confirming authorization and signature by the City Manager to accept the Buildings Upgrade Prize with amendments.
3. Do not approve the Resolution ratifying and confirming authorization and signature by the City Manager to accept the Buildings Upgrade Prize.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, RATIFYING AND CONFIRMING AUTHORIZATION AND SIGNATURE BY THE CITY MANAGER OF A CASH PRIZE ACCEPTANCE FOR PHASE 1 OF THE AMERICAN-MADE BUILDINGS UPGRADE PRIZE**

**WHEREAS**, the City of Olympia has been selected as an Equity-Centered Innovation Pathway winner for Phase 1 of the American-Made Buildings Upgrade Prize (Buildings UP). As a Phase 1 winner, the City of Olympia will receive a \$350,000 cash award and 140 hours of Technical Assistance over the prize period; and

**WHEREAS**, Buildings UP is a U.S. Department of Energy prize designed to build capacity to accelerate equitable, widespread energy efficiency and efficient electrification building upgrades across the country; and

**WHEREAS**, a prize is not a grant. The Buildings UP prize is a one-time disbursement of cash awarded by the U.S. Department of Energy (DOE) on the merit of work already completed; and

**WHEREAS**, in Phase 1, Buildings UP teams submitted innovative concepts to leverage the billions of dollars available through the Bipartisan Infrastructure Law (BIL), the Inflation Reduction Act (IRA), utility rebate programs, and many other funding sources, capitalizing on this once-in-a-generation opportunity to equitably transform a wide variety of buildings across diverse geographies; and

**WHEREAS**, in Phase 1, the City of Olympia partnered with Olympia Community Solar to develop a concept proposal for a rental decarbonization and resilience navigator, to provide streamlined technical support and guidance to weatherize, electrify, and improve the resilience of affordable rental housing within the City of Olympia; and

**WHEREAS**, According to a 2016 study by ACEEE and Energy Efficiency for All, low-income, Black, and Latinx communities spend a much higher share of their income on energy. Additionally, this study found that 97% of excess energy burdens for renting households could be eliminated by bringing their homes up to median efficiency standards; and

**WHEREAS**, the City Council of Olympia recognizes that preservation of existing rental housing stock is of tremendous importance. There are more than 14,000 rental housing units in Olympia. Rental housing provides needed affordable housing for many and is a valuable asset that must be preserved and maintained. The City of Olympia has a significant interest in ensuring that rental housing remains a safe and desirable housing option for its residents; and

**WHEREAS**, the Thurston Climate Mitigation Plan identifies reducing energy use in existing residential buildings and supporting building electrification retrofits as key strategies to achieve regional greenhouse gas emissions reduction targets; and

**WHEREAS**, the City of Olympia has been invited to participate in Phase 2 of the Buildings Upgrade Prize. During Phase 2, the City of Olympia and Olympia Community Solar will develop the Phase 1 Concept Proposal into a Pilot Implementation Plan and have the opportunity to compete for future funding awards; and

**WHEREAS**, the prize acceptance for the Buildings UP award was due by October 20, 2023; and

**WHEREAS**, on October 18, 2023, the City Manager authorized and signed a Prize Acceptance Form to accept the \$350,000 cash award; and

**WHEREAS**, Olympia Municipal Code Subsection 3.16.030(A) authorizes the City manager to approve and execute on behalf of the City of Olympia any contract or agreement not otherwise subject to OMC 3.16.020, which among other factors, includes any contract or agreement with a cost of \$350,000 or less.

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

1. The Olympia City Council hereby ratifies and approves the execution of the \$350,000 cash prize award to the City of Olympia by the U.S. Department of Energy for the Phase 1 of the American-Made Buildings Upgrade Prize (Buildings UP) by the City Manager on behalf of the City of Olympia and the terms and conditions contained therein.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

**Mark Barber**  
\_\_\_\_\_  
CITY ATTORNEY



## City Council

### Approval of a Resolution Adopting the 2021-2026 Water System Plan

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 4.C  
**File Number:**23-0984

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

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#### **Title**

Approval of a Resolution Adopting the 2021-2026 Water System Plan

#### **Recommended Action**

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

The Utility Advisory Committee recommends approving adopting the City of Olympia 2021-2026 Water System Plan.

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

Move to approve a Resolution adopting the City of Olympia 2021-2026 Water System Plan.

#### **Report**

##### **Issue:**

Whether to approve a Resolution adopting the 2021-2026 Water System Plan.

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

Susan Clark, Engineering and Planning Supervisor, Public Works, 360.753.8321

##### **Presenter:**

None - Consent Calendar Item.

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

##### Water System Planning Requirements and Update Process

Washington Administrative Code (WAC 246-290-100) requires water utilities with 1,000 or more connections, or those that are expanding, to develop water systems plans every 6 to 10 years. Water system plans are reviewed and approved by the Washington State Department of Health and are developed to demonstrate the utility's capacity to remain in compliance with relevant local, state and federal regulations. Approval of a water system plan by the system's legislative body in a public meeting must occur prior to Washington State Department of Health's approval.

An internal cross-sectional writing team conducted the update and consulting services provided support with water demand projections, capital project identification and prioritization, hydraulic modeling and financial review.

On October 14, 2022, the Draft 2021-2026 Water System Plan was submitted to the Washington State Department of Health for review and comment. The City received comments from the Washington State Department of Health on June 5, 2023. Drinking Water Utility responses to Washington State Department of Health comments are attached to this staff report and include minor changes that have been incorporated into the October 15, 2023 Final Draft 2021-2026 Water System Plan.

### Summary of Public Review and Comment Opportunities

The Utility Advisory Committee served as the primary vehicle for review and input during the water system plan update project. Briefings on the development of the Final Draft 2021-2026 Water System Plan occurred as follows:

- November 5, 2020
- April 1, 2021
- August 12, 2021
- November 4, 2021
- April 7, 2022
- September 7, 2023

The Utility Advisory Committee's letter recommending approval of the Final Draft 2021-2026 Water System Plan is attached to this staff report.

Additional ways the water system plan update process solicited public or other agency review included:

- A project webpage and a project kick-off announcement in the September/October 2020 *Five Things* Utility Insert
- A project briefing at the Land Use and Environment Committee on September 17, 2020
- A conservation goal setting public forum on November 4, 2021, advertised through the Washington State Department of Health's website and a City e-newsletter
- A project briefing at the Land Use and Environment Committee on April 21, 2022
- Submittal of the Draft 2021-2026 Water System Plan to the Washington State Department of Health on October 14, 2022
- A request for review and comment by neighboring water systems in October/November 2022 sent through direct email request
- Submittal of the Draft 2021-2026 Water System Plan to Thurston County Environmental Health in October 2022
- A public comment period in November/December 2022 advertised through a City e-newsletter
- Issuance of a State Environmental Policy Act Determination of Non-significance and check list on February 3, 2023
- A public hearing and informational meeting for water system consumers on October 30, 2023

Drinking Water Utility staff also participated in a discussion about the Draft 2021-2026 Water System Plan with a Squaxin Island Tribe staff member on February 9, 2023.

### Water System Plan Summary

The general purpose of a water system plan is to demonstrate a utility's operational, technical, managerial and financial capability to achieve and maintain compliance with relevant local, state and federal regulations.

The Final Draft 2021-2026 Water System Plan contains the water demand/water supply, hydraulic and financial analysis required to demonstrate that the Drinking Water Utility can continue to provide drinking water to its current and projected new customers for the next 20+ years. No significant deficiencies were identified during the water system update process.

The Drinking Water Utility will continue to focus its efforts on the following opportunities and challenges as it implements the Final Draft 2021-2026 Water System Plan:

- Aging infrastructure
- Changing water quality regulations
- Keeping pace with development
- Protecting groundwater from contamination
- Equitable and predictable rates and fees
- Public education and involvement
- Climate change
- Incorporating equity (fairness) in utility decisions
- Southeast Olympia groundwater sources
- Reservoir upgrades
- Asset Management strategy
- Uncertainty of changing demands

### **Climate Analysis:**

The Drinking Water Utility currently contributes to the City's overall climate goals through green power purchase, water conservation goals and messaging, the use of electric vehicles where possible and the use of energy efficient pumps. As the Drinking Water Utility implements the Final Draft 2021-2026 Water System Plan, it will continue to analyze how its operations can continue to support the City's goal of reducing greenhouse gas emissions.

### **Equity Analysis:**

The strategic direction established through the Final Draft 2021-2026 Water System Plan has the potential to both benefit and burden people who live, work, visit, pay utility bills, develop property in Olympia or become utility customers/rate payers in the future. The mission of the Drinking Water Utility includes prioritizing public and environmental health on behalf of all customers, regardless of who "pays the bill". Additionally, the Drinking Water Utility collects and uses data on the condition of its infrastructure to make maintenance, renewal and replacement decisions. Condition data helps the Drinking Water Utility to make equitable decisions since it focuses work toward infrastructure most in need of maintenance, renewal or replacement. Further, the Drinking Water Utility implements utility bill assistance programs for low-income disabled or low-income over age 62. Finally, the Drinking Water Utility is in the business of providing high-quality and cost-effective service to all existing and future customers located within its designated water service area consistent with the growth and development objectives of the City's Comprehensive Plan. However, regardless of these current practices, the Drinking Water Utility would benefit from continuing to use information from the Storm

and Surface Water Utility's in-house Stormwater Equity Index tool to focus efforts and resources to ensure infrastructure and program service decisions are made which reduce service disparities and support equitable outcomes.

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

City-owned utilities provide essential public health services to residential and commercial customers in our service area. No public comments were received during the development of the Final Draft 2021-2026 Water System Plan or during the October 30, 2023 public hearing and informational meeting for water system consumers.

**Financial Impact:** The Drinking Water Utility funds implementation of the 2021-2026 Water System Plan. There are utility rate and general facilities charge (GFC) implications to fully fund the 2021-2026 Water System Plan. However, the implementation of future rates and GFCs is addressed during annual budget review and approval.

Chapter 14 and Appendix 14-1 contain the financial analysis conducted for the 2021-2026 Water System Plan by the Drinking Water Utility's financial consultant, FCS Group, including the rate increases necessary to fully fund all recommended strategies and capital projects as presented.

**Options:**

1. Approve a Resolution adopting the City of Olympia 2021-2026 Water System Plan. The 2021-2026 Water System Plan will be sent to the Washington State Department of Health for approval as outlined in State law.
2. Approve a Resolution adopting the 2021-2026 Water System Plan with Council-directed revisions. This option will delay approval of the 2021-2026 Water System Plan by the Washington State Department of Health.
3. Do not approve a Resolution adopting the 2021-2026 Water System Plan. This option will mean that the Drinking Water Utility will be out of compliance with State Drinking Water regulations and will be ineligible to apply for Drinking Water State Revolving Fund (DWSRF) loan opportunities.

**Attachments:**

Resolution  
Response to Department of Health Review Comments  
Utility Advisory Committee Recommendation Letter  
Water System Plan Webpage



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
ADOPTING THE 2021-2026 WATER SYSTEM PLAN**

**WHEREAS**, Washington Administrative Code (WAC) 246-290-100 requires public water systems with more than 1,000 connections to submit a water system plan every six years (or up to ten years if so desired) for review and approval by the Washington State Department of Health; and

**WHEREAS**, the 2015-2020 Water System Plan was due for updating by January 20, 2022; and

**WHEREAS**, WAC 246-290-100 requires that a water system plan informational meeting for customers be held, advertised in a manner most appropriate to the system; and

**WHEREAS**, WAC 246-290-830 requires water systems to establish new water use efficiency goals through a goal setting public forum; and

**WHEREAS**, WAC 246-290-100 requires water systems to make the water system plan available to neighboring systems for review; and

**WHEREAS**, WAC 246-290-100 requires the water system's governing body to approve its water system plan during a public meeting; and

**WHEREAS**, Drinking Water Utility staff held a conservation goal setting public forum, requested review and comment by neighboring water systems, held a public comment period on the draft 2021-2016 Water System Plan, held six Utility Advisory Committee briefings and submitted the draft 2021-2026 Water System Plan to the Washington State Department of Health for review on October 14, 2022; and

**WHEREAS**, the draft 2021-2026 Water System Plan was submitted to the City of Olympia SEPA Official who, upon review, subsequently issued a Determination of Non-Significance; and

**WHEREAS**, review comments were received from the Washington State Department of Health on June 5, 2023, and Drinking Water staff developed responses to the June 5, 2023 review comments; and

**WHEREAS**, the final draft 2021-2026 Water System Plan has been reviewed and recommended for approval by the Utility Advisory Committee; and

**WHEREAS**, the final draft 2021-2026 Water System Plan was presented to the public for final review and comment at a public hearing on October 30, 2023, which also served as the required customer informational meeting;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** that the 2021-2026 Water System Plan dated October 30, 2023, is hereby adopted by this reference as if fully set forth herein and a copy of the Plan is available electronically online at the City's website or by requesting a hard copy through Public Works, Drinking Water Utility.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

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

## Water System Plan Review Comments

1. There is an executive summary table of contents, but no executive summary. Since all goals and policies were supposed to have been in the executive summary, the various subsequent references to them within the document (at or near the beginning of nearly every chapter) lack context. Including them where indicated should resolve that.

**Olympia Response:** It appears that the executive summary was inadvertently left out of the electric submittal of the draft WSP (but included in the hard copy). It has been included in the final version of the Water System Plan.

2. 1.3. Service area – land use and zoning. pp. 7-8. Development of the City’s 2025 comp plan update has already begun.

**Olympia Response.** The following revision has been made in the above referenced location (Chapter 1, page 7) to address the comment: A required periodic review and update of the City of Olympia Comprehensive Plan has started and will be completed by June 30, 2025. ~~is expected to begin in late 2023 for completion by June 30, 2025.~~

3. 2.1. Federal and state – planning and financial requirements – water system plans. p. 4. The current water system plan approval period is ten years, not six (WAC 246-290-100(9). 2017 amendment). Is this the reason the City’s plan is for 2021-2016 (noting that the prior plan approval didn’t expire until January 22, 2022)? If the City wishes to pursue a ten-year approval, it could update the entire draft toward that end.

**Olympia Response.** WAC 246-290-100(9) allows for a 6 to 10-year WSP approval. As stated at the pre-plan meeting and reflected in the WSP pre-plan notes, Olympia is interested in a 6-year approval period. No changes have been made to address this comment.

4. 5.3 Planned water conservation activities, beginning p9. In addition to the listed measures, perhaps you’ll want to add that the City’s Unified Development Code contains numerous drought-tolerant landscaping provisions.

**Olympia Response:** The following revision has been made in the above referenced location (Chapter 5, page 9) to address the comment: “Title 16.60 OMC and Title 18.36 OMC contain native vegetation landscaping provisions” has been added to Table 5.7 Planned Water Conservation Activities (2021-2026), under outdoor.

5. 6.3 Groundwater recharge – McAllister Wellfield Mitigation – Infiltration Facility, p.8. Has the existing groundwater model been used to evaluate any downgradient effects of the Woodland Creek Community Park Groundwater Recharge Facility? Are there any limits on drilling new drinking water wells in an area that would directly receive the reclaimed water?

**Olympia Response:** Yes, groundwater flow paths and travel times were calculated with MODPATH using the groundwater flow field simulated by MODFLOW. Flow paths and time of travel are described between the infiltration facility and locations of discharge in a September 2010 *Woodland Creek Reclaimed Water Infiltration Analysis Final Report* prepared by Pacific Groundwater Group. There are no known limits on drilling new drinking water wells in an area that would directly receive the reclaimed water, other than those established by the Washington State Department of Ecology related to obtaining water rights or those associated with the Thurston County Coordinated Water System Plan limiting new individual wells within designated public water system service areas. No changes have been made to address this comment.

6. 6.3. Financial Considerations (2014) – Summary of results. P.12. We understand that the cost-benefit analysis showed that groundwater recharge of reclaimed water is the most cost-effective way to use reclaimed water. Please engage with our office if any new specific groundwater recharge projects are proposed.

**Olympia Response:** Yes, we will engage DOH when groundwater recharge projects are proposed. No changes have been made to address this comment.

7. 7.4 Contaminant source inventory – notification of inventory findings, p. 18. Please review against WAC 246-290-133(3)(v) and (vii). The City may need to adjust its notifications to regulatory agencies and emergency responders to include additional information besides what is mentioned here.

**Olympia Response:** When completing our next contaminant source inventory, which is expected to be completed by Fall 2023, we will review our notification against Washington Administrative Code requirements. No changes have been made to address this comment.

8. 11.1 Water quality regulations – regulations and revisions to be implemented 2021-2026 – Per-and-Polyfluoroalkyl Substances Rule (PFAS), p.5. Please update discussion of MCLS and SALs here, as well as that on pp. 17-18.

**Olympia Response:** To address this comment, the following changes have been made:

Chapter 11, page 5:

#### ***Per-and Polyfluoroalkyl Substances Rule (PFAS)***

Per-and Polyfluoroalkyl Substances (PFAS) are a family of chemicals that are in many consumer products, stain, water and nonstick coatings and certain types of firefighting foams. These chemicals are persistent in the environment and are found in the air, soil, and water. There is no current Federal maximum containment level for PFAS compounds although EPA has begun rulemaking. See Section 11.3 Because of the serious health concerns of PFAS Washington State Department of Health decided to regulate five of these compounds. In November 2021 The Washington State Board of Health set State Action Level's (SAL) for PFOA, PFOS, PFNA, PFBS and FPHxS. The City will begin sampling October 2023. This sampling requirement overlaps with the required PFAS sampling included in the UCMR 5 rule. This will help with staff time and sampling costs required by both rules. - Because of the serious health concerns of PFAS Washington State Department of Health decided the regulated some of these compounds. The Washington State Board of Health is in the process of setting a State Action Level (SAL). This rule should be finalized by the end of 2021. Some of the sampling requirements should overlap with the required PFAS sampling included in the UCMR-5 rule. This will help with staff time and sampling costs required by both rules.

Chapter 11, page 17:

#### **Changing Lead and Copper Rule**

Two changes to the lead and Cooper Rule include the Lead and Copper Rule Revisions (LCRR) and the Lead and Copper Rule Improvements (LCRI). The first part of the LCCR is the Lead Service Line Inventory (LSLI). The City is currently working on ~~the thisthis~~ requirement and has hired a consultant to assist with compliance with the this rule by October 16, 2024. The EPA is currently working on the Lead and Copper Rule Improvements and are anticipating finalizing the rule by October 2024. See Section 11.1 for additional information. Changes to the lead and Cooper Rule include are expected to require the Utility to conduct a lead service line inventory and make the inventory available to customers, among other requirements. If the rule is finalized and adopted by

## Per -and Polyfluoroalkyl Substances Rule (PFAS)

Because of the serious health concerns of PFAS, Washington State Department of Health decided to ~~he~~ regulated ~~some of these compounds~~ PFOA, PFOS, PFNA, FPBS AND ~~PFHxS~~ by setting State Action Levels. See [Section 11.1 for additional information.](#)

~~In March 2023, EPA proposed a National Primary Drinking Water Regulation (NPDWR) to establish a legally enforceable MCL for six PFAS contaminants. These include PFOA, PFAS, PFNA, HFPO-DA, PFHxS, and PFBS. EPA anticipates finalizing this rule by the end of 2023. The City of Olympia will continue to monitor this rule development and come into compliance when required. The Washington State Board of Health is in the process of setting a State Action Level (SAL). This rule should be finalized by the end of 2021 and is expected to include sampling requirements. See Section 11.1 for additional information.~~

9. 11.3 Emerging issues – water quality impact of future Briggs Well, p. 17. If the Briggs Well is developed, we recommend treating to remove manganese. Even at low source levels, manganese can accumulate in the distribution system and be released at higher concentrations than the source during a chemical or hydraulic upset. For this reason, it may make sense to consider seasonal usage of Hoffman Well (SO8) or installing treatment earlier than planned to manage legacy manganese in the distribution system.

**Olympia Response:** Thank you for your comment regarding Briggs Well development. Currently, use of the Hoffman well is restricted to supplement supply only during peak hour demands. For example, as reported in Table 3.3 (Source Production Summary), the 2017-2019 average use in million gallons per day for the Hoffman well is as follows:

- June: 0.23
- July: 0.04
- August 0.00
- TOTAL ANNUAL: 0.27

No changes have been made to address this comment.

10. 12.1 Operations and maintenance regulations – operator certification – Table 12.2, p.4. Please update staff information if turnover has occurred since this was drafted.

**Olympia Response:** The following staff member information has been added to Table 12.2 to address this comment: John Edwards, 010928, WDW 4, CCS, WTPO 1.

11. 12.1. Operations and maintenance regulations – cross connection control, p.7. This section states that one need was remaining, to replace backflow management software allowing testers to input their own results into the software program. This is not discussed further, please either address or describe why it is not addressed.

**Olympia Response:** The following revision has been made to address this comment at the location identified above (Chapter 12, page 7): One need remains-which is scheduled for implementation by the City's IS (Information Services) Department in the third quarter of 2023. Replacing backflow management software allowing testers to input their own software program.

12. Please update the cover page to integrate items marked “pending” (which have since been provided separately).

**Olympia Response:** The (Appendices) cover page has been updated to address this comment. Additionally, documentation of the City of Olympia Council approval of the WSP has been added as Appendix Item ES4.

13. Please number the pages, add WSP table of contents, and create a single integrated document.

**Olympia Response:** The requested changes have been made.

14. 3.3.1, 3.2.1, 3.4.1, Objective 5A-C performance measures. 3.5.1, 3.6.1, 3.8.3 (at end). 3.9.3 (at end), 3.10.3 (at end), and 3.11.3. Please update/replace “to be further developed”.

**Olympia Response:** It is assumed that comment 14 is in reference to Appendix ES4, Water System Plan Implementation, Staffing and Monitoring, Working Draft January 18, 2022. The introduction to this appendix item states: *“Although not a regulatory requirement, the City of Olympia Drinking Water Utility (Utility) has elected to demonstrate its commitment to Water System Plan implementation by including this implementation strategy as a Water System Plan appendix item. Since this implementation strategy is intended for internal purposes, it is considered a working draft, with refinement expected to occur in 2022 as reorganization details are worked through”.* As we continued to consider this an internal document which is still underdevelopment, no changes have been made to address this comment.

15. Appendix 1-4. There seems to be an erroneous “Appendix C Intertie Agreement Between the Cities of Tumwater and Olympia” cover sheet inserted following the title page, before the document.

**Olympia Response:** The cover page has been removed to address this comment.

16. Please check to see if there are some missing exhibits on approximately pp. 742-746.

**Olympia Response:** Required changes have been made to address this comment.

17. The most recent contaminant inventory is 2019-2020. Has another been conducted?

**Olympia Response:** The next contaminant inventory is scheduled to be completed by fall 2023 (which is 2 years after our last source contaminant inventory).

18. Page numbering. Please change the page numbering so it does not start over at 1 with each chapter. We suggest moving all individual chapter tables of contents with page numbering to the beginning to form a single table of contents rather than separate, unnumbered ones at the beginning with the only numbered tables at the beginning of each chapter.

**Olympia Response:** We have reworked the page number throughout the document. We hope the revision meets your formatting expectations.

19. The WSP needs your engineer’s stamp and signature before we can approve it.

**Olympia Response:** The requested information has been provided.



October 5, 2023

Olympia City Council  
PO Box 1967  
Olympia, WA 98507

Dear Mayor Selby and Council Members:

**SUBJECT: UAC Support of the Draft Water System Plan (2021-2026)**

At our recent September 7, 2023, meeting the City's Utility Advisory Committee (UAC) received a briefing and discussed with Drinking Water Utility staff their latest update of the City's, "Draft Water System Plan, 2021 – 2026." At the end of our discussion, we voted unanimously to approve and recommend to City Council the Draft Plan.

I would also like to note that the UAC previously received staff briefings and engaged in discussions regarding the Draft Plan as it progressed over the course of the past two and half years. From November 2020 to September 2023, the UAC received six updates that were based on an internal cross-sectional writing team that conducted and updated the Draft. The review and update process also included consulting services that provided support with water demand projections, capital project identification and prioritization, hydraulic modeling, and a financial review.

Our September briefing, which served as a comprehensive review of the Draft, noted the process used for public engagement, including local, state agencies and tribal interests. The most recent update of the Draft included minor revisions by City staff to address comments received from the Washington State Department of Health.

As Council may recall, the Washington Administrative Code (WAC 246-290-100) requires water utilities with 1,000 or more connections to develop Water Systems Plans every 6 to 10 years. These system plans are reviewed and approved by the Washington State Department of Health and are developed to demonstrate a utility's operational, technical, managerial, and financial capability to achieve and remain in compliance with relevant local, state and federal regulations. The Draft Plan, which runs through 2026, also includes the goals of providing an adequate supply of water into the future, ongoing efforts in protecting the environment, responsibly maintaining the Drinking Water Utility's infrastructure, and managing the utility in a fiscally responsible manner.

The "Water System Plan – 2021 – 2026," includes the following information which the UAC provides its support for approving:

- Goals, objectives and strategies for the Drinking Water Utility's programs and infrastructure over the next six (6) years.
- Customer and water demand forecasts for the next fifty (50) years.



- An analysis of the Drinking Water Utility's supplies, storage and distribution system, which go beyond Washington State Department of Health minimum requirements.
- A Capital Improvements Program to strategically invest in capital projects over a 20-year planning horizon.
- The financial policies and funding needed to implement the Water System Plan.

In addition to making our recommendation for the Draft Plan, the UAC would also like to thank the City's Utility staff, in particular Susan Clark, Engineering and Planning Supervisor, Water Resources, for the briefings and significant effort taken to update the Plan over the past couple of years. The Water Systems Plan will not only help guide the City's Drinking Water Utility over the next six years but helps to re-confirm the City's Drinking Water Utility efforts and provides direction and guidance for years to come.

A public hearing, which will also serve as a required "consumer meeting", is scheduled for October 30, 2023 and you will be asked to approve the Final Draft 2021-2026 Water System Plan on November 14, 2023 for forwarding to the Washington State Department of Health.

Please feel free to contact me at [dbloom@ci.olympia.wa.us](mailto:dbloom@ci.olympia.wa.us) if you have questions or would like to discuss this further.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Bloom". The signature is stylized and cursive.

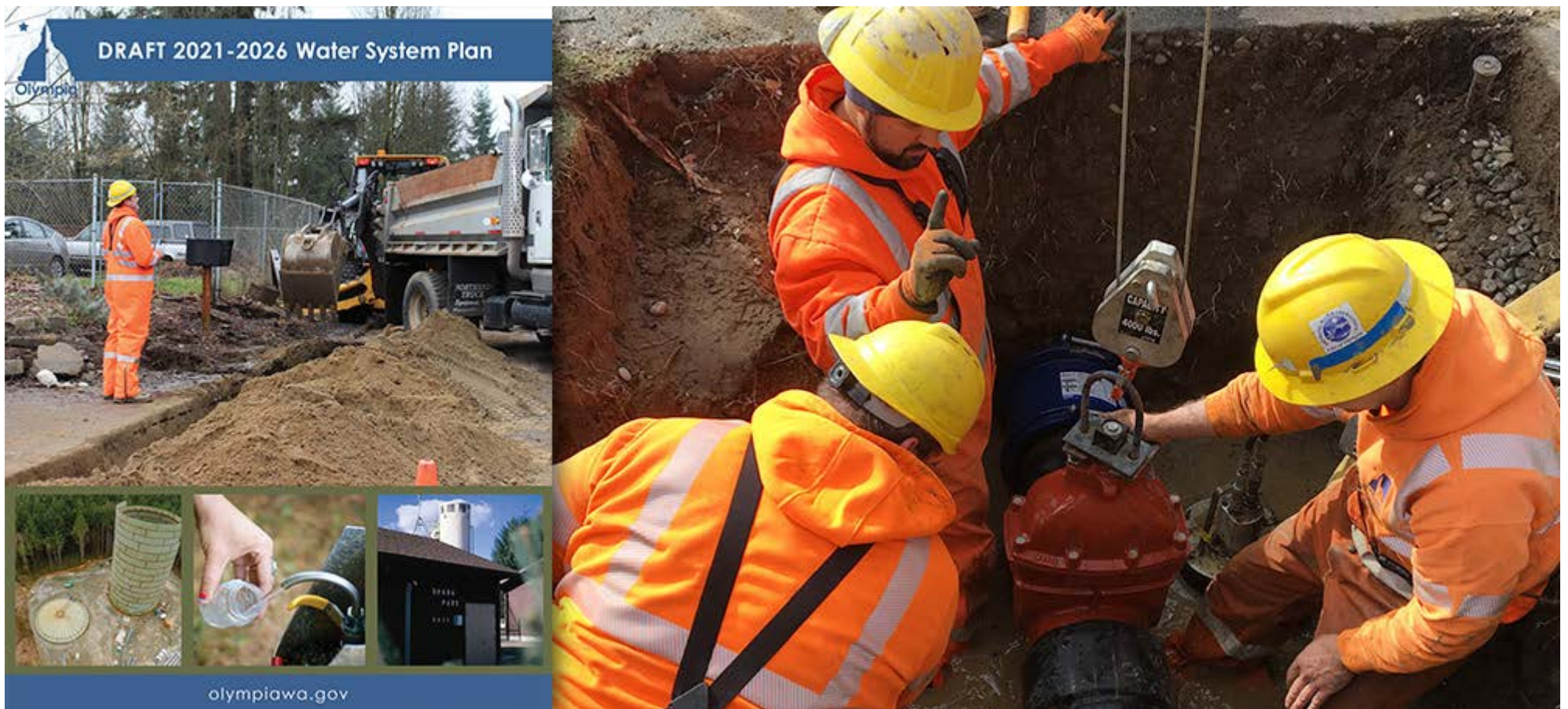
**DENNIS BLOOM**

Chair, Utility Advisory Committee

cc. UAC Members  
Mike Vessey, Drinking Water Utility Director  
Susan Clark, Engineering and Planning Supervisor



# Water System Plan Update



## Final Draft Water System Plan

An informational meeting for water system consumers and public hearing on the Final Draft Water System Plan will be held on Monday, October 30, 2023, at 6 p.m. or later, in Olympia City Hall Council Chambers to receive comments.

Anyone interested is invited to attend and present testimony on the Final Draft Water System Plan. Written statements may be submitted electronically via email to [sclark@ci.olympia.wa.us](mailto:sclark@ci.olympia.wa.us) or mailed to the Olympia Public Works Department; Attention: Susan Clark, Planning and Engineering Supervisor; PO Box 1967; Olympia, WA 98507-1967. Written comments must be received at or prior to the October 30, 2023 public hearing.

The Final Draft Water System Plan demonstrates to the Washington State Department of Health, our regulator, that we have the operational, technical, managerial, and financial capacity to achieve and maintain compliance with all relevant local, state and federal regulations now and for the next 20+ years.

The mission of Olympia's Water Utility is to provide and protect healthy drinking water for the community.

## Draft Water System Plan chapters

Cover, acknowledgements and Executive Summary

Chapter 1: System Overview

Chapter 2: Legal & Policy Framework

Chapter 3: Population & Demand Forecast

Chapter 4: Source of Supply Program



**Chapter 5: Water Use Efficiency Program**

**Chapter 6: Reclaimed Water Program**

**Chapter 7: Groundwater Protection**

**Chapter 8: Source Infrastructure**

**Chapter 9: Storage Infrastructure**

**Chapter 10: Transmission & Distribution Infrastructure**

**Chapter 11: Water Quality**

**Chapter 12: Operations & Maintenance**

**Chapter 13: Capital Improvement Program**

**Chapter 14: Financial Program**

**Appendices**

## **What is a Water System Plan?**

Washington Administrative Code 246-290-100 requires water utilities with 1,000 or more connections, or those that are expanding, to develop water system plans every 6 to 10 years. Water system plans are reviewed and approved by the Washington State Department of Health and are formatted to demonstrate the utility's capacity to remain in compliance with relevant local, state and federal regulations.

Water systems plans must include the following key information:

- A water demand forecast & water source assessment.
- The identification of system deficiencies and a plan to address them, including a capital facilities plan.
- A source water protection program.
- A water conservation goal established in a public forum.
- Service and service area policies.
- A financial plan, including the identification of revenues adequate to address projected expenses.
- An Operations and Maintenance program.
- Documentation that a customer informational meeting has been held, State Environmental Policy Act (SEPA) requirements have been met and the WSP has been approved by the legislative authority.





## City Council

### Approval of an Ordinance Setting 2024 Excess Ad Valorem Tax

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 4.D  
**File Number:** 23-0988

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

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#### **Title**

Approval of an Ordinance Setting 2024 Excess Ad Valorem Tax

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve the Ordinance setting the 2024 Excess Ad Valorem Tax in the amount of \$1,051,250.00, exclusive of administrative refunds.

#### **Report**

##### **Issue:**

Whether to approve the Ordinance setting the 2024 Excess Ad Valorem Tax in the amount of \$1,051,250.00, exclusive of administrative refunds.

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

Aaron BeMiller, Finance Director, 360.753.8465

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

None. Consent agenda item.

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

The City is required to adopt a property tax levy Ordinance and file a levy certification with Thurston County by November 30, 2023. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2024 will be \$1,075,863.19, which includes a refund levy of \$24,613.19. The estimated excess levy rate per \$1,000 of assessed value is a little less than \$0.10. The tax levy is used to pay the debt service on the fire bonds. The bonds will be paid in full in 2029.

#### **Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

#### **Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

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

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

There is no financial impact resulting from this discussion. The current budget assumes \$1,075,863.19 in collections for the fire station debt.

**Options:**

1. Hold a public hearing on the 2024 Excess Ad Valorem Tax.
2. Do not hold a public hearing on the 2024 Excess Ad Valorem Tax.
3. Reschedule this agenda item to another meeting.

**Attachments:**

Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, SETTING THE VOTER APPROVED EXCESS BOND LEVY AMOUNT FOR BUDGET YEAR 2024**

**WHEREAS**, the Olympia City Council held a public hearing on October 30, 2023, to consider the City of Olympia Excess Bond levy for 2024 collections; and

**WHEREAS**, the voters of the City of Olympia approved an excess levy in 2008 to pay the debt service for bonds issued for fire services assets; and

**WHEREAS**, the City issued bonds in 2009 with a final maturity in 2029 to pay for a Fire Station, Fire Training Facility, and Equipment; and

**WHEREAS**, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30, 2023;

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

**Section 1.** A voter approved excess levy is authorized to be collected in 2024 to pay debt service on bonds issued to fund fire facilities and equipment. The voters approved the excess levy in 2008 and bonds issued in 2009. The levy for collections in 2024 is \$1,075,863.19, which includes a refund levy of \$24,613.19 as shown below:

Excess Levy (Fire Station Bonds)	\$1,051,250.00
Administrative Refund Levy, Excess Levy	<u>\$24,613.19</u>
Subtotal Excess Levy	\$1,075,863.19

**Section 2.** On or before November 30, 2023, the City shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

**Section 3. 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 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

Mark Barber  
\_\_\_\_\_  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**





## City Council

### Approval of an Ordinance Setting 2024 Regular Ad Valorem Tax

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 4.E  
**File Number:** 23-0989

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

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#### **Title**

Approval of an Ordinance Setting 2024 Regular Ad Valorem Tax

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve the Ordinance setting the 2024 Regular Ad Valorem Tax in the amount of \$20,471,294.74, exclusive of any legally allowed add-ons for new construction, state assessed property, and administrative refunds.

#### **Report**

##### **Issue:**

Whether to approve the Ordinance setting the 2024 Regular Ad Valorem Tax in the amount of \$20,471,294.74, exclusive of any legally allowed add-ons for new construction, state assessed property, and administrative refunds.

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

Aaron BeMiller, Finance Director, 360.753.8465

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

None. Consent agenda item.

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

The City is required to adopt a property tax levy Ordinance and file a levy certification with Thurston County by November 30, 2023. If no certification is filed, the County Assessor will levy the same amount as 2023. Under state law, property tax revenue increases are limited to the lesser of 1% or the Implicit Price Deflator (IPD) on the highest lawful levy amount. State law allows for add-ons from new construction, state assessed property, annexations, and refunds to be added to property tax revenue above the 1% legal limit. The IPD, which is a measure of the rate of inflation for personal consumption, is 3.67% for 2023. As such, the city is allowed to levy the full 1% increase on the highest lawful levy.

The 2024 regular levy budget is based on a 1% increase over the previous year's highest lawful levy, plus allowable add-ons above the 1% limitation for collection in 2024. Should the County Assessor's Office adjust any levy amounts which impact revenue as they finalize their valuation process, the ordinance will be presented with those adjustments.

The regular levy for collections in 2024 totals \$21,115,372.67, this includes legally allowed add-ons for new construction, state assessed property, and refunds. Based on the current assessed value from the County Assessor's Office of \$11,200,868,233 and revenue budget of \$21,115,372.67, the estimated levy rate per \$1,000 of assessed valuation is \$1.89.

**Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

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

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

There is no financial impact resulting from this discussion. The current budget assumes \$21,115,372.67 in regular property tax collections.

**Options:**

1. Approve the Ordinance setting the 2024 Ad Valorem Tax.
2. Do not approve the Ordinance setting the 2024 Ad Valorem Tax.
3. Reschedule the agenda item to another meeting to another meeting.

**Attachments:**

Ordinance



**AN ORDINANCE THE CITY OF OLYMPIA, WASHINGTON, SETTING THE AD VALOREM TAX AMOUNT AND THE AMOUNT OF INCREASE FOR THE BUDGET YEAR 2024**

**WHEREAS**, the Olympia City Council held a public hearing on October 30, 2023, to consider the City of Olympia ad valorem tax levy for 2024 collections; and

**WHEREAS**, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue of \$113,930.86 from the previous year, which excludes any increase resulting from additions of new construction and improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City in its best interest; and

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

**WHEREAS**, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30, 2023;

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

**Section 1.** A levy is authorized to be collected in 2024, with an increase in the City’s highest lawful levy of the statutory 1% for collections in 2024, resulting in a dollar amount increase of \$113,930.86 or 0.55965427% in the regular property tax levy from the previous year. This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. This levy will be used for the purpose of paying the general expenses of the City of Olympia municipal government and is calculated:

<b>CITY REGULAR HIGHEST LAWFUL LEVY FOR 2024 COLLECTIONS</b>	
Est. Assessed Value (AV) for collections in 2024	\$ 11,200,868,233.00
2023 Highest Lawful Levy for Collections	\$ 20,268,608.65
Previous Year Actual Levy	\$ 20,357,363.88
Limit Factor of 1% on Highest Lawful Levy	\$ 20,471,294.74
<b>Dollar Increase from Last Year District Levy</b>	<b>\$ 113,930.86</b>
<b>Percent Increase from Last Year District Levy</b>	<b>0.55965427%</b>
Levy Rate to estimated AV excluding add-ons	\$ 1.82765
Legally allowed add-ons in addition to the 1% statutory limit	
New Construction	\$ 211,694.46
State Assessed Property (Estimate)	\$ 9,564.47
Refund Levy	\$ 422,819.00
<b>Total legally allowed add-ons</b>	<b>\$ 644,077.93</b>
<b>District Levy for Collections in 2024</b>	<b>\$ 21,115,372.67</b>
<b>Percent Increase Including add-ons</b>	<b>3.723511503%</b>
Levy Rate to estimated AV including add-ons	\$ 1.88515

**Section 2.** On or before November 30, 2023, the City shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

**Section 3. 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 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Public Hearing on a Proposed Designation of Certain Additional Residential Areas for the Purposes of the Multi-Family Tax Exemption

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 5.A  
**File Number:**23-0964

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on a Proposed Designation of Certain Additional Residential Areas for the Purposes of the Multi-Family Tax Exemption

#### **Recommended Action**

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

Not referred to a committee.

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

Hold a Public Hearing on the proposed a proposed designation of certain additional residential areas for the purposes of the Multi-Family Tax Exemption (MFTE).

#### **Report**

##### **Issue:**

Whether to a Public Hearing on the proposed a proposed designation of certain additional residential areas for the purposes of the MFTE.

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

Darian Lightfoot, Director of Housing and Homeless Response, 360.753.8033

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

Darian Lightfoot, Director of Housing and Homeless Response

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

In January 2022, the City of Olympia sought proposals from qualified consultant teams for research and recommendations to forward objectives of Olympia's Housing Action Plan. The plan recognizes an urgent need for more housing supply in the City, including increasing the number of units affordable to low-income households. The City wants to structure its zoning, regulations and incentives in a way that encourages needed housing development.

The research study focused on the MFTE to help the City determine how best to structure the program and understand its effect on the likelihood of encouraging private sector development,

including both market rate and low-income affordable units, and potential boundary expansion. Using the findings of the study, the City is recommending a policy pivot and structuring the exemption as an affordable housing development program. This will include a focus on incentivizing the 12-year program while deepening the affordability requirements and marketing other City development incentives to help the project pencil. If the developer chooses to forgo including affordable units in their projects, they will pay a fee in lieu which will be directed to the City's affordable housing fund for future projects. The fee amount will be dependent on the varied geographic feasibility throughout the city.

This public hearing is intended to review the boundary amendments to the MFTE allowable area. The current ordinance requires a public hearing be held if the boundary is intended to change. Staff will bring all public comments delivered at the hearing along with any written comments back to council on December 12<sup>th</sup>, as an Other Business item to allow council to review the full package of policy recommendations.

**Climate Analysis:**

The recommended provisions to revise the MFTE program will incentivize more housing development in areas designated in the City's comprehensive plan for high-density housing mixed with commercial and other services. These areas of mixed-use, higher density development are along urban corridors that provide the most frequent transit service in the region. These areas are also high priorities for further investments in facilities that will support increased use of active transportation, such as biking and walking.

The recommendations are for policy choices that attempt to strengthen incentives for overall housing construction while increasing the number of housing units that would be affordable to low-income individuals. These recommendations will increase the likelihood of meeting comprehensive plan goals for denser housing and the climate action plan strategies for land use and transportation.

**Equity Analysis:**

This proposal and boundary expansion is directly addressed at incentivizing housing construction, including housing that is more affordable to people with lower incomes.

There is significant nationwide data that increasing housing supply has a positive impact on the cost of renting or buying housing. Analysis accompanying the MFTE proposal demonstrates that it is, and can be to a greater extent, an effective tool to increase housing supply. This will benefit all residents and workers in Olympia, current and future.

It is unlikely to create or accentuate existing disparities in access to housing. In Olympia, roughly 37% of all households are cost burdened, with almost half of those households being severely cost-burdened. BIPOC members of our community are more likely to be cost-burdened than others. This proposal's incentives to provide more housing units will eventually lead to less pressure on housing costs, particularly in the rental market. This will ease increases to rents. Supply of more housing units of all kinds will help meet demand overall and have generalized benefits for all households.

Approximately 42% of Olympians have a household income of less than \$50,000. Approximately 15% of our population live in poverty. In 2021, 13.5% of people in Olympia were reported to have a

disability, up from 12.9% in 2016. People living in poverty, or with lower incomes or a disability of some kind, may not own cars or multiple cars per household and need access to transit. The proposed incentives are targeted in areas of the City that receive the most frequent transit service. They would eventually provide a greater number of housing options in areas close to transit, providing more options for individuals in those groups to choose housing that meets their transportation needs.

The proposed program policies will also generate additional funding for the City's affordable housing fund. A flexible funding source will position to the City to leverage additional housing at a deeper affordability level. Currently, the City does not have discretionary funds to allow for projects like these that need local investment to score higher on state and federal funding applications. Extremely low-income housing will provide options for residents with compounding barriers to housing and face the harshest discrimination in the housing system, as outlined in the Assessment of Fair Housing.

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

Affordable housing projects are of great interest to the City. CPD is currently conducting a Capital Mall Triangle subarea plan and including the MFTE as a possible development incentive for the thousands of units projected that will be needed to achieve the intent of the subarea plan. Neighbors are curious on how the encouraged density in these areas will impact their way of living, along with how the tax exemption works and who is impacted by the exemption.

**Financial Impact:**

The expanded boundary for the Multi-Family Tax Exemption will allow for more projects to be included in the program. The current program has very little financial impact on the city outside of staff time to administer the program. The proposed changes, however, require a fee-in-leu provision that is intended to generate additional funding for affordable housing projects. The specific amount is yet to be projected. Staff are also proposing the application amount be increased to better represent the staff time needed to appropriately operate the program.

**Options:**

1. Hold a Public Hearing to address the Multi-Family Tax Exemption Boundary and direct staff to bring forward and Ordinance amending the Multi-Family Tax Exemption Boundary.
2. Hold a Public Hearing to address the Multi-Family Tax Exemption Boundary and direct staff to amend the proposed boundary and bring forward an Ordinance amending the Multi-Family Tax Exemption Boundary.
3. Take no action.

**Attachments:**

Draft Ordinance  
Draft Policies and Map

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 5.86 RELATING TO MULTI-FAMILY DWELLING TAX EXEMPTIONS**

**WHEREAS**, the City has a recognized housing shortage that is deeply impacting many residents of the community; the City's Housing Action Plan includes provisions to incentivize development, specifically multi-family housing to help address density and also meet the City's climate goals; and

**WHEREAS**, state law allows municipalities to offer property tax exemptions for certain multi-family housing projects in designated areas through a Multi-Family Tax Exemption Program; by providing such tax exemptions, the costs of building multi-family housing project may be reduced and developers may be incentivized to build such projects; and

**WHEREAS**, the City has operated a Multi-Family Tax Exemption program since 1997 and the current programs since 2009, 19 projects representing 784 units have received a tax exemption through the Program; and

**WHEREAS**, given the success of the City's Multi-Family Tax Exemption Program, and the significant need for more multi-family housing within the City, the City Council wishes to expand the availability of Multi-Family Tax Exemptions and make other changes to the program to create more incentives for developers to build multi-family housing within the City; and

**WHEREAS**, under RCW 84.14.040 and OMC 5.86.020, the City Council may designate areas of the City as Residential Targeted Areas for purposes of multi-family tax exemption under RCW chapter 84.14 and OMC Chapter 5.86; and

**WHEREAS**, the City Council previously designated certain areas of the City as Residential Target Areas, including a certain area designated as Eastside Residential Target Area (Area 2) and a certain area designated as Westside Residential Target Area (Area 3); those Residential Target Areas are described in OMC 5.06.030.B; and

**WHEREAS**, the City Council intends to designate certain additional areas of the City as Residential Targeted Areas, including additional area to be included in the Eastside Residential Target Area and the Westside Residential Target Areas, and three new neighborhood center Residential Target Areas: the Boulevard Road Neighborhood Center Target Area the San Francisco Street Neighborhood Center Target Area, the Division Street Neighborhood Target Area, and the 18<sup>th</sup> Avenue Neighborhood Center Target Area; and

**WHEREAS**, prior to designating an area as a Residential Targeted Area, the City Council must, pursuant to RCW 84.14.040 and OMC 5.86.020, provide notice of its intent to do so and hold a public hearing on such proposed designation; and

**WHEREAS**, the City provided notice of the November 14, 2023 public hearing to review the proposed ordinance change on both November 1, 2023 and November 7, 2023; and

**WHEREAS**, under RCW 84.14.040(6), the City Council has the authority to adopt and implement requirements applicable to the City's Multi-Family Tax Exemption Program more stringent than those in state law, which

could include adoption and implementation of a requirement that a number of units in a project to be dedicated for rental to low-income households as affordable housing; however, in lieu exercising this authority, the City Council is instead adopting and implementing a requirement that a fee in lieu of provision of units of affordable housing be paid to the City to support the City's affordable housing programs; and

**WHEREAS**, the City is positioning the Multi-Family Tax Exemption to best address affordable housing by requiring a fee in lieu for any project that opts out of affordable housing development that will generate funds for future affordable housing projects;

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

**Section 1. Amendment of OMC 5.86.** Olympia Municipal Code Chapter 5.86 is hereby amended to read as follows:

## Chapter 5.86 MULTI-FAMILY DWELLING TAX EXEMPTIONS

5.86.000 Chapter Contents

Sections:

- [5.86.010](#) Definitions.
- [5.86.020](#) Residential target area, hearing on resolution.
- [5.86.030](#) Residential target area designation and standards.
- [5.86.040](#) Tax exemption for multi-family housing in residential target areas authorized.
- [5.86.050](#) Project eligibility.
- [5.86.060](#) Application procedure.
- [5.86.070](#) Application review and issuance of conditional certificate.
- [5.86.080](#) Extension of conditional certificate.
- [5.86.090](#) Application for final certificate.
- [5.86.100](#) Issuance of final certificate.
- [5.86.110](#) Annual compliance review.
- [5.86.120](#) Cancellation of tax exemption.

### **5.86.010 Definitions**

When used in this chapter, the following terms ~~shall~~ have the following meanings, unless the context indicates otherwise:

- A. "Multi-family housing" means building(s) having four or more dwelling units designed for permanent residential occupancy resulting from new construction or rehabilitation or conversion of vacant, underutilized, or substandard buildings to multi-family housing.
- B. "Owner" means the property owner of record.

C. "Urban center" means a compact identifiable district where urban residents may obtain a variety of products and services. Neighborhood centers designated in the Olympia Comprehensive Plan are included in this definition of urban centers. An urban center must contain:

- a. Several existing or previous, or both, business establishments, ~~that may include~~ including but are not limited to shops, offices, banks, restaurants, and governmental agencies;
- b. Adequate public facilities, including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and
- c. A mixture of uses and activities, ~~that may include~~ including housing, recreating, and cultural activities in association with either commercial or office, or both, use.

D. "Director" means the Director of the City of Olympia Community Planning and Development Department or other city official designated by the City Manager to carry out this chapter.

E. "Permanent residential occupancy" means multi-unit housing that provides either rental or owner occupancy on a nontransient basis. This includes owner-occupied or rental accommodation that is leased for a period of at least one month. This excludes hotels and motels that predominately offer rental accommodation on a daily or weekly basis and excludes short-term rentals, as defined in OMC 18.02.180.D.

F. "Rehabilitation improvements" means modifications to existing structures that are vacant for ~~twelve (12)~~ months or longer, or modification to existing occupied structures, which convert nonresidential space to residential space and/or increase the number of multi-family housing units (or both).

G. "Residential target area" means an area within an urban center that has been designated by the City Council as lacking sufficient, available, desirable, and convenient residential housing to meet the needs of the public.

H. "Affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed ~~thirty~~ 30 percent of the household's monthly income. For the purposes of housing intended for owner occupancy, "affordable housing" means residential housing that is within the means of low or moderate-income households.

I. "Household" means a single person, a family, or unrelated persons living together.

J. "Low-income household" means a single person, a family, or unrelated persons living together whose adjusted income is at or below ~~eighty~~ 80 percent of the median family income adjusted for family size, for ~~the county where the project is located~~ Thurston County, as reported by the United States department of housing and urban development. ~~For cities located in high-cost areas, "low-income household" means a household that has an income at or below one hundred percent of the median family income adjusted for family size, for the county where the project is located.~~

K. "Moderate-income household" means a single person, a family, or unrelated persons living together whose adjusted income is more than ~~eighty~~ 80 percent but is at or below ~~one hundred fifteen~~ 115 percent of the median family income adjusted for family size, for ~~the county where the project is located~~ Thurston County, as reported by the United States department of housing and urban development. ~~For cities located in high-cost~~



~~areas, “moderate-income household” means a household that has an income that is more than one hundred percent, but at or below one hundred fifty percent, of the median family income adjusted for family size, for the county where the project is located.~~

### **5.86.020 Residential target area, hearing on resolution**

A. For the purpose of designating a residential targeted area or areas, the City Council may adopt a resolution of intention to designate an area described in the resolution. The resolution must state the time and place of a hearing to be held by the City Council to consider the designation of the area and may include such other information pertaining to the designation of the area as the City Council determines to be appropriate to apprise the public of the action intended.

B. The City Council shall ~~give-cause~~ notice of a hearing held under this ordinance to be given by publication of the notice once each week for two consecutive weeks, not less than seven days, nor more than ~~thirty-30~~ days before the date of the hearing in a paper having a general circulation in the city. The notice must state the time, date, place, and purpose of the hearing and generally identify the area proposed to be designated as a residential targeted area.

### **5.86.030 Residential target area designation and standards**

A. Criteria. Following a public hearing, with notice given by resolution pursuant to RCW [84.14.040](#), the City Council may, in its sole discretion, designate one or more residential target areas. Each designated target area must meet the following criteria, as determined by the City Council:

1. The target area is located within an urban center;
2. The target area lacks sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would likely live in the urban center if affordable, desirable, attractive, and livable places were available; and
3. The providing of additional housing opportunity, including affordable housing, in the target area will assist in achieving the following purposes:
  - a. Encourage increased residential opportunities within the target area; or
  - b. Stimulate the construction of new multi-family housing and the rehabilitation of existing vacant and under-utilized buildings for multi-family housing.

In designating a residential target area, the City Council may also consider other factors, including ~~but not limited to~~: whether additional housing in the target area will attract and maintain a significant increase in the number of permanent residents; whether an increased residential population will help alleviate detrimental conditions and social liability in the target area; and whether an increased residential population in the target area will help to achieve the planning goals mandated by the Growth Management Act under RCW [36.70A.020](#). The City Council may, by ordinance, amend or rescind the designation of a residential target area at any time pursuant to the same procedure as set forth in this chapter for original designation.

B. Target Area Standards and Guidelines. For each designated residential target area, the City Council shall adopt basic requirements for both new construction and rehabilitation, including the application process and procedures. These requirements may include the following:

1. Requirements that address demolition of existing structures and site utilization; and
2. Building requirements that may include elements addressing parking, height, density, environmental impact, and compatibility with the existing surrounding property and such other amenities as will attract and keep permanent residents and that will properly enhance the livability of the residential targeted area in which they are to be located.

C. Designated Residential Target Areas. Seven residential target areas are designated, as shown in Figure 5 -1 and further described in this subsection.

#### Area 1 - Downtown Residential Target Area

All of that portion of the City of Olympia, Washington described as beginning at the intersection of the East shoreline of Capitol Lake with the Westerly extension of centerline of 15th Ave extended Westerly; thence Easterly along said centerline and its extension to the centerline of Capitol Way; thence southerly along said centerline to the centerline of 16th Ave.; thence Easterly along said centerline and its extension to the Northwesterly boundary line of Interstate 5; thence Northeasterly along said line to its intersection with the centerline of Eastside St. thence Northerly along said centerline to the centerline of State Ave.; thence Westerly along said centerline to the centerline of East Bay Dr.; thence Northerly along said centerline of East Bay Dr. to Olympia Ave; thence Westerly along said centerline to the centerline of Indian/Moxlie Creek Culvert; thence Northerly along said creek centerline to the shoreline of Budd Inlet; thence along said shoreline and the shoreline of Capitol Lake to the point of beginning; EXCEPTING THEREFROM that area lying Westerly of Water Street and Northerly of 5th Ave and Southerly of Budd Inlet.

#### Area 2 - Eastside Residential Target Area

All properties located along State Ave. and 4th Ave. which are bounded by Eastside St. on the West and Sawyer St. on the East; said area limited to a half block North of State Ave. west of Wilson St. and to south of State Ave. between Wilson and Sawyer Streets; and limited to a half block south of 4th Ave. west of Frederick St. and to north of 4th Ave. between Frederick St. and Sawyer St.; ALSO all properties located North of State Ave between East Bay drive and Eastside St. and South of Olympia Ave.; EXCEPTING THEREFROM the North half of the block which lies between Pear Street and Quince St., and Olympia Ave. and State St.; ALSO EXCEPTING THEREFROM the three lots located at the Southwest corner of Eastside St. and Olympia Ave.; ALSO all properties ~~on the east side~~ of Sawyer St. and west of Chambers St. between ~~4th Pacific~~ and State Avenues, and all properties ~~within the HDC-4, GC, and MHP zoning districts~~ frontage on 4th Ave. and Martin Way east of ~~Sawyer Ave. Chambers St., north of Pacific Ave, and west of Lilly Road~~; ALSO all properties east of Boulevard Rd., south of Pacific Ave. and north of Interstate 5 that are within the HDC-3, HDC-4, GC and RM-18 zoning districts. ~~and west of Lilly Road~~; EXCEPTING THEREFROM ~~properties between Pattison St. and Mary Elder Rd. that extend northerly more than 250 feet from the northern boundary of Martin Way.~~

#### Area 3 - Westside Residential Target Area

All properties located along Harrison Avenue which ~~is-are~~ currently bounded by: Cushing Street on the west; Foote Street on the east; extending only two lots deep both north and south of Harrison Avenue. Also included is the third lot north, located at the northeast corner of Harrison Avenue and Milroy Street; the third and fourth lot north, located at the northeast corner of Harrison Avenue and Decatur Street; the third and fourth lots south, located at the southwest corner of Harrison Avenue and Decatur Street; and the block bounded by Perry Street on the west, Garfield Street on the north, Plymouth Street on the east and Harrison Avenue on the south; EXCEPT any portion lying within Woodruff Park. ALSO, all properties within the HDC-3 zoning district west of Cushing St. and east of Division St.; ALSO, all properties within the HDC-3 and HDC-4 zoning districts north of Harrison Avenue, west of Division St. and east of Yauger Way; ALSO, all properties in the area bounded by Harrison Avenue, Black Lake Blvd, and Cooper Point Rd.; ALSO, all properties west of Cooper Point Rd., south of Harrison Avenue, and north and east of Yauger Park; ALSO, all properties with frontage on the west side of Cooper Point Rd. south of Capital Mall Drive and north of 12<sup>th</sup> Avenue, and the property west of Cooper Point Rd. and south of 12<sup>th</sup> Avenue with frontage on both of those streets; ALSO, all properties within the HDC-4 zoning district east of Black Lake Blvd., north of Cooper Point Rd. and south of 9<sup>th</sup> Avenue with frontage on Black Lake Blvd., 12<sup>th</sup> Ct., Parkmont Lane, or 9<sup>th</sup> Avenue. EXEMPTING THEREFROM the property with frontage on both Black Lake Blvd. and Cooper Point Rd.

Area 4 – Boulevard Road Neighborhood Center Target Area

Lot 3 of Log Cabin Large Lot Subdivision No. LLS 17-4390 OL as recorded February 2, 2018, under Auditor's File No. 4609770, records of Thurston County, Washington.

Area 5 – San Francisco Street Neighborhood Center Target Area

The area south of Pioneer Avenue, west of Garrison Street, north of San Francisco Street, and east of Bethel Street; ALSO, the properties with frontage on Bethel Street that are south of Pioneer Avenue and north of San Francisco Street.

Area 6 – Division Street Neighborhood Center Target Area

The area south of Burbank Avenue, west of Division Street, north of 20<sup>th</sup> Avenue, and east of East End Street; ALSO, the property with frontage on both the east side of Division Street and the north side of 20<sup>th</sup> Avenue; ALSO, the properties fronting the north side of 20<sup>th</sup> Avenue that are within 250 feet west of East End Street, and the properties fronting on East End Street that are within 650 feet north of 20<sup>th</sup> Avenue.

Area 7 – 18<sup>th</sup> Avenue Neighborhood Center Target Area

The area west of Fones Road, north of 18<sup>th</sup> Avenue, and east of Ontario Street that is within 300 feet north of 18<sup>th</sup> Avenue; ALSO, the area east of Fones Road, north of 18<sup>th</sup> Avenue, and west of Elizabeth Street that is within 375 feet north of 18<sup>th</sup> Avenue.

**5.86.040 Tax exemptions for multi-family housing in residential target areas authorized**

A. Duration of Exemption. For any propertiesproperty for which an application for a certificate of tax exemption eligibility areis submitted under Chapter 84.14 RCW, the value of improvements qualifying under this chapter will-beis exempt from ad valorem property taxation, as follows:

1. ~~For properties for which applications for certificates of tax exemption eligibility are submitted under Chapter 84.14 RCW before the effective date of Chapter 430, Laws of 2007, the value is exempt for ten (10) successive years beginning January 1 of the year immediately following the calendar year after issuance of the Final Certificate of Tax Exemption.~~

2. ~~For properties for which applications for certificates of tax exemption eligibility are submitted under Chapter 84.14 RCW on or after the effective date of Chapter 430, Laws of 2007, the value is exempt:~~  
a.1. For eight successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate; or

a. For a property in Area 1-Downtown Residential Target Area and Area 2-Eastside Residential Target Area, the owner shall pay five percent of the full ad valorem tax exemption to the City to serve as a fee in lieu of affordable housing units. The City shall allocate all funds paid under this sub-subsection to future affordable housing projects as determined by the City. Funds must serve low-income households. The owner shall pay such fee to the City in two installments, as follows: Prior to execution of the contract with the City required by OMC 5.86.070 B, the owner shall pay 50 percent of the estimated fee, determined based on estimated value of tax exemption; prior to issuance of the certificate of occupancy, the owner shall pay 100 percent of the actual fee, determined based on the actual value of the tax exemption, less the amount paid as the first installment.

b. For a property in Area 3-Westside Residential Target Area, the owner shall pay 25 percent of the estimated full ad valorem tax exemption to the City to serve as a fee in lieu of affordable housing units. The City shall allocate all funds paid under this sub-subsection to future affordable housing projects as determined by the City. Funds must serve low-income households. The owner shall pay such fee to the City in two installments, as follows: Prior to execution of the contract with the City required by OMC 5.86.070 B, the owner shall pay 50 percent of the estimated fee, determined based on estimated value of tax exemption; prior to issuance of the certificate of occupancy, the owner shall pay 100 percent of the actual fee, determined based on the actual value of the tax exemption, less the amount paid as the first installment.

~~b-2.~~ For ~~twelve-12~~ successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate, if the property otherwise qualifies for the exemption under chapter 84.14 RCW and meets the conditions in this subsection. For the property to qualify for the ~~twelve-12~~-year exemption under this subsection, the applicant must: ~~commit and agree to renting-rent or selling at least twenty-100~~ percent of the multi-family housing units as affordable housing units to ~~low-and moderate-~~ income households; commit and agree to continue to address the displacement of low income residents by increasing rent no more than seven percent per year for a period of five years following expiration of the 12-year exemption period; and ~~the property must satisfy that commitment and~~ any additional affordability and income eligibility conditions adopted by the City. In the case of projects intended exclusively for owner occupancy, the minimum requirement of this subsection may be satisfied solely through housing affordable to moderate-income households; units must also be sold to low-income households.

e3. For 20 successive years beginning January 1<sup>st</sup> of the year immediately following the calendar year of issuance of the certificate, if the property otherwise qualifies for the exemption under chapter 84.14 RCW and meets the conditions in this subsection. For the property to qualify for the 20-year

exemption under this subsection, the applicant must commit to selling 100 percent of the units as affordable housing to low-income households and the property must satisfy that commitment and any additional affordability and income eligibility conditions adopted by the City. The project must provide 25 dwelling units or more per gross acre. Units must be built by or sold to a qualified nonprofit or local government that will assure permanently affordable homeownership to low-income households.

For purposes of this subsection, "permanently affordable homeownership" means homeownership that, in addition to meeting the definition of "affordable housing" OMC 5.86.010, is:

- a. Subject to a ground lease or deed restriction that includes:
  - i. A resale restriction designed to provide affordability for future low and moderate-income homebuyers;
  - ii. A right of first refusal for the sponsor organization to purchase the home at resale; and
  - iii. A requirement that the sponsor must approve any refinancing, including home equity lines of credit; and
- b. Sponsored by a nonprofit organization or governmental entity and the sponsor organization:
  - i. Executes a new ground lease or deed restriction with a duration of at least 99 years at the initial sale and with each successive sale; and
  - ii. Supports homeowners and enforces the ground lease or deed restriction.

B. Extension of Exemption. Any project receiving an eight- or 12-year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; provided that it meets the following criteria:

- a. The property owner shall submit an application to the City no earlier than 18 months nor later than six months of expiration of current exemption.
- b. All of the housing units must be occupied by low-income households.
- c. Conversion from market rate to affordable units must comply with the procedures outlined in the City's policies and procedures.
- d. The property owner must provide notice to each tenant in a rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance.
- e. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption.

**BC.** Limits on Exemption. The exemption does not apply to the value of land or to the value of improvements not qualifying under this ordinance, nor does the exemption apply to increases in assessed valuation of land and nonqualifying improvements. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to submission of the completed application required under this ordinance. This chapter does not apply to increases in assessed valuation made by the assessor on nonqualifying portions of building and value of land nor to increases made by lawful order of a county board of equalization, the department of revenue, or a county, to a class of property throughout the county or specific area of the county to achieve the uniformity of assessment or appraisal required by law.

#### **5.86.050 Project eligibility**

A proposed project must meet the following requirements for consideration for a property tax exemption:

- A. Location. The project must be located within a residential target area as designated in [OMC 5.86.030](#).
- B. Tenant Displacement Prohibited. The project must not displace existing residential tenants of structures that are proposed for redevelopment. Existing dwelling units proposed for rehabilitation must have been unoccupied for a minimum of ~~twelve (12)~~ months prior to submission of an application and must have one or more violations of the City's minimum housing code. Applications for new construction cannot be submitted for vacant property upon which an occupied residential rental structure previously stood, unless a minimum of ~~twelve (12)~~ months has elapsed from the time of most recent occupancy.
- C. Size. The project must include at least four ~~(4)~~ units of multi-family housing within a residential structure or as part of an urban development. A minimum of four new units must be constructed or at least four ~~(4)~~ additional multi-family units must be added to existing occupied multi-family housing. Existing multi-family housing that has been vacant for ~~twelve (12)~~ months or more does not have to provide additional units so long as the project provides at least four ~~(4)~~ units of new, converted, or rehabilitated multi-family housing.
- D. Proposed Completion Date. New construction multi-family housing and rehabilitation improvements must be completed within three ~~(3)~~ years from the date of approval of the application.
- E. Compliance with Guidelines and Standards. The project must be designed to comply with the City's comprehensive plan, building, housing, and zoning codes, and any other applicable regulations in effect at the time the application is approved. The project must also comply with any other standards and guidelines adopted by the City Council for the residential target area in which the project will be developed.
- F. At least ~~fifty 50~~ percent ~~(50%)~~ of the space in a new, converted, or rehabilitated multiple unit must be for permanent residential housing. In the case of existing occupied multi-family development, the multi-family housing must also provide for a minimum of four additional multi-family units. Existing multi-family vacant housing that has been vacant for ~~twelve 12~~ months or more does not have to provide additional units;
- G. The applicant must enter into a contract with City approved by City Council under which the applicant agrees to the implementation of the development on terms and conditions satisfactory to the City Council.

#### **5.86.060 Application procedure**

A property owner who ~~wishes to propose~~proposes a project for a tax exemption shall complete the following procedures:



A. ~~Prior to April 1 of any year, file with~~ Submit the required application to the Director ~~the required application~~ along with the required fees shown in OMC chapter 4.40. ~~The application fee to the City shall be One Hundred Dollars and No Cents (\$100).~~ A complete application must be submitted, and all required application fees paid, sufficiently in advance of the anticipated date of project completion so that the application can be reviewed and approved, and the contract with the City executed, prior to issuance of the certificate of occupancy. If a property owner receives a certificate of occupancy prior to the Director's approval of an application, or execution of the contract, the property owner is ineligible for the tax exemption.

B. A complete application ~~shall~~ must include:

1. A completed City of Olympia application form setting forth the grounds for the exemption;
2. Preliminary floor and site plans of the proposed project;
3. A statement acknowledging the potential tax liability when the project ceases to be eligible under this chapter; and
4. Verification by oath or affirmation of the information submitted.

For rehabilitation projects, the applicant shall also submit an affidavit that existing dwelling units have been unoccupied for a period of ~~twelve (12)~~ months prior to filing the application and shall secure from the City verification of property noncompliance with the City's applicable building or housing codes.

#### **5.86.070 Application review and issuance of conditional certificate**

The Director may certify as eligible an application which is determined to comply with the requirements of this chapter. ~~The Director shall make A-a~~ decision to approve or deny an application ~~shall be made~~ within ~~ninety (90)~~ calendar days of receipt of a complete application.

A. Approval. The Director may approve the application if the Director finds that:

1. A minimum of four new units are being constructed or in the case of occupied rehabilitation or conversion a minimum of four additional multifamily units are being developed;
2. If applicable, the proposed multiunit housing project meets the affordable housing requirements as described in RCW [84.14.020](#);
3. The proposed project is or will be, at the time of completion, in conformance with all local plans and regulations that apply at the time the application is approved;
4. The owner has complied with all standards and guidelines adopted by the city under this ordinance; and
5. The site is located in a residential targeted area of an urban center that has been designated by the City Council in accordance with procedures and guidelines of this ordinance.

B. If an application is approved, the applicant shall enter into a contract with the City, approved by the City Council, regarding the terms and conditions of the project. Upon City Council approval of the contract, the Director shall issue a Conditional Certificate of Acceptance of Tax Exemption. The Conditional Certificate expires three ~~(3)~~ years from the date of approval unless an extension is granted as provided in this chapter.

C. Denial. The Director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within ~~ten (10)~~ calendar days of the denial. An applicant may appeal a denial to the City Council within ~~thirty (30)~~ calendar days of receipt of notice by filing an appeal with the Director with the a \$100 fee as shown in OMC 4.40. The appeal ~~will be~~ based on the record made by the Director. The Director's decision will be upheld unless the applicant can show that there is no substantial evidence on the record to support the Director's decision. The City Council's decision on appeal ~~will be~~ final.

#### **5.86.080 Extension of conditional certificate**

The Conditional Certificate and time for completion of the project may be extended by the Director for a period not to exceed a total of ~~twenty-four (24)~~ consecutive months. The applicant must submit a written request stating the grounds for the extension, accompanied by a ~~Fifty Dollar (\$50)~~ processing fee as shown in OMC 4.40. An extension may be granted if the Director determines that:

A. The anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the ~~owner~~ applicant;

B. The ~~owner~~ applicant has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and

C. All the conditions of the original contract between the applicant and the City will be satisfied upon completion of the project.

#### **5.86.090 Application for final certificate**

~~Upon~~ After completion of the improvements agreed upon in the contract between the applicant and the City and ~~upon~~ after issuance of a temporary or permanent certificate of occupancy, the applicant may request a Final Certificate of Tax Exemption. The applicant must file with the Director the following:

A. A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire property;

B. A description of the completed work and a statement of qualification for the exemption; and

C. If applicable, a statement that the project meets the affordable housing requirements as described in RCW 84.14.020; and

D. A statement that the work was completed within the required three-year period or any authorized extension.

Within ~~thirty (30)~~ calendar days of receipt of all materials required for a Final Certificate, the Director shall determine whether the specific improvements, and the affordability of the units, satisfy the requirements of the contract, application, and this ordinance.



### **5.86.100 Issuance of final certificate**

If the Director determines that the project has been completed in accordance with this ordinance and the contract between the applicant and the City has been completed within the authorized time period, the City shall, within ~~ten~~(10) calendar days of the expiration of the ~~thirty~~30-day review period above, file a Final Certificate of Tax Exemption with the Thurston County Assessor.

A. Denial and Appeal. The Director shall notify the applicant in writing that a Final Certificate will not be filed if the Director determines that:

1. The improvements were not completed within the authorized time period;
2. The improvements were not completed in accordance with the contract between the applicant and the City; or
3. The ~~owner's~~ applicant's property is otherwise not qualified under this chapter.

Within ~~fourteen~~(14) calendar days of receipt of the Director's denial of a Final Certificate, the applicant may file an appeal with the City's Hearing Examiner, as provided in Chapter [18.82](#) of the Olympia Municipal Code upon payment of the required fee. ~~of a \$100 fee.~~ No appeal is provided from the Hearing Examiner to the City Council. The applicant may appeal the Hearing Examiner's decision to the Thurston County Superior Court if the appeal is filed within ~~thirty~~(30) calendar days of the applicant's receiving notice of that decision.

### **5.86.110 Annual compliance review**

Within ~~thirty~~(30) calendar days after the first anniversary of the date of filing the Final Certificate of Tax Exemption and each year thereafter for the tax exemption period, the property owner shall file a notarized declaration with the Director indicating the following:

- A. A statement of occupancy and vacancy of the multi-family units during the previous year;
- B. A certification that the property continues to be in compliance with the contract with the City and this ordinance and, if applicable, that the property has been in compliance with the affordable housing requirements as described in RCW [84.14.020](#) since the date of the approved certificate; and
- C. A description of any subsequent improvements or changes to the property; and
- D. Any additional information requested by the City in regards to the units receiving a tax exemption.

City staff may also conduct on-site verification of the declaration. Failure to submit the annual declaration ~~shall~~ results in a review of the exemption per RCW [84.14.110](#).

### **5.86.120 Cancellation of tax exemption**

If the Director determines the owner is not complying with the terms of the contract or this ordinance, the tax exemption will be canceled. This cancellation may occur in conjunction with the annual review or at any other time when noncompliance has been determined. If the owner intends to convert the multi-family housing to another use, the owner must notify the Director and the Thurston County Assessor within ~~sixty~~(60) calendar days of the change in use.

A. Effect of Cancellation. If a tax exemption is canceled due to a change in use or other noncompliance, the provisions of RCW [84.14.110\(1\)](#) ~~will~~ apply.

B. Notice and Appeal. Upon determining that a tax exemption is to be canceled, the Director shall notify the property owner by mail, return receipt requested. The property owner may appeal the determination by filing a notice of appeal with the Director within ~~thirty (30)~~ calendar days, specifying the factual and legal basis for the appeal. The Hearing Examiner will conduct a hearing at which all affected parties may be heard and all competent evidence received. The Hearing Examiner will affirm, modify, or repeal the decision to cancel the exemption based on the evidence received. An aggrieved party may appeal the Hearing Examiner's decision to the Thurston County Superior Court.

**Section 2. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerk errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 3. 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 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 5. Effective Date.** This Ordinance takes effect 30 days after passage and publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**

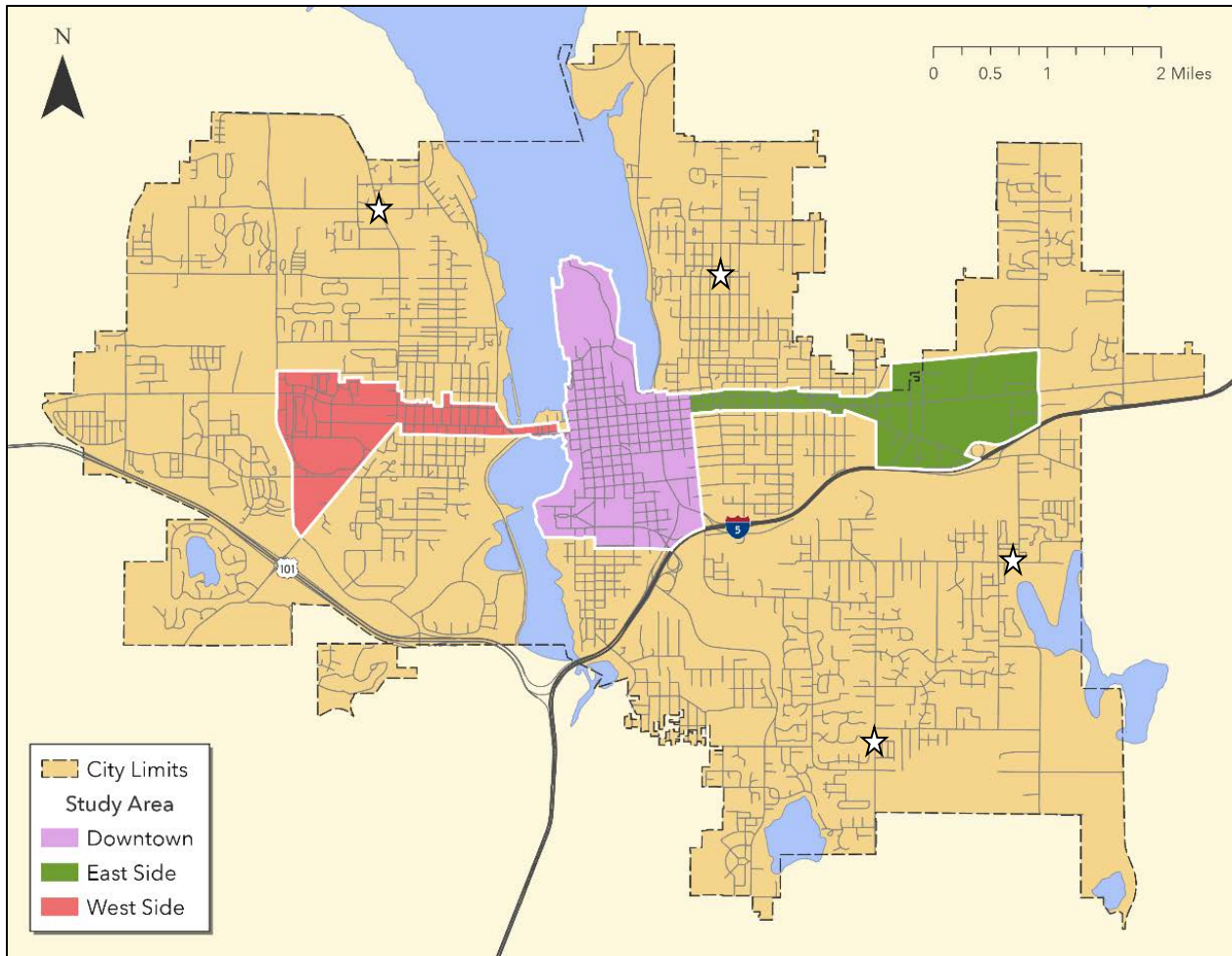
## **Draft Policy Recommendations**

- Expand the MFTE boundary to the Eastside and Westside including a pilot of four neighborhood centers outside of the main corridors. (see attached map)
- Change 12-year program to require 100% of the units be at or below 80% of AMI. This would be applicable in all three geographic areas (DT, Westside and Eastside). This change will align the required AMI with other City affordable housing incentives.
- Require a 5-year extended contract past the 12-year exemption limiting rent increase to no more than 7% a year to address displacement concerns.
- Include a 5% fee in lieu to the 8-year program in the downtown. The fee revenue would be dedicated to affordable housing.
- Extend the existing 8-year program to the Eastside and include a 5% fee in lieu. The fee revenue would be dedicated to affordable housing.
- Extend the existing 8-year program to the Westside and include a 25% fee. The fee revenue would be dedicated to affordable housing.
- Explore Tenant Opportunity to Purchase requirements for all 8-year projects.
- Include 20-year program to all geographic areas, including pilot neighborhood centers.
  - Exemption applies if 25% of the units are sold as "permanently affordable" to households earning 80% area median income (AMI) or less. The other units may be rented or sold at market rates. The development must be sponsored by a non-profit or governmental entity, and is subject to a 99-year resale restriction to ensure permanent affordability.
- Improve program communications including public engagement, website and marketing materials, and overall community impact including revenue projections and affordable units created.
- Increase the application fee from \$100 to \$1,000 plus an \$75 per unit up to \$5,000.
- Re-evaluate the program again in 5 years.

## **Performance Measures**

- Establish clear performance measures highlighting the impact of the program on the community as it pertains to the housing crisis and increased tax revenue.
- Track exemptions allowing the program to be monitored and re-evaluated for future improvements. Moving the program from being a passive one to more adaptive and reflective.
- Report out to council (or committee) yearly on exemption use.

## Proposed Expanded MFTE Boundary



## Neighborhood Centers

1. Division and 20<sup>th</sup> Streets (Handy Pantry)
2. San Francisco and Bethel Streets
3. Fones Road and 18<sup>th</sup> Avenue
4. 3900 Boulevard Road



## City Council

### Public Hearing on Community Development Block Grant (CDBG) Program Year 2022 Annual Report

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 5.B  
**File Number:**23-0978

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on Community Development Block Grant (CDBG) Program Year 2022 Annual Report

#### **Recommended Action**

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

Not referred to a committee.

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

Hold a Public Hearing on the Program Year (PY) 2022 (9/1/2022 - 8/31/2023) CDBG Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit to Department of Housing and Urban Development (HUD) on or before November 30, 2023.

#### **Report**

##### **Issue:**

Whether to hold a Public Hearing on the Program Year 2022 (9/1/2022 - 8/31/2023) CDBG Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit to HUD on or before November 30, 2023.

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

Anastasia Everett, CDBG Program Manager, Office of Community Vitality  
360.233.6197

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

Anastasia Everett, CDBG Program Manager, Office of Community Vitality

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

Each year the City reports on the performance of the CDBG Program through the CAPER. This report is presented in a short "Community Summary" version and the full CAPER format that will ultimately be submitted to HUD. The Community Summary Report and a copy of the draft CAPER are now available on the City's website and is reported to Council for the CAPER Public Hearing.

This CAPER details the performance of the City's CDBG Program for the Program Year 2022 (September 1, 2022 - August 31, 2023), with the specific accomplishments and expenses outlined.

The CAPER expense report reflects all fiscal activity that took place during PY22. It includes our entitlement grant of \$368,187 as well as prior year funds allocated in PY21 and PY22. Timely expenditure of funds is an important aspect of the CDBG program. Annually, HUD reviews the City's available funding and runs a Timeliness Test to ensure we are expending our funds in a timely manner. The requirements are that a grantee cannot have more than 1.5 times their most recent entitlement amount in their line of credit 60 days prior to the end of a program year. In the event of failing a Timeliness Test, grantees are obligated to create workout plans and submit them to HUD for review and spenddown monitoring. If a grantee fails two consecutive years of Timeliness Tests, the grantee could potentially lose future funding from HUD.

During the COVID-19 pandemic, HUD had temporarily put a waiver on Timeliness requirements, and Timeliness Tests were not run from PY20-PY21. Due to the waiver, large sums of program income receipted, and infusion of approximately \$600,000 of COVID-19 CDBG-CV funding, at the end of PY21 the City had 3.5 times our entitlement amount available in our line of credit.

In PY21, staff began focusing on spenddown to ensure a successful Timeliness Test for PY22. During PY21, the City completed three substantial amendments which totaled to approximately \$350,000. In PY22, staff completed 2 substantial amendments totaling \$243,000. The amendments together brought approximately \$600,000 of prior year funds allocated to activities that would greatly benefit our community.

A great majority of these funds have been expended in PY22 which reflects our higher-than-average expenditure report. Due to the large expenditures in PY22, the City was successfully able to spend down our line of credit to a passing ratio of 1.44 and passed the PY22 Timeliness Test.

Currently all prior year grant funds from 2015-2022 are either allocated to activities and under contract or are completely spent down. Following completion of all currently funded activities, the City will be positioned to solely focus on program income and future entitlement amounts.

Staff have taken action to address potential future timeliness issues and to ensure this buildup of prior year funds wouldn't occur again. Beginning in 2023, staff proposed adding contingency projects to our Annual Action Plan. By including contingency projects, the City can remain compliant with public participation requirements and incorporate unexpected infusions of program income to our existing CDBG program activities such as critical home repair or energy efficiency improvements.

The City, partnered with our subrecipients, completed rehabilitation projects on 50 homes during PY22. The City also completed 1 public facility improvement and 1 public service activity.

The City will hold a 15-day public comment period from November 1, 2023 - November 16, 2023.

The public will be able to submit comments on the CAPER via the following methods:

**Email:** [cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us) <<mailto:cdbg@ci.olympia.wa.us>>

**Mail:** Olympia CDBG Program, PO Box 1967, Olympia, WA 98507

**Phone:** 360.753.8277

## **Climate Analysis:**

CDBG is a flexible grant that can be used to support the City's climate goals. In 1980, the U.S. Congress gave the CDBG program a mandate to support energy efficiency and renewable energy technologies in property rehabilitation.

Typical energy efficiency activities funded by CDBG include design features to public facilities improvements promoting energy efficiency. Activities may also include public energy conservation services, assistance to neighborhood-based organizations undertaking energy conservation projects, and the development of energy use strategies to achieve maximum energy efficiency.

The City of Olympia continues to invest a significant amount of CDBG funding into energy efficiency projects. This program year, the City awarded funding for the project Homes First Electrification. This project replaces gas heating in rental homes owned by Homes First and replaces them with energy efficient electric heat pumps. Examples of prior projects include solar installation, home weatherization and home electrification for low- to moderate-income households.

Staff have worked collaboratively with the Climate program to provide fully subsidized heat pump installations for low and moderate income households through the Energize Olympia campaign. Staff will continue to explore collaborative opportunities between the programs.

#### **Equity Analysis:**

CDBG funds must primarily benefit 80% or under Area Median Income (AMI) persons. There are statistically major disparities in income that tie to marginalized groups in our community. In the City of Olympia, the total population determined to be below the poverty line is 7,489 individuals out of our total population of 51,076. Poverty is more prevalent in some races and ethnicities in Thurston County. 15.5% of Black or African American residents are below the poverty level, compared to 9.1% white residents.

CDBG funding can be used in a variety of activities to improve accessibility for residents with disabilities in our community. Eligible activities include reconstruction of sidewalks to install ramps and rehabilitation of homes or public facilities to include the removal of architectural barriers to accessibility. Examples of projects funded in program years 2021 and 2022 include critical home repair by our subrecipient, Rebuilding Together Thurston County. Critical home repair projects funded include installation of handrails, wheelchair ramps and safety equipment in the home. The City's CDBG is also funding the installation of an accessible elevator in the Behavioral Health Youth Facility owned by Community Youth Services.

CDBG funds can also be used to provide energy efficiency upgrades to low- and moderate-income persons in the community, which for many years have been inaccessible to many families as the cost of energy improvements can be significantly higher than what is affordable. This use of funds helps close the disparity in who can benefit from high efficiency heat pumps or solar installation. Energy efficiency upgrades also often lower the cost of electricity for the homeowner or tenant, which reduces the utility burden on households.

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

CDBG funding is used to support Olympia residents at or below 80% AMI. CDBG funding priorities align with the 5-year HUD Consolidated Plan, and more specific goals are targeted annually in the AAP. Supporting low-moderate income Olympia residents is a high priority for the community, and CDBG funded projects help meet many of the City's goals outlined in the One Community Plan.

CDBG funding can benefit low-moderate income residents on an area basis (such as neighborhood improvements), limited clientele basis, or provide housing and jobs benefits.

**Financial Impact:**

The City's CDBG program expended a total of \$821,357.63 during PY22. This figure is significantly higher than recent years expenditures, which allowed the City to successfully pass its annual HUD Timeliness Test in 2023. The City has fully allocated all of its current and prior year funds and is expected to meet the PY23 Timeliness Test in 2024.

**Options:**

1. Hold a Public Hearing on the Community Development Block Grant Program Year 2022 CAPER and direct staff to submit to HUD.
2. Hold a Public Hearing on the Community Development Block Grant Program Year 2022 Consolidated Annual Performance & Evaluation Report (CAPER) and direct staff to make amendments to the draft plan before submittal to HUD.
3. Schedule the PY 2022 CAPER for another meeting and risk federal compliance issues due to deadline for submission.

**Attachments:**

Draft Program Year 2022 CAPER  
Program Year 2022 Community Summary





**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	520,000.00
02 ENTITLEMENT GRANT	368,187.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	106,472.01
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	994,659.01

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	745,056.38
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	745,056.38
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	76,301.25
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	821,357.63
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	173,301.38

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	402,404.60
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	342,651.78
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	745,056.38
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2021 PY: 2022 PY: 2023
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	53,000.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	53,000.00
32 ENTITLEMENT GRANT	368,187.00
33 PRIOR YEAR PROGRAM INCOME	173,320.13
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	541,507.13
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	9.79%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	76,301.25
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	76,301.25
42 ENTITLEMENT GRANT	368,187.00
43 CURRENT YEAR PROGRAM INCOME	106,472.01
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	474,659.01
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.07%



**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

No data returned for this view. This might be because the applied filter excludes all data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Plan Year	IDIS Project	IDIS	Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	12	313		Olympia Community Solar Homes First	14F	LMH	\$252,404.60
2022	8	323		Homes First Electrification	14F	LMH	\$150,000.00
						<b>14F</b>	<b>Matrix Code</b>
							<b>\$402,404.60</b>
<b>Total</b>							<b>\$402,404.60</b>

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	2	316	6780886	Community Youth Services - Behavioral Health Youth Facility	03D	LMC	\$23,695.38
2022	2	316	6785944	Community Youth Services - Behavioral Health Youth Facility	03D	LMC	\$33,837.10
2022	2	316	6817051	Community Youth Services - Behavioral Health Youth Facility	03D	LMC	\$33,278.02
2022	2	316	6827720	Community Youth Services - Behavioral Health Youth Facility	03D	LMC	\$36,795.33
						<b>03D</b>	<b>Matrix Code</b>
							<b>\$127,605.83</b>
2022	4	319	6722147	Downtown Ambassadors	05Z	LMC	\$297.51
2022	4	319	6727534	Downtown Ambassadors	05Z	LMC	\$164.06
2022	4	319	6756542	Downtown Ambassadors	05Z	LMC	\$18,586.95
2022	4	319	6780886	Downtown Ambassadors	05Z	LMC	\$33,951.48
						<b>05Z</b>	<b>Matrix Code</b>
							<b>\$53,000.00</b>
2021	2	304	6697199	Rebuilding Together Thurston County	14A	LMH	\$1,363.11
2021	2	304	6722147	Rebuilding Together Thurston County	14A	LMH	\$3,149.36
2021	2	304	6756542	Rebuilding Together Thurston County	14A	LMH	\$19,478.53
2021	2	304	6769942	Rebuilding Together Thurston County	14A	LMH	\$23,787.43
2021	2	304	6785944	Rebuilding Together Thurston County	14A	LMH	\$11,180.01
2021	2	304	6810261	Rebuilding Together Thurston County	14A	LMH	\$2,501.18
2021	2	304	6827720	Rebuilding Together Thurston County	14A	LMH	\$15,280.11
						<b>14A</b>	<b>Matrix Code</b>
							<b>\$76,739.73</b>
2021	9	310	6697199	Olympia Community Solar Quixote Village	14F	LMH	\$13,269.30
2022	7	322	6785944	Habitat for Humanity Heat Pump Campaign	14F	LMH	\$8,420.41
2022	7	322	6810261	Habitat for Humanity Heat Pump Campaign	14F	LMH	\$9,690.34
						<b>14F</b>	<b>Matrix Code</b>
							<b>\$31,380.05</b>
2021	1	305	6697199	Homes First	14H	LMH	\$1,226.25
2021	1	305	6704670	Homes First	14H	LMH	\$1,357.29
2022	1	315	6727534	Habitat for Humanity CHR Administration	14H	LMH	\$3,018.70
2022	1	315	6756542	Habitat for Humanity CHR Administration	14H	LMH	\$12,596.60
2022	1	315	6785944	Habitat for Humanity CHR Administration	14H	LMH	\$5,156.90
2022	1	315	6810261	Habitat for Humanity CHR Administration	14H	LMH	\$2,859.66
2022	1	315	6828125	Habitat for Humanity CHR Administration	14H	LMH	\$9,677.02
						<b>14H</b>	<b>Matrix Code</b>
							<b>\$35,892.42</b>
2021	3	307	6697199	Northwest Cooperative Development Center	18C	LMC	\$18,033.75
						<b>18C</b>	<b>Matrix Code</b>
							<b>\$18,033.75</b>
<b>Total</b>							<b>\$342,651.78</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2022	4	319	6722147	No	Downtown Ambassadors	B22MC530012	PI	05Z	LMC	\$297.51
2022	4	319	6727534	No	Downtown Ambassadors	B22MC530012	PI	05Z	LMC	\$164.06
2022	4	319	6756542	No	Downtown Ambassadors	B22MC530012	PI	05Z	LMC	\$18,586.95
2022	4	319	6780886	No	Downtown Ambassadors	B21MC530012	EN	05Z	LMC	\$18,000.00
2022	4	319	6780886	No	Downtown Ambassadors	B22MC530012	EN	05Z	LMC	\$15,951.48
								<b>05Z</b>	<b>Matrix Code</b>	
									<b>\$53,000.00</b>	
				<b>No</b>	<b>Activity to prevent, prepare for, and respond to Coronavirus</b>					<b>\$53,000.00</b>
<b>Total</b>										<b>\$53,000.00</b>



**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	5	321	6704670	Planning and Administrative Costs (PAC)	21A		\$141.24
2022	5	321	6722147	Planning and Administrative Costs (PAC)	21A		\$141.18
2022	5	321	6727534	Planning and Administrative Costs (PAC)	21A		\$141.18
2022	5	321	6756542	Planning and Administrative Costs (PAC)	21A		\$12,859.20
2022	5	321	6769942	Planning and Administrative Costs (PAC)	21A		\$392.20
2022	5	321	6780886	Planning and Administrative Costs (PAC)	21A		\$37,781.60
2022	5	321	6785944	Planning and Administrative Costs (PAC)	21A		\$24,844.65
<b>Total</b>					<b>21A</b>	<b>Matrix Code</b>	<b>\$76,301.25</b>

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

In this fifth year of the current Five (5) Year Consolidated Plan (2018 – 2022), the City invested in housing rehabilitation and public service activities in response to the Coronavirus pandemic. The City has also focused on energy efficiency improvements for low/moderate income rental and homeowner housing in Olympia.

PR26 adjustments:

Adjusted line 18 to include Activity Olympia Community Solar Homes First \$261,742.00, as accomplishments were not included.

Adjusted prior year unexpected funds to include prior year unspent funds allocated during PY21 and PY22 amendments.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	150	0	0.00%			

Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	91	910.00%	24	22	91.67%
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	8	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	41		30	28	93.33%
Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				
Affordable Housing	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	3	5	166.67%			
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	20	126	630.00%			
General Administration	Administration	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

General Administration	Administration	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
General Administration	Administration	CDBG: \$	Jobs created/retained	Jobs	0	0				
General Administration	Administration	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
General Administration	Administration	CDBG: \$	Other	Other	1	1	100.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	4100	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	1000	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Housing for Homeless added	Household Housing Unit	75	0	0.00%			
Land Acquisition	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	1	100.00%			

Land Acquisition	Non-Housing Community Development		Other	Other	0	0				
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	229	2.29%	60	229	381.67%
Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	6041	863.00%	5000	995	19.90%
Public Services	Non-Homeless Special Needs	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
Public Services	Non-Homeless Special Needs	CDBG: \$	Other	Other	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City identified in the Program Year 2022 AAP the highest priority is preservation and bolstering of the City's low-income housing stock. The City completed one public facility improvement, the Community Youth Services (CYS) Behavioral Health Facility improvement which installed an ADA-compliant lift in a previously inaccessible building. CYS provides services to low-income youth and families in the City of Olympia. The City awarded 2022 funding to Rebuilding Together Thurston County to support the rehabilitation of homeowner occupied homes in Olympia. Rebuilding Together has completed a total of 11 rehabilitation projects over the past two program years. The City funded the Downtown

Ambassadors to provide support to street dependent individuals experiencing homelessness in the Downtown Core. The Ambassadors reach up to 1000 people annually, as well as provide support and resources to Downtown businesses. The City awarded South Puget Sound Habitat for Humanity \$50,000 for administering their Critical Home Repair program which provides health and safety improvements to low- and moderate-income homeowners. The City awarded additional funding to Olympia Community Solar funding to install energy efficient solar panels on 7 homes owned by Homes First.

The City expended prior year unspent funds and successfully passed our timeliness test. The City awarded past year funds to several projects. Energize Olympia partnered with South Puget Sound Habitat for Humanity to install energy-efficient minisplit ductless heat pumps to low- and moderate-income homeowners within the City. Prior year funds also were awarded to Homes First to convert from gas to electric heat, providing energy savings and cleaner energy for the provider and renters. Heat pumps were also installed at these homes. One Homes First home received a reroofing rehabilitation.

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**CR-10 - Racial and Ethnic composition of families assisted**

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>
White	1,014
Black or African American	73
Asian	30
American Indian or American Native	12
Native Hawaiian or Other Pacific Islander	6
<b>Total</b>	<b>1,135</b>
Hispanic	34
Not Hispanic	1,101

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

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## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	994,695	821,358

Table 3 - Resources Made Available

### Narrative

CDBG Program Year 2022 funds were expended as well as prior year unexpended funds and program income.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown Urban Core	45		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Projects funded with Olympia's CDBG monies also receive funding from other sources, which leverages, or matches, other fund sources to meet the needs in our community. The City leveraged CDBG funding with Washington State Community Energy Efficiency Program funding at a 1:1 to initially fund the group purchase heat pump campaign. CDBG funding was leveraged with private donors and other grant sources for projects completed by Rebuilding Together Thurston County.

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## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	150	50
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>150</b>	<b>50</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	40	50
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>40</b>	<b>50</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

CDBG rehabilitated 50 units occupied by low- and moderate-income renters and homeowners during PY22. Problems reaching goals included delays in contracting and construction due to the Coronavirus pandemic.

**Discuss how these outcomes will impact future annual action plans.**

Future annual action plans will continue to focus on the rehabilitation of homeowner and renter occupied units in Olympia. Olympia plans to continue work with Homes First to provide rental rehabilitation for homeowners that rent to low-income tenants, as well as Rebuilding Together Thurston County to provide homeowner critical home repair for low/extremely low income residents in Olympia.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	15	0
Low-income	32	0
Moderate-income	3	0
<b>Total</b>	<b>50</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

The City funded several different rehabilitation projects in PY22. Homes First Electrification, South Puget Sound Habitat for Humanity Heat Pump Campaign (Energize Olympia), Rebuilding Together Thurston County, Olympia Community Solar installation at Homes First and continuation of establishing the City's internal Revolving Loan Fund.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City's Downtown Ambassador Program staff, Familiar Faces staff and Homeless Response team work together to provide resources and support to unsheltered homeless residents and connect them with services including Coordinated Entry and publicly-funded services reporting to HMIS.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City completed the Franz Anderson Tiny Home Village in PY22 which provides tiny home shelter for 50 individuals and couples experiencing houselessness. The City also worked with the State Right-of-Way initiative to provide housing for individuals living alongside the state right of way. The City continues to invest in the Homeless Response program to provide resources and connections to housing. The City also funded OlyMAP with CDBG-CV2 funding in PY22 to provide support to unsheltered individuals residing in camps in the City.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

These populations are frequently encountered by Downtown Ambassadors, Familiar Faces outreach worker and Homeless Response team. Those City social service experts regularly refer individuals to local service providers and coordinate with those organizations to identify service gaps and plan programs and resources designed to fill those gaps. Both roles coordinate with foster care agencies, corrections agencies, and others on a weekly informal or monthly basis at formal meetings.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

While homelessness is a regional issue, its locus is in Olympia, primarily concentrated in the urban hub. As a result, the City prioritized all of its CDBG funded social services on people who are homeless and have behavioral health challenges including mental illness. Specifically, the City used CDBG funding for street outreach to reach those targeted populations. The City funded the Downtown Ambassador program with entitlement funds as well as OlyMAP with CV funds.

Other non-federal City funds were used to support homeless shelters for homeless adults. Through the Regional Housing Council partnership, other shelters, affordable housing and social services were funded with a variety of federal, state and local funds.

In 2017 Olympia passed the Home Fund Levy, a sales tax levy for affordable housing construction and homeless and behavioral health services. That program has helped fund four supportive housing projects in the last three years that successfully competed for state Housing Trust Fund awards and 9% Low Income Housing Tax Credits. Those four projects will produce 248 units of supportive housing and 60 beds of single adult shelter.

The City participated the 2022 Point in Time Homeless Census with Thurston County, and provides additional City monies to support this effort. Quality data serves to inform regional homeless policy and investments.

Additionally, the City has: 1) Created a Homeless Response Team; 2) developed and began implementation of our “One Community: Healthy, Safe and Housed” strategic plan that the Coordinator uses as a strategic reference; 3) established a Tiny House Village called Plum Street Village for up to 40 households; 4) Established the Franz Anderson Tiny Home village that houses 50 people in tiny homes that will later be offered permanent supportive housing with Phase II. 5) established a storage facility for unhoused people including storage dedicated to homeless households headed to Coronavirus quarantine and isolation ; 6) worked with regional partners on the “Thurston County Homeless Crisis Response Plan, 2019 – 2022”; and 7) enacted municipal code 18.50 allowing emergency housing facilities.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

No actions were taken to assist Public Housing during Program Year 2022 with CDBG funds. Olympia does continue to work with the Regional Housing Council to identify public housing needs and assign resources as available.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City is currently undertaking a Homeownership study to identify barriers to homeownership. The City is also applying for the Pathways to Remove Obstacles (PRO) Housing HUD program to implement the conclusions that will be found in the study. The City is seeking funding to design and implement a Downpayment Assistance program and to partner with local nonprofits to provide homebuyer and housing counseling services to low- and moderate-income Olympians, particularly BIPOC.

### **Actions taken to provide assistance to troubled PHAs**

There were no activities to assist troubled PHA's during Program Year 2022. The City of Olympia works closely with the Housing Authority of Thurston County. Our PHA has contributed project-based vouchers to support permanent supportive housing projects in Olympia in the last three years.



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City's Planning Department continues to address zoning and development guidelines to reduce construction costs associated with housing. In 2019 Olympia adopted an affordable housing impact fee abatement program that has already been used to construct 82 units of affordable housing. That housing must serve households at or below 80 percent AMI and remain affordable for 20 years. The City also adopted changes to codes in order to increase residential building capacity and the variety of housing types allowed in Low Density Residential Zoning Districts. These changes went into effect on December 23, 2020. A recent Housing Code amendment has been put in place to address the missing middle housing in the city. City staff continue to review local laws to remove negative effects of public policies that serve as barriers to affordable housing.

In 2022, the City passed an ordinance to protect renters in Olympia. The City has completed a fair housing assessment jointly with Thurston County and the Housing Authority to identify barriers to fair housing Citywide and to steer policymaking decisions in coming years to eliminate them.

The City is participating in a technical assistance cohort with several other jurisdictions under the Housing Solutions Lab. The City is focusing on adaptive reuse of mixed-use and non-residential buildings.

In 2023, the City hired an Affordable Housing Program Manager position to incentivize affordable housing developers to build in the City. The program manager also reviews our City code and ordinances to ensure best practices are achieved.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City considers all CDBG-funded social services in PY 2022 as actions to meet underserved needs.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City continues to provide Lead Paint Safety information through its website and building permit services. CDBG staff continue to work with subrecipients on safe lead-based paint practices and bolster internal policies to ensure federal funds are compliant with lead-based paint regulations.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City continues to invest in economic development activities to increase the number of low-

moderate-income jobs available in the City.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City continues to work with other regional jurisdictions to address zoning, development and other policies that affect the cost and availability of affordable housing. In 2022, the City passed an ordinance to protect renters in Olympia. The City has completed a fair housing assessment jointly with Thurston County and the Housing Authority to locate barriers to fair housing Citywide and to steer policymaking decisions in coming years to eliminate them. The City is also participating in a joint peer cities technical assistance cohort to expand our capacities.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City coordinates public and private housing through participation in the Regional Housing Council, a regional policy body that brings government, social services, non-profit sector, faith sector, private sector and other stakeholders together to develop policy and funding recommendations that enhance coordination. Additionally the City's Land Use Committee reviews housing cost drivers in code to find more ways to slow the growth of housing costs.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City has completed an exhaustive Assessment of Fair Housing in partnership with Thurston County and the Housing Authority to identify barriers to fair housing and is conducting a comprehensive assessment of current laws and to inform the upcoming Consolidated Plan.

City staff are currently exploring a program proposal to create a landlord registry that will protect renters from unsafe housing conditions.

In 2022, City Council approved an ordinance protecting renters' rights in Olympia.

The City refers all Fair Housing complaints to:

- Fair Housing Center of Washington: 253-274-9523
- Washington State Human Rights Commission: 1-800-233-3247

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City conducted on-site monitoring of two subrecipients in Program Year 2022 based on risk assessment. In the upcoming program years the City will continue in-person monitoring visits to each sub-recipient to ensure full compliance. The monitoring visits are designed in accordance with the CDBG Sub-Recipient Handbook with an emphasis on confirming that funds go to CDBG-eligible activities, that the beneficiaries are CDBG-eligible and that record keeping and internal controls comply with HUD standards.

The City posts information about its CDBG Program on its website. All communications state the City's non-discrimination policies. Efforts to reach minority businesses are conducted through the two partner business organizations – the Olympia Downtown Alliance and the Center for Business & Improvement.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City's Citizen Participation Plan offered an opportunity for all stakeholders to examine the report for 15 days prior to planned submission on November 25, 2022. Electronic copies of the plan are posted on the City's CDBG website, noticed on the Olympian's webpage and in print, and are furnished online at the City Council-hosted hearing, linked in reports to Council, and access was mentioned at meetings including Regional Housing Council and the county's Housing Advisory Team.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

DRAFT

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

DRAFT

### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

DRAFT

# Olympia's Program Year 2022 Consolidated Annual Performance & Evaluation Report Community Summary

## Introduction

The **Consolidated Annual Performance and Evaluation Report** (CAPER) is the City of Olympia's annual report on the **Community Development Block Grant** (CDBG) Program. This report provides information on the activities funded for the Program Year 2022 (PY 2022) Action Plan (9/1/22 – 8/31/23), the fifth year of the City of Olympia's Five-year Consolidated Plan.

## Report Format

The full CDBG annual report known as the CAPER is submitted online to the federal Department of Housing and Urban Development (HUD) in a digital format. A copy of the full CAPER is available upon request and at City of Olympia CDBG webpage. The **Community Summary** is to provide key information in a user-friendly format to ensure Olympia residents understand how CDBG funds are used and prioritized each program year.

## Availability

The draft CAPER will be available for public comment as follows:

- **Public Comment Period:** 15 day period beginning November 1 and closing November 16
- **Public Hearing:** 6:00 p.m., Tuesday, November 14, 2023
- **Collecting Public Comments:** All public comments and corrections will be included in the final CAPER
- **Submittal:** Final CAPER submitted to HUD on or before **November 30, 2023**
- **Available Online:** The CAPER is available on the City's website located at [Olympiawa.gov/CDBG](https://olympiawa.gov/CDBG)

## CDBG Strategic Goals

The City identified five goals to pursue with CDBG funding during the current five-year **CDBG Consolidated Plan** period (PY 2018 – PY 2022). This strategic plan can be viewed at:

[https://cms7files.revize.com/olympia/Document\\_center/Community/Housing%20&%20Homelessness/CDBG%20Program/Con%20Plan%20Full%202018%20-%202022.pdf](https://cms7files.revize.com/olympia/Document_center/Community/Housing%20&%20Homelessness/CDBG%20Program/Con%20Plan%20Full%202018%20-%202022.pdf)

and is summarized as follows:

- **Housing Rehabilitation** (*Highest priority*)
- **Public Services** (*Highest Priority*)
- **Economic Development**
- **Land Acquisition**
- **Public Facilities**





## Program Year 2022 Proposed and Actual CDBG Expenditures

The following table represents the current and prior year projects that had fiscal activity during Program Year 2022:

<b>Recipient</b>	<b>Project</b>	<b>HUD Goal(s)</b>	<b>HUD Objectives</b>	<b>Expended</b>
<b>Olympia Community Solar</b>	Homes First Solar	Energy Efficiency Rehabilitation	LMH – Low/Moderate Housing	<b>\$252,404.60</b>
<b>Olympia Community Solar</b>	Quixote Village	Energy Efficiency Rehabilitation	LMH – Low/Moderate Housing	<b>\$13,269.30</b>
<b>Homes First</b>	Electrification	Energy Efficiency Rehabilitation	LMH – Low/Moderate Housing	<b>\$150,000</b>
<b>Community Youth Services</b>	ADA Lift Installation	Public Facilities Rehabilitation	LMC – Low/Moderate Limited Clientele	<b>\$127,605.83</b>
<b>Rebuilding Together Thurston County</b>	Housing	Homeowner Rehabilitation	LMH – Low/Moderate Housing	<b>\$76,739.73</b>
<b>Homes First</b>	Housing	Housing Administration	LMH – Low/Moderate Housing	<b>\$2,583.54</b>
<b>South Puget Sound Habitat for Humanity</b>	Housing	Housing Administration	LMH – Low/Moderate Housing	<b>\$33,308.88</b>
<b>South Puget Sound Habitat for Humanity</b>	Energize Olympia Heat Pump Campaign	Housing	LMH – Low/Moderate Housing	<b>\$18,110.75</b>
<b>City of Olympia</b>	Olympia Downtown Ambassadors	Public Services	LMC – Low/Moderate Income – Limited Clientele	<b>\$53,000</b>
<b>Northwest Cooperative Development Center</b>	Microenterprise Assistance	Economic Development	LMC – Low/Moderate Income Limited Clientele	<b>\$18,033.75</b>

<b>City of Olympia</b>	Program Administration	N/A	N/A	<b>\$76,301.25</b>
		<b>PY 2022</b>	<b>EXPENDED</b>	<b>\$821,357.63</b>

### **Program Year 2022 Accomplishments**

The following are highlights from the **Program Year 2022 Action Plan**:

#### **Homeowner Rehabilitation – Rebuilding Together Thurston County**

The City awarded **Rebuilding Together Thurston County** a total of \$139,000 to support the rehabilitation of low-income homeowner occupied units in the City. Rebuilding Together Thurston County provided rehabilitation services to 3 homes in PY21 and nearly tripled its program deliverables in PY22 with 8 homes receiving rehabilitation. Rebuilding Together provides critical home repair and ADA accessibility improvements to homes throughout Thurston County.

#### **Energy Efficiency Improvements – Energize Olympia**

The City of Olympia partnered with South Puget Sound Habitat for Humanity and Spark Northwest to launch the first year of Energize Olympia. The City allocated \$129,500 in CDBG funding for fully subsidized heat pump installations. The program also received funding from WA State CEEP grants. 17 low- or moderate-income homeowners received fully subsidized ductless minisplit heat pumps from this program with CDBG funding.

#### **Public Facilities Improvements – Community Youth Services ADA Accessible Lift Installation**

The City's CDBG program fully funded the installation of an ADA accessible lift at the Community Youth Services Behavior Health Facility. 229 participants are enrolled in services at that building and have improved accessibility. The building is two floors and prior to this improvement, the second floor was only accessible via stairs.



## City Council

# Second Public Hearing on the 2024 Proposed Operating Budget

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 5.C  
**File Number:** 23-0990

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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### Title

Second Public Hearing on the 2024 Proposed Operating Budget

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Hold a public hearing and receive testimony on the 2024 Proposed Operating Budget.

### Report

#### Issue:

Whether to hold a public hearing and receive testimony on the 2024 Proposed Operating Budget.

#### Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

#### Presenter(s):

Jay Burney, City Manager

### Background and Analysis:

The 2024 Proposed Operating Budget was presented to Council on September 26, 2023. The budget maintains basic service levels and programs as well as program enhancements in priority areas. This hearing provides additional opportunity for the Council to hear from the public.

The 2024 Proposed Operating Budget appropriates \$223.4 million for expenditures. The General Fund covers basic core municipal services and includes an appropriation of \$108.2 million.

The 2024 Preliminary Operating Budget includes appropriations to fund:

- 1) General Fund - basic core municipal services such as Administration, Engineering, Finance, Facilities, Fire, Human Resources, Information Services, Municipal Court, Legal, Parks, Planning, Police, Transportation, etc.
- 2) Debt Service Funds - debt service to support outstanding debt obligations.
- 3) Enterprise Funds - utility operations: Drinking Water, Wastewater, Storm Surface Water, Waste

ReSources.

- 4) Specials Funds - appropriations for lodging tax recipients, Housing and Homelessness programs, Cultural Access Programs, Parking and Business Improvement Area; etc.
- 5) Operating transfers between funds, including revenues collected through special revenue and utility funds that will be transferred to the capital budget to support projects.

**Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

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

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

There is no financial impact resulting from this discussion. The current 2024 Preliminary Operating Budget appropriates a total of \$223.4 million with a General Fund total of \$108.2 million.

**Options:**

1. Hold a public hearing on the 2024 Proposed Operating Budget.
2. Do not hold a public hearing on the 2024 Proposed Operating Budget.
3. Reschedule the public hearing to another meeting.

**Attachments:**

Proposed Operating Budget in Brief

Appendix E: Historical Budget, Actual & FTE Counts



CITY OF OLYMPIA, WASHINGTON  
**2024 PROPOSED OPERATING  
BUDGET IN BRIEF**

October 13, 2023

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October 2023	2024 Proposed Budget in Brief
January 2024	2024 Adopted Budget in Brief
March 2024	2024 Operating Budget Document

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The City Council wishes to acknowledge the many individuals who contributed time and expertise to the preparation and publication of the Operating Budget.

The annual Operating Budget is an important responsibility of a local government and was developed in compliance with Washington State Law as set forth in [RCW 35A.33](#).



**City of Olympia's 2024 Proposed Operating Budget in Brief**

**Prepared by the City of Olympia Finance Department  
with a special thank you to the Visual Design and Production team and department fiscal contacts.  
P.O. Box 1967, Olympia, WA 98507-1967**

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



## INTRODUCTION

The City's 2024 Proposed Operating Budget is the culmination of nearly a year-long collaborative effort among the City Council, City Manager, and the Olympia community. As in previous years, the budget creation process was very challenging, especially for the General Fund, and required difficult choices on how to best spend our city's valuable resources. Expense drivers continue to increase each year at a pace that exceeds growth in resources. As a result, only a few requests for additional resources could be funded. The budget continues to fund existing City services and programs at their current level with adjustments for necessary inflationary increases, labor cost changes, and contractual requirements.

The proposed budget continues to carry-forward a roughly \$3.0 million bow-wave funded by General Fund fund balance. This bow-wave is primarily the result of using Federal American Rescue Plan Act (ARPA) monies on necessary operating costs related to public safety. Creating a sustainable budget is a top priority for the City Council and to that end, a Council retreat scheduled for early next year has this item as their primary agenda item.

The City's budget process is designed to help to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. To the extent possible, the proposed budget meets that standard.

## BUDGET SNAPSHOT

■ 2023 Population:	56,900
■ 2024 Total Operating Budget:	\$223,362,872
■ 2024 General Fund Budget:	\$108,223,917
■ 2024 Total Federal & State Grants Budgeted:	\$5,314,820
■ Estimated Total FTEs (2024):	686.85
■ Local Sales Tax rate (2023):	9.50%
■ Local B&O Tax rate (2023):	0.10%
■ Local Projected Property Tax rate (2024):	\$1.78

## 2024 Budget Highlights

Balancing the 2024 operating budget continues to be difficult. The budget includes roughly \$3 million in use of General Fund fund balance to fund on-going operations and an additional roughly \$4 million in General Fund fund balance to provide funding BLS/CARES activities in the Fire Department. Budget highlights include, by Council focus areas:

- **Public Safety:** The budget includes funding for 23 new positions in the Fire Department for Basic Life Services and Community Assistance Referrals and Education Services (BLS/CARES). Additionally, the budget includes increases in funding for Public Defenders and Pro Tem Judge salaries.
- **Community Livability:** Start-up monies for the City's Youth Council program and the City's assessment for the Downtown Improvement District.
- **Environmental Stewardship:** An allocation for new positions in Sewer/Stormwater Utility.
- **Well Planned City:** Monies to hire a federal lobbyist and fund a new FTE in Facilities to maintain the City's fire facilities.
- **Organizational Excellence:** Allocation to the City's Workers Compensation Fund, longevity pay for independent employees, a Paralegal position, and an A/V Specialist position.



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# Achieving The Community's Vision

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The City of Olympia is a full-service city, incorporated in 1859. Municipal services include police, fire, transportation, community development, utilities, parks and arts, development services plus all administrative functions including information technology, legal, finance, human resources, fleet, facilities and city management to name a few. The budget is a policy document establishing an operational plan to provide continuing quality services and to set the strategy for the continued progress in meeting the city's capital infrastructure needs.

In 2014, the City Council adopted a 20-year Comprehensive Plan that outlines a broad and ambitious vision for our community. To help us track, share and evaluate our progress, the City organized the plan into the following six focus areas.

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## **Public Safety**

Ensure that all Olympians feel safe and have access to reliable, compassionate care.

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## **Community Livability**

Enrich quality of life and foster belonging for all who live, work or spend time in Olympia.

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## **Environmental Stewardship**

Preserve and enhance Olympia's natural resources.

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## **Economy**

Promote a thriving and diversified economy with pathways to prosperity for everyone.

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## **Well-Planned City**

Plan for, construct and maintain a built environment that ensures the well-being of current and future generations.

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## **Organizational Excellence**

Deliver exceptional services and programs that are responsive to the needs of the community.

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## COMMUNITY SURVEY HIGHLIGHTS

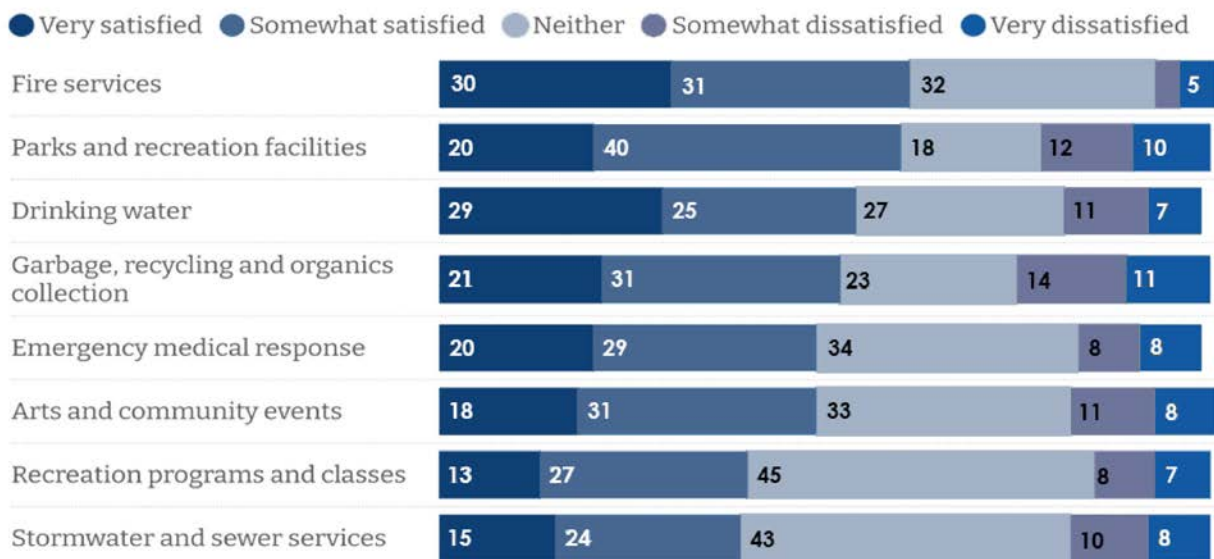
Every year the City evaluates our performance and engages with the community to ensure we're making progress on our priorities.

In 2022, the City surveyed their residents to assess perceptions of the city including evaluations of city services and progress made toward the City's goals. Some of the key findings include:

- A majority of Olympians are satisfied with both Olympia as a whole and their neighborhood as places to live.
- Olympians value the city for its natural environment, cultural offerings and welcoming and inclusive community.
- Olympians believe the City is meeting many of its strategic goals, particularly those relating to livability and environmental stewardship.
- Olympians are satisfied with most of the City's core services.
- Olympians would like most to see the City address issues around homelessness, growing concerns around safety and lack of economic opportunity.
- Residents see opportunities to improve the City's communication.

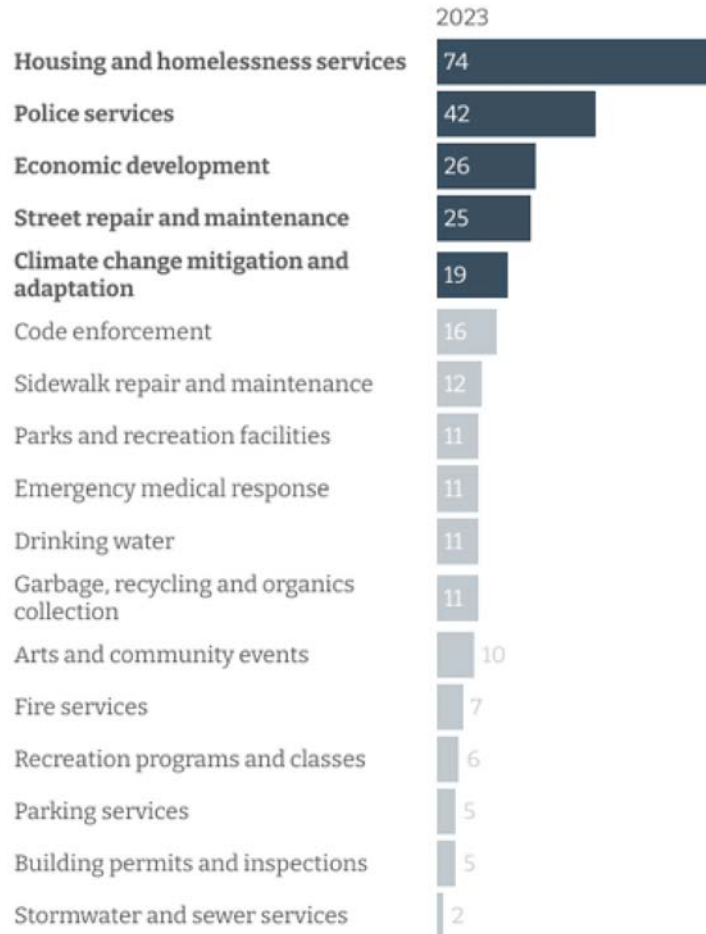
### 2023 Survey Results on Core Services Satisfaction

Residents were asked their level of satisfaction on the city's core services. Olympians reported their satisfaction with many of the core services.



## 2023 Survey Results on Top Priorities for the City Government

The community survey asked residents to choose up to three items in the list of city services as priorities for city government in the next year. 74% of respondents selected housing and homelessness services as one of their top three, trailed by police services at 42%, economic development at 26%, climate change mitigation and adaptation at 19%. These priorities are the same as what was reported in 2021.



## TOTAL OPERATING RESOURCES

The City of Olympia is a full-service capital city, providing most municipal services directly including police, fire, parks, legal, transportation, information services, finance, human resources, communications and utilities.

The City is funded through a collection of diverse resources with varying degrees of restrictions. Any restricted resources are dedicated to a specific purpose and cannot be spent on non-related services or programs. For example, in 2022 voters approved an initiative that dedicates 1/10th of 1% sales tax to local nonprofit organizations that offer art, science, heritage and cultural programs and experiences for the public in Olympia, Olympia School District and Thurston School District.

The majority of City revenue comes from two sources: 43% from charges for services and 40% from taxes. The remaining revenue categories are other governmental entities, issuance of licenses and permits, assessment of fines and penalties and other sources such as interfund transfers, rents and investment income.

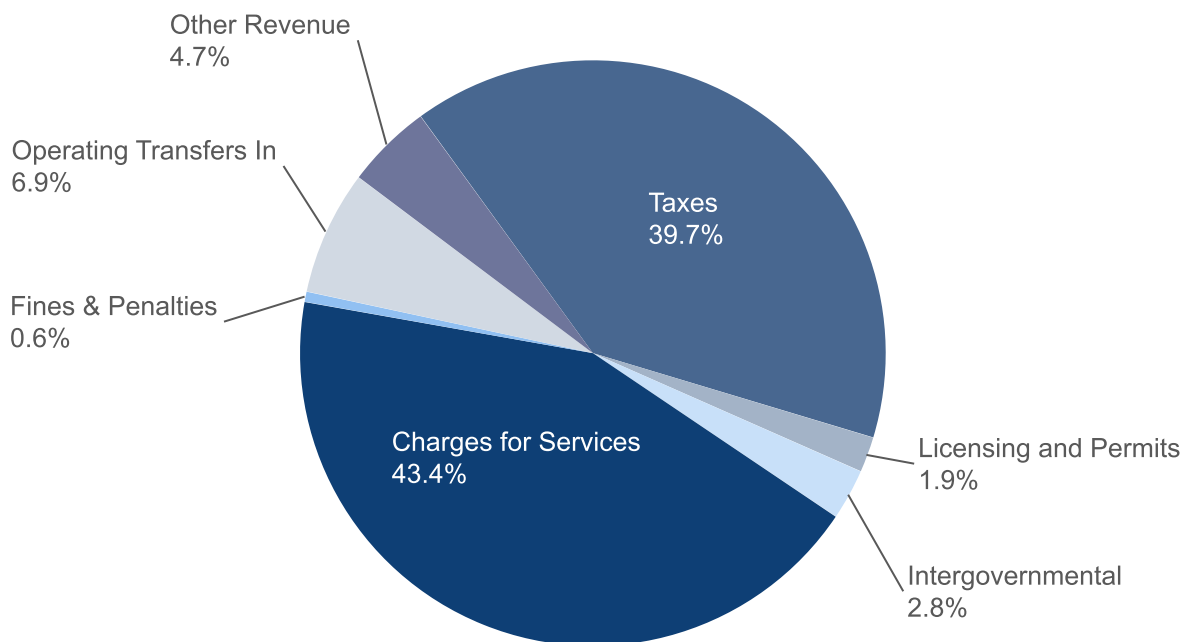
The revenue that the City receives, both current and projected, determines what services can be provided, as well as the level of those services.

The 2024 forecasted revenue doesn't anticipate revenue from the 2023 implementation of the Fire Department Basic Life Support (BLS) transports. The Fire Department will finalize the implementation of the program and anticipates transports starting in mid to late June of 2024. It will take several months after that to process, billing and receive revenue.

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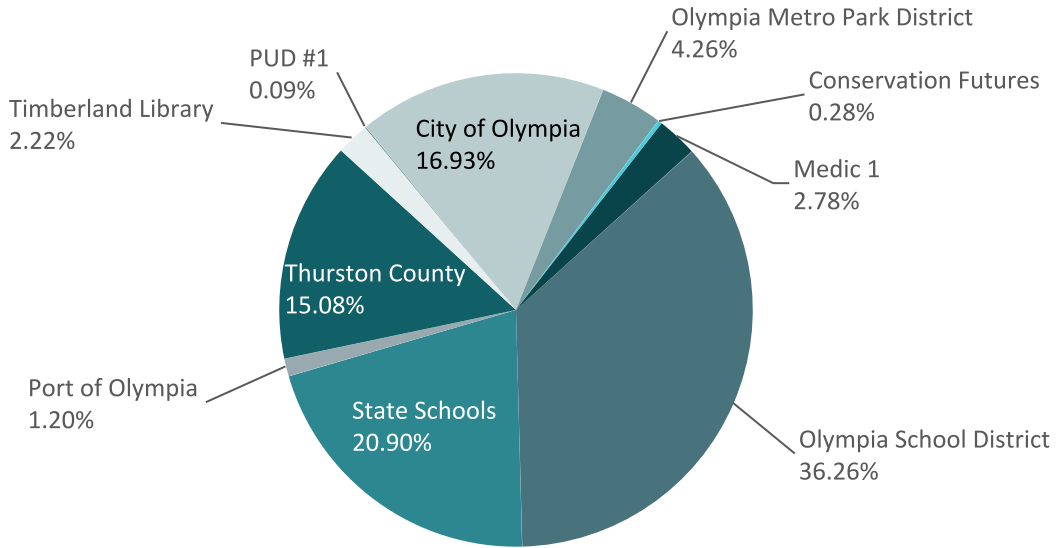
### 2024 Total Operating Resources

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## PROPERTY TAX

Property Tax is collected and administered by Thurston County. Depending on location and district boundaries, below is a general representation of how the tax is distributed.

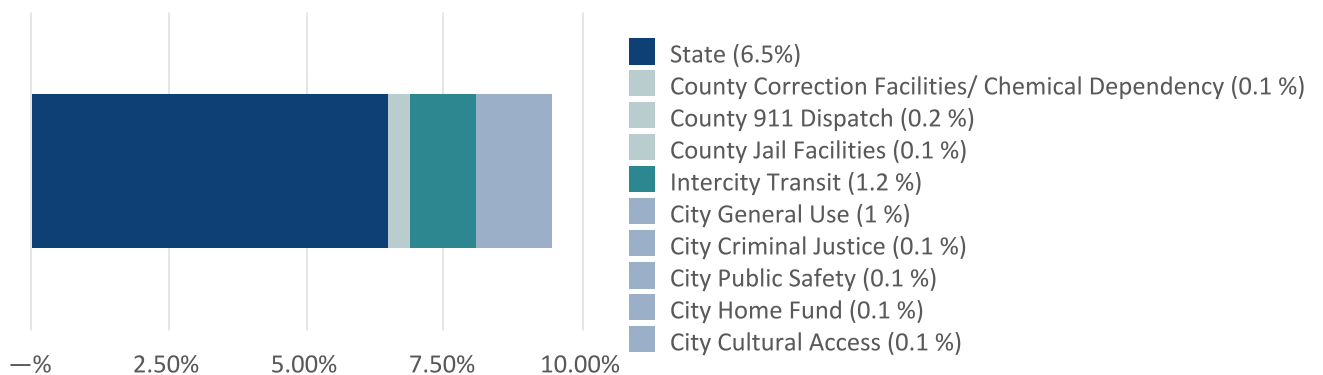


## Household Income & Home Value Comparison

Location	Household Income	Median Home Value	Unemployment Rate
United States	69,021	244,900	3.6%
Washington State	82,400	397,600	4.2%
Olympia	67,975	355,100	4.3%

Sources: U.S. Census Bureau; U.S. Bureau of Labor Statistics

## SALES TAX 2023 (9.5%)



## BUDGET OVERVIEW

General Fund	Sub-General Funds	Debt Funds	Enterprise Funds	Internal Service Funds	Special Revenue Funds
<b>108,223,917</b>	<b>12,965,186</b>	<b>5,520,149</b>	<b>66,380,858</b>	<b>15,544,729</b>	<b>9,017,467</b>
<p>The City's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds.</p> <p>It derives majority of its revenues from property, sales, utility, business and occupation taxes, and state shared revenues.</p>	<p>These funds are reported as a portion of the primary operating fund, but are tracked separately by the City for ease of use.</p> <p>They account for the City's parking services, development services, as well as the Special Control Account Fund.</p>	<p>Debt Services funds are used to account for the City's use of debt and payment of general obligation bonds and other governmental debt.</p> <p>Payments for general obligation bonds are backed by the full faith and credit of the City.</p>	<p>Enterprise funds function similarly to private businesses, as they are self-supported through user fees.</p> <p>The City's utility services account for majority of the revenues for these funds.</p>	<p>Internal Service funds are used to account for activities that provide goods or services to other funds or departments on a cost reimbursement basis.</p> <p>The customer for the internal service funds are other city departments.</p>	<p>Special Revenue funds account for proceeds of specific revenue sources that are restricted or committed for purposes other than debt service or capital projects.</p> <p>These funds help support areas such as HUD and the City's newly developed Cultural Access Program.</p>



City of Olympia



## GENERAL FUND FORECAST

Long-term financial planning encourages strategic thinking and provides decision-makers with the tools to allow for making better business decisions by focusing on long-term objectives and the future impact of current decisions. Long-term financial planning provides a platform for analyzing trends as well as risk factors that may impact the City's financial standing and, allows for the organization to be proactive in addressing financial issues as they arise.

The city maintains 10-year financial forecasts for five of the six major funds as reported in the city's Annual Comprehensive Finance Report. These forecasts provide a forward-looking view of these funds allowing City officials, staff, and other interested parties to evaluate their long-term sustainability. All forecasts are built assuming a status quo operations meaning that no new positions, programs, or rates (for enterprise forecasts) are included in the forecast. The forecast also excludes any one-time funding provided for one-time non-recurring projects.

Forecasted increases in expenditures and revenues are based on historical five-year trending of actual data, adjusted for any known changes or anomalies.

An important part of forecasting is identifying risk factors that may impact the City's financial standing. The City has identified four such risks:

**Staffing & service levels:** it is unlikely that existing staffing levels will be able to keep pace with necessary levels of service increases.

**Infrastructure repair & maintenance:** the City has not fully funded this need, especially in the General Fund.

**Economic recession & slowdowns:** the City's General Fund is highly dependent on taxes of which several are volatile and impacted by the economy.

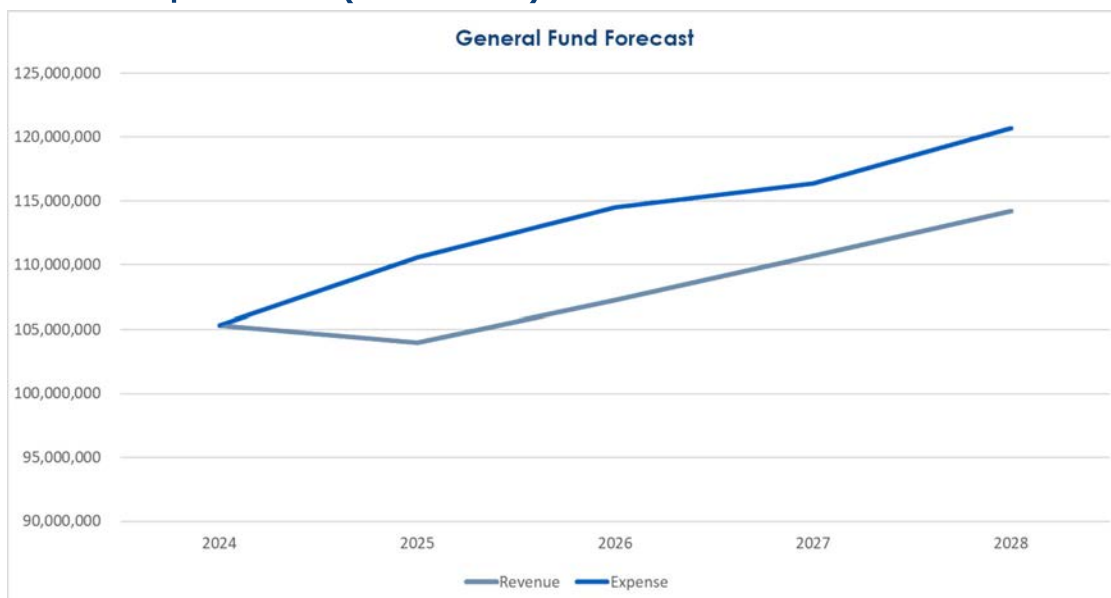
**Legislative changes:** unfunded mandates and reduced service levels from other governments.

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## General Fund Forecast

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### Revenue vs. Expenditures (2024 - 2028)



## UTILITY SERVICES

The city operates utilities for Drinking Water, Waste Water, Solid Waste (Waste ReSources), and Storm and Surface Water. All four utilities are experiencing unavoidable cost increases related to inflation, affecting cost-of-living adjustments to salaries, fuel, electricity, supplies and materials.

The Drinking Water utility stewards Olympia’s water resources, providing the public with safe and sustainable drinking water and reclaimed water. The 2024 budget includes increased expenses related only to cost-of-living adjustments and inflation. Increased costs for fuel, electricity, chlorine, and other materials and supplies costs are reflected.

After a reduction in the CFP in 2023, the Utility was able to reestablish capital funding to meet the needs in 2024. Debt payoff of a loan from 2013 was paid in full in 2023 also helping to fund the CFP in 2024. There are no new enhancement requests in this proposed budget. To stay up with expenditures the utility is asking for a 2% rate increase to cover cost.

The Wastewater Utility provides the public with reliable and efficient conveyance of wastewater from Olympia residences and businesses. Wastewater's 2024 budget also includes increased expenses related to salaries and benefits due to cost-of-living adjustments and inflation.

There is one critical enhancement request to add a 0.5 FTE operations supervisor that will allow separation of the combined sewer operations

crew into utility-specific crews, and address increasing technical and regulatory complexity in the workgroup. To cover increased expenditures and the enhancement, the utility is asking for a 4% rate increase.

Waste ReSources provides solid waste collection, disposal and diversion services including education and outreach to residents, businesses and visitors. The 2024 budget includes similar increases due to cost-of-living adjustments and inflation. Other inflationary increases are related to hauling/processing contracts that are tied to the Consumer Price Index (CPI). Overall, revenue is below expenses by approximately \$535,314. This gap is addressed by proposed rate increases of 3.5%.

The Storm and Surface Water Utility provides the public with flood management, water quality and aquatic habitat stewardship services. In addition to inflationary increases to salaries and supplies as mentioned above, there are rising costs for increasingly complex regulatory requirements and managing street wastes. There are two enhancement requests. The first is to add a 0.5 FTE operations supervisor that will allow separation of the combined stormwater-sewer operations crew into utility-specific crews. The second is to add a 1.0 FTE program specialist to address increasing regulatory required programs and complexity. To cover increased expenditures and these enhancements, the utility is asking for a 6.5% rate increase.

### Proposed Utility Rate Increase

Utility Type	2021	2022	2023	2024
Drinking Water	0.0%	2.0%	6.6%	2.0%
Waste Water				
City Collection System	0.0%	9.1%	9.9%	4.0%
LOTT	3.0%	3.0%	3.0%	3.0%
Storm & Surface Water	7.5%	7.1%	9.8%	6.5%
Waste ReSources				
Drop Box	0.0%	1.0%	4.0%	3.5%
Residential	0.0%	1.0%	4.0%	3.5%
Commercial	0.0%	1.0%	4.0%	3.5%
Organics	0.0%	1.0%	0.0%	3.5%

## SPECIAL REVENUE FUNDS

The City has established several Special Revenue Funds which are not included in the operating budget.

Special Revenue Funds are used to account and report specific revenue sources that have designated purposes other than debt service or capital projects. The revenue sources can have restrictions specified by creditors, grantors, contributors, laws or other government regulations.

### **CULTURAL ACCESS PROGRAM FUND**

The Cultural Access Program Fund accounts for funds received from voter-approved sales tax for a period of 7 years. The funds are to be used for the purpose of funding arts, science, cultural and heritage programs.

### **FARMERS MARKET FUND**

Lease payments from the Farmers Market are used to help fund major repairs and maintenance of the City-owned Farmers Market facility. Payment is passed through to the Port of Olympia.

### **HANDS ON CHILDREN'S MUSEUM FUND**

The Hands on Children's Museum (HOCM) Fund accounts for funds received from the Capital Area Regional Public Facilities District. Funds are used for purposes related to the City-owned HOCM; debt services, capital and some operational costs.

### **HOME FUND**

The Home Fund accounts for funds received from voter-approved sales tax, tax on municipal utilities and property taxes received from the State over the next 20 years. Funds are used for the City's response to homelessness.

### **HUD FUND**

Monies received from the U.S. Department of Housing and Urban Development, loan repayments and interest for loans made from the HUD Fund shall be receipted to the HUD Fund and used as prescribed.

### **LODGING TAX FUND**

Lodging Tax is an excise or sales tax by State law in RCW 67.28. The City receives 4% of the tax and 2% of which has been allocated to The Washington Center for the Performing Arts. The remaining 2% must be used for tourism related purposes.

### **PARKING BUSINESS IMPROVEMENT AREA FUND**

The mission of the Parking Business Improvement Area (PBIA) is to assist in creating a vibrant, dynamic business environment and enhance the reality and perception of downtown by visitors, residents and business owners. PBIA funds are collected from the Association members.



## DEVELOPMENT SERVICES

Development activity remains relatively strong in Olympia and is expected to remain strong in 2024. There continues to be significant interest in residential development projects within the city's urban growth area. Population growth in Thurston County is forecasted to remain at over 18% over the next ten years, driving high demand for housing - especially housing that is affordable to residents with low to moderate incomes. Single-family housing development is likely to remain relatively low in 2024. Office and retail development are expected to remain at low levels as uncertainty remains regarding remote employment trends and inflation.

The Community Planning and Development Department completed several projects in 2023 aimed at increasing incentives for residential development and rehabilitation of existing buildings. These include a sub-area plan for the Capital Mall Triangle area, a study of neighborhoods centers, reductions to parking requirements on new development, a simplified permitting process, and expansion of a multi-family tax exemption program. Additionally, zoning has been modified in recent years to expand the variety and types of housing that can be developed throughout the City, and further expansion will be completed in 2024 as required by recent state legislation.



Community Planning and Development

## HOUSING AND HOMELESSNESS RESPONSE

The need of providing safe housing for individuals continues to outpace the development of housing. The City responds to homelessness in a way that balances compassion and accountability. With the help of dedicated staff members and public funding sources, we have seen great success with the construction of new shelters, such as Quince Street Village and Franz Anderson Tiny Home Village. Our One Community Plan has also played an imperative role in allowing the City to address several different encampments, such as the Deschutes, Sleater-Kinney, and Wheeler encampments. In the past three years, 221 units were built to support low income and supportive housing. From 2024 to 2027, we are projected to build 756 units.

Housing efforts have become a City-wide priority, however, there are still many challenges the City faces due to funding uncertainty and staff well-being. As we enter the new year, the City plans on implementing the One Community Strategic Plan. The plan will identify support for the health and well-being of staff, as well as determine the best ways to leverage and prioritize City resources. The One Community Strategic Plan will continue to expand the continuum of affordable housing and temporary shelter options to address and prevent homelessness.



## CLIMATE CHANGE RESPONSE

Climate change—which manifests through both extreme events and gradual shifts in prevailing conditions—is already having profound impacts on the natural environment, built assets, public health, and quality of life in the City of Olympia and Thurston region. New and growing threats in the region include increasing temperatures, extreme heat, water scarcity, reductions in snowpack, extreme precipitation, flooding, rising seas, and wildfires.

Climate change affects everyone. However, some people and communities in Olympia will experience greater impacts due to their age, race, gender, health, where they live, or what they do for work. Rising greenhouse gas emissions will accelerate these impacts and other changes in the coming decades, affecting Olympia’s environment, economy, infrastructure, and communities. Addressing climate change includes reducing greenhouse gas emissions to limit future warming (climate mitigation), while also adapting and building community-wide resilience to the impacts that can no longer be avoided (climate adaptation).

In 2023, the Climate Program developed several new programs and policy initiatives to support the implementation of the Thurston Climate Mitigation Plan. This included launching the Energize Olympia Heat Pump Pilot Program, which resulted in nearly 70 heat pump installations for Olympia households. Olympia also adopted city-wide Electric Vehicle parking standards for new buildings and parking lots and began working to develop local building code amendments to support citywide electrification of all new buildings. In 2023, the Climate Program also began working on several new projects focused on climate preparedness and adaptation, including a city-wide Climate Risk and Vulnerability Assessment and an Urban Heat Island Mapping Assessment.

Key priorities for 2024 include facilitating the Olympia Sea Level Rise Response Collaborative, participating in the Thurston Climate Mitigation Collaborative, developing Olympia’s first Comprehensive Plan Climate Element, launching a second round of the Energize Olympia Program, and identifying budgetary needs to achieve Olympia’s 2030 and 2040 science-based greenhouse gas reduction targets.

## APPENDIX A: SUMMARY BY OPERATING FUND

Revenue (Expense)	GENERAL FUND	SPECIAL ACCT CONTROL FUND	DEV. FEE REVENUE
Taxes	\$ 70,417,510	\$ 0	\$ 0
Licensing & Permits	820,600	293,333	3,159,010
Intergovernmental	2,549,124	0	0
Charges for Service	19,692,089	1,804,190	2,290,940
Fines & Penalties	343,650	0	0
Operating Transfers In	4,280,483	289,839	2,736,992
Other Revenue	1,330,287	100,800	475
<b>Total Revenue</b>	<b>99,433,743</b>	<b>2,488,162</b>	<b>8,187,417</b>
Personnel Services	79,407,447	0	5,869,708
Supplies	2,625,415	405,500	30,720
Services	10,560,238	846,882	655,032
Intergovernmental Pmts	2,866,855	0	115,679
Capital Outlay	39,500	0	0
Interfund Pmts for Svc	12,724,462	169,485	1,638,725
<b>Total Expenditures</b>	<b>108,223,917</b>	<b>1,421,867</b>	<b>8,309,864</b>
<b>Impact to Fund Balance</b>	<b>\$ (8,790,174)</b>	<b>\$ 1,066,295</b>	<b>\$ (122,447)</b>

Revenue (Expense)	PARKING FUND	LEOFF1 OPEB TRUST FUND	WASH. CENTER RESERVE
Taxes	\$ 0	\$ 1,000,000	\$ 0
Fines & Penalties	900,000	0	0
Operating Transfers In	44,500	0	0
Other Revenue	1,247,000	20,000	5,000
<b>Total Revenue</b>	<b>2,191,500</b>	<b>1,020,000</b>	<b>5,000</b>
Personnel Services	1,006,849	0	0
Supplies	10,500	0	0
Services	267,500	1,020,000	0
Interfund Pmts for Svc	471,702	0	5,000
<b>Total Expenditures</b>	<b>1,756,551</b>	<b>1,020,000</b>	<b>5,000</b>
<b>Impact to Fund Balance</b>	<b>\$ 434,949</b>	<b>\$ 0</b>	<b>\$ 0</b>

Revenue (Expense)	WASH. CENTER MAINT.	MUNICIPAL ARTS FUND	NON-VOTED GO DEBT FUND
Taxes	\$ 0	\$ 0	\$ 2,209,284
Operating Transfers In	496,000	54,150	2,259,015
Other Revenue	0	6,510	0
<b>Total Revenue</b>	<b>496,000</b>	<b>60,660</b>	<b>4,468,299</b>
Supplies	2,000	3,250	0
Services	376,365	69,427	0
Debt Service	0	0	4,468,299
Interfund Pmts for Svc	435	427	0
<b>Total Expenditures</b>	<b>378,800</b>	<b>73,104</b>	<b>4,468,299</b>
<b>Impact to Fund Balance</b>	<b>\$ 117,200</b>	<b>\$ (12,444)</b>	<b>\$ 0</b>

Revenue (Expense)	VOTED GO DEBT FUND	MISC GOVRNM'TL DEBT FUND	DRINKING WATER UTILITY OPERATING
Taxes	\$ 1,051,850	\$ 0	\$ 0
Charges for Service	0	0	15,068,120
Other Revenue	0	0	346,000
<b>Total Revenue</b>	<b>1,051,850</b>	<b>0</b>	<b>15,414,120</b>
Personnel Services	0	0	4,204,278
Supplies	0	0	1,133,468
Services	0	0	1,326,495
Intergovernmental Pmts	0	0	2,572,725
Debt Service	1,051,850	0	0
Interfund Pmts for Svc	0	0	6,506,505
<b>Total Expenditures</b>	<b>1,051,850</b>	<b>0</b>	<b>15,743,471</b>
<b>Impact to Fund Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (329,351)</b>

Revenue (Expense)	WASTE WATER UTILITY OPERATING	WASTE RESOURCES OPERATING	STORM WATER AND SURFACE WATER OPERATING
Charges for Service	\$ 25,021,615	\$ 14,470,804	\$ 7,232,652
Operating Transfers In	0	0	164,932
Other Revenue	28,500	330,000	12,500
<b>Total Revenue</b>	<b>25,050,115</b>	<b>14,800,804</b>	<b>7,410,084</b>
Personnel Services	2,029,708	3,606,364	3,266,180
Supplies	407,077	509,363	290,336
Services	560,222	4,810,339	528,197
Intergovernmental Pmts	19,296,730	2,101,713	1,165,924
Capital Outlay	0	80,000	0
Interfund Pmts for Svc	2,722,154	4,100,318	2,174,268
<b>Total Expenditures</b>	<b>25,015,891</b>	<b>15,208,097</b>	<b>7,424,905</b>
<b>Impact to Fund Balance</b>	<b>\$ 34,224</b>	<b>\$ (407,293)</b>	<b>\$ (14,821)</b>

Revenue (Expense)	DRINKING WATER UTILITY DEBT	WASTE WATER UTILITY DEBT	STORM WATER AND SURFACE WATER DEBT
Operating Transfers In	\$ 2,323,770	\$ 537,584	\$ 123,651
<b>Total Revenue</b>	<b>2,323,770</b>	<b>537,584</b>	<b>123,651</b>
Debt Service	2,323,770	541,073	123,651
<b>Total Expenditures</b>	<b>2,323,770</b>	<b>541,073</b>	<b>123,651</b>
<b>Impact to Fund Balance</b>	<b>0</b>	<b>(3,489)</b>	<b>0</b>

Revenue (Expense)	DRINKING WATER AND SEWER BOND RESERVE FUND	EQUIPMENT RENTAL	FACILITIES
Charges for Service	\$ 0	\$ 3,216,917	\$ 0
Operating Transfers In	0	0	1,688,344
Other Revenue	0	0	2,286,797
<b>Total Revenue</b>	<b>0</b>	<b>3,216,917</b>	<b>3,975,141</b>
Personnel Services	0	881,654	1,089,728
Supplies	0	1,244,000	95,914
Services	0	158,300	926,189
Capital Outlay	0	40,000	0
Interfund Pmts for Svc	0	728,786	766,067
<b>Total Expenditures</b>	<b>0</b>	<b>3,052,740</b>	<b>2,877,898</b>
<b>Impact to Fund Balance</b>	<b>\$ 0</b>	<b>\$ 164,177</b>	<b>\$ 1,097,243</b>



## APPENDIX B: SUMMARY BY SPECIAL REVENUE FUND

Revenue (Expense)	CULTURAL ACCESS PROGRAM FUND	FARMERS MARKET FUND	HANDS ON CHILDREN'S MUSEUM FUND
Taxes	\$ 3,290,000	\$ 0	\$ 0
Intergovernmental	0	0	792,000
<b>Total Revenue</b>	<b>3,290,000</b>	<b>0</b>	<b>792,000</b>
Personnel Services	253,762	0	0
Supplies	2,950	0	0
Services	2,740,700	0	21,870
Interfund Pmts for Svc	9,851	0	480,349
<b>Total Expenditures</b>	<b>3,007,263</b>	<b>0</b>	<b>502,219</b>
<b>Impact to Fund Balance</b>	<b>\$ 282,737</b>	<b>\$ 0</b>	<b>\$ 289,781</b>

Revenue (Expense)	HOME FUND	HUD FUND	LODGING TAX FUND
Taxes	\$ 1,778,366	\$ 0	\$ 1,148,000
Intergovernmental	2,422,500	363,000	0
Other Revenue	1,400,000	325,000	0
<b>Total Revenue</b>	<b>5,600,866</b>	<b>688,000</b>	<b>1,148,000</b>
Personnel Services	462,576	0	0
Supplies	10,391	700	0
Services	4,116,750	278,500	0
Interfund Pmts for Svc	26,785	15,347	496,787
<b>Total Expenditures</b>	<b>4,616,502</b>	<b>294,547</b>	<b>496,787</b>
<b>Impact to Fund Balance</b>	<b>\$ 984,364</b>	<b>\$ 393,453</b>	<b>\$ 651,213</b>



Revenue (Expense)	PARKING BUSINESS IMRPOVEMENT AREA
Other Revenue	97,700
<b>Total Revenue</b>	<b>97,700</b>
Personnel Services	0
Supplies	5,400
Services	51,100
Intergovernmental Pmts	0
Capital Outlay	0
Debt Service	0
Interfund Pmts for Svc	43,649
<b>Total Expenditures</b>	<b>100,149</b>
<b>Impact to Fund Balance</b>	<b>\$ (2,449)</b>

## APPENDIX C: GENERAL FUND DETAIL BY DEPARTMENT

	CITY COUNCIL	CITY MANAGER'S OFFICE	FINANCE DEPARTMENT	FIRE DEPARTMENT
Personnel Services	\$ 208,064	\$ 563,664	\$ 3,201,203	\$ 22,933,007
Supplies	10,550	7,650	43,430	1,071,475
Services	383,237	156,834	700,040	1,216,321
Intergovernmental	0	0	0	6,400
Capital Outlay	0	0	0	15,000
Interfund Payments	20,396	60,946	210,421	1,465,628
<b>Total Expenditures</b>	<b>\$ 622,247</b>	<b>\$ 789,094</b>	<b>\$ 4,155,094</b>	<b>\$ 26,707,831</b>

	LEGAL DEPARTMENT	MUNICIPAL COURT	OFFICE OF COMMUNITY VITALITY	OFFICE OF STRATEGIC INITIATIVES
Personnel Services	\$ 1,888,503	\$ 2,072,616	\$ 2,233,704	\$ 6,318,314
Supplies	13,600	21,095	12,860	31,200
Services	100,759	230,779	1,177,033	1,475,050
Intergovernmental	0	0	0	0
Capital Outlay	0	0	0	0
Interfund Payments	94,272	110,704	125,550	408,616
<b>Total Expenditures</b>	<b>\$ 2,097,134</b>	<b>\$ 2,435,194</b>	<b>\$ 3,549,147</b>	<b>\$ 8,233,180</b>

	PARKS, ARTS, AND RECREATION	POLICE DEPARTMENT	PUBLIC WORKS DEPARTMENT	STRATEGIC COMMUNICATIONS
Personnel Services	\$ 8,972,590	\$ 20,381,382	\$ 9,369,236	\$ 1,025,164
Supplies	450,422	387,971	575,162	0
Services	2,245,264	1,560,084	935,847	212,230
Intergovernmental	54,100	1,981,802	320	0
Capital Outlay	24,500	0	0	0
Interfund Payments	1,343,710	2,320,063	2,317,863	55,400
<b>Total Expenditures</b>	<b>\$ 13,090,586</b>	<b>\$ 26,631,302</b>	<b>\$ 13,198,428</b>	<b>\$ 1,292,794</b>

	NON-DEPARTMENTAL
Personnel Services	\$ 240,000
Supplies	0
Services	166,760
Intergovernmental	824,233
Capital Outlay	0
Interfund Payments	4,190,893
<b>Total Expenditures</b>	<b>\$ 5,421,886</b>

## APPENDIX D: ILA AGREEMENT WITH OMPD

Updated:	09/01/2023	Budget	Estimate	2024-2023	
		2023	2024	Variance	
<b>Property Tax</b>					
Property Tax		13,656,827	13,952,377	295,550	2.16 %
<b>Sales Tax</b>					
Local Retail Sales and Use Tax		25,100,000	28,000,000	2,900,000	11.55 %
<b>B&amp;O Tax</b>					
Business and Occupation Taxes		7,900,000	8,055,000	155,000	1.96 %
B&O Tax Refunds		0	0	0	0
Admissions Tax		220,000	219,000	(1,000)	(0.45)%
<i>Subtotal B&amp;O Tax:</i>		8,120,000	8,274,000	154,000	1.90 %
<b>Private Utility Tax</b>					
Private B&O Taxes on Electric		2,700,000	2,913,000	213,000	7.89 %
Private B&O Taxes on Electric (0.5% for Parks and Bike)		300,000	323,667	23,667	7.89 %
Private B&O Taxes on Gas		750,000	871,000	121,000	16.13 %
Private B&O Taxes on Gas (0.5% for Parks and Bike)		83,333	96,778	13,445	16.13 %
Private B&O Taxes on Garbage		3,200	2,900	(300)	(9.38)%
Private B&O Taxes on Telephone		880,000	996,000	116,000	13.18 %
Private B&O Taxes on Telephone (0.5% for Parks and Bike)		98,000	110,667	12,667	12.93 %
Private B&O Taxes on Telegraph		0	0	0	0
<i>Subtotal Private Utility Tax:</i>		4,814,533	5,314,012	499,479	10.37 %
<b>Public Utility Tax (City's Utilities)</b>					
Other Government B&O Taxes on Water		4,700	5,000	300	6.38 %
Other Government B&O Taxes on Sewer		2,800	3,500	700	25.00 %
Public or Interfund B&O Taxes on Garbage		1,720,000	1,725,000	5,000	0.29 %
Interfund B&O Taxes on Sewer		2,900,000	2,750,000	(150,000)	(5.17)%
Public or Interfund B&O Taxes on Storm Drainage		790,000	819,000	29,000	3.67 %
Interfund B&O Taxes on Water		1,850,000	1,830,000	(20,000)	(1.08)%
<i>Subtotal Public Utility Tax (City's Utilities)</i>		7,267,500	7,132,500	(135,000)	(1.86)%
<i>Subtotal Public Total Utility Tax</i>		12,082,033	12,446,512	364,479	3.02 %
Total Taxes to be considered:		58,958,860	62,672,889	3,714,029	6.30 %
<b>11% of the designated Taxes to be contributed to PARD:</b>		<b>6,485,475</b>	<b>6,894,018</b>	<b>408,543</b>	<b>6.30 %</b>

# APPENDIX E: HISTORICAL BUDGET, ACTUAL AND FTE COUNT BY DEPARTMENT

## GENERAL FUND

### City Manager's Office - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses and Permits	875	1,075	500	500	0
Intergovernmental Revenues	2,888,172	597,885	302,894	65,000	(237,894)
Charges for Goods and Services	2,052,671	2,273,254	2,472,946	4,183,436	1,710,490
Fines and Penalties	0	0	0	0	0
Miscellaneous Revenues	1,595	23,155	720	720	0
General Fund Contribution	12,669,297	16,848,788	13,981,462	14,573,705	592,243
<b>Total Funding</b>	<b>\$17,612,610</b>	<b>\$19,744,156</b>	<b>\$16,758,522</b>	<b>\$18,823,361</b>	<b>\$2,064,839</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
City Council	\$270,872	\$349,993	\$298,611	\$622,247	\$323,636
Executive Office	6,316,828	7,524,006	6,536,119	6,210,980	(325,139)
Office of Community Vitality	1,971,757	2,266,296	2,336,493	2,931,954	595,461
Office of Strategic Initiatives	9,053,152	9,603,862	7,587,299	9,058,180	1,470,881
<b>Total Expenditures</b>	<b>\$17,612,610</b>	<b>\$19,744,156</b>	<b>\$16,758,522</b>	<b>\$18,823,361</b>	<b>\$2,064,839</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$6,186,324	\$7,258,547	\$8,987,784	\$8,909,871	\$(77,913)
Supplies	275,818	415,523	55,960	461,760	405,800
Services	5,161,638	6,094,418	3,110,246	3,775,814	665,568
Intergovernmental Payments	5,769,240	5,623,242	4,196,493	824,233	(3,372,260)
Interfund Payments	219,589	352,427	408,039	4,851,683	4,443,644
<b>Total Expenditures</b>	<b>\$17,612,610</b>	<b>\$19,744,156</b>	<b>\$16,758,522</b>	<b>\$18,823,361</b>	<b>\$2,064,839</b>

### City Council - Legislative Office

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$211,541	\$7,513	\$231,814	\$208,064	\$(23,750)
Supplies	8,270	27,390	10,550	10,550	0
Services	43,010	239,180	39,237	383,237	344,000
Interfund Payments	8,050	75,910	17,010	20,396	3,386
<b>Total Expenditures</b>	<b>\$270,872</b>	<b>\$349,993</b>	<b>\$298,611</b>	<b>\$622,247</b>	<b>\$323,636</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Council Member	5.00	5.00	5.00	5.00	0.00
Mayor	1.00	1.00	1.00	1.00	0.00
Mayor Pro-Tem	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

### City Manager's Office - Executive Office

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$389,700	\$462,294	\$1,528,187	\$803,664	\$(724,523)
Supplies	5,900	11,783	7,650	7,650	0
Services	1,467,747	1,342,772	705,295	323,594	(381,701)
Intergovernmental/Transfers Out	4,375,203	5,617,812	4,196,493	824,233	(3,372,260)
Interfund Payments for Services	78,278	89,345	98,494	4,251,839	4,153,345
<b>Total Expenditures</b>	<b>\$6,316,828</b>	<b>\$7,524,006</b>	<b>\$6,536,119</b>	<b>\$6,210,980</b>	<b>\$(325,139)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant to the City Manager	0.00	1.00	1.00	1.00	0.00
City Manager	1.00	1.00	1.00	1.00	0.00
Executive Assistant	1.00	0.00	0.00	0.00	0.00
Executive Services Assistant	0.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

## Office of Community Vitality - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Taxes	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenues	1,948,440	273,974	249,460	65,000	(184,460)
Charges for Goods and Services	0	0	399,425	399,425	0
General Fund Contribution	23,317	1,992,322	1,739,934	2,467,529	727,595
<b>Total Funding</b>	<b>\$1,971,757</b>	<b>\$2,266,296</b>	<b>\$2,388,819</b>	<b>\$2,931,954</b>	<b>\$543,135</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant City Manager's Office	\$224,141	\$284,781	\$262,245	\$289,085	\$26,840
Economic Development	1,078,393	1,096,409	795,499	749,326	(46,173)
Climate Program	152,071	231,620	648,169	704,671	56,502
Public Defense	517,151	625,630	630,580	853,383	222,803
Downtown Ambassadors	152,071	231,620	648,169	335,489	(312,680)
<b>Total Expenditures</b>	<b>\$2,123,828</b>	<b>\$2,470,060</b>	<b>\$2,984,662</b>	<b>\$2,931,954</b>	<b>\$(52,708)</b>

Note: Cultural Access Program (Inspire Olympia) is reported in a separate fund in a section below.

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$530,212	\$1,183,810	\$1,837,875	\$1,579,829	-\$258,046
Supplies	3,871	13,985	22,960	12,360	(10,600)
Services	1,423,950	1,044,709	1,061,834	1,168,933	107,099
Interfund Payments	13,724	23,792	61,993	170,832	108,839
<b>Total Expenditures</b>	<b>\$2,123,828</b>	<b>\$2,470,060</b>	<b>\$2,984,662</b>	<b>\$2,931,954</b>	<b>\$(52,708)</b>

### Office of Community Vitality - Administration

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$222,113	\$282,563	\$252,420	\$270,235	\$17,815
Supplies	155	0	0	0	0
Services	1,873	1,400	0	0	0
Interfund Payments	0	818	9,825	18,850	9,025
Total Expenditures	\$224,141	\$284,781	\$262,245	\$289,085	\$26,840

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant City Manager	1.00	1.00	1.00	1.00	0.00
Total	1.00	1.00	1.00	1.00	0.00

### Office of Community Vitality - Climate Program

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$120,206	\$145,029	\$420,233	\$472,384	\$52,151
Supplies	1,151	4,537	10,700	8,200	(2,500)
Services	29,874	81,236	208,170	200,670	(7,500)
Interfund Payments	840	818	9,066	23,417	14,351
Total Expenditures	\$152,071	\$231,620	\$648,169	\$704,671	\$56,502

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Climate Program Manager	1.00	1.00	1.00	1.00	0.00
Building and Energy Program Manager	0.00	0.00	1.00	1.00	0.00
Program Specialist	0.00	0.00	1.00	1.00	0.00
Total	1.00	1.00	3.00	3.00	0.00

## Office of Community Vitality - Economic Development

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$311,881	\$566,154	\$562,129	\$427,080	\$(135,049)
Supplies	2,566	5,359	820	3,300	2,480
Services	755,861	508,947	208,810	201,830	(6,980)
Interfund Payments	8,086	15,949	23,740	117,116	93,376
Total Expenditures	\$1,078,393	\$1,096,409	\$795,499	\$749,326	\$(46,173)

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Downtown Ambassador	2.00	2.00	2.00	2.00	0.00
Economic Development Director	1.00	1.00	1.00	1.00	0.00
Program Assistant	0.25	0.00	0.00	0.00	0.00
Program Specialist	0.00	0.25	0.25	0.25	0.00
Program & Planning Supervisor	0.00	0.00	1.00	1.00	0.00
Supervisor II	1.00	1.00	0.00	0.00	0.00
Total	4.25	4.25	4.25	4.25	0.00

## Office of Community Vitality - Public Defense

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	-\$123,988	\$166,270	\$182,860	\$187,141	\$4,281
Supplies	0	27	740	740	0
Services	636,342	453,126	436,684	654,053	217,369
Interfund Payments	4,798	6,207	10,296	11,449	1,153
Total Expenditures	\$517,151	\$625,630	\$630,580	\$853,383	\$222,803

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Public Defense Coordinator	1.00	1.00	1.00	1.00	0.00
Social Svcs Wrk - Project Funded	0.40	0.40	0.40	0.28	-0.12
Total	1.40	1.40	1.40	1.28	-0.12



## Office of Strategic Initiatives - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	875	1,075	500	500	\$0
Intergovernmental Revenues	23,434	23,434	23,434	0	(23,434)
Charges for Goods and Services	1,514,299	1,705,390	1,899,595	3,512,238	1,612,643
Miscellaneous Revenues	1,595	660	720	720	0
General Fund Contribution	7,512,950	7,873,303	5,663,050	5,544,722	(118,328)
<b>Total Funding</b>	<b>\$9,053,152</b>	<b>\$9,603,862</b>	<b>\$7,587,299</b>	<b>\$9,058,180</b>	<b>\$1,470,881</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administration/Executive	\$643,115	\$696,775	\$756,939	\$691,964	\$(64,975)
External DEI	0	313,066	353,165	365,029	11,864
Internal DEI	318,933	274,209	218,535	220,530	1,995
Human Resources	1,101,227	1,046,990	974,326	1,277,739	303,413
Information Services	6,470,176	6,978,167	4,421,346	5,485,123	1,063,777
Office of Performance and Innovation	369,464	397,496	299,322	429,623	130,301
City Clerk/Records	469,170	484,434	563,667	588,172	24,505
<b>Total Expenditures</b>	<b>\$9,053,152</b>	<b>\$9,603,862</b>	<b>\$7,587,299</b>	<b>\$9,058,180</b>	<b>\$1,470,881</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$5,054,870	\$5,604,930	\$5,810,141	\$6,318,314	\$508,173
Supplies	257,777	362,365	25,500	431,200	405,700
Services	2,226,931	3,467,757	1,512,050	1,900,050	388,000
Intergovernmental	1,394,036	5,430	0	0	0
Interfund Payments for Services	119,537	163,380	239,608	408,616	169,008
<b>Total Expenditures</b>	<b>\$9,053,152</b>	<b>\$9,603,862</b>	<b>\$7,587,299</b>	<b>\$9,058,180</b>	<b>\$1,470,881</b>

## Office of Strategic Initiatives - Administration

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$417,349	\$573,876	\$633,813	\$397,791	\$(236,022)
Supplies	32,586	4,995	5,300	5,200	(100)
Services	174,828	94,561	445,303	253,053	(192,250)
Intergovernmental	4,580	3,535	0	0	0
Interfund Payments for Services	13,772	19,807	25,688	35,920	10,232
<b>Total Expenditures</b>	<b>\$643,115</b>	<b>\$696,775</b>	<b>\$1,110,104</b>	<b>\$691,964</b>	<b>\$(418,140)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant City Manager	1.00	1.00	1.00	1.00	0.00
Diversity Equity Inclusion Manager	0.00	1.00	1.00	1.00	0.00
Human Resources Analyst, Senior	0.00	1.00	0.00	1.00	1.00
Program Assistant	1.00	0.00	1.00	0.00	-1.00
Senior Program Specialist	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## OSI - City Clerk Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$419,243	\$439,023	\$497,096	\$514,431	\$17,335
Supplies	277	378	800	800	0
Services	38,855	30,846	44,450	44,450	0
Interfund Payments for Services	10,794	14,187	21,321	28,491	7,170
<b>Total Expenditures</b>	<b>\$469,170</b>	<b>\$484,434</b>	<b>\$563,667</b>	<b>\$588,172</b>	<b>\$24,505</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
City Clerk	1.00	1.00	1.00	1.00	0.00
Contracts & Procurement Manager	0.00	1.00	0.00	0.00	0.00
Procurement & Contract Program Administrator	0.00	0.00	1.00	1.00	0.00
Contracts & Procurement Specialist	1.00	0.00	0.00	0.00	0.00
Information Specialist	2.00	2.00	2.00	2.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## OSI - External Diversity, Equity and Inclusion

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$0	\$313,066	\$265,816	\$181,504	\$(84,312)
Services	0	0	77,000	177,000	100,000
Interfund Payments	0	0	10,349	6,525	(3,824)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$313,066</b>	<b>\$353,165</b>	<b>\$365,029</b>	<b>\$11,864</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Diversity Equity Inclusion Manager	0.00	1.00	1.00	1.00	0.00
Program Assistant	0.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

## OSI - Human Resources

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$969,083	\$896,677	\$1,023,905	\$1,126,654	\$102,749
Supplies	3,302	6,770	3,200	3,200	0
Services	108,690	111,289	124,351	81,800	(42,551)
Interfund Payments for Services	20,152	32,253	41,405	66,085	24,680
<b>Total Expenditures</b>	<b>\$1,101,227</b>	<b>\$1,046,990</b>	<b>\$1,192,861</b>	<b>\$1,277,739</b>	<b>\$84,878</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Human Resource Director	1.00	1.00	1.00	1.00	0.00
Deputy Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst	2.00	2.00	2.00	2.00	0.00
Human Resources Analyst, Senior	4.00	3.00	3.00	2.00	-1.00
Human Resource Analyst - Project	0.00	1.00	1.00	0.00	-1.00
Office Specialist I	0.25	0.25	0.50	0.50	0.00
Program Assistant	0.00	0.00	0.00	1.00	1.00
<b>Total</b>	<b>7.25</b>	<b>7.25</b>	<b>7.50</b>	<b>7.50</b>	<b>0.00</b>

OSI - Internal Diversity, Equity and Inclusion

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$241,182	\$153,021	\$174,732	\$177,122	\$2,390
Services	77,751	119,551	42,551	42,551	0
Interfund Payments	0	1,637	1,252	857	(395)
Total Expenditures	318,933	274,209	218,535	220,530	1,995

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Human Resources Analyst,Senior	1.00	1.00	1.00	1.00	0.00
Human Resources Analyst	1.00	1.00	1.00	1.00	0.00
Total	2.00	2.00	2.00	2.00	0.00

## OSI - Information Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$2,988,380	\$3,411,570	\$3,374,044	\$3,513,970	\$139,926
Supplies	218,367	348,613	16,200	422,000	405,800
Services	1,799,976	3,121,147	892,564	1,295,814	403,250
Intergovernmental	1,389,456	1,895	0	0	0
Interfund Payments for Services	73,997	94,942	138,538	253,339	114,801
Total Expenditures	\$6,470,176	\$6,978,167	\$4,421,346	\$5,485,123	\$1,063,777

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Chief Information Officer	0.00	1.00	0.00	0.00	0.00
Information Technology Director	0.00	0.00	1.00	1.00	0.00
Computer Systems Technician	3.00	3.00	3.00	3.00	0.00
Digital Solutions Manager	0.00	1.00	1.00	1.00	0.00
Enterprise Data Architect	1.00	1.00	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00	1.00	0.00
GIS Analyst	0.00	0.00	1.00	1.00	0.00
GIS Bus Manager - Project	0.00	0.00	1.00	1.00	0.00
Infrastructure Manager	0.00	1.00	1.00	1.00	0.00
IT Asset Management Specialist	1.00	1.00	1.00	1.00	0.00
IT Support Specialist	1.00	1.00	1.00	1.00	0.00
Line of Business Director	1.00	0.00	0.00	0.00	0.00
Network Analyst	5.00	5.00	5.00	5.00	0.00
Service Desk Administrator	1.00	1.00	1.00	1.00	0.00
Supervisor IV	2.00	0.00	0.00	0.00	0.00
Sys. & Appl. Specialist	5.00	5.00	3.00	2.00	-1.00
Enterprise Applications Administrator	0.00	0.00	1.00	2.00	1.00
Total	21.00	21.00	22.00	22.00	0.00

## OSI - Office of Performance and Innovation

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$260,815	\$283,783	\$281,284	\$406,842	\$125,558
Supplies	3,245	1,609	0	0	0
Services	104,582	109,914	5,382	5,382	0
Interfund Payments for Services	822	2,191	12,656	17,399	4,743
Total Expenditures	\$369,464	\$397,496	\$299,322	\$429,623	\$130,301

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Performance Mgmt Specialist	1.00	1.00	1.00	1.00	0.00
Performance Mgmt Specialist - Project	0.00	1.00	1.00	1.00	0.00
Strategic Planning & Performance Manager	1.00	1.00	1.00	1.00	0.00
Total	2.00	3.00	3.00	3.00	0.00

## Finance - Department Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Charges for Goods and Services	\$1,376,327	\$1,326,864	\$1,979,073	\$1,879,073	\$(100,000)
Fines and Penalties	(1,309)	180,751	180,000	190,000	10,000
Miscellaneous Revenues	32,458	32,745	7,000	7,000	0
General Fund Contribution	1,454,548	1,506,652	1,395,039	2,079,021	683,982
Total Funding	\$2,862,024	\$3,047,012	\$3,561,112	\$4,155,094	\$593,982

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Billing and Collections	\$906,281	\$904,190	\$1,058,643	\$1,234,958	\$176,315
Accounting and Budgeting	1,955,742	2,142,822	\$2,502,469	\$2,920,136	\$417,667
Total Expenditures	\$2,862,024	\$3,047,012	\$3,561,112	\$4,155,094	\$593,982

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$2,200,702	\$2,394,225	\$2,803,293	\$3,201,203	\$397,910
Supplies	30,572	35,771	48,430	43,430	(5,000)
Services	573,603	541,863	592,040	700,040	108,000
Intergovernmental	1,010	0	0	0	0
Interfund Payments for Services	56,138	75,152	117,349	210,421	93,072
Total Expenditures	\$2,862,024	\$3,047,012	\$3,561,112	\$4,155,094	\$593,982

Finance - Fiscal Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,634,021	\$1,831,311	\$2,051,374	\$2,389,059	\$337,685
Supplies	18,531	28,665	34,000	34,000	0
Services	260,744	226,100	328,012	336,012	8,000
Interfund Payments for Services	42,446	56,746	89,083	161,065	71,982
<b>Total Expenditures</b>	<b>\$1,955,742</b>	<b>\$2,142,822</b>	<b>\$2,502,469</b>	<b>\$2,920,136</b>	<b>\$417,667</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
ACCOUNTANT	5.00	6.00	6.00	6.00	0.00
ACCOUNTANT, SENIOR (Project)	0.00	1.00	1.00	1.00	0.00
ACCOUNTING MANAGER	2.34	2.34	3.34	3.34	0.00
ACCOUNTING TECHNICIAN	2.50	2.50	0.50	0.50	0.00
ACCOUNTING TECHNICIAN II	0.00	0.00	2.00	2.00	0.00
BUDGET / FINANCIAL ANALYST	1.00	1.00	2.00	2.00	0.00
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	0.00
PAYROLL SPECIALIST	1.00	1.00	1.00	1.00	0.00
PROGRAM ASSISTANT	1.00	1.00	1.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>14.84</b>	<b>16.84</b>	<b>18.84</b>	<b>18.84</b>	<b>0.00</b>

Finance - Billing, Collections, Taxes, and Licensing

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$566,680	\$562,915	\$751,919	\$812,144	\$60,225
Supplies	12,041	7,106	14,430	9,430	(5,000)
Services	312,859	315,763	264,028	364,028	100,000
Intergovernmental	1,010	0	0	0	0
Interfund Payments for Services	13,692	18,406	28,266	49,356	21,090
<b>Total Expenditures</b>	<b>\$906,281</b>	<b>\$904,190</b>	<b>\$1,058,643</b>	<b>\$1,234,958</b>	<b>\$176,315</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
ACCOUNTING MANAGER	0.66	0.66	0.66	0.66	0.00
ACCOUNTING TECHNICIAN	2.50	2.50	2.50	2.50	0.00
ACCOUNTING TECHNICIAN II	0.00	0.00	1.00	1.00	0.00
BILLING SPECIALIST	2.00	2.00	1.00	1.00	0.00
SENIOR BILLING SPECIALIST	0.00	0.00	1.00	1.00	0.00
OFFICE SPECIALIST I	0.25	0.25	0.25	0.25	0.00
<b>Total</b>	<b>5.41</b>	<b>5.41</b>	<b>6.41</b>	<b>6.41</b>	<b>0.00</b>



## Legal - Department Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Charges for Goods and Services	201,484	208,318	226,495	226,495	0
Fines and Penalties	3,656	3,044	3,650	3,000	(650)
Miscellaneous Revenues	35	0	0	0	0
General Fund Contribution	1,326,429	1,420,791	1,546,696	1,867,639	320,943
<b>Total Funding</b>	<b>\$1,531,604</b>	<b>\$1,632,153</b>	<b>\$1,776,841</b>	<b>\$2,097,134</b>	<b>\$320,293</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Victim Assistance	\$101,697	\$107,439	\$112,290	\$135,862	\$23,572
General Counsel	863,229	891,289	938,887	1,157,143	218,256
Prosecution	566,678	633,426	725,664	804,129	78,465
<b>Total Expenditures</b>	<b>\$1,531,604</b>	<b>\$1,632,153</b>	<b>\$1,776,841</b>	<b>\$2,097,134</b>	<b>\$320,293</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,407,506	\$1,523,047	\$1,644,151	\$1,888,503	\$244,352
Supplies	8,164	4,838	8,100	13,600	5,500
Services	78,846	57,338	56,356	100,759	44,403
Intergovernmental	0	4,545	6,792	0	(6,792)
Interfund Payments for Services	37,088	42,386	61,442	94,272	32,830
<b>Total Expenditures</b>	<b>\$1,531,604</b>	<b>\$1,632,153</b>	<b>\$1,776,841</b>	<b>\$2,097,134</b>	<b>\$320,293</b>

## Legal - General Counsel Division

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	772,768	801,605	835,312	1,007,241	171,929
Supplies	3,697	2,142	5,000	10,500	5,500
Services	49,677	45,973	37,977	80,880	42,903
Interfund Payments for Services	37,088	41,568	60,598	58,522	(2,076)
Total Expenditures	863,229	891,289	938,887	1,157,143	218,256

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
City Attorney	1.00	1.00	1.00	1.00	0.00
Deputy City Attorney	2.00	2.00	2.00	2.00	0.00
Paralegal I	1.00	1.00	1.00	1.50	0.50
Paralegal II	1.00	1.00	1.00	1.00	0.00
Total	5.00	5.00	5.00	5.50	0.50

## Legal - Prosecution Division

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	535,851	616,757	701,522	754,285	52,763
Supplies	3,928	2,308	1,500	1,500	0
Services	26,899	9,815	15,850	17,350	1,500
Intergovernmental	0	4,545	6,792	0	(6,792)
Interfund Payments for Services	0	0	0	30,994	30,994
Total Expenditures	566,678	633,426	725,664	804,129	78,465

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant Prosecutor I	1.00	1.00	1.00	1.00	0.00
Assistant Prosecutor II	1.00	1.00	1.00	1.00	0.00
Chief Prosecutor	1.00	1.00	1.00	1.00	0.00
Paralegal I	1.00	1.00	1.00	1.50	(0.50)
Program Assistant	1.00	1.00	1.00	1.00	0.00
Total	5.00	5.00	5.00	5.50	(0.50)

## Legal - Victim Assistance

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	98,887	104,684	107,317	126,977	\$ 19,660
Supplies	540	388	1,600	1,600	—
Services	2,270	1,549	2,529	2,529	—
Intergovernmental	—	—	—	—	—
Total Expenditures	101,697	107,439	112,290	135,862	\$ 23,572

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Victim Assist. Coord.	1.00	1.00	1.00	1.00	0.00
Total	1.00	1.00	1.00	1.00	0.00

## Municipal Court - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	69,819	123,223	21,520	21,520	0
Charges for Goods and Services	197,725	225,560	200,500	117,000	(83,500)
Miscellaneous Revenues	0	10	0	0	0
General Fund Contribution	1,746,685	1,746,771	2,054,259	2,099,924	45,665
Total Funding	\$2,014,229	\$2,095,563	\$2,276,279	\$2,238,444	\$(37,835)

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Court Services	\$1,218,048	\$1,226,309	\$1,347,781	\$1,497,149	\$149,368
Community Court	104,437	191,851	122,168	177,604	55,436
Probation/Day Reporting	691,743	677,402	806,330	563,691	(242,639)
Total Expenditures	\$2,014,229	\$2,095,563	\$2,276,279	\$2,238,444	\$(37,835)

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,715,227	\$1,792,743	\$1,927,891	\$1,902,306	\$(25,585)
Supplies	27,003	13,045	21,095	18,470	(2,625)
Services	212,659	221,942	230,779	224,579	(6,200)
Interfund Payments for Services	59,339	67,833	96,514	93,089	(3,425)
Total Expenditures	\$2,014,229	\$2,095,563	\$2,276,279	\$2,238,444	\$(37,835)

### Municipal Court - Court Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,044,663	\$1,083,509	\$1,163,232	\$1,306,122	\$142,890
Supplies	21,201	5,286	8,800	8,800	0
Services	127,239	103,759	123,788	123,788	0
Interfund Payments for Services	24,946	33,756	51,961	58,439	6,478
<b>Total Expenditures</b>	<b>\$1,218,048</b>	<b>\$1,226,309</b>	<b>\$1,347,781</b>	<b>\$1,497,149</b>	<b>\$149,368</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Court Operations Supervisor	1.00	0.00	1.00	1.00	—
Municipal Court Judge	1.00	1.00	1.00	1.00	—
Oly Municipal Court Director	1.00	1.00	1.00	1.00	—
Office Specialist II	1.00	0.00	0.00	—	—
Office Specialist III	4.00	0.00	0.00	—	—
Program Assistant	0.00	4.00	4.00	4.50	0.50
Program Specialist	0.00	1.00	1.00	1.00	—
Supervisor II	0.00	1.00	0.00	—	—
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.50</b>	<b>0.50</b>

### Court Services - Community Court

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$57,461	\$129,749	\$75,753	\$131,434	\$55,681
Supplies	1,048	2,235	1,670	1,670	0
Services	40,558	58,428	41,070	41,070	0
Interfund Payments for Services	5,370	1,440	3,675	3,430	(245)
<b>Total Expenditures</b>	<b>\$104,437</b>	<b>\$191,851</b>	<b>\$122,168</b>	<b>\$177,604</b>	<b>\$55,436</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Case Manager	0.75	0.75	0.75	1.19	0.44
<b>Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>1.19</b>	<b>0.44</b>

## Court Services - Probation/Day Reporting

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$613,103	\$579,485	\$688,906	\$464,750	\$(224,156)
Supplies	4,754	5,525	10,625	8,000	(2,625)
Services	44,863	59,754	65,921	59,721	(6,200)
Intergovernmental	0	0	0	0	0
Interfund Payments for Services	29,023	32,637	40,878	31,220	(9,658)
<b>Total Expenditures</b>	<b>\$691,743</b>	<b>\$677,402</b>	<b>\$806,330</b>	<b>\$563,691</b>	<b>\$(242,639)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Jail Alternatives Officer	0.50	1.00	1.00	1.00	0.00
Office Specialist III	1.00	0.00	0.00	0.00	0.00
Program Assistant	0.00	0.50	0.50	0.00	-0.50
Program Manager	1.00	1.00	1.00	1.00	0.00
Senior Program Specialist - RPN	0.25	0.25	0.25	0.25	0.00
Probation Officer II	2.00	2.00	2.00	2.00	0.00
Probation Work Crew Leader	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>	<b>5.25</b>	<b>-0.50</b>

## Parks, Arts and Recreation - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	\$6,244	\$9,103	\$9,000	\$9,500	\$500
Intergovernmental Revenues	2,740,188	3,143,784	3,768,185	3,596,208	(171,977)
Charges for Goods and Services	1,267,435	1,552,665	1,764,502	2,005,470	240,968
Miscellaneous Revenues	251,383	358,827	258,790	393,100	134,310
General Fund Contribution	5,474,112	5,901,561	6,505,248	7,177,612	672,364
<b>Total Funding</b>	<b>\$9,739,362</b>	<b>\$10,965,941</b>	<b>\$12,513,930</b>	<b>\$13,181,890</b>	<b>\$667,960</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administration	1,029,848	1,439,155	1,676,772	2,142,057	465,285
Arts & Events	264,715	464,497	284,430	177,722	(106,708)
Armory Creative Campus	0	0	372,895	382,426	9,531
Art Operations	\$0	\$0	\$210,405	\$233,580	\$23,175
Facility Operations	1,314,362	1,421,574	1,746,351	1,444,538	(301,813)
Maint & Ops	4,181,735	4,493,642	4,886,526	5,025,992	139,466
Stewardship	701,876	683,356	821,043	847,484	26,441
Planning	738,665	767,260	843,533	906,660	63,127
Recreation	1,508,162	1,696,457	1,671,974	2,021,431	349,457
<b>Total Expenditures</b>	<b>\$9,739,362</b>	<b>\$10,965,941</b>	<b>\$12,513,930</b>	<b>\$13,181,890</b>	<b>\$667,960</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$6,861,108	\$7,737,902	\$8,620,867	\$8,972,590	\$351,723
Supplies	424,949	437,961	448,284	453,672	5,388
Services	1,558,379	1,741,925	2,128,043	2,357,391	229,348
Capital Outlay	71,495	52,407	38,784	0	(38,784)
Intergovernmental Payments	33,746	117,668	116,810	54,100	(62,710)
Interfund Payments	789,685	878,078	1,161,142	1,344,137	182,995
<b>Total Expenditures</b>	<b>\$9,739,362</b>	<b>\$10,965,941</b>	<b>\$12,513,930</b>	<b>\$13,181,890</b>	<b>\$667,960</b>

## Parks Administration

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Miscellaneous Revenues	\$0	\$0	\$40	\$0	\$(40)
General Fund Contribution	1,029,847	1,439,150	1,676,732	2,127,017	450,285
<b>Total Funding</b>	<b>\$1,029,848</b>	<b>\$1,439,155</b>	<b>\$1,676,772</b>	<b>\$2,142,057</b>	<b>\$465,285</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$562,662	\$736,398	\$768,425	\$1,227,752	\$459,327
Supplies	6,727	9,870	7,900	13,950	6,050
Services	187,500	286,900	345,143	276,162	(68,981)
Capital Outlay	0	0	0	0	0
Intergovernmental	507	97,860	58,230	13,730	(44,500)
Interfund Payments for Services	272,451	308,127	497,074	610,463	113,389
<b>Total Expenditures</b>	<b>\$1,029,848</b>	<b>\$1,439,155</b>	<b>\$1,676,772</b>	<b>\$2,142,057</b>	<b>\$465,285</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Director of Parks Plan & Maint	1.00	1.00	1.00	1.00	0.00
Director of Rec Art & Facility	1.00	1.00	1.00	1.00	0.00
Lead Worker - AFSCME	0.00	1.00	0.00	0.00	0.00
Parks Arts & Rec Director	1.00	1.00	1.00	1.00	0.00
Senior Program Specialist	0.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>3.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-1.00</b>

## Parks Arts and Events

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$73,362	\$82,850	\$382,038	\$95,943	\$(286,095)
Charges for Goods and Services	16,903	56,265	37,120	10,000	(27,120)
Miscellaneous Revenues	8,500	9,908	8,000	8,000	0
General Fund Contribution	165,951	315,474	(142,728)	63,779	206,507
<b>Total Funding</b>	<b>\$264,715</b>	<b>\$464,497</b>	<b>\$284,430</b>	<b>\$177,722</b>	<b>\$(106,708)</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$227,641	\$355,149	\$238,987	\$130,702	\$(108,285)
Supplies	2,044	37,410	1,170	1,170	0
Services	29,355	60,771	27,122	26,985	(137)
Capital Outlay	0	5,453	0	0	0
Intergovernmental	61	0	0	0	0
Interfund Payments for Services	5,615	5,713	17,151	18,865	1,714
<b>Total Expenditures</b>	<b>\$264,715</b>	<b>\$464,497</b>	<b>\$284,430</b>	<b>\$177,722</b>	<b>\$(106,708)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Program Specialist	0.75	1.00	1.00	0.75	-0.25
<b>Total</b>	<b>1.75</b>	<b>2.00</b>	<b>1.00</b>	<b>0.75</b>	<b>-0.25</b>



Parks Armory Creative Campus

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$0	\$0	\$60,412	\$300,563	\$240,151
Charges for Goods and Services	0	0	0	87,532	87,532
Miscellaneous Revenues	0	0	3,000	3,000	0
General Fund Contribution	0	0	309,483	(8,669)	(318,152)
<b>Total Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$372,895</b>	<b>\$382,426</b>	<b>\$9,531</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$0	\$0	\$257,955	\$267,367	\$9,412
Supplies	0	0	14,500	15,174	674
Services	0	0	86,156	83,582	(2,574)
Capital Outlay	0	0	14,284	0	(14,284)
Intergovernmental	0	0	0	0	0
Interfund Payments for Services	0	0	0	16,303	16,303
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$372,895</b>	<b>\$382,426</b>	<b>\$9,531</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Program Manager			1.00	1.00	0.00
Lead Worker - AFSCME			1.00	1.00	0.00
<b>Total</b>			<b>\$2</b>	<b>\$2</b>	<b>\$0</b>

## Parks Art Operations

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$0	\$0		\$54,150	\$54,150
Charges for Goods and Services	0	0		0	0
Miscellaneous Revenues	0	0		0	0
General Fund Contribution	0	0	210,405	179,430	(30,975)
<b>Total Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,405</b>	<b>\$233,580</b>	<b>\$23,175</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$0	\$0	\$0	\$156,239	\$156,239
Supplies	0	0	7,000	3,250	(3,750)
Services	0	0	203,405	73,664	(129,741)
Capital Outlay	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Intergovernmental Payments for Services	0	0	0	427	427
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,405</b>	<b>\$233,580</b>	<b>\$23,175</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Program & Planning Supervisor	0	0	0	1	1
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

## Parks Facility Operations

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	\$6,244	\$9,103	\$9,000	\$9,500	\$500
Intergovernmental Revenues	50,000	20,000	0	0	0
Charges for Goods and Services	35,977	83,817	69,850	84,850	15,000
Miscellaneous Revenues	105,888	193,056	180,100	212,600	32,500
General Fund Contribution	1,116,252	1,115,598	1,487,401	1,137,588	(349,813)
<b>Total Funding</b>	<b>\$1,314,362</b>	<b>\$1,421,574</b>	<b>\$1,746,351</b>	<b>\$1,444,538</b>	<b>\$(301,813)</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$862,563	\$940,778	\$1,173,629	\$740,554	\$(433,075)
Supplies	34,633	57,544	54,855	51,655	(3,200)
Services	408,611	422,225	513,668	647,084	133,416
Capital Outlay	0	0	0	0	0
Intergovernmental	1,317	1,027	4,200	5,020	820
Interfund Payments for Services	7,238	0	0	225	225
<b>Total Expenditures</b>	<b>\$1,314,362</b>	<b>\$1,421,574</b>	<b>\$1,746,351</b>	<b>\$1,444,538</b>	<b>\$(301,813)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Maintenance Worker I OLYCR-AFS	4.00	4.00	4.80	4.50	(0.30)
Maintenance Worker II-AFSCME	1.00	1.00	1.00	1.00	0.00
Program Manager	0.50	0.00	0.50	0.50	0.00
Program Specialist	0.55	0.55	0.55	0.75	0.20
Public Service Representative	3.15	3.15	3.65	3.65	0.00
Supervisor I (Exempt)	0.35	0.35	0.35	0.60	0.25
Supervisor II	1.00	1.00	1.00	0.00	(1.00)
<b>Total</b>	<b>10.55</b>	<b>10.05</b>	<b>11.85</b>	<b>11.00</b>	<b>(0.85)</b>

## Parks Maintenance Operations

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$1,573,538	\$2,050,974	\$2,373,324	\$2,424,825	\$51,501
Charges for Goods and Services	45,525	52,397	30,200	200	(30,000)
Miscellaneous Revenues	115,939	149,935	119,600	149,600	30,000
General Fund Contribution	2,446,734	2,240,335	2,363,402	2,451,367	87,965
<b>Total Funding</b>	<b>\$4,181,735</b>	<b>\$4,493,642</b>	<b>\$4,886,526</b>	<b>\$5,025,992</b>	<b>\$139,466</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$2,817,414	\$3,218,900	\$3,466,921	\$3,585,835	\$118,914
Supplies	339,314	279,866	311,363	316,977	5,614
Services	537,195	478,224	539,490	569,876	30,386
Capital Outlay	71,495	46,954	24,500	0	(24,500)
Intergovernmental	14,891	17,000	19,500	2,500	(17,000)
Interfund Payments for Services	401,426	452,696	524,752	550,804	26,052
<b>Total Expenditures</b>	<b>\$4,181,735</b>	<b>\$4,493,642</b>	<b>\$4,886,526</b>	<b>\$5,025,992</b>	<b>\$139,466</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Electrician-AFSCME	1.00	1.00	1.00	1.00	0.00
Field Crew Leader-AFSCME	1.00	1.00	1.00	1.00	0.00
Lead Worker - AFSCME	3.00	4.00	4.00	4.00	0.00
Maintenance Worker I - AFSCME	5.00	5.00	5.00	5.00	0.00
Maintenance Worker II-AFSCME	11.00	11.00	11.00	11.00	0.00
Parks Operations & Maint Mgr	1.00	1.00	1.00	1.00	0.00
Program Assistant	1.00	1.00	1.00	1.00	0.00
Supervisor III	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>24.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>0.00</b>

## Parks Stewardship

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$718,767	\$786,525	\$820,504	\$873,090	\$52,586
General Fund Contribution	(16,891)	(103,169)	539	(25,606)	(26,145)
<b>Total Funding</b>	<b>\$701,876</b>	<b>\$683,356</b>	<b>\$821,043</b>	<b>\$847,484</b>	<b>\$26,441</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$606,880	\$577,511	\$705,229	\$722,056	\$16,827
Supplies	6,988	9,928	8,466	8,466	0
Services	7,566	7,418	14,600	14,760	160
Interfund Payments for Services	80,441	88,499	92,748	102,202	9,454
<b>Total Expenditures</b>	<b>\$701,876</b>	<b>\$683,356</b>	<b>\$821,043</b>	<b>\$847,484</b>	<b>\$26,441</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Park Ranger II - AFSCME	3.00	3.00	3.00	3.00	0.00
Program Assistant - AFSCME	1.00	1.00	1.00	1.00	0.00
Program Specialist - AFSCME	1.00	1.00	1.00	1.00	0.00
Supervisor III	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

## Parks Planning & Design

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$320,511	\$163,309	\$172,319	\$181,787	\$9,468
Charges for Goods and Services	298,009	377,769	416,401	437,221	20,820
General Fund Contribution	120,110	226,182	254,813	287,652	32,839
<b>Total Funding</b>	<b>\$738,665</b>	<b>\$767,260</b>	<b>\$843,533</b>	<b>\$906,660</b>	<b>\$63,127</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$600,361	\$724,344	\$809,105	\$837,828	\$28,723
Supplies	2,628	2,626	2,100	2,100	0
Services	123,083	28,744	19,925	43,831	23,906
Intergovernmental	2,030	2,030	2,030	0	(2,030)
Interfund Payments for Services	10,563	9,517	10,373	22,901	12,528
<b>Total Expenditures</b>	<b>\$738,665</b>	<b>\$767,260</b>	<b>\$843,533</b>	<b>\$906,660</b>	<b>\$63,127</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Associate Planner	0.75	0.75	0.75	0.75	0.00
Finance & Policy Coordinator	1.00	1.00	1.00	1.00	0.00
Program & Planning Supervisor	1.00	1.00	0.00	0.00	0.00
Engineering & Planning Supervisor	0.00	0.00	1.00	1.00	0.00
Project Engineer II	1.00	2.00	2.00	2.00	0.00
Senior Engineer	1.00	1.00	0.75	0.75	0.00
<b>Total</b>	<b>4.75</b>	<b>5.75</b>	<b>5.50</b>	<b>5.50</b>	<b>0.00</b>

## Parks Recreation

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$4,010	\$40,126	\$20,000	\$20,000	\$0
Charges for Goods and Services	871,020	982,412	1,090,669	1,385,627	294,958
Miscellaneous Revenues	21,021	5,928	7,900	19,900	12,000
General Fund Contribution	612,110	667,991	553,405	595,904	42,499
<b>Total Funding</b>	<b>\$1,508,162</b>	<b>\$1,696,457</b>	<b>\$1,671,974</b>	<b>\$2,021,431</b>	<b>\$349,457</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,183,587	\$1,184,821	\$1,200,615	\$1,304,257	\$103,642
Supplies	32,615	40,717	40,930	40,930	0
Services	265,069	457,642	378,535	621,447	242,912
Capital Outlay	0	0	0	0	0
Intergovernmental	14,941	(249)	32,850	32,850	0
Interfund Payments for Services	11,950	13,525	19,044	21,947	2,903
<b>Total Expenditures</b>	<b>\$1,508,162</b>	<b>\$1,696,457</b>	<b>\$1,671,974</b>	<b>\$2,021,431</b>	<b>\$349,457</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Lead Recreation Specialist	0.15	0.42	1.00	0.50	(0.50)
Program Manager	1.50	2.00	1.50	1.50	0.00
Program Specialist	3.20	3.20	3.20	2.00	(1.20)
Recreation Specialist	2.52	2.26	2.60	2.43	(0.17)
Supervisor I (Exempt)	0.65	0.65	0.65	1.40	0.75
<b>Total</b>	<b>8.02</b>	<b>8.53</b>	<b>8.95</b>	<b>7.83</b>	<b>(1.12)</b>

## Fire - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	\$104,974	\$135,740	\$125,000	\$125,000	\$0
Intergovernmental Revenues	32,528	30,603	33,463	37,050	3,587
Charges for Goods and Services	4,763,494	5,085,538	4,603,392	4,862,240	258,848
Miscellaneous Revenues	389,241	330,304	193,830	193,830	0
General Fund Contribution	13,643,159	15,033,308	15,155,149	20,057,446	4,902,297
<b>Total Funding</b>	<b>\$18,933,395</b>	<b>\$20,615,494</b>	<b>\$20,110,834</b>	<b>\$25,275,566</b>	<b>\$5,164,732</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administration	\$985,791	\$873,905	\$956,026	\$1,168,515	\$212,489
Fleet	1,474,886	1,574,135	1,804,759	1,769,623	(35,136)
Operations	15,558,357	15,513,569	16,325,990	21,169,788	4,843,798
Fire Prevention	914,360	767,595	1,024,059	1,167,640	143,581
<b>Total Expenditures</b>	<b>\$18,933,395</b>	<b>\$18,729,205</b>	<b>\$20,110,834</b>	<b>\$25,275,566</b>	<b>\$5,164,732</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$16,666,618	\$16,105,019	\$17,541,550	\$21,667,726	\$4,126,176
Supplies	879,340	1,017,035	804,075	1,053,011	248,936
Services	767,092	862,447	743,875	1,116,172	372,297
Capital Outlay	18,268	40,194	79,311	5,000	(74,311)
Intergovernmental Payments	12,547	4,561	9,400	15,000	5,600
Interfund Payments	589,530	699,950	932,623	1,418,657	486,034
<b>Total Expenditures</b>	<b>\$18,933,395</b>	<b>\$18,729,205</b>	<b>\$20,110,834</b>	<b>\$25,275,566</b>	<b>\$5,164,732</b>



## Fire - Administration

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$625,664	\$623,240	\$684,986	\$1,034,631	\$349,645
Supplies	37,394	31,124	37,262	12,464	(24,798)
Services	296,223	230,124	190,008	73,049	(116,959)
Capital Outlay	1,099	1,635	1,400	0	(1,400)
Interfund Payments	25,411	48,644	42,370	46,971	4,601
<b>Total Expenditures</b>	<b>\$985,791</b>	<b>\$934,768</b>	<b>\$956,026</b>	<b>\$1,168,515</b>	<b>\$212,489</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administrative Secretary	2.00	2.00	1.00	1.00	0.00
Fire Captain	0.50	0.00	0.00	0.00	0.00
Fire Chief	1.00	1.00	1.00	1.00	0.00
Business Operations Specialist	0.00	0.50	1.00	1.00	0.00
Supervisor III	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## Fire - Fleet

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$809,947	\$900,405	\$1,053,869	\$1,001,918	\$(51,951)
Supplies	491,922	630,851	483,800	553,800	70,000
Services	126,746	127,859	147,584	150,515	2,931
Intergovernmental Payments	10,724	5,490	79,311	0	(79,311)
Capital Outlay	4,340	176	5,000	0	(5,000)
Interfund Payments	31,206	41,998	35,195	63,390	28,195
<b>Total Expenditures</b>	<b>\$1,474,886</b>	<b>\$1,706,778</b>	<b>\$1,804,759</b>	<b>\$1,769,623</b>	<b>\$(35,136)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Inventory Control Specialist II	1.00	1.00	1.00	1.00	0.00
Master Mechanic - Fire Dept	4.00	4.00	5.00	5.00	0.00
Operations Supervisor - Fire	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

## Fire - Fire Prevention

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$853,747	\$776,889	\$914,197	\$1,050,025	\$135,828
Supplies	3,555	6,218	29,160	29,160	0
Services	26,664	24,637	33,456	33,456	0
Interfund Payments	30,394	38,437	47,246	54,999	7,753
Total Expenditures	\$914,360	\$846,182	\$1,024,059	\$1,167,640	\$143,581

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant Fire Chief	1.00	1.00	1.00	1.00	0.00
Business Operations Specialist	0.00	0.00	0.50	0.50	0.00
Fire Captain	1.00	1.00	1.00	1.00	0.00
Fire Prevention Officer	3.00	3.00	3.00	3.00	0.00
Total	5.00	5.00	5.50	5.50	0.00

## Fire - Operations

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$14,377,260	\$15,605,569	\$14,888,498	\$18,581,152	\$3,692,654
Supplies	346,469	425,245	253,853	457,587	203,734
Services	317,458	504,203	372,827	859,152	486,325
Intergovernmental Payments	7,543	7,532	0	3,600	3,600
Capital Outlay	7,108	3,000	3,000	15,000	12,000
Interfund Payments	502,519	582,217	807,812	1,253,297	445,485
<b>Total Expenditures</b>	<b>\$15,558,357</b>	<b>\$17,127,765</b>	<b>\$16,325,990</b>	<b>\$21,169,788</b>	<b>\$4,843,798</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant Fire Chief	1.00	1.00	1.00	1.00	0.00
Battalion Chief	3.00	3.00	3.00	3.00	0.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	0.00
Fire Lieutenant	21.00	21.00	21.00	21.00	0.00
Firefighter	37.00	37.00	37.00	54.00	17.00
Fire Captain-Medical Serv Offr	1.00	1.00	1.00	1.00	0.00
Fire Paramedic Lieutenant	3.00	3.00	3.00	5.00	2.00
Firefighter Paramedic	14.00	15.00	16.00	16.00	0.00
Senior Program Specialist	1.00	1.00	1.00	1.00	0.00
Battalion Chief-Day Shift	1.00	1.00	1.00	1.00	0.00
Business Operations Specialist	0.50	0.50	0.50	0.50	0.00
Fire Lieutenant-Day Shift	1.00	1.00	1.00	1.00	0.00
Program & Planning Supervisor	0.00	0.00	0.00	1.00	1.00
Program Assistant	0.00	0.00	0.00	1.00	1.00
<b>Total</b>	<b>84.50</b>	<b>85.50</b>	<b>86.50</b>	<b>107.50</b>	<b>21.00</b>

## Police - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	\$(11,109)	\$7,542	\$8,000	\$8,000	\$0
Intergovernmental Revenues	392,441	190,327	156,704	12,000	(144,704)
Charges for Goods and Services	301,699	138,130	86,500	83,300	-3,200
Miscellaneous Revenues	52,696	4,350	9,198	9,198	0
General Fund Contribution	19,851,602	20,766,189	25,929,292	26,518,804	589,512
<b>Total Funding</b>	<b>\$20,587,330</b>	<b>\$21,106,538</b>	<b>\$26,189,694</b>	<b>\$26,631,302</b>	<b>\$441,608</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administration	\$3,398,559	\$4,125,770	\$4,911,074	\$5,608,601	\$697,527
Corrections (Transport Unit)	2,371,652	2,391,589	3,015,234	3,267,657	252,423
Crisis Response (Outreach)	379,877	108,749	404,587	1,909,278	1,504,691
Familiar Faces	97,033	210,893	317,217	277,251	(39,966)
Operations	13,806,679	13,743,015	16,827,895	15,339,762	(1,488,133)
Professional Standards	533,530	526,522	713,687	228,753	(484,934)
<b>Total Expenditures</b>	<b>\$20,587,330</b>	<b>\$21,106,538</b>	<b>\$26,189,694</b>	<b>\$26,631,302</b>	<b>\$441,608</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$17,005,214	\$17,249,358	\$21,481,281	\$20,381,382	\$(1,099,899)
Supplies	716,726	785,271	503,129	387,971	(115,158)
Services	1,274,853	1,281,237	1,681,251	1,560,084	(121,167)
Intergovernmental Payments	78,830	0	0	1,981,802	1,981,802
Capital Outlay	289,774	321,147	483,562	0	(483,562)
Interfund Payments	1,221,932	1,469,526	2,040,471	2,320,063	279,592
<b>Total Expenditures</b>	<b>\$20,587,330</b>	<b>\$21,106,538</b>	<b>\$26,189,694</b>	<b>\$26,631,302</b>	<b>\$441,608</b>

Police - Administration

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,895,371	\$2,231,756	\$2,668,323	\$1,880,176	\$(788,147)
Supplies	142,850	92,143	63,260	53,310	(9,950)
Services	264,064	471,537	630,502	1,065,825	435,323
Intergovernmental Payments	0	0	0	813,603	813,603
Capital Outlay	234,844	302,656	177,802	207,720	29,918
Interfund Payments	861,430	1,027,679	1,371,187	1,587,967	216,780
<b>Total Expenditures</b>	<b>\$3,398,559</b>	<b>\$4,125,770</b>	<b>\$4,911,074</b>	<b>\$5,608,601</b>	<b>\$697,527</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administrative Secretary	1.00	1.00	1.00	0.00	-1.00
Deputy Police Chief	0.00	1.00	2.00	2.00	0.00
Police Chief	1.00	1.00	1.00	1.00	0.00
Police Lieutenant	0.00	1.00	0.00	0.00	0.00
Police Support Administrator	1.00	1.00	0.00	0.00	0.00
Police Admin Manager	0.00	0.00	1.00	1.00	0.00
Program & Planning Supervisor	0.00	1.00	0.00	0.00	0.00
Evidence Custodian (Teamster)	1.00	1.00	1.00	1.00	0.00
Police Records Supervisor-TMST	0.00	0.00	2.00	2.00	0.00
Lead Worker - Teamsters	1.00	1.00	0.00	0.00	0.00
Program Assistant - Teamsters	5.00	8.00	6.00	6.00	0.00
Program Specialist - Teamster	0.00	1.00	1.00	0.00	-1.00
Secretary (Teamster)	0.00	0.00	1.00	1.00	0.00
Supervisor IV	1.00	1.00	0.00	1.00	1.00
Computer Support Specialist (Teamsters)	0.00	0.00	2.00	2.00	0.00
<b>Total</b>	<b>11.00</b>	<b>18.00</b>	<b>18.00</b>	<b>17.00</b>	<b>-1.00</b>

## Police - Operations

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$12,838,173	\$12,682,635	\$16,013,639	\$15,122,666	-\$890,973
Supplies	438,000	595,486	300,539	278,161	(22,378)
Services	609,085	390,810	638,637	175,559	(463,078)
Intergovernmental Payments	78,830	0	0	(631,801)	(631,801)
Interfund Payments	319,502	393,727	596,884	602,897	6,013
<b>Total Expenditures</b>	<b>\$14,283,590</b>	<b>\$14,062,657</b>	<b>\$17,549,699</b>	<b>\$15,339,762</b>	<b>\$(2,209,937)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Police Cadet	0.50	0.50	0.50	0.50	0.00
Commissioned Officers	74.00	73.00	73.00	74.00	1.00
Secretary - Teamsters	2.00	2.00	2.00	2.00	0.00
Program Assistant - Teamsters	2.00	3.00	3.00	2.00	(1.00)
Senior Prgrm Splst - Teamsters	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>79.50</b>	<b>79.50</b>	<b>79.50</b>	<b>79.50</b>	<b>0.00</b>

## Police - Crisis Response Unit

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$461,720	\$557,066	\$1,297,897	\$1,583,900	\$286,003
Supplies	36,715	34,134	0	18,000	18,000
Services	16,013	40,098	100,000	233,200	133,200
Interfund Payments for Services	9,895	16,896	15,086	74,178	59,092
<b>Total Expenditures</b>	<b>\$524,343</b>	<b>\$648,194</b>	<b>\$1,412,983</b>	<b>\$1,909,278</b>	<b>\$496,295</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Program Manager	1.00	1.00	1.00	1.00	0.00
Crisis Response Lead Worker	1.00	2.00	2.00	2.00	0.00
Crisis Response Specialist	5.00	9.00	9.00	9.00	0.00
Program Assistant - Teamsters	1.00	1.00	0.00	0.00	0.00
Program Specialist - Teamster	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>9.00</b>	<b>14.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>

Police - Familiar Faces

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$92,995	\$191,325	\$211,185	\$230,100	\$18,915
Supplies	1,190	12,127	60,000	13,000	(47,000)
Services	2,016	4,891	40,000	22,000	(18,000)
Interfund Payments for Services	833	2,550	6,032	12,151	6,119
<b>Total Expenditures</b>	<b>\$97,033</b>	<b>\$210,893</b>	<b>\$317,217</b>	<b>\$277,251</b>	<b>-\$39,966</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Outreach Specialist	2.00	2.00	2.00	2.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

Police - Corrections (Transport Unit)

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,877,771	\$2,007,419	\$2,235,853	\$1,335,787	-\$900,066
Supplies	117,386	81,939	94,280	25,500	(68,780)
Services	282,738	237,796	306,941	63,500	(243,441)
Intergovernmental Payments	0	0	0	1,800,000	1,800,000
Capital Outlay	52,756	16,315	305,760	0	(305,760)
Interfund Payments	41,000	48,120	72,400	42,870	(29,530)
<b>Total Expenditures</b>	<b>\$2,371,652</b>	<b>\$2,391,589</b>	<b>\$3,015,234</b>	<b>\$3,267,657</b>	<b>\$252,423</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Corrections Lieutenant	1.00	1.00	1.00	1.00	0.00
Corrections Officer (Teamster)	10.00	9.00	9.00	6.00	(3.00)
Jail Sergeant (Teamster)	2.00	3.00	3.00	2.00	(1.00)
Program Assistant - Teamsters	1.00	1.00	1.00	0.00	(1.00)
Secretary (Teamster)	1.00	1.00	1.00	0.00	(1.00)
<b>Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>9.00</b>	<b>(6.00)</b>

Police - Professional Standards

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$393,899	\$327,549	\$563,466	\$228,753	-\$334,713
Supplies	18,490	15,703	45,050	0	(45,050)
Services	118,966	181,095	105,171	0	(105,171)
Capital Outlay	2,175	2,175	0	0	0
Total Expenditures	\$533,530	\$526,522	\$713,687	\$228,753	-\$484,934

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
CRIME ANALYST (TEAMSTERS)	1.00	1.00	1.00	1.00	0.00
POLICE LIEUTENANT	1.00	1.00	2.00	2.00	0.00
POLICE OFFICER	6.00	6.00	6.00	6.00	0.00
POLICE SERGEANT	2.00	2.00	2.00	2.00	0.00
PROGRAM ASSISTANT - TEAMSTERS	1.00	1.00	1.00	1.00	0.00
SECRETARY (TEAMSTER)	1.00	1.00	1.00	1.00	0.00
Total	13.00	12.00	13.00	13.00	0.00



## Strategic Communications - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Charges for Goods and Services	\$0	\$0	\$355,265	\$355,265	\$355,265
General Fund Contribution	519,889	1,074,251	835,743	937,529	835,743
<b>Total Funding</b>	<b>\$519,889</b>	<b>\$1,074,251</b>	<b>\$1,191,008</b>	<b>\$1,292,794</b>	<b>\$1,191,008</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Strategic Communications	\$0	\$730,463	\$633,499	\$707,516	\$74,017
Visual Design and Production	519,889	343,788	557,509	585,278	27,769
<b>Total Expenditures</b>	<b>\$519,889</b>	<b>\$1,074,251</b>	<b>\$1,191,008</b>	<b>\$1,292,794</b>	<b>\$101,786</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	483,929	840,852	938,855	1,025,164	86,309
Supplies	4,124	7,286	0	0	0
Services	31,836	220,222	212,230	212,230	0
Interfund Payments	0	5,892	39,923	55,400	15,477
<b>Total Expenditures</b>	<b>\$519,889</b>	<b>\$1,074,251</b>	<b>\$1,191,008</b>	<b>\$1,292,794</b>	<b>\$101,786</b>

## Strategic Communications

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$0	\$554,580	\$556,990	\$618,111	\$61,121
Supplies	0	1,908	0	0	0
Services	0	169,558	54,250	54,250	0
Intergovernmental Payments	0	0	0	0	0
Interfund Payments	0	4,417	22,259	35,155	12,896
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$730,463</b>	<b>\$633,499</b>	<b>\$707,516</b>	<b>\$74,017</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Deputy Public Information Officer	0.00	1.00	1.00	1.00	0.00
Program Specialist	0.00	1.00	1.00	1.00	0.00
Social Media/Content Strategist	0.00	1.00	1.00	1.00	0.00
Strategic Communication Director	0.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

Strategic Communications - Visual Design & Production

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$483,929	\$286,272	\$381,865	\$407,053	\$25,188
Supplies	\$4,124	\$5,377	\$0	\$0	\$0
Services	\$31,836	\$50,664	\$157,980	\$157,980	\$0
Intergovernmental Payments	\$0	\$0	\$0	\$0	\$0
Interfund Payments	\$0	\$1,475	\$17,664	\$20,245	\$2,581
Total Expenditures	\$519,889	\$343,788	\$557,509	\$585,278	\$27,769

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Brand Manager/Graphic Designer	0.00	1.00	0.00	0.00	0.00
Graphic Designer	0.00	1.00	1.00	1.00	0.00
Production Mgr & Senior Writer	0.00	1.00	0.00	0.00	0.00
Program Specialist	3.00	0.00	0.00	0.00	0.00
Senior Designer & Brand Manager	0.00	0.00	1.00	1.00	0.00
Visual Design & Production Manager	0.00	0.00	1.00	1.00	0.00
Audio-Visual Specialist	0.00	0.00	0.00	1.00	1.00
Total	3.00	3.00	3.00	4.00	1.00

## Public Works in General Fund - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Licenses and Permits	\$3,512,940	\$13,096	\$0	\$0	\$0
Intergovernmental Revenues	8,244,956	1,800,937	\$1,113,354	\$1,029,354	\$(84,000)
Charges for Goods and Services	60,340,761	62,115,685	5,529,692	5,994,200	464,508
Miscellaneous Revenues	(9,339,699)	1,504,771	185,000	0	(185,000)
Balance	(198,217)	4,096,324	5,456,986	6,174,869	717,883
<b>Total Funding</b>	<b>\$67,830,150</b>	<b>\$69,530,813</b>	<b>\$12,285,032</b>	<b>\$13,198,423</b>	<b>\$913,391</b>

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Engineering	\$3,647,290	\$3,627,900	\$4,015,344	\$4,192,818	\$177,474
General Services	4,055,026	3,523,067	877,328	1,377,073	499,745
Clean Team/Rapid Response	631,296	674,100	799,311	783,725	(15,586)
Transportation	5,578,546	5,096,113	6,593,049	6,844,807	251,758
<b>Total Expenditures</b>	<b>\$67,830,150</b>	<b>\$69,530,813</b>	<b>\$12,285,032</b>	<b>\$13,198,423</b>	<b>\$913,391</b>

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$20,285,107	\$20,349,617	\$8,745,392	\$9,369,236	\$623,844
Supplies	2,110,627	1,947,462	575,162	575,162	0
Services	8,003,633	7,704,019	921,429	935,847	14,418
Intergovernmental Payments	28,073,271	29,879,015	420,396	320	(420,076)
Capital Outlay	105,168	142,236	0	0	0
Interfund Payments	9,252,345	9,508,464	1,622,653	2,317,858	695,205
<b>Total Expenditures</b>	<b>\$67,830,150</b>	<b>\$69,530,813</b>	<b>\$12,285,032</b>	<b>\$13,198,423</b>	<b>\$913,391</b>

## Public Works - Engineering

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$0	\$143,225	\$0	\$0	\$0
Charges for Goods and Services	3,869,991	3,693,092	4,429,395	4,708,903	279,508
Miscellaneous Revenues	0	620	0	0	0
General Fund Contribution	(222,701)	(209,038)	(414,051)	(516,085)	(102,034)
<b>Total Funding</b>	<b>\$3,647,290</b>	<b>\$3,627,900</b>	<b>\$4,015,344</b>	<b>\$4,192,818</b>	<b>\$177,474</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$3,275,317	\$3,261,809	\$3,538,875	\$3,620,813	\$81,938
Supplies	8,743	15,289	20,956	20,956	0
Services	186,931	159,430	183,710	173,710	(10,000)
Intergovernmental Payments	4,380	3,047	3,047	0	(3,047)
Interfund Payments for Services	171,918	188,324	268,756	377,339	108,583
<b>Total Expenditures</b>	<b>\$3,647,290</b>	<b>\$3,627,900</b>	<b>\$4,015,344</b>	<b>\$4,192,818</b>	<b>\$177,474</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
City Engineer	1.00	1.00	0.00	0.00	0.00
Deputy Public Works Director / City Engineer	0.00	0.00	1.00	0.00	-1.00
City Surveyor	1.00	1.00	1.00	1.00	0.00
Construction Inspector	4.00	4.00	0.00	0.00	0.00
Construction Inspector - AFSCME	0.00	0.00	4.00	4.00	0.00
Assistant City Engineer	0.00	0.00	2.00	2.00	0.00
Design & Constr Contract Spec	0.00	0.00	3.00	3.00	0.00
Eng & Planning Supervisor	1.00	1.00	0.00	0.00	0.00
Engineering Program Manager	1.00	1.00	0.00	0.00	0.00
Engineering Project Coord	1.00	1.00	1.00	1.00	0.00
Engineering Project Manager	2.00	2.00	2.00	2.00	0.00
Engineering Technician II	2.00	2.00	4.00	4.00	0.00
Lead Construction Inspector	1.00	1.00	0.00	0.00	0.00
Lead Construction Inspector - AFSCME	0.00	0.00	1.00	1.00	0.00
Program Specialist	0.00	0.00	1.00	1.00	0.00
Mapping Coordinator	1.00	1.00	1.00	1.00	0.00
Procurement & Contract Manager	0.00	1.00	1.00	1.00	0.00
Project Engineer I	2.00	2.00	1.00	1.00	0.00
Project Engineer II	4.00	4.00	4.00	3.00	-1.00
Senior Engineer	1.00	1.00	1.00	2.00	1.00
Surveying Coordinator	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>23.00</b>	<b>24.00</b>	<b>29.00</b>	<b>28.00</b>	<b>-1.00</b>

## Public Works - Transportation

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	1,363,661	1,329,025	1,113,354	1,029,354	(84,000)
Charges for Goods and Services	472,178	387,524	379,695	564,695	185,000
Miscellaneous Revenues	174,585	214,868	185,000	0	(185,000)
General Fund Contribution	3,568,122	3,164,697	4,915,000	5,250,758	335,758
<b>Total Funding</b>	<b>\$5,578,546</b>	<b>\$5,096,113</b>	<b>\$6,593,049</b>	<b>\$6,844,807</b>	<b>\$251,758</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$3,139,500	\$3,006,937	\$3,821,581	\$3,837,343	\$15,762
Supplies	338,955	338,017	515,609	515,609	0
Services	627,610	592,798	679,059	701,877	22,818
Capital Outlay	0	0	0	0	0
Intergovernmental	556,903	254,933	417,349	320	(417,029)
Interfund Payments for Services	915,579	903,428	1,159,451	1,789,658	630,207
<b>Total Expenditures</b>	<b>\$5,578,546</b>	<b>\$5,096,113</b>	<b>\$6,593,049</b>	<b>\$6,844,807</b>	<b>\$251,758</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Associate Planner	1.00	1.00	1.00	1.00	0.00
Deputy Public Worker Director	1.00	1.00	1.00	1.00	0.00
Program & Planning Supervisor	1.00	1.00	1.00	1.00	0.00
Program Assistant	1.00	1.00	1.00	0.00	-1.00
Program Specialist	1.00	1.00	1.00	1.00	0.00
Project Engineer I	1.00	1.00	1.00	0.00	-1.00
Project Engineer II	1.00	1.00	1.00	2.00	1.00
Transportation Data Coord	1.00	1.00	1.00	1.00	0.00
Transportation Engring Supvisr	1.00	1.00	1.00	0.00	-1.00
Data Control Specialist-AFSCME	0.50	0.50	0.50	0.50	0.00
Lead Worker - AFSCME	1.00	1.00	1.00	0.00	-1.00
Sign Technician-AFSCME	3.00	3.00	3.00	3.00	0.00
Data Control Specialist-AFSCME	0.50	0.50	0.50	0.00	-0.50
Field Crew Leader-AFSCME	1.00	1.00	1.00	1.00	0.00
Lead Worker - AFSCME	1.00	1.00	1.00	1.00	0.00
Maintenance Worker II-AFSCME	9.00	8.00	8.00	9.00	1.00
Operations Supervisor - IUOE	1.00	1.00	1.00	0.00	-1.00
Operations Supervisor - IUOE	1.00	1.00	1.00	1.00	0.00
Senior Traffic Signal Technicn	1.00	1.00	1.00	1.00	0.00
Traffic Signal Technician	2.00	2.00	2.00	2.00	0.00
<b>Total</b>	<b>30.00</b>	<b>29.00</b>	<b>29.00</b>	<b>25.50</b>	<b>-3.50</b>

## Public Works - General Services

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$0	\$0	\$0	\$0	\$0
Charges for Goods and Services	683,786	680,176	720,602	720,602	0
Miscellaneous Revenues	0	0	0	0	0
General Fund Contribution	(85,623)	(75,837)	156,726	656,471	499,745
<b>Total Funding</b>	<b>\$598,163</b>	<b>\$604,339</b>	<b>\$877,328</b>	<b>\$1,377,073</b>	<b>\$499,745</b>

In 2023, Equipment Rental has been moved to it's own fund. General Fund contributions are now transferred and are included above in Intergovernmental Revenues. Facilities are separately reported in Facilities fund section below.

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$508,019	\$535,875	\$671,275	\$1,221,096	\$549,821
Supplies	10,455	9,973	13,802	13,802	0
Services	12,608	23,938	46,260	47,860	1,600
Capital Outlay		0	0	0	0
Intergovernmental		7,027	0	0	0
Interfund Payments for Services	67,081	27,526	145,991	94,315	(51,676)
<b>Total Expenditures</b>	<b>\$598,163</b>	<b>\$604,339</b>	<b>\$877,328</b>	<b>\$1,377,073</b>	<b>\$499,745</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Finance & Policy Coordinator	1.00	1.00	0.00	0.00	0.00
Line of Business Director	1.00	1.00	1.00	1.00	0.00
Program Assistant	1.00	1.00	0.00	0.00	0.00
Program Assistant - AFSCME	0.00	0.00	1.00	1.00	0.00
Public Works Director	1.00	1.00	1.00	1.00	0.00
Design & Constr Contract Spec	3.00	3.00	3.00	3.00	0.00
Program Specialist	1.00	1.00	0.00	1.00	1.00
Electrician-AFSCME	1.00	1.00	1.00	1.00	0.00
Facilities Maint Wkr I-AFSCME	2.00	2.00	2.00	2.00	0.00
Facilities Systems Tech-AFSCME	1.00	1.00	1.00	1.00	0.00
HVAC Technician - AFSCME	1.00	1.00	1.00	1.00	0.00
Lead Worker - AFSCME	1.00	1.00	1.00	2.00	1.00
Maintenance Worker II-AFSCME	2.00	2.00	2.00	2.00	0.00
Operations Supervisor - IUOE	1.00	1.00	1.00	3.00	2.00
Inventory Control Specialist II	1.00	1.00	1.00	1.00	0.00
Master Mechanic - AFSCME	3.00	3.00	4.00	3.00	(1.00)
Operations Sup - IUOE	1.00	1.00	1.00	0.00	(1.00)
AFSCME	1.00	1.00	1.00	1.00	0.00
Fleet Specialist -Project	0.00	0.00	0.50	0.00	(0.50)
Clean Team Worker - AFSCME	4.50	6.50	6.50	6.25	(0.25)
Operations Supervisor - IUOE	0.00	1.00	1.00	0.00	(1.00)
Supervisor III	1.00	0.00	0.00	0.00	0.00
Procurement and Contract Manager	0.00	0.00	0.00	1.00	1.00
<b>Total</b>	<b>28.50</b>	<b>30.50</b>	<b>30.00</b>	<b>31.25</b>	<b>1.25</b>



## DRINKING WATER UTILITY FUND

### Public Works - Drinking Water Utility

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$2,414,069	\$0	\$0	\$0	\$0
Charges for Goods and Services	14,622,762	14,472,426	14,921,207	15,068,120	146,913
Miscellaneous Revenues	724,909	352,612	346,000	346,000	0
Net Use/(Gain) of Fund Balance	(5,144,324)	(140,096)	1,072,050	329,351	(742,699)
<b>Total Funding</b>	<b>\$12,617,418</b>	<b>\$14,684,942</b>	<b>\$16,339,257</b>	<b>\$15,743,471</b>	<b>\$(595,786)</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$3,753,267	\$3,725,449	\$4,259,491	\$4,204,278	\$(55,213)
Supplies	952,041	619,551	1,121,954	1,133,468	11,514
Services	1,023,793	969,464	1,248,368	1,326,495	78,127
Intergovernmental Payments	4,471,659	6,982,331	6,495,207	2,572,725	(3,922,482)
Capital Outlay	0	13,406	0	0	0
Interfund Payments	2,416,658	2,374,741	3,214,237	6,506,505	3,292,268
<b>Total Expenditures</b>	<b>\$12,617,418</b>	<b>\$14,684,942</b>	<b>\$16,339,257</b>	<b>\$15,743,471</b>	<b>\$(595,786)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
AMR METER TECHNICIAN-AFSCME	2.00	2.00	2.00	2.00	0.00
INVENTORY CONTROL SPECIALIST	0.75	0.75	0.00	0.00	0.00
INVENTORY CONTROL SPECIALIST II	0.00	0.00	1.00	1.00	0.00
LEAD WORKER - AFSCME	2.00	2.00	2.00	2.00	0.00
MAINTENANCE TECHNICIAN-AFSCME	2.00	2.00	2.00	2.00	0.00
MAINTENANCE WORKER I - AFSCME	1.50	1.50	1.50	1.00	(0.50)
MAINTENANCE WORKER II-AFSCME	10.00	10.00	10.00	9.50	(0.50)
MAINTENANCE WORKER III	0.00	0.00	0.00	1.00	1.00
OPERATIONS SUP- DRK WTR-IUOE	1.50	1.50	1.50	1.50	0.00
REMOTE SYSTEMS TECHNICIAN	1.25	1.25	1.25	1.25	0.00
CROSS CONNT CTRL SPELT-AFSCME	1.00	1.00	1.00	1.00	0.00
OPERATIONS SUP-WTR PURVEY-IUOE	1.00	1.00	1.00	1.00	0.00
PROGRAM SPECIALIST	1.00	1.00	0.00	0.00	0.00
PROGRAM SPECIALIST - AFSCME	0.00	0.00	1.00	1.00	0.00
SENIOR PROGRAM SPECIALIST	1.00	1.00	1.00	1.00	0.00
WATER MONITORING ASSISTANT	1.00	1.00	1.00	1.00	0.00
WATER QUALITY SPECIALIST	1.00	1.00	1.00	1.00	0.00
ENG & PLANNING SUPERVISOR	0.34	0.34	0.00	0.34	0.34
GIS ANALYST	0.25	0.00	0.00	0.00	0.00
GIS SPECIALIST	0.00	0.25	0.25	0.05	(0.20)
LINE OF BUSINESS DIRECTOR	0.52	0.52	0.00	0.00	0.00
PROGRAM ASSISTANT	1.04	1.04	0.00	0.00	0.00
PROGRAM ASSISTANT - AFSCME	0.00	0.00	1.00	0.00	(1.00)
PROGRAM MANAGER	0.75	0.75	0.00	0.00	0.00
DRINKING WATER UTILITY DIRECTOR	0.00	0.00	1.00	1.00	0.00
PROJECT ENGINEER I	1.00	1.00	2.00	1.00	(1.00)
PROJECT ENGINEER II	1.00	1.00	1.00	1.00	0.00
Total	31.90	31.90	32.50	30.64	(1.86)

## WASTEWATER UTILITY FUND

### Public Works - Wastewater Utility

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change
Licenses and Permits	\$3,133,440	\$13,096	\$0	\$0	\$0
Intergovernmental Revenues	3,065,763	0	0	0	0
Charges for Goods and Services	20,915,781	22,182,117	24,550,850	25,021,615	470,765
Miscellaneous Revenues	(9,934,632)	(51,124)	28,500	28,500	0
Net Use/(Gain) of Fund Balance	(199,453)	(72,762)	87,653	(34,224)	(121,877)
Total Funding	\$21,681,059	\$22,071,327	\$24,667,003	\$25,015,891	\$348,888

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change
Personnel Services	\$1,679,575	\$1,770,762	\$2,110,061	\$2,029,708	\$(80,353)
Supplies	220,976	202,133	370,580	407,077	36,497
Services	382,250	370,081	534,829	560,222	25,393
Intergovernmental Payments	4,334,155	5,230,554	4,425,630	3,305,455	(1,120,175)
LOTT Services	13,809,759	13,234,253	15,525,510	15,991,275	465,765
Capital Outlay	8,800	4,469	0	0	0
Interfund Payments	1,245,545	1,259,076	1,700,393	2,722,154	1,021,761
Total Expenditures	\$21,681,059	\$22,071,327	\$24,667,003	\$25,015,891	\$348,888

Program Staffing	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Change
Data Control Specilist - AFSCME	0.38	0.38	0.00	0.00	0.00
Inventory Control Specialist	0.25	0.25	0.00	0.00	0.00
Inventory Control Specialist II	0.00	0.00	0.50	0.50	0.00
Lead Worker - AFSCME	1.00	1.00	1.00	1.00	0.00
Maintenance Technician- AFSCME	2.00	2.00	2.00	2.00	0.00
Maintenance Worker I - AFSCME	1.50	1.50	1.50	1.00	(0.50)
Maintenance Worker II- AFSCME	5.50	4.50	4.50	4.50	0.00
Maintenance Worker III- AFSCME	0.00	1.00	2.00	2.00	0.00
Operations Sup- Drk Wtr- IUOE	0.50	0.50	0.50	0.50	0.00
Operations Supervisor - IUOE	0.50	0.50	0.50	1.00	0.50
Remote Systems Technician	0.75	0.75	0.75	0.75	0.00
Engineering & Planning Supervisor	0.33	0.33	0.50	0.33	(0.17)
GIS Analyst	0.25	0.00	0.00	0.00	0.00

GIS Specialist	0.00	0.25	0.25	0.25	0.00
Line of Business Director	0.24	0.24	0.50	0.00	(0.50)
Program Assistant	0.48	0.48	0.00	0.00	0.00
Administrative Specialist - AFSCME	0.00	0.00	0.50	0.50	0.00
Project Engineer I	0.50	0.50	0.50	0.50	0.00
Project Engineer II	1.00	1.00	1.00	1.00	0.00
Total	15.18	15.18	16.50	15.83	(0.67)

## SOLID WASTE UTILITY FUND

### Public Works - Waste ReSources Utility

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$22,312	\$32,348	\$0	\$0	\$0
Charges for Goods and Services	13,429,965	14,157,134	14,194,566	14,470,804	276,238
Miscellaneous Revenues	317,234	391,317	491,628	330,000	(161,628)
Net Use/(Gain) of Fund Balance	(445,223)	(933,137)	688,344	407,293	(281,051)
<b>Total Funding</b>	<b>\$13,324,287</b>	<b>\$13,647,662</b>	<b>\$15,374,538</b>	<b>\$15,208,097</b>	<b>\$(166,441)</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$3,054,590	\$3,265,632	\$3,547,350	\$3,606,364	\$59,014
Supplies	303,706	444,095	474,321	509,363	35,042
Services	4,663,132	4,526,541	5,031,177	4,810,339	(220,838)
Intergovernmental Payments	2,640,864	2,670,630	2,718,535	2,101,713	(616,822)
Capital Outlay	96,367	82,449	80,000	80,000	0
Interfund Payments	2,565,627	2,658,315	3,523,155	4,100,318	577,163
<b>Total Expenditures</b>	<b>\$13,324,287</b>	<b>\$13,647,662</b>	<b>\$15,374,538</b>	<b>\$15,208,097</b>	<b>\$(166,441)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Associate Line of Business Director	1.00	1.00	1.00	1.00	0.00
Billing Specialist	1.00	1.00	1.00	1.00	0.00
Dispatch Service Coordinator	0.00	0.00	1.00	1.00	0.00
Lead Worker - AFSCME	2.00	2.00	2.00	2.00	0.00
Maintenance Worker I - AFSCME	2.00	2.00	2.00	2.00	0.00
Maintenance Worker II - AFSCME	1.00	1.00	1.00	1.00	0.00
Operations Supervisor - IUOE	1.00	1.00	1.00	1.00	0.00
Program Assistant	1.00	1.00	0.00	0.00	0.00
Program Assistant - AFSCME	0.00	0.00	1.00	0.00	-1.00
Refuse Collector - AFSCME	17.00	17.00	17.00	17.00	0.00
Senior Program Specialist	2.00	2.00	2.00	2.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	0.00
Public Works Administrative Specialist	0.00	0.00	0.00	1.00	1.00
<b>Total</b>	<b>29.00</b>	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>	<b>0.00</b>

## STORM AND SEWER UTILITY FUND

### Public Works - Storm and Surface Water Utility

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	\$1,075,759	\$141,512	\$49,595	\$0	\$(49,595)
Charges for Goods and Services	6,346,298	6,543,215	7,022,000	7,232,652	210,652
Miscellaneous Revenues	(1,198,739)	10,681	12,500	12,500	0
Net Use/(Gain) of Fund Balance	(876,840)	(489,706)	254,810	179,753	(75,057)
Total Funding	\$6,295,228	\$6,205,702	\$7,338,905	\$7,424,905	\$86,000

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$2,626,113	\$2,544,114	\$3,064,481	\$3,266,180	\$201,699
Supplies	164,327	191,513	270,909	290,336	19,427
Services	395,157	363,583	475,718	528,197	52,479
Intergovernmental Payments	1,753,289	1,499,557	1,589,547	1,165,924	(423,623)
Capital Outlay	0	41,911	0	0	0
Interfund Payments	1,356,344	1,565,025	1,938,250	2,174,268	236,018
Total Expenditures	\$6,295,228	\$6,205,702	\$7,338,905	\$7,424,905	\$86,000

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Data Control Specialist-AFSCME	0.38	0.38	0.00	0.00	0.00
Inventory Control Specialist II	0.00	0.00	0.50	0.50	0.00
Lead Worker - AFSCME	1.00	1.00	1.00	1.00	0.00
Maintenance Worker I - AFSCME	1.00	1.00	1.00	1.00	0.00
Maintenance Worker II-AFSCME	4.50	4.50	3.50	5.25	1.75
Operations Supervisor - IUOE	0.50	0.50	0.50	1.00	0.50
Associate Planner	2.00	2.00	2.00	2.00	0.00
Engineering & Planning Supervisor	0.33	0.33	0.33	0.33	0.00
GIS Analyst	0.50	0.00	0.00	0.00	0.00
GIS Specialist	0.00	0.50	0.50	0.06	(0.44)
Line of Business Director	0.24	0.24	0.50	0.50	0.00
Maintenance Worker II-AFSCME	2.00	2.00	2.00	0.00	(2.00)
Operations Supervisor Vegetation Mgmt. IUOE	1.00	1.00	1.00	1.00	0.00
Program & Planning Supervisor	1.00	1.00	1.00	1.00	0.00
Program Assistant	0.48	0.48	0.00	0.00	0.00
Administrative Specialist - AFSCME	0.00	0.00	0.50	0.50	0.00
Program Specialist	2.00	2.00	0.00	1.00	1.00
Project Engineer I	0.50	0.50	1.50	1.50	0.00
Project Engineer II	1.00	1.00	1.00	1.00	0.00
Senior Program Specialist	3.00	3.00	5.00	5.00	0.00
Total	21.43	21.43	21.83	22.64	0.81

## DEVELOPMENT FEE REVENUE FUND

### Community Planning and Development - Overview

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses and Permits	1,200	300	3,012,034	3,159,010	146,976
Intergovernmental Revenues	3,935,548	3,673,668	2,939,553	0	(2,939,553)
Charges for Goods and Services	430,283	458,180	2,228,850	2,290,940	62,090
Fines and Penalties	382,760	413,388	0	0	0
Miscellaneous Revenues	869,725	1,158,318	(1,000,000)	20,175	1,020,175
General Fund Contribution	2,141,822	2,623,343	(140,053)	2,367,377	2,507,430
Total Funding	7,761,337	8,327,197	7,040,384	7,837,502	797,118

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Administration	\$1,100,605	\$1,113,786	\$1,449,809	\$2,336,310	\$886,501
Customer Service	791,200	915,205	976,154	854,614	(121,540)
Development Permit Service	1,922,821	2,041,839	3,322,015	1,758,847	(1,563,168)
Planning & Engineering	1,950,899	2,366,130	2,284,841	2,887,731	602,890
Strategic Projects	180,355	60,535	7,565	0	(7,565)
Total Expenditures	7,761,337	8,327,197	8,040,384	7,837,502	(202,882)

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$5,401,024	\$5,924,880	\$5,470,564	\$5,533,540	\$62,976
Supplies	92,699	32,732	53,920	26,120	(27,800)
Services	879,821	972,885	711,752	570,532	(141,220)
Intergovernmental Payments	258,412	351,927	119,741	115,679	(4,062)
Interfund Payments	1,129,381	1,044,774	1,684,407	1,591,631	(92,776)
Total Expenditures	7,761,337	8,327,197	8,040,384	7,837,502	(202,882)

## CP&D Budget and Administrative Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$763,105	\$819,980	\$1,079,775	\$1,144,072	\$64,297
Supplies	5,363	5,740	13,450	6,350	(7,100)
Services	182,337	136,259	190,168	198,718	8,550
Intergovernmental	115,185	116,950	119,741	115,679	(4,062)
Interfund Payments for Services	34,613	34,857	46,675	871,491	824,816
Total Expenditures	\$1,100,605	\$1,113,786	\$1,449,809	\$2,336,310	\$886,501

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
CP&D Director	1.00	1.00	1.00	0.95	(0.05)
Office Specialist I	0.25	0.25	0.00	0.00	0.00
Office Specialist II	0.50	0.50	0.50	1.00	0.50
Program & Planning Supervisor	0.00	1.00	1.00	1.00	0.00
Program Assistant	4.25	3.00	0.00	0.00	0.00
Program Assistant - AFSCME	0.00	0.00	0.50	0.50	0.00
Program Specialist	1.00	1.25	0.00	0.00	0.00
Program Specialist - AFSCME	0.00	0.00	4.25	4.25	0.00
Supervisor III	1.00	0.00	0.00	0.00	0.00
Contracts Manager	0.00	0.00	1.00	1.00	0.00
Total	8.00	7.00	8.25	8.70	0.45



CP&D Customer Service

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$757,819	\$869,863	\$921,312	\$768,158	\$(153,154)
Supplies	4,546	1,922	3,900	0	(3,900)
Services	7,899	14,328	10,250	0	(10,250)
Intergovernmental	0	0	0	0	0
Interfund Payments for Services	20,936	29,092	40,692	86,456	45,764
Total Expenditures	\$791,200	\$915,205	\$976,154	\$854,614	-\$121,540

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Lead Worker	2.00	1.00	1.00	1.00	0.00
Permit Specialist	2.00	2.00	2.00	2.00	0.00
Program & Planning Supervisor	0.50	0.50	0.50	0.50	0.00
Program Assistant	4.00	4.00	4.00	3.00	(1.00)
Supervisor II	1.00	1.00	1.00	1.00	0.00
Total	9.50	8.50	8.50	7.50	(1.00)

## CP&D Development Permit Services

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,335,763	\$1,461,560	\$1,582,144	\$1,476,460	\$(105,684)
Supplies	9,575	1,911	29,200	3,900	(25,300)
Services	54,955	103,776	207,098	7,250	(199,848)
Intergovernmental	0	0	0	0	0
Interfund Payments for Services	522,528	474,592	1,503,573	271,237	(1,232,336)
<b>Total Expenditures</b>	<b>\$1,922,821</b>	<b>\$2,041,839</b>	<b>\$3,322,015</b>	<b>\$1,758,847</b>	<b>\$(1,563,168)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Building Inspector - AFSCME	2.00	2.00	1.00	1.00	0.00
Building Inspector II - AFSCME	1.00	1.00	1.00	1.00	0.00
Building Official	1.00	1.00	1.00	1.00	0.00
Building Plans Examiner-AFSCME	3.00	3.00	3.00	2.00	-1.00
Senior Plans Examiner - AFSCME	0.00	0.00	1.00	1.00	0.00
Code Enforce Officer-AFSCME	2.00	2.00	2.00	2.00	0.00
Electrical Plan Examiner-AFSCME	1.00	1.00	1.00	1.00	0.00
Lead Code Enforce Offr-AFSCME	1.00	1.00	1.00	1.00	0.00
Supervisor III	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>11.00</b>	<b>-1.00</b>

## CP&D Planning & Engineering

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,567,376	\$1,879,091	\$1,887,333	\$2,144,850	\$257,517
Supplies	6,244	9,182	7,370	15,870	8,500
Services	329,219	420,515	304,236	364,564	60,328
Intergovernmental	0	0	0	0	0
Interfund Payments for Services	48,060	57,341	85,902	362,447	276,545
<b>Total Expenditures</b>	<b>\$1,950,899</b>	<b>\$2,366,130</b>	<b>\$2,284,841</b>	<b>\$2,887,731</b>	<b>\$602,890</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Assistant Planner	0.00	1.00	1.00	1.00	0.00
Associate Line of Business Director	1.00	1.00	0.00	0.00	0.00
Associate Planner	4.50	3.75	3.75	5.75	2.00
Business Operations Specialist	1.00	1.00	1.00	1.00	0.00
Deputy CP&D Director	0.00	0.00	1.00	1.00	0.00
GIS Coordinator	1.00	0.00	0.00	0.00	0.00
Engineering Plans Examiner	2.00	2.00	1.00	1.00	0.00
Senior Engineering Plans Examiner	0.00	0.00	1.00	1.00	0.00
Principal Planner	1.00	2.00	2.00	2.00	0.00
Program Specialist	0.00	1.00	1.00	1.00	0.00
Senior Planner	3.00	2.00	2.00	1.00	(1.00)
<b>Total</b>	<b>13.50</b>	<b>13.75</b>	<b>13.75</b>	<b>14.75</b>	<b>1.00</b>

## PARKING FUND

### CP&D Parking Services

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	250,000	291,000	209,540	0	(209,540)
Fines and Penalties	382,760	413,388	360,000	900,000	540,000
Parking Collection	844,633	1,115,217	1,247,000	1,291,500	44,500
Net Use / (Gain) of Fund Balance	338,065	10,097	(57,127)	(434,949)	(377,822)
Total Funding	\$1,815,459	\$1,829,703	\$1,759,413	\$1,756,551	-\$2,862

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$835,883	\$835,085	\$934,836	\$1,006,849	\$72,013
Supplies	66,639	13,977	10,000	10,500	500
Services	266,874	297,591	167,500	267,500	100,000
Intergovernmental	143,227	234,977	126,500	0	(126,500)
Interfund Payments for Services	502,836	448,074	520,577	471,702	(48,875)
Total Expenditures	\$1,815,459	\$1,829,703	\$1,759,413	\$1,756,551	-\$2,862

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Field Crew Leader-AFSCME	1.00	1.00	1.00	1.00	0.00
Parking Svcs Field Rep II-AFSC	2.00	2.00	2.00	2.00	0.00
Parking Svcs Field Rep-AFSCME	4.00	4.00	5.00	4.00	(1.00)
Program & Planning Supervisor	0.50	0.50	0.50	0.50	0.00
Senior Program Specialist	0.50	0.50	0.50	0.50	0.00
Supervisor II	1.00	1.00	1.00	1.00	0.00
Program Specialist	0.00	0.00	0.00	0.25	0.25
Total	9.00	9.00	10.00	9.25	(0.75)

## Housing & Homelessness - General Fund - Overview

### Homeless Response Services

Note: Revenues for Housing and Homelessness are reported in separate Home Fund section.

Department Recap	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Change
Homeless Response	\$2,964,104	\$3,459,609	\$673,716	\$634,472	-\$39,244
					0
Total Expenditures	\$4,215,186	\$4,368,067	\$673,716	\$634,472	-\$39,244

Recap of Expenditures	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Change
Personnel Services	\$1,018,834	\$860,593	\$601,453	\$589,120	\$(12,333)
Supplies	33,892	13,162	10,000	500	(9,500)
Services	3,071,042	3,103,354	53,312	8,100	(45,212)
Intergovernmental Payments	63,562	0	0	0	0
Interfund Payments	27,857	390,959	8,951	36,752	27,801
Total Expenditures	\$4,215,186	\$4,368,067	\$673,716	\$634,472	\$(39,244)

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Home Fund Program Manager	0.00	1.00	1.00	1.00	0.00
Homeless Response Coordinator	1.00	1.00	1.00	1.00	0.00
Director of Housing and Homelessness Programs	0.00	0.00	1.00	1.00	0.00
Program Aide	0.00	1.00	0.00	1.00	1.00
Program Aide - Project	0.00	1.00	2.00	1.00	-1.00
Program Assistant	0.00	0.50	0.00	0.00	0.00
Program Specialist	0.00	0.00	2.00	1.50	-0.50
Senior Program Specialist	0.00	1.00	0.00	1.00	1.00
Total	1.00	5.50	7.00	7.50	0.50

# HOME FUND

## Homeless Response

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Taxes	\$1,647,664	\$1,663,428	\$1,661,991	\$1,778,366	\$116,375
Intergovernmental Revenues	1,704,671	3,184,198	2,859,684	2,422,500	(437,184)
Miscellaneous Revenues	149,765	228,562	300,000	1,400,000	1,100,000
General Fund Contribution	713,087	(708,120)	823,056	(984,364)	(1,807,420)
Total Funding	\$4,215,186	\$4,368,067	\$5,644,731	\$4,616,502	\$(1,028,229)

Department Recap	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Homeless Response	\$2,964,104	\$3,459,609	\$4,009,070	\$4,616,502	\$607,432
Total Expenditures	\$4,215,186	\$4,368,067	\$4,009,070	\$4,616,502	\$607,432

Recap of Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$1,018,834	\$860,593	\$362,533	\$462,576	\$100,043
Supplies	33,892	13,162	2,391	10,391	8,000
Services	3,071,042	3,103,354	3,616,491	4,116,750	500,259
Intergovernmental Payments	63,562	0	0	0	0
Interfund Payments	27,857	390,959	27,655	26,785	(870)
Total Expenditures	\$4,215,186	\$4,368,067	\$4,009,070	\$4,616,502	\$607,432

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Home Fund Program Manager	0.00	1.00	1.00		0.00
Homeless Response Coordinator	1.00	1.00	1.00		0.00
Director of Housing and Homelessness Programs	0.00	0.00	1.00		1.00
Program Aide	0.00	1.00	0.00		-1.00
Program Aide - Project	0.00	1.00	2.00		1.00
Program Assistant	0.00	0.50	0.00		-0.50
Program Specialist	0.00	0.00	2.00		2.00
Senior Program Specialist	0.00	1.00	0.00		-1.00
Total	1.00	5.50	7.00		1.50

## HUD FUND

### Community Development Block Grant (CDBG)

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$691,171	\$399,315	\$202,964	\$0	\$(202,964)
Supplies	16,449	2,090	700	700	0
Services	539,407	504,781	254,300	278,500	24,200
Interfund Payments	4,056	2,273	2,233	9,762	7,529
Total Expenditures	\$1,251,083	\$908,459	\$460,197	\$288,962	\$(171,235)

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Program Specialist	0.00	1.50	1.50	1.00	-0.50
Total	0.00	1.50	1.50	1.00	-0.50

## CULTURAL ACCESS FUND

### Office of Community Vitality - Cultural Access (Inspire Olympia)

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Taxes	\$0	\$0	\$2,945,000	\$3,290,000	\$2,945,000
Total Revenues	\$0	\$0	\$2,945,000	\$3,290,000	\$2,945,000

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	\$0	\$23,794	\$265,575	\$253,762	-\$11,813
Supplies	\$0	\$4,062	\$7,000	\$2,950	-\$4,050
Services	\$0	\$0	\$2,723,750	\$2,740,700	\$16,950
Interfund Payments	\$0	\$0	\$1,000	\$9,851	\$8,851
Total Expenditures	\$0	\$27,856	\$2,997,325	\$3,007,263	\$9,938

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Cultural Access Program Manager	0.00	0.00	1.00	1.00	0.00
Cultural Access Program Specialist	0.00	0.00	1.00	1.00	0.00
Total	0.00	0.00	2.00	2.00	0.00

## FACILITIES FUND

### Public Works - Facilities

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	0	0	0	0	0
Charges for Goods and Services	0	0	0	0	0
Miscellaneous Revenues	0	0	1,121,990	2,286,797	1,164,807
General Fund Contribution	0	0	1,688,344	969,901	(718,443)
<b>Total Funding</b>	<b>—</b>	<b>—</b>	<b>2,810,334</b>	<b>3,256,698</b>	<b>446,364</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	—	—	1,062,496	1,089,728	27,232
Supplies	—	—	91,559	97,914	6,355
Services	—	—	880,905	1,302,554	421,649
Capital Outlay	—	—	—	—	—
Intergovernmental	—	—	—	—	—
Interfund Payments for Services	—	—	775,374	766,502	(8,872)
<b>Total Expenditures</b>	<b>—</b>	<b>—</b>	<b>2,810,334</b>	<b>3,256,698</b>	<b>446,364</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Lead Worker (AFSCME)	1.00	1.00	1.00	1.00	0.00
Operations Supervisor	1.00	1.00	1.00	1.00	0.00
Facilities Systems Technician	1.00	1.00	1.00	1.00	0.00
Maintenance Worker II	1.00	1.00	1.00	1.00	0.00
Electrician	1.00	1.00	1.00	1.00	0.00
HVAC Technician	1.00	1.00	1.00	1.00	0.00
Facilities Maintenance Worker I	1.00	1.00	1.00	1.00	0.00
Maintenance Worker II	1.00	1.00	1.00	1.00	0.00
Facilities Maintenance Worker I	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>



## EQUIPMENT RENTAL / FLEET FUND

### Equipment Rental/ Fleet

Program Funding Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Intergovernmental Revenues	0	0	0	0	0
Charges for Goods and Services	2,526,860	2,899,263	3,320,017	3,216,917	(103,100)
Miscellaneous Revenues	2,140,201	2,029,548	2,695,957	2,573,544	(122,413)
General Fund Contribution	(707,393)	(402,940)	2,288,940	1,262,408	(1,026,532)
<b>Total Funding</b>	<b>3,959,669</b>	<b>4,525,871</b>	<b>8,304,914</b>	<b>7,052,869</b>	<b>(1,252,045)</b>

Program Cost Summary	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Personnel Services	531,876	588,180	925,953	881,654	(44,299)
Supplies	1,021,686	1,328,274	1,202,000	1,244,000	42,000
Services	85,136	82,457	110,450	158,300	47,850
Capital Outlay	1,550,809	1,776,781	5,279,933	4,040,000	(1,239,933)
Intergovernmental	41,161	387	—	—	—
Interfund Payments for Services	729,001	749,791	786,578	728,915	(57,663)
<b>Total Expenditures</b>	<b>3,959,669</b>	<b>4,525,871</b>	<b>8,304,914</b>	<b>7,052,869</b>	<b>(1,252,045)</b>

Program Staffing	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change
Inventory Control Specialist II	1.00	1.00	1.00	1.00	0.00
Master Mechanic  Senior	1.00	1.00	1.00	1.00	0.00
Master Mechanic (AFSCME)	1.00	1.00	1.00	1.00	0.00
Master Mechanic (AFSCME)	1.00	1.00	1.00	1.00	0.00
Operations Supervisor (Fleet)	1.00	1.00	1.00	1.00	0.00
Master Mechanic (AFSCME)	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>



## City Council

### Approval of an Ordinance Establishing Rental Housing Registry and Inspection Program

**Agenda Date:** 11/14/2023  
**Agenda Item Number:** 6.A  
**File Number:** 23-0979

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Not Consent

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#### **Title**

Approval of an Ordinance Establishing Rental Housing Registry and Inspection Program

#### **Recommended Action**

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

The Land Use & Environment Committee recommends approving an Ordinance establishing a rental housing registry and inspection program.

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

Move to approve an Ordinance establishing a rental housing registry and inspection program.

#### **Report**

##### **Issue:**

Whether to approve an Ordinance establishing a rental housing registry and inspection program.

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

Christa Lenssen, Senior Housing Program Specialist, Office of Community Vitality, 360.570.3762

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

Christa Lenssen, Senior Housing Program Specialist, Office of Community Vitality

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

In May 2021, the City of Olympia began a process of community engagement and staff research to develop landlord-tenant protections that could be undertaken by the city to stabilize housing for renters and make it easier to access housing. Establishing tenant protections to address housing stability is addressed under Strategy 2.a. of the City's Housing Action Plan ("Identify and implement appropriate tenant protections that improve household stability"). In Fall 2021 and Spring 2022, community engagement with landlords, renters, and advocates was completed to gather feedback about potential policies to help stabilize renters and make it easier to access housing. This engagement included one-on-one interviews, focus groups, and online surveys. This guidance led to adoption of an ordinance in August 2022 of the first phase of tenant protections.

In May 2022, Land Use & Environment Committee (LUEC) directed staff to explore options for implementing a rental housing registration program. Staff from Housing, Code Enforcement, Building

Inspections, Community Planning & Development, and Climate met regularly to review peer city programs and options. Staff interviewed peer cities to learn more about program models, staffing structure, and sample code language. Staff updated LUEC in November 2022 and June 2023 with findings and options, and LUEC directed staff to develop a program proposal. LUEC referred the proposed program to City Council for a study session in August 2023.

Development of a rental housing registry is addressed by the City's Housing Action Plan, Strategy 5.c. ("Establish a rental registration program to improve access to data and share information with landlords"). Washington State Legislature (under RCW 59.18.125) grants authority to cities to require a certificate of inspection in order to receive a business license for rental properties. Cities across the nation and in Washington State, such as Bellingham, Burien, Kent, Lakewood, Pasco, Tacoma, Tukwila, and Seattle, have implemented proactive rental housing inspection programs to address health and safety in housing units, and to preserve housing units. The proposed program will facilitate information-sharing with landlords, gather baseline data on rental housing in Olympia, and will ensure units meet health and safety standards.

The ordinance establishes a rental housing registry program and requires periodic inspections to maintain an Olympia business license. Annual registrations will be accompanied by a fee of \$35 per housing unit. Fee waivers will be offered to affordable housing providers. Owner-occupied room rentals are exempted from program requirements. Owner-occupied properties with one rental unit onsite (ADU, duplex) are required to register annually but are not subject to inspection requirements. These units would be required to submit a self-certification that their unit meets the City's requirements and could be subject to mandatory inspections if code violations are found. New construction is not subject to inspection requirements within the first ten years of occupancy. Inspections will be conducted by third party inspectors who are certified by the City.

Rental housing properties will be required to complete an inspection once every five years, and a percentage of units will be selected by City staff for inspection. Inspections will ensure basic life safety and health standards are met to rent properties in Olympia. Housing and climate staff will also work in collaboration to create an energy efficiency audit that will be incorporated into the inspection checklist. While life safety and habitability deficiencies must be addressed immediately and require re-inspections, energy efficiency upgrades will be completed over a longer timeframe.

These energy efficiency inspection standards will help the City to implement greenhouse gas reduction strategies identified in the Thurston Climate Mitigation Plan: reduce energy use in existing buildings, increase the production of local renewable energy, and electrify buildings to phase out natural gas.

Additional code amendments included in this ordinance will protect renters from retaliation for asserting their rights under Olympia's rental housing code (OMC 5.82), prohibit rent increases in uninhabitable rental housing units, and prohibit landlords from forwarding charges to comply with the registration, licensing, and inspection requirements to tenants.

Staff recommends the ordinance takes effect 90 days after passage and publication to allow time to:

- hire a program coordinator;
- build an application form for the registry and create a checklist for information needed to submit an application in SmartGov;

- work with Department of Revenue to establish a Rental Housing endorsement for the Olympia business license;
- develop informational resources and guidance.

Staff recommends the inspection requirements in the ordinance take effect 365 days after passage and publication to allow time to:

- perform outreach to rental housing property owners to share information about new requirements, implementation schedule and deadlines;
- create energy efficiency audit (with outside technical assistance);
- create system for tracking inspections and selecting units for inspections;
- create geographic sectors for inspection cycle;
- perform outreach to potential inspectors;
- create inspector training and certification;
- train inspectors.

### **Climate Analysis:**

The proposed rental housing registry and inspection program will result in a long-term reduction of greenhouse gas emissions by reducing energy use in existing buildings and supporting building electrification to phase out natural gas. An inspection checklist will be developed to monitor health and safety in housing units, as well as energy efficiency. Climate, housing, building inspections and code enforcement staff will work together to develop the inspection standards and ensure that third-party inspectors are adequately trained to perform this work. Inspectors will utilize the inspection checklist to identify deficiencies in housing units, including structural conditions and extreme energy inefficiency. Rental property owners will be required to remedy deficient conditions and will be provided information about available resources to make repairs and upgrades. Information will be shared about City resources to electrify housing units, make weatherization repairs and other updates.

### **Equity Analysis:**

BIPOC households are more likely to be renters than white households in Thurston County. Approximately 42% of BIPOC households rent, compared to 31% of white households. Renters benefit from ensuring housing units are in good condition. Renters with disabilities whose health may be negatively impacted by unit conditions (inadequate ventilation, mold/moisture intrusion, cold/heat) will benefit from improvements to housing units. About 20% of respondents to the Assessment of Fair Housing survey in 2022 indicated they experience health impacts from their housing unit conditions. The most common concerns among respondents were high heating costs or insufficient heat (57% of respondents), mold (48% of respondents), high cooling costs or insufficient cooling (45%), and air quality/pollution (33%). About 25% of survey respondents pay over \$250 per month for utilities.

According to a national 2016 study by ACEEE and Energy Efficiency for All, low-income, Black, and Latinx communities spend a much higher share of their income on energy. Additionally, this study found that 97% of excess energy burdens for renting households could be eliminated by bringing their homes up to median efficiency standards. Renters will benefit from decreased utility costs if energy efficiency improves and repairs are completed. According to the landlord survey conducted in 2021 as part of the Housing Needs Assessment, only 13% of landlords include electricity/gas utilities in rent. Renters may also benefit from the landlord being more aware of legal rights and responsibilities, if additional educational resources and information are included as part of this

program.

People of color and people with disabilities earn less on average than white, non-disabled people. In Thurston County, about 36% of white households earn over \$100,000 per year compared to 18% of Native American households. White households are the most likely to earn over \$100,000 annually and least likely to earn under \$35,000 annually than any other racial or ethnic group countywide. In 2020 in Olympia, a person with a disability earned on average \$26,075, compared to \$37,168 earned by a person without a disability. Low-income renters could be disproportionately harmed by this program if they are currently renting lower cost units that need significant repairs, and their rents are increased as a result of unit upgrades, they are displaced due to the unit needing significant repairs, or the unit is taken off the rental market. Renters with disabilities may also be burdened by inspectors entering their units (some individuals may be immune compromised).

There is limited data on landlord demographics. City of Olympia surveys include demographic data, but not all respondents provide demographic information and there is a limited sample size. Approximately 71% of landlords who completed the landlord survey (part of the Olympia rental housing code update in 2022) identified as white, which is similar to the general population of Olympia overall. Landlords are burdened by additional requirements and costs. Landlords may benefit from value-added programs and resources offered by the City. Landlords may also benefit from knowing about repairs needed in their housing unit due to inspections which may not be reported by a renter. Some renters may fear retaliation from their landlord if they request repairs or report to code enforcement.

Staff recommends adopting relocation assistance measures and will present options to Council at an upcoming meeting. Additionally, staff will work to promote resources to help property owners make upgrades in exchange for renting to households earning below 80% of Area Median Income through the CDBG revolving loan fund and critical home repair programs. The ordinance includes a reasonable accommodation policy to ensure that any renters with disabilities may have the option of forgoing an inspection in their unit (if entrance to their unit by an inspector poses a health risk). In the future, this program could employ incentives to encourage landlords to keep rents low, to partner with community organizations who are seeking housing placements for clients, or provide other pathways for tenants with higher barriers to access housing.

Many City departments may be impacted by increased work due to implementation of a new program, including: GIS, business licensing, legal and code enforcement. Many departments would also benefit from having access to data about rental housing, as well as ability to communicate with landlords and tenants about City initiatives and resources.

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

Potential changes to Olympia Municipal Code's Rental Housing Code (OMC 5.82) are a topic of significant interest to renters and rental housing owners/operators within the city and around Thurston County. City staff and consultant Jason Robertson conducted engagement with renters and landlords from Fall 2021 to Spring 2022 to review policy options, which lead to adoption of an initial tenant protection ordinance in August 2022.

Approximately 100 landlords and 200 renters responded to an Engage Olympia survey question that asked how supportive they would be of a rental housing registry to keep landlords updated on rental rules, codes, policies and resources, and potential unit inspections to ensure health and safety. Many

renters described environmental health concerns and substandard housing conditions, including mold, pests, and lack of sufficient heating/cooling. Here is a sample of comments from renters during recent public engagement efforts regarding rental housing:

- ‘Mold gave me lung infections. Lack of accessible bathroom has caused falls and multiple injuries because I can't access my powerchair.’
- ‘Every apartment I have ever lived in Olympia has either had rats or mold issues.’
- ‘Code violations are prevalent in lower cost housing and that puts the working class at a disadvantage.’

Both renters and landlords generally expressed support for easily accessible information on laws and resources. Landlords have consistently shared that it is difficult for them to keep up with changing regulations at the state and local level.

- ‘Landlords should have an easy way to access resource for all codes and requirements, following the law needs to be easy. Also, if the information is easy to access then it's much harder for someone who doesn't intend to be in compliance to claim ignorance, and easier for tenants to check if their living situation is within regulations.’ (2022 renter survey participant)
- ‘I think landlords needs to be held responsible for maintaining livable structures. I also think it would be great to be on a list that updates me about rules and changes.’ (2022 landlord survey participant)

### **Financial Impact:**

Creating a new program will require additional staff. Revenue from fees is expected to offset staffing costs to operate the program. At full compliance, fee revenue is anticipated to be approximately \$500,000. Staff expect that it may take 3-5 years to gain program compliance. An initially anticipated deficit in the startup phase of implementation will be covered by funds received through the Buildings Upgrade Prize.

It is anticipated that 2.5 FTE (1 FTE coordinator, 1 FTE code enforcement, and 0.5 FTE permit tech or program assistant) will be needed to operate the program on an ongoing basis. In Year 1, the program will operate with 1.5 FTE (1 FTE coordinator and 0.5 FTE permit tech/program assistant) to establish the program and garner voluntary compliance without enforcement penalties. In Year 2, an additional code enforcement officer will be hired to assist with enforcement to coincide with inspection requirements.

This staff could be hired mid-year to minimize budget impacts, considering most properties will be provided several months' lead time to complete inspections. The program may have additional workload impacts on GIS, business licensing, legal, code enforcement, community planning and development business operations, and housing staff.

### **Options:**

1. Approve the ordinance to establish a rental housing registry and inspection program.
2. Approve the ordinance to establish a rental housing registry and inspection program with amendments.
3. Do not approve the ordinance to establish a rental housing registry and inspection program and direct staff to take other action.

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Not Consent

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**Attachments:**

Ordinance

Draft Inspection Checklist

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 5.82 AND SECTION 5.02.005 RELATING TO THE RENTAL HOUSING CODE AND BUSINESS LICENSE REQUIREMENTS**

**WHEREAS**, the City Council of Olympia recognizes that preservation of existing rental housing stock is of tremendous importance. There are more than 14,000 rental housing units in Olympia. Rental housing provides needed affordable housing for many City residents and is a valuable asset that must be preserved and maintained. The City of Olympia has a significant interest in ensuring that rental housing remains a safe and desirable housing option for its residents; and

**WHEREAS**, the City Council finds that adoption of the proposed amendments to the City's Rental Housing Code aligns with its Housing Action Plan, Strategy 5.c. ("Establish a rental registration program to improve access to data and share information with landlords"); and

**WHEREAS**, cities across the nation and in Washington State, such as Bellingham, Burien, Kent, Lakewood, Pasco, Tacoma, Tukwila, and Seattle, have implemented proactive rental housing inspection programs to address health and safety in housing units, and to preserve housing units; and

**WHEREAS**, in Olympia, there are substandard, unhealthy, and dangerous residential buildings and rental housing units whose conditions violate state and local building, housing, and safety codes and ordinances and endanger the health and safety of tenants and other members of the public. Rental property owners may be unaware of some hazardous conditions or may have chosen not to make necessary repairs due to cost; and

**WHEREAS**, substandard and deficient rental units are unfit or unsafe for human occupancy, and their condition jeopardizes the health, safety, and welfare of their occupants and of the public. Substandard housing conditions pose a particularly acute risk to young children (e.g., lead poisoning or asthma attacks due to mold or other airborne irritants), older people (e.g., falls), and people with chronic illnesses; and

**WHEREAS**, Black, Indigenous, other people of color, and low-income people are more likely to live in substandard and unsafe rental units and bear disproportionate health burdens associated with living in those conditions; and

**WHEREAS**, relying on a complaint-based enforcement program is inadequate to ensure that rental units are safe and adequately maintained. Inspection authorities often do not receive complaints about rental units with the worst violations of health and safety codes. Tenants may fear being evicted or being subjected to other retaliatory actions, like rent increases, for reporting violations or may face language, technological, or information access barriers that prevent them from using complaint-based programs; and

**WHEREAS**, deteriorating and substandard buildings and rental units also threaten the physical, social, and economic stability of neighboring structures, the surrounding neighborhood, and the wider community. By ensuring that rental property owners are aware of poor conditions before they worsen, proactive inspections encourage preventive maintenance, which is more cost-effective than deferred maintenance, and thereby help rental property owners maintain their properties. Proactive rental inspection programs can help ensure that properties do not deteriorate, thereby preserving neighboring property values and the local tax base; and

**WHEREAS**, public interest demands that all rental properties comply with minimum standards related to public health and safety. The most effective way to seek universal compliance with minimum standards is through routine periodic inspections of all rental properties; and



**WHEREAS**, additional charges incurred by property owners may be passed on to tenants if the City Council fails to take measures to prohibit passing charges to a tenant to comply with program requirements; and

**WHEREAS**, average rents in Olympia have increased significantly while some rental properties have deteriorated or requested repairs have not been completed; and

**WHEREAS**, tenants may fear being evicted or being subjected to other retaliatory actions, like rent increases, for reporting violations of tenant protections provided under Chapter 5.82 OMC, and the City wishes to provide additional protection against retaliatory actions; and

**WHEREAS**, the City Council desires to amend Chapter 5.82 OMC to adopt the proposed tenant protections, and finds that this ordinance will protect and promote the health, safety, and welfare of the residents of Olympia.

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

**Section 1. Amendment of OMC 5.82.** Olympia Municipal Code Chapter 5.82 is hereby amended to read as follows:

**Chapter 5.82  
RENTAL HOUSING CODE**

5.82.000 Chapter Contents

Sections:

- [5.82.010](#) Purpose and Intent.
- [5.82.020](#) Definitions.
- ~~[5.82.030](#) Temporary COVID-19 rental enforcement restrictions.~~
- [5.82.040](#) Rent Increase Notification.
- [5.82.050](#) Pet Damage Deposits.
- [5.82.060](#) Limits to Move in Fees.
- ~~[5.82.070](#) Violations-Registration of Rental Units.~~
- ~~[5.82.080](#) Business License Required for Rental Housing Units.~~
- ~~[5.82.090](#) Periodic Inspections Required for Rental Properties.~~
- ~~[5.82.100](#) Prohibition on Passing Charges to a Tenant to Comply with a Program.~~
- ~~[5.82.110](#) Rent Increases Prohibited if Unit has Defective Conditions.~~
- ~~[5.82.120](#) Retaliation Prohibited.~~
- ~~[5.82.130](#) Violations.~~

5.82.010 Purpose and Intent

The purpose of this ~~chapter~~ **Chapter** is to establish regulations supporting housing security to reduce homelessness and to establish standards and enforcement mechanisms as they relate to rental housing within the municipal boundaries of the City of Olympia. It is the intent of the Olympia City Council to continue its long-term commitment to maintain healthy, vibrant, and diverse neighborhoods within the City of Olympia. The regulations contained in this ~~chapter~~ **Chapter** balance the needs of the landlord, tenant, and the City of Olympia to ensure safe, healthy, and thriving rental housing within the City's municipal boundaries. The City recognizes that the renting of residential property is a commercial venture where owners and landlords must

evaluate risk, profit, and loss. Providing housing for Olympia’s residents directly impacts quality of life at the most basic level, and therefore requires regulations to ensure that this commercial venture is equitably undertaken. This ~~chapter~~ Chapter ensures housing security for current and future residents within the City of Olympia.

#### 5.82.020 Definitions

Unless the context clearly requires otherwise, the definitions in this section apply throughout this ~~chapter~~ Chapter:

A. “Affordable housing” means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed 30 percent of the household’s monthly income.

B. “Affordable housing provider” means a rental housing property owner that is funded or otherwise contractually obligated to provide housing that is affordable to low-income households. This includes nonprofit organizations, public agencies, or private owners receiving a tax credit to provide affordable housing to low-income households.

C. “Building” means a structure having a roof supported by columns or walls used for supporting or sheltering of any kind.

D. “Building code” means all code provisions adopted in and throughout Chapter 16.04 OMC.

E. “Business license” means a business license as required by this Chapter and by Chapter 5.02 OMC.

F. “Certificate of compliance” means a statement signed and dated by the City that certifies that each rental unit complies with the requirements and standard of this Chapter.

G. “Certificate of inspection” means the form created by the City and completed and issued by a qualified rental housing inspector following an inspection that certifies that each rental unit that was inspected passed inspection.

AH. "Days" means calendar days unless otherwise provided.

I. “Declaration of compliance” means a statement submitted to the City by a rental property owner or landlord that certifies that, to the best of such person’s knowledge, each rental unit complies with the requirements and standards of this Chapter and Chapter 59.18 RCW, and that there are no conditions presented in any rental unit that endanger or impair the health or safety of a tenant.

B. ~~“Dwelling unit” means a structure or part of a structure used as a home, residence, or sleeping place by one or more persons maintaining a common household, including, but not limited to, single family residences and units of multiplexes, apartment buildings, mobile homes, and rooms for which occupancy is authorized by a written or oral rental agreement.~~

€J. "Landlord" means a landlord as defined in and within the scope of RCW [59.18.030](#) and RCW [59.18.040](#) of the Residential Landlord Tenant Act of 1973 ("RLTA") in effect at the time the rental agreement is executed or occurs. As of the effective day of this ordinance, the RLTA defines "landlord" as "the owner, lessor, or sub-

lessor of the dwelling unit or the property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sub-lessor including, but not limited to, an agent, a resident manager, or a designated property manager."

K. "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below 80 percent of the median family income adjusted for family size, for Thurston County, as reported by the United States Department of Housing and Urban Development.

L. "Mobile home" or "manufactured home" means a mobile home or a manufactured home as defined in Chapter 59.20 RCW.

~~D. "Occupancy" means the formal designation of the primary purpose of the building structure or portion thereof.~~

EM. "Owner" or "rental property owner" means the owner of record as shown on the last Thurston County tax assessment roll, or such owner's authorized agent.

N. "Qualified rental housing inspector" mean a private inspector who possesses at least one of the following credentials and who has been approved by the City as a qualified rental housing inspector based on a process developed by the City consistent with the intent of this Chapter:

1. American Association of Code Enforcement Property Maintenance and Housing Inspector certification;
2. International Code Council Property Maintenance and Housing Inspector certification;
3. International Code Council Residential Building Code Inspector;
4. Washington State licensed home inspector; or
5. Other acceptable credential as determined by the City.

FO. "Rent" or "rental amount" means recurring and periodic charges identified in the rental agreement for the use and occupancy of the premises, which may include charges for utilities. These terms do not include nonrecurring charges for costs incurred due to late payment, damages, deposits, legal costs, or other fees, including attorneys' fees. PROVIDED, however, that if, at the commencement of the tenancy, the landlord has provided an installment payment plan for nonrefundable fees or deposits for the security of the tenant's obligations and the tenant defaults in payment, the landlord may treat the default payment as rent owing.

GP. "Rental agreement" means ~~all any agreements agreement which that establish establishes or modify~~ modifies the terms, conditions, rules, regulations, or any other provisions concerning the use and occupancy of a ~~dwelling rental~~ unit.

Q. "Rental property" means a single parcel with one or more rental units made available for rent or rented by the same landlord.

R. "Rental property complex" means contiguous parcels with rental units rented by the same landlord as a single rental complex.

S. “Rental unit” means a structure or that part of a structure which is used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, including single-family residences and units of multiplexes, apartment buildings, and mobile homes and which is made available for rent or rented.

T. “Residential rental housing registration” means registration of one or more rental units as required by this Chapter.

U. “Shelter” means a facility with overnight sleeping accommodations, owned, operated, or managed by a nonprofit agency or governmental entity, the primary purpose of which is to provide temporary shelter for persons experience homelessness in general or for specific populations of such persons and includes a homeless shelter, an emergency shelter, and an emergency housing facility as defined in OMC 18.02.180.

V. “Single-family dwelling” means a single unit providing complete, independent living facilities for a household, including permanent provisions for living, sleeping, cooking, and sanitation.

~~HW.~~ “Tenant” means any person who is entitled to occupy a ~~dwelling-rental~~ unit primarily for living or dwelling purposes under a rental agreement.

X. “Transitional housing” means housing that provides stability for residents for a limited time period, usually two weeks to 24 months, to allow them to recover from a crisis such as homelessness or domestic violence before transitioning into permanent housing. Transitional housing often offers supportive services, which enable a person to transition to an independent living situation.

Y. “Unit not available for rent” means a rental unit that is not currently offered or available for rent as a rental unit.

#### ~~5.82.030 Temporary COVID-19 rental enforcement restrictions~~

~~A.—During the term of the public health emergency Proclamations issued by the Governor related to the COVID-19 pandemic, including the Governor’s Proclamation 20-05, and any amendments and extensions thereto, landlords, property owners, and property managers are prohibited from treating any unpaid rent or other charges related to a dwelling or parcel of land occupied as a dwelling as an enforceable debt or obligation that is owing or collectable, where such non-payment was as a result of the COVID-19 pandemic and its adverse economic impacts, and where it occurred on or after February 29, 2020, the date when the initial State of Emergency was proclaimed in all counties in Washington State. This includes attempts to collect, or threats to collect through a collection agency, by filing an unlawful detainer or other judicial action, withholding any portion of a security deposit, billing or invoicing, reporting to credit bureaus, or by any other means. This prohibition does not apply to a landlord, property owner, or property manager who demonstrates by a preponderance of the evidence to a court that the resident was offered, and refused or failed to comply with, a re-payment plan that was reasonable based on the individual financial, health, and other circumstances of that resident and tenant. The enforcement restrictions set forth herein shall only apply to rental payment amounts during the time the Governor’s Emergency Proclamation 20-05, and any amendments and extensions thereto that are in effect.~~

~~B.—OMC Section 5.82.030 shall automatically expire and shall be repealed without any other action by the Olympia City Council one year after the effective date of this Ordinance<sup>†</sup>, unless extended by legislative action.~~

~~C.—Where an unlawful detainer action is based on any reason enumerated in OMC Chapter 5.82, it is a defense to eviction if the eviction was initiated because of a failure to pay rent due before or by July 1, 2021. The defense is available only where the reason for termination of the tenancy is based on:~~

~~1.—The tenant's failure to comply with a fourteen-day notice to pay rent or vacate under RCW 59.12.030(3); or~~

~~2.—The tenant's habitual failure to comply with the material terms of the rental agreement to pay rent that causes the owner to serve a notice to comply or vacate or a notice to pay rent or vacate three or more times in a twelve-month period.~~

~~D.—To assert the defense under subsection A of this section, the residential tenant must prove by a preponderance of the evidence that the failure to pay rent was due to the following circumstances occurring as a result of the COVID-19 pandemic:~~

~~1.—The tenant's illness;~~

~~2.—Loss or reduction of income;~~

~~3.—Loss of employment;~~

~~4.—Reduction in compensated hours of work;~~

~~5.—Business or office closure;~~

~~6.—A need to miss work to care for a family member or child, where that care is uncompensated; or~~

~~7.—Other similar loss of income due to the COVID-19 pandemic.~~

~~E.—A tenant who fails to pay rent due before or by July 1, 2021, may elect to pay the overdue rent in installments if the failure to pay was due to one or more reasons in subsections C and D of this section. If an unlawful detainer action is based on the circumstances enumerated in subsections A and C of this section, it is a defense to eviction that the landlord refused a request by a tenant to enter into a reasonable repayment plan.~~

~~1.—The reasons for which a landlord shall allow residential tenants to pay overdue rent on a repayment plan shall be due to one or more of the following circumstances occurring as a result of the COVID-19 pandemic as set forth in subsection D above.~~

~~2.—A reasonable written installment repayment plan shall be based on the tenant's individual financial, health and other circumstances, including the tenant's income, and shall be negotiated between the landlord and residential tenant in good faith, which shall include the following provisions:~~

~~a.—The plan does not require the tenant to pay more than one-third of the overdue rent per month unless agreed to by the tenant in writing; and~~

~~b. All rental debt accumulated resulting from the reasons in subsections A and C of this section shall be paid in full to the landlord by October 1, 2021 or the sunset date of this ordinance, whichever occurs first; and~~

~~c. Late fees, interest or other charges due to late payment of rent shall not accrue from the commencement of the effective date of this ordinance until this ordinance sunsets as provided in OMC 5.82.030.B, except that once a tenant has entered into a reasonable written installment repayment plan with a landlord, any default by the tenant for any reason other than due to COVID-19 as set forth in subsection D above, the tenant shall be responsible for late fees, interest or other charges from and after the date of default in the repayment plan.~~

#### 5.82.040 Rent Increase Notification

A. A landlord may not increase a tenant's rent by more than five percent of the rent unless the landlord has provided the tenant with notice of the rent increase at least 120 days before such increase takes effect.

B. A landlord may not increase the rent of a tenant by 10 percent or more ~~than 10 percent~~ of the rent unless the landlord has provided the tenant with notice of the rent increase at least 180 days before such increase takes effect.

C. Pursuant to RCW 59.18.140, if the rental agreement governs a subsidized tenancy where the amount of rent is based on the income of the tenant or circumstances specific to the subsidized household, a landlord shall provide a minimum of 30 days' prior written notice of an increase in the amount of rent to each affected tenant.

D. Any notice of a rent increase required by this section must be served in accordance with RCW 59.12.040. Notice of any rental increase of five percent or less may be served in accordance with RCW 59.12.040.

#### 5.82.050 Pet Damage Deposits

A. Except as provided in subsection B of this section, a landlord may require payment of a pet damage deposit that may not exceed 25 percent of one month's rent, regardless of the time when the pet damage deposit is paid.

#### B. Exceptions

1. A landlord may not require a pet damage deposit for an animal that serves as an assistance animal for the tenant. This prohibition does not prohibit a landlord from bringing an action for damages resulting from damage to the landlord's property caused by the tenant's assistance animal. For purposes of this subsection, "assistance animal" means an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person's disability.

2. A landlord may not charge a pet damage deposit in that type of subsidized housing where the amount of rent is set based on the income of the tenant. This exception for subsidized housing does not include tenancies regulated under Section 8 of the Housing Act of 1937, 42 U.S.C. Sec. 1437 f, commonly known as the choice voucher program.

C. If the tenant's pet's occupancy begins at the beginning of tenancy, the amount of the pet damage deposit must be specified in a rental agreement. If the tenant's pet's occupancy begins after the beginning of the tenancy, the amount of the pet damage deposit must be specified in an addendum to the rental agreement. The tenant may elect to pay the pet damage deposit in three consecutive, equal monthly installments that begin when the tenant's pet first occupies the rental unit or the tenant may propose an alternative installment schedule. If the landlord agrees to the tenant's alternative installment schedule the schedule must be described in the rental agreement.

D. A landlord may not keep any portion of the pet damage deposit for damage that was not caused by a pet for which the tenant is responsible. Not later than 30 days from the end of the tenancy, consistent with RCW 59.18.280(1)(a), the landlord shall return to the tenant any portion of the pet damage deposit not applied to the costs of remediating damage caused by a pet for which the tenant is responsible, or the landlord shall provide to the tenant an itemized list of damages if a portion or the entirety of the deposit is retained for damage caused by a pet for which the tenant is responsible.

E. Other than the pet damage deposit authorized by subsection A of this section, a landlord may not charge the tenant any fee for keeping a pet.

#### 5.82.060 Limits to Move in Fees

A refundable security deposit or last month's rent may be charged by a landlord before a tenant takes possession of a ~~dwelling rental~~ unit. Landlords are prohibited from charging tenants any other non-refundable fees or one-time fees at the beginning of the tenancy, including a fee to hold a rental unit prior to the tenant taking possession. The amount of the refundable security deposit or last month's rent may not exceed one month's rent, except in that type of subsidized housing where the amount of rent is set based on the income of the tenant. The exception for subsidized housing does not include tenancies regulated under Section 8 of the Housing Act of 1937, [42](#) U.S.C. Sec. [1437](#) f, commonly known as the choice voucher program. A landlord is prohibited from charging or accepting any move in fee in excess of that allowed in this section. Nothing in this section prohibits a landlord from charging a pet damage deposit, as allowed in OMC [5.82.050](#).

#### 5.82.070 Registration of Rental Units

##### A. Registration required for rental units.

1. Any person who makes available for rent, or rents, any rental unit not exempt under subsection B of this section shall, prior to making such unit available for rent or renting such unit, register the rental unit with the City, and shall maintain the registration throughout the term of the rental of such unit.

2. A residential rental housing registration is good for one calendar year and expires on December 31st of the calendar year of registration or renewal.

3. The residential rental housing registration for a rental unit is transferable to any person who acquires ownership of a registered rental unit for the unexpired portion of the one-year term for which it was issued.

##### B. Exempt rental units. This section does not apply to the following types of rental units:

1. A unit within an owner-occupied single-family dwelling where the tenant shares the dwelling with the owner;

2. A unit not available for rent; provided that a unit must be registered under this section before being made available for rent or rented;

3. An owner-occupied mobile home or manufactured home, both as defined in Chapter 59.20 RCW;

4. A living arrangement exempted under RCW 59.18.040;

5. A transient dwelling as defined in OMC 18.02.180, which includes a short-term rental;

6. An assisted living dwelling defined in OMC 18.02.180.

C. Application. A landlord registering a rental unit or units pursuant to this section shall follow the process and shall utilize the form established by the City. The landlord shall pay the required registration fee, submit a declaration of compliance and such other information as required by the City, and shall provide a mailing address to which the City will send any notice required under this Chapter.

D. Renewal. A landlord shall renew a residential rental registration for the ensuing year on or before the date of the expiration of the current registration by submitting a renewal application on a form and through a process established by the City, updating the information contained in the original application as necessary, and paying the required annual registration fee.

E. Landlord shall provide and update mailing address. Each landlord registering a rental unit or units under this section or renewing a registration shall provide the City with a mailing address and shall notify the City of any change in the landlord's mailing address. Any notice required to be provided to a landlord or rental property owner by the City that the City mails to the address provided through the registration or renewal process must be deemed received three days after mailing.

F. Posting of program information. At each rental unit registered under this section, or in a common area of the rental property, the landlord shall post information regarding the City's rental housing and safety inspection program; provided, that the City may establish one or more alternative or additional methods for conveying the information to tenants. Upon request by a landlord, the City shall provide a form with the information required in this subsection.

G. Fees Established. A landlord of a rental unit subject to the registration requirements under this section shall pay an annual registration fee of \$35 per rental housing unit. An affordable housing provider may request an exemption from registration fees and the City may grant such a request at its discretion.

H. Penalty. Any person who fails to properly register any rental unit or fails to submit the required documentation for renewal of such registration on or prior to the expiration date of the registration is in violation of this chapter and is subject to the penalty provisions of OMC 5.82.130.

#### 5.82.080 Business License Required for Rental Housing Units.

A. Unless exempt under subsection B below, each and every person making available for rent or renting one or more rental units within the City limits shall, in accordance with Chapter 5.02 OMC, obtain and maintain a business license. One business license covers all of a person's rental units within the City; however a separate business license is required for any other business operated by such person, in accordance with OMC 5.02.005.



B. Exemptions. A landlord is exempt from the requirement to obtain a business license under this section if the landlord rents only the following types of rental units:

1. A single rental unit located on the same property as an owner-occupied residence;
2. Rental units exempt from the residential rental housing registration requirements under OMC 5.82.070(B). The operation of dwelling or lodging types that do not fall under this Chapter, such as hotels, motels, short-term rentals, shelters, transitional housing, and housing accommodations at an institution, may require an Olympia business license under a different Olympia Municipal Code provision.

C. Certificate of compliance. As a condition of the issuance or renewal of a business license, a landlord shall, prior to the renewal of the business license, possess a certificate of compliance issued by the City, certifying that each rental unit made available for rent or rented by the landlord has been inspected as required by OMC 5.82.090.

D. Declaration of compliance. As a condition of the issuance or renewal of a business license, a landlord shall, prior to the issuance of the business license, provide to the City a valid declaration of compliance declaring that each rental unit made available for rent or rented by the landlord complies with the requirements of this Chapter and RCW Chapter 59.18 and that there are no conditions present in the rental unit or units that endanger or impair the health or safety of any tenant.

E. Denial, suspension, or revocation of license – Appeal

1. Denial or revocation of business license. A landlord may be denied a business license, or a landlord's business license may be suspended or revoked, for any of the following reasons:
  - a. The landlord fails to obtain a certificate of compliance as required by this section;
  - b. The certificate of compliance or business license was procured by fraud or false representation of fact;
  - c. The landlord has failed or fails to comply with any of the provisions of this Chapter;
  - d. The landlord fails to pay any fee due to the City under this Chapter;
  - e. The landlord's rental unit or units is subject to a notice of violation for a municipal code violation which has been deemed committed or found to have been committed;
  - f. Any reason set forth in OMC 5.02.050.
2. Process – Appeal. The denial, suspension, or revocation of a landlord's business license must comply with the business license denial, suspension, or revocation procedures set forth in Chapter 5.02.050 OMC. A landlord may appeal the denial, suspension, or revocation of a business license as provided in OMC 5.02.060.
3. Reinstatement of business license. If a landlord's business license is suspended or revoked, or an application for a license is denied, the City may grant the landlord a business license only after:

a. Any and all deficiencies on which the denial, suspension, or revocation was based have been corrected;

b. In the event an inspection has been required, an inspection has been completed and the landlord has provided to the City a valid certificate of inspection that meets the requirements of this Chapter;

c. The landlord pays the registration and license fee as set forth in this Code; and

d. The landlord reimburses the City in full for any applicable tenant relocation assistance costs under OMC 5.82.090 and RCW 59.18.085 paid by the City on the Landlord's behalf.

F. Penalty for not obtaining license. In addition to the penalties set forth in Chapter 5.02 OMC, a landlord who makes available for rent or rents a rental unit without having a valid and current business license is in violation of this Chapter and is subject to the penalty provision of OMC 5.83.130, below.

#### 5.82.090 Periodic Inspections Required for Rental Properties

##### A. Inspection and certificate of inspection required.

1. Unless exempt under subsection B(1) below, each and every rental property in the City must be inspected at least once every five years by a qualified rental housing inspector and a certificate of inspection, reflecting the completed inspection, must be provided to the City. A required inspection is complete only after a qualified rental housing inspector has performed an in-person inspection as required by this section and has issued a certificate of inspection on the form provided by the City and the certificate of inspection is received by the City.
2. Nothing in this section precludes inspection of a rental property or one or more units thereof under RCW 59.18.115, RCW 59.18.150, or other applicable law, pursuant to a valid search warrant, or at the request or consent of a tenant.

##### B. Exemptions; certain inspection reports accepted in lieu of certificate of inspection.

1. The following rental properties are exempt from the inspection requirements of this section:
  - a. A rental property consisting of a single rental unit located on the same property as an owner-occupied residence.
  - b. A rental property consisting only of a rental unit or units exempt from the residential rental housing registration requirements of OMC 5.82.070(B).
  - c. A rental property that received a certificate of occupancy within the previous 10 years and for which the City has not during that period received any report of any municipal code violation or violations at the rental property or of conditions at the rental property that endanger or impair the health or safety of a tenant.
2. In lieu of a certificate of inspection provided by a qualified rental housing inspector following an inspection under this section, the City may accept an alternate inspection report from an affordable housing provider that is required to complete a periodic inspection if the report reflects that inspection

performed was substantially equivalent to the City's inspection standards. This includes an inspection report for a privately owned rental housing property rented to a voucher recipient if the rental property has passed inspection by Housing Authority of Thurston County.

C. City Administration.

1. The City shall create and make available a rental unit inspection checklist to be utilized by qualified rental housing inspectors conducting inspections of a rental properties under this section. The checklist must consist, at a minimum, of a number of health and safety elements, and such other elements as the City may elect to include, that a rental unit subject to inspection either meets or fails.
2. The City shall create and make available a certificate of inspection form to be used by a qualified rental housing inspector in conducting an inspection of rental properties under this section.
3. The City shall create and make available a notice of failed inspection form to be used by a qualified rental housing inspector in conducting an inspection of rental properties under this section.
4. The City shall create and make available a tenant notice form to be utilized by rental property owners in informing tenants of the impending inspection of a rental property and individual rental units, as required by RCW 59.18.125(7)(a) and subsection E(2), below. Such notice must comply with RCW 59.18.125(7)(a) and must state that a tenant with a disability who may be negatively affected by entry into their rental unit by the inspector may request a reasonable accommodation by the City, including the City selecting an alternate unit for inspection.
5. The City shall determine the methodology for selecting which units within a rental property are subject to inspection under subsections D(2) and (3), below, and for each rental property subject to a periodic inspection, shall select units for inspection using such methodology and inform the rental property owner and the inspector of the rental units selected for inspection.
6. By December 1 of the year before a rental property's inspection must be completed, the City shall mail a notice to the rental property owner informing the owner that the inspection under this section must be completed in the coming calendar year and identifying those rental units at the rental property that are subject to inspection. The City shall mail such notice to the rental property owner at the address provided on the rental property owner's registration under OMC 5.82.070.

D. Rental units subject to inspection.

1. Except as provided in subsections 4 and 5 below, for a rental property consisting of one to four rental units, one rental unit may be selected by the City for inspection.
2. Except as provided in subsections 4 and 5 below, for a rental property consisting of between five and 20 rental units, no more than 20 percent, rounded up to the next whole number, of the rental units, up to a maximum of four units, may be selected by the City for inspection.
3. Except as provided in subsections 4 and 5 below, for a rental property consisting of 21 or more rental units, no more than 20 percent, rounded up to the next whole number, of the rental units, up to a maximum of 50 units, may be selected by the City for inspection.

4. If one or more units on a rental property selected for inspection by the City fail inspection, the City may require up to 100 percent of the units on the rental property be inspected.
5. If the City has, since the last required inspection, received one or more reports of a municipal code violation at the rental property or conditions at the rental property that endanger or impair the health or safety of a tenant, the City may require 100 percent of the units on the rental property be inspected.

E. Conduct of Inspection of Rental Property.

1. After receiving notice from the City that a rental property is due for inspection under this section, a rental property owner shall arrange with a qualified rental housing inspector to perform, at a particular date and time, the inspection of the unit or units identified by the City as subject to inspection. The inspection must be conducted at the rental property owner's expense, except as provided in subsection 7, below.
2. Not more than 60 nor fewer than 30 days prior to the date set for the inspection, the rental property owner shall provide notice to each tenant of the rental property of the impending inspection, using the form created by the City, completed by the rental property owner with all required information. The rental property owner shall provide a copy of the notice to the inspector upon request on the day of inspection.
3. The qualified rental housing inspector shall conduct an in-person inspection of the rental unit or units selected by the City for inspection. The rental property owner shall allow the inspector to access the rental property and shall, under the authority of RCW 59.18.150, facilitate the inspector's access to each rental unit subject to inspection, including providing the notice required in subsection 2, above.
4. In conducting an inspection under this section, the inspector may only investigate a rental property as needed to provide a certificate of inspection under this section.
5. In conducting an inspection under this section, the inspector shall utilize the checklist developed by the City, inspecting the unit or units subject to inspection to determine if the unit meets or fails to meet each element listed on the checklist. If any rental unit fails to meet any element of the checklist, the rental property fails the inspection and a certificate of inspection for the rental property may not be issued.
6. Unless the rental property fails the inspection, the inspector shall, within 10 days of conducting an inspection of a rental property, issue a certificate of inspection on the form developed by the City and shall provide a copy of the certificate of inspection to the City and to the rental property owner.
7. If the rental property fails the inspection, the inspector shall, within 10 days of the inspection, provide the rental property owner and the City a notice of inspection failure. A rental property owner may appeal a failed inspection under subsection F, below.
8. The City may, at the City's discretion, provide City funding for an inspection of a rental property operated by an affordable housing provider.

F. Appeal of failed inspection. If a rental property fails an inspection under this section, the rental property's owner may appeal such failure by submitting a written appeal notice to the City Manager. The appeal notice

must be received by the City Manager within 14 days of issuance of the notice of failed inspection. The appeal notice must identify the rental property subject to the notice of failed inspection, the name of the rental property's owner, and must state with particularity the basis for the appeal. A copy of the notice of failed inspection must be provided to the City Manager along with the appeal notice. The City Manager, or designee, shall, within 30 days of receipt of the appeal, review the appeal and shall issue a written decision to uphold, modify, or reverse the failed inspection. The City Manager's or designee's decision is the final decision of the City.

G. Failure to complete inspection when required. If a rental property owner fails to complete an inspection of the rental property owner's rental property by the end of the calendar year in which the inspection is due, or if the rental property fails the inspection:

1. The City shall mail a notice of non-compliance to the rental property owner.
2. Upon receipt of a notice of non-compliance, a rental property owner shall, within 30 days, complete the required inspection and provide a certificate of inspection to the City or enter into a compliance agreement with the City.
3. If, 30 days after receipt of a notice of non-compliance, a rental property owner has not completed the required inspection and provided a certificate of inspection to the City or has not entered into a compliance agreement with the City, or if at any time a property owner violates the terms of a compliance agreement with the City:
  - a. The rental property owner is in violation of this Chapter and is subject to the penalty provisions of OMC 5.82.130, below;
  - b. The City may declare the rental property or one or more units thereof, unlawful to occupy pursuant to RCW 59.18.085; after so declaring, the City shall mail written notice to the property owner and any and all affected tenants that the rental property or a unit or units have been declared unlawful to occupy;
  - c. The City may suspend or revoke the property owner's business license pursuant to OMC 5.02.050; and
  - d. The rental property owner shall pay for relocation assistance to each displaced tenant as provided in RCW 59.18.085, and, if the City pays for relocation assistance on behalf of the property owner, the property owner shall reimburse the City for all such amounts paid.

#### 5.82.100 Prohibition on Passing Charges to a Tenant to Comply with a Program.

A landlord may not pass on to the tenant any costs incurred by the landlord in complying with this Chapter including: inspection fees, registration fees, business license fees, and repairs not related to damages caused by the tenant.

#### 5.82.110 Rent Increases Prohibited if Rental Unit has Defective Condition.

A. A landlord may not increase the rent charged to a tenant by any amount if the rental unit has one or more defective conditions making the rental unit uninhabitable, if a tenant's request for repair to make the rental unit habitable has not been completed, or if the rental unit is otherwise in violation of RCW 59.18.060. If the tenant believes the rental unit has one or more defective conditions making the unit uninhabitable or violates RCW 59.18.060, the tenant may notify the landlord in writing as required by RCW 59.18.070, specifying the

premises involved; the owner's name, if known; and the defective condition before the effective date listed in the notice of rent increase.

B. A landlord may not increase rent on any unit in a rental property if the rental property owner has not completed inspection of the rental property as required in OMC 5.82.090, or if the rental property has failed inspection under that section.

#### 5.82.120 Retaliation Prohibited.

A landlord may not retaliate against a tenant for asserting tenant rights under the tenant protection provisions of this Chapter or any other applicable tenant protection law.

A. It is a violation of this Chapter and a defense against eviction for a landlord to threaten, commence, or carry out retaliation, including a retaliatory eviction, based on the tenant having asserted rights and protections afforded by this Chapter or any other applicable tenant protection law.

B. There is a rebuttable presumption that a landlord's action was retaliatory if the action occurred within 90 days of the tenant asserting a right or protection afforded by this Chapter or any other applicable tenant protection law.

C. In addition to the definitions of retaliation provided in RCW 59.18.240, prohibited retaliatory actions under this section include:

1. Rescinding an offer of lease renewal;
2. Refusing to provide, accept, or approve a rental application or a rental agreement;
3. Misrepresenting any material fact when providing a rental reference about a tenant; and
4. Threatening to allege to a government agency that a tenant or prospective tenant, or a family member of a tenant or prospective tenant, is not lawfully in the United States.

D. A landlord who retaliates against a tenant for asserting rights or protections afforded by this Chapter or any other applicable tenant protection law is in violation of this Chapter and is liable to the tenant and is subject to the remedies and penalties under OMC 5.82.130.

#### 5.82.070-130 Violations

A. Any tenant claiming injury from any violation of this chapter may bring an action in Thurston County Superior Court or in any other court of competent jurisdiction to enforce the provisions of this chapter and is entitled to all remedies available at law or in equity appropriate to remedy any violation of this chapter, including declaratory or injunctive relief.

B. A landlord who violates this Chapter is liable to the tenant in an action brought by the tenant under subsection A, above, for: (1) any actual damages incurred by the tenant as a result of the landlord's or owner's violation or violations of this chapter; (2) double the amount of any security deposit unlawfully charged or withheld by the landlord; (3) reasonable attorney fees and costs incurred by the tenant in bring such action.

C. A landlord's failure to comply with any of the provisions of this chapter is a defense in any legal action brought by the landlord to recover possession of the rental unit.

D. A landlord's failure to comply with any of the provisions of this chapter may result in denial, suspension, or revocation of a business license, as provided in OMC 5.82.080.

E. A landlord or rental property owner who violates any provision of this Chapter commits a civil infraction or infractions and is subject to a fine or fines as set forth below. Each day a landlord or rental property owner is in violation of any provision of this Chapter constitutes a separate violation.

1. First offense: Class 3 (\$50), not including statutory assessments.

2. Second offense arising out of the same facts as the first offense: Class 2 (\$125), not including statutory assessments.

3. Three or more offenses arising out of the same facts as the first offense: Class 1 (\$250), not including statutory assessments.

F. The penalties imposed in this Chapter are not exclusive when the acts or omissions constitute a violation of another chapter of the Olympia Municipal Code. In addition to all other penalties, remedies, or other enforcement measures established within this Chapter, or as otherwise provided by law, any act or omission that constitutes a violation of this Chapter may be subject to penalties and enforcement provisions as provided by other provisions of the Olympia Municipal Code, and such penalties and enforcement provisions may be imposed as set forth in such provisions. The exercise of one remedy does not foreclose use of another. Remedies may be used singly or in combination; in addition, the City may exercise any rights it has at law or equity.

**Section 2. Amendment of OMC 5.02.005.** Olympia Municipal Code Section 5.02.005 is hereby amended to read as follows:

#### **5.02.005 License required**

A. No person may conduct business within the City without first obtaining an approved City business license. The license required by this chapter is in addition to any regulatory license that may be required by another chapter within Title 5 OMC.

B. The business license is not transferable. A business owner acquiring an existing business in the City must obtain a new, approved license for that business. Each separate physical location operated by a business inside the City must be licensed separately and be approved by the City before business may commence at that location. No fee will be charged for additional locations. A change of physical location of a business inside the City will require approval by the City before business may commence at the new location, and may require the filing of a new State of Washington Business License Application and/or a new City of Olympia Business License Application. If two or more businesses operate at the same physical location, each business must obtain a license.

C. The issuance and renewal of business licenses shall be done by the State of Washington Department of Revenue Business License Service (BLS) in coordination with the City.

D. The business license document issued by the Business License Service must be posted in a conspicuous place on the premises identified on the license.

E. Each and every person making available for rent or renting one or more rental units within the City limits, shall, in accordance with OMC 5.82.080, obtain and maintain a business license, unless exempt under that section. This obligation to obtain a business license applies to the rental of any rental unit, regardless of the term of the rental. One business license covers all of a person's rental units within the City; however, a separate business license is required for any other business operated by such person, in accordance with this Chapter.

**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 is 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.** The provisions of this ordinance are effective as follows:

- A. OMC 5.82.090, as created by this Ordinance, takes effect January 1, 2025.
- B. All other provisions of this Ordinance take effect March 1, 2024.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

*Michael M. Young*  
DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## Rental Housing Inspection Program Checklist

The intent of this checklist is to provide a reasonable level of predictability for owners, residents, and inspectors. No checklist can encompass every possible scenario and inspectors are required to use a significant amount of professional judgement. This health and safety inspection is designed to acknowledge the standards that were in place at the time of the property's construction, provided those standards do not threaten life-safety. It is not the intention of the program to bring all of Olympia's rental properties into compliance with current building code. However, "repairs, additions, or alternations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, Washington State Energy Code, International Fire Code, International Residential Code, Uniform Plumbing Code.

### **Buildings constructed under prior codes need to meet the building standards that were in place at the time of original construction, however:**

- If any requirement in this checklist is different than was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met. Exceptions: smoke detectors, carbon monoxide (CO) alarms, handrails, and dead bolts or dead latches on entry doors must meet the current code requirements regardless of previous standards.
- If a repair requires a City of Olympia permit, the repair must conform to the current building codes adopted by the City of Olympia. Permit requirements are outlined in the International Building Code. (OMC 16.04)
- If the Building Official deems the failure is a major life-safety issue, the repair must conform to the current building code adopted by the City of Olympia. (OMC 16.04)
- If upgrades, modifications, and/or installations were made to the original construction and were permitted, the building code standards in place at the time the permit was issued will be enforced.
- If upgrades, modifications, and/or installations were made without a permit, the repair must conform to the current building code standards adopted by the City of Olympia. (OMC 16.04)

Failed items with an asterisk are deemed health and life-safety items and must be corrected immediately to within 30 days and pass a re-inspection, depending on the severity of the life safety violation. All other failed items must pass re-inspection within 60 days. Checklist items shall be assessed by a pass, fail, or remedy by the next inspection cycle if maintenance is needed within the next five years, but is not at imminent risk of failure. Failure will require corrective action and re-inspection to ensure actions were completed within 30 or 60-day timeframe. Inspectors may use their professional judgment to assess if items do not need immediate repair but should be corrected by the time of the next inspection cycle (in five years). All failures must be corrected, and all required documentation must be submitted to RHIP before a Certificate of Compliance can be issued. Items that must be remedied by the next inspection cycle are advisory maintenance issues that should be corrected before the next required inspection in five years, however, a Certificate of Compliance can be issued if one or more of these items are present.

The following documentation is required to be submitted online at:

<https://ci-olympia-wa.smartgovcommunity.com/Public/Home>

**After the initial inspection:**

1. Checklist signed by both the RHIP inspector and the landlord/property owner for each unit inspected.
2. Photos of identified failures (if applicable).

**After the re-inspection:**

1. Invoice of materials purchased for repairs.
2. Photos of repairs made.
3. Permit numbers and/or written determination from the City of Olympia Building Services staff that a permit is not required.

If repairs to manufactured homes require a permit and inspection from L&I, the property owner may provide a copy of the inspection to verify work was completed to remedy the deficiencies. A re-inspection is not required in these circumstances.

Owner Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Property Name (if applicable): \_\_\_\_\_

Rental Property Contact \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Dwelling Type:

- Single Family Home    Duplex    Triplex    Fourplex    Apartment w/5+units  
 Manufactured Home    Other: \_\_\_\_\_

Inspector \_\_\_\_\_ Inspection Date \_\_\_\_\_

Type of Inspection:  Initial  Re-Inspection   Unit Number(s) Inspected: \_\_\_\_\_

**EXTERIOR BUILDING CONDITIONS**

1.1	<b>Building Addressing:</b> Buildings shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. <i>(IPMC 304.3)</i>	Pass	Fail	Remedy by next cycle
1.2	<b>Roofs and Drainage:</b> The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair and free from obstructions. Roof water is not to be discharged in a manner that creates a public nuisance. <i>(IPMC 304.7)</i>	Pass	Fail	
1.3	<b>Structural Components/Members:</b> Must be maintained free from deterioration and capable of safely supporting the imposed dead and live loads. <i>(IPMC 304.4)</i>	Pass	Fail	
1.4	<b>Foundation:</b> Foundation shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent entry by rodent or other pests. <i>(IPMC 304.5, IBC 1203.4)</i>	Pass	Fail	
1.5	<b>Chimney:</b> Chimney or similar appurtenances are maintained in a safe and sound condition and are in good repair, and meet the required clearance in accordance with the manufacturer's requirements. <i>(IPMC 304.1.1, 603.3, IMC 805)</i>	Pass	Fail	
1.6	<b>Exterior Walls:</b> Exterior walls are free of holes, breaks, and loose or rotting material, are weatherproof and protected from deterioration. <i>(IPMC 304.6)</i>	Pass	Fail	
1.7	<b>Exterior Balconies, Decks, Porches, and Stairs:</b> Must be structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. <i>(IPMC 304.10)</i>	Pass	Fail	
1.8	<b>Handrails and Guards:</b> Stair with 4 or more risers has handrails on two sides. Open portions of each stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guards are present and have a height of 42" above the walking nose of tread. <i>(IPMC 307.1, IBC 1014.3)</i>	Pass	Fail	
1.9	<b>Windows, Skylights, and Exterior Door Frames:</b> Must be in good repair, sound condition, and weather tight. Openable windows are easy to open and capable of being held in position by window hardware. Door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. <i>(IPMC 304.11, 304.15)</i>	Pass	Fail	

1.10	<b>Lighting:</b> Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures. <i>(IPMC 402.1, 402.2, 402.3)</i>	Pass	Fail	Remedy by next cycle
1.11	<b>Egress:</b> A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	Pass	Fail	Remedy by next cycle
1.12	<b>Garbage/Rubbish/Recyclables:</b> Garbage shall be disposed of in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers. <i>(IPMC 308.3)</i>	Pass	Fail	
1.13	<b>Grading and drainage</b> is present in a manner that prevents erosion of soil and prevents stagnant water thereon, or within the structure. <i>(IPMC 302.2)</i>	Pass	Fail	Remedy by next cycle
1.14	<b>Pools, Spas, Hot Tubs:</b> Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. <i>(IPMC 303.1, 303.2) Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.</i>	Pass	Fail	Remedy by next cycle

**Comments/Locations of Failed Items/Corrective Actions:**

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**INTERIOR BUILDING CONDITIONS (include common areas, where applicable)**

2.1	<b>Unit Number:</b> Must be legible and contrasted with the color of the structure upon which the number is placed. (IPMC 304.3)	Pass	Fail	Remedy by next cycle
2.2	<b>Structural Components/Members:</b> Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads. (IPMC 304.4)	Pass	Fail	
2.3	<b>Stairs and Walking Surfaces:</b> Every stair, ramp, landing, balcony, porch, or other walking surface are maintained in a sound condition and good repair. (IPMC 305.4)	Pass	Fail	
2.4	<b>Handrails and Guards:</b> Stair with 4 or more risers has handrails on two sides. Open portions of each stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guards are present and have a height of 42" above the walking nose of tread. (IPMC 307.1, IBC 1014.3)	Pass	Fail	
2.5	<b>Ventilation:</b> Every habitable space shall have not less than one operable window. Bathrooms and kitchens are in compliance if mechanical ventilation is operable and the discharge is to the outdoors and not recirculating. (IPMC 403.1) <i>Note: exception where rooms and spaces without opening to the outdoors are ventilated through an adjoining room that has an unobstructed opening 8% and not less than 25 square feet.</i> (IPMC 403.1)	Pass	Fail	
2.6	<b>Rodents/Insects:</b> Structure shall be kept free from insects and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. (IPMC 309)	Pass	Fail	
2.7	<b>Exhaust Systems:</b> Clothing dryer exhaust systems shall be independent of all other systems and will exhaust outside the structure in accordance with the manufacturer. (IPMC 403.2)	Pass	Fail	
2.8	<b>Lighting:</b> Every habitable space shall have not less than one window facing directly to the out- side or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artificie light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances. <i>Note: Windows not required in bathrooms and kitchens provided the room has an artificial light source and ventilation.</i> (IPMC 402.1, 402.2, IPMC 402.3)	Pass	Fail	
2.9	<b>Interior Surfaces:</b> Interior surfaces, including walls, windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; or loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf. (IPMC 305.3)	Pass	Fail	
2.10	<b>Interior Doors:</b> Every interior door is fit reasonably well within its frame, is capable of being opened and closed properly, and is securely attached to jambs, headers, or tracks as intended by the manufacturer of the attached hardware. (IPMC 305.6)	Pass	Fail	
2.11	<b>Elevators</b> are operational and have been inspected annually. (IBC 116.1,1003.7, 1009.4)	Pass	Fail	

**Comments/Locations of Failed Items/Corrective Actions:**

**INTERIOR: FIRE SAFETY (include common areas, where applicable)**

3.1	<b>Smoke Alarms:</b> Single- or multiple-station smoke alarms must be installed and maintained in all of the following locations: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; in each room used for sleeping purposes; In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. <i>(IPMC 704.26.1.2)</i>	Pass	Fail	
3.2	<b>Carbon Monoxide Detectors:</b> Carbon Monoxide detectors shall be provided where any of the following conditions exist; fuel-burning appliances, fuel-burning fireplaces, forced-air furnaces, fuel-burning appliances outside dwelling and sleeping units, and private garages. Required carbon monoxide detection shall be located in accordance with IBC 915.2.1, IFC 915.4.3, IFC 915.4.3, IFC 1103.9) <i>Note: If not applicable, check Pass. (WAC 51-54A-0915) (IPMC 705.1, 705.2)</i>	Pass	Fail	
3.3	<b>Emergency Escape Opening:</b> Required emergency escape and rescue openings shall be maintained and operational from the inside of the room without the use of keys or tools in accordance with the code that was in effect at the time of construction. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction. <i>(IPMC 702.4)</i>	Pass	Fail	
3.4	<b>Egress:</b> A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	Pass	Fail	
3.5	<b>Fire-Resistance-Rated Assemblies:</b> Required fire walls, fire barriers and fire partitions are maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers are maintained in accordance with NFPA 80. <i>(IPMC 703.3)</i>	Pass	Fail	
3.6	<b>Fire Extinguishers:</b> Portable fire extinguishers shall be maintained annually. <i>(IFC 906.2)</i>	Pass	Fail	
3.7	<b>Exit Illumination:</b> Exit signs shall be visible under emergency illumination conditions <i>(IFC 1104.4)</i>	Pass	Fail	
3.8	<b>Exit Signs:</b> Exit signs shall be internally or externally illuminated. <i>(IFC 1104.3)</i>	Pass	Fail	
<b>Comments/Locations of Failed Items/Corrective Actions:</b>				



**PLUMBING AND HOT WATER**

4.1	<b>Plumbing Fixtures:</b> Plumbing fixtures shall be properly installed and maintained in working order, shall be kept free from obstruction, leaks, and defects, and shall be capable of performing the function for which such plumbing fixtures are designed. <i>(IPMC 504.1)</i>	Pass	Fail	
4.2	<b>Plumbing Lines:</b> All plumbing supply lines, waste lines, sewer lines, venting, and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects. <i>(IPMC 506.2)</i>	Pass	Fail	
4.3	<b>Plumbing Connections:</b> Plumbing fixtures shall be properly connected to either a public sewer system or to a private sewage disposal system. <i>(IPMC 506.1)</i>	Pass	Fail	
4.4	<b>Water Heating Facilities:</b> Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless it is a direct vent appliance. <i>(IPMC 505.4, UPC 608, 608.3)</i>	Pass	Fail	
4.5	<b>Plumbing Dwelling Unit Requirements:</b> Every dwelling unit has its own bathtub or shower, lavatory, water closet, and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet. <i>(IPMC 502.1)</i>	Pass	Fail	
<b>Comments/Locations of Failed Items/Corrective Actions:</b>				

**HEATING AND ELECTRICAL**

5.1	<b>Heating:</b> Dwelling is provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. <i>(IPMC 602.2)</i>	Pass	Fail	
5.2	<b>Electrical Hazards:</b> The dwelling unit must have adequate electrical service, proper fusing, sufficient receptacle and lighting outlets, proper wiring or installation, and be free of faulty electrical receptacles or switches, or damaged or exposed wiring. <i>(IPMC 604 &amp; 605)</i>	Pass	Fail	
5.3	<b>Luminaires:</b> Every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room has not less than one operable electric luminaire. All habitable rooms must have an operable electric luminaire; bedrooms may have two outlets in place of luminaire. <i>(IPMC 402.1, 402.2, 402.3, IFC 6.05.7)</i>	Pass	Fail	
5.4	<b>Electrical Covers:</b> Open junction boxes and open-wiring splices shall be prohibited. Appropriate covers shall be provided for all switch and electrical outlet boxes. <i>(IFC 604.6)</i>	Pass	Fail	
5.5	<b>Cooking appliances</b> are properly installed, maintained in a safe working condition, and capable of performing the intended function. <i>(IPMC 603.1)</i> <i>Note: only applicable for cooking appliances that were provided by property owner.</i>	Pass	Fail	
5.6	<b>Extension Cords:</b> Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings. <i>(IFC 604.5)</i>	Pass	Fail	
5.7	<b>Clearance</b> for combustible materials is maintained in accordance with manufacture requirements. <i>(IPMC 603.3)</i>	Pass	Fail	

**Comments/Locations of Failed Items/Corrective Actions:**

**INSPECTION RESULT**

PASS

FAIL-CORRECTIONS NEEDED

**Certification of Inspection:** By my signature, I certify that I have personally inspected this property and that this rental property does/does not comply with the standards required in the City of Olympia Rental Housing Inspection Program as authorized by OMC 5.82.---. I also understand that knowingly submitting a falsified certification of inspection is a gross misdemeanor with a fine of up to ---- dollars (\$---) and the loss of my business license in Olympia. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector's Signature

Date

**Declaration of Compliance:** By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Olympia in accordance with the City of Olympia Rental Housing Inspection Program as authorized by OMC 5.82.---. I understand this rental property must comply with all the provisions of the Rental Housing Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to ---- dollars (\$-----), and the loss of my business license in Olympia. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Landlord's Signature

Date