



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 16, 2021

7:00 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_R3VeptOITsC4JVJZxSmzuQ

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 three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to 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 [21-1109](#) Approval of November 9, 2021 City Council Study Session Meeting Minutes

Attachments: [Minutes](#)

4.B [21-1110](#) Approval of November 9, 2021 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.C [21-1084](#) Approval of a Resolution Authorizing an Increase in City Staffing by Two Full-Time, Project-Funded Positions to Support the Implementation of a New Finance, Human Resource and Payroll Management and Information Technology Solution

Attachments: [Resolution](#)

- 4.D [21-1097](#) Approval of a Resolution Authorizing Participation in the Local Government Investment Pool

Attachments: [Resolution](#)

[Local Government Investment Pool Authorization Form](#)

4. SECOND READINGS (Ordinances)

- 4.E [21-1059](#) Approval of an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100

Attachments: [Ordinance](#)

- 4.F [21-1070](#) Approval of an Ordinance Assuming the Olympia Transportation Benefit District

Attachments: [Ordinance](#)

- 4.G [21-1068](#) Approval of an Ordinance Setting the 2022 Ad Valorem Tax

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances)

- 4.H [21-1098](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 3.04 Related to Funds

Attachments: [Ordinance](#)

5. PUBLIC HEARING

- 5.A [21-1093](#) Public Hearing on the 2023-2028 Six-Year Transportation Improvement Program.

Attachments: [Transportation Improvement Program Project Summary Table 2023-2028](#)

[Transportation Improvement Program Project Maps 2023-2028](#)

[Transportation Improvement Program WSDOT Technical Report 2023-2028](#)

- 5.B [21-1095](#) Public Hearing on the 2022 Preliminary Operating Budget

Attachments: [Link to 2022 Preliminary Operating Budget](#)

6. OTHER BUSINESS

- 6.A [21-1083](#) Approval of the 2021 Annual Comprehensive Plan Amendments

Attachments: [Ordinance](#)
[Land Use and Environment Committee Changes](#)
[Planning Commission Recommendation](#)
[Webpage with Link to Applications](#)
[Neighborhood Character Proposals](#)
[Acknowledgement/Equity Language Proposals](#)
[Public Comments](#)

6.B [21-1085](#) Capital Facilities Plan Update and Discussion with Advisory Committee Chairs

Attachments: [Link to Budget Webpage](#)
[Utility Advisory Committee Comment Letter](#)
[Parks and Recreation Advisory Committee Comment Letter](#)
[Bicycle and Pedestrian Advisory Committee Comment Letter](#)
[Planning Commission Comment Letter](#)

7. CONTINUED PUBLIC COMMENT

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

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



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

City Council

Approval of November 9, 2021 City Council Study Session Meeting Minutes

Agenda Date: 11/16/2021
Agenda Item Number: 4.A
File Number:21-1109

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

Title

Approval of November 9, 2021 City Council Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 9, 2021

5:30 PM

Online and Via Phone

Study Session

Attend: [https://us02web.zoom.us/j/81275075133?](https://us02web.zoom.us/j/81275075133?pwd=YmJ1c29jSXdyTkVKd25DWVI0aE5lUT09)
[pwd=YmJ1c29jSXdyTkVKd25DWVI0aE5lUT09](https://us02web.zoom.us/j/81275075133?pwd=YmJ1c29jSXdyTkVKd25DWVI0aE5lUT09)

1. ROLL CALL

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

2. BUSINESS ITEM

2.A [21-1045](#) Activation of City Property Located at 108 State Avenue NE Briefing and Discussion

Strategic Projects Manager Amy Buckler and Economic Development Director Mike Reid gave an overview of the city-owned building located at 108 State Avenue which was once the City's original City Hall and Fire Station. Ms. Buckler noted that until recently the building housed a childcare facility and Family Support Services. Currently the building is being used as the Crisis Response Unit headquarters, for storage and for a warming/cooling center during extreme weather.

Ms. Buckler shared that the building was last remodeled in 1992, and while in fairly good condition does need \$1.5 million in upgrades to include HVAC, plumbing and interior/exterior finishes. Any new use for the building will require remodeling.

Ms. Buckler discussed the building's relationship to the Downtown Strategy. Currently there is low activity at the intersection where the building is located. She discussed potential uses for the space, also noting there are other city-owned properties adjacent and next to the building.

Ms. Buckler discussed approaches to next steps in determining a use for the building. Those steps include request for ideas, solicitation of interest, and request for proposals.

Councilmembers discussed the topic and asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:41 p.m.



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

City Council

Approval of November 9, 2021 City Council Meeting Minutes

Agenda Date: 11/16/2021
Agenda Item Number: 4.B
File Number:21-1110

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

Title

Approval of November 9, 2021 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 9, 2021

7:00 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_Od9KQgYLSQK2P7BdhXKCwQ

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 Renata Rollins

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION - NONE

3. PUBLIC COMMENT

Timothy Leadingham spoke.

4. CONSENT CALENDAR

4.A [21-1078](#) Approval of November 1, 2021 City Council Study Session Meeting Minutes

The minutes were adopted.

4.B [21-1081](#) Approval of November 1, 2021 City Council Special Meeting Minutes

The minutes were adopted.

4. SECOND READINGS (Ordinances)

4.C [21-1015](#) Approval of an Ordinance modifying the Boundaries of the Parking and Business Improvement Area (PBIA) correcting a Scrivener's Error; changing the number of PBIA Advisory Board Members from 15 to 11; and providing for PRIDE Programs and Events in Downtown

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.D** [21-1070](#) Approval of an Ordinance Assuming the Olympia Transportation Benefit District

Approval of the Consent Agenda

Councilmember Parshley moved, seconded by Councilmember Cooper, 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 Rollins

5. PUBLIC HEARING

- 5.A** [21-1052](#) Public Hearing on Community Development Block Grant Program Year 2020 Annual Report

Community Development Block Grant (CDBG) Program Manager Darian Lightfoot gave an overview of the draft Consolidated Annual Performance and Evaluation Report (CAPER).

The public comment period began October 22 and will end November 22 at 12:00 p.m. to allow the public to review the CAPER.

Mayor Selby opened the public hearing at 7:15 p.m. No one spoke. She closed the public hearing at 7:15 p.m.

The public hearing was held and closed.

- 5.B** [21-1053](#) Public Hearing to Consider a Substantial Amendment to the Program Year 2021 Community Development Block Grant Annual Action Plan

Ms. Lightfoot gave an overview of the proposed amendment to the program year 2021 CDBG to reallocate existing funds from program year 2015 and program year 2016 to a program year 2021 activity. The proposal would award funds to Olympia Community Solar to install a 73-kW rooftop solar energy system at Quixote Village providing long-term stability from an estimated \$551,330 in energy savings over 40 years.

The public comment period began October 22 and will end November 22 at 12:00 p.m. The amendment will be brought to the City Council for approval on November 23 with the new activity starting shortly after.

Mayor Selby opened the public hearing at 7:19 p.m. No one spoke. The public hearing closed at 7:19 p.m.

The public hearing was held and closed.**5.C** [21-1067](#) Public Hearing on an Ordinance Setting the 2022 Ad Valorem Tax

Finance Director Aaron BeMiller gave an overview of the ordinance setting the 2022 Ad Valorem Tax.

Mayor Selby opened the public hearing at 7:34 p.m. No one spoke. The public hearing closed at 7:35 p.m.

The public hearing was held and closed.**6. OTHER BUSINESS****6.A** [21-1086](#) Approval of the General Government Committee Recommendation to Establish a New Social Justice and Equity Commission

Equity & Inclusion Coordinator Olivia Salazar de Breaux gave an overview of the agenda for the discussion. She discussed the purpose, approach and outcome for establishing an advisory commission to support the City in dismantling institutional racism and all forms of oppression. Ms. Salazar de Breaux introduced the Founding Members Work Group: Anthony Markland, Megan Matthews, Joslyn Nelson and Rusty Shekha.

The Founding Members Work Group gave an overview of their recommendation to the City Council regarding the formation and duties of a Social Justice and Equity Commission.

Assistant City Manager Debbie Sullivan shared the City staff and budget support recommendation and the phasing to full implementation. Ms. Salazar de Breaux shared the recruitment and appointment process. The Founding Member Work Group shared their reflections and words of wisdom regarding the process.

Councilmembers read the following statement:

The City Council commits Olympia to becoming an anti-racist city, which encompasses not only the removal of barriers that impact Black, Indigenous, and people of color (BIPOC), but also repairing the harm that has been done. Institutional and systemic barriers remain prevalent and have resulted in a lack of equitable access to resources and opportunities. We are dedicated to rebuilding trust through reconciliation and making ongoing efforts to remove these barriers.

We will support the work of the Social Justice and Equity Commission as our guide in both process and action. We will work alongside BIPOC residents, community groups, and staff to directly shape our anti-racism strategy. We will use our resources to actively dismantle racist structures and challenge racial inequity.

Olympia is becoming more diverse. We value and respect the identities, lived experiences, and diverse perspectives of our growing community. We believe that

embracing racial equity enhances the livability and vibrancy of our beautiful city for all residents. Providing everyone an opportunity to participate in the civic, economic, and cultural life of the city leads to greater quality of life and a sustainable local economy. The Council acknowledges the commitments and efforts towards anti-racism made by others in the community. We call on all organizations, businesses, and people to support Olympia in becoming an anti-racist city.

Councilmembers asked clarifying questions and shared their thanks to the Work Group and staff who have involved in the process.

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve the General Government Committee’s recommendation to establish a new Social Justice and Equity Commission as recommended by the Founding Members Work Group. 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 Rollins

- 6.D** [21-1059](#) Approval of an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100

Assistant City Manager Sullivan gave an overview of the amendment to Ordinance 2.100 to establish the Social Justice and Equity Commission.

Councilmember Parshley moved, seconded by Councilmember Cooper, to approve the ordinance establishing a Social Justice and Equity Commission, amending Olympia Municipal Code Chapter 2.100 on first reading and forward to second reading. 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 Rollins

- 6.B** [21-1068](#) Approval of an Ordinance Setting the 2022 Ad Valorem Tax

Finance Director BeMiller noted he gave a previous presentation on this topic and asked if there were any additional questions.

Councilmember Cooper moved, seconded by Councilmember Parshley, to approve an ordinance setting the 2022 Ad Valorem tax in the amount \$19,914,982.67 for the City’s Regular Levy (including add-ons) and \$1,052,820.14 for the Excess Levy on the Fire bonds (including refunds). 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 Rollins

- 6.C** [21-1076](#) Discussion of Budget Special Topics - Utility Rates, General Facility Charges, Impact Fees, Parking Business Improvement Area, and Lodging Tax

Staff reviewed 2022 Operating Budget topics and recommendations including the Utility Advisory Committee 2022 recommended Utility Rates and General Facility Charges; Parks, Transportation, and Olympia School District Impact Fees; Parking & Business Improvement Area Board (PBIA) budget; and Lodging Tax.

Councilmembers asked clarifying questions.

The discussion was completed.

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Burney thanked Cary Retlin for his service to the City and noted that he has taken a new position with the Washington State Department of Commerce.

9. ADJOURNMENT

The meeting adjourned at 9:20 p.m.



City Council

Approval of a Resolution Authorizing an Increase in City Staffing by Two Full-Time, Project-Funded Positions to Support the Implementation of a New Finance, Human Resource and Payroll Management and Information Technology Solution

Agenda Date: 11/16/2021
Agenda Item Number: 4.C
File Number:21-1084

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

Title

Approval of a Resolution Authorizing an Increase in City Staffing by Two Full-Time, Project-Funded Positions to Support the Implementation of a New Finance, Human Resource and Payroll Management and Information Technology Solution

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution authorizing an increase in City staffing by two full-time, project-funded positions to support the implementation of a new finance, human resource and payroll management and information technology solution.

Report

Issue:

Whether to approve a Resolution authorizing an increase in City staffing by two full-time, project-funded positions to support the implementation of a new finance, human resource and payroll management and information technology solution.

Staff Contact:

Danelle MacEwen, Performance Management Specialist/Project Manager - Office of Performance & Innovation, (360) 753-8211

Presenter(s):

None - Consent Item

Background and Analysis:

The City's current financial management software system was purchased in the 1980's and no longer

meets the business needs of the City. The software is inefficient, outdated technology that is difficult to use, lacks reporting functionality for analysis and decision-making and does not integrate with other software applications. Human Resources does not have a technology solution and is primarily a paper-based system.

In November 2020, the City contracted with the Government Finance Officers Association (GFOA) to identify and implement improved business processes based on industry best practices, develop a Request for Proposals for a new technology solution and facilitate the selection process so the City procures the best solution for the best value. After review of proposals, the City elevated one software vendor and implementation partner is currently in contract negotiations.

Implementation is scheduled to start in January 2022 and continue through the beginning of 2023. This aggressive implementation schedule will require considerable staff time and resources for a successful project. To build capacity for staff to participate fully in the project, the City needs an additional Human Resource Analyst to ensure the day-to-day business of the City continues while implementing a new technology solution. The HR Analyst will be needed full-time for a period of 18 months.

This project will also tax the resources of Information Services and creates a need for capacity and expertise in the chosen software solution. This position will be a project funded position in the Information Services Digital Solutions program. This position will be dedicated to the project full-time during the project for a period of 18 months and funded by the project. This position will be responsible for coordinating with departments on training, creating standard operating procedures for business processes within the software solution, and serve as the business process administrator, security administrator and reporting lead for the software solution across the City.

The City has \$2,483,500 dedicated to this project. The cost to fund the HR Analyst position is \$180,000 and the cost for the Information Services position is \$210,000, for a total of \$390,000. These costs are for 18 months during the project implementation.

Staff is currently negotiating the contracts with the software vendor and implementation partner and an overall project cost will be determined after contract negotiations are complete in mid-November 2021. A funding strategy to purchase and maintain the new system will be presented to Council in December 2021.

Neighborhood/Community Interests (if known):

A new finance, human resource and payroll management and information system will enhance the City's accountability and transparency. A new system will allow staff to track and report information easier and quicker and communicate it in a way that is easy to understand.

Options:

1. Approve the Resolution authorizing an increase in City staffing by two full-time, project-funded positions to support the implementation of a new finance, human resource, and payroll management and information technology solution.
2. Direct staff to make changes to the Resolution based on feedback from Council and approve an amended Resolution authorizing an increase in City staffing by two full-time, project-funded positions to support the implementation of a new finance, human resource, and payroll management and information technology solution.

3. Do not approve the Resolution and direct staff to develop an alternative staffing solution to implement the project.

Financial Impact:

Funding for the two project-funded positions will come from project funds of \$2,483,500. An estimate for the full project will be refined once vendor contract negotiations are complete.

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING AN INCREASE IN PROJECT-FUNDED CITY STAFF BY TWO FULL-TIME-
EQUIVALENT POSITIONS TO SUPPORT THE PROCUREMENT AND
IMPLEMENTATION OF A NEW ENTERPRISE FINANCIAL AND HUMAN RESOURCE
SYSTEM**

WHEREAS, the City's current finance management software system was purchased in the 1980s and is outdated and does not meet the business needs of the City; and

WHEREAS, the current finance management software system is inefficient, outdated technology that is difficult to use, lacks reporting functions for analysis and decision-making, and does not integrate with other software applications; and

WHEREAS, the City's Human Resources Department does not have an integrated management system; and

WHEREAS, the City has worked with the Government Finance Officers Association since November 2020 to improve the City's businesses processes based on best practices and to develop a Request for Proposals to procure a technology solution, in the form of an enterprise finance, human resources, and payroll system, to replace the City's current, out-of-date finance software system; and

WHEREAS, through the Request for Proposal process, the City has identified a preferred vendor to provide the technology solution and is currently in contract negotiations with that vendor; and

WHEREAS, once the contract with the chosen vendor is in place, the City will commence an intensive process to implement the new technology solution and related policies, procedures, and processes; and

WHEREAS, the successful implementation of an enterprise finance, human resources, and payroll system requires a full-time Human Resource Analyst to create capacity for staff to participate in the implementation project; and

WHEREAS, the new finance, human resource, and payroll management system also requires a full-time Software Administrator to create capacity and build software expertise in Information Services during the project implementation; and

WHEREAS, the project funding for the implementation of a new finance, human resources, and payroll management system has adequate funding to support two full-time, project-funded employees for a period of 18 months;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE that it approves the increase of City staffing by two full-time-equivalent, project-funded employees, one Human Resource Analyst and one Software Administrator, to support the implementation of a new finance, human resource, and payroll management and information technology solution through early 2023, supported by project funding.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY



City Council

Approval of a Resolution Authorizing Participation in the Local Government Investment Pool

Agenda Date: 11/16/2021
Agenda Item Number: 4.D
File Number:21-1097

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

Title

Approval of a Resolution Authorizing Participation in the Local Government Investment Pool

Recommended Action

Committee Recommendation:

Not referred to a Committee.

City Manager Recommendation:

Move to approve the resolution authorizing the City's participation in the Local Government Investment Pool.

Report

Issue:

Whether to approve a Resolution authorizing participation in the Local Government Investment Pool.

Staff Contact:

Jana Brown, General Accounting Manager, 360.753.8473

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Washington State has created the Local Government Investment Pool (LGIP) for the purpose of allowing governmental entities to invest funds through the State Treasurer. The City participates in the LGIP. The State Treasurer requires all entities investing in the LGIP to submit a resolution authorizing participation.

On January 14, 2020, Council passed Resolution M- 2082 authorizing participation in the LGIP and identified the Administrative Services Director and the Fiscal Services Director as the authorized individuals to perform the transactions related to the LGIP. With the recent organizational and staffing changes in the Finance Department (FD), the resolution needs to be updated. The attached resolution identifies the corrected position titles rather than individual names. Using this format allows

the City's LGIP authorization to be transferred immediately upon appointment of new personnel.

The attachments include the resolution and the LGIP Transaction Authorization Form which is referenced in the resolution. Note the bank account, routing number and contact information have been left intentionally blank for security purposes.

The City uses the LGIP to invest monies, not in use, on a short-term basis. Monies invested in the LGIP are available within a few hours when requested. In 2020, the City had an average \$30 million invested in the LGIP which yielded approximately in \$186,200 in investment earnings.

Neighborhood/Community Interests (if known):

None noted.

Options:

1. Move to approve the Resolution. Allows authorized personnel to invest in the LGIP.
2. Direct staff to make changes to the Resolution terms. Staff will update the Resolution and return to Council at a future date.
3. Do not approve the Resolution. The City will not be able to authorize transactions with the LGIP.

Financial Impact:

No financial impact.

Attachments:

Resolution

Local Government Investment Pool Authorization Form

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
AUTHORIZING INVESTMENT OF CITY OF OLYMPIA MONIES IN THE LOCAL
GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Olympia, the “governmental entity,” to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Olympia, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein;

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

Section 1. The governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

Section 2. The governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Finance Director and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Section 3. The governmental entity designates the Finance Director, as the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

Section 4. This delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

Section 5. The Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

Section 6. The governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED BY THE OLYMPIA CITY COUNCIL this ____ day of _____, 2021

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

| |
|-------------------------|
| Entity Name: |
| Mailing Address: |

Statement Delivery Options:

EMAIL: _____ FAX: _____ BOTH

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than listed)

| |
|-----------------------------|
| Bank Name: |
| Branch Location: |
| Bank Routing Number: |
| Accounting Number: |
| Account Name: |

ACH Authorization: Yes No
Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

| Name: | Title: | Phone Number: | Signature: |
|-------|--------|---------------|------------|
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Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2
 If you selected no, skip the online access section

TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

| Name: | Service Type: | | | | Account Type: | |
|--------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Add | Delete | Modify | No Change | Full | View Only |
| Email: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Name: | Add | Delete | Modify | No Change | Full | View Only |
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By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

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Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACLASHE@TRE.WA.GOV
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State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ____ day of _____, 20____.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.

My appointment expires: _____



City Council

Approval of an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100

Agenda Date: 11/16/2021
Agenda Item Number: 4.E
File Number:21-1059

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

Title

Approval of an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100

Recommended Action

Committee Recommendation:

On Wednesday, October 27, the General Government Commission approved forwarding a recommendation to the full City Council to establish a Social Justice and Equity Commission.

City Manager Recommendation:

Move to adopt an Ordinance Establishing a Social Justice and Equity Commission, Amending Olympia Municipal Code Chapter 2.100 on second reading.

Report

Issue:

Whether to adopt an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100

Staff Contact:

Debbie Sullivan, Assistant City Manager 360.753.8499

Presenter(s):

None - Consent Calendar item

Background and Analysis:

Background and Analysis did not change from first to second reading.

In June 2020, the City Council made a referral to the General Government Committee requesting the establishment of an advisory commission to address social justice to “dismantle institutional racism and all forms of oppression within our city government while helping build a more equitable, just, and thriving community.”

The City's Diversity, Equity, and Inclusion Coordinator led a participatory leadership approach to explore and develop a recommendation with a Founding Member Work Group, made of five marginalized community members, with an emphasis on Black, Indigenous, and People of Color. The group hosted a series of Community Conversations to elevate the voices of marginalized community members to understand the experiences, perspectives, and impacts associated with racism and other biases. This input was used to inform the Founding Members Work Group recommendation for establishing a permanent Commission.

The attached Ordinance establishes the new Commission as an eleven (11) member Social Justice and Equity Commission. Their duties include:

- Receiving complaints related to unlawful discrimination that occurs within the City of Olympia with the goal of eliminating racism and fulfilling human rights for all residents of the City of Olympia for a just and equitable Olympia for all people
- Mediation, conciliation, and investigation of unlawful discrimination, and issues related to racial, social justice, human rights or other forms of discrimination
- Advising the City on projects, events, policies, and practices
- Participating in community and educational outreach to build relationships and seek community feedback regarding the Commission

If Council approves the ordinance, the next step will be to recruit Commissioners. The timing will coincide with the City's annual schedule for the recruitment and application process for the other Council appointed Boards, Committees, and Commissions.

Neighborhood/Community Interests (if known):

The feedback received by the Founding Members Work Group through the public engagement process strongly supports establishing a more inclusive way in which to listen, understand, and respond to the needs of historically marginalized community members.

Options:

1. Adopt the Ordinance Establishing a Social Justice and Equity Commission, Amending Olympia Municipal Code Chapter 2.100 on second reading.
2. Adopt the Ordinance Establishing a Social Justice and Equity Commission based on feedback received by City Council on second reading.
3. Do not adopt the Ordinance Establishing a Social Justice and Equity Commission and direct staff to present an updated Ordinance and a future meeting.

Financial Impact:

The funding source for this appropriation is reserves set aside for the purpose of economic development. The economic development reserves total approximately \$2.6 million. The appropriation of \$550,000 would reduce this reserve to approximately \$2,050,000.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ESTABLISHING A SOCIAL JUSTICE AND EQUITY COMMISSION AND AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 2.100

WHEREAS, in response to the problems of racial and other unlawful discrimination within the City of Olympia, the Olympia City Council recognizes the need to establish an advisory commission to provide Council with advice and recommendations to alleviate overt and implicit bias in the City's policies, practices, and procedures for persons of color and other protected classes, as provided by state and federal law; and

WHEREAS, discrimination in any form is inimical to the public welfare, community values, and good order of the City of Olympia, and action is necessary to identify instances of unlawful discrimination and to work toward social justice and equity for all residents of the City of Olympia; and

WHEREAS, the Olympia City Council is committed to providing and assuring equal opportunity for all Olympia residents in the areas of employment, education, credit, insurance, access to public accommodations, and the acquisition of real property; and

WHEREAS, in order to effect these policies against unlawful discrimination and to provide for social justice and equity to all Olympians, the Olympia City Council wishes to achieve the City's goal of eliminating unlawful discrimination and to provide social justice and equity for all residents of Olympia by creating a Social Justice and Equity Commission to serve as an advisory body to Council in its efforts to eliminate unlawful discrimination in all its forms within the City of Olympia; and

WHEREAS, to achieve the goal of eliminating unlawful discrimination in the City of Olympia, the Olympia City Council finds that it should establish a Social Justice and Equity Commission to study and investigate problems of prejudice, bigotry, and unlawful discrimination, and to encourage and coordinate the implementation of programs consistent with the needs and the rights of all residents of the City of Olympia, the Olympia City Council should establish a Social Justice and Equity Commission for these purposes;

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

Section 1. Amendment of OMC 2.100. Olympia Municipal Code Chapter 2.100 is hereby amended to read as follows:

Chapter 2.100

COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

2.100.000 Chapter Contents

Sections:

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

2.100.010 Purpose.

2.100.020 Boards, Commissions and Committees Established.

- 2.100.030 List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council.
- 2.100.040 Members.
- 2.100.050 Term of Office.
- 2.100.060 Vacancies.
- 2.100.070 Rules of Procedure and Bylaws.
- 2.100.080 Annual Work Plan.
- 2.100.090 Staff Liaison Support.

Article II. ARTS COMMISSION

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

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- 2.100.250 Established--Purpose.
- 2.100.270 Duties.

Article IV. LODGING TAX ADVISORY COMMITTEE

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

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- 2.100.320 Established--Purpose.
- 2.100.340 Duties.

Article VI. PLANNING COMMISSION

- 2.100.350 Established--Membership--Purpose.
- 2.100.360 Duties.
- 2.100.370 Powers of City Council.
- 2.100.380 Use Districts--Development Plan.
- 2.100.390 Comprehensive Plan--Purpose and Preparation.
- 2.100.400 Comprehensive Plan--Public Hearing--Copy Filing.
- 2.100.410 Comprehensive Plan--Modification Procedure.

Article VII. UTILITY ADVISORY COMMITTEE

- 2.100.420 Established--Purpose.
- 2.100.440 Duties.

Article VIII. HOME FUND ADVISORY BOARD

- 2.100.450 Established--Purpose.
- 2.100.480 Duties.

Article IX. COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE EVENTS

- 2.100.520 Qualifications.
- 2.100.530 Duties.

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

Article X. SOCIAL JUSTICE AND EQUITY COMMISSION

- 2.100.600 Established - Purpose.
- 2.100.610 Membership - Appointment.
- 2.100.620 Duties.
- 2.100.630 Budget.

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

2.100.010 Purpose

The purpose of this chapter is to create specific community-member advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible. From time to time, the City Council may create advisory ad hoc boards, commissions and committees and appoint community members to such advisory groups. Ad hoc boards, commissions and committees shall be of a limited duration determined by the Olympia City Council. Community members appointed to the City Council's ad hoc boards, commissions and committees shall serve without compensation unless specifically retained as consultants, except for the stipend provided in OMC 2.100.040.C below.

2.100.020 Boards, Commissions and Committees Established

All community-member boards, commissions and committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the boards, commissions and committees appointed by Council are advisory in nature.

2.100.030 List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council

The boards, commissions and committees appointed by the City Council are:

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)

- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)
- I. Home Fund Advisory Board (See OMC 2.100.450 - 2.100.480)
- J. Community Member Representatives for Police Use of Force Events (See OMC 2.100.500 – 2.100.520530).
- K. Social Justice and Equity Commission (See OMC 2.100.600-2.100.630)

2.100.040 Members

- A. Number of Members. Except as may be otherwise provided by ordinance, each board, commission or committee shall consist of nine (9) members appointed by the City Council.
- B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.
 - 1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.
- C. Compensation. All board, commission and committee members shall serve without compensation, but shall receive a stipend of Twenty-Five and no/100 Dollars (\$25.00) per meeting attended to defray expenses such as transportation, meals and child care. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.
- D. Appointment.
 - 1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.
 - 2. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.
 - 3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.
- E. Recruitment. The City Council’s General Government Committee shall develop and implement a public process to recruit potential board, commission and committee members.
- F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. No geographic, gender, age, profession, race, nor ethnicity restrictions shall be placed on applicant eligibility.
- G. Non-Partisan. All board, commission and committee positions are non-partisan.

2.100.050 Term of Office

- A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.
- B. The terms shall be staggered so that as near as possible one-third of each board's, commission's and committee's membership shall expire each year.
- C. Terms shall be limited to three (3) full terms, nine (9) years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. Community Members or residents who have reached the term limit on any one board, commission or committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

2.100.060 Vacancies

- A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon a timeline determined by the City Council's General Government Committee.
- B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

2.100.070 Rules of Procedure and Bylaws

The General Government Committee of the City Council shall establish Rules of Procedure and Bylaws for boards, commissions and committees.

2.100.080 Annual Work Plan

Each board, commission and committee, except the Design Review Board, and Community Member Representatives for Police Use of Force Events, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's General Government Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the General Government Committee for consideration and recommendation to the full Council.

2.100.090 Staff Liaison Support

The City Manager, or designee, shall appoint a primary staff liaison for each board, commission and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission and committee with research, report preparation, and correspondence in keeping with the board's, commission's or committee's Council-approved work plan; and to perform other board, commission and committee liaison duties as may be assigned by the City Manager or designee.

Article II. ARTS COMMISSION

2.100.100 Established--Purpose

There is hereby established an Arts Commission (the Commission) to accomplish the following:

- A. To promote and encourage public programs to further the development and public awareness of, and interest in, the fine and performing arts and the cultural heritage of the area; and
- B. To advise the City Council in connection with the artistic and cultural development of the Olympia area; and
- C. To provide local artistic and cultural services to community members of the Olympia area by making available to the City and its community members expertise on the subject of visual and performing arts and cultural heritage; and

D. To encourage donations, grants or other support to further expand artistic, cultural programs and services for the community members of the Olympia area; and

E. To reach out to and work with the governments, institutions and community members of neighboring jurisdictions in connection with these purposes, and ultimately to include representatives of said jurisdictions on the Commission.

2.100.110 Duties of Commission

The Commission is empowered to take the following actions:

A. To encourage, conduct, sponsor or cosponsor, on behalf of the City, public programs to further the development and public awareness of, and interest in, the fine and performing arts, and the area's cultural heritage;

B. To provide recommendations to the City Council and other groups on cultural and artistic endeavors and projects in which the City becomes involved and to act as a representative of the community in such matters;

C. To advise the City Council concerning the receipt of or purchase of works of art to be placed on municipal property;

D. To encourage donations, grants and other support to further expand arts and cultural services and programs available to community members of Olympia and the region;

E. To encourage participation in local artistic and cultural events and programs by community members and governments of neighboring jurisdictions;

F. Review all proposed donations for art programs and services to ensure that such donations are consistent with the goals of the Commission and the authority of the City of Olympia. After such review, submit a recommendation on the proposed donation(s) to the Director of the Parks, Arts, and Recreation Department and the City Manager for formal acceptance or rejection provided the donation is under \$10,000 in value;

G. Prepare and recommend to the City Council a plan that outlines the expenditures of donations received and held in the Community Art Account for art programs and services; and

H. To take such other actions as the City Council may direct from time to time.

2.100.120 Budget

The Commission's programs and operating expenses shall be funded from the City General Fund and from grants, donations and other like sources. The City Manager shall include said budget within the annual operating budget of the City.

2.100.130 Public Art--Purpose

The City wishes to expand experience with visual and performing art. Such art has enabled people in all societies to understand more clearly their communities and individual lives. Artists capable of creating art for public places must be encouraged and Olympia's standing as a regional leader in public art enhanced. A policy is therefore established to direct the inclusion of works of art in public works of the City and to explore means for encouraging artists to live and work in Olympia. When opportunities and funding allow, the City may also support performing art in public places when such performing art is consistent with the Municipal Art Plan.

2.100.140 Public Art--Duties of Commission

To carry out its responsibilities hereunder, the Commission shall:

- A. Prepare and recommend to the City Council for approval a Municipal Art Plan and guidelines to carry out the City's Public Art Program, which shall include, but not be limited to:
 - 1. a method for the selection of artists or works of art and for placement of works of art at municipally owned, leased or rented property; and
 - 2. support of performing art programs, if consistent with the Municipal Art Plan.
- B. Recommend purchase of works of art or commission the design, execution and/or placement of works of art. The arts program staff shall advise the department responsible for a particular construction project of the Arts Commission's recommendation regarding the design, execution and/or placement of a work of art in connection with such construction project.
- C. Review all proposed donation of works of art to the City, proposed donation of funds for the acquisition of works of art, if restricted or dedicated in any way, and proposed donation of sites for works of art to ensure that such donations are consistent with the goals of the Commission and the City.
- D. Promulgate rules and regulations consistent with Sections 2.100.130 through 2.100.170 to facilitate the implementation of the Arts Commission's responsibilities.

2.100.150 Public Art--Allocation of Municipal Funds

Sections 2.100.130 through 2.100.170 of this chapter provide allocation of certain municipal funds for the purpose of selecting, acquisitioning and installing art works in public places and further provides that moneys collected be held in a "Municipal Art Fund" to be expended for projects and programs as prescribed in the "Municipal Art Plan" to be developed by the Arts Commission. All works of art purchased and commissioned under the Municipal Art Plan shall become a part of the City art collection developed, administered, and operated by the City Arts Program.

Moneys in the Municipal Art Fund may also be used for the following:

- 1. toward the creation of a live/work housing project for local artists;
- 2. toward the City's Public Art, as provided in the Municipal Art Plan.

2.100.160 Public Art--Definitions

- A. "Commission" means the Olympia Arts Commission.
- B. "Conservation" means those activities required to conserve, repair, or preserve the integrity of the artwork and setting within which the artwork is located.
- C. "Construction project" means any capital project paid for wholly or in part by the City to construct any building, structure, park, street, sidewalk, or parking facility, or any portion thereof, within the limits of the City.
- D. "Municipal Art Plan" means a plan outlining the City expenditures of designated funds for Public Art projects for a one-year period.
- E. "Public Art" includes visual and performing arts.
- F. "Routine maintenance" means:
 - 1. Those activities associated with keeping an artwork and its setting clean and well-ordered; and
 - 2. The removal of graffiti, if it can be accomplished employing effective, pre-approved methods.

2.100.170 Public Art--Funds for Public Art

Moneys for the Municipal Art Fund shall be secured through the following methods:

- A. An annual amount equaling up to one dollar per capita may be appropriated from the City's General Fund for Public Art; and
- B. All requests for appropriations from the General Fund for new construction projects visible and usable by the public, and exceeding five hundred thousand and no/100 dollars (\$500,000.00) shall include an amount equal to one percent of the estimated construction cost of such project for Public Art.
- C. The Arts Program Manager, in consultation with City management and department directors, may suggest to the City Council other appropriate funds on a project basis.

2.100.180 Public Art--Municipal Art Fund

There is established in the City treasury a special fund designated "Municipal Art Fund" into which shall be deposited funds appropriated as contemplated by Section 2.100.170, together with gifts or bequests to the City for such purpose, and other funds as the City Council shall appropriate for Public Art, and from which expenditures may be made for specific Public Art in accordance with the Plan specified in Section 2.100.140. Moneys in the Municipal Art Fund may also be used toward the creation of a live/work housing project for local artists. Separate accounts shall be established within the Municipal Art Fund to segregate receipts by source or, when so directed by the City Council, for specific works of art. A percentage of the Municipal Art Fund will be appropriated for administrative costs associated with the project. Arts program staff salaries will not be funded from the Municipal Art Fund, except where specifically provided for art conservation. Donations received for Public Art projects and purposes shall be administered pursuant to applicable policies adopted by the City.

The interest accruing in the Municipal Art Fund shall be segregated as an art conservation reserve. Moneys held in the art conservation reserve may be expended for staff time, professional services, supplies, and operating costs associated with the conservation, repair, restoration, or maintenance of works of Public Art as prescribed in an annual maintenance plan to be developed by the Arts Commission. In the event that excess funds are accumulated in the art conservation reserve, a percentage of reserve funds may be expended for special maintenance projects as recommended by the Arts Commission and approved by the City Council.

2.100.190 Administrative Guidelines--Public Art, Art Programs and Services

The City Manager or designee is hereby authorized to promulgate administrative guidelines to carry out the provisions of Sections 2.100.130 through 2.100.240. Any major changes to said guidelines shall be submitted to the City Council for review.

2.100.200 Public Art--Maintenance and Conservation of Public Art

Routine maintenance of works of Public Art shall be performed by the Parks, Arts and Recreation Department consistent with the artist's specifications whenever possible. Minor routine costs shall be borne by the Parks, Arts and Recreation Department's budget. When routine maintenance costs exceed the resources of the Parks, Arts and Recreation Department, the Commission, in consultation with the arts program staff, may recommend the expenditure of art conservation reserve funds to support the cost of supplies and labor to perform routine maintenance.

Conservation, repair, and restoration of works of Public Art, once determined to be required by arts program staff and the Arts Commission, shall be performed by the artist or other contractor and the costs shall be fully born by the arts conservation reserve.

2.100.210 Donations for Community Art Programs and Services; City Manager Authorized to Accept

The City Manager is hereby authorized to accept on behalf of the City of Olympia donations for community art programs and services valued at less than \$10,000 and to carry out any conditions of the

donation, so long as such conditions are within the authority of the City. The City Manager will, for each donation, communicate an appropriate acknowledgment of acceptance on behalf of the City of Olympia and an expression of appreciation.

Prior to making the City Manager's determination whether to accept a donation or whether any condition thereof is within the authority of the City, the City Manager shall receive and review the recommendation of the Arts Commission and the Director of the Parks, Arts and Recreation Department.

2.100.220 Donations for Community Art Programs and Services; Application of Ordinance

Sections 2.100.210, 2.100.230, 2.100.240 of this Chapter shall govern the receipt, holding and allocation of funds donated to the City only for the purpose of supporting community art programs and services.

2.100.230 Donations for Community Art Programs and Services; Community Arts Account Established

There is a special revolving account designated the "Community Arts Account" within the Special Accounts Control Fund. Donated funds received for community art programs and services pursuant to Sections 2.100.210, 2.100.230, and 2.100.240 shall be deposited into the "Community Arts Account." Funds held within the Community Arts Account shall be expended upon appropriation for arts programs and services set forth in the Municipal Art Plan for such programs and services approved by the City Council.

2.100.240 Appropriation of Donations for Art Programs and Services

Any donation given and received without conditions may be appropriated, pursuant to the Municipal Art Plan, for the enhancement or expansion of existing City art programs and services, or for the development of new art programs or services. If an approved donation is conditional, it shall be deposited in the Community Arts Account and may be used only for purposes set forth in the condition. In either event, a proper credit shall be given to the fund source, such as "this program sponsored by the City of Olympia Arts Commission with support provided by the Community Arts Account." Enhanced or expanded art programs and services funded from the Community Arts Account will continue only if funds are available to continue such programs.

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

2.100.250 Established--Purpose

There is hereby established a Bicycle and Pedestrian Advisory Committee of Olympia to advise the City Council on the encouragement and facilitation of the use of bicycles and walking as regular means of transportation or recreation, and provide for pedestrian and bicycle safety needs.

2.100.270 Duties

The Bicycle and Pedestrian Advisory Committee shall have the following duties:

- A. Oversee the development of a bicycling master plan for approval by the Council and propose plan amendments as appropriate based on an annual review. Oversee the development of a pedestrian master plan for approval by the City Council and propose amendments as appropriate based on an annual review;
- B. Establish a list of recommended bicycle and pedestrian facility priorities for consideration during the City's annual review of capital improvement projects;
- C. Review preliminary plans for creating/enhancing bicycle and pedestrian facilities;
- D. Make recommendations on roadway design standards;
- E. Share information about existing and proposed bicycling and pedestrian programs with other community groups concerned with bicycle and pedestrian programs and safety;

- F. Make recommendations on any bicycle/pedestrian matters with an emphasis on policy and planning issues;
- G. Periodically review the results of implementation of City development standards and policies to ensure that the bicycle and pedestrian related goals in the Olympia Comprehensive Plan are being constructively addressed;
- H. Advise the City Council on community member concerns on bicycle and pedestrian transportation matters; and
- I. Other duties as appropriate.

Article IV. LODGING TAX ADVISORY COMMITTEE

2.100.280 Established--Purpose

There is hereby established a Lodging Tax Advisory Committee to advise the City Council on potential annual uses of the lodging tax imposed and collected by the City of Olympia.

2.100.290 Membership--Appointment

A. There shall be five (5) members of the Lodging Tax Advisory Committee, one (1) of whom shall be a member of the Olympia City Council, two (2) of whom shall be representatives of businesses required to collect the lodging tax, and two (2) of whom shall be persons involved in activities eligible to be funded by revenue received from the lodging tax.

B. The City Council representative shall serve as committee chair. The appointment of the City Council member will be determined annually by the City Council.

2.100.300 Duties

The Lodging Tax Advisory Committee shall have the following powers and duties:

A. Establish a process for and make recommendations to the City Council concerning potential uses for the lodging tax levied and collected by the City of Olympia within guidelines established by the City Council; and

B. Annually review and report to the City Council on the effectiveness of the use of the lodging tax in meeting the goals and parameters for the tax as adopted by the Olympia City Council.

2.100.310 Relationship Between the Lodging Tax Advisory Committee and the Olympia City Council

A. The annual recommendations of the Lodging Tax Advisory Committee on potential uses of that tax and the report on effectiveness of the lodging tax in meeting the goals adopted by the City Council shall be made to the Olympia City Council in a timely manner prior to or as part of Council consideration of the following year's City budget.

B. The Lodging Tax Advisory Committee shall inform community members and groups that its work is advisory in nature only, and that the City Council decides how to use the lodging tax.

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

2.100.320 Established--Purpose

There is hereby established a Parks and Recreation Advisory Committee to advise the City Council on recreation matters enumerated in this chapter.

2.100.340 Duties

The Parks and Recreation Advisory Committee shall have the following powers and duties:

- A. To make recommendations to the City Council concerning the future park, playground and other recreation resources of the City through the planning and development of a parks capital improvement plan;
- B. To update the Comprehensive Park Plan to comply with the Interagency Committee for Outdoor Recreation Grant in Aid programs;
- C. To make recommendations to the City Council regarding planning and development of public recreational facilities and programs;
- D. To cooperate with any departments and advisory bodies of the City and with public school authorities, Thurston County, the State of Washington, other cities and public and private entities in the furtherance of a well-rounded parks and recreation program;
- E. To make recommendations to the City Council on rules and regulations regarding use of City recreational facilities to best serve the interests of the public;
- F. To serve as liaison between community members and the City Council on parks and recreation related matters;
- G. To make recommendations to the City Council regarding any matters affecting parks and recreation programs;
- H. If requested by the City Council or City Manager, to provide advice regarding the employment of parks and recreation personnel; and
- I. To carry out other parks and recreation related subjects assigned by the City Council or by ordinance.

Article VI. PLANNING COMMISSION

2.100.350 Established--Membership--Purpose

There is hereby established in the City, pursuant to RCW 35A.63.020, a Planning Commission, consisting of nine (9) members, to advise the City Council on the long range growth and development of Olympia, including changes to the City's Comprehensive Land Use Plan and zoning ordinance.

2.100.360 Duties

The Planning Commission is authorized and empowered to act as the research and fact-finding agency of the City. To that end, it may make surveys, provide analysis, undertake research, and make reports as generally authorized or requested by the City Council. The Planning Commission, upon such request or pursuant to such authority, may:

- A. Make inquiries, perform investigations and surveys concerning the resources of the City;
- B. Assemble and analyze any data obtained and formulate plans for the conservation of such resources and the systematic utilization and development thereof;
- C. Make recommendations from time to time as to the best methods of such conservation, utilization and development; and
- D. Cooperate with other public agencies in such planning conservation and development.

2.100.370 Powers of City Council

The City Council is authorized and empowered to provide for the preparation by the Planning Commission and the adoption and enforcement of coordinated plans for the physical development of the City. For this purpose, the City Council, as is deemed reasonably necessary or requisite in the interest of the health,

safety, morals, and the general welfare, upon recommendation by its Planning Commission, by general ordinances of the City, may regulate and restrict the location and the uses of buildings and structures for residential, commercial, industrial and other purposes; the height, number of stories, size, construction and design of buildings and other structures; the size of yards, courts and other open spaces on the lot or tract; the density of population; the setback of buildings along highways, parks, or public water frontages; and the subdivision and development of land.

2.100.380 Use Districts--Development Plan

For any or all of such purposes the City Council, on recommendation of the Planning Commission, may divide the City or any portion thereof into districts of such size, shape and area, or may establish such official maps, or development plans for the whole or any portion of the area of the City as may be deemed best suited to carry out the purposes of this chapter; and within such districts it may regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land.

2.100.390 Comprehensive Plan--Purpose and Preparation

All such regulations shall be worked out as parts of a comprehensive plan, which the Planning Commission shall prepare for the physical and other generally advantageous development of the City, and shall be designed, among other things, to encourage the most appropriate use of land throughout the City; to lessen traffic congestion and accidents; to secure safety from fire; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to promote a coordinated development of the unbuilt areas; to encourage the formation of neighborhood or community units; to secure an appropriate allotment of land area in new developments for all the requirements of community life; to conserve and restore natural beauty and other natural resources; to facilitate the adequate provision of transportation, water, sewerage, and other public uses and requirements.

2.100.400 Comprehensive Plan--Public Hearing--Copy Filing

The Planning Commission may recommend to the City Council the Comprehensive Plan so prepared as a whole, or may recommend parts of the Comprehensive Plan by successive recommendations, said parts corresponding with geographic or political sections, divisions or subdivisions of the City, or with functional subdivisions of the subject matter of the plan; and may prepare and recommend any amendment or extension thereof or addition thereto. Before recommendation of the initial Comprehensive Plan to the City, the Planning Commission shall hold at least one public hearing thereon, giving notice of the time and place by one publication in a newspaper of general circulation in the City and in the official gazette, if any, of the City. A copy of the ordinance or resolution adopting or embodying such Comprehensive Plan or any part thereof or any amendment thereto, duly certified as a true copy by the City Clerk, shall be filed with the County Auditor. A like certified copy of any map or plat referred to or adopted by the ordinance or resolution shall likewise be filed with the County Auditor. The Auditor shall record the ordinance or resolution and keep on file the map or plat.

2.100.410 Comprehensive Plan--Modification Procedure

Any ordinance or ordinances, resolution or resolutions, adopting any such Comprehensive Plan or regulations, or any part thereof, may be amended, supplemented, changed or modified by subsequent ordinance or resolution adopted by the City Council upon recommendation of the Planning Commission.

Article VII. UTILITY ADVISORY COMMITTEE

2.100.420 Established--Purpose

There is hereby established a Utility Advisory Committee to act as a public advisor to the City Council, the City Manager's office and the Public Works Department on utility policy matters for the City's four public utilities: Water, Wastewater, Storm and Surface Water, and Waste-Resources Resources. The Utility Advisory Committee shall also act to actively encourage broad public participation in the planning and

construction of the utility infrastructure which sustains the community. In this advisory role the Committee shall:

- A. Develop an understanding of the range and depth of utility policy issues, the relationship utilities have in implementing the Comprehensive Plan, and the role the various utility master plans have in City development.
- B. Provide advice to the City Council, the City Manager's office, the Planning Commission, and the Public Works Department in developing the Capital Facility Plan.
- C. Provide policy advice and direction on the setting of utility rates.
- D. Review the variety of public involvement tools available to encourage community participation, and make recommendations to the City Council on what tools to use to ensure broad community involvement in the planning and the building of the utilities.

2.100.440 Duties

The Utility Advisory Committee is authorized and empowered to act as the principal policy advisor to the City Council, the City Manager's office, and the Public Works Department on utility matters.

- A. The Utility Advisory Committee may conduct research, perform analysis and prepare and develop reports and recommendations to the City regarding utility policy choices on issues such as utility rates, the utility related chapters of the Comprehensive Plan, the utility master plans, utility franchises, regulatory compliance with state and federal laws, levels of customer service and satisfaction, and the capital facilities of each of the City's four public utilities.
- B. The Utility Advisory Committee shall also foster opportunities for expanding the public's involvement in the planning and delivery of public utility services.
- C. In addition, the Utility Advisory Committee will provide advice to the City on management strategies to:
 - 1. Maintain the community's investment in its utility infrastructure;
 - 2. Respond to state and federal regulations;
 - 3. Define the role the utilities play in managing and accommodating growth in the community; and
 - 4. Evaluate operations to ensure the utilities are operated in a sustainable manner which assures stewardship for our natural, business, material, and human resources.
- D. The Utility Advisory Committee shall present an annual work plan to the City Council for approval.
- E. The Utility Advisory Committee shall present an annual report to the City Council for approval on the state of the utilities and the other work of the Utility Advisory Committee, including recommendations to improve the operations of the committee.

Article VIII. HOME FUND ADVISORY BOARD

2.100.450 Established--Purpose

There is hereby established a Home Fund Advisory Board to accomplish the following:

- A. Advise the City Council concerning the formulation of processes, procedures and criteria for carrying out the goals of the Olympia Home Fund; and

B. Ensure the expenditures of Olympia Home Fund dollars and other resources are invested based upon the priorities and commitments made to voters by the City of Olympia.

2.100.480 Duties

The Home Fund Advisory Board shall have the following powers and duties:

A. Priority Setting.

1. To review the overall housing needs of vulnerable populations within the City.
2. To coordinate with other stakeholders, City boards, commissions and committees, government funders and other public and private partners to develop categories of need and priority projects to meet those needs consistent with statutory limitations on use of Home Fund dollars; and
3. To make recommendations to the City Council concerning appropriate low income housing projects and housing and mental health related services.

B. Public Communication. To facilitate and recommend outreach to the community about the Home Fund priorities, projects, services and investments.

C. Home Fund Allocations. To provide advice to the City Council on any proposed allocation of Home Fund dollars. This may be done through a subcommittee to expedite awards and reduce potential conflicts of interest.

D. Coordination. To be familiar with other funding plans and funding sources in order to maximize investment in Home Fund projects. Partners may include, but are not limited to:

Thurston County Five-Year Plan

Olympia's CDBG Annual Plan and Five-Year Plan

The Regional Housing Council

Housing Action Team

Thurston County Housing Authority

Continuum of Care

Housing Finance Commission

Housing Trust Fund.

Article IX. COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE EVENTS

2.100.500 Established--Purpose

There is hereby established a pool of six community member representatives to assist by monitoring certain independent investigations regarding police use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040. For each use of deadly force event for which an independent investigation involving community members is needed, two community member representatives from this pool of six will be selected to serve.

2.100.520 Qualifications

The following qualifications are required in order to serve as a community member representative:

- A. Must be available to serve on a team that will independently investigate a police use of deadly force event;
- B. Must have the ability to serve fairly and impartially;
- C. Must be available to serve during non-traditional working hours;
- D. Must be willing and able to attend the City of Olympia Police Department Community Member's Academy as well as other training relevant to participation on an investigative team;
- E. Must be able to pass a background check that meets Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;
- F. Must not have an active arrest warrant and must not have been convicted in any state of:
 - 1. Any felony; or
 - 2. A gross misdemeanor or misdemeanor involving domestic violence; or
 - 3. Any other crime that could impact the ability of a community member representative to impartially serve as part of an independent team of investigators on a police use of deadly force matter;
- G. Must not be a City of Olympia officer, official, or employee, or an immediate family member of ~~an~~ a City of Olympia officer, official, or employee. "Immediate family member" means parents, spouse, siblings, children, or dependent relatives;
- H. Must reside within the city limits of Olympia;
- I. Must be able to serve for the duration of a three-year term without compensation, except for the stipends permitted in OMC 2.100.040, and serve for one term only; and
- J. Must be willing to sign a confidentiality agreement at the inception of their service on an investigative team and maintain strict confidentiality through the end of any criminal trial and appeal period.

2.100.530 Duties

- A. When selected to do so, each community member representative shall, fairly and impartially, monitor independent investigations regarding any police use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040, as instructed by the lead investigator of such team.
- B. Each community member representative must attend the City of Olympia Police Department Community Member's Academy, as well as other training determined relevant to participation on an investigative team prior to assignment to an investigation;
- C. Each community member representative must maintain strict confidentiality throughout any investigation to which they have been assigned until its end and the conclusion of any subsequent trial and appeal period.

Article X. SOCIAL JUSTICE AND EQUITY COMMISSION

2.100.600 Established – Purpose

A. There is hereby established in the City of Olympia an eleven (11) member Social Justice and Equity Commission whose overall purpose is to respond to the problem of unlawful discrimination on the basis of

race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, with the goal of eliminating racism and unlawful discrimination and fulfill human rights for all residents of the City of Olympia for a just and equitable Olympia for all people.

2.100.610 Membership - Appointment

A. There shall be eleven (11) members of the Social Justice and Equity Commission. Members represent a reasonably broad cross-section of the residents of the City of Olympia, including education, race, ethnicity, gender, gender identity, sexual orientation, national origin, age, religion, and geographic identification.

2.100.620 Duties

A. Receive complaints that occur within the City of Olympia relating to unlawful discrimination based upon race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, with the goal of eliminating racism and unlawful discrimination and fulfilling human rights for all residents of the City of Olympia for a just and equitable Olympia for all people;

B. Mediate, conciliate, and investigate complaints of unlawful discrimination, and issues related to racial, social justice, human rights, or other forms of discrimination;

C. Advise the City on projects, events, policies, procedures, practices, and other issues to identify and proactively address potential disproportionate impacts to historically marginalized communities;

D. Participate in community and educational outreach to build relationships and seek community feedback regarding the work of the Social Justice and Equity Commission; and

E. Serve as commissioners of the Social Justice and Equity Commission, in accordance with all appropriate local, state, and federal laws, and within the legal geographic boundaries of the City of Olympia, to receive and conduct impartial investigations of complaints that have been filed by individuals who believe they have been discriminated against due to their race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, and seek the satisfactory adjustment of such complaints through fact-finding hearings and to issue findings of fact, conclusions of law, and to issue written decisions, as may be required in the matter; provided, that no such action shall be taken with respect to any complaint within the exclusive jurisdiction of any state or federal agency.

2.100.630 Budget

The Commission's programs and operating expenses shall be funded from the City's General Fund. The City Manager shall include said budget within the annual operating budget of the City.

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/clerical 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 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 Assuming the Olympia Transportation Benefit District

Agenda Date: 11/16/2021
Agenda Item Number: 4.F
File Number:21-1070

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

Title

Approval of an Ordinance Assuming the Olympia Transportation Benefit District

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to adopt on second reading an Ordinance assuming the Olympia Transportation Benefit District.

Report

Issue:

Whether to adopt an Ordinance assuming the Olympia Transportation Benefit District.

Staff Contact:

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and Analysis did not change from first to second reading.

A Transportation Benefit District (TBD) is a quasi-municipal corporation and independent taxing district. It was created for the sole purpose of acquiring, constructing, providing, and funding transportation improvements within the district.

The Washington State legislature permits local governments to establish a TBD and accompanying funding sources to provide for the preservation, maintenance, and construction of local public ways. The Olympia City Council established a TBD in 2008. The boundaries of the TBD are identical with the City limits.

Recent legislation allows the City Council to assume the authority and powers of the TBD. RCW

36.74.020 states in part that the City’s “assumption of the rights, powers, functions, and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or a resolution by the city ... legislative authority indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions, and obligations.” The City Council approved a Resolution on September 28, 2021, announcing its intention to hold a Public Hearing concerning the assumption of the TBD.

On October 19, 2021, City Council conducted a Public Hearing allowing all persons interested in the proposed assumption, including those protesting or objecting, the opportunity to be heard. No comments or public testimony were received during the Public Hearing.

The assumption of the TBD by City Council would streamline administration and oversight. Several other Washington cities have already implemented this process.

Neighborhood/Community Interests (if known):

Cost to residents is \$40 per year for each registered vehicle within City limits. Collection of the fee is administered by the Washington State Department of Licensing (DOL) on behalf of the Olympia TBD. This \$40 fee is collected at the time of renewal for all registered vehicles within the City of Olympia.

Options:

1. Adopt on second reading an Ordinance assuming the Olympia Transportation Benefit District.
2. Delay action on the Ordinance to a later date. The TBD Board will still need to perform their obligations into 2022, until such time that those functions may be assumed by the City Council.
3. Do not adopt the Ordinance. The TBD Board will continue to function as they do now.

Financial Impact:

In 2021, revenue collected through TBD fees is estimated to be \$1,500,000 and are applied to the City’s Transportation Capital Fund for pavement resurfacing and preservation.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ASSUMING THE RIGHTS, POWERS, FUNCTIONS, IMMUNITIES, AND OBLIGATIONS OF THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT; DISSOLVING THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT BOARD, AND AMENDING CHAPTER 12.14 OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, on December 16, 2008, the Olympia City Council adopted Ordinance No. 6611 creating the Olympia Transportation Benefit District ("Olympia TBD") with boundaries coterminous with the boundaries of the City, all in accordance with chapter 36.73 RCW; and

WHEREAS, on July 1, 2015, the Washington State Legislature enacted Second Engrossed Substitute Senate Bill 5987 (SESSB 5987), codified as RCW Chapter 36.74, which authorizes the City to assume the rights, powers, functions, and obligations of the existing Olympia TBD; and

WHEREAS, on September 28, 2021, the City Council adopted Resolution No. M-2254 whereby the City Council declared its intent to conduct a public hearing to consider the proposed assumption of the rights, powers, functions, and obligations of the existing Olympia TBD; and

WHEREAS, on October 19, 2021, the City Council conducted the public hearing allowing all persons interested in the proposed assumption, including those protesting or objecting, the opportunity to be heard; and

WHEREAS, the City Council has determined that the public interest and welfare will be satisfied by the City assuming the rights, powers, immunities, functions, and obligations of the existing Olympia TBD;

NOW THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Assumption of Olympia Transportation Benefit District; Existing Rights and Obligations Not Impaired. Pursuant to RCW Chapter 36.74, the City of Olympia hereby assumes all of the rights, powers, immunities, functions, and obligations of the Olympia TBD. The City is hereby vested with each and every right, power, immunity, function, and obligation currently granted to or possessed by the Olympia TBD as of the effective date of this Ordinance. The rights, powers, functions, and obligations previously exercised and performed by the Olympia Transportation Benefit District Board are hereby assumed by and transferred to the Olympia City Council. Pursuant to RCW 36.74.040, this assumption does not impair or alter any existing rights acquired by the Olympia TBD under chapter 36.73 RCW or any other provision of law relating to transportation benefit districts. Nor does this assumption impair or alter any actions, activities, or proceedings validated thereunder; any civil or criminal proceedings instituted thereunder; any rule, regulation, or order promulgated thereunder; any administrative action taken thereunder; or the validity of any act performed by the Olympia TBD or division thereof or any officer thereof prior to the assumption of such rights, powers, functions, and obligations by the City.

Section 2. Dissolution of the Olympia Transportation Benefit District Board. The Olympia Transportation District Board is hereby dissolved. By virtue of this dissolution, any and all resolutions or other orders of the Transportation Benefit District Board establishing policies or procedures for the conduct of Board business or setting the time, date, and location of Board meetings are rescinded. All reports, documents, surveys, books, records, files, papers, or other writings relating to the administration of the powers, duties, and functions available to the Olympia TBD must be made available to the City.

Section 3. Amendment. Olympia Municipal Code (OMC) Chapter 12.14. OMC Chapter 12.14 is hereby amended to read as follows:

Chapter 12.14 TRANSPORTATION BENEFIT DISTRICT

12.14.000 Chapter Contents

Sections:

- 12.14.010 ~~Establishing~~ Transportation Benefit District Establishment and Assumption; Boundaries.
- 12.14.020 Governing Board.
- 12.14.030 Authority of the District.
- 12.14.040 Use of Funds.
- 12.14.050 Dissolution of District.
- 12.14.060 Liberal Construction

12.14.010 Establishing Transportation Benefit District Establishment and Assumption; Boundaries

~~There is created a~~ There exists a Transportation Benefit District, established in 2008 by Ordinance No. 6611, of which the City of Olympia assumed the rights, powers, functions, and obligations in 2021 by Ordinance No. _____. The geographical boundaries of the Transportation Benefit District ~~with geographical boundaries comprised of~~ are the corporate limits of the City as they currently exist or as they may exist following future annexations.

12.14.020 Governing Board

- A. The ~~governing board of the~~ Transportation Benefit District ~~shall be~~ governed by the Olympia City Council acting in an ex-officio and independent capacity, which ~~shall have~~ has the authority to exercise the statutory powers set forth in Chapter 36.73 RCW.
- B. The treasurer of the Transportation Benefit District ~~shall be~~ the City Finance Director.
- C. The ~~Board~~ City Council, or City Staff at the City Council's direction, shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1).
- D. The ~~Board~~ City Council, or City Staff at the City Council's direction, shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

12.14.030 Authority of the District

The ~~Board~~ City ~~shall have~~ has and may exercise any powers provided by law to fulfill the purpose of the District.

12.14.040 Use of Funds

The funds generated by the Transportation Benefit District ~~maybe~~ may be used for any purpose allowed by law including to operate the District and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW. The transportation improvements funded by the District ~~shall~~ must be made in an effort to reduce risk of transportation facility failure and improve

safety, decrease travel time, increase daily and peak period trip capacity, improve modal connectivity, and preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.

12.14.050 Dissolution of District

The City Council shall dissolve ~~The the~~ Transportation Benefit District ~~shall be dissolved~~ when all indebtedness of the District has been retired and when all of the District’s anticipated responsibilities have been satisfied.

12.14.060 Liberal Construction

This chapter is to be liberally construed to accomplish the purpose of establishing a Transportation Benefit District.

Section 4. 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 5. 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 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. Effective Date. This Ordinance takes effect 30 days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Setting the 2022 Ad Valorem Tax

Agenda Date: 11/16/2021
Agenda Item Number: 4.G
File Number:21-1068

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

Title

Approval of an Ordinance Setting the 2022 Ad Valorem Tax

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Adopt an ordinance on second reading setting the 2022 Ad Valorem tax in the amount \$19,914,982.67 for the City's Regular Levy (including add-ons) and \$1,052,820.14 for the Excess Levy on the Fire bonds (including refunds).

Report

Issue:

Whether to adopt an ordinance on second reading setting 2022 Ad Valorem tax in the amount \$19,914,982.67 for the City's Regular Levy (including add-ons) and \$1,052,820.14 for the Excess Levy on the Fire bonds (including refunds).

Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

Presenter(s):

Aaron BeMiller, Finance Department

Background and Analysis:

Background and Analysis did not change from first to second reading.

The City is required to adopt a property tax levy ordinance and file a levy certification with Thurston County by November 30, 2021. If no certification is filed, the County will levy the same amount as 2021.

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 3.860 for 2022. As such, the city is allowed to levy the full 1% increase on the highest lawful levy.

The 2022 general levy budget is based on a 1% increase over the previous year's levy, plus allowable add-ons above the 1% limitation for collection in 2022. Should the County Assessor's Office adjust any levy amounts which impact revenue as they finalize their valuation process, an amended ordinance will be presented at second reading.

Estimated Regular Levy for 2022 Collections

The City's maximum regular levy rate is \$3.325 per \$1,000 of assessed value. The estimated regular levy for the City's 2022 collections is \$19,914,982.67 including 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 \$8,993,974,419 and revenue budget of \$19,914,482.67, the estimated levy rate per \$1,000 of assessed valuation is \$2.21.

Additionally, the City will collect an excess levy to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. 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 2022 will be \$1,052,820.14, which includes a refund levy of \$9,070.14. The estimated excess levy rate per \$1,000 of assessed value is \$0.12. The tax levy is used to pay the debt service on the fire bonds.

Neighborhood/Community Interests (if known):

This action will authorize a tax obligation on property owners.

Options:

1. Move to adopt the ordinance on second reading.
2. Move to adopt ordinance on second reading with changes as identified by the Council.
3. Direct staff to present the ordinance at a future Council meeting. Bearing in mind the November 30 deadline to deliver an approved Ordinance to the County Assessor's Office.

General Expense Levy

| | |
|-----------------|--------------------------------------|
| \$19,596,986.88 | 1% increase over highest lawful levy |
| \$ 189,487.89 | New construction |
| \$ 16,768.34 | State assessed property (estimate) |
| \$ 111,739.55 | Refund Levy |
| \$19,914,982.67 | Total General Expense Levy |

Excess Fire Bond Levy

| | |
|----------------|-----------------------------|
| \$1,043,750.00 | Base Levy |
| \$ 9,070.14 | Refund Levy |
| \$1,052,820.14 | Total Excess Fire Bond Levy |

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE SETTING THE AD VALOREM TAX AMOUNT AND THE AMOUNT OF INCREASE FOR THE BUDGET YEAR 2022

WHEREAS, the Olympia City Council held a public hearing on November 9, 2021, to consider the City of Olympia ad valorem tax levy for 2022 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 \$10,647.14 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, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; 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, 2021;

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

Section 1. A levy is authorized to be collected in 2022, with an increase in the City's highest lawful levy of the statutory 1% for collections in 2022, resulting in a dollar amount increase of \$10,647.14 in the regular property tax levy or an increase 0.05436005% 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:

| CITY REGULAR HIGHEST LAWFUL LEVY FOR 2022 COLLECTIONS | |
|---|-------------------------|
| 2021 Est. Assessed Value (AV) for collections in 2022 | \$ 8,993,974,419.00 |
| 2021 Highest Lawful Levy for Collections in 2022 | \$ 19,402,957.31 |
| Previous Year Actual Levy | \$ 19,586,339.74 |
| Limit Factor of 1% on Highest Lawful Levy | \$ 19,596,986.88 |
| Dollar Increase from Last Year District Levy | \$ 10,647.14 |
| Percent Increase from Last Year District Levy | 0.05436005% |
| Levy Rate to estimated AV excluding add-ons | \$ 2.1789 |
| Legally allowed add-ons in addition to the 1% statutory limit | |
| New Construction | \$ 189,487.89 |
| State Assessed Property (Estimate) | \$ 16,768.34 |
| Refund Levy | \$ 111,739.55 |
| Total legally allowed add-ons | \$ 317,995.78 |
| District Levy for Collections in 2022 | \$ 19,914,982.67 |
| Percent Increase Including add-ons | 1.677919047% |
| Levy Rate to estimated AV including add-ons | \$ 2.21425832 |

Section 2. A voter approved excess levy is authorized to be collected in 2022 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 2022 is \$1,052,820.14, which includes a refund levy of \$9,070.14 as shown below:

| | |
|---|-----------------------|
| Excess Levy (Fire Station Bonds) | \$1,043,750.00 |
| Administrative Refund Levy, Excess Levy | \$9,070.14 |
| Subtotal Excess Levy | <u>\$1,052,820.14</u> |

Section 3. On or before November 30, 2021, the City Clerk 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 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

Section 6. Effective Date. This Ordinance shall take effect five (5) days after 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 Amending Olympia Municipal Code Chapter 3.04 Related to Funds

Agenda Date: 11/16/2021
Agenda Item Number: 4.H
File Number:21-1098

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapter 3.04 Related to Funds

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance amending Olympia Municipal Code Chapter 3.04 related to Funds on first reading and forward to second reading.

Report

Issue:

Whether to approve an ordinance updating *Chapter 3.04 Funds* in the Olympia Municipal Code.

Staff Contact:

Jana Brown, General Accounting Manager, 360.753.8473

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City of Olympia Municipal Code (OMC) Chapter 3.04 is where the codification of Funds is documented. This is the official location where all funds are described, including why they were created, how resources are collected, and how they can be used.

The OMC, in its current form, was adopted in 1982. Since that time several ordinances established new funds and/or made changes. The last ordinance (7112) was in 2017.

The proposed *Chapter 3.04 Funds* changes has done the following:

- Minor clean-up due to changes that had not been codified.
- Changed the debt funds to identified by type versus issue name; minimizing the amount of funds needed; and provides for flexibility and refunding of debt within the funds as they are.

- Separated one capital fund into 3 separate capital funds; allowing for general government, transportation and park capital projects and funding to be tracked separately.
- Created a new Custodial Fund; as required by Government Accounting Standards Board (GASB).

Neighborhood/Community Interests (if known):

This update will make it easier for the public to find information on the City Funds.

Options:

1. Move to approve the Ordinance amending Olympia Municipal Code Chapter 3.04 related to Funds. OMC Chapter 3.04 Funds will be up-to-date, well-organized, and make managing City funds easier.
2. Direct staff to make changes to the Ordinance. Staff will update the Ordinance and return to Council at a future date.
3. Do not approve the Ordinance.

Financial Impact:

No financial impact.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 3.04 RELATED TO FUNDS

WHEREAS, authorized funds of the City of Olympia are codified under Olympia Municipal Code (OMC) Chapter 3.04; and

WHEREAS, OMC Chapter 3.04 in its current form was adopted in 1982, with several ordinances amending portions of OMC 3.04 since that time; and

WHEREAS, staff has identified that OMC Chapter 3.04 should be restructured to provide for flexibility and refunding of debt within debt funds; to separately track government, transportation, and park capital projects and funding; to create a new Custodial Fund as required by the Government Accounting Standards Board; and to make it easier for staff and the public to use; and

WHEREAS, the City Council hereby determines that OMC 3.04 should be amended as recommended by staff;

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

Section 1. Amendment of OMC 3.04. Olympia Municipal Code Chapter 3.04 is hereby amended to read as follows:

**Chapter 3.04
FUNDS**

3.04.000 Chapter Contents

Sections:

- 3.04.001 ~~General Fund – Current Operations.~~
- 3.04.003 ~~Special Account Control Fund.~~
- 3.04.006 ~~Development Fee Revenue Fund.~~
- 3.04.007 ~~Parking Fund.~~
- 3.04.014 ~~LEOFF 1 OPEB Trust Fund.~~
- 3.04.021 ~~The Washington Center for the Performing Arts Endowment Fund.~~
- 3.04.025 ~~The Washington Center for the Performing Arts Operations and Maintenance Fund.~~
- 3.04.026 ~~Arts Fund.~~
- 3.04.029 ~~Facilities Major Repairs Fund.~~
- 3.04.107 ~~HUD Fund.~~
- 3.04.127 ~~Impact Fee Fund.~~
- 3.04.130 ~~SEPA Mitigation Fund.~~
- 3.04.132 ~~Lodging Tax Fund.~~
- 3.04.134 ~~Parks and Recreational Sidewalks Utility Tax Fund.~~
- 3.04.135 ~~Parking Business Improvement Area Fund.~~
- 3.04.136 ~~Farmers Market Major Repair and Replacement Fund.~~
- 3.04.137 ~~Hands On Children’s Museum Fund.~~
- 3.04.138 ~~Transportation Benefit District Fund.~~
- 3.04.139 ~~Grants Control Fund.~~
- 3.04.140 ~~Real Estate Excise Tax Fund.~~
- 3.04.141 ~~Olympia Metropolitan Park District Fund.~~

3.04.142 — Home Fund.
3.04.200 — Debt Service Funds.
3.04.317 — Capital Improvement Fund.
3.04.318 — Home Fund Capital Fund.
3.04.325 — City Hall Construction Fund.
3.04.331 — Fire Equipment Fund.
3.04.400 — Waterworks Utility Funds.
3.04.403 — Solid Waste (Garbage) Utility Fund.
3.04.404 — Storm Drainage Utility Fund.
3.04.463 — Waste Resources Capital Fund.
3.04.500 — Equipment Rental Fund.
3.04.503 — Unemployment Compensation Fund.
3.04.504 — Insurance Trust Fund.
3.04.505 — Workers Compensation Fund.
3.04.600 — Fiduciary and Custodial Funds.

3.04.100 Governmental Funds.
3.04.200 Special Revenue Funds.
3.04.300 Debt Service Funds.
3.04.400 Capital Improvement Funds.
3.04.500 Proprietary or Business-Type Funds.
3.04.600 Internal Service Funds.
3.04.700 Fiduciary Funds.

3.04.001-100 Governmental Funds. There is hereby created the following group of funds to be known as Governmental Funds:

A. General Fund – Current Operations

A1. Created. There is hereby created a fund to be known as the General Fund. All general revenues of the City not otherwise accounted for shall be placed in the General Fund.

B2. Uses. Any general government expenditure not otherwise provided for shall be paid out of the General Fund.

3.04.003

B. Special Account Control Fund

A1. Created. There is hereby created a general sub-fund to be known as the Special Account Control Fund.

B2. Uses. The Special Account Control Fund shall be used as deemed necessary by the Finance Director for the purpose of accounting for special ~~accounts (funds) programs.~~ ~~Moneys~~ Monies for the fund shall come from sources provided by the various special accounts within the fund or other sources deemed necessary by the City Council. The Finance Director is authorized to transfer funds from the General Fund or other funds which may have special accounts or funds to the Special Account Control Fund as deemed necessary. Any special account or fund which may be designated as part of the General Fund or other funds may be accounted for within the Special Account Control Fund.

C. Following is a list of accounts within the Special Account Control Fund:

1. Shared Leave (1703)

~~a.—Created. There is created within the Special Account Control Fund an account to be known as the Shared Leave Revolving Account.~~

~~b.—Sources. There shall be deposited in said account moneys representing the value of vacation leave donated by City employees pursuant to a shared leave program adopted by the City Manager.~~

~~c.—Uses. Moneys within the Shared Leave Revolving Account shall be used to provide assistance to City employees consistent with the adopted administrative guidelines for personnel administration.~~

~~2.—GHB Building (1705)~~

~~a.—Created. There is hereby created within the Special Account Control Fund an account designated as the GHB Building and Heritage Park Fountain Block Acquisition, Development and Maintenance Account.~~

~~b.—Sources. There shall be deposited in said account monies received from the lease or rent of the GHB Building, plus any funds the City Council deems appropriate.~~

~~c.—Uses. Funds within the GHB Building and Heritage Park Fountain Block Acquisition, Development, and Maintenance Account shall be used for maintenance of the GHB Building and the acquisition, development, and maintenance of properties and ground located within the Heritage Park Fountain Block.~~

~~3.—Public, Education, and Government Access Television (1707)~~

~~a.—Created. There is hereby created an account within the Special Account Control Fund, to be known as the Public, Education, and Government Access Television Account.~~

~~b.—Sources. There shall be deposited in this account that portion of franchise fees and other monies as may be designated by contract or mutual agreement with franchised television cable companies and the City of Olympia, which are required to be expended for public, education, and government access television purposes as required by contract or agreement, and other monies which the City Council may direct to be deposited into this account.~~

~~c.—Uses. This account may be used for public, education, and government access television access equipment, facilities and services or other items at the direction of the City Council.~~

~~(See also OMC 5.15 Cable Communications Franchises)~~

~~4.—Health and Wellness Programs (1710)~~

~~a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Employee Health and Wellness Account.~~

~~b.—Sources. There shall be deposited into this account funds returned to the City from reserves or set-asides from employee insurance and welfare providers; grants, donations and other funds designated for the purpose of employee health and wellness; and other funds as may be appropriated or designated by the City Council.~~

~~c.—Uses. This account may be used to pay for employee benefits, or to support employee health and wellness programs and activities including but not limited to: employee benefit outreach and programs, and health and wellness programs.~~

~~5.—Lifecycle—PC Replacement and Information Systems Capital Projects (3501)~~

a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Information Systems Account.

b.—Sources. There shall be deposited into this account monies budgeted within the various funds and departments for PC and network replacement and maintenance, monies from the sale of surplus PC and network equipment, transfers from various funds for implementation of the information technology plan, fiber optics and fiber conduit leases, and other monies which the City Council may direct to be deposited into this account.

c.—Uses. This account may be used for the replacement, upgrade and maintenance of the PC and network systems, implementation of the information technology plan, or other items at the direction of the City Council.

d.—Transfer. The Finance Director is authorized to transfer any remaining budget and related funding resources of the information system program within the Capital Improvement Fund, to the Information System Account, within the Special Account Control Fund.

6.—Building Demolition and Nuisance Abatement (4005)

a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Building Demolition and Nuisance Abatement Revolving Account.

b.—Sources. There shall be deposited in said account monies which may be appropriated by the City Council from time to time, from reimbursements for building demolition and nuisance abatement performed or contracted by the City, and from fines, forfeitures, and penalties levied and collected by the courts or otherwise paid to the City for violation of the following titles of the Olympia Municipal Code: 5, 6, 8, 12, 14, 16, 17, and 18.

c.—Uses. Monies within the Building Demolition and Nuisance Abatement Revolving Account may be used for all costs involved in the process of securing, removing, or abating any building or structure that is dangerous to the lives and safety of persons or property.

d.—Transfer. The City Council may by resolution close this account and transfer any remaining monies to the General Fund.

7.—Trees (407)

a.—Created. See OMC 16.60.045.A

b.—Sources. See OMC 16.60.045.A

c.—Uses. See OMC 16.60.045.B

8.—Historic Preservation (4103)

a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Historic Preservation Account.

b.—Sources. There shall be deposited into this account funds as designated by the City Council.

c.—Uses. This account may be used for historic preservation programs as designated by the City Council.

9.—Housing and Community Development Loan (4601)

~~a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Low Income Housing Loan Account.~~

~~b.—Sources. There shall be deposited in said fund moneys remaining in the 1989 General Fund budget for downtown housing which may be unspent as of December 31, 1989, funds which may be appropriated by the City Council from time to time, loan repayments and interest, and other moneys received from public or private sources for the purpose set forth below.~~

~~c.—Uses. Moneys within the Low Income Housing Loan Account shall be used for making low or no interest loans for construction, remodeling or rehabilitation of residential units affordable to, or other nonresidential service facilities available to, low and moderate income persons as defined by the United States Department of Housing and Urban Development, or for other housing and economic development uses.~~

10.— HUD and Rental Rehabilitation (4608)

~~a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Community Development Rental Rehabilitation Revolving Fund.~~

~~b.—Uses. The fund will be a revolving fund maintained by a separate checking account and shall be used for the purposes of issuance of loans for the rehabilitation of rental units, receipt of payments for the loans, and for CDBG eligible projects. The fund will be established and replenished initially from moneys from the state of Washington/ HUD grant until the two hundred thousand dollars has been used in this program. Thereafter, the fund will be replenished from repayment of loans.~~

~~c.—Rules and Regulations. The United States Department of Housing and Urban Development have established the rules and regulations regarding this fund.~~

11.— Seizure and Forfeiture (6102)

~~a.—Created. There is hereby created within the Special Account Control Fund an account to be known as the Seizure and Forfeiture Account.~~

~~b.—Sources. There shall be deposited into this account monies received by the City from seized and forfeited property which by law or Council direction is restricted in use, plus any other monies deemed appropriate by the City Council.~~

~~c.—Uses. RCW 10.105.010(7)(c) describes the use of seized or forfeited monies. This account shall be used exclusively for the expansion and improvement of law enforcement activity as may be directed by the City Council and/or as required by law. Monies retained under RCW 10.105.010 may not be used to supplant pre-existing funding sources. Monies in this account not restricted by law may be used for other purposes as directed by the City Council.~~

12.— Scholarship Donations (7201)

~~a.—Created. There is hereby created within the Special Account Control fund an account to be known as the Recreation Scholarship Account.~~

~~b.—Sources. There shall be deposited in this account monies received from public or private donations or funds directly appropriated into the account.~~

~~c.—Uses. Funds within the Recreation Scholarship Account shall be used to provide leisure and recreation scholarships for low-income residents, predominantly youth, through a program to be established by the City of Olympia Parks, Arts and Recreation Department. Funds available in~~

~~the Recreation Scholarship Account at the end of the fiscal year shall carry forward in the account for future use as provided herein.~~

~~13. Arts Program (7202)~~

~~a. Created. See OMC 2.100.180~~

~~b. Sources. See OMC 2.100.170~~

~~c. Uses. See OMC 2.100.180~~

~~14. Aerial Mapping (8212)~~

~~a. Created. There is hereby created within the Special Account Control Fund an account designated as the Aerial Mapping Account.~~

~~b. Sources. There shall be transferred into the Aerial Mapping Account funds as may be budgeted within the various departmental budgets for aerial mapping. There shall be deposited within the account other funds that may be received by the City designated for aerial mapping or other funds as may be designated by the City Council.~~

~~c. Uses. Funds within the Aerial Mapping Account shall be used for updating the aerial mapping records of the City or for systems to access those records.~~

3.04.006

C. Development Fee Revenue Fund

A1. Created. There is hereby created a general sub-fund to be known as the Development Fee Revenue Fund.

B2. Sources.

1a. There shall be deposited into the Development Fee Revenue Fund fees collected for management of development, including but not limited to: building permits, electrical permits, plumbing permits, mechanical permits, engineering permits, zoning fees, subdivision fees, inspection fees, and plan check fees all fees collected for Building Code Review (OMC Chapter 4.36) and Land Use Application Review Fees (OMC Chapter 4.40).

2b. Fees deposited into the Development Fee Revenue Fund shall be fees monies collected for management of development.

€3. Uses. Funds within the Development Fee Revenue Fund shall be used to reimburse costs in the General Fund record revenue resources and expenditure costs related to management of development, including but not limited to: personnel, equipment, consulting services, direct and indirect support and overhead, and other costs attributable to management of development. Funds within the Development Fee Revenue Fund may be used to pay direct expenses in the fund as authorized by the established policy for management of the Development Fee Revenue Fund.

Đ4. Processes. The City Manager or designee shall establish processes to identify costs to be reimbursed supported by the Development Fee Revenue Fund and costs to be directly charged to the fund. For Fiscal Year 2015, the amount to be reimbursed by the fund shall be the budget amount of development fees.

E. Target Balance Fund. The City Council shall establish a target fund balance for the Development Fee Revenue Fund. The City Council shall establish policies for management of the target fund balance, which shall address at a minimum, actions to be taken when the fund balance exceeds or is less than the target fund balance.

F5. Transfer. If the City Council closes or discontinues the Development Fee Revenue Fund, any remaining funds in the Development Fee Revenue Fund shall be transferred to the General Fund of the City.

3.04.007

D. Parking Fund

A1. Created. There is hereby created a general sub-fund to be known as the Parking Fund.

B2. Sources. There shall be deposited into the Parking Fund revenues received from parking fines, revenue for parking on City streets and other City property, parking permits, parking meter tokens, electric vehicle charging, other parking which may be managed by the City, grants, debt proceeds related to capital or operation of the Parking Fund, and other monies which the City Council may direct to be deposited in the Parking Fund.

C3. Uses. Funds within the Parking Fund shall be used for the operations and management of the Parking Program, capital improvements to the parking systems, programs and improvements to support economic development areas where the City collects parking revenue, debt service on debt issued to support or enhance the parking system, direct and indirect overhead which supports parking operations and management, and other items at the direction of the City Council.

D4. Transfer. If the City Council closes or discontinues the Parking Fund, any remaining funds in the Parking Fund shall be transferred to the General Fund of the City.

3.04.014

E. LEOFF 1 OPEB Trust Fund

A1. Created. There is hereby created a ~~trust~~general sub-fund to be known as the LEOFF 1 OPEB Trust Fund.

B2. Sources. There shall be deposited into the LEOFF 1 OPEB Trust Fund such funds as may be designated by the City Council.

C3. Uses. The LEOFF 1 OPEB Trust Fund shall be used exclusively to pay benefits to City of Olympia retirees of the Law Enforcement Officers' and Firefighters' Retirement System, Plan 1, pursuant to RCW 41.26, other than pension, until such time as there are no retirees legally eligible to receive benefits from the LEOFF 1 OPEB trust fund. In addition to the benefit payments, costs directly related to actuarial analysis and administrative functions of the LEOFF 1 OPEB Trust should be charged to the LEOFF 1 OPEB Trust Fund.

D4. Transfer. At the time there are no retirees legally eligible to receive benefits from the LEOFF 1 OPEB Trust Fund, any remaining funds shall be transferred to the General Fund of the City.

3.04.021

F. The Washington Center for the Performing Arts Endowment-Reserve Fund

A1. There is hereby established a general sub-fund to be known as The Washington Center for the Performing Arts ~~Endowment-Reserve~~ Fund. There shall be deposited in the fund all proceeds from the sale of real property previously owned by the City of Olympia, located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia. More specifically, these proceeds shall include all ~~moneys~~monies received for the property by Olympia on the closing date for the sale, December 18, 1984, and all payments hereafter received under the promissory note from Thompson Properties Four Limited Partnership, received as consideration in the sale and dated December 18, 1984, including principal and interest.

B2. Any outside contributions to the City for The Washington Center for the Performing Arts shall likewise be placed in the ~~Endowment-Reserve~~ Fund, unless otherwise designated by the donor.

€3. Any interest or dividends accruing from ~~moneys~~monies in the ~~Endowment Reserve~~ Fund shall be retained in the fund.

Đ4. All ~~moneys~~monies within The Washington Center for the Performing Arts Endowment Fund shall be used to broaden the use of the city center to all citizens and groups within Olympia, including the remediation of the property located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia and the facilitation of the sale of that property. To that end, the ~~Endowment Reserve~~ Fund shall be used only for the maintenance, operation, repair, upkeep or improvement of The Washington Center for the Performing Arts, or the remediation and sale of the property located at the southwest corner of Black Lake Boulevard and Cooper Point Road in Olympia. Disbursement from the ~~Endowment Reserve~~ Fund shall be made by appropriation of the City Council directly for Washington Center purposes as set forth herein or pursuant to an agreement with the board of directors for The Washington Center for the Performing Arts.

3.04.025

G. The Washington Center for the Performing Arts ~~Operations and Maintenance~~ Fund

A1. Created. There is hereby created a general sub-fund to be known as The Washington Center for the Performing Arts ~~Operations and Maintenance (O&M)~~ Fund.

B2. Sources. There shall be deposited into The Washington Center ~~O&M Maintenance~~ Fund, ~~moneys~~monies appropriated within the Lodging Tax Fund and The Washington Center ~~Endowment Reserve~~ Fund for the purpose of supporting the operations and maintenance of The Washington Center for the Performing Arts, interest earnings of ~~The Washington Center O&M Fund~~ the fund, donations received by the City to support ~~the operations and maintenance of~~ The Washington Center for the Performing Arts, and other funds as determined by the City Council.

€3. Uses. The Washington Center ~~O&M Maintenance~~ Fund shall be used for the operations, ~~and maintenance, and improvement~~ of The Washington Center for the Performing Arts.

3.04.026

H. Municipal Arts Fund

A1. Created. ~~See OMC 2.100.180.~~ There is hereby created a general sub-fund according to OMC 2.100.180

B2. Sources. See OMC 2.100.170.

€3. Uses. See OMC 2.100.180.

~~3.04.029 Facilities Major Repairs Fund~~

A. ~~Created. There is hereby created a fund to be known as the Equipment and Facilities Replacement Reserve Fund for the purpose of major replacement and/or repair of City equipment and facilities, excluding equipment and facilities of the City's utilities and equipment rental funds.~~

B. ~~Uses. The funds deposited in the Equipment and Facilities Replacement Reserve Fund shall be used only for the above purposes as may be authorized by the City Council.~~

3.04.107200 Special Revenue Funds. There is hereby created the following group of funds to be known as Special Revenue Funds:

A. HUD Fund

A1. Created. There is hereby created a fund to be known as the HUD Fund.

B2. Sources. There shall be deposited into the HUD Fund such monies as received from the U.S. Department of Housing and Urban Development, loan repayments and interest for loans made from

the HUD fund, monies accumulated in the HUD fund, and other monies as may be deemed appropriate or designated by the City Council, and such funds shall be used exclusively for approved projects.

€3. Uses. The HUD Fund may be used for any legal purpose as authorized by the City Council, subject to limitations or restrictions as may be prescribed by the U.S Department of Housing and Urban Development or its successor.

Ð4. Transfer. The Finance Director shall transfer and adjust revenue estimates and appropriations as may be required for the administration of the HUD Fund.

~~3.04.127~~

B. Impact Fees Fund

A1. Created. See OMC 15.04.100.B

B2. Sources. See OMC 15.04.040 through 15.04.090, and 15.04.120.

€3. Uses. See OMC 15.04.130

Ð4. The following are impact fee accounts:

1a. Parks and Transportation Impact Fee Accounts (See OMC 15.04.100)

2b. School Impact Fee Account (See OMC 15.04.110)

(See also OMC Title 15 – Impact Fees)

~~3.04.130~~

C. SEPA Mitigation Fund

A1. Created. There is hereby created a fund to be known as the SEPA Mitigation Fund.

B2. Sources. Monies received under the State Environmental Policy Act (SEPA) authorization and mitigation fees, other than utility mitigation fees, shall be deposited in the SEPA Mitigation Fund. (See also OMC 14.04.190)

€3. Uses. Mitigation fees deposited in the SEPA Mitigation Fund shall be used only for the purposes for which the fees were collected, plus administrative fees as approved by the City Council. Funds may be transferred out of the SEPA Mitigation Fund to finance projects, purchases, and improvements which meet the purpose for which the fees were collected.

(See also OMC 14.04 Environmental Policy)

~~3.04.132~~

D. Lodging Tax Fund

A1. Created. There is hereby created a fund to be known as the Lodging Tax Fund.

B2. Uses. All taxes collected under OMC 3.40 shall be placed in the Lodging Tax fund to be used solely for the purpose of OMC 3.40.

(See also OMC 3.40 – Lodging Tax)

~~3.04.134~~

E. Parks and Recreational Sidewalks Utility Tax Fund

A1. Created. There is hereby created a fund to be known as the Parks and Recreational Sidewalks Utility Tax Fund.

B2. Sources. There shall be deposited into the Parks and Recreational Sidewalks Utility Tax Fund the increase of three percent (3%) utility tax authorized by Ordinance No. 6314 and approved by a majority of electors voting in the September 2004 primary election, and other monies as may be deemed appropriate by the City Council.

C3. Uses. Funds in the Parks and Recreational Sidewalks Utility Tax Fund may be used as follows:

1a. Utility tax monies collected under Ordinance No. 6314 may be used for purposes as set forth and as allocated in Ordinance No. 6314 and as amended; and

2b. Other monies deposited in the Parks and Recreational Sidewalks Utility Tax Fund under Section A above may be used for any purpose set forth in or consistent with Ordinance No. 6314 and as amended.

(See also OMC 5.84 Utility Services Tax)

3.04.135

F. Parking Business Improvement Area Fund

A1. Created. There is hereby created a fund to be known as the Parking Business Improvement Area Fund.

B2. Uses. All monies collected under OMC 3.62 shall be placed in Parking Business Improvement Area Fund to be used solely for the purpose of the OMC 3.62.

(See also OMC 3.62 Parking and Business Improvement Area)

3.04.136

G. Farmers Market Major Repair and Replacement Fund

A1. Created. There is hereby created a fund to be known as the Farmers Market Major Repair and Replacement Fund.

B2. Sources. There shall be deposited into the Farmers Market Major Repair and Replacement Fund monies received from the Olympia Farmers Market for major repair and maintenance of the farmers market facilities, capital donations to the City for the farmers market and/or the facilities, and other funds as may be determined by the City Council.

C3. Uses. The Farmers Market Repair and Replacement Fund may be used for major repair and maintenance of the farmers market facilities owned by the City of Olympia.

3.04.137

H. Hands On Children's Museum Fund

A1. Created. There is hereby created a fund to be known as the Hands On Children's Museum Fund.

B2. Sources. There shall be deposited into Hands On Children's Museum Fund shall receive funds from the Capital Area Regional Public Facilities District or other persons for the purposes related to the Hands On Children's Museum.

C3. Uses. The Hands On Children's Museum Fund may be used for purposes related to the Hands On Children's Museum, including but not limited to, pre-development, pre-acquisition, planning, design, acquisition, construction, improvements, operations, maintenance, debt service, and/or other costs associated directly or indirectly with the Hands On Children's Museum.

3.04.138

I. Transportation Benefit District Fund

A1. Created. There is hereby created a fund to be known as the Transportation Benefit District fund.

B2. Sources. Pursuant to Chapter 36.73 RCW, there shall be deposited in the Transportation Benefit District Fund:

1a. Proceeds from a vehicle tax of up to Forty and no/100 Dollars (\$40) per vehicle as provided for by RCW 82.80.140

2b. When authorized by the voters pursuant to the requirements of Chapter 36.73 RCW, other taxes, fees, charges and tolls or increases in these revenue sources.

C3. Uses. Funds in the Transportation Benefit District Fund shall be used for the preservation, maintenance, capacity, safety and operation of City streets in accordance with the provisions of a state or regional plan. See also OMC 12.14.040.

(See also OMC 12.14 Transportation Benefit District)

3.04.139

J. Grants Control Fund

A1. Created. There is hereby created a fund to be known as the Grants Control Fund.

B2. Uses. The fund shall be used as deemed necessary by the Finance Director for the purpose of accounting for grant revenue and activities.

3.04.140

K. Real Estate Excise Tax Fund

A1. Created. There is hereby created a fund to be known as the Real Estate Excise Tax (REET) Fund. The REET Fund shall be used for the purpose of receipting REET funds authorized by RCW 82.46.

B2. Uses. The REET Fund shall be used for purposes as authorized by law for the use of REET funds, as directed by the City Council.

(See also OMC 3.52 Real Estate Excise Tax)

3.04.141

L. Olympia Metropolitan Park District Fund

A1. Created. There is hereby created a fund to be known as the Olympia Metropolitan Park District Fund.

B2. Sources. Pursuant to Chapter 35.61 RCW, there shall be deposited in the Olympia Metropolitan Park District Fund proceeds from an annual property tax of up to a maximum of \$0.75 per thousand dollars of assessed value as approved by a majority of the voters on November 3, 2015.

C3. Uses. Funds from the Olympia Metropolitan Park District Fund shall be used to acquire, construct, maintain, operate, and improve parks and recreational facilities and to supplement, not replace, existing City of Olympia parks and recreation funding.

3.04.142

M. Home Fund

A1. Created. There is hereby created a fund to be known as the Home Fund.

~~B2.~~ Sources. There shall be deposited in the Home Fund, sales and use tax authorized by RCW 82.14.530 and interest thereon, and other funds as determined by the City Council to support the purposes of the Home Fund.

~~C3.~~ Uses. A maximum of forty (40) percent of the monies collected under RCW 82.14.530 shall be used for the operation, delivery, or evaluation of mental and behavioral health treatment. Other funds deposited in the Home Fund shall be used for purposes similar in nature to the above, as determined by the City Council.

3.04.200300 Debt Service Funds. There is hereby created the following group of funds to be known as Debt Service Funds:

~~A.—Created. There is hereby created a fund group to be known as the Debt Service Funds. The Debt Service Funds shall be used as deemed necessary by the Finance Director for the purpose of accounting for City general obligation debt accounts (funds) required by debt funding ordinances, documents, and/or agreements.~~

~~B.—Sources. Moneys for Debt Service Funds shall come from sources authorized by the City Council.~~

~~C.—Uses. The Finance Director is authorized to expend funds from the Debt Service Funds as deemed necessary by debt funding ordinances, documents, and/or agreements.~~

~~D.—Following is a list of Debt Service Funds related to local improvement districts (LID):~~

~~1.—LID Obligation Control Fund (208)~~

~~2.—Created. There is hereby created a fund to be called the Local Improvement Fund, District No. 762.~~

~~a.—Sources. Amounts assessed, levied, and collected upon the properties included within the LID for the purpose of defraying the cost and expense of the improvement, and into which fund shall be deposited the proceeds of the sale of warrants, installment notes, bonds, bond anticipation notes, or other short term obligations which may be sold by the City and drawn against the fund.~~

~~b.—Uses. Out of the fund shall be paid such warrants, installment notes, bonds, bond anticipation notes, or other short term obligations, interest thereon, and the cost of improvement to be borne by the property included in the LID.~~

~~3.—LID Guaranty Fund (213)~~

~~a.—Created. There is hereby created a fund for the purpose of guaranteeing to the extent of such fund, and in the manner hereinafter provided, the payment of its local improvement bonds and warrants issued to pay for any local improvements ordered by the City Council subsequent to April 7, 1926.~~

~~b.—Sources. Such fund shall be designated Local Improvement Guaranty Fund. For the purpose of maintaining the Local Improvement Guaranty Fund, the City shall, from time to time, levy, as other taxes are levied, such sums as may be necessary to meet the financial requirements thereof; provided that such sums so levied in any year shall not be more than sufficient to pay the outstanding warrants on the fund and to establish therein a balance which combined levy in any one (1) year shall not exceed five percent (5%) of the outstanding obligations thereby guaranteed. The tax levies herein authorized and directed shall be in addition to, and if need be, in excess of any and all statutory or charter limitations applicable to the tax levies of the City. There shall also be paid into each guaranty fund the interest received from bank deposits of the~~

~~fund, as well as any surplus remaining in any local improvement fund after the payment of all outstanding bonds or warrants payable primarily out of such local improvement fund.~~

~~c.—Uses. Whenever there shall be paid out of a guaranty fund any sums on account of principal or interest of a local improvement bond or warrant, the City, as trustee for the fund, shall be subrogated in all the rights of the holder of the bond or interest coupon or warrant so paid, and the proceeds thereof, or of the assessment underlying the same, shall become part of the Guaranty Fund. Warrants drawing interest at a rate not to exceed six percent (6%) shall be issued, as other warrants are issued, by the City, against a guaranty fund to meet any liability accruing against it; and at the time of making its annual budget and tax levy the City shall provide for the levying of a sum sufficient, with the other resources of the fund, to pay warrants so issued during the preceding fiscal year; provided, that such warrants shall at no time exceed five percent (5%) of the outstanding bond obligations guaranteed by the fund. As among the several issues of bonds or warrants guaranteed by the fund no preference shall exist, but defaulted interest coupons, bonds and warrants shall be purchased out of the fund in the order of their presentation.~~

~~d.—Guaranty and Rights. So much of the money of a guaranty fund as is necessary may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments, underlying bonds or warrants guaranteed by the fund, or to purchase property at County tax foreclosures or from the County after foreclosure, for the purpose of protecting the Guaranty Fund. The fund shall be subrogated to the rights of the City, and the City may foreclose the lien of general tax certificates of delinquency and purchase the property at the foreclosure sale. After so acquiring title to real property, the City may lease or sell and convey the same at public or private sale for such price and on such terms as may be determined by resolution of the City Council, any provisions of law, charter or ordinance to the contrary, notwithstanding, and all proceeds resulting from such sales shall belong to, and be paid into the Guaranty Fund.~~

A. Non-Voted General Obligation Debt Service Fund

1. Created. There is hereby created a fund for the purpose of paying the principal, interest and administrative expense related to the non-voted general obligation (GO) debts of the city.
2. Sources. Resources shall be added to the Non-Voted GO Debt Service Fund via appropriations made by the City Council.
3. Uses. Funds from the Non-Voted GO Debt Service Fund shall be used in accordance with the authorized budget.

B. Voted General Obligation Debt Service Fund

1. Created. There is hereby created a fund for the purpose of paying the principal, interest and administrative expense related to the voted general obligation (GO) debts of the city.
2. Sources. The amounts the City shall levy and collect as deemed necessary to meet the voter approved debt service obligation. There shall also be paid into the fund the interest received from bank deposits of the fund, as well as any surplus remaining in fund after the payment of all outstanding bonds or warrants payable.
3. Uses. Out of the fund shall be paid such warrants, installment notes, bonds, bond anticipation notes, or other short-term obligations, interest thereon, and the cost of improvements to be borne by the voter approved obligation.

C. Miscellaneous Governmental Debt Service Fund

1. Created. There is hereby created a fund for the purpose of paying the principal, interest and administrative expense related to the Miscellaneous Governmental debts of the city.
2. Sources. Resources shall be added to the Miscellaneous Governmental Debt Service Fund via appropriations made by the City Council.
3. Uses. Funds from the Miscellaneous Governmental Debt Service Fund shall be used in accordance with the authorized budget.

3.04.317400 Capital Improvement Funds. There is hereby created the following group of funds to be known as Capital Improvement Funds:

A. Capital Improvement Fund

- A1. Created. There is hereby created a fund to be known as the Capital Improvement Fund. This fund is created for the purpose of accounting for capital projects related to general operations assets of the City.
- B2. Sources. Resources shall be added to the Capital Improvement Fund via appropriations made by the City Council.
- €3. Uses. Funds from the Capital Improvement Fund shall be used in accordance with the authorized budget.

3.04.318

B. Home Fund Capital Fund

- A1. Created. There is hereby created a fund to be known as the Home Fund Capital Fund.
- B2. Sources. There shall be deposited in the Home Fund Capital Fund sales and use tax authorized by RCW 82.14.530 and interest thereon, and other funds as determined by the City Council to support the purposes of the Home Fund Capital Fund.
- €3. Uses. A minimum of sixty (60) percent of the monies collected under RCW 82.14.530 shall be used for housing and housing-related purposes as defined in RCW 82.14.530(2)(a)(i), (ii), and (iii). Other funds deposited in the Home Fund Capital Fund shall be used for purposes similar in nature to the above, as determined by the City Council.

3.04.325—City Hall Construction Fund

~~A.—Created. There is hereby created a fund to be known as the City Hall Construction and Acquisition Fund.~~

~~B.—Sources. The Finance Director is authorized to transfer the remaining unexpended appropriations and related resources in the Capital Improvements Fund, City Office Space Account, to the City Hall Construction and Acquisition fund.~~

~~C.—Uses. The City Hall Construction and Acquisition fund shall be for the purpose of planning, property acquisition, design, construction, equipping and furnishing, and other related costs of the City Hall facility.~~

3.04.331

C. Fire Equipment Capital Fund

- A1. Created. There is hereby created a fund to be known as the Fire Capital Equipment and Replacement Fund.

~~B2.~~ Uses. Funds from the Fire Capital Equipment and Replacement Fund shall be used for the purchase of ~~equipment-capital assets~~ by the Fire Department, including but not limited to, vehicles, accessories thereto, and ~~major repairs and improvements,~~ and other purposes as may be deemed appropriate by the City Council.

D. Transportation Capital Improvement Fund

1. Created. There is hereby created a fund to be known as the Transportation Capital Improvement Fund. This fund is created for the purpose of accounting for capital projects related to transportation in the City of Olympia.

2. Sources. Resources shall be added to the Transportation Capital Improvement Fund via appropriations made by the City Council

3. Uses. Funds from the Transportation Capital Improvement Fund shall be used in accordance with the authorized budget.

E. General Facilities Capital Improvement Fund

1. Created. There is hereby created a fund to be known as the General Facilities Capital Improvement Fund. This fund is created for the purpose of accounting for capital projects related to General Facility assets of the City of Olympia.

2. Sources. Resources shall be added to the General Facilities Capital Improvement Fund via appropriations made by the City Council.

3. Uses. Funds from the General Facilities Capital Improvement Fund shall be used in accordance with the authorized budget.

F. Parks Capital Improvement Fund

1. Created. There is hereby created a fund to be known as the Parks Capital Improvement Fund. This fund is created for the purpose of accounting for capital projects related parks of the City of Olympia.

2. Sources. Resources shall be added to the Parks Capital Improvement fund via appropriations made by the City Council.

3. Uses. Funds from the Parks Capital Improvement Fund shall be used in accordance with the authorized budget.

3.04.400500 Proprietary or Business-type Funds. There is hereby created the following group of funds to be known as Proprietary or Business-type funds:

A. ~~Waterworks-Drinking Water Utility Funds~~

~~A1.~~ Created. There is hereby created a fund group known to be known as the ~~Waterworks-Drinking Water Utility Funds.~~

~~B2.~~ Sources. ~~Moneys~~Monies for the ~~Waterworks-Drinking Water Utility Funds~~ shall come from sources authorized by local, state, or federal law.

~~C3.~~ Uses.

~~1a.~~ Funds from the ~~Waterworks-Drinking Water~~ Utility Funds shall be used as deemed necessary by the Finance Director for the purpose of accounting for the Water and Wastewater Utility Accounts (Funds) as required by local, state, or federal law.

~~2b.~~ The Finance Director is authorized to expend funds from the ~~Waterworks-Drinking Water~~ Utility Funds as deemed necessary by the local, state, or federal law.

(See also OMC 13.04 Water; OMC 13.08 Sewers; OMC 13.20 Wastewater System; and OMC 13.24 Reclaimed Water)

~~D4.~~ ~~Following is a list of the Waterworks Utility Funds~~The Drinking Water Utility Fund has the following sub-funds:

~~1a.~~ Water Utility Operating Fund (401)

~~ai.~~ Created. There is hereby created a fund to be known as the Water Utility Operating Fund.

~~bii.~~ Uses. The Finance Director is authorized to expend funds from the Water Utility Operating Fund as deemed necessary by the ordinances of the City of Olympia and/or Washington State law.

~~2.~~ Wastewater (Sewer) Utility Operating Fund (402)

~~a.~~ Created. There is hereby created a fund to be known as the Sewer Utility Operating Fund. This fund shall be for the purpose of accounting for the operations and maintenance of the sewer collection system.

~~b.~~ Uses. The Finance Director is authorized to expend funds from the Sewer Utility Operating Fund as deemed necessary by the ordinances of the City.

~~b.~~ Water Debt Service Fund

~~i.~~ Created. There is hereby created a fund to be known as the Water Debt Service Fund.

~~ii.~~ Uses. The Water Debt Service Fund shall be drawn upon for the sole purpose of paying the principal, interest, and any associated administration costs on the revenue bonds and loans of the utility. The monies in the Water Debe Service Fund shall be kept separate and apart from all other funds and accounts of the City.

~~3.~~ Water/Sewer Bond Redemption Fund (417)

~~a.~~ Created. There is hereby created a fund to be known as the Water and Sewer Revenue Bond Redemption Fund.

~~b.~~ Uses. The Water and Sewer Revenue Bond Fund shall be drawn upon for the sole purpose of paying the principal of, premium if any, and interest on the bonds and any future parity bonds. The money in the Water and Sewer Revenue Bond Fund shall be kept separate and apart from all other funds and accounts of the City.

~~4.~~ Water/Sewer Bond Reserve Fund (427)

~~a.~~ Created. There is hereby created a fund to be known as the Water and Sewer Bond Reserve Fund. This reserve account has been created for the purpose of securing the payment of the principal of and interest on the bonds and any future parity bonds.

~~b.— Sources. The City hereby covenants and agrees that it will satisfy the reserve account requirement for the bonds with bond proceeds. The City further covenants and agrees that in the event it issues any future parity bonds it will provide in each ordinance authorizing the issuance of such future parity bonds for the payment into the reserve account out of gross revenue or assessments (or, at the option of the City, out of any other funds on hand and legally available therefor) approximately equal additional annual installments so that by five (5) years from the date of issuance of such future parity bonds there will have been paid into the reserve account an amount that, together with money already on deposit therein, will be at least equal to the reserve account requirement.~~

~~c.— Uses. The Water and Sewer Bond Reserve Fund shall be drawn upon for the sole purpose of paying the principal of, premium if any, and interest on the bonds and any future parity bonds whenever there is a sufficient amount in the reserve fund above the required reserve. Money in the reserve account may also be withdrawn to redeem and retire, and to pay the premium, if any, and interest due to such date of redemption, on the outstanding parity bonds secured by such reserve account, as long as the money remaining on deposit in such reserve account is at least equal to the reserve account requirement determined with respect to the parity bonds then outstanding. In the event the bonds outstanding are ever refunded, the money set aside in the reserve account to secure the payment thereof may be used to retire bonds or may be transferred to any other reserve account that may be created to secure the payment of any bonds issued to refund the bonds.~~

5c. Water Utility Capital Improvement Fund (461)

~~aj.~~ Created. There is hereby created a fund to be known as the Water Capital Improvement Fund.

~~bjj.~~ Sources. The water general facility charges collected pursuant to OMC 13.04.375 of this code shall be deposited into the Water Capital Improvement Fund. The City Council may make any other funds available to the Water Capital Improvement Fund for the purposes set forth herein.

~~eiii.~~ Uses.

~~i-(a)~~ ~~Moneys~~Monies within the Water Capital Improvement Fund shall only be used for the purpose of acquiring, equipping, and/or making capital improvements to water facilities and extensions, additions, expansion, and betterments to the Olympia water system owned by the City and shall not be used for maintenance or operations relative to those facilities. In the event that bonds, or similar debt instruments are issued for advance provision of capital facilities for which water facility charges may be expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.

~~ii-(b)~~ ~~Moneys~~Monies from the Water Capital Improvement Fund may be used to grant rebates to developers for costs incurred in providing water capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreements may be renegotiated in order to bring such agreements in accord with the provisions of this section.

B. Wastewater Utility Funds

1. Created. There is hereby created a fund group to be known as the Wastewater Utility Funds.

2. Sources. Monies for the Wastewater Utility Funds shall come from sources authorized by local, state, or federal law.

3. Uses.

a. Funds from the Wastewater Utility Funds shall be used as deemed necessary by the Finance Director for the purpose of accounting for the Wastewater Utility Accounts (Funds) as required by local, state, or federal law.

b. The Finance Director is authorized to expend funds from the Wastewater Utility Funds as deemed necessary by local, state, or federal law.

4. The Wastewater Utility Fund has the following sub-funds:

a. Sewer Utility Operating Fund

i. Created. There is hereby created a fund to be known Sewer Utility Operating Fund. This fund shall be for the purpose of accounting for the operations and maintenance of the sewer collection system.

ii. Uses. The Finance Director is authorized to expend funds from the Sewer Utility Operating Fund as deemed necessary by the ordinances of the City of Olympia.

b. Sewer Debt Service Fund

i. Created. There is hereby created a fund to known as the Sewer Debt Service Fund.

ii. Uses. The Sewer Debt Service Fund shall be drawn upon for the sole purpose of paying the principal, interest, and any association administration costs on the revenue debt of the utility. The money in the Sewer Debt Service Fund shall be kept separate and apart from all other funds and accounts of the City.

6c. Sewer Capital Improvement Fund (462)

a.i. Created. There is hereby established within the budget of the City a Sewer Capital Improvement Fund.

b.ii. Sources. The sewer general facility charges collected pursuant to OMC Section 13.08.205 of this code shall be deposited into the Sewer Capital Improvement Fund. The City Council may make any other funds available to the Sewer Capital Improvement Fund for the purposes set forth herein.

c.iii. Uses.

i. ~~(a) Moneys~~ Monies within the Sewer Capital Improvement Fund shall only be used for the purpose of acquiring, equipping, and/or making capital improvements to sewer facilities, extensions, and betterments of the Olympia sewer system owned by the City and shall not be used for maintenance or operations relative to those facilities or for LOTT joint facilities. In the event that bonds, or similar debt instruments are issued for advance provision of capital facilities for which sewer facility charges may be

expended, charges may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described above.

~~ii. (b) Moneys~~ Monies from the Sewer Capital Improvement Fund may be used to grant rebates to developers for costs incurred in providing sewer capital facilities in excess of the capacity required for an individual development. Any rebates must be made pursuant to a refunding agreement between the developer and the City after the effective date of the ordinance codified in this section. Prior refunding agreements may be renegotiated in order to bring such agreements in accord with the provisions of this section.

3.04.403

C. Solid Waste (Garbage) Waste Resources Utility Fund

A1. Created. There is hereby created a fund to be known as the Solid Waste (Garbage) Waste Resources Utility Fund.

B2. Sources. Monies for the Waste Resources Utility Fund shall come from sources authorized by local, state, or federal law.

~~1. The monies collected via charges pursuant to OMC 13.12 shall be deposited in the Solid Waste (Garbage) Utility Fund. All receipts for the collection and the disposal of the garbage and refuse, and all receipts for the burning of garbage and all moneys received by the solid waste section, shall be part of the Solid Waste (Garbage) Utility Fund. All receipts from the sale of recyclables shall become a part of the Solid Waste (Garbage) Utility Fund but shall be accounted separately. The City Council may make any other funds available to the Solid Waste (Garbage) Utility Fund for the purposes set forth herein.~~

~~2. The City Council may also provide for additional moneys to be paid into the Solid Waste (Garbage) Utility Fund from time to time from any available funds of the City, and warrants may be drawn on the Solid Waste (Garbage) Utility Fund, any such additional moneys are to be repaid out of the Solid Waste Fund as soon as there are sufficient moneys available.~~

C3. Uses. The expenses of establishing, conducting and operating the solid waste section shall be paid from the Solid Waste (Garbage) Utility Fund. The Finance Director is authorized to expend funds from the Waste Resources Utility Fund as deemed necessary by local, state, or federal law.

4. The Waste Resources Utility has the following sub-funds:

a. Solid Waste Operating Fund

i. Created. There is hereby created a fund to be known as the Solid Waste Operating Fund.

ii. Uses. The Finance Director is authorized to expend funds from the Solid Waste operating Fund as deemed necessary by the ordinances of the City of Olympia and/or Washington State law.

b. Solid Waste Debt Service Fund

i. Created. There is hereby created a fund to be known as the Solid Waste Debt Service Fund.

ii. Uses. The Solid Waste Debt Service Fund shall be drawn upon for the sole purpose of paying the principal, interest and any associated administration costs on the revenue debt of the utility. The money in the Solid Waste Debt Service Fund shall be kept separate and apart from all other funds and accounts of the City.

c. Solid Waste Capital Fund

- i. Created. There is hereby created a fund to be known as the Solid Waste Capital Fund.
- ii. Sources. There shall be deposited in the Solid Waste Capital Fund, on an annual basis via transfer, monies from any rate increase directly attributed to capital needs, and other funds as determined by the Public Works Director to support the purposes set forth herein.
- iii. Uses. Monies within the Solid Waste Capital Fund shall be used only for the purposes of acquiring, equipping, and/or making capital improvements to the Waste Resources Center and capital projects related to Waste Resources, and shall not be used for maintenance or operations relative to those facilities or projects. Should the City Manager determine that those capital projects will not be completed, or if there are monies remaining in the Fund once the capital projects are completed, those monies accumulated in the Solid Waste Capital Fund may be transferred to the Solid Waste Operating Fund.

3.04.404

D. Storm Drainage Utility Fund

A1. Created. There is hereby created a fund group known to be the Storm Drainage Utility Funds. These funds shall be used as deemed necessary by the Finance Director for the purpose of accounting for the Storm Drainage Utility accounts (funds) as required by ordinances and/or law.

B2. Sources. ~~Moneys~~Monies for the Storm Drainage Utility Funds shall come from sources authorized by local, state or federal law.

C3. Uses. The Finance Director is authorized to expend funds from the storm drainage utility funds as deemed necessary by local, state or federal law.

D4. The following are the Storm Drainage Utility Funds:

1a. Storm Water/Surface Water Operating Fund (~~404~~)

ai. Created. There is hereby created a fund which shall be known as the Storm and Surface Water Operating Fund.

bii. Sources. All revenues, assessments, and other charges collected by the utility pursuant to OMC 3.22, or otherwise received for drainage purposes or attributable to the operation and maintenance of the utility, and all loans to or grants or funds received for its construction, improvement and operation, shall be deposited in the utility fund. The City Council may make any other funds available to the Storm and Surface Water Operating Fund for the purposes set forth herein.

eij. Uses. All disbursements for costs of data collection, planning, designing, constructing, acquiring, maintaining, operating and improving the drainage utility facilities, whether such facilities are natural, constructed or both, and administering the utility shall be made from the Storm and Surface Water Operating Fund.

2b. Storm ~~Water/~~ and Surface Water Mitigation Fund (~~407~~)

ai. Created. There is hereby created a fund which shall be known as the Storm ~~Drainage~~ and Surface Water Mitigation Fund.

bii. Sources. Monies received from storm drainage mitigation fees shall be deposited in the Storm ~~Drainage and Surface Water~~ Mitigation Fund.

eiii. Uses. Mitigation fees deposited in this Fund shall be used only for the purposes for which the fees were collected, plus administrative fees as approved by the City Council. Funds may be transferred out of this Fund to finance projects, purchases and improvements which meet the purpose for which the fees were collected.

3c. Storm and Surface Water Debt Service Fund (418)

ai. Created. There is hereby created a fund known as the storm and Surface Water Debt Service.

bii. Sources. Monies designated by Council shall be deposited in the Storm and Surface Water Debt Service Fund.

eiii. Uses. The Storm and Surface Water Debt Service Fund shall be drawn upon for the sole purpose of paying the principal, ~~of, premium if any, and interest and any associated administrative costs~~ on debt issued by the Storm Drainage Utility. The money in the Storm and Surface Water Debt Service Fund shall be kept separate and apart from all other funds and accounts of the City.

4d. Storm ~~Water/ and~~ Surface Water Capital Improvement Fund (434)

ai. Created. There is hereby created a fund to be known as the Storm and Surface Water ~~Utility~~ Capital Improvement Fund.

bii. Sources. Monies designated by Council shall be deposited in the Storm and Surface Water ~~Utility~~ Capital Improvement Fund.

eiii. Uses. ~~Moneys~~ Monies within the Storm and Surface Water ~~Utility~~ Capital Improvement Fund shall only be used for the purpose of acquiring, equipping and/or making capital improvements to storm and surface water facilities and extensions, additions, expansion and betterments to the Olympia storm and surface water system.

~~3.04.463 Waste Resources Capital Fund~~

~~A. Created. There is hereby created a fund to be known as the Waste Resources Capital Fund.~~

~~B. Sources. There shall be deposited in the Waste Resources Capital Fund, on an annual basis via transfer, monies from any rate increase directly attributed to capital needs, and other funds as determined by the Public Works Director to support the purposes set forth herein.~~

~~C. Uses. Monies within the Waste Resources Capital Fund shall be used only for the purposes of acquiring, equipping and/or making capital improvements to the Waste Resources Center and capital projects related to Waste Resources, and shall not be used for maintenance or operations relative to those facilities or projects. Should the City Manager determine that those capital projects will not be completed, or if there are monies remaining in the Fund once the capital projects are completed, those monies accumulated in the Waste Resources Capital Fund may be transferred to the Waste Resources Operating Fund.~~

3.04.500600 Internal Services Funds. There is hereby created the following group of funds to be known as Internal Service Funds:

A. Equipment Rental Fund

A1. Created. There is hereby created a fund group to be known as the Equipment Rental and Replacement Funds. These Funds shall be used as deemed necessary by the Finance Director for the

purpose of accounting for the Equipment and Rental and Replacement Accounts (Funds) as required by ordinances and/or law. ~~Moneys~~Monies for these Funds shall come from sources authorized by these ordinances and/or law.

~~B~~2. Uses. The Finance Director is authorized to expend funds from the Equipment Rental and Replacement Funds as deemed necessary by the ordinances and/or law mentioned above.

~~C~~3. The following are the Equipment Rental and Replacement Funds:

~~1~~a. Equipment Rental Operating Fund (501)

~~a~~i. Created. There is hereby created a fund to be known as the Equipment Rental Fund to be used as a revolving fund to be expended for salaries, wages, and operations required for the repair, replacement, purchase, and operation of motor vehicle equipment, and for the purchase of all equipment materials and supplies to be used in the administration and operation of said fund.

~~b~~i. Sources. Monies designated by Council and a portion of the charges made to various divisions and departments of the City of Olympia shall be deposited in the Equipment Rental Operating Fund.

~~e~~ii. Uses. Monies within the Equipment Rental Operating Fund shall be used for salaries, wages, materials, overhead, or other costs necessary to operate and maintain all motor vehicle equipment of the City of Olympia.

~~d~~iv. Transfers. All monies deposited in said Equipment Rental Operating Fund and not expended for any purpose other than those listed above shall remain in the fund from year to year and shall not be transferred to any other fund or expended for any other purpose unless authorized by the City Council.

~~2~~b. Cumulative Reserve Equipment Rental Fund (502)

~~a~~i. Created. There is hereby created, pursuant to RCW 35.21.070, a reserve fund to be known as the Cumulative Reserve Equipment Rental Fund.

~~b~~i. Sources. Monies designated by Council and a portion of the charges made to various divisions and departments of the City of Olympia shall be deposited in the Cumulative Reserve Equipment Rental Fund.

~~e~~ii. Uses. This fund is hereby created for the following purposes as authorized by law:

~~1~~-(a) Purchase of all forms of equipment and supplies used by the Equipment Rental Department of the City of Olympia, including but not limited to vehicles, excavating equipment and supplies accessory thereto.

~~2~~-(b) Major replacement and/or repair of all forms of equipment handled by the Equipment Rental Department of the City of Olympia

~~d~~iv. Restrictions. Any monies in the Cumulative Reserve Equipment Rental Fund shall never be expended for any purpose other than those listed above without an approving vote by majority of the electors of the City of Olympia at a general or special election held for such purpose. Any monies in said fund at the end of the fiscal year shall not lapse nor shall the same be surplus available or which may be used for any purpose or purposes than those specified by this Ordinance.

3.04.503

B. Unemployment Compensation Fund

A1. Created. There is hereby created a ~~trust~~-fund to be known as the Unemployment Compensation Fund.

B2. Sources. To provide funds for deposit into the Unemployment Compensation Fund, each department and operating fund of the City shall, in its budget, provide for payments into the fund an amount not more than three percent (3%) of the amount paid for wages and salaries.

C3. Uses. Monies in the Unemployment Compensation Fund will be used for reimbursements to the Washington State Department of Employment Security and other costs connected with administering unemployment insurance claims.

3.04.504

C. Insurance Trust Fund

A1. Created. There is hereby created a fund to be known as the Self-Insurance Trust Fund.

B2. Sources. Monies budgeted for insurance shall be deposited into the Self-Insurance Trust Fund. The City Council may authorize transfer of monies to the Fund and shall designate ~~moneys~~monies to be placed in the Fund for the coming budget year.

C3. Uses. Monies in this fund will be used for payments for insurance related to risk management plans of the City; to pay claims against the City for which the City must pay a deductible or is self-insured; to pay for repairs or replacement to City property which is damaged or destroyed and not covered by insurance; to pay for corrections, repairs, or replacement of City property when immediate action is necessary to prevent injury to persons or property, and ~~moneys~~monies are not available for such purpose from other budget sources; and to pay for studies of other areas of self-insurance.

3.04.505

D. Workers Compensation Fund

A1. Created. There is hereby created a fund to be known as the Workers Compensation Fund.

B2. Sources. There shall be deposited in the Workers Compensation Fund funds from any available source. Additionally, any employee deduction may be deposited which may be required by the State for workers compensation until such time as it is required to be remitted to the state.

C3. Uses. The Workers Compensation Fund shall be used to pay any worker's compensation claims, to pay obligations due to the state for workers compensation, to pay premiums for insurance or surety bonds as may be required, and to pay any other costs related to the City's workers compensation program, including but not limited to third party administration costs, actuarial studies, safety programs, accident prevention programs and administration of the workers compensation program.

3.04.600700 Fiduciary Funds. There is hereby created the following group of funds to be known as Fiduciary Funds:

A. Fiduciary and Custodial Funds-Firefighters Pension Fund

~~A1. Created. There is hereby created a fund group to be known as the Fiduciary and Custodial Funds Firefighters Pension Fund. These funds shall be used as deemed necessary by the Finance Director for the purpose of accounting for funds designating the City in a fiduciary or custodial capacity as required by legal agreements or law. Moneys for these funds come from sources deemed by legal agreements or law.~~

2. Sources. Resources shall be added to the Firefighters Pension Fund via appropriations made by the City Council.

~~B3. Uses. The Finance Director is authorized to expend funds from the Fiduciary and Custodial Funds as deemed necessary by the legal agreements or law authorizing the fund.~~

B. Municipal Court Trust Fund

1. Created. There is hereby created a fund to be known as the Municipal Court Trust Fund.

2. Sources. There shall be deposited into this fund monies held by the Municipal Court as an agent for private individuals or other governments.

3. Uses. The Court Administrative Officer is authorized to expend funds from the Municipal Court Trust Fund as deemed necessary by the legal agreement or law authorizing the fund.

C. Custodial Fund

1. Created. There is hereby created a fund to be known as the Custodial Fund.

2. Sources. There shall be deposited into this fund monies held by the City as an agent for private individuals or other governments.

3. Uses. The Finance Director is authorized to expend funds from the Custodial Fund as deemed necessary by the legal agreements or law authorizing the fund.

D. Law Enforcement Records Management Fund

1. Created. There is hereby created a fund to be known as the Law Enforcement Records Management Fund.

2. Sources. There shall be deposited into this fund monies collected from the consortium of local government agencies as designated by interlocal agreement.

3. Uses. The fund shall be used for all approved operating costs of the Records Management System as stated within the Law Enforcement Records Management System Service Agreement.

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/clerical 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 shall take effect thirty (30) days after 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 the 2023-2028 Six-Year Transportation Improvement Program.

Agenda Date: 11/16/2021
Agenda Item Number: 5.A
File Number:21-1093

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

Title

Public Hearing on the 2023-2028 Six-Year Transportation Improvement Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold a Public Hearing regarding the 2023-2028 six-year Transportation Improvement Program.

Report

Issue:

Whether to hold a Public Hearing regarding the 2023-2028 six-year Transportation Improvement Program.

Staff Contact:

David Smith, P.E., Transportation Project Engineer, Public Works Department, 360.753.8496

Presenter(s):

David Smith, P.E., Transportation Project Engineer, Public Works Department

Background and Analysis:

Washington State Department of Transportation (WSDOT) requires local governments to outline their specific transportation needs in a six-year Transportation Improvement Program (TIP). Cities must identify projects in the TIP before they can receive state and federal funding. City staff updates the TIP each year so that all transportation projects identified in the *Capital Facilities Plan* (CFP) are in the TIP. The City submits the TIP to WSDOT annually in July.

Attached is a form with project information that is submitted to WSDOT. Also attached is a table that simplifies the information in a summary format. The cost estimates and project schedules in the TIP are preliminary, based on the most current information.

The TIP projects are organized as follows:

1. Funding secured projects. These transportation projects have received grant funding and are in the process of being implemented. These are projects 1-3 in the attached summary table.
2. Major transportation projects. These are large multi-modal transportation projects that will require grants to complete. They are typically drawn from the Intersection Improvements and Major Street Reconstruction programs of the Transportation Chapter of the CFP. These are projects 4-8 in the attached summary table.
3. Annual transportation programs. These programs list multiple planned projects within specific categories that correspond with CFP programs. Funding for these projects will likely include grants, along with other sources of revenue. They are listed in alphabetical order in the TIP:
 - Access and Safety Improvements
 - Bike Improvements
 - Sidewalks and Pathways
 - Street Repair and Reconstruction
4. Parks Plan projects. These are parks projects with a transportation function from the 2016 Parks, Arts and Recreation Plan. These are shown in the TIP because they are high priority candidates for grant funds. These are projects 9-14 in the attached summary table.

Adoption of the TIP by City Council is scheduled for December 7, 2021.

Neighborhood/Community Interests (if known):

City Staff distributed the draft 2023-2028 TIP and gave notice of the Public Hearing to the following organizations: City-recognized neighborhood associations, the West Olympia Business Association, Intercity Transit, WSDOT, Thurston Regional Planning Council (TRPC), the cities of Lacey and Tumwater, Thurston County, Bicycle Pedestrian Advisory Committee (BPAC), Olympia Safe Streets Campaign, and other interested parties.

Options:

1. Hold a Public Hearing regarding the 2023-2028 six-year Transportation Improvement Program (TIP). Council is scheduled to adopt a resolution approving the 2023-2028 TIP on December 7, 2021. Prior to adoption, any changes to the 2022-2027 CFP will be incorporated into the TIP. The City will meet state law for updating the TIP annually and be eligible for grant funding on the listed projects.
2. Do not hold a Public Hearing at this time regarding the 2023-2028 six-year Transportation Improvement Program (TIP). A Public Hearing for the TIP and its adoption will need to occur prior to July 2022 when it is due to WSDOT.

Financial Impact:

The 2023-2028 TIP identifies 18 projects totaling approximately \$134.6 million. The City is seeking approximately \$59.6 million in federal funding and \$11.7 million in state funding. The CFP establishes

specific funding sources and commitment for funding of the projects in the TIP.

Attachments:

Transportation Improvement Program Project Summary Table 2023-2028

Transportation Improvement Program Project Maps 2023-2028

Transportation Improvement Program WSDOT Technical Report 2023-2028



Six Year Transportation Improvement Program Summary 2023 - 2028

The City is required by State law to prepare a six-year Transportation Improvement Program (TIP) and submit it to the Washington State Department of Transportation (WSDOT). City staff updates the TIP annually to reflect the City's most recent Capital Facilities Plan (CFP). Projects need to be identified in the TIP before cities can receive state and federal funding. The following includes a list of the current TIP projects. For more detailed information, please refer to the complete 2022-2027 Capital Facilities Plan.

| Map No. | Project Name | Description | Project Origin (Transportation CFP Program or Parks Plan) | Planned Grant Funds | Planned Local Funds | Total Funds |
|---------|--|---|--|------------------------|------------------------|--------------|
| 1 | Olympia Westside Pavement Preservation | <i>Project Limits:</i> Harrison Avenue from Cooper Point Road to Division Street and Olympic Way from Harrison Avenue to 4 th Avenue <ul style="list-style-type: none"> Resurface by chip sealing and fog sealing. | Street Repair and Reconstruction – funding secured | \$1,041,000 | \$0 | \$1,041,000 |
| 2 | Mottman Road Bike Lanes and Half Street Frontage Improvement | <i>Project Limits:</i> Mottman Road from Mottman Court to SPSCC <ul style="list-style-type: none"> Construct sidewalk, planter strip, and streetlights on one side; widen for bike lanes on both sides and pave street. | Major Street Reconstruction – funding secured | \$5,714,500 | \$3,599,500 | \$9,314,000 |
| 3 | Fones Road - Transportation | <i>Project Limits:</i> Fones Road from 18 th Avenue to Pacific Avenue Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. | Major Street Reconstruction – funding secured | \$4,887,768 | \$6,000,000 | \$10,887,768 |
| 4 | Division Street and Elliot Avenue Intersection Improvements | <i>Project Limits:</i> Intersection of Division Street and Elliot Avenue; 300 feet south of Elliot Avenue to 300 feet north of Elliot Avenue <ul style="list-style-type: none"> Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. Project Engineering Only. | Intersection Improvements - planned | \$0 | \$100,000 | \$100,000 |

| Map No. | Project Name | Description | Project Origin (Transportation CFP Program or Parks Plan) | Planned Grant Funds | Planned Local Funds | Total Funds |
|----------------------------|--|---|--|------------------------|------------------------|-------------|
| 5 | Cain Road and North Street Intersection Improvements | <i>Project Limits:</i> Intersection of Cain Road and North Street; 300 feet south of North Street to 300 feet north of North Street <ul style="list-style-type: none"> Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. Project Engineering Only. | Intersection Improvements - planned | \$0 | \$90,000 | \$90,000 |
| 6 | Wiggins Road and 37 th Avenue Intersection Improvements | <i>Project Limits:</i> Intersection of Wiggins Road and 37 th Avenue <ul style="list-style-type: none"> Intersection capacity improvements include a traffic signal within the existing intersection configuration. Project Engineering Only. | Intersection Improvement - planned | \$0 | \$200,000 | \$200,000 |
| 7 | US 101/West Olympia Access Project | <i>Project Limits:</i> Black Lake Boulevard to Kaiser Road <ul style="list-style-type: none"> Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard and Kaiser Road. | Major Street Reconstruction - planned | \$4,000,000 | \$2,000,000 | \$6,000,000 |
| 8 | Wiggins Road | <i>Project Limits:</i> 27 th Avenue to 40 th Avenue (South City Limit) <ul style="list-style-type: none"> Add a sidewalk and bike lane or shared use path to one side of the street. Combined project with stormwater relocation ditch or underground conveyance. | Major Street Reconstruction - planned | \$0 | \$1,500,000 | \$1,500,000 |
| Various Locations Citywide | Access and Safety Improvements | <i>Project Limits:</i> Various locations <ul style="list-style-type: none"> The purpose of this program is to improve access and safety for all users of the transportation system: Safety projects that improve safety along streets and at intersections for all users. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or accessible pedestrian signals. | Access and Safety Improvements - planned | \$0 | \$780,000 | \$780,000 |

| Map No. | Project Name | Description | Project Origin (Transportation CFP Program or Parks Plan) | Planned Grant Funds | Planned Local Funds | Total Funds |
|----------------------------------|--|---|--|------------------------|------------------------|--------------|
| Various Locations Citywide | Bike Improvements | <p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, neighborhood streets improved for bicycle travel. Bike lane projects are 5-foot wide lanes on major streets sometimes enhanced with a buffer or barrier. | Bicycle Improvements – planned | \$0 | \$1,740,000 | \$1,740,000 |
| Various Locations Citywide | Sidewalks and Pathways | <p><i>Project Limits:</i> Various Locations</p> <ul style="list-style-type: none"> The purpose of this program is to: construct and maintain sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Pathways for improvement will be identified by neighborhoods. Construct new sidewalks. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. | Sidewalks and Pathways - planned | \$0 | \$6,000,000 | \$6,000,000 |
| Various Locations Citywide | Street Repair and Reconstruction | <p><i>Project Limits:</i> Various locations</p> <ul style="list-style-type: none"> This program addresses: Complete Street Reconstruction projects address streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Maintenance projects that are beyond the capacity of City maintenance crews. These projects include, for example, repairing and replacing striping, guardrails, railing, signals, and lighting. Major Resurfacing projects are repaving projects that may include other elements such as ADA access ramps and bulb-outs for pedestrians at intersections. Street Preservation is an on-going effort to preserve the condition of our streets and delay major reconstruction. This may include, for example, chip sealing streets and sealing cracks. | Street Repair and Reconstruction – planned | \$0 | \$13,500,000 | \$13,500,000 |
| 9 | Percival Landing, Section A, Phase 2 | <p><i>Project Limits:</i> Percival Landing</p> <ul style="list-style-type: none"> Boardwalk and float replacement. | 2016 Parks, Arts & Recreation Plan– planned | \$7,387,328 | \$3,644,992 | \$11,032,320 |

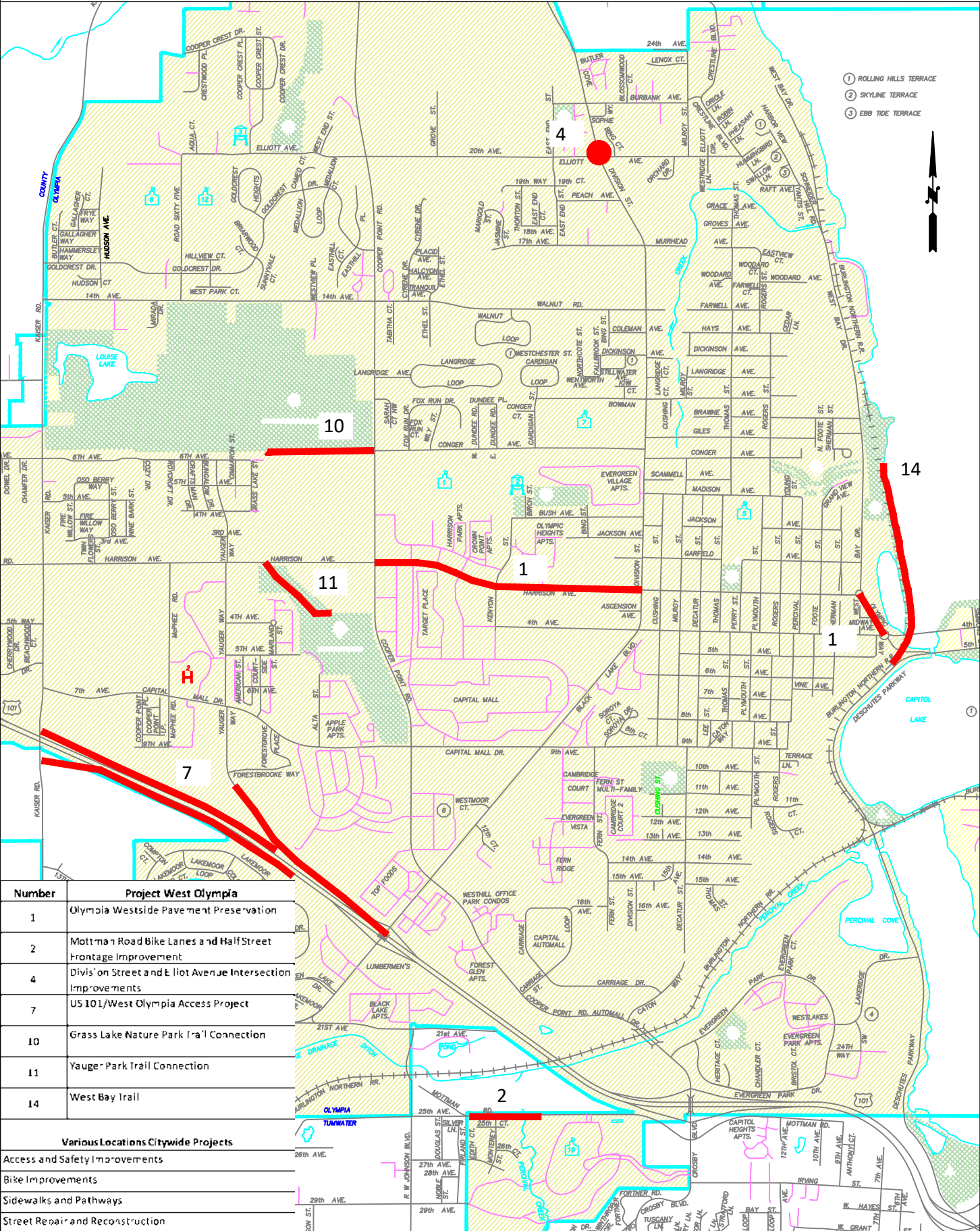
| Map No. | Project Name | Description | Project Origin (Transportation CFP Program or Parks Plan) | Planned Grant Funds | Planned Local Funds | Total Funds |
|----------------|---|--|--|--------------------------------|--------------------------------|--------------------|
| 10 | Grass Lake Nature Park Trail Connection | <i>Project Limits:</i> Cooper Point Road to Regional Trail <ul style="list-style-type: none"> Design and construct trail. | 2016 Parks, Arts & Recreation Plan - planned | \$611,465 | \$305,732 | \$917,197 |
| 11 | Yauger Park Trail Connection | <i>Project Limits:</i> Yauger Park to Harrison Avenue <ul style="list-style-type: none"> Design and construct trail. | 2016 Parks, Arts & Recreation Plan- planned | \$350,016 | \$172,396 | \$522,412 |
| 12 | Olympia Woodland Trail, Phase 3 | <i>Project Limits:</i> From Henderson Boulevard to Eastside Street <ul style="list-style-type: none"> Design and construct trail. | 2016 Parks, Arts & Recreation Plan- planned | \$3,602,088 | \$1,81,045 | \$5,403,133 |
| 13 | Olympia Woodland Trail, Phase 4 | <i>Project Limits:</i> From Tumwater Historical Park to Henderson Boulevard <ul style="list-style-type: none"> Design and construct trail. | 2016 Parks, Arts & Recreation Plan- planned | \$14,853,973 | \$7,426,987 | \$22,280,960 |
| 14 | West Bay Trail | <i>Project Limits:</i> From 5 th Avenue to West Bay Park <ul style="list-style-type: none"> Design and construct a multi-use trail. | 2016 Parks, Arts & Recreation Plan- planned | \$28,842,667 | \$14,421,333 | \$43,264,000 |

2023 - 2028 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



- ① ROLLING HILLS TERRACE
- ② SKYLINE TERRACE
- ③ EBB TIDE TERRACE

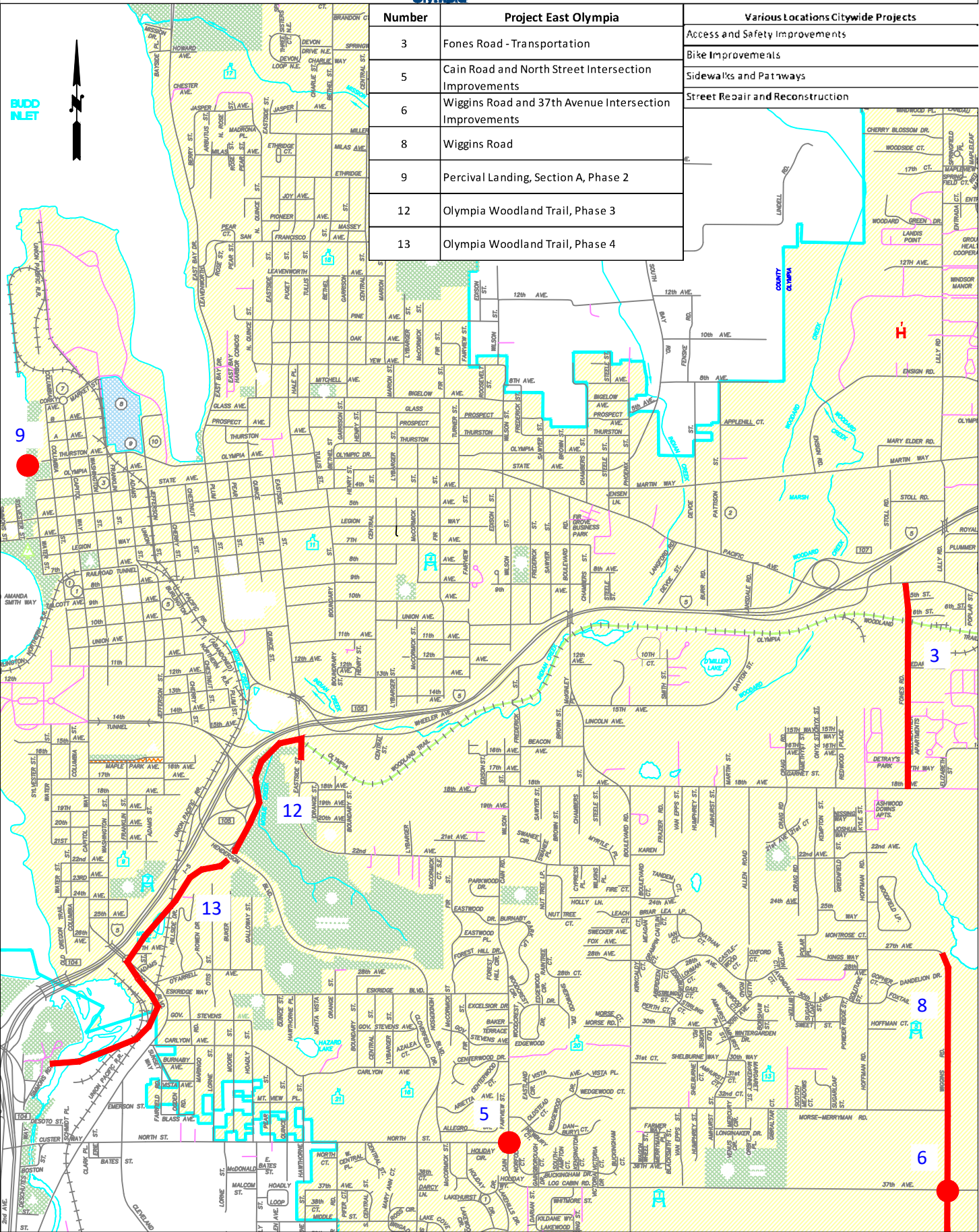
| Number | Project West Olympia |
|--|--|
| 1 | Olympia Westside Pavement Preservation |
| 2 | Mottman Road Bike Lanes and Half Street Frontage Improvement |
| 4 | Division Street and Elliott Avenue Intersection Improvements |
| 7 | US 101/West Olympia Access Project |
| 10 | Grass Lake Nature Park Trail Connection |
| 11 | Yauger Park Trail Connection |
| 14 | West Bay Trail |
| Various Locations Citywide Projects | |
| Access and Safety Improvements | |
| Bike Improvements | |
| Sidewalks and Pathways | |
| Street Repair and Reconstruction | |

2023 - 2028 Projects

Six-Year Transportation Improvement Program



Olympia and Vicinity



| Number | Project East Olympia |
|--------|--|
| 3 | Fones Road - Transportation |
| 5 | Cain Road and North Street Intersection Improvements |
| 6 | Wiggins Road and 37th Avenue Intersection Improvements |
| 8 | Wiggins Road |
| 9 | Percival Landing, Section A, Phase 2 |
| 12 | Olympia Woodland Trail, Phase 3 |
| 13 | Olympia Woodland Trail, Phase 4 |

| Various Locations Citywide Projects | |
|-------------------------------------|--|
| Access and Safety Improvements | |
| Bike Improvements | |
| Sidewalks and Pathways | |
| Street Repair and Reconstruction | |

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/16/2021
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2023 to 2028

| Functional Class | Priority Number | Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description | STIP ID: Fed. Aid # Agency ID: MPO ID: | Improvement Type | Total Length | Utility Codes | Project Phase | Status | Phase Start | Project Costs | | | | | Fed. Funded Projects Only | | | |
|------------------|-----------------|---|--|------------------|--------------|---------------|-----------------------|----------------------|------------------|------------------------------|-----------------------------------|--------------------------------------|----------------|--------------------------|--|--|-------------|---|
| | | | | | | | | | | Fund Source Information | | | | | Envir. Type | R/W Reqr'd? (Date) | | |
| | | | | | | | | | | Federal Funding | | State Funding | | | | | | |
| | | | | | | | | | | Fed.Fund Code | Cost by Phase | Fund Code | State Funds | Local Funds | | | Total Funds | |
| 4 | | <i>Olympia Westside Pavement Preservation</i> Harrison Avenue, Olympia Way from: Cooper Point Rd, Harrison Av to: Division St, 4th Ave. Structure Id Resurface by chip sealing and fog sealing. | N STIP ID: Oly22171 Fed. Aid # Agency ID: 110 MPO ID: A A | 5 | 0.85 | | CN | S | 2023 | NHPP | 1,041,000 | | 0 | 0 | 1,041,000 | CE | N | |
| Totals | | | | | | | | | | 1,041,000 | 0 | 0 | 1,041,000 | | | | | |
| 17 | | <i>Mottman Road Bike Lanes and Half Street Frontage Improvement</i> Mottman Road from: Mottman Court to: SPSCC Structure Id Construct sidewalk, planter strip, and streetlights on one side; Widen for bike lanes on both sides and overlay street. | N STIP ID: Oly1108c Fed. Aid # Agency ID: 113 MPO ID: A A | 28 | 0.18 | | G CN | S S | 2024 2025 | | 0 0 | | 0 5,714,500 | 599,500 3,000,000 | 599,500 8,714,500 | CE | Y | |
| Totals | | | | | | | | | | 0 | 5,714,500 | 3,599,500 | 9,314,000 | | | | | |
| 16 | | <i>Fones Road - Transportation</i> Fones Road from: 18th Avenue to: Pacific Avenue Structure Id Improvements will address vehicle capacity, truck access, access management, and safe and inviting bicycle and pedestrian facilities. Will include adding sidewalks, planter strips, bike lanes, streetlighting, stormwater improvements, and undergrounding of overhead utilities. A roundabout will be installed at the South Home Depot driveway to address safety concerns. | Y STIP ID: Oly1102a Fed. Aid # 5343002 Agency ID: 122 MPO ID: T3 | 3 | 0.67 | | C G P T W | CN CN CN CN | S S S S | 2023 2023 2023 2023 | TAP(US) CMAQ STP(US) TIB | 383,775 463,875 2,040,118 0 | | 0 0 0 2,000,000 | 320,995 1,139,825 318,400 4,220,780 | 704,770 1,603,700 2,358,518 6,220,780 | CE | Y |
| Totals | | | | | | | | | | 2,887,768 | 2,000,000 | 6,000,000 | 10,887,768 | | | | | |
| 4 | | <i>Division Street and Elliot Avenue Intersection Improvements</i> Division Street from: 300 feet south of Elliot Street to: 300 feet north of Elliot Street Structure Id Intersection safety improvements include the installation of a compact roundabout and sidewalk modifications. | N STIP ID: Oly2223a Fed. Aid # Agency ID: 123 MPO ID: A A | 21 | 0.12 | | C G P T | PE | P | 2023 | | 0 | | 0 100,000 | 100,000 | CE | N | |
| Totals | | | | | | | | | | 0 | 0 | 100,000 | 100,000 | | | | | |
| 16 | | <i>Cain Road and North Street Intersection Improvements</i> Cain Road from: 300 feet south of North Street to: 300 feet north of North Street Structure Id Intersection capacity improvements include installation of a compact roundabout and sidewalk modifications. | N STIP ID: Oly1104a Fed. Aid # Agency ID: 124 MPO ID: A A | 3 | 0.12 | | C G P T | PE | P | 2025 | | 0 | | 0 90,000 | 90,000 | CE | Y | |
| Totals | | | | | | | | | | 0 | 0 | 90,000 | 90,000 | | | | | |

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/16/2021
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2023 to 2028

| Functional Class | Priority Number | Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description | | STIP ID: Fed. Aid # Agency ID: MPO ID: | Improvement Type | Total Length | Utility Codes | Project Phase | Status | Phase Start | Project Costs | | | | | Fed. Funded Projects Only | | |
|------------------|-----------------|---|---|---|------------------|--------------|-----------------------|------------------------|--------|--------------|-------------------------|---------------|----------------|------------------------|--------------------|---------------------------|--------------------|-------------|
| | | | | | | | | | | | Fund Source Information | | | | | Envir. Type | R/W Reqr'd? (Date) | |
| | | | | | | | | | | | Federal Funding | | State Funding | | | | | |
| | | | | | | | | | | | Fed.Fund Code | Cost by Phase | Fund Code | State Funds | Local Funds | | | Total Funds |
| 17 | | <i>Wiggins Road and 37th Avenue Intersection Improvements</i> Wiggins Road from: 300 feet south of 37th Avenue to: 300 feet north of 37th Avenue Structure Id Intersection safety improvements include the installation of a compact roundabout and sidewalk modifications. | N | Oly1106a Agency ID: 126 MPO ID: A A | 3 | 0.12 | C G P T | PE P | 2023 | | 0 | | 0 | 200,000 | 200,000 | CE | Y | |
| Totals | | | | | | | | | | | 0 | 0 | 200,000 | 200,000 | | | | |
| 12 | | <i>US 101/West Olympia Access Project</i> US 101 from: Black Lake Boulevard to: Kaiser Road Structure Id Construct westbound and eastbound off/on-ramps from US 101 to Kaiser Road. Also construct a westbound off-ramp from US 101 to Yauger Way via an at-grade intersection at Black Lake Boulevard. Add Auxiliary lanes east and westbound between Black Lake Boulevard and Kaiser Road. | Y | Oly2321a Agency ID: 128 MPO ID: A A | 1 | 1.10 | P | PE RW | P P | 2023 2024 | | 0 0 | OTHER OTHER | 2,535,208 1,464,792 | 2,000,000 0 | 4,535,208 1,464,792 | CE | Y |
| Totals | | | | | | | | | | | 0 | 4,000,000 | 2,000,000 | 6,000,000 | | | | |
| 5 | | <i>Wiggins Road</i> Wiggins Road from: 27th Avenue to: 40th Avenue Structure Id Add a sidewalk and bike lane or shared use path to one side of street. Relocate stormwater ditch or underground conveyance. | N | Oly2622a Agency ID: 130 MPO ID: A A | 28 | 1.37 | C | CN P S W O | P P | 2027 | | 0 | | 0 | 1,500,000 | 1,500,000 | CE | N |
| Totals | | | | | | | | | | | 0 | 0 | 1,500,000 | 1,500,000 | | | | |
| 0 | | <i>Access and Safety Improvements</i> Various Locations from: N/A to: N/A Structure Id The purpose of this program is to improve access and safety for all users of the transportation system: Safety projects that improve safety along streets and at intersections for all users. Pedestrian Crossing Improvements help pedestrians cross major streets. Improvements may include bulb-outs, crossing islands, and/or flashing crosswalk beacons. Street Access projects remove barriers on walkways for persons with disabilities. Projects may include curb access ramps or accessible pedestrian signals. | N | Oly1116a Agency ID: 200 MPO ID: A A | 28 | | C G P T W | PE CN | P P | 2024 2024 | | 0 0 | | 0 0 | 300,000 480,000 | 300,000 480,000 | CE | N |
| Totals | | | | | | | | | | | 0 | 0 | 780,000 | 780,000 | | | | |

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/16/2021
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2023 to 2028

| Functional Class | Priority Number | Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description | STIP ID: Fed. Aid # Agency ID: MPO ID: | Improvement Type | Total Length | Utility Codes | Project Phase | Status | Phase Start | Project Costs | | | | | Fed. Funded Projects Only | | |
|------------------|-----------------|---|---|------------------|--------------|----------------------|----------------|-------------|----------------------|-------------------------|----------------------|---------------|-------------|--------------------------------|--------------------------------|--------------------|-------------|
| | | | | | | | | | | Fund Source Information | | | | | Envir. Type | R/W Reqr'd? (Date) | |
| | | | | | | | | | | Federal Funding | | State Funding | | | | | |
| | | | | | | | | | | Fed.Fund Code | Cost by Phase | Fund Code | State Funds | Local Funds | | | Total Funds |
| 0 | | Bike Improvements Various Locations from: N/A to: N/A Structure Id The purpose of this program is to complete elements of the bicycle network: Bike Corridors: Low-volume, neighborhood streets improved for bicycle travel. Bike lane projects are 5-foot wide lanes on major streets sometimes enhanced with a buffer or barrier. | N STIP ID: Oly1108a Fed. Aid # Agency ID: 200 MPO ID: A A | 28 | | | PE CN | P P | 2023 2023 | | 0 0 | | 0 0 | 454,200 1,285,800 | 454,200 1,285,800 | CE | N |
| Totals | | | | | | | | | | 0 | 0 | 1,740,000 | 1,740,000 | | | | |
| 0 | | Sidewalks and Pathways Various Locations from: N/A to: N/A Structure Id This purpose of this program is to: construct and maintain sidewalks and pathways. Construct pathways for pedestrians and bicyclists. Pathways are non-motorized short-cuts that link streets to parks, schools, trails, and other streets. Construct new sidewalks. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. | N STIP ID: Oly1112a Fed. Aid # Agency ID: 300 MPO ID: A A | 28 | | | PE CN RW | P P P | 2023 2023 2025 | | 0 0 0 | | 0 0 0 | 347,620 5,568,380 84,000 | 347,620 5,568,380 84,000 | CE | N |
| Totals | | | | | | | | | | 0 | 0 | 6,000,000 | 6,000,000 | | | | |
| 0 | | Street Repair and Reconstruction Various Locations from: N/A to: N/A Structure Id This program addresses street repair and maintenance projects that preserve the condition of streets by sealing cracks, resurfacing with chip seal and asphalt overlays. | N STIP ID: Oly1117a Fed. Aid # Agency ID: 400 MPO ID: A A | 4 | | C G T W | PE CN | P P | 2023 2023 | | 0 0 | | 0 0 | 3,709,200 9,790,800 | 3,709,200 9,790,800 | CE | N |
| Totals | | | | | | | | | | 0 | 0 | 13,500,000 | 13,500,000 | | | | |
| 0 | | Percival Landing, Section A, Phase 2 Percival Landing from: N/A to: N/A Structure Id Boardwalk and float replacement from south end of phase 1 to north end of 'D' dock. | N STIP ID: Oly1151a Fed. Aid # Agency ID: 500 MPO ID: A A | 28 | | | CN PE | P P | 2024 2023 | STP(E) STP(E) | 6,962,717 424,611 | | 0 0 | 3,397,308 247,684 | 10,360,025 672,295 | CE | N |
| Totals | | | | | | | | | | 7,387,328 | 0 | 3,644,992 | 11,032,320 | | | | |
| 0 | | Grass Lake Nature Park Trail Connection from: Cooper Point Road to: Regional Trail Structure Id Design and construct multi-use trail. | N STIP ID: Oly1152a Fed. Aid # Agency ID: 501 MPO ID: A A | 28 | 1.00 | | PE CN | P P | 2023 2024 | STP(E) STP(E) | 101,911 509,554 | | 0 0 | 50,955 254,777 | 152,866 764,331 | CE | N |
| Totals | | | | | | | | | | 611,465 | 0 | 305,732 | 917,197 | | | | |

Agency: Olympia
 County: Thurston
 MPO: TRPC MPO

Hearing Date: 11/16/2021
 Adoption Date: Amendment Date:
 Resolution #: Amendment #:

Six Year Transportation Improvement Program
From 2023 to 2028

| Functional Class | Priority Number | Project Title Regionally Significant (Y/N) Road Name Structure Id from: Beginning Terminus to: End Terminus Project Description | Improvement Type | Total Length | Utility Codes | Project Phase | Status | Project Costs | | | | | | Fed. Funded Projects Only | | |
|---------------------------------|-----------------|---|------------------|--------------|---------------|---------------|--------|-------------------------|-------------------|---------------|---------------|-------------------|-------------------|---------------------------|--------------------|-------------|
| | | | | | | | | Fund Source Information | | | | | | Envir. Type | R/W Reqr'd? (Date) | |
| | | | | | | | | Federal Funding | | | State Funding | | | | | |
| | | | | | | | | Phase Start | Fed.Fund Code | Cost by Phase | Fund Code | State Funds | Local Funds | | | Total Funds |
| 0 | | <i>Yauger Park Shared Use Trail Connection</i> from: Yauger Park to: Harrison Boulevard Structure Id Design and construct trail connection. | N | 28 | 0.40 | PE | P | 2023 | STP(E) | 45,654 | | 0 | 22,486 | 68,140 | CE | N |
| | | | | | | CN | P | 2024 | STP(E) | 304,362 | | 0 | 149,910 | 454,272 | | |
| Totals | | | | | | | | | 350,016 | | 0 | 172,396 | 522,412 | | | |
| 0 | | <i>Olympia Woodland Trail, Phase 3</i> from: Henderson Boulevard to: Eastside Street Structure Id Design and construct multi-use trail. | N | 28 | 0.40 | PE | P | 2023 | STP(E) | 540,313 | | 0 | 270,157 | 810,470 | CE | N |
| | | | | | | CN | P | 2024 | STP(E) | 3,061,775 | | 0 | 1,530,888 | 4,592,663 | | |
| Totals | | | | | | | | | 3,602,088 | | 0 | 1,801,045 | 5,403,133 | | | |
| 0 | | <i>Olympia Woodland Trail, Phase 4</i> from: Tumwater Historical Park to: Henderson Boulevard Structure Id Design and construct a multi-use trail. | N | 28 | 0.94 | PE | P | 2025 | STP(E) | 2,450,906 | | 0 | 1,225,453 | 3,676,359 | CE | N |
| | | | | | | CN | P | 2026 | STP(E) | 12,403,067 | | 0 | 6,201,534 | 18,604,601 | | |
| Totals | | | | | | | | | 14,853,973 | | 0 | 7,426,987 | 22,280,960 | | | |
| 0 | | <i>West Bay Trail</i> from: 5th Avenue to: West Bay Park Structure Id Design and construct a multi-use trail. | N | 28 | 0.57 | PE | P | 2024 | STP(E) | 7,931,733 | | 0 | 3,965,867 | 11,897,600 | CE | N |
| | | | | | | CN | P | 2025 | STP(E) | 20,910,934 | | 0 | 10,455,466 | 31,366,400 | | |
| Totals | | | | | | | | | 28,842,667 | | 0 | 14,421,333 | 43,264,000 | | | |
| Grand Totals for Olympia | | | | | | | | | 59,576,305 | | 0 | 11,714,500 | 63,281,985 | 134,572,790 | | |



City Council

Public Hearing on the 2022 Preliminary Operating Budget

Agenda Date: 11/16/2021
Agenda Item Number: 5.B
File Number:21-1095

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

Title

Public Hearing on the 2022 Preliminary Operating Budget

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Hold the public hearing and receive testimony on the 2022 Preliminary Operating Budget.

Report

Issue:

Whether to hold a public hearing and receive testimony on the 2022 Preliminary Operating Budget.

Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

Presenter(s):

Jay Burney, City Manager

Aaron BeMiller, Finance Director

Background and Analysis:

2022 Preliminary Operating Budget

The 2021 Preliminary Operating Budget was presented to Council on November 1, 2022. The preliminary budget maintains basic service levels and programs as well as reductions and enhancements in various areas. This hearing provides additional opportunity for the Council to hear from the public. The operating budget maintains service levels and programs with some enhancements in priority areas.

The 2022 Preliminary Operating Budget appropriates \$177.7 million for expenditures, a 6% increase from the 2021 Operating Budget. The Preliminary General Fund, which is part of the Operating Budget, covers basic core municipal services (i.e. Fire, Police and Parks) with appropriations of \$94.3 million, a 7% increase over the 2021 budget.

The 2021 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 and Parking Business Improvement Area; etc.; and
- 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.

The Preliminary Operating Revenue estimates include: a 1% increase in property tax revenue over 2021 collections exclusive of legally allowed add-ons, a 1% increase in the Municipal Utility Tax rate on City utilities, a utility rate increases for the Drinking Water, Wastewater, and Storm & Surface Water utilities and increase in Transportation Impact Fees.

Neighborhood/Community Interests (if known):

The 2022 Preliminary Operating budget serves as a financial plan, planning document, and communications tool on resource generation and the planned services, and cost of those services, for the coming year.

Options:

1. Hold the public hearing to provide an opportunity for input from Olympia residents and the community.
2. Move the public hearing to a future City Council meeting.
3. Do not hold a public hearing.

Financial Impact:

The 2022 Preliminary Operating Expenditure Budget is \$177.7 million.

Attachments:

Link to 2022 Preliminary Operating Budget:



2022 Preliminary Operating Budget

City of Olympia



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 2022 Preliminary Operating Budget

Prepared by the City of Olympia Finance Department

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.

Table of Contents

Click on the title or page number below for a direct link to each section or subsection.

| | |
|--|-----------|
| Information & Resources | V |
| Budget Presentation Award | VI |
| Section 1: Introduction | 1 |
| Readers Guide | 2 |
| Letter from the City Manager | 4 |
| Executive Summary | 6 |
| Olympia City Council, Community Advisory Boards & Commissions | 13 |
| City as an Organization | 14 |
| About the City of Olympia | 15 |
| Olympia at a Glance | 20 |
| Overview of Revenue and Expenditures | 21 |
| Section 2: Budget Process | 27 |
| Overview | 28 |
| Priorities, Performance and Investments (PPI) Cycle | 29 |
| Priorities | 30 |
| Performance | 32 |
| Investments | 33 |
| Section 3: Financial Policies | 37 |
| Budgeting by Fund | 38 |
| Basis of Accounting and Budgeting | 43 |
| Financial Management Policies | 45 |
| Long Term Financial Strategy | 50 |
| Section 4: City Operating Revenue | 53 |
| Revenue Basics | 54 |
| Revenue by Fund - Operating Funds | 57 |
| General Fund - Program Revenue by Type | 59 |
| Property Taxes | 61 |
| Sales Tax | 66 |
| Business and Occupation | 68 |
| Admissions Tax | 69 |
| Utility Taxes and Franchise Fees | 70 |
| Gambling Taxes | 72 |
| Leasehold Excise Taxes, Business Licenses, Development-Related Fees and Grants | 73 |
| Utility Charges | 74 |

Table of Contents

Click on the title or page number below for a direct link to each section or subsection.

| | |
|--|------------|
| Sections 5-12: Department Budgets | 77 |
| City Manager's Office | 77 |
| Office of Community Vitality | 87 |
| Office of Strategic Initiatives | 105 |
| Strategic Communications | 131 |
| Community Planning and Development | 137 |
| Finance | 163 |
| Legal | 171 |
| Municipal Court | 183 |
| Parks, Arts and Recreation | 201 |
| Public Works | 229 |
| Public Health & Safety | 275 |
| Housing & Homelessness | 277 |
| Fire | 293 |
| Police | 311 |
| Section 16: Non-Department Budgets | 337 |
| General Fund Sub-Funds | 338 |
| Special Funds | 342 |
| Section 17: Debt | 349 |
| Debt Administration | 350 |
| Debt Types Terminology | 351 |
| General Obligation Debt and Revenue Debt | 353 |
| Schedule of Debt Obligations | 357 |
| Debt Service Funds | 359 |
| Section 18: Supplementary Information | 360 |
| City Staffing | 362 |
| 2021 Employee Classifications | 365 |
| Budget Ordinance 7268 | 372 |
| Statistical Information About Olympia | 373 |
| Glossary of Terms | 383 |
| Acronyms | 396 |
| <u>Capital Facilities Plan</u> | 400 |

Information & Resources

City Council

Cheryl Selby, *Mayor*

Clark Gilman, *Mayor Pro Tem*

Jim Cooper

Yến Huỳnh

Dani Madrone

Lisa Parshley

Renata Rollins

City Council Finance Committee

Jim Cooper, *Chair*

Lisa Parshley

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City Administration

Jay Burney, *City Manager*

Keith Stahley, *Assistant City Manager*

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Mark Barber, *City Attorney*

Kellie Purce-Braseth, *Strategic Communications Director*

Aaron BeMiller, *Finance Director*

Leonard Bauer, *Community Planning & Development Director*

Mark John, *Fire Chief*

Rich Allen, *Interim Police Chief*

Paul Simmons, *Parks, Arts & Recreation Director*

Rich Hoey, *Public Works Director*

Information Resources

- **Capital Facilities Plan and Preliminary 2022-2027 Financial Plan:** olympiawa.gov/budget
- **LOTT Clean Water Alliance:** lottcleanwater.org
- **Olympia Comprehensive Plan:** olympiawa.gov/compplan
- **Olympia Bicycle Master Plan:** olympiawa.gov/transportation
- **Parks, Arts and Recreation Plan:** olympiawa.gov/parksplan
- **Regional Climate Mitigation Plan:** olympiawa.gov/plans
- **Transportation Master Plan:** olympiawa.gov/tmp
- **Wastewater Management Plan:** olympiawa.gov/plans
- **Water System Plan:** olympiawa.gov/plans

Budget Presentation Award

The Government Finance Officers' Association (GFOA) of the United States and Canada presented a Distinguished Budget Presentation Award to the City of Olympia, Washington for its annual budget for the fiscal year beginning January 1, 2020.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The award is valid for a period of one year only. It is believed our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

At the time of publication of this Preliminary Budget, GFOA had not provided a response on the 2021 Operating and Capital budgets.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Olympia
Washington**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morrill

Executive Director

Introduction



Included in this Section

| | |
|---|----|
| Reader's Guide | 2 |
| Letter from City Manager | 4 |
| Executive Summary | 6 |
| Olympia City Council | 12 |
| Olympia City Council, Community Advisory Boards & Commissions | 13 |
| City as an Organization | 14 |
| About the City of Olympia | 15 |
| Olympia at a Glance | 20 |
| Overview of Revenues and Expenditures | 21 |

Click on sub-section for a direct link.

Reader's Guide

The City of Olympia's Operating Budget is designed to help readers understand the City's financial plan to provide municipal services and generate a clear picture of City operations to community members and interested parties. This section is designed to help acquaint the reader with the budget document and provide an overview of the budget process, document arrangement, and other helpful resources.

Introduction

The Introduction section contains the City Manager's budget message, which discusses the current state of the City, strategic direction, and major budget issues and recommendations. The budget message highlights major changes from the prior year's budget, discusses assumptions used to prepare the budget, and the City Manager's budget recommendations in further detail. This section also includes an overview of the City, its budget process and fund structure, use of revenues and expenditures, and a Citywide organizational chart.

Budget Process

The Budget Process section includes an overview of the City's budgeting process. The section also includes a deeper dive into the Priorities, Performance and Investments (PPI) Cycle used for budgeting.

Financial Policies

The Financial Policies section consolidates the City's organizational goals and budgeting and financial policies. Also included is an overview of the City's performance measurement program.

City Operating Revenue

The Revenue section contains information regarding the City's primary sources of revenue across all funds and associated revenue statements. This section provides an explanation of Olympia's property tax system and a summary of the City's property tax revenues and assessed valuation. It also provides historical trend information regarding the City's major revenue sources within the General Fund and other funds.

Department Budgets

Department budget sections begin with a narrative including the department's mission statement, a brief description, organizational chart, summary of operating expenditures and revenues, and identification of significant changes to the budget as compared to last year. Department narratives also include the department's line of business structure with descriptions, operational trends, budget summary and highlights, future challenges and opportunities, recent accomplishments, program staffing positions, and performance measures.

Non-Departmental

The Non-Departmental section includes information for the City's General Fund sub-funds and other Special funds that are not included in other department operational sections.

Debt

The Debt section provides detailed information about the City's debt policies, debt capacity, and statements of indebtedness.

Supplementary Information

The Supplementary Information section contains statistical information about the City and Thurston County.

[Capital Facilities Plan](#)

The Capital Facilities Plan provides information on the City's six-year capital improvement plan, including major construction and capital acquisition.

A Message from Jay Burney,

Olympia City Manager

November 1, 2021

City Council and Community Members of Olympia,

It is my pleasure to present to you the City of Olympia's 2022 Preliminary Operating Budget. The preliminary operating budget totals \$177.7 million, an increase of \$10.1 million or 6.0% from the 2021 adopted budget, with the General Fund allocation of \$94.3 million or a \$6.2 million or 7.0% increase from 2021. The preliminary operating budget is balanced and includes expenditure allocations for the General Fund, Utilities and Debt Service. The budget was built in accordance with Council priorities and reflects our shared commitment to providing valuable government services in a cost-effective and efficient manner. This budget also makes progress toward our city's strategic vision and honors the opinions of our residents and businesses.

The City's budget philosophy is to develop budgets based on a realistic, albeit slightly conservative, approach to revenue forecasting to inform expenditure levels. This approach provides reasonable assurance that revenue generation will meet budget expectations to fund budgeted operational expenses. In cases where fund balance is being utilized to balance budgeted expenses, a thoughtful determination was made by comparing the current level of fund balance to the minimum level necessary based on cash flow needs and any contingency and/or policy requirements for those funds. Furthermore, the use of fund balance and other one-time monies is restricted to pay for one-time expenses such as capital, major maintenance, or stand-alone contract services and is not available to fund on-going operations. In instances where one-time monies are used to fund a pilot program, a funding strategy must be approved and in place to balance any on-going costs of the program.

The preliminary budget continues to fund existing City services and programs at their current level with adjustments for necessary increases for inflation, labor cost changes and contractual requirements. New initiatives or expansion of current programs and services were based on need, the value to the Olympia community and Council priorities. Importantly, the strategic on-going operational expenditure increases which are included in the budget are backed by sustainable revenues.

The budget creation process was very challenging this year, especially for the General Fund, and required difficult choices on how to best spend our city's valuable resources. The City of Olympia, like most other government entities, is facing a budget sustainability challenge where expenses increase each year at a pace that exceeds growth in resources. This, coupled with the continued impacts of the COVID-19 pandemic resulted in an inability to fund all desired new programs or expansion of current programs. While the General Fund budget includes roughly \$1.8 million in new programs or program enhancements it also includes \$1.3 million in expenditure reductions, nearly \$717 thousand coming from the Olympia Police Department. Further, the General Fund includes roughly \$580 thousand of increased revenue from an increase in the Municipal Utility Tax (MUT) rate of 1 percent. Certainly, the decision to increase the MUT rate was difficult. However, we value the voices of our community and increases in resources toward communication and crisis response, which added over \$700 thousand in on-going costs, was a priority of our residents. The 1 percent increase in the MUT rate provides resources needed to help balance out those increased costs.

I am proud of the work staff has done on the 2022 preliminary budget. As a team we were able to come together and have honest and hard conversations on the need for expense reductions to balance the budget. Departments went above and beyond in their work to scrub their budgets and processes to find efficiencies and reduce costs to balance the 2022 budget. However, the very difficult work toward establishing a sustainable budget is not complete and the budget process for 2023 and future years will again be difficult if we don't begin working toward budget sustainability. To that end, I have already challenged the Executive Team and working toward a sustainable budget will begin in January of 2022. Difficult choices will need to be made about on-going City services and operations using City Council priorities and the City's strategic plan to guide those conversations.

The budget is the culmination of nearly a year-long collaborative effort among the City Council, City Manager, City staff and the Olympia community. I would like to extend my thanks to all the city employees for the work they do each day to make a difference for our community. The city serves a diverse population with a workforce that is committed to meeting the needs of the public.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jay Burney". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jay Burney
City Manager

Executive Summary

The global COVID-19 pandemic continues to effect everyday life and workplace dynamics. We continue to be confronted by extraordinary challenges that require us to make decisions in a situation never experienced before. This Executive Summary provides highlights of the City's 2021 Operating Budget and the 2022 Preliminary Operating Budget.

2021 Operating Budget Update

The 2021 Operating Budget was built using assumptions based on the best information the City had at the time. However, building revenue assumptions and estimating impacts of the COVID-19 pandemic was especially difficult as available information on the economy seemed to change daily. For 2021, with the uncertainty surrounding the economy the City took what we believe to be the appropriate course of action and forecasted our revenues very conservatively. Along with this conservative approach to revenue, the City budgeted nearly \$1.5 million in fund balance reserves to supplement 2021 budgeted revenues in order for the City to maintain our current level of service for our residents and community.

Current year estimates forecast revenues to exceed budget by roughly \$3.1 million in the General Fund. Further, General Fund expenses are forecasted to come in below 2021 budgeted amounts by roughly \$800,000. The combination of these two positive variances changed the General Fund picture from a budgeted deficit to ending the year in a positive position.

In 2020, with the economic impacts of the COVID-19 pandemic impacting jobs across Washington, the Governor issued an order that, among other things, prohibited utility providers from shutting off electric and water utilities due to non-payment. The order also required electric and water utility providers to turn-on previously shut off utilities upon request regardless of the reason for shutoff. In 2021, the City received the first half of a \$9.2 million allotment of American Recovery Plan Act (ARPA) monies. The City allocated \$1.3 million of those monies to help clear past due amounts from our utility customers accounts and make the utilities whole from delayed service payments. The balance of the ARPA monies are included in the 2022 budget to be used for eligible public health and safety, community livability, economic, and city support project.

Budget Planning

Fifty years ago, the City adopted its first Comprehensive Plan. The policies and goals of this document guide how we will grow and develop over 20 years. In 2014, the City asked community members to “Imagine Olympia,” and the result was an updated Comprehensive Plan with a new vision that is bold, broad and ambitious.

Since then, the City has put in place a framework to intentionally take steps to achieve that vision through strategic planning, performance management, and continuous learning. This framework is what we refer to as the annual Priorities, Performance, and Investment (PPI) cycle. It includes three main phases:

- **Learning.** The City uses community indicators and performance measures to take an honest and fact-based look at how we are doing in achieving our community vision.
- **Engaging.** The City hosts conversations and provides engagement opportunities to listen to community members to affirm priorities based on that data.
- **Investing.** The priorities and performance inform the City on how we invest resources to achieve our community vision, including funding and City staff time.

At City Council’s annual January retreat, priorities are confirmed for the year. Throughout the year, the Finance Committee schedules monthly meetings to review financial policies, financial reports, and discuss programs and services that directly impact the annual budget. The Finance Committee’s recommendations are forwarded to the full City Council for their review and discussion, prior to adoption of the budget in December.

As noted above, the City typically engages the public in the late spring to hear community members' experiences and perspectives that help inform the City’s budget investments. This work guides the development of both the Operating and Capital budgets. In 2021, the City had planned to host these annual community conversations, however, after the COVID-19 outbreak, directives to reduce social gatherings and budget shortfalls required these activities be deferred. The 2022 Budget was prepared using prior year Community Conversations and Priorities to guide the budget development.

2022 Budget Development

The annual budget development process begins in March with planning for the budget process and establishing early estimates. Departments prepare their budget submittals in June and July for presentation to the Budget Review Team. Budget reviews took place in August. Department budget requests and reduction proposals were then analyzed, reviewed and prioritized by the Budget Review Team. Budget balancing continued until just one week prior to final production of the 2022 preliminary budget document. The 2022 Preliminary Operating Budget was finally balanced using a combination of expenditures, reductions, revenue re-projections (as additional data became available) and inclusion of a 1% tax increase on the City's Municipal Utility Tax rate. Expenditure reductions included leaving six vacant FTEs unfilled for 2022 and included nearly \$500,000 in operating expense reductions.

The budget creation process was very challenging this year, especially for the General Fund, and required difficult choices on how to best spend our city's valuable resources. The City of Olympia, like most other government entities, is facing a budget sustainability challenge where expenses increase each year at a pace that exceeds growth in resources. This, coupled with the continued impacts of the COVID-19 pandemic resulted in an inability to fund all desired new programs or expansion of current programs

2022 Operating Budget

The 2022 Preliminary Operating Budget includes appropriations for the City's nine departments and the 636 full-time equivalent (FTE) employees of: City Manager's Office (Executive, Legislative, Office of Community Vitality, and Office of Strategic Initiatives), Community Planning & Development, Finance, Fire, Legal, Municipal Court, Parks, Police, and Public Works (General Facilities, Engineering, Fleet, Transportation, Drinking Water, Wastewater, Storm and Surface Water, and Waste ReSources). General Fund, Debt Service, Enterprise (Utility Funds) and Internal Services (Fleet and Workers Compensation) operating expenditures are all included. The 2022 Preliminary Operating Expenditure Budget is \$177.6 million, which is a 6.0 percent increase from the 2021 Adopted Operating Budget.

Operating expenditures exceed revenue by approximately \$2.3 million. This is primarily the result of several funds utilizing existing fund balance resources or reserves to support 2022 appropriations in the General Fund, General Fund sub-funds, and Wastewater fund. The use of fund balances is for one-time expenses.

2022 General Fund Budget

The General Fund covers the basic core municipal services and include the departments noted above with the exception of the City's enterprise utility funds and internal service fleet fund. The 2022 General Fund Expenditure budget of \$94.3 million is a 7.2 percent increase over the 2021 Adopted budget. The increase is related to personnel costs, contractual obligations and the following highlighted changes:

Highlights of 2022 General Fund Budget Changes:

- Addition of 5.0 new FTE's for the Crisis Response Unit program
- Addition of a new Police Lieutenant position (1 FTE) associated with the body cam's program
- Funding for a new position working with the Social Justice and Equity Commission
- A Parks Engineer position, Parks Lead Worker position, and Parks Armory Lead Worker positions (3 FTE)
- The budget includes moving two project positions to permanent FTE
- A 4.0% Cost of Living Adjustment
- Continued funding for regional and local climate implementation work
- Additional funding for training for the Fire department
- Inclusion of the Juneteenth holiday
- Resources for Police Auditor services

2021 Revenue Assumptions

Property Taxes: The 2022 General property tax levy includes a 1 percent increase over the 2021 levy, plus revenues resulting from new construction, changes in state assessed property values, and refund levies.

Sales Tax: The budget includes a 4% increase in sales tax from our 2021 estimate.

Business & Occupation (B&O) Tax: For 2022, B&O tax is being projected at a 2.75% increase from current year estimates.

Utility Tax: The 2022 preliminary budget includes a 1% increase in the Municipal Utility tax on the drinking water, wastewater, storm and surface water, and waste resources utilities generating roughly \$591,000 in new revenue.

Utility Rates: City utilities are expected to provide uninterrupted public health services for our community. The City's responsibilities include ensuring drinking water is clean and healthy, sewer infrastructure safely conveys waste to the LOTT treatment facility, solid waste is managed for reuse or disposal, flooding is minimized, and our urban natural resources are protected.

Given these core public health mandates, utilities are structured as municipal enterprise funds. They are financially self-supporting and are not dependent on general tax dollars. The utilities pay a share of various City overhead costs (building usage, insurance, finance, human resources, and legal services).

The utility rate increases for 2022 are noted below:

2022 Utility Rate Adjustments:

| Utility | Rate Adjustments |
|-----------------------|------------------|
| Drinking Water | 1.00% |
| Wastewater | 6.00% |
| • Collections | 3.00% |
| • LOTT | |
| Storm & Surface Water | 5.00% |
| Waste Resources | 0.00% |
| • Drop Box | 0.00% |
| • Residential | 0.00% |
| • Commercial | 0.00% |
| • Organics | 0.00% |

Lodging Tax: With the uncertainty around the hotel/motel industry, projecting revenues has been extremely challenging as it has been difficult to gauge how quickly the local economy will be able to rebound now that COVID-19 vaccines are made available. For the 2022 preliminary budget the Lodging Tax Advisory Committee is recommending is recommending roughly \$586,500 to help support 19 partners and events. Additionally, lodging tax revenues support the Washington Center for the Performing Arts (WCPA) and that expense appropriation is also included in the Preliminary Operating Budget.

2022 Expenditure Highlights

Personnel Costs: The 2022 Preliminary Operating Budget includes a 4% Cost of Living Adjustments (COLAs) for all city employees. Medical benefits, depending on the plan, increase in a range from 5.8 percent - 7.3 percent. Further, six currently vacant positions are frozen for the year as part of the budget balancing process.

Supplies and Services: Departments were instructed to hold all expenditures at 2021 levels with the exception of uncontrollable costs primarily related to software subscriptions fees, utility rates, outside agency fees, and other contractual obligations. As part of the balancing process, departments submitted proposed reductions in training, travel, and other expenditures resulting in approximately \$1.3 million in additional savings.

Debt Service: In late 2019, the City took advantage of a low interest rate market and refunded general obligation debt for the 2010 bonds issued to build the 4th Avenue City Hall facility, and, at the same time, refinanced a Parks Bond Anticipation Note (BAN). The savings resulted in a net present value savings of approximately \$676,500 over the next nine years. The refunding came at an opportune time as the debt service on the City Hall bonds were structured to be no-interest for the first 10 years, with principal payments starting in 2021.

In early 2020, two water/sewer revenue bonds from 2007 and 2010 were refinanced with a net present value of approximately \$732,000 over the next 10 years. No new debt issuances or refundings are anticipated for 2022.

Climate Change: The preliminary budget includes funding for a Climate Program Manager as well as \$80,000 in resources for regional and local climate implementation work.

General Fund Budget Balancing

The 2022 budget process started in a deficit position with expenses in excess of available resources. This, coupled with the continued impacts of the COVID-19 pandemic resulted in an inability to fund all desired new programs or expansion of current programs. While the General Fund budget includes roughly \$1.8 million in new programs or program enhancements it also includes \$1.3 million in expenditure reductions, nearly \$717 thousand coming from the Olympia Police Department. Further, the General Fund includes roughly \$580 thousand of increased revenue from an increase in the Municipal Utility Tax (MUT) rate of 1%. Certainly, the decision to increase the MUT rate was difficult. However, we value the voices of our community and increases in resources toward communication and crisis response, which added over \$700 thousand in on-going costs, was a priority of our residents. The 1% increase in the MUT rate provides resources needed to help balance out those increased costs.

The preliminary budget continues to fund existing City services and programs at their current level with adjustments for necessary increases for inflation, labor cost changes, and contractual requirements. New initiatives or expansion of current programs and services were based on need, the value to the Olympia community, and Council priorities. Importantly, the strategic on-going operational expenditure increases which are included in the budget are backed by sustainable revenues.

Olympia Metropolitan Park District and Transportation Benefit District

The City has two component units; Olympia Metropolitan Parks District (OMPD) and the Transportation Benefit District (TBD). These two taxing authorities each go through separate budget processes and therefore their budget appropriations are not included in the aggregated revenues and expenditures presented in this document.

Olympia Metropolitan Park District transfers property tax funding to support capital and operational costs for the City's Parks' programs. In 2020, the Council authorized a "declaration of exigent circumstances" that allowed for non-voted utility taxes, normally transferred to support Parks' capital projects, to be used in the General Fund to offset revenue impacts related to the pandemic. The declaration has remained in place through 2021 due to the continued impacts of the pandemic on Parks and Recreation revenues, however no use of the declaration has been proposed for 2022. The City redirected roughly \$750,000 of OMPD funding from capital to Parks operations to fully operating costs and maintain levels of service. The City has restored roughly \$455,265 of those monies in 2021 and is looking for potential ways to restore additional monies in 2022.

Transportation Benefit District (TBD) transfers vehicle-tab supported funding to support City capital transportation projects. In November 2019, Washington voters approved I-976, an initiative that would have limited the cost of vehicle tabs to \$30 and eliminated all TBD vehicle license fees throughout the state. In October 2020, the Washington State Supreme Court ruled the initiative unconstitutional. Over \$1 million in car tab fee revenues collected since December 2019 and put in reserves, is now available for City capital transportation projects. While these projects are capital in nature, the Court's ruling significantly impacts the City's Operating budget. If TBD funding had not been restored, the City would have looked to general revenues to augment lost revenue source.

Olympia City Council



*Cheryl Selby,
Mayor*



*Clark Gilman,
Mayor Pro Tem*



Jim Cooper



Yến Huỳnh



Dani Madrone



Lisa Parshley



Renata Rollins

Olympia City Councilmembers are part-time City employees. They devote, on average, 15-25 hours per week to Council business. Most have full time careers in addition to their City Council duties.

The seven members on Olympia's City Council are elected to four-year terms from the community as a whole (commonly called at-large elections), not from districts or wards. The positions are non-partisan. The terms are staggered, with positions ending for three members at one time and four members the next. Olympia City Council elections are part of the Thurston County general election held in odd-numbered years.

For more information on the City Council and Olympia's form of government, visit the City's website at <https://olympiawa.gov>.

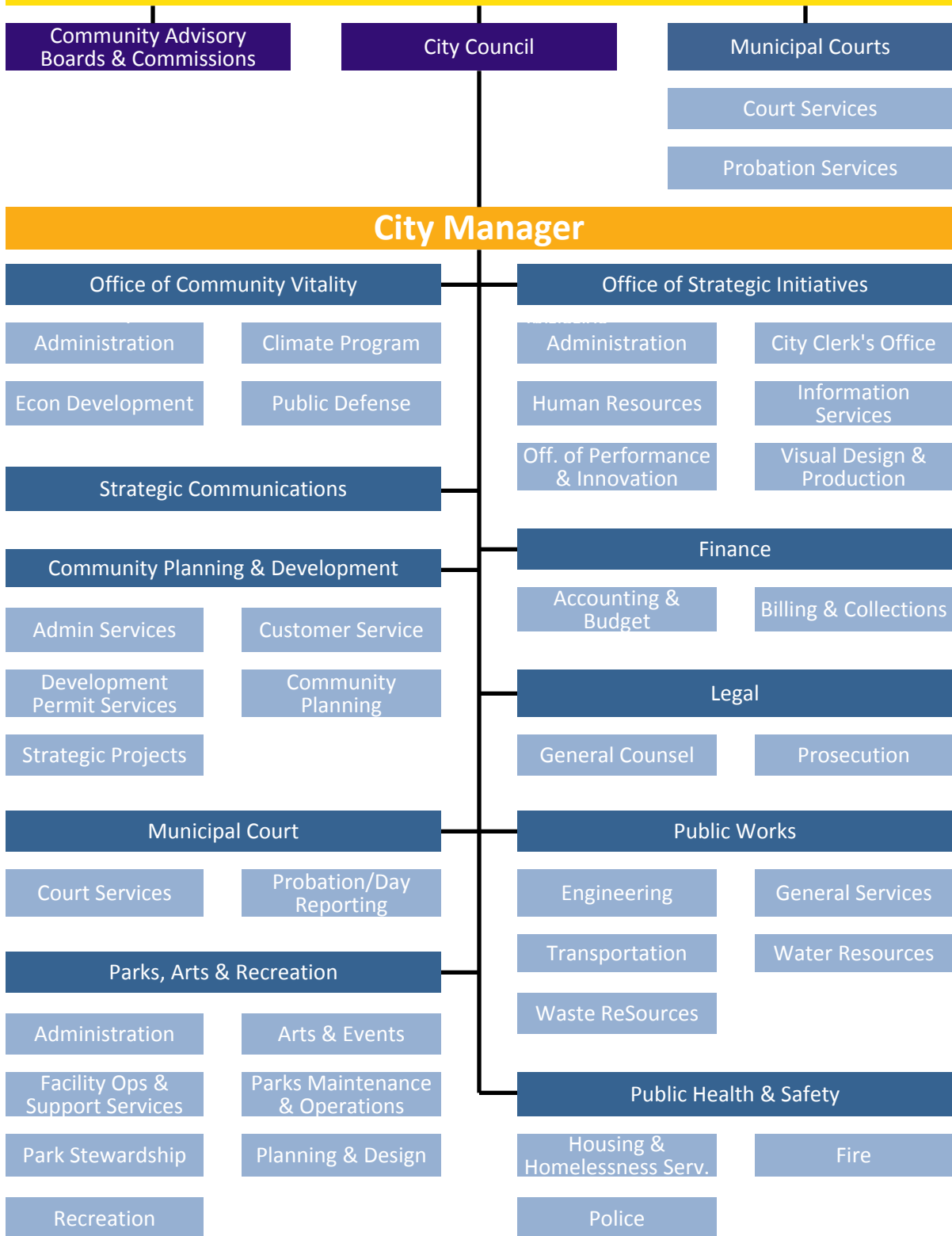
Community Advisory Boards and Commissions

The City recognizes the hard work and dedication of a number of Advisory Boards and Commissions.

- [Arts Commission](#)
- [Bicycle/Pedestrian Advisory Committee](#)
- [Design Review Board](#)
- [Heritage Commission](#)
- [Lodging Tax Advisory Committee](#)
- [Parking and Business Improvement Area \(PBIA\) Board](#)
- [Metropolitan Park District \(MPD\) Advisory Committee](#)
- [Parks and Recreation Advisory Committee](#)
- [Planning Commission](#)
- [Community Representatives for Police Use of Force Events Board](#)
- [Utility Advisory Committee \(UAC\)](#)

City as an Organization

Community Members/Customers of Olympia



About the City of Olympia

Olympia is Washington's capital city and the county seat of Thurston County. It was incorporated in 1859, and serves as a cultural hub for the region.

Located at the southern tip of Puget Sound, at the fork of Budd Inlet's two bays, the City of Olympia sits in easy reach of Seattle and the Olympic Mountains to the north, Mt. Rainier to the northeast, and Mt. Saint Helens to the south. The City experiences fair-weather summers and wet overcast winters. Rainfall is spread out over a large number of days. With about 52 clear days out of the year, Thurston County residents live under some form of cloud cover 86 percent of the year, with more than a trace of rain falling on almost half of the days of the year.

Two cities adjacent to Olympia share the cultural hub of the area; Lacey to the north and Tumwater to the southeast. Lacey, Olympia, Tumwater and Thurston County jointly form a metropolitan area around the capital and cooperate on various regional initiatives such as the regional waste water treatment plant and animal control.

History

The peninsula, which is home to Olympia, was known as "Cheetwoot" (the black bear place) to the Coastal Salish tribe who occupied the site for many generations before the American settlement was established. Budd Inlet was a favorite shellfish gathering site for many Coastal Salish tribes, including the Nisqually, Duwamish, and Squaxin.

Olympia was named the capital city of Washington Territory on November 28, 1853, and was incorporated as a town on January 28, 1859.

Peter Puget and a crew from the British Vancouver Expedition visited the site in 1792. The U.S. Exploring Expedition under Lt. Charles Wilkes came to the site in 1841 and named the waterfront bay Budd Inlet, after Midshipman Thomas A. Budd, a member of that expedition.

The first American settlers, Levi Lathrop Smith and Edmund Sylvester, claimed the town site in 1846. The town was officially platted in 1850 by Sylvester. The Maine native laid out a town in a New England style with a town square, tree lined streets, land for schools, a Masonic Hall, and Capital grounds. The name of Olympia was selected by Isaac N. Ebey, a local resident, and reflected the view of the majestic Olympic Mountains.

Soon after the first Americans settled in Olympia in the mid-1840s, Chinese immigrants arrived in the City. Olympia's first Chinatown was on 4th Avenue between Columbia and Main (Capitol Way) where several buildings housed a hand laundry, stores and lodging for residents.

In 1854, Daniel Bigelow, an attorney, and his wife, Ann Elizabeth White Bigelow built their home in Olympia overlooking Budd Inlet (900 Glass Street). Today it is a museum and remains one of the oldest frame buildings in the State of Washington.

Olympia's first firefighting unit, Barnes' Hook and Ladder Brigade, was organized in the early 1850s. Columbia Number 1, the first fire engine company to be established in Washington Territory, was formed in Olympia in 1865.

Olympia residents elected William Winlock Miller as the town's first Mayor in 1873.

Form of Government

Olympia is a Council-Manager City as authorized by Washington State law, [RCW 35A.13](#). Council-Manager is one of the two principle forms of government under which Washington cities and towns are formed. The other is the Mayor-Council form. According to the International City-County Management Association (ICMA), under the Council-Manager form, power is concentrated in the elected council, which hires a professional manager to implement its policies. The Mayor and Council, as a collegial body, are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the Council's chief advisor. The Council provides legislative direction, while the manager, based on the Council's decisions, is responsible for day-to-day administrative operations of the City.

In Olympia, the City Council makes policy and serves as the legislative group responsible for approving City ordinances and establishing City policy. Councilmembers are part-time employees, although Olympia's Councilmembers estimate that, on average, they devote from 15-25 hours per week to Council business. Councilmembers often hold full-time jobs in addition to their duties on the City Council.

Olympia's City Council positions are nonpartisan, are elected for four-year terms, and represent the community at-large rather than designated districts. The seven positions are staggered, with positions ending for three members at one time and four members the next.

The Mayor presides at all meetings of the Council and is recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Council selects another member to serve a two-year term as Mayor Pro Tem. State law requires that Councilmembers reside within the City limits, be registered voters, and be 18 years of age or over.

Urban Cost of Living Index

According to the [Thurston Regional Planning Council's \(TRPC\) cost-of-living data](#), the cost of living in the Olympia-Lacey-Tumwater area is 9.8 percent higher than the average of 265 other urban areas that participate in a Community and Economic Research Survey conducted by the Council for Community and Economic Research. The survey includes products and services in the categories of groceries, health care, housing, transportation, utilities and more.

Education

The Olympia-Lacey-Tumwater area has a variety of educational opportunities available to the students and adults of the community. These include both private and public primary, secondary, and higher education institutions.

Three school districts provide primary and secondary education to the community's students. These school districts offer a wide variety of services and opportunities for students, including the Head Start Program for preschoolers, advanced placement services for high school students, and numerous community-based learning experiences for all grade levels.

South Puget Sound Community College (SPSCC) is the largest institution of higher education in Thurston County. SPSCC currently serves more than 6,000 students, including degree-seeking students, high school students, veterans, international students, and underemployed workers. The college offers day and evening classes, basic education, job skills training, and continuing education and personal enrichment courses. SPSCC has been named a top 50 community college by College Choice and has been listed several times as one of the nation's 150 best community colleges by the Aspen Institute's College Excellence Program.

The Evergreen State College is a public liberal arts college with a national reputation for innovation in teaching and learning. Founded in 1967, Evergreen opened its doors in 1971 and now enrolls around 3,300 students. While most of Evergreen's students are enrolled in undergraduate programs at the Olympia campus, the College also provides an evening and weekend studies program and three graduate programs (Environmental Studies, Public Administration, and Teaching). Evergreen has more than 45 fields of study to explore and 90 percent of graduates are employed or pursuing graduate/professional studies within one year of graduation.

Saint Martin's University is a private, Catholic Benedictine university and is the oldest institution of higher learning in Thurston County. It is one of 14 Benedictine colleges and universities in the U.S. and Canada and the only one west of the Rockies.

Established in 1895 by the Roman Catholic Benedictine Order, Saint Martin's is located on a 300-acre campus just north of Olympia in the City of Lacey. The school offers 27 undergraduate programs in the liberal arts and professions, seven graduate programs, and numerous pre-professional and certification programs. More than 1,600 students attend the University's main campus, about 370 students are enrolled in courses at extension campuses at the military's Joint Base Lewis-McChord, Centralia Community College, and Tacoma Community College.

Business and Industry

Olympia's early development focused primarily on its port and lumber-based industries, and later on oyster and dairy farming. During the mid-twentieth century, the decline of the timber industry resulted in the loss of many of the local mills and associated operations. During the 1970s, Olympia expanded as a center of state government offices and employees, military personnel, and their respective families.

In the late 1960s and early 1970s, the State Legislature approved and financed construction of the Evergreen State College. The four-year public institution became an economic and cultural fixture in Thurston County with faculty, staff and students contributing to the local housing and retail sectors. On a smaller scale, South Puget Sound Community College and Saint Martin's University in nearby Lacey also drove the housing demand. In the late 1980s, Olympia's waterfront and downtown were revitalized, and an effort began to draw new businesses to the area.

Today Olympia is the employment epicenter for Thurston County. Most current census data indicates that there are approximately 146,000 jobs in Thurston County. The economy in Olympia today is predominately driven by three industries: public administration, healthcare, and retail trade. Public administration accounts for 26 percent of all jobs in Olympia, with Healthcare at 12 percent and retail trade at 11 percent. Over 84 percent of the primary jobs in Olympia are held by people that do not live in the city but rather commute in for employment. The median household income in Olympia for the 2015-2019 estimate is \$59,878, compared to \$72,003 for Thurston County.

Public Transportation

Communities throughout the Thurston County region have adopted comprehensive strategies to meet the mobility needs of people, goods and services well into the future. These strategies address all aspects of the region's transportation system, including streets and roads, public transportation, rail, bicycle and pedestrian facilities, and marine and aviation facilities.

Transportation alternatives—like public transportation, bike lanes, sidewalks, and rail—provide more people with feasible options for getting from Point A to Point B. These alternatives also improve the quality of life for neighborhoods, downtown core areas, and busy corridors linking important activity centers.

Utilities

Through a combination of public and private enterprises, Olympia offers first-rate utility services. The City of Olympia maintains an aggressive capital program to improve and maintain facilities for drinking water, stormwater, and wastewater utilities. Agencies and businesses can reclaimed water for irrigation, commercial processes, decorative fountains and ponds, pressure washing, dust control, toilet flushing, groundwater recharge and streamflow, and wetland enhancement. The City also provides a Waste ReSources utility which offers a wide range of solid waste, recycling, and organic services. Natural gas and electricity is provided for most residents by Puget Sound Energy, and local telephone service is provided by several different providers with Century Link being the major provider.

Public Safety

The essential duty of any city government is the welfare and protection of the public. That bond of service is foundational to what the City of Olympia does across multiple departments in an increasingly complex and challenging environment. Public safety is core to the Fire Department's charge to maintain its readiness to respond to individual emergencies at a moment's notices and its responsibility to plan and prepare for potential community-wide natural disasters. Public safety drives the Police Department's commitment to training staff in crisis intervention, procedural justice, de-escalation and fair and impartial policing, and to ensuring those capabilities play out on the street as officers interact with the public.

Parks

The City of Olympia cultivates a sense of belonging and cohesiveness in the community by creating opportunities for community members to share experiences. Community members look forward to annual events such as the City-sponsored Arts Walk and Procession of the Species Parade. The City devotes resources and partners with private organizations for events such as the Capital Lakefair Festival and Parade, Dragon Boat Festival, Capital City Marathon, Pet Parade, Olympia Harbor Days, Toy Run Motorcycle Rally and more! For these particular events, the City provides event space and in-kind services.

The City also provides space for some of our City's best-loved places. The City owns the buildings at the Farmers Market, Hands on Children's Museum, Olympia Timberland Regional Library, and the Washington Center for the Performing Arts – all places our community members can go to learn new things, appreciate the arts, and gather with friends old and new.

Public Art

In 1990, the City of Olympia passed an ordinance setting aside one dollar per person and one percent of major City construction projects for public art. Projects range from small local artist projects in neighborhood parks to major installations and design teams. In 1998, the Olympia Arts Commission created a long-range plan for public art in Olympia. The vision for the future states:

We envision a public art program that is inspiring- thought provoking and functional, inclusive and diverse. We envision a public art program that is woven into the community and our daily lives-our neighborhoods, parks, buildings, infrastructure and public spaces. We invite all segments of our community to work with the City to sustain the current vitality of the arts and embrace new challenges.

Guided walking tours are available in the summer and the City's entire collection can be viewed online. For community members and visitors who prefer a self-guided approach to art appreciation, the City offers walking maps marked with public art locations. Not all pieces are on display year-round.

Do We Make a Difference?

We believe so. Olympia residents know there is a feeling associated with living here – a palpable sense of belonging to something bigger, something important, something that is growing and changing to help direct our future in positive ways. The things we do to support our mission – *Working Together to Make a Difference* – make Olympia a great place to live, work, and play.

Olympia at a Glance

Population Projection (2021):

55,010

Average Price of a Home (2020):

\$390,000

Median Household Income (2015 - 2019 Average):

\$59,878

Percent of Renters (2015 - 2019 Average):

53%

| Public Works | As of 12/31/2019 |
|-------------------------------------|--------------------|
| Miles of Drinking Water Pipe | 320 |
| Miles of Sewer Pipe | 226 |
| Miles of Streets | 218 |
| Miles of Bike Lanes | 41 |
| Solid Waste Going to Landfill | 3.23lbs/capita/day |
| Tons of Yard & Food Waste Composted | 6,821 |
| Tons Recycled | 4,934 |

| Community Planning & Development | As of 12/31/2019 |
|--|------------------|
| Number of Neighborhood Associations | 36 |
| Average Number of New Housing Units Constructed Annually | 307 |

| Fire | As of 12/31/2019 |
|----------------------------|------------------|
| Number of Firefighters | 88 |
| Calls for Service | 13810 |
| Number of Responding Units | 8 |
| Number of Fire Stations | 4 |
| Utstein CPR Survival Rate | 0.63% |

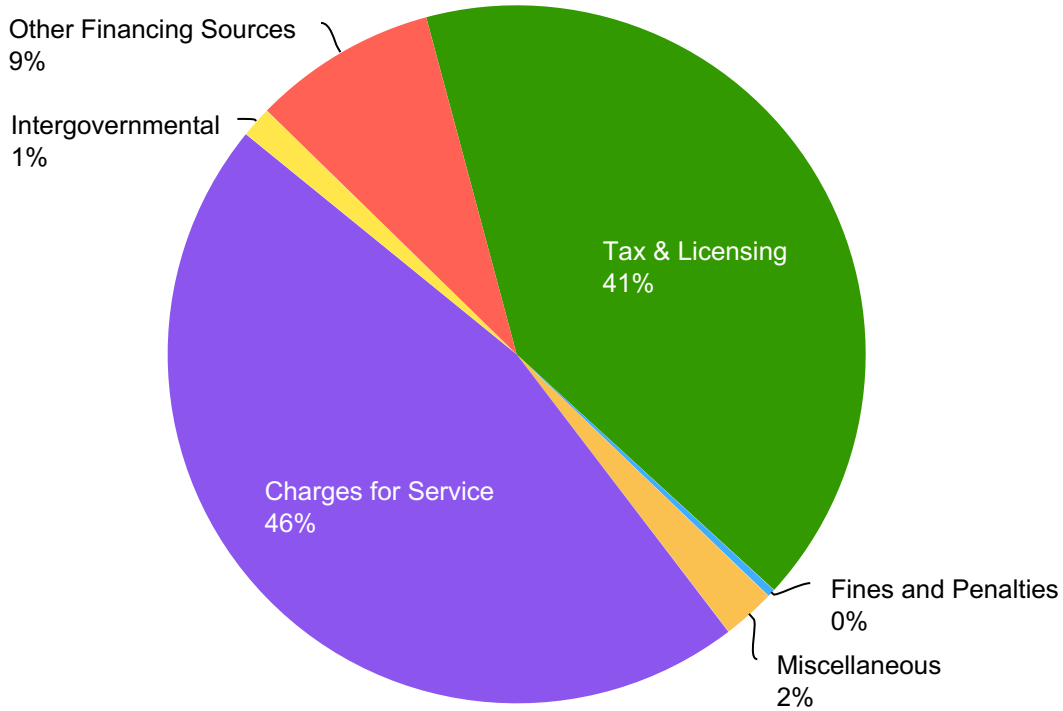
| Parks | As of 12/31/2019 |
|----------------------------|------------------|
| Acres of Parks | 1,357 |
| Parks | 49 |
| Miles of Trails | 23 |
| Shoreline Miles | 23 |
| City-Owned Athletic Fields | 12 |
| Playgrounds | 12 |

| Police | As of 12/31/2019 |
|--------------------------------------|------------------|
| Calls for Service | 49,931 |
| Arrests made | 3,135 |
| Commissioned Officers | 76 |
| Community Engagement Hours | 1,087 |
| Bookings in Olympia's Municipal Jail | 1,135 |

Overview of Revenues and Expenditures

Where Money Comes From

Total Operating Revenue - \$175,517,401



| Tax, Licensing and Permit Revenue | |
|-----------------------------------|---------------------|
| Property | \$20,464,532 |
| Sales | 29,066,282 |
| Business & Occupation | 18,284,777 |
| Licenses and Permits | 3,839,854 |
| Other Taxes | 256,760 |
| TOTAL | \$71,912,205 |

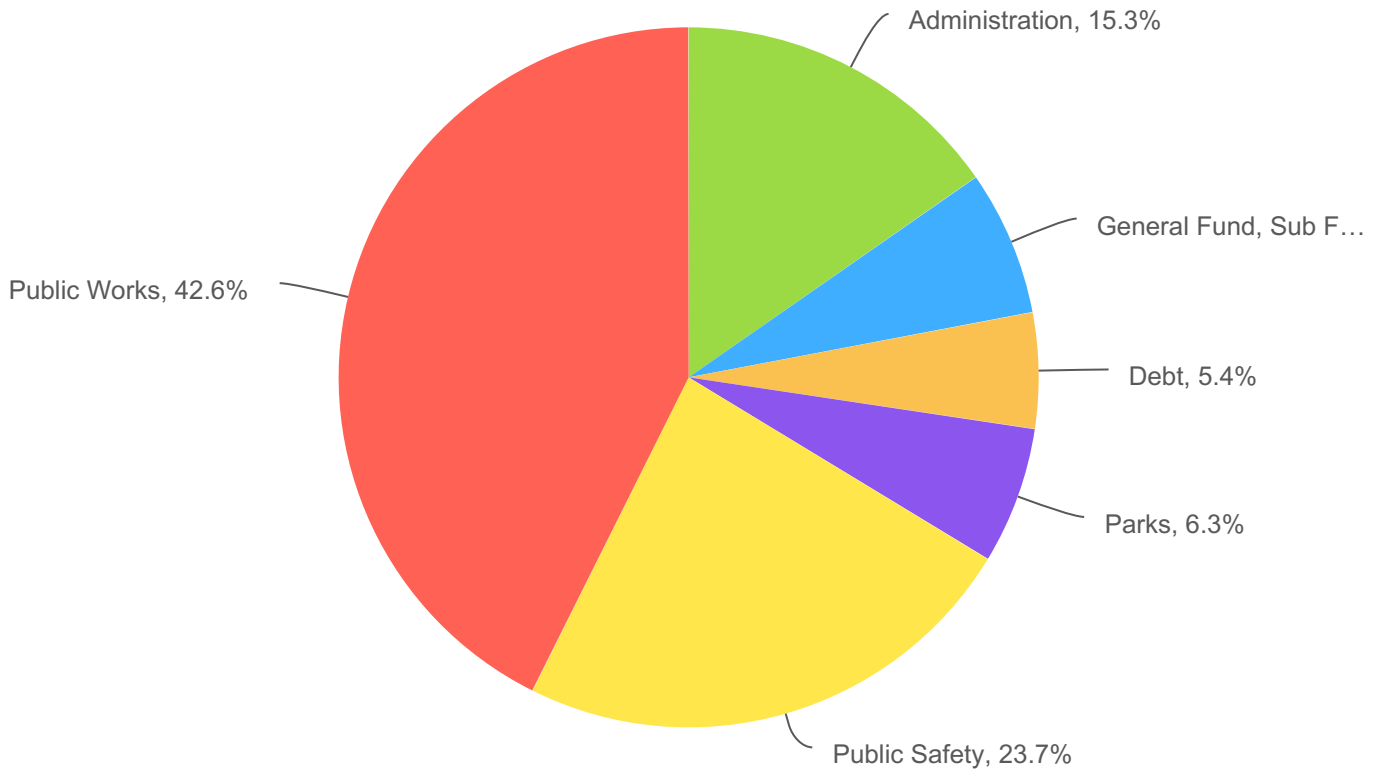
| Other Revenue Sources | |
|-------------------------|---------------------|
| Intergovernmental | \$2,512,423 |
| Fines & Penalties | 664,075 |
| Miscellaneous | 4,299,211 |
| Other Financing Sources | 14,956,511 |
| TOTAL | \$22,432,220 |

| Charges for Service Revenue | |
|-------------------------------|---------------------|
| Security (Persons & Property) | \$5,919,818 |
| Wastewater | 23,088,651 |
| Drinking Water | 15,738,530 |
| Waste ReSources | 13,355,666 |
| General Government | 10,813,168 |
| Storm and Surface Water | 6,403,832 |
| Other | 3,180,039 |
| Equipment Rental | 2,673,272 |
| TOTAL | \$81,172,976 |

| | |
|---------------------------------|----------------------|
| TOTAL OPERATING REVENUES | \$175,517,401 |
|---------------------------------|----------------------|

Where Money Goes

Total Operating Expenditures - \$177,690,417



Where the Money Goes

| | 2022 | % of Total |
|-------------------------|----------------------|----------------|
| Administration * | \$27,237,822 | 15.3 % |
| General Fund, Sub Funds | 11,883,946 | 6.7 % |
| Debt | 9,517,830 | 5.4 % |
| Parks | 11,215,039 | 6.3 % |
| Public Safety | 42,097,342 | 23.7 % |
| Public Works | 75,738,438 | 42.6 % |
| Total | \$177,690,417 | 100.0 % |

Administration * includes the remaining General Fund departments: City Manager's Office, Community Planning and Development, Finance Department, Legal Department and Municipal Court.

Comparative Summary of Operating Budget Revenue and Expenditures - All Operating Fund

| | ACTUAL 2019 | ACTUAL 2020 | ORIGINAL BUDGET 2021 | ACTUAL 2021 | BUDGET 2022 | % CHANGE 2021 ORIGINAL TO 2022 BUDGET |
|--|-----------------------|-----------------------|----------------------------|-----------------------|----------------------|---|
| REVENUES (BY TYPE) | | | | | | |
| Taxes | \$59,611,062 | \$57,055,433 | \$61,624,965 | \$43,520,441 | \$68,072,351 | 10.5 % |
| Licenses & Permits | 3,792,867 | 3,448,612 | 3,976,195 | 2,961,470 | 3,839,854 | (3.4)% |
| Intergovernmental | 3,065,801 | 2,718,129 | 3,016,905 | 2,163,361 | 2,512,423 | (16.7)% |
| Charges for Services | 28,195,990 | 28,199,795 | 78,614,936 | 27,367,296 | 81,172,976 | 3.3 % |
| Fines & Penalties | 616,358 | 481,205 | 708,273 | 469,045 | 664,075 | (6.2)% |
| Operating Transfers In | 11,823,104 | 13,767,778 | 12,833,899 | 6,380,190 | 14,956,511 | 16.5 % |
| Other Revenue | 14,625,907 | 3,614,150 | 4,119,163 | 2,545,776 | 4,299,211 | 4.4 % |
| Total Revenues | \$121,731,089 | \$109,285,102 | \$164,894,336 | \$85,407,579 | \$175,517,401 | 8.4 % |
| EXPENDITURES (BY FUNCTION) | | | | | | |
| General Government | 5,537,761 | 5,198,200 | 0 | 0 | 0 | 0.0 % |
| Legislative Office | 0 | 0 | 306,891 | 220,686 | 284,566 | (7.3)% |
| City Manager's Office (CMO) | 0 | 0 | 3,097,821 | 1,473,653 | 3,880,602 | 25.3 % |
| Office of Community Vitality | 0 | 0 | 1,540,737 | 1,456,357 | 1,870,600 | 21.4 % |
| Office of Strategic Initiatives | 0 | 0 | 6,450,694 | 5,108,411 | 7,950,130 | 23.2 % |
| Municipal Court | 1,903,294 | 1,853,149 | 1,979,502 | 1,579,114 | 2,065,948 | 4.4 % |
| Administrative Services | 7,525,294 | 7,949,194 | 0 | 0 | 0 | 0.0 % |
| Comm/Planning & Development | 7,323,795 | 8,035,648 | 6,432,538 | 4,604,137 | 6,409,593 | (0.4)% |
| Finance | 0 | 0 | 3,439,412 | 2,185,822 | 3,054,039 | 100.0 % |
| Fire Department | 17,358,593 | 18,585,725 | 17,949,407 | 14,565,915 | 18,438,211 | 2.7 % |
| Legal | 0 | 0 | 1,639,876 | 1,205,062 | 1,630,809 | 100.0 % |
| Police Department | 18,898,907 | 18,808,935 | 21,820,756 | 15,455,578 | 23,475,666 | 7.6 % |
| Parks, Arts & Rec. Department | 9,158,488 | 8,272,904 | 9,855,036 | 7,612,641 | 11,165,039 | 13.3 % |
| Public Works Department | | | | | | |
| <i>General Fund</i> | 8,879,006 | 10,360,506 | 13,190,900 | 8,922,808 | 13,608,881 | 3.2 % |
| <i>Utilities</i> | 57,487,914 | 50,363,573 | 57,641,054 | 41,405,562 | 59,307,603 | 2.9 % |
| <i>Equipment Rental</i> | 2,334,603 | 2,201,065 | 2,627,278 | 1,900,489 | 2,671,954 | 1.7 % |
| Debt Service | | | | | | |
| <i>General Obligation</i> | 4,916,983 | 3,567,071 | 3,971,965 | 1,071,956 | 5,693,661 | 43.3 % |
| <i>Revenue</i> | 13,683,489 | 4,287,013 | 4,158,156 | 2,690,780 | 3,824,169 | (8.0)% |
| General Fund Contribution to Capital Improvement Funds | 348,000 | 425,000 | 425,000 | 0 | 475,000 | 11.8 % |
| General Fund - Sub Funds (1) | 7,253,130 | 8,464,618 | 11,074,376 | 11,883,946 | 11,883,946 | 7.3 % |
| Total Expenditures | \$162,609,257 | \$148,372,601 | \$167,601,399 | \$123,342,917 | \$177,690,417 | 6.0 % |
| Net Revenue over / (under) Expenditures | \$(40,878,168) | \$(39,087,499) | \$(2,707,063) | \$(37,935,338) | \$(2,173,016) | |
| (1) Sub-Funds appropriations are for special purposes and in general do not lapse at year end. | | | | | | |

Combining Summary of Operating Budget by Revenue Source & Budget Classification - All Operating Funds

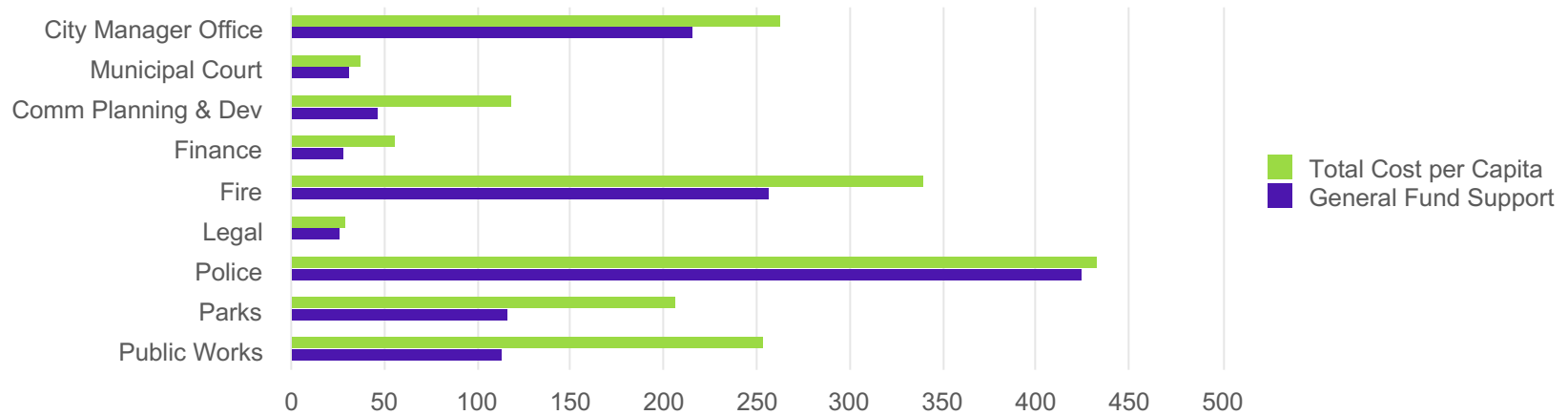
| REVENUES | 2022 GENERAL FUND | | 2022 DEBT SERVICE | | 2022 PROPRIETARY FUNDS | | | | | TOTAL OPERATING FUNDS | |
|----------------------------|---------------------|---------------------|--------------------|--------------------|------------------------|---------------------|--------------------|---------------------|--------------------|-----------------------|----------------------|
| | REGULAR | SUB-FUNDS | G. O. | REVENUE | DRINKING WATER | WASTEWATER | STORMWATER | WASTE RESOURCES | EQUIPMENT | 2022 | 2021 |
| | OPERATIONS | | BOND | BOND | UTILITY | UTILITY | UTILITY | UTILITY | RENTAL | BUDGET | BUDGET |
| Taxes | \$63,816,367 | \$1,000,000 | \$3,255,984 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$68,072,351 | \$61,624,965 |
| Licenses and Permits | 913,611 | 2,926,243 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,839,854 | 3,976,195 |
| Intergovernmental | 2,512,423 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,512,423 | 3,016,905 |
| Charges for Services | 17,689,536 | 2,223,489 | 0 | 0 | 15,738,530 | 23,088,651 | 6,403,832 | 13,355,666 | 2,673,272 | 81,172,976 | 78,614,936 |
| Fines and Penalties | 336,673 | 327,402 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 664,075 | 708,273 |
| Operating Transfers In | 6,858,128 | 1,787,554 | 2,437,078 | 3,824,156 | 0 | 0 | 49,595 | 0 | 0 | 14,956,511 | 12,833,899 |
| Other Revenue | 1,924,869 | 1,699,201 | 0 | 0 | 290,470 | 28,500 | 12,500 | 343,671 | 0 | 4,299,211 | 4,119,163 |
| Total Revenues | \$94,051,607 | \$9,963,889 | \$5,693,062 | \$3,824,156 | \$16,029,000 | \$23,117,151 | \$6,465,927 | \$13,699,337 | \$2,673,272 | \$175,517,401 | \$164,894,336 |
| EXPENDITURES | | | | | | | | | | | |
| Salaries and Wages | \$55,248,003 | \$624,941 | \$0 | \$0 | \$2,789,477 | \$1,339,314 | \$2,044,792 | \$2,337,258 | \$504,227 | \$64,888,012 | \$60,319,684 |
| Personnel Benefits | 17,823,562 | 243,446 | 0 | 0 | 1,149,587 | 467,815 | 698,112 | 1,016,704 | 198,859 | 21,598,085 | 21,294,930 |
| Supplies | 2,395,652 | 430,800 | 0 | 0 | 1,096,438 | 520,425 | 209,897 | 474,321 | 1,122,729 | 6,250,262 | 5,718,696 |
| Other Services and Charges | 10,167,946 | 4,896,562 | 0 | 0 | 1,307,417 | 502,355 | 474,510 | 4,712,109 | 101,941 | 22,162,840 | 21,379,230 |
| Intergovernmental Services | 1,212,949 | 0 | 0 | 0 | 2,557,361 | 17,959,150 | 950,724 | 1,792,047 | 50 | 24,472,281 | 23,793,642 |
| Interfund Payments | 6,112,131 | 1,337,707 | 0 | 0 | 2,460,854 | 1,285,881 | 1,565,668 | 2,617,070 | 744,148 | 16,123,459 | 14,682,864 |
| Capital Outlay | 24,500 | 0 | 0 | 0 | 0 | 0 | 0 | 80,000 | 0 | 104,500 | 24,500 |
| Debt Service-Principal | 0 | 0 | 3,382,700 | 3,281,016 | 0 | 0 | 0 | 0 | 0 | 6,663,716 | 6,934,193 |
| Debt Service-Interest | 0 | 0 | 2,310,961 | 543,153 | 0 | 0 | 0 | 0 | 0 | 2,854,114 | 3,071,538 |
| Operating Transfers Out | 1,324,341 | 4,350,490 | 0 | 0 | 4,564,272 | 1,149,616 | 533,889 | 650,540 | 0 | 12,573,148 | 10,382,122 |
| Total Expenditures | \$94,309,084 | \$11,883,946 | \$5,693,661 | \$3,824,169 | \$15,925,406 | \$23,224,556 | \$6,477,592 | \$13,680,049 | \$2,671,954 | \$177,690,417 | \$167,601,399 |

Combining Summary of Expenditures by Budget Classification - General Fund by Department

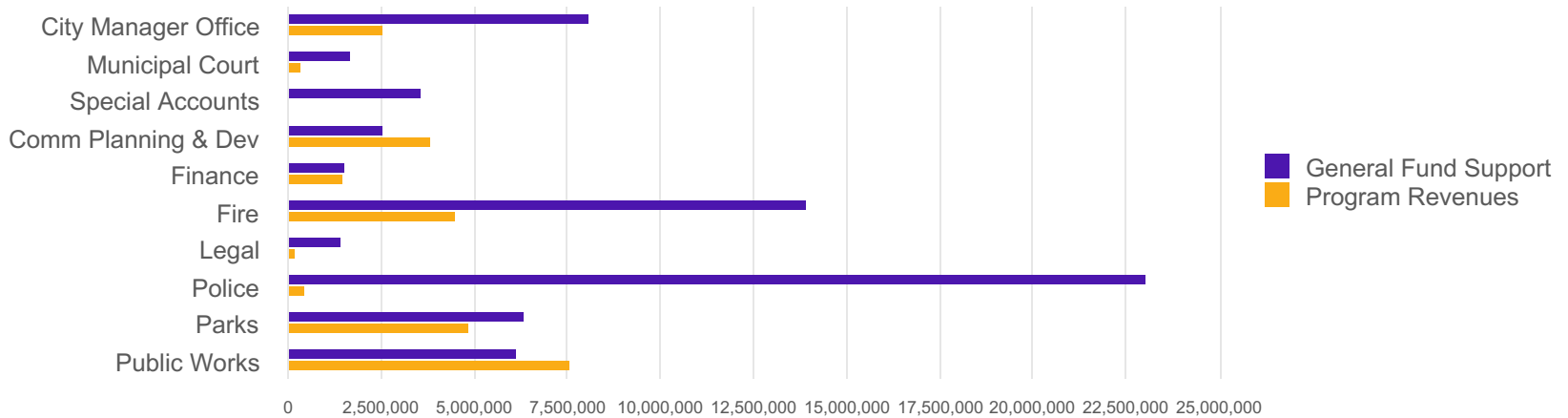
| EXPENDITURES | City Manager Office | Municipal Court | Special Accounts | Comm Plan & Dev | Finance | Fire | Legal | Police | Parks, Arts & Rec | Public Works | Total Operating Funds | |
|-------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|
| | | | | | | | | | | | 2022 | 2021 |
| Salaries | \$5,824,275 | \$1,268,461 | \$1,777,347 | \$3,699,888 | \$1,807,598 | \$12,716,365 | \$1,114,724 | \$14,723,930 | \$5,712,875 | \$6,602,540 | \$55,248,003 | \$51,080,738 |
| Personnel Benefits | 2,116,160 | 497,697 | 31,000 | 1,297,946 | 593,434 | 3,637,164 | 404,698 | 4,531,951 | 2,116,452 | 2,597,060 | 17,823,562 | 17,365,327 |
| Supplies | 69,095 | 21,095 | 0 | 33,755 | 20,430 | 713,816 | 8,100 | 443,129 | 428,141 | 658,091 | 2,395,652 | 2,368,167 |
| Other Services & Charges | 2,440,108 | 211,598 | 412,989 | 666,785 | 557,425 | 655,703 | 56,356 | 1,549,662 | 1,889,812 | 1,727,508 | 10,167,946 | 9,610,898 |
| Intergovernmental Services | 0 | 0 | 571,624 | 111,123 | 0 | 4,900 | 0 | 469,002 | 53,280 | 3,020 | 1,212,949 | 1,346,843 |
| Interfund Payments | 235,884 | 67,097 | 52,406 | 596,034 | 75,152 | 707,263 | 46,931 | 1,691,992 | 879,949 | 1,759,423 | 6,112,131 | 5,193,326 |
| Capital Outlays | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,500 | 0 | 24,500 | 24,500 |
| Operating Transfers Out | 0 | 0 | 730,010 | 4,062 | 0 | 3,000 | 0 | 66,000 | 110,030 | 411,239 | 1,324,341 | 1,138,771 |
| Total Expenditures | \$10,685,522 | \$2,065,948 | \$3,575,376 | \$6,409,593 | \$3,054,039 | \$18,438,211 | \$1,630,809 | \$23,475,666 | \$11,215,039 | \$13,758,881 | \$94,309,084 | \$88,128,570 |
| Program Revenues | 2,579,765 | 356,160 | 0 | 3,835,601 | 1,492,344 | 4,508,076 | 211,819 | 439,624 | 4,878,461 | 7,591,839 | 25,893,689 | 25,232,319 |
| Support from General Revenues | 8,105,757 | 1,709,788 | 3,575,376 | 2,573,992 | 1,561,695 | 13,930,135 | 1,418,990 | 23,036,042 | 6,336,578 | 6,167,042 | 68,415,395 | 62,896,251 |

| Cost per Capita: | | | | | | | | | | | | |
|-------------------------------|--------|-------|-----------|--------|-------|--------|-------|--------|--------|--------|----------|----------|
| Total | \$ 263 | \$ 38 | w/Gen Gov | \$ 118 | \$ 56 | \$ 341 | \$ 30 | \$ 434 | \$ 207 | \$ 254 | \$ 1,742 | \$ 1,672 |
| Support from General Revenues | \$ 216 | \$ 32 | w/Gen Gov | \$ 48 | \$ 29 | \$ 257 | \$ 26 | \$ 425 | \$ 117 | \$ 114 | \$ 1,263 | \$ 1,193 |

2022 Cost per Capita by Department



2022 Program Revenue vs General Fund Support



Budget Process



Included in this Section

| | |
|-----------------------------------|----|
| Overview | 28 |
| PPI Cycle | 29 |
| Priorities | 30 |
| Performance | 32 |
| Investments | 33 |

Click on sub-section for a direct link.

Budget Process

Preparing the City's budget is more than projecting revenues and expenditures for a given year. The budget provides a financial plan that reflects the City Council and Community's priorities.

Fifty years ago, the City of Olympia adopted its first Comprehensive Plan. The policies and goals of this document guide how we will grow and develop over 20 years. In 2014, the City asked community members to "Imagine Olympia," and the result was an updated Comprehensive Plan with a new vision that is bold, broad and ambitious.

The 2014 Comprehensive Plan called for the City to develop a strategy to implement the Comprehensive Plan Goals. We created an Action Plan, which Council accepted in 2016.

The Action Plan is organized into six focus areas:

1. Public Health & Safety
2. Community Livability
3. Downtown28
4. Economy
5. Environment
6. Neighborhoods

Each focus area identifies desired outcomes, strategies and community indicators to help us track how we are doing.

Since then, the City has put in place a framework to intentionally take steps to achieve that vision through strategic planning, performance management, and continuous learning. This framework is what we refer to as the annual Priorities, Performance, and Investment (PPI) cycle. It includes three main phases:

- **Learning.** The City uses community indicators and performance measures to take an honest and fact-based look at how we are doing in achieving our community vision.
- **Engaging.** The City hosts conversations and provides engagement opportunities to listen to community members to affirm priorities based on that data.
- **Investing.** The priorities and performance inform the City on how we invest resources to achieve our community vision, including funding and City staff time.

The City's annual budgeting process is one of the most visible and significant ways we achieve and articulate the community vision. Being good stewards of taxpayer dollars means ensuring that funding is committed to projects and programs that are financially sustainable and clearly align with, and carry out, the community vision.

Priorities, Performance and Investment (PPI) Cycle



The City created several budget videos to help the community understand the budget process. They are available on the City public website. The videos and links are summarized below:

Video: [Budget Games](#)

Having a clear path forward for accomplishing our community's vision means we can budget differently—moving away from competing for dollars and toward investing in those areas that matter most to our citizens.

Video: [Show Me the Revenue](#)

To understand where the money goes, first we need to understand where it comes from. The City collects revenue from a wide variety of sources; however, about 68 percent of that revenue is required to be spent on specific services. The remainder of the revenue collected goes into a general fund. While what's budgeted for in the general fund doesn't change a lot year-to-year, there is more flexibility for determining how that money should be used.

Video: [Investments](#)

The budget is more than just a document that lays out how City revenue will be spent each year. The foundation for everything we do at the City is our community vision, and our annually adopted budget is the most important way in which we demonstrate how our citizen's priorities and our actual performance drive how we invest the community's tax dollars to achieve that vision.

Priorities

Public Engagement

Our budget document is one of the most important ways we demonstrate our community's values and priorities, so we continue to develop effective and innovative approaches to engage with our community members.

To inform the 2022 budget, the City conducted a statistically-valid community survey. The purpose of the survey was to gauge our progress and assess our performance on the Comprehensive Plan focus areas. The City also asked questions on the importance of key city services such as drinking water, parks, and housing/homeless services.

The full City Council held two meetings to inform the budget process. One was to receive a briefing and discuss the community survey results; and the second meeting was a special work session to share with staff their 2022 budget priorities.

Priorities

The most urgent priorities heard from the community and Council that impact the 2022 budget include investments in: communication and engagement; diversity, equity, and inclusion; public safety; and affordable housing/homelessness. Below is a summary of the priorities by Focus Area.

- Public Health & Safety
 - Homelessness
 - Police Services
 - Public Safety

- Community Livability
 - Diversity, Equity & Inclusion
 - Access to affordable housing

- Downtown
 - Address the impacts of homelessness
 - Improve public safety
 - Economic development

- Environment
 - Climate change
 - Urban agriculture

- Economy
 - Economic Development
 - Living wage jobs with diverse employment opportunities

- Neighborhoods
 - Urban agriculture
 - Walkability
 - Density

Performance

An important part of guiding and prioritizing City work and initiatives is evaluating progress toward our community goals. Measuring progress helps the City assess whether or not current policies and practices are effective and where to focus efforts, resources and investments to improve.

The City uses community indicators and a dashboard to provide a high level, at-a-glance indication of the health of our community. The community indicator dashboard is similar to a dashboard on your car. The information shows when things are working properly and alerts when something needs attention. The community indicators are designed to track and share progress being made toward Olympia's long-term vision in each of the Focus Areas.

Each City department develops performance metrics. Performance metrics help capture internal performance in key areas and show how they relate to the overall impact on Olympia's community indicators. Departments use performance metrics to measure progress over time, make key decisions and adjust strategies and actions to meet established targets. Departments also use performance metrics to analyze deficiencies and identify areas ripe for improvement. Performance metrics are used for the management of day-to-day operations, as well as tracking and reporting the results of long-term strategies. Performance measures are included within each departments' budget section in this document.

Each department is dedicated to achieving the community's vision. Through analysis of performance metrics, each department identifies areas that are not performing sufficiently to meet goals and targets and move the needle on the community indicators. This analysis allows departments to hone in on underperforming areas, develop new strategies and actions and prioritize investments in these areas. City departments are able to make decisions on strategies and actions to allocate resources and investments which are focused on results and achieving the long-term community vision.

Investments

Each year, the City's Operating Budget is developed over several months with input from City departments, City Council, and the community. The calendar for both the Operating and Capital budgets is presented below:

| 2022 Budget Calendar | |
|----------------------|--|
| Jan - Mar | <ul style="list-style-type: none"> • Council sets priorities and goals • Community Indicators and Performance Measurements reviewed |
| Apr - May | <ul style="list-style-type: none"> • Launch Public Engagement Process |
| Jun | <ul style="list-style-type: none"> • Revenue forecasts updated • Expenditure assumptions established • City Manager provides budget direction to Executive Team • Departments prepare and submit budget, performance measurements, achievements, and future objectives |
| Aug | <ul style="list-style-type: none"> • Budget Review Team meets with Departments |
| Nov 1 | <ul style="list-style-type: none"> • City Manager presents balanced budget to City Council • Public Hearing: CFP and 2020 - 2024 Financial Plan |
| Nov 2 | <ul style="list-style-type: none"> • Preliminary Operating Budget available on City's website |
| Nov 9 | <ul style="list-style-type: none"> • Public Hearing: Ad Valorem Property Tax • Council Budget Discussion: Impact Fees, Utility Rates, and general discussion |
| Nov 16 | <ul style="list-style-type: none"> • Public Hearing: Operating and Capital Budget |
| Nov 23 | <ul style="list-style-type: none"> • Council Discussion: Operating and Capital Budget Balancing |
| Dec 7 | <ul style="list-style-type: none"> • Approval of Budget Ordinance adopting Operating Budget, Capital Budget, Capital Facility Plan, Impact and Utility Fees and General Facilities Charges |
| Dec 14 | <ul style="list-style-type: none"> • Second reading of Budget Ordinance |

This cycle doesn't end with the adoption of the budget. The budget cycle for the City Manager, Budget Review Team, Finance Committee, City Council, and our community members is year-round in nature since we are continually affirming our priorities, tracking our performance and adjusting our investments to achieve the community's vision.

The City Council Finance Committee

The Finance Committee is comprised of three City Councilmembers. They are scheduled to meet monthly throughout the year to review financial policies, financial reports, and discuss programs and services that directly impact the annual budget. Finance Committee also engages the public in the late spring to hear community members' experiences and perspectives to help inform the City's budget investments. This work guides the development of both our 2022 Operating and Capital budgets.

The Finance Committee's recommendations are forwarded to the full City Council for their review and discussion, prior to adoption of the budget in December.

In 2021, the Finance Committee was comprised of City Councilmembers:

- Jim Cooper, Committee Chair
- Lisa Parshley
- Cheryl Selby, Mayor

Budget Adoption

The City of Olympia adopts a legally binding annual budget in accordance with Washington State Law as set forth in [RCW 35A.33](#), which provides legal standards for preparing, presenting, adopting, implementing, and monitoring the budget. The City's Fiscal Year runs from January 1 through December 31.

The City's budget is adopted at the fund level; therefore, expenditures may not legally exceed appropriations at that level of detail. Appropriated budgets are adopted for Operating Fund and lapse at year-end.

The City's budget is balanced. In the case of the Operating budget, this means that expenditures are generally funded from current revenues. In instances where expenditures may be funded from fund balance (reserves), such funding is from fund balance amounts which exceed any operating reserve requirement. It is the City's practice to generally use fund balance only to fund one-time items in governmental funds.

Reserve amounts above policy reserve guidelines, may be used on occasion to fund utility budgets. Generally, this is to level rates and avoid rate spikes.

The Capital Budget (Capital Facilities Plan, or CFP) is the estimated amount planned to be expended for capital items in the next six years. Projects in the CFP include land acquisition and other capital assets such as facilities and equipment that generally exceed \$50,000, with a life expectancy greater than five years. The CFP folds into the Operating Budget process and is balanced with anticipated new revenue or reserves. The Capital Budget funds one-time items and not on-going capital expenditures.

Budgets for some special funds and capital project funds are appropriated on a project basis, and the appropriations do not lapse at year-end, but are carried forward into the next fiscal year until the completion of the project. These budgets are included in this document as referenced in the Introduction and Capital Facilities Projects sections.

Budgets for Proprietary Fund types (both enterprise and internal service funds) are budgeted on an accrual basis.

Budget Amendments

The City Manager is authorized to transfer appropriations within a fund without Council approval. However, increases or decreases to budget appropriations, or transfers between funds, require Council action. The budget is amended through ordinance which requires two readings prior to adoption. The Operating and Capital budgets are typically amended quarterly, however it may be amended at any Council business meeting.

Financial Policies



Included in this Section

| | |
|---|----|
| Budgeting by Fund | 38 |
| Basis of Accounting and Budgeting | 43 |
| Financial Management Policies | 45 |
| Long Term Financial Strategy | 50 |

Click on sub-section for a direct link.

Financial Policies

Budgeting by Fund

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Consistent with generally accepted accounting principles, the City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses and equity accounts similar to businesses in the private sector. Fiduciary funds are not included in the City Operating Budget as the funds recorded in these funds belong to other parties and therefore are not appropriated by City Council.

| Governmental Funds | Proprietary Funds | Fiduciary Funds |
|---|---|---|
| <p>General Special Revenue Debt Service Capital Project</p> | <p>Enterprise Internal Service</p> | <p>Trust Agency</p> |
| <p>City Funds</p> <ul style="list-style-type: none"> • General Fund • Special Acct Control Funds • Dev Fee Revenue Fund • Parking Fund • OPEB Trust Fund • Wash Center Endow Fund • Wash Center Ops Fund • Equip & Facility Rep Fund • HUD Fund • Impact Fee Fund • SEPA Mitigation Fund • Lodging Tax Fund • Park&Rec Sidewalk UT Tax Fund • Parking Business Imp Area Fund • Farmers Market Rep Fund • Hands on Childrens Museum Fund • Trans Benefit District Fund • Real Estate Excise Tax Fund • Olympia Metro Park District Fund • Home Fund Operating • All Debt Service Funds • Capital Improvement Fund • Home Fund Capital • Fire Equipment Reserve Fund | <p>City Funds</p> <ul style="list-style-type: none"> • Water Utility O&M Fund • Sewer Utility O&M Fund • Solid Waste O&M Fund • Storm Water O&M Fund • Stormwater Mitigation Fund • Water Debt Service Funds • Sewer Debt Service Funds • Stormwater Debt Service Fund • Water Cap Imp Fund • Sewer Cap Imp Fund • Stormwater Cap Imp Fund • Waste ReSources Cap Imp Fund • Equip Rental Fund • Cap Rep Equip Rental Fund • Unemployment Comp Fund • Insurance Trust Fund • Workers Comp Fund | <p>City Funds</p> <ul style="list-style-type: none"> • Firemens' Pension • Municipal Courts Trust Fund • Law Enf Records Mgmt Syst Fund |

Governmental Funds

Governmental Funds are generally used to account for tax-supported activities. There are four different types of governmental funds: the general fund, special revenue funds, debt service funds, and capital project funds.

General

The General Fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the City. It derives the majority of its revenues from property, sales, utility, business and occupation taxes, and state shared revenues.

In addition to the regular General Fund, the City has established sub-funds to account for: The Washington Center for the Performing Arts, Development Fee revenue, Parking operations, Equipment and Facilities Replacement Reserve for repairs and major maintenance, Municipal Arts, Other Post-Employment Benefits (OPEB), and the Special Accounts Control fund.

Special Revenue

Special Revenue funds account for proceeds of specific revenue sources that are restricted or committed for purposes other than debt service or capital projects. The use and limitations of each Special Revenue Fund are specified by City ordinance or federal and state statutes. Other restricted resources are accounted for in debt service and capital project funds.

Debt Service

Debt Services funds are used to account for the accumulation of resources for, and payment of, annual debt service (principle and interest) for general obligation bonds and other governmental debt. These funds are also used to account for the accumulation of resources for, and payments of, special assessment debt service for special assessment levies when the City is obligated in some manner for the payment.

Payments for general obligation bonds are backed by the full faith and credit of the City. The primary source of revenue to support debt service funds is property tax. Enterprise debt service payments are not included in this fund group but are included within the enterprise funds.

Capital Project

Capital Project funds are used to account for financial resources used for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds. Capital project funds are not included in the City's operating budget but are budgeted as part of the Capital Facilities Plan (CFP). A link to the CFP is included in the Capital Facilities Plan section of this document.

Proprietary Funds

Proprietary funds are used to account for the City's ongoing activities that are similar to those often found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis. There are two types of proprietary funds: Enterprise funds and Internal services funds.

Enterprise Funds

Enterprise funds are funds in which the services provided to the public are financed and operated similar to those of a private business. The funds are self-supporting through user fees which are established, and periodically revised, to ensure revenues are adequate to meet all necessary expenses; capital projects, debt service and ongoing operations. Revenues in Enterprise Funds are restricted to support activities in the fund within which they were earned.

The City of Olympia has four enterprise funds, all utilities:

1. Drinking Water
2. Wastewater
3. Stormwater
4. Waste ReSources

Internal Service Funds

Internal Service funds are used to account for activities that provide goods or services to other funds or departments on a cost reimbursement basis.

The City has five Internal Service Funds:

1. Equipment Rental (Fleet operations),
2. Capital Replacement Equipment Rental (Fleet capital),
3. Unemployment Compensation,
4. Risk Management, and
5. Workers' Compensation.

The **Equipment Rental and Capital Replacement Equipment Funds** provide repair and maintenance and equipment replacement (primarily vehicles) to the various departments. Charges for equipment cover operations, maintenance, and estimated replacement costs.

The **Unemployment Compensation Fund** is used to reimburse the State of Washington Department of Employment Security for unemployment claims filed by employees from the City of Olympia.

The **Risk Management Fund** is used to maintain the City's self-insurance program (liability and property), which can be used to pay for risk management items not included in the insurance pool with the Washington Cities Insurance Authority (WCIA).

The **Workers' Compensation Fund** is used to maintain the City's self-insurance program to pay for workers' compensation benefits.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the City in a trustee or agency capacity for others and cannot be used to support the City's own programs. There are four types of fiduciary funds: agency, pension, private-purpose, and investment trust funds. Fiduciary funds are not budgeted or presented in the operating budget. The City has three Fiduciary Funds:

1. Firemen's Pension
2. Municipal Courts Trust
3. Law Enforcement Records Management System

Basis of Accounting and Budgeting

Basis of Accounting

The City's Annual Comprehensive Financial Report (ACFR) presents the financial position and results of operations for the City's various funds and component units. It is prepared using "generally accepted accounting principles" (GAAP).

- Under GAAP, the modified accrual basis of accounting is used for the governmental funds, General Fund, General Fund sub-funds, debt service funds, special revenue funds, and capital project funds. Under the modified accrual basis of accounting, revenues are recognized and recorded when they are measured and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City of Olympia considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred. The modified accrual basis differs from the accrual basis in the following ways:
 - Purchases of capital assets are considered expenditures.
 - Redemptions of long-term debt are considered expenditures when due.
 - Revenues are recorded only when they become both measurable and available to finance expenditures of the current period.
 - Inventories and prepaid items are reported as expenditures when purchased.
 - Interest on long-term debt is recorded as an expenditure when due.
 - Accumulated unpaid vacation, sick pay, and other employee benefits are considered expenditures when paid.
- Under GAAP, the accrual basis of accounting is used for proprietary fund types (enterprise and internal service funds) and fiduciary funds. Under the accrual basis of accounting, revenues are recognized when earned, and their expenses are recognized when they are incurred.

Basis of Budgeting

Similar to the Accounting Basis, the City of Olympia budgets using the modified accrual basis for the Governmental Fund types (i.e., the General Fund, General Fund subfunds), General Obligation Debt Service Funds, and Capital Funds. Budgets for the Internal Service and Enterprise funds are prepared using a full accrual basis.

The City's budget preparation conforms to GAAP by using a modified accrual basis for preparing the operating budgets for the Governmental Funds and using a full accrual basis for Proprietary Funds. Fiduciary funds are not budgeted. The basis of budget, however, differs from the basis of accounting as follows:

- The City's ACFR includes the Olympia Transportation Improvement District and the Olympia Metropolitan Park District as blended component entities. The Operating and Capital Improvement Project ordinance does not include estimated revenues and appropriations for the operation of these two authorities.

Financial Management Policies

The importance of sound financial management makes it desirable for a city to establish goals and targets for its financial operations so that policies will be consistent and complete and performance can be monitored on an ongoing basis. Because a fiscally sound city government is in the best interest of the community members of the City of Olympia, this Financial Management Policy Statement has been adopted as the guiding management principles which are to be applied in the management of the City's finances.

Budgeting Policy

Budget practice for the City will conform to the following policies:

- Budgets will be formulated and approved according to the following procedural guidelines:
 - The administration decides on programmatic need and recommends funding levels.
 - The Capital Facilities Plan (CFP) is submitted 90 days, and the operating budget presented 60 days, prior to the end of the fiscal year.
 - By State law, the Council must approve the operating budget with a capital budget element prior to the end of the fiscal year.
- The capital budget is submitted on a functional six-year basis, to be updated annually.
- The operating budget is presented at a fund level and shall be adopted annually.
- Performance monitoring of the operating budget will include:
 - Forecast statements for each budget program.
 - A “work measurement system” which compares the costs and benefits for each funded activity.
 - An accounting system which ensures that actual operating expenditures conform to the budget.
- Capital Budgeting Policies and Procedures:
 - Projects will be funded by a combination of bond proceeds, grants, leases, and operating funds, with a maximum of 80% funded by long-term debt.
 - Planning for capital projects will include a six-year plan titled Capital Facilities Plan, which must be updated annually and include a statement of projected costs and sources of funds.
 - Capital projects must meet the following criteria:
 - If debt-funded, the term of debt should not exceed the useful life of the project.
 - Capital projects should be built according to specifications which enable them to be self-sustaining whenever possible.
 - Long-term debt should be funded through revenue bond issue whenever feasible to maximize the general obligation debt limitation.

- Six-year budget projections will be prepared and updated annually and will include any expected changes in revenues or expenditures.

Revenue Structure

The City currently receives revenues through Federal and State grants, local taxes, and fees. To achieve the most desirable flow of revenues, planning must be undertaken as follows:

Tax policy must try to avoid:

- Over-reliance on property taxes.
- Adverse effects of excessively heavy taxes.
- Disproportionate burdens levied on any particular taxpayer group.

Structuring of taxes should attempt to:

- Provide a stable and predictable stream of revenue to fund City programs.
- Make collection of revenues simple and reliable.
- Retain/promote business (industry).

When revenues are increased, the following administrative practices will be pursued:

- User fees on certain activities chosen so that low-income families do not bear heavy costs.
- Service fees on activities where either raising revenues or limiting demand would prove beneficial.
- A cash-management system which obtains maximum interest income within State guidelines.

Debt Management

The Objectives of the City's Debt Management Policy will be:

- To smooth the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.
- To raise capital at the lowest cost, consistent with the need to borrow. This will be accomplished by:
 - Keeping a high credit rating (while making attempts to strengthen credit rating).
 - Maintaining a good reputation in the credit markets by adjusting the capital program for regular entry to the bond market and by managing the annual budget responsibly.

Debt instruments the City can use are:

- Short-Term Debt:
 - Short-term debt will not be issued for operating purposes nor will it be rolled over (except for Bond Anticipation Notes [BANs]) from one period to another.

- Tax Anticipation Notes (TANs) and Revenue Anticipation Notes (RANs) can be issued in amounts up to 60% of expected appropriations and must mature within the fiscal year.
- BANs can be issued with a maximum three-year maturity and can be rolled over when interest rates make short-term debt preferable. BANs cannot be used to extend the life of a bond.
- GANs (Grant Anticipation Notes) can be used when grant reimbursement for a project lags behind the payment schedule for large construction costs.
- Long-Term Debt:
 - Long-term debt will be used to maintain and develop municipal infrastructure when the economic life of a fixed asset exceeds five years.
- Revenue bonds will generally be used for projects which are financially self-sustaining.
- General Obligation bonds can be used to finance public works, which benefit the community and have revenues insufficient to amortize the debt.
- General Obligation pledges can be used to back self-sustaining projects financed through revenue bonds when costs can be reduced and the municipal credit rating is not put in jeopardy by this action.

Debt Issuance Policy will ensure that:

- An attempt to enter the market will be smooth or with regular volume and frequency, as much as possible.
- Advantage be taken of favorable market conditions.
- The timing of revenue bonds considers project, market, and General Obligation factors.
- The municipal credit rating is kept high.

The credit rating component of debt issuance will be strengthened by keeping assessments current.

Disclosure statements will be used to keep taxpayers and investors informed of the City's financial position. These include printed copies of:

- Annual Reports
- Operating Budget and Capital Facilities Plan
- Official Statements

Debt issues will be sold on a competitive basis (except when conditions make a negotiated sale preferable) and awarded to the bidder who produces the lowest interest cost. Revenue bonds can be issued through a negotiated sale when the issue is unusually large, the project is speculative or complex, the issue is refunding, or the market is unstable.

Accounting and Financial Reporting

The objectives of a System for Accounting and Financial Reporting are:

- To maintain the confidence of the Council, taxpayers, and investors by providing information which demonstrates that:
 - Money and property are handled responsibly, the current financial position is fully disclosed, and activities are operating at a maximum level of efficiency.
 - Financial performance conforms to all laws, ordinances, and procedures.

To maintain financial control in order that:

- Managers have an information system to use for policy setting, decision-making, and program supervision.
- Municipal activities can monitor their revenues, expenditures, and performance levels.
- Forecasts can be made of future operating and capital budgets, and of future initiatives in taxing policy.

The standards to be followed by the System of Accounting and Financial Reporting fall into the following areas:

- Accounting and Auditing:
 - Procedures will allow reporting per Washington State’s Budget and Accounting Reporting System (BARS) and follow Generally Accepted Accounting Principles (GAAP).
 - Recording will be on a modified accrual basis for revenues and expenditures for governmental funds and on an accrual basis for proprietary and fiduciary funds.
 - New procedures will be developed whenever they can contribute to the quality of timely information flows.
- Financial Reporting:
 - BARS, Governmental Accounting Standards Board (GASB), and Government Finance Officers Association reporting principles will be followed.
 - Reports will be organized in pyramidal form: at the top, a streamlined Annual Report; then an overview of financial position; and results of operations categorized by fund accounts.
 - These reports will be used to promote the City’s good financial profile.
- Manuals:
 - BARS manuals will codify procedures, be used by accounting personnel and City officials, and specify the source of data for each account. They will be maintained by the Fiscal Services line of business of the Administrative Services Department.
 - Policy and procedure manuals will be maintained with current information.

Investments

The policy on investments applies to the investment of all City funds, excluding pension funds. The investment program is intended to provide safety, maximum returns and adequate liquidity to meet cash flow requirements. The minimum requirement for liquidity for operating funds is 10 percent of the annual operating budget.

The City may invest in any of the securities identified as eligible investments as defined by RCW 35A.40.050. In general, these include: Certificates of Deposit, United States Securities, Banker's Acceptances, Repurchase Agreements and Certificates, and Notes and Bonds of the State of Washington. Speculative investments are not allowed.

All investments shall be made through an informal bidding process. The policy shall be to assure no single institution or security is invested into, to such an extent that a delay of liquidation at maturity is likely to cause a current cash flow emergency.

Long Term Financial Strategy

The Long Term Financial Strategy is an approach to sustaining high quality services, setting priorities and making them happen. The purpose of the Long-term Financial Strategy is to look forward five to six years and provide guidance to the annual budget process. The following are the City's Key Financial Principles.

Make Trade-Offs

Do not initiate major new services without either:

- Ensuring that revenue to pay for the service can be sustained over time, or
- Making trade-offs of existing services.

Do It Well

If the City cannot deliver a service well, the service will not be provided at all.

Focus Programs on Olympia Residents and Businesses

However, do not exclude others from participating in these programs as well.

Preserve Physical Infrastructure

Give priority to maintaining existing infrastructure.

Use Unexpected One-Time Revenues for One-Time Costs or Reserves

One-time revenues or revenues above projections will be used strategically to fund prioritized capital projects. The City will also consider additional costs such as increased operations and maintenance.

Invest in Employees

The City will invest in employees and provide resources to maximize their productivity.

Pursue Innovative Approaches to Service Delivery

Continue to implement operational efficiencies and cost saving measures in achieving community values. Pursue partnerships and cost sharing strategies with others.

Contract In/Contract Out

Consider alternative service delivery to maximize efficiency and effectiveness.

Maintain Capacity to Respond to Emerging Community Needs

Pursue Entrepreneurial Initiatives

Address Unfunded Liabilities

Selectively Recover Costs

On a selective basis, have those who use a service pay the full cost.

Recognize the Connection Between the Operating Budget and the Capital Budget

City Operating Revenue



Included in this Section

| | |
|---|----|
| Revenue Basics | 54 |
| Revenue by Fund-Operating Funds | 57 |
| General Fund-Program Revenue by Type | 59 |
| Property Taxes | 61 |
| Sales Tax | 66 |
| Business & Occupation | 68 |
| Admissions Tax | 69 |
| Utility Taxes and Franchise Fees | 70 |
| Gambling Taxes | 72 |
| Leasehold Excise Taxes, Business Licenses, Development-Related Fees & Grants .. | 73 |
| Utility Charges | 74 |

Click on sub-section for a direct link.

City Operating Revenue

Revenue Basics

What is City Revenue?

Revenue is the income the City needs to pay for all of the services provided. The major sources of City revenues include taxes, license and permits fees, fees charged for providing services to the public, and other miscellaneous revenue such as investment income, and funds received from other governments like grants.

Olympia's revenue structure is primarily influenced by State statutes, as well as the City's size, geography, land use and the type and level of services provided. Other factors include legal, political and economic influences, historical precedent, national economic trends, federal and state laws, intergovernmental relations, and community member and City management preferences. In addition, the City's political policies toward new growth, social welfare and business competition are reflected in its revenue structure.

The revenue the City receives, both current and projected, establishes the basis to determine what services can be provided, as well as the level of those services.

Where Does the City's Revenue Come From?

The majority of City revenue comes from two sources: 46 percent from charges for services and 39 percent from taxes. The remaining revenues comes from other governments, the issuance of licenses and permits; and other sources such as investment income, rents, and interfund transfers.

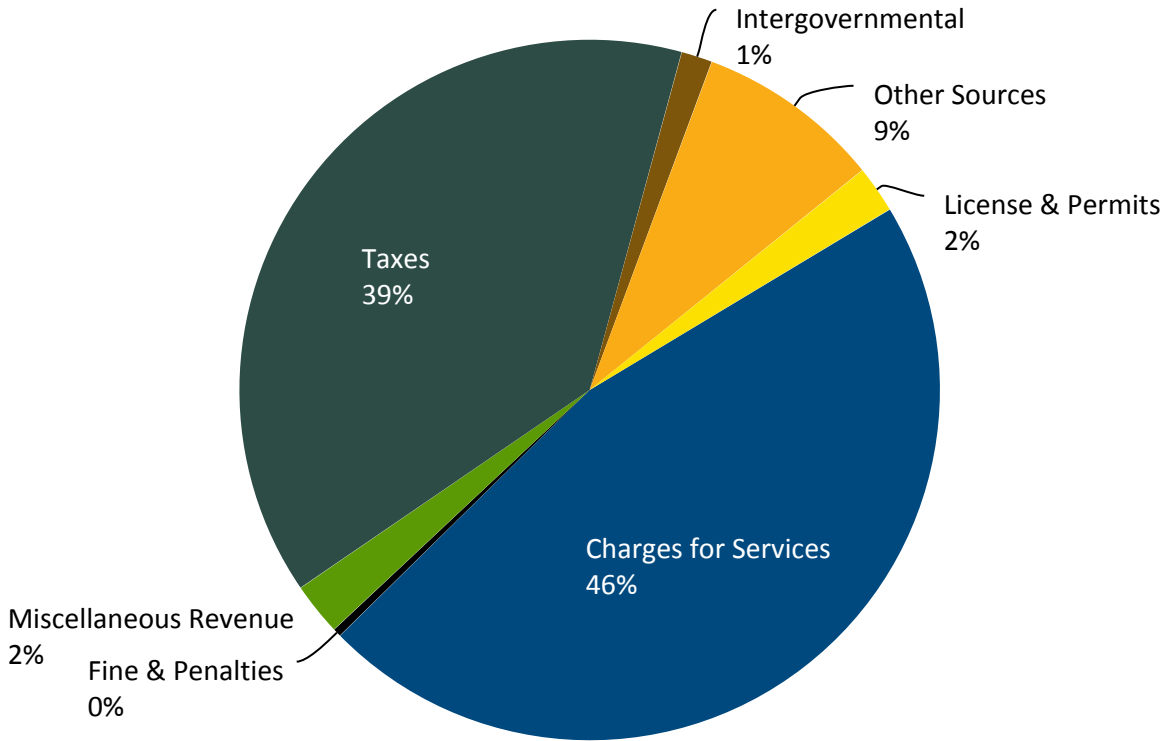
2021 Revenue

For 2022, City revenue is projected at 8 percent more than 2021. The significant factors for this increase include utility service fee increases, increased tax rate on municipal utilities, as well as increases in sales tax and property tax.

Revenue by Type

WHERE DOES THE MONEY COME FROM?

TOTAL OPERATING REVENUE - \$175,517,401



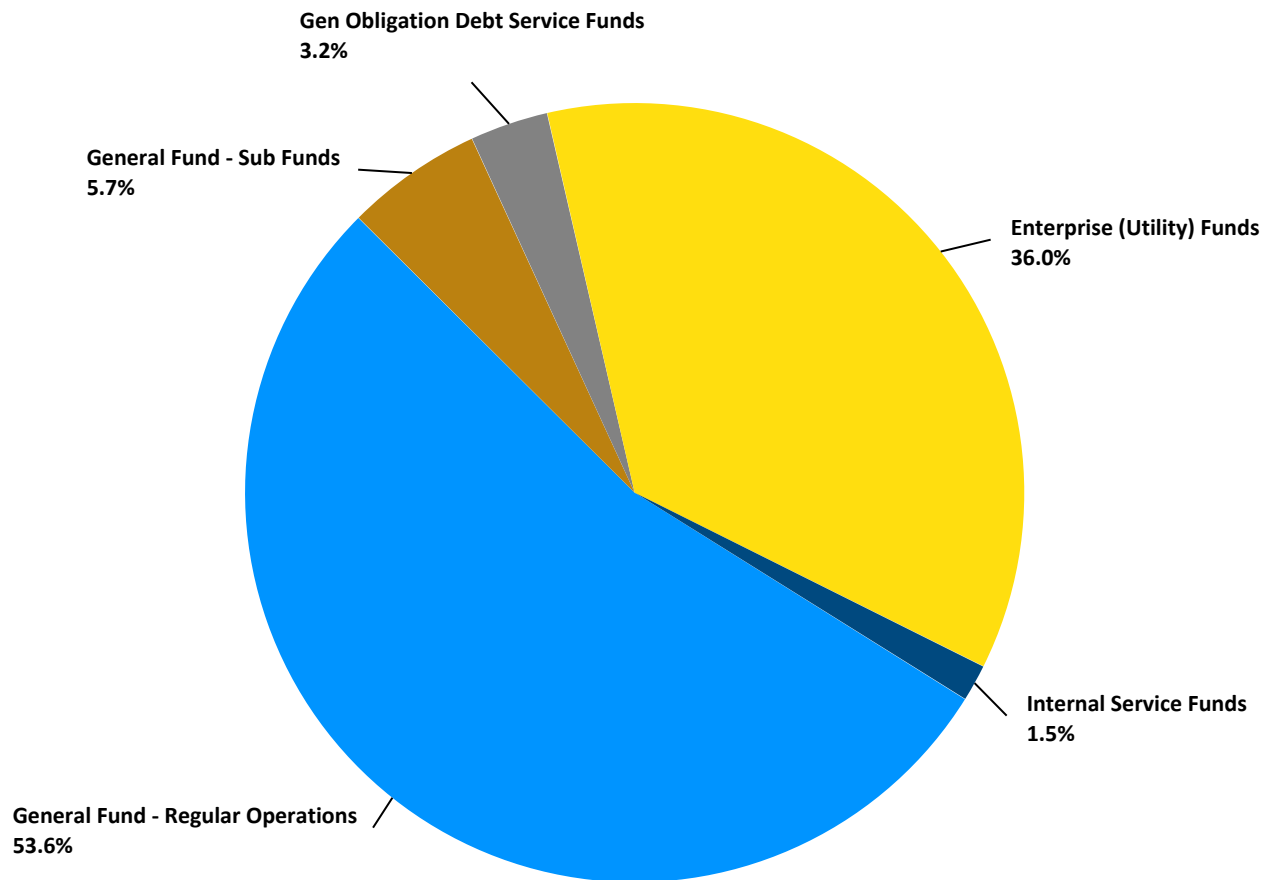
| City Revenue (By Type) | 2022 Budget | % of Total |
|---------------------------|-----------------------|--------------|
| Charges for Services | \$ 81,172,976 | 46% |
| Taxes | 68,072,351 | 39% |
| Other Sources* | 14,956,511 | 9% |
| Miscellaneous Revenue** | 4,299,211 | 2% |
| License & Permits | 3,839,854 | 2% |
| Intergovernmental | 2,512,423 | 1% |
| Fine & Penalties | 664,075 | Less than 1% |
| Total City Revenue | \$ 175,517,401 | 100% |

*Interfund transfers, debt proceeds, sale of capital assets
 **Interest, rents, donations

| Tax Revenue (By Type) | 2022 Budget | % of Total |
|-----------------------|---------------|--------------|
| Property | \$ 20,464,532 | 30% |
| Sales | 29,066,282 | 43% |
| Business & Occupation | 18,284,777 | 27% |
| Admissions Tax | 69,216 | Less than 1% |
| Other Taxes | 187,544 | Less than 1% |
| Total Tax Revenue | \$ 68,072,351 | 100% |

| Service Charge Revenue (By Type) | 2022 Budget | % of Total |
|----------------------------------|--------------|--------------|
| Wastewater Utility | \$23,088,651 | 29% |
| Water Utility | 15,738,530 | 21% |
| Waste ReSources Utility | 13,355,666 | 18% |
| General Government | 10,813,168 | 14% |
| Storm/Surface Water Utility | 6,403,832 | 8% |
| Public Safety | 5,919,818 | 8% |
| Equipment Rental | 2,673,272 | 4% |
| Other | 1,797,320 | —% |
| Parks & Recreation | 1,197,719 | —% |
| Transportation | 185,000 | Less than 1% |
| Total Service Charge Revenue | \$81,172,976 | 100% |

Revenue by Fund - Operating Funds



Revenue by Fund - Operating Funds

| | ACTUAL 2019 | ACTUAL 2020 | BUDGET 2021 | BUDGET 2022 | % OF CHANGE 2021 BUDGET TO 2022 BUDGET |
|--|----------------------|----------------------|----------------------|----------------------|--|
| General Fund - Regular Operations | | | | | |
| Property Tax | \$14,527,176 | \$15,292,963 | \$16,101,309 | \$16,208,548 | 1% |
| Sales Tax | 23,834,853 | 21,388,895 | 23,840,428 | 29,066,282 | 22% |
| Business Tax | 6,975,957 | 6,587,693 | 6,660,283 | 7,161,749 | 8% |
| Utility Tax, Private | 4,470,947 | 4,512,454 | 4,403,293 | 4,151,754 | (6)% |
| Utility Tax, Municipal | 5,186,581 | 4,701,415 | 6,047,933 | 6,971,274 | 15% |
| Gambling Tax | — | — | 119,276 | 69,216 | (42)% |
| Leasehold Tax | 181,601 | 184,935 | 184,459 | 187,544 | 2% |
| Licenses and Permits | 865,078 | 803,153 | 891,733 | 913,611 | 2% |
| Intergovernmental | 2,375,427 | 2,445,290 | 2,854,705 | 2,512,423 | (12)% |
| Charges for Services | 16,096,096 | 16,285,501 | 16,912,681 | 17,689,536 | 5% |
| Fines and Penalties | 385,047 | 217,322 | 408,273 | 336,673 | (18)% |
| Rents and Leases | 2,255,556 | 1,770,084 | 1,829,113 | 1,577,271 | (14)% |
| Other Revenue | 5,553,602 | 6,602,989 | 6,403,311 | 7,205,726 | 13% |
| | \$82,707,921 | \$80,792,694 | \$86,656,797 | \$94,051,607 | (24)% |
| General Fund - Sub Funds | | | | | |
| Taxes | \$975,300 | \$985,000 | \$1,000,000 | \$1,000,000 | —% |
| Licenses and Permits | 2,927,789 | 2,645,459 | 3,084,462 | 2,926,243 | (5)% |
| Intergovernmental | — | — | — | — | —% |
| Charges for Services | 1,946,140 | 1,789,311 | 2,108,823 | 2,223,489 | 5% |
| Fines and Penalties | 231,311 | 263,883 | 300,000 | 327,402 | 9% |
| Rents and Leases | 1,619,753 | 1,214,256 | 1,717,324 | 1,374,931 | (20)% |
| Other Revenue | 2,313,257 | 2,649,559 | 1,743,554 | 2,111,824 | 21% |
| | \$10,013,550 | \$9,547,468 | \$9,954,163 | \$9,963,889 | 10% |
| Gen Obligation Debt Service Funds | | | | | |
| Taxes | \$3,458,647 | \$3,402,078 | \$3,267,984 | \$3,255,984 | —% |
| Intergovernmental | 690,374 | 167,912 | 162,200 | — | (100)% |
| Transfers In and Other | 11,794,884 | 2,092,950 | 2,660,802 | 2,437,078 | (8)% |
| | \$15,943,905 | \$5,662,940 | \$6,090,986 | \$5,693,062 | (108)% |
| Enterprise (Utility) Funds | | | | | |
| Charges for Services | \$7,762,225 | \$7,993,846 | \$56,931,283 | \$58,586,679 | 3% |
| Intergovernmental | — | — | — | — | —% |
| Other Revenue | 746,895 | 629,810 | 510,226 | 392,137 | (23)% |
| Operating Transfers In | 2,165,064 | 2,422,280 | 2,088,732 | 4,156,755 | (20)% |
| | \$10,674,184 | \$11,045,936 | \$59,530,241 | \$63,135,571 | (40)% |
| Internal Service Funds | | | | | |
| Charges for Services | \$2,391,529 | \$2,131,137 | \$2,662,149 | \$2,673,272 | —% |
| Other Revenue | — | — | — | — | —% |
| | \$2,391,529 | \$2,131,137 | \$2,662,149 | \$2,673,272 | —% |
| TOTAL REVENUE | \$121,731,089 | \$109,180,175 | \$164,894,336 | \$175,517,401 | 6% |

General Fund - Program Revenue By Type

| | ACTUAL 2019 | ACTUAL 2020 | ACTUAL 2021 | BUDGET 2022 | % CHANGE 2020 ORIGINAL TO 2021 BUDGET | % CHANGE 2021 ORIGINAL TO 2022 BUDGET |
|---|----------------|--------------------|--------------------|--------------------|---|---|
| CITY MANAGER OFFICE | | | | | | |
| Charges for Services | | \$489,295 | \$817,957 | \$1,939,719 | \$2,275,206 | 17 % |
| Fines and Penalties | | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | | 0 | 0 | 69,500 | 139,000 | 100 % |
| Licenses & Permits | | 0 | 0 | 0 | 500 | — % |
| Operating Transfers In | | 45,807 | 53,434 | 169,335 | 164,339 | (3)% |
| Other Revenue | | 0 | 0 | 720 | 720 | 100 % |
| TOTAL CITY MANAGER OFFICE | | \$535,102 | \$871,391 | \$2,179,274 | \$2,579,765 | 214 % |
| COMMUNITY PLANNING & DEVELOPMENT | | | | | | |
| Charges for Services | | \$285,579 | \$255,229 | \$377,897 | \$458,184 | 21 % |
| Fines and Penalties | | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | | 0 | 0 | 0 | 0 | — % |
| Licenses & Permits | | 6,145 | 3,750 | 3,750 | 3,750 | — % |
| Operating Transfers In | | 3,340,836 | 3,449,813 | 3,570,235 | 3,373,667 | (6)% |
| Other Revenue | | 100,000 | 100,000 | 0 | 0 | — % |
| TOTAL COMMUNITY PLANNING & DEVELOPMENT | | \$3,732,560 | \$3,808,792 | \$3,951,882 | \$3,835,601 | 16 % |
| FINANCE DEPARTMENT | | | | | | |
| Charges for Services | | \$2,188,404 | \$2,395,086 | \$1,503,930 | \$1,326,869 | (12)% |
| Fines and Penalties | | 160,623 | 160,000 | 138,475 | 138,475 | — % |
| Intergovernmental | | 66,246 | 69,500 | 0 | 0 | — % |
| Licenses & Permits | | 500 | 300 | 300 | 0 | (100)% |
| Operating Transfers In | | 0 | 0 | 0 | 0 | — % |
| Other Revenue | | 15,465 | 69,720 | 7,500 | 27,000 | 260 % |
| TOTAL FINANCE DEPARTMENT | | \$2,431,238 | \$2,694,606 | \$1,650,205 | \$1,492,344 | 148 % |
| FIRE DEPARTMENT | | | | | | |
| Charges for Services | | \$4,270,382 | \$4,040,645 | \$4,051,573 | \$4,158,508 | 3 % |
| Fines and Penalties | | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | | 30,535 | 30,452 | 30,144 | 30,738 | 2 % |
| Licenses & Permits | | 91,229 | 125,000 | 125,000 | 125,000 | — % |
| Operating Transfers In | | 0 | 0 | 0 | 0 | — % |
| Other Revenue | | 239,053 | 193,830 | 193,830 | 193,830 | — % |
| TOTAL FIRE DEPARTMENT | | \$4,631,199 | \$4,389,927 | \$4,400,547 | \$4,508,076 | 5 % |

| LEGAL DEPARTMENT | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|--------------|
| Charges for Services | \$191,358 | \$206,250 | \$202,941 | \$208,319 | 3 % |
| Fines and Penalties | 4,304 | 3,500 | 3,500 | 3,500 | — % |
| Intergovernmental | 0 | 0 | 0 | 0 | — % |
| Licenses & Permits | 0 | 0 | 0 | 0 | — % |
| Operating Transfers In | 0 | 0 | 0 | 0 | — % |
| Other Revenue | 0 | 0 | 0 | 0 | — % |
| TOTAL LEGAL DEPARTMENT | \$195,662 | \$209,750 | \$206,441 | \$211,819 | 3 % |
| MUNICIPAL COURT | | | | | |
| Charges for Services | \$290,541 | \$274,580 | \$262,080 | \$308,160 | 18 % |
| Fines and Penalties | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | 21,668 | 24,000 | 29,420 | 48,000 | 63 % |
| Licenses & Permits | 0 | 0 | 0 | 0 | — % |
| Operating Transfers In | 0 | 0 | 0 | 0 | — % |
| Other Revenue | 0 | 0 | 0 | 0 | — % |
| TOTAL MUNICIPAL COURT | \$312,209 | \$298,580 | \$291,500 | \$356,160 | 81 % |
| PARKS, ARTS & RECREATION | | | | | |
| Charges for Services | \$1,402,911 | \$1,459,166 | \$1,432,519 | \$1,621,568 | 13 % |
| Fines and Penalties | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | 18,743 | 20,000 | 20,000 | 20,000 | — % |
| Licenses & Permits | 9,941 | 9,500 | 9,000 | 9,500 | 6 % |
| Operating Transfers In | 2,046,845 | 2,347,860 | 2,485,912 | 2,872,293 | 16 % |
| Other Revenue | 461,458 | 394,508 | 295,100 | 355,100 | 20 % |
| TOTAL PARKS, ARTS & RECREATION | \$3,939,898 | \$4,231,034 | \$4,242,531 | \$4,878,461 | 55 % |
| POLICE DEPARTMENT | | | | | |
| Charges for Services | \$278,695 | \$299,820 | \$190,222 | \$190,222 | — % |
| Fines and Penalties | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | 144,206 | 12,000 | 490,760 | 156,704 | (68)% |
| Licenses & Permits | 50,869 | 79,000 | 80,500 | 80,500 | — % |
| Operating Transfers In | 0 | 0 | 0 | 0 | — % |
| Other Revenue | 8,919 | 10,000 | 12,198 | 12,198 | — % |
| TOTAL POLICE DEPARTMENT | \$482,689 | \$400,820 | \$773,680 | \$439,624 | (68)% |
| PUBLIC WORKS | | | | | |
| Charges for Services | \$5,521,690 | \$5,805,030 | \$5,599,020 | \$5,688,720 | 2 % |
| Fines and Penalties | 0 | 0 | 0 | 0 | — % |
| Intergovernmental | 1,120,030 | 1,147,509 | 1,147,509 | 869,480 | (24)% |
| Licenses & Permits | 0 | 0 | 0 | 0 | — % |
| Operating Transfers In | 120,114 | 130,077 | 177,829 | 447,829 | 152 % |
| Other Revenue | 701,497 | 589,871 | 611,901 | 585,810 | (4)% |
| TOTAL PUBLIC WORKS | \$7,463,331 | \$7,672,487 | \$7,536,259 | \$7,591,839 | 125 % |
| TOTAL GENERAL FUND PROGRAM REVENUE | \$ 23,723,888 | \$ 24,577,387 | \$ 25,232,319 | \$ 25,893,689 | 3 % |

Property Taxes

Property Tax Basics

Property Taxes are the second largest tax source for City, and overall over 11% of the City's total operating revenue. For 2022, property taxes are estimated to generate \$20.0 million in Operating revenue.

In Washington, RCW 84.52 authorizes cities and other local governments to levy property taxes on properties within their taxing boundaries. The law is based on a budget-based system of property taxation. There are three main components to the property tax:

1. Levy amount (Levy)
2. Assessed Value (AV); and
3. Levy rate

Throughout the year, the Thurston County Assessor determines the assessed value (AV) of taxable existing properties and new construction within City boundaries. As part of the budget process, Olympia City Council establishes the amount of property tax revenue needed to fund next year's budget (Levy). The Levy amount is the total amount to be collected from Olympia's taxpayers. By November 30th each year, the amount of taxes to be levied by all taxing districts are certified by the Assessor. The Assessor then calculates the Levy Rate necessary to raise the Levy revenue by dividing the total Levy amount by the AV of taxable properties in the City. By law, this number is expressed in terms of a dollar rate per \$1,000 of valuation. For example, a rate of \$0.00025 is expressed as \$0.25 per \$1,000 of assessed value.

The County Treasurer acts as the agent to bill and collect property taxes levied in the county for all taxing authorities. Taxes levied in November become due on January 1st and are billed in two equal installments due on April 30th and October 31st.

The Assessor establishes AVs at 100 percent to the fair market value, then adjusts those AVs each year based on market value changes. A physical verification of each property is made at least once every six years, and the estimated AV is then adjusted to reflect the physical verification.

Washington cities are authorized by law to levy up to \$3.60 per \$1,000 of assessed valuation for general governmental services. This amount does not include voter-approved special levies. The \$3.60 limit may be reduced for any of the following reasons:

- The Washington State Constitution limits the total regular property taxes to 1% of assessed valuation, or \$10 per \$1,000 of assessed value, of which a city may levy up to \$3.60 per \$1,000 of assessed value. If the taxes of all districts exceed this amount, each is proportionately reduced until the total is at or below the one percent limit.
- Prior to 2001, Washington State law (RCW 84.55.010) limited the growth of regular property taxes to 6 percent per year, before adjustments for new construction and annexations.
- The City may levy taxes below the legal limit. Special levies approved by the voters are not subject to the above limitations.

- After 2001, growth of the regular property tax levy, before new construction and annexations, is currently limited to the lower of 1 percent or the implicit price deflator (IPD). If the IPD is less than 1 percent, the City may declare a substantial need with a super majority of the Council and levy one percent. The 1 percent limit may be exceeded with voter approval. As the IPD was less than 1 percent in 2020, City Council passed a substantial need resolution to allow for the 1 percent increase over the previous year.

Library Districts are authorized to levy up to \$.50 per \$1,000 of assessed valuation. The City of Olympia is within the Timberland Regional Library District. The Library levy is deducted from the \$3.60 maximum available to cities. Any year in which the Library does not utilize its full \$.50 of levy, a city may assess the unused portion subject to the limitations listed above. In 2020, the Library levy rate was \$0.323 per \$1,000 AV to be collected in 2021.

Cities with a Firemen’s Pension Fund, such as the City of Olympia, may levy an additional \$.225 per \$1,000 of assessed valuation above the \$3.60 limit, less the Library levy.

How Does Property Tax Revenue Compare to Sales Tax Revenue?

While Sales Tax is the largest tax revenue source to the City, Property Tax revenue has grown at a quicker pace, then Sales Tax. In 2010, the City collected \$2 in sales tax for every \$1 in property taxes. In 2022, it is projected, the City will collect about \$1.45 for every \$1 in property taxes.

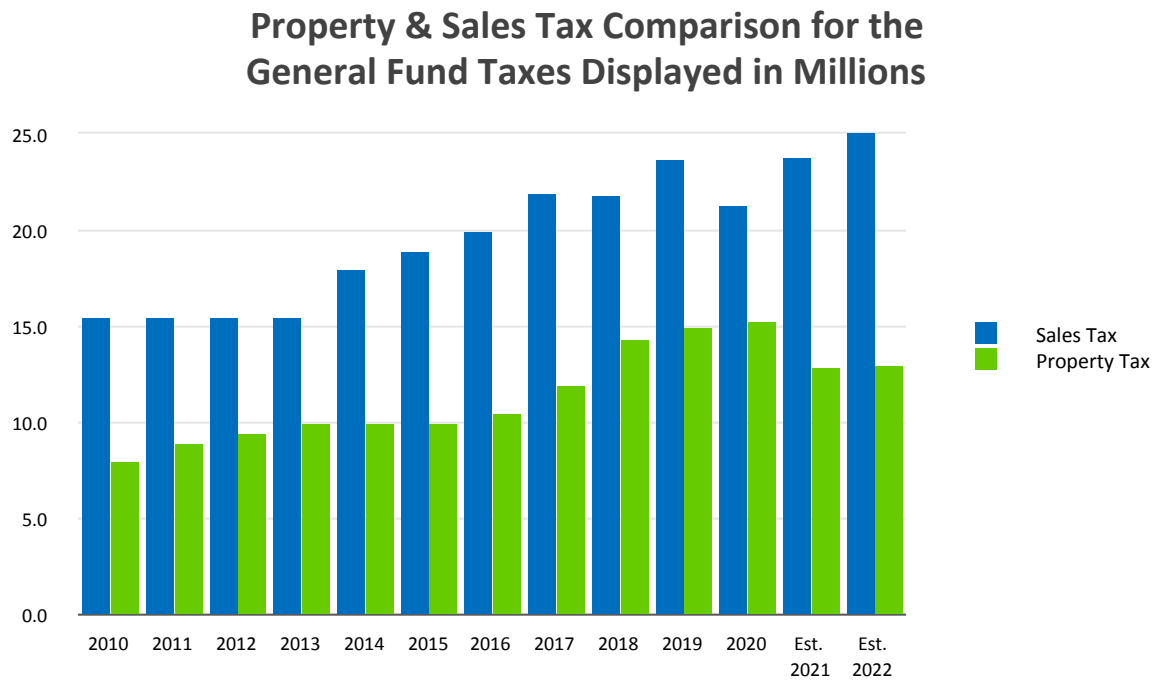
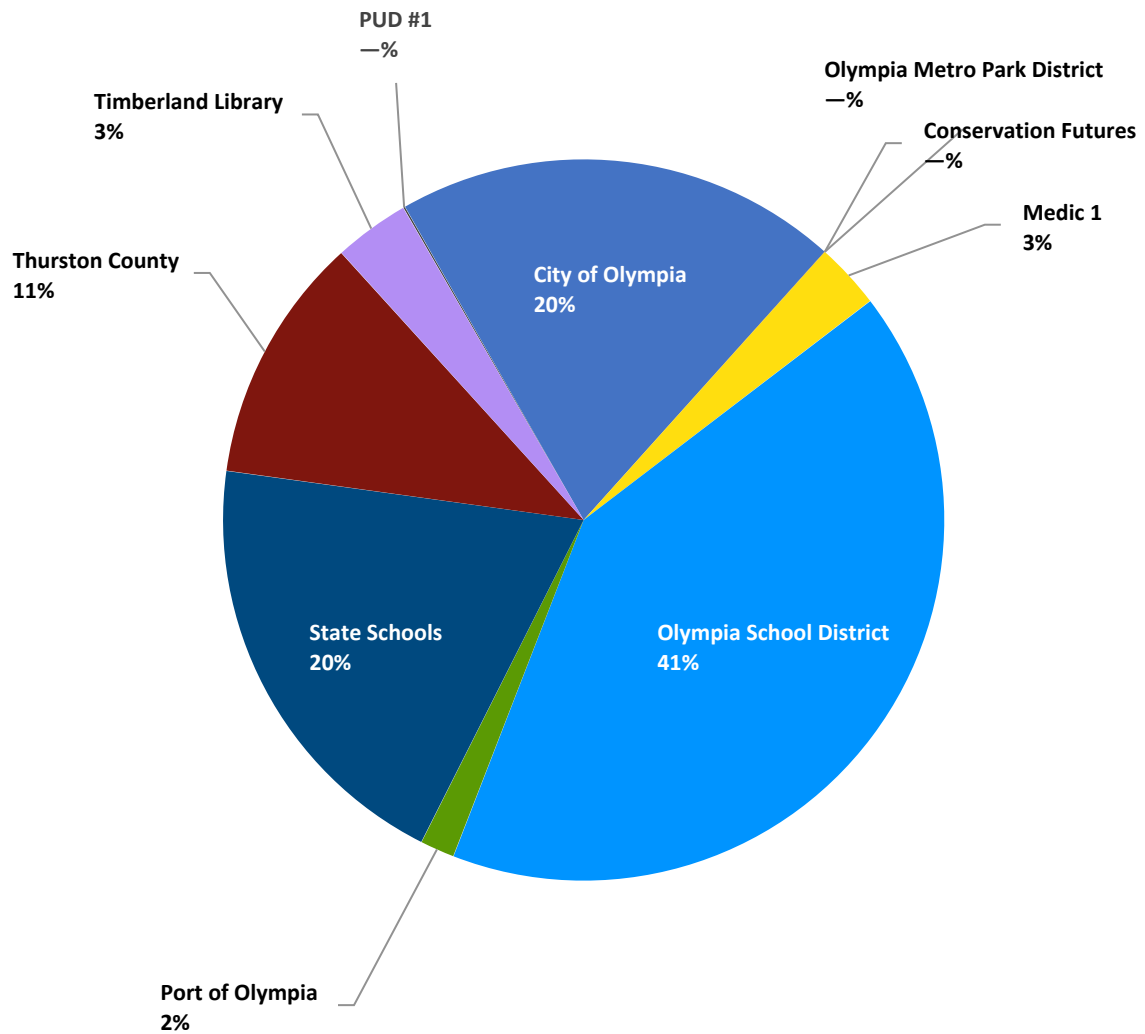


Chart Footnotes:

In 2010, \$1.9 million of property tax, previously budgeted within the General Fund, was reallocated to the New City Hall debt service fund.

In 2018, Olympia community members voted to raise property taxes for Public Safety initiatives with an initial levy of \$2.8 million. In 2021, the City’s estimates the Public Safety component of Property Tax revenue will be \$3.136 million.

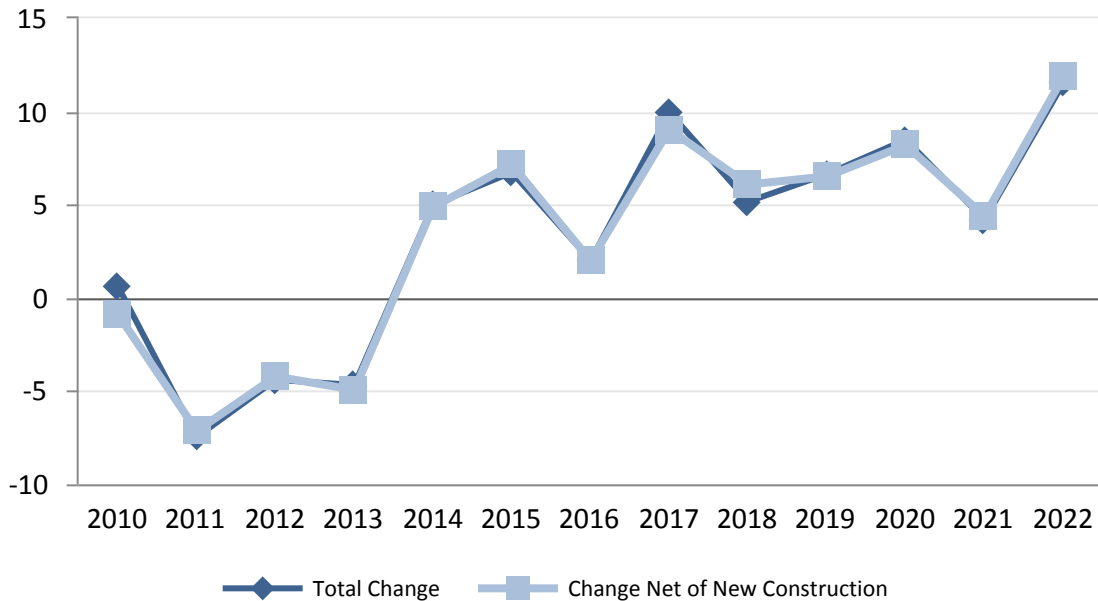
Where Property Tax Dollars Go



Assessed Property Tax Value

| Assessment Year- Collection Year | Total Tax Collection | Total Assessed Value (includes New Construction) | New Construction | Total Change | Changes, Net of New Construction |
|----------------------------------|----------------------|--|------------------|--------------|----------------------------------|
| 2021 - 2022 | 20,041,719 | 8,993,974,419 | 77,846,826 | 11.51 % | 11.85 % |
| 2020 - 2021 | 19,609,493 | 8,065,316,266 | 93,805,752 | 4.19 % | 4.38 % |
| 2019 - 2020 | 19,027,908 | 7,741,063,697 | 104,345,957 | 8.50 % | 8.20 % |
| 2018 - 2019 | 18,069,598 | 7,134,825,096 | 76,843,810 | 6.64 % | 6.52 % |
| 2017 - 2018 | 17,315,156 | 6,690,364,182 | 64,546,920 | 5.17 % | 6.08 % |
| 2016 - 2017 | 14,420,080 | 6,361,555,378 | 115,732,498 | 9.96 % | 9.04 % |
| 2015 - 2016 | 13,933,700 | 5,785,389,448 | 57,461,280 | 2.01 % | 2.00 % |
| 2014 - 2015 | 13,598,436 | 5,671,256,103 | 55,820,209 | 6.74 % | 7.14 % |
| 2013 - 2014 | 13,115,489 | 5,313,341,232 | 72,174,035 | 5.00 % | 4.88 % |
| 2012 - 2013 | 12,947,164 | 5,060,434,532 | 63,045,263 | (4.66)% | (4.93)% |
| 2011 - 2012 | 12,597,003 | 5,308,051,162 | 51,343,632 | (4.40)% | (4.22)% |
| 2010 - 2011 | 12,275,205 | 5,552,078,378 | 63,972,556 | (7.46)% | (7.13)% |
| 2009 - 2010 | 11,581,683 | 5,999,359,843 | 89,651,803 | 0.61 % | (0.89)% |

Property Taxes - Changes in Assessed Value (2010 - 2022)



Property Tax Use

Regular property taxes support the debt service of general non-voted bonds and the Firemen’s Pension Funds. The General Property Tax Levy is allocated as follows:

| Regular Property Tax Levy Allocation | |
|--|--------------|
| General Fund support | \$16,208,548 |
| City Hall Bonds | \$2,211,634 |
| ERP Funding | \$333,537 |
| Firemen’s Pension | \$288,000 |
| LEOFF 1 Retiree Medical (non-budgeted) | \$1,000,000 |

In addition to the general levy, the 2022 budget includes \$\$1,044,350 in property taxes collected from a the 2009 voter-approved bonds for the construction of a fire station, fire training center and purchase vehicles.

Example of Property Tax Paid on Median-Priced Home in Olympia

| Property Tax Paid - City of Olympia Tax | 2020 | 2021 | Change |
|---|------------|------------|---------|
| Median Home Value | \$ 325,500 | \$ 390,000 | 19.8% |
| Olympia Levy Rate | | | |
| Regular Levy | \$ 2 | \$ 2 | (0.7)% |
| Voter Approved Fire Bonds | \$ — | \$ — | (15.6)% |
| Total Levy Rate | \$ 3 | \$ 3 | (1.6)% |
| Olympia Property Tax | | | |
| Regular Levy | \$ 797 | \$ 948 | 18.9% |
| Voter Approved Fire Bonds | \$ 50 | \$ 51 | 1.1% |
| Total Olympia Property Tax | \$ 847 | \$ 998 | 17.9% |

| Olympia Metropolitan Park District Rate | | | |
|---|------------|------------|-------|
| Median Home Value | \$ 325,500 | \$ 390,000 | 19.8% |
| Regular Levy | \$ 1 | \$ 1 | 1.4% |
| Total OMPD Property Tax Paid | \$ 176 | \$ 215 | 21.5% |

Sales Tax - RCW

Sales Tax (RCW 82.14 and OMC 3.48) The City imposes a sales tax of 1.3 percent. In early 2018, City voters approved an additional 0.1 percent in sales tax for the City's Home Fund. The new sales tax is projected to generate \$3.1 million in annual revenue and will be used for capital and operational costs associated with homelessness. Of the remaining 1.2 percent, 1 percent is for general use, 0.1 percent is used for Public Safety, and a countywide 0.1 percent sales tax funds criminal justice activities. The county-wide tax is distributed 10 percent to the county with the remaining 90 percent distributed on a per capita basis between the county, cities and towns within the county. The tax is collected and distributed by the State of Washington, which retains one percent of the tax collected for administration costs. Total overlapping sales tax within the City is 8.9 percent. Counties, which also have imposed the general use sales tax, receive 15 percent of the city portion of sales tax revenues collected in cities of that county. Thurston County has also imposed a sales tax of 1 percent. Amounts shown in this document are exclusive of the County portion.

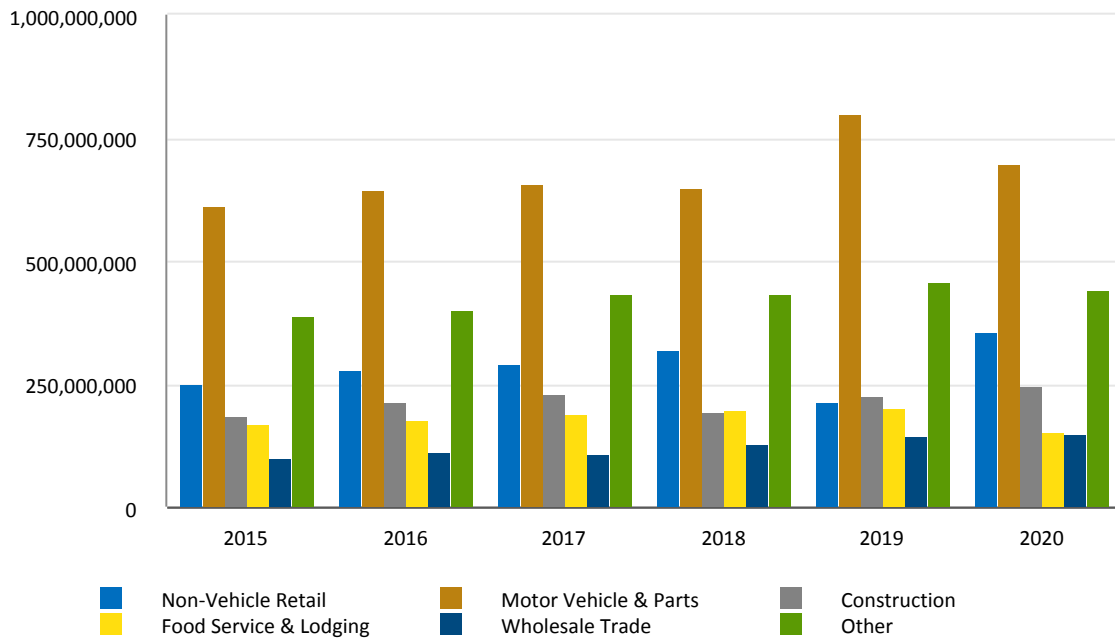
Where Does the 9.4 % Sales Tax Go?

| Distribution of the 9.4% for Jurisdiction | |
|---|---------|
| Jurisdiction | % Share |
| State | 6.50% |
| Correction Facilities / Chemical Dependency | 0.10% |
| 911 Dispatch | 0.20% |
| Jail Facilities | 0.10% |
| Intercity Transit | 1.20% |
| City Of Olympia | |
| General Use | 1.00% |
| Criminal Justice | 0.10% |
| Public Safety | 0.10% |
| Home Fund | 0.10% |
| Total | 9.40% |

Historical Sales Tax Collection

| Sales Tax Collections (2010 - 2022) | | | | | | |
|-------------------------------------|-------------------------------|-----------------------------|----------------------------|-------------------------|---------------------------------|-----------------|
| Year | Regular Sales Tax Collections | % Change from Previous Year | Criminal Justice Sales Tax | Public Safety Sales Tax | Home Fund Sales Tax - Operating | House Bill 1406 |
| Est. 2022 | 25,616,332 | 22.3% | 1,241,409 | 2,170,984 | 946,556 | 397,745 |
| Est. 2021 | 20,946,194 | 11.7% | 1,089,785 | 1,775,916 | 843,100 | 356,089 |
| 2020 | 18,751,717 | (10.5)% | 1,004,738 | 1,603,532 | 769,674 | 185,644 |
| 2019 | 20,946,194 | 9.2% | 1,068,138 | 1,793,966 | 854,875 | 9,448 |
| 2018 | 19,186,478 | 0.5% | 993,400 | 1,652,292 | 407,187 | N/A |
| 2017 | 19,169,709 | 4.4% | 922,096 | 1,632,762 | N/A | N/A |
| 2016 | 18,361,859 | 7.2% | 863,528 | 1,587,583 | N/A | N/A |
| 2015 | 17,135,538 | 5.3% | 794,758 | 1,352,476 | N/A | N/A |
| 2014 | 16,270,126 | 4.9% | 723,265 | 1,462,794 | N/A | N/A |
| 2013 | 15,513,518 | 5.1% | 583,664 | 837,848 | N/A | N/A |
| 2012 | 14,766,803 | (1.4)% | 652,767 | N/A | N/A | N/A |
| 2011 | 14,981,567 | (1.0)% | 650,194 | N/A | N/A | N/A |
| 2010 | 15,126,628 | 5.3% | 644,267 | N/A | N/A | N/A |

Where Does Sales Tax Come From?



Business and Occupation RCW 35.102, 35.21.710, OMC 5.04

Business & Occupation taxes are imposed and collected directly by the City upon all business activity, above a certain threshold, except utilities, that occur within the City limits. Extracting, manufacturing, wholesaling, retailing, public road construction and printing/publishing are taxed at 1/10 of 1 percent. All other activities are taxed at 2/10 of 1 percent of gross revenues.

The 2022 budget estimates Business & Occupation Tax to generate \$7.0 million or a 9.8 percent increase over 2021 budgeted revenue..

| Business & Occupation Tax Collections | | |
|---------------------------------------|-------------|-----------------------------|
| Year | Collections | % Change from Previous Year |
| Est. 2022 | \$7,043,386 | 9.8% |
| Est. 2021 | \$6,416,948 | (0.5)% |
| 2020 | \$6,449,326 | (3.3)% |
| 2019 | \$6,670,640 | 1.9% |
| 2018 | \$6,547,226 | 4.2% |
| 2017 | \$6,280,663 | 6.4% |
| 2016 | \$5,902,924 | 6.7% |
| 2015 | \$5,533,477 | 15.7% |
| 2014 | \$4,784,237 | 5.7% |
| 2013 | \$4,528,289 | 4.9% |
| *2012 | \$4,317,451 | 1.3% |
| 2011 | \$4,262,397 | N/A |
| 2010 | \$3,889,234 | * |

Admissions Tax -RCW 35.21.280 and OMC 3.32

The Business Tax category includes admission taxes. Admissions tax is imposed at a rate of \$.01 per \$.20 of the price of admission. Events sponsored by nonprofit organizations organized for the betterment of the arts and school events are exempt from admissions tax.

The 2022 budget estimates Admissions Tax to generate \$\$69,216 or a -45.0 percent decrease over the 202410 budgeted tax revenue. The 2021 projection and the 2022 projection are both less than half the taxes received in 2019. This is a direct reflection of the impacts of the pandemic on the arts and entertainment industry.

| Admissions Tax Collections | |
|----------------------------|-------------|
| Year | Collections |
| Est. 2022 | \$69,216 |
| Est. 2021 | \$125,899 |
| 2020 | \$134,244 |
| 2019 | \$272,749 |
| 2018 | \$277,801 |
| 2017 | \$227,526 |
| 2016 | \$202,195 |
| 2015 | \$194,111 |
| 2014 | \$179,841 |
| 2013 | \$185,637 |
| 2012 | \$174,510 |
| 2011 | \$180,930 |
| 2010 | \$ 191,100 |

Utility Taxes and Franchise Fees RCW 35.23.440, 35.21.870, 80.32.010, 82.16 and OMC 5.15, 5.84

Utility tax is a tax imposed on the gross income of various utility services. External utilities, such as telecommunication, natural gas, and electric are taxed at a rate of 9 percent. State statute limits the maximum tax on these utilities, without voter approval, at 6%. In 2004, City voters approved a 3 percent increase in the tax to be used for Parks and Pathways purposes; the combined tax is now 9 percent.

2022 utility taxes are based on current trends. Telephone usage has been decreasing due to changes in the communications industry and personal preferences. Since 2010, the telecommunication tax has been decreasing year over year from 1percent - 10 percent.

Included in the chart below is a 5 percent franchise fee imposed upon telecable services. Sixty percent of the fee supports the General Fund, and forty percent is dedicated to support public education and government access.

Beginning in 2015 the 6 percent utility tax was applied to Cable TV to support major maintenance in the Capital Facilities Plan.

Interfund Utility Tax is a tax assessed on gross revenue of the City's Drinking Water, Wastewater, Storm and Surface Water (including LOTT), and Waste ReSources utilities generated from customers.

| Allocation of Utility Tax (Electric, Gas, Telecommunications) | | |
|---|---------------|----------------------------|
| Type of Utility | % | 2022 Estimated Collections |
| Electric, Gas & Telecommunications: | | |
| Base Tax (6%) | | |
| General use | 4.50% | \$3,736,579 |
| Park & bike lane maintenance | 0.50% | 415,175 |
| Capital/Facilities and general use | 1.00% | 830,351 |
| Total Base Tax | 6.00% | \$4,982,105 |
| Voter approved 3% | | |
| Parks | 2.00% | 1,660,702 |
| Sidewalk, recreation use | 1.00% | 830,351 |
| Total Voter approved | 3.00% | \$2,491,053 |
| Cable TV: 6% | | |
| Capital Facilities | 6.00% | \$914,559 |
| Total | 15.00% | \$8,387,717 |

Utility Taxes & Franchise Fees (General Use Portion Utility Tax - 4.5%)

| Year | Electric | Gas | Telephone | Telecable | Telecable Franchise |
|-----------|-------------|-----------|-------------|------------|---------------------|
| Est. 2022 | \$2,236,365 | \$630,156 | \$870,058 | \$448,734 | \$2,500 |
| Est. 2021 | \$2,150,348 | \$630,221 | \$1,173,778 | \$435,782 | \$2,500 |
| 2020 | 2,220,228 | 628,864 | 1,203,190 | 441,447 | 0 |
| 2019 | 2,284,392 | 590,480 | 1,142,062 | 452,979 | 5,000 |
| 2018 | 2,324,406 | 593,765 | 1,258,036 | 469,075 | 5,000 |
| 2017 | 2,388,291 | 666,849 | 1,395,763 | 505,770 | 5,000 |
| 2016 | 2,330,019 | 579,960 | 1,490,795 | 493,262 | 5,000 |
| 2015 | 2,138,363 | 624,906 | 1,476,183 | 477,938 | 0 |
| 2014 | 2,277,674 | 679,740 | 1,484,345 | 462,324 | 5,000 |
| 2013 | 2,234,737 | 664,579 | 1,555,878 | 446,375 | 0 |
| 2012 | 2,244,115 | 748,852 | 1,621,542 | ** 371,294 | 0 |
| 2011 | 2,264,341 | * 773,078 | 1,714,237 | 440,285 | 5,000 |
| 2010 | 2,155,268 | 690,942 | 1,882,495 | 413,967 | 0 |

* Amount before refund of \$79,117 for period 4th quarter 2005 - 3rd quarter 2007

** 2012 Includes prior year allocation adjustments

Interfund Utility Taxes

| Year | Drinking Water Utility | Wastewater Utility | Stormwater Utility | Waste ReSources Utility | Total |
|-----------|------------------------|--------------------|--------------------|-------------------------|-------------|
| Est. 2022 | \$1,676,157 | \$2,857,392 | \$739,685 | \$1,687,388 | \$6,960,622 |
| Est. 2021 | \$1,652,891 | \$2,398,092 | \$709,753 | \$1,548,931 | \$6,309,667 |
| 2020 | 1,236,175 | 1,848,548 | 563,050 | 1,267,865 | 4,915,638 |
| 2019 | 1,396,011 | 2,107,952 | 606,036 | 1,335,912 | 5,445,911 |
| 2018 | 1,392,600 | 1,981,627 | 541,146 | 1,230,606 | 5,145,979 |
| 2017 | 1,298,050 | 1,961,718 | 563,540 | 1,176,620 | 1,298,050 |
| 2016 | 884,286 | 1,852,242 | 492,188 | 1,071,248 | 884,286 |
| 2015 | 1,411,635 | 1,797,236 | 444,633 | 984,932 | 1,411,635 |
| 2014 | 1,265,660 | 1,695,640 | 456,469 | 915,620 | 1,265,660 |
| 2013 | 1,145,401 | 1,455,204 | 438,970 | 868,167 | 1,145,401 |
| 2012 | 1,110,498 | 1,419,166 | 417,865 | 869,749 | 1,110,498 |
| 2011 | 1,039,878 | 1,464,100 | 436,489 | 866,141 | 1,039,878 |
| 2010 | 929,738 | 984,812 | 349,675 | 757,870 | 929,738 |

* 2014 Water rate lowered from 12% to 10%. 2014 includes some revenue from 2013 taxed at 12%.

Gambling Taxes RCW 9.46

State law requires proceeds from this tax to primarily go toward law enforcement of gambling activities. There are limited exemptions and deductions from the gambling tax for churches, schools, and charitable or nonprofit organizations.

| Gambling Taxes Collections | |
|----------------------------|-------------|
| Year | Collections |
| Est. 2022 | \$104,854 |
| Est. 2021 | \$119,276 |
| 2020 | 122,345 |
| 2019 | 142,755 |
| 2018 | 128,271 |
| 2017 | 134,511 |
| 2016 | 122,684 |
| 2015 | 182,184 |
| 2014 | 117,966 |
| 2013 | 139,513 |
| 2012 | 129,732 |
| 2011 | 132,644 |
| 2010 | 220,000 |

Leasehold Excise Taxes, Business Licenses, Development-Related Fees and Grants

Leasehold Excise Taxes (RCW 82.29A.020 and OMC 3.36)

Leasehold excise tax is imposed at 4 percent of the rent paid by private parties on property owned by State or local governments and is paid by the private parties in lieu of property tax. The total State and City leasehold tax rate is 12.84 percent. The City projects \$187,544 to be collected in 2022 from this tax.

Business Licenses (RCW 19.02, 35.23.440 and OMC 5.02)

All businesses engaging in business in the City of Olympia, unless exempted by State law, are required to obtain a City business license. The City's business license process is managed by the State of Washington Business Licensing Service, which offers businesses a one-stop process to register for the state license as well as licenses in multiple cities throughout the state at the same time. Currently, the City's business license is \$30 annually and is pro-rated to coincide with the State business license expiration. Effective January 1, 2019, City of Olympia businesses not exceeding the newly adopted annual threshold of \$2,000, are required to register for a business license, however the \$30 business license fee is not be charged. The 2022 estimate for Business Licensing fees is \$244,327.

Development-Related Fees (RCW 19.27 and OMC 4.04, 4.36 and 4.38)

These fees are imposed generally on construction or building activities and include building permit fees, fire and sprinkler permit fees, and fees to review building plans. Development Fee Revenue Fund Building permits, development fees and zoning and subdivision fees are recorded in the Development Fee Revenue Fund. This fund reimburses the Community Planning and Development Department for the costs of managing development.

Grants

The City receives various Federal, State, and local grants. Grants supporting the general operations of the City include, but are not limited to, Planning Programs, Growth Management, and Criminal Justice.

Utility Charges RCW.35.67.190, 35.92.010, 90.03.500, 90.03.510 and OMC 4.24

The City provides a variety of services to maintain the health, sanitation, and public welfare of the City. The services include the provision of water, wastewater conveyance, storm drainage and surface water, and solid waste management. Each of these services are provided at a charge to the customer. The City bills customers bimonthly.

In addition the local non-profit corporation of LOTT (cities of Lacey, Olympia, Tumwater and Thurston County) formed by the four-government partnership, provides wastewater management services to the urban area of north Thurston County. This includes wastewater treatment and production of Class A Reclaimed Water.

Drinking Water

| 2021 Drinking Water Rates (monthly) | | | | | | | | |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Tier 1 | | Tier 2 | | Tier 3 | | Tier 4 | |
| | Water used/ccf | Charge per ccf | Water used/ccf | Charge per ccf | Water used/ccf | Charge per ccf | Water used/ccf | Charge per ccf |
| Single Family & Duplex | 0-400 | \$2.00 | 401-900 | \$3.35 | 901-1,400 | \$5.35 | 1,401+ | \$7.04 |
| Multi-Family & Non-Residential | Nov - June | \$2.80 | July-Oct | \$4.19 | | | | |
| Irrigation | Nov - June | \$2.80 | July-Oct | \$8.26 | | | | |

ccf = 100 cubic feet (about 750 gallons)
 These rates are in addition to Ready-to-Serve charges which range from \$13.80 (3/4" meter) to \$691.76 (12" meter).

Wastewater

The current wastewater rate is \$55.55 per month per Equivalent Residential Unit (ERU). Of this, \$42.23 is for the Regional Treatment System (LOTT) and \$13.32 is for the City Collection System. A customer who uses between 250-350 cubic feet of water per month pay \$0.082 per cubic foot up to \$8.20. The cities of Lacey and Tumwater contribute to the Regional System on the same basis. An ERU is defined as a separate, single family residence, or one per single family unit with respect to residential duplexes. Residential structures having more than two single family units are assessed at 70 percent of an ERU. Mobile homes are equal to one ERU. For customers other than residential users, an ERU is defined as 700 cubic feet for City collection and 900 cubic feet for the Regional Treatment System (LOTT) of sewage measured at the source of either water consumption or sewage discharge.

Stormwater

Current rates for single family and duplex parcels are \$15.64 and \$31.28 per month respectively. Accounts other than single family and duplexes are billed \$15.31 per month, plus an amount for impervious surface based on date of development. Impervious surface charges are based on billing units of 2,528 feet of impervious surface. Development before January 1980, billed at \$15.17 per billing unit; January 1980-January 1990, billed at \$12.02 per billing unit; and development after January 1990, billed at \$5.75 per billing unit.

Waste ReSources (Solid Waste)

Current rates for basic 65-gallon service for single family households that participate in the recycling program is \$26.76 per month. Collection of garbage and recyclables occurs on alternating weeks.

| Utility Rate Changes | | | | | |
|-----------------------|------|------|------|------|------|
| Utility Type | 2017 | 2018 | 2019 | 2020 | 2021 |
| Drinking Water | 6.9% | 4.4% | 0.0% | 6.3% | 0.0% |
| Waste Water | | | | | |
| Collections | 4.0% | 0.0% | 0.0% | 0.2% | 0.0% |
| LOTT | 2.0% | 2.0% | 3.0% | 3.0% | 3.0% |
| Storm & Surface Water | 6.3% | 0.0% | 5.1% | 3.5% | 7.5% |
| Waste ReSources | | | | | |
| Drop Box | 0.0% | 4.0% | 5.5% | 6.6% | 0.0% |
| Residential | 0.0% | 6.0% | 5.5% | 2.3% | 0.0% |
| Commercial | 0.0% | 5.0% | 0.0% | 2.3% | 0.0% |
| Organics | 6.5% | 0.0% | 0.0% | 2.3% | 0.0% |

| Residential Utility Bill (typical bi-monthly, single family residential bill) | | | | | |
|---|---------|---------|---------|---------|---------|
| Drinking Water | \$51.00 | \$56.20 | \$56.20 | \$60.32 | \$60.32 |
| Waste Water | | | | | |
| Collections | \$42.94 | \$42.94 | \$42.94 | \$43.04 | \$43.04 |
| LOTT | \$75.76 | \$77.28 | \$79.60 | \$82.00 | \$84.46 |
| Storm & Surface Water | \$26.74 | \$26.74 | \$28.10 | \$29.10 | \$31.28 |
| Waste ReSources | \$46.32 | \$49.10 | \$51.80 | \$53.52 | \$53.52 |

| | | | | | |
|-------------|----------|----------|----------|----------|----------|
| Total | \$242.76 | \$252.26 | \$258.64 | \$267.99 | \$272.62 |
| % increase | 3.2% | 3.9% | 2.5% | 3.6% | 1.73% |
| \$ increase | \$7.45 | \$9.50 | \$6.38 | \$9.35 | \$4.64 |

City Manager's Office



Included in this Section

| | |
|---|-----|
| Organizational Chart | 80 |
| City Council - Legislative Office | 81 |
| City Manager - City Manager's Office | 83 |
| City Manager's Office - Office of Community Vitality | 87 |
| City Manager's Office - Office of Strategic Initiatives | 105 |
| City Manager's Office - Strategic Communications | 131 |

Click on sub-section for a direct link.

Mission

Working together to make a difference

Vision

A vibrant, healthy, beautiful capital city

Description

The City Manager's office provides overall leadership to the City organization, direct management and coordination of high-profile special projects, and staffs support to the Council as a whole.

The City Manager's Office leads the City organization by implementing City Council policies, exercising fiscal prudence, providing legal support, coordinating work of various departments, facilitating responsible communication to community members through community relations and maintaining a positive image of City government.

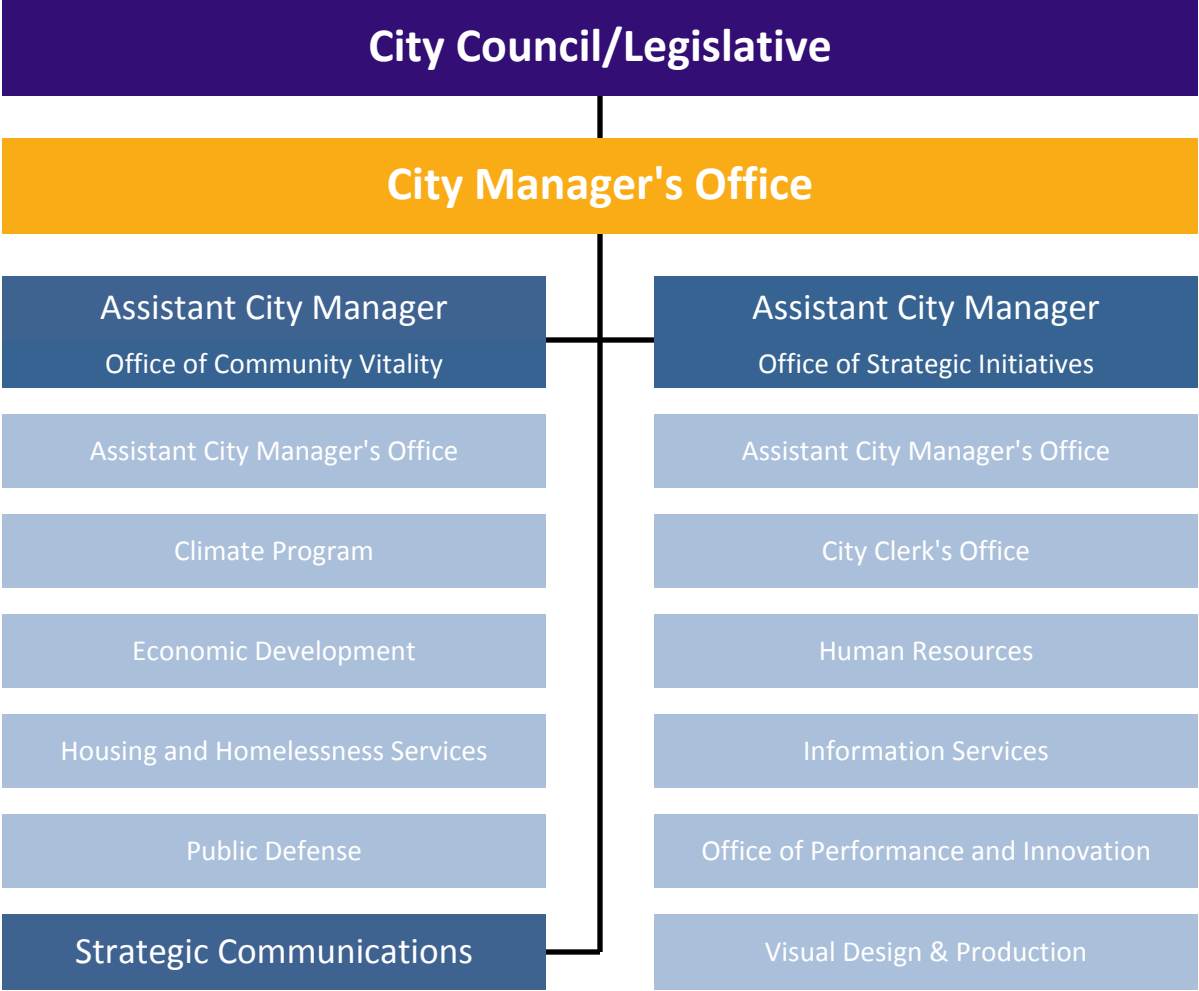
The City Manager's Office is made up of five distinct offices:

1. City Manager's Office
2. City Council - Legislative Office
3. Assistant City Manager's Office - Office of Community Vitality
4. Assistant City Manager's Office - Office of Strategic Initiatives
5. Strategic Communications

The role of City Council-Legislative Office is to adopt policies, plans, regulations and budgets in order to deliver high quality municipal services, protect the health, safety and welfare of City residents, and maintain the City's image as a great place to live.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---|--------------------|---------------------|---------------------|--------------------|
| City Council/Legislative Office | \$306,284 | \$306,892 | \$284,566 | \$(22,326) |
| City Manager's Office/City Manager's Office | 2,942,948 | 3,097,821 | 4,678,631 | 1,580,810 |
| City Manager's Office/Strategic Communications | 0 | 0 | 523,029 | 523,029 |
| City Manager's Office/Office of Community Vitality | 1,544,709 | 1,490,735 | 1,687,135 | 196,400 |
| City Manager's Office/Office of Strategic Initiatives | 485,975 | 6,337,744 | 7,659,837 | 1,322,093 |
| Total Expenditures | \$5,279,916 | \$11,233,192 | \$14,833,198 | \$3,600,006 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|---------------------|---------------------|--------------------|
| Personnel Services | \$2,746,326 | \$7,515,500 | \$10,437,071 | \$2,921,571 |
| Supplies | 97,453 | 92,111 | 72,586 | (19,525) |
| Services | 3,943,798 | 5,036,528 | 4,680,425 | (356,103) |
| Intergovernmental Payments | 1,294,621 | 1,330,255 | 1,301,634 | (28,621) |
| Debt Services | 351 | 0 | 0 | 0 |
| Interfund Payments | 115,346 | 214,672 | 291,494 | 76,822 |
| Total Expenditures | \$8,197,895 | \$14,189,066 | \$16,783,210 | \$2,594,144 |



Description

The City Council is committed to implementing the Comprehensive Plan adopted in 2014. The Comprehensive Plan is organized around five focus areas:

Community Safety and Health - Olympia is a safe, healthy and resilient community. Residents are provided opportunities for respectful civic engagement, quality education and multiple transportation choices. Emergency services are timely and well-coordinated.

Downtown - Downtown Olympia is a regional center for recreation, commerce and business as well as a vibrant and growing neighborhood.

Economy - Olympia's economy provides opportunities for all residents to meet their life needs through creation of family wage jobs, quality infrastructure, plentiful arts and plentiful opportunities for arts and entertainment.

Environment - Olympia treats its environment as a treasured asset. Olympians protect the water and air and connect with nature in many venues.

Neighborhoods - Olympia's neighborhoods are strong, welcoming and engaged. They are well planned, provide distinctive spaces and are accessible to near amenities and gathering places.

Intergovernmental relations with the Port of Olympia, Thurston County, the adjacent cities of Lacey and Tumwater and local tribes will also continue to be a priority for Council.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$212,341 | \$202,920 | \$224,446 | \$21,526 |
| Supplies | 13,816 | 12,450 | 10,550 | (1,900) |
| Services | 70,109 | 83,475 | 39,237 | (44,238) |
| Interfund Payments | 10,018 | 8,047 | 10,333 | 2,286 |
| Total Expenditures | \$306,284 | \$306,892 | \$284,566 | \$-22,326 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|------------------|-------------|-------------|-------------|--------|
| COUNCIL MEMBER | 5.00 | 5.00 | 5.00 | 0.00 |
| MAYOR | 1.00 | 1.00 | 1.00 | 0.00 |
| MAYOR PRO-TEM | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 7.00 | 7.00 | 7.00 | 0.00 |

Budget Overview

There are no significant changes to the 2022 budget for City Council - Legislative Office.

Trends, Challenges and Opportunities

- At their June 2021 retreat Councilmembers identified the following as specific priorities for 2021-22:
 - Gain greater understanding about what we are hearing from the community and stakeholders regarding equity and reimagining public safety outreach.
 - Continued focus on how to earn the confidence of constituents to participate in equity and reimagining public safety efforts.
 - How to use COVID-19 economic recovery funds.
 - A continued focus on housing.

City Manager - City Manager's Office

Description

The City Manager is appointed by and accountable to the City Council for:

- Administration and City operations and activities
- Implementation of policy direction from the full Council
- Communication with the City Council, the City organization, and the Community

The City Manager provides policy advice to the City Council and is responsible for keeping the Council informed about the City's finances and emerging issues.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel Services | \$1,206,013 | \$1,038,283 | \$2,192,368 | \$1,154,085 |
| Supplies | 8,585 | 11,185 | 7,685 | (3,500) |
| Services | 354,907 | 674,261 | 569,323 | (104,938) |
| Intergovernmental Payments | 1,294,621 | 1,290,255 | 1,301,634 | 11,379 |
| Interfund Payments | 78,822 | 83,837 | 84,592 | 755 |
| Total Expenditures | \$2,942,948 | \$3,097,821 | \$4,155,602 | \$1,057,781 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------------|-------------|-------------|-------------|-------------|
| ASSISTANT CITY MANAGER | 1.00 | 0.00 | 0.00 | 0.00 |
| ASSISTANT TO THE CITY MANAGER | 0.00 | 0.00 | 1.00 | 1.00 |
| CITY MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| EXECUTIVE ASSISTANT | 1.00 | 1.00 | 0.00 | (1.00) |
| PROGRAM SPECIALIST | 3.00 | 0.00 | 0.00 | 0.00 |
| STRATEGIC COMMUNICATION DIRECTOR | 1.00 | 0.00 | 0.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 1.00 | 0.00 | 0.00 | 0.00 |
| Total | 8.00 | 2.00 | 2.00 | 0.00 |

Budget Overview

In 2021, the City Manager created two new offices within the City Manager's Office to provide increased focus on various City and community services; the Office of Community Vitality and Office of Strategic Initiatives. Each of these Offices are led by an Assistant City Manager.

This internal reorganization is reflected in changes from the 2020 budget. The existing Assistant City Manager position was moved to oversee the newly created Office of Community Vitality and provided its own budget. Several lines of business formerly reporting to the Community Planning and Development Director, now report to this the Office of Community Vitality.

The Administrative Services Department was dissolved and the lines of business previously within the department were parsed out with several moving under the newly formed Assistant Manager's Office of Strategic Initiatives. Others moved to the newly formed Finance Department. The Administrative Services Director position was reclassified to become the second Assistant City Manager and leads the Office of Strategic Initiatives also with its own budget. The Fiscal Services Director transitioned to become the City Finance Director and assumed many of the duties previously provided by the Administrative Services Director. The Finance Department is now also with its own budget.

Trends, Challenges and Opportunities

- Help the Council “tell the story” about policy initiatives, challenges, and accomplishments.
- Continue building relationships with diverse and underrepresented communities to inform and guide the work at all levels of the City.
- Continuing the development of a Diversity Equity and Inclusion work plan and strategic plan.
- Begin forming the City of Olympia and Squaxin Island Tribe working group and develop a work plan.
- Continue to work strategically with regional partners and aligning sufficient resources to address homelessness and housing affordability.
- Continue to expand the City’s homelessness and crisis response services.
- Working with City of Tumwater on Regional Fire Authority Planning Committee.
- Implementation of Communications Strategic Plan.
- Continue to address revenue recovery due to the effects of COVID-19 – Economic Resiliency Strategy.
- Implementation of Police Reform Legislation.
- Reimagining Public Safety plan and implementation.
- Implementation of the Regional Climate Action Plan.
- Armory Creative Campus Concept Planning.

2021 Accomplishments

- Created the Office of Strategic Initiatives and Office of Community Vitality, each headed by an Assistant City Manager to help to align resources critical to moving new and emerging community initiatives forward and to address the needs of the growing organization.
- Conducted a Community Survey and created a City Work Plan based on community feedback, existing strategic plans, master plans and key council priorities.
- Began CRU Expansion Pilot.
- Created guiding principles regarding crowd control and response to demonstrations.
- Worked with Council and stakeholders to develop a Communications Strategic Plan.
- Acquired the Olympia Armory for a future create campus.
- Approval of a Regional Climate Action plan.
- Launched Reimagining Public Safety process.
- Launched Social Justice and Equity Founding Member Work Group.
- Approval of Housing Action Plan.
- Hired second Equity and Inclusion Coordinator.

Office of Community Vitality

City Manager's Office



Included in this Section

| | |
|--------------------------------------|-----|
| Organizational Chart | 90 |
| Administration | 91 |
| Climate Program | 94 |
| Economic Development | 98 |
| Public Defense | 101 |

Click on sub-section for a direct link.

[*Housing and Homelessness Services budget information](#) is located in the Public Health & Safety section of this budget document.

Mission

Working together to make a difference

Vision

A vibrant, healthy, beautiful capital city

Description

The Office of Community Vitality is part of the City Manager's Office and is made up of five distinct sections:

1. Assistant City Manager's Office
2. Climate Program
3. Economic Development
4. Housing & Homelessness Services
5. Public Defense

The role of the Office of Community Vitality is to aid the City Manager in achieving the City vision of a vibrant, healthy, beautiful capital city through protecting the environment, fostering a thriving business community and equitable economy, and helping the community's most vulnerable members.

The Office of Community Vitality oversees four programs and one department to work toward the goals of the community, City Council, and the City Manager.

The Climate Program, a long anticipated new program, started in 2021 to mitigate growing climate concerns and to assist in implementing the Thurston County Regional Climate Mitigation Plan.

The Economic Development program focuses on strengthening Olympia's business community and works to create a local economy that supports all community members.

Housing and Homelessness Services leads the City's response to homelessness and long-range housing programs. This program manages the City's Home Fund that provides funding for affordable housing, supportive housing and shelter projects and administers the Community Development Block Grant program.

Public Defense ensures that indigent defendants, charged in the City of Olympia with a gross misdemeanor or misdemeanor crime, have legal representation.

The Community Planning and Development (CP&D) Department also reports to the Assistant City Manager's Office of Community Vitality, however budget information on CP&D Department appears in a separate chapter of this document.

| Sub-Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------------|-------------|-------------|-------------|-----------|
| Assistant City Manager's Office | \$0 | \$237,657 | \$236,620 | \$(1,037) |
| Economic Development | 1,544,709 | 531,201 | 630,079 | 98,878 |
| Climate Program | 0 | 143,703 | 226,281 | 82,578 |
| Public Defense | 0 | 578,174 | 594,155 | 15,981 |
| Total Expenditures | \$1,544,709 | \$1,490,735 | \$1,687,135 | \$196,400 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|-------------|
| Personnel Services | \$908,933 | \$1,296,010 | \$1,668,209 | \$372,199 |
| Supplies | 73,749 | 21,410 | 6,751 | (14,659) |
| Services | 3,465,409 | 3,070,926 | 2,458,220 | (612,706) |
| Interfund Payments | 14,246 | 18,263 | 26,996 | 8,733 |
| Total Expenditures | \$4,462,337 | \$4,406,609 | \$4,160,176 | \$(246,433) |

Financial information for Housing and Homeless Response is in the Public Health and Safety section.

City Manager

Assistant City Manager - Office of Community Vitality

Administration

Climate Program

Economic Development

[Housing and Homelessness Services*](#)

Public Defense

[*Housing and Homelessness Services budget information](#) is located in the Public Health & Safety section of this budget document.

Office of Community Vitality - Administration

Description

The Assistant City Manager's Office consists of the Assistant City Manager who oversees the four departments to work toward the goals of the community, City Council, and the City Manager. This office also oversees the City's Arts Culture & Heritage (ArCH) program and the Community Planning and Development Department.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$237,657 | \$235,802 | \$(1,855) |
| Supplies | 0 | 0 | 0 | 0 |
| Services | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 0 | 818 | 818 |
| Total Expenditures | \$0 | \$237,657 | \$236,620 | \$(1,037) |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|------------------------|-------------|-------------|-------------|--------|
| ASSISTANT CITY MANAGER | 0.00 | 1.00 | 1.00 | 0.00 |
| Total | 0.00 | 1.00 | 1.00 | 0.00 |

Budget Overview

The Office of Community Vitality is a new functional area in the City's organization chart therefore the budget for these functions has previously been in the Community Planning and Development Department budget in the case of Economic Development and Housing, Administrative services in the case of Public Defense or is a newly added program in the case of the Climate Program.

The City's housing program and response to homelessness are relatively new functions and are still maturing. The Climate Program was initiated in 2020 with the Climate Program Manager starting in January of 2021.

Trends, Challenges and Opportunities

- Homelessness remains at crisis levels with unsheltered homeless having ever greater impacts on a wide variety of city services including housing, homeless response, communications, parking, code enforcement, solid waste, crisis response, public works, police and fire.

- The City entered into a contract with the County to create a Scattered Site Support Program to increase support to people living in Olympia’s largest homeless encampments. This program includes expanding garbage services, hygiene services, recreational vehicle septic services and enhanced case management.
- The City continues to search for a location and resources to support a safe parking area for individuals camping in RVs and cars along the city’s rights of way.
- Community Planning and Development continues experience high levels of development review activity including multiple family, single family and subdivision development review applications and construction activity.
- The Climate Program, while new, has quickly matured. With the completion of regional Climate Mitigation Plan it is clear that additional resources will be necessary in this program to make meaningful progress toward the goals included in the plan.
- Public defense was recently awarded a Department of Justice grant to expand the operations of the Community Court. This will continue to stretch the Public Defense/Community Court Administrator.
- Economic Development saw a surge in activity this year as a result of Covid-19 and the federal funds that flowed into the community. The Economic Development program is adding two additional Downtown Ambassadors using a variety of funding sources including Community Development Block Grant and American Rescue Plan Act dollars. This activity has stretched the administrative capacity of the program managing contracts and invoices associated with this activity.

2021 Accomplishments

- Working effectively with our regional partners is always heartening and this year has seen our relationship with the County, Lacey and Tumwater grow and become a dynamic and important partnership through the work of the Regional Housing Council.
- We have grown partnerships and worked across jurisdictional boundaries build 80 micro-houses to replace the tents at the Mitigation Site. This work involved the Thurston County, Providence St. Peter Hospital, the Port of Olympia, a local contract EarthHomes and numerous community members and private donors who contributed to the effort. The micro-homes have proven to be a stabilizing influence at the mitigation site.
- CPD continues to deliver excellent customer service whether in person or virtually. They responded to a number of complex development projects using a virtual platform and were able to effectively involve the public in the review process.
- Parking, Code Enforcement, and Housing all worked to respond to our housing crisis. Working together to effectively respond to the needs of the community and the unsheltered with dignity and respect.

Performance Measures

Performance measures for the Office of Community Vitality are found in the individual program budget sections.

2022 Objectives

- Continue to work regionally to support the work of the Regional Housing Council in addressing the emergent needs of our houseless community members and the long-term needs for housing affordability.
- Continue building strong relationships with diverse and underrepresented communities to inform and guide the work at all levels of the City.
- Continue to work regionally to implement the Climate Mitigation Plan, implement a work plan, track performance measures, and take concrete actions to begin to address the impacts of climate change and reduce our community's carbon footprint.
- Continue to support regional economic recovery activities and build strong systems to support our businesses and community members in this process. Focus on supporting downtown businesses as they begin recovering from and adapting to the impacts of the pandemic.
- Continue to work to build 300 units of permanent supportive housing to serve our most vulnerable community members. Support the Low Income Housing Institute in their efforts to obtain funding for Phase II of their 2828 Martin.
- Implement the Department of Justice Grant to expand the services offered through our Community Court and expand the number of vulnerable community members served.

Climate Program

Description

The Climate Program is responsible for leading and coordinating implementation of the Thurston Climate Mitigation Plan and integrating considerations of climate mitigation, adaptation and resilience across all City programs, plans and policies. The Climate Program also provides staff resources, outreach and to support climate action across all City departments.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$0 | \$128,675 | \$131,269 | \$2,594 |
| Supplies | 0 | 12,850 | 1,700 | (11,150) |
| Services | 0 | 1,344 | 92,494 | 91,150 |
| Interfund Payments | 0 | 834 | 818 | (16) |
| Total Expenditures | \$0 | \$143,703 | \$226,281 | \$82,578 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------|-------------|-------------|-------------|--------|
| CLIMATE PROGRAM MANAGER | 0.00 | 1.00 | 1.00 | 0.00 |
| Total | 0.00 | 1.00 | 1.00 | 0.00 |

Budget Overview

There are no significant changes to the 2022 Climate Program Budget. The increased Services budget reflects the transfer of climate plan implementation funding into the Climate Program budget.

Trends, Challenges and Opportunities

- Climate change is already affecting the City of Olympia and the Thurston region. Hotter summers, wildfire smoke, and flooding impact homes, public health, and local business. Climate models for this region project average annual temperatures will continue to rise, summers will become hotter and drier, and winters will become warmer and wetter throughout the 21st century.
- The consequences of climate change are widespread, ranging from impacts to air and water quality, to increased flooding, wildfires and landslides. Climate change also threatens local subsistence and commercial fisheries as a result of changing ocean conditions and agriculture as a result of increased pests and water shortages. Without significant reductions in greenhouse gas emissions, these impacts will continue to grow.
- In 2018, the City of Olympia and neighboring jurisdictions adopted a common goal to reduce regional greenhouse gas emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050.

- In 2021, the Cities of Olympia, Lacey and Tumwater and Thurston County all accepted the Thurston Climate Mitigation Plan (TCMP) as the regional framework for climate mitigation action, and approved a new one-year interlocal agreement to develop a long-term governance agreement. The TCMP includes more than 70 strategies and action to address local contributions to climate change and dramatically reduce greenhouse gas emissions. It was developed with substantial community input and includes a shared vision of how climate mitigation actions align with community goals and priorities.
- Despite regional acceptance of the TCMP, there are still several uncertainties limiting full implementation, including undefined partner roles and responsibilities for regionally coordinated actions, lack of clarity regarding local authority to implement certain actions, and unknown costs and impacts of key actions. Current work to develop a long-term agreement for regional coordination, should help answer many of these questions and improve Olympia's capacity to support regional implementation of the TCMP.
- In 2021, the City of Olympia also established a new position for a Climate Program Manager. The new position, will lead and coordinate the implementation of the TCMP and other City energy and sustainability programs.

2021 Accomplishments

- Established a new Climate Program to support the implementation of the Thurston Climate Mitigation Plan and integrate considerations of climate mitigation, adaptation, and resilience across all City programs and departments.
- City Council accepted the Thurston Climate Mitigation Plan as the regional framework to substantially reduce local greenhouse gas emissions, and partner jurisdictions began the next phase of work to develop a long-term agreement for governance, monitoring, and outreach.
- Established a city-wide Climate Action Team to support the implementation of the Thurston Climate Mitigation Plan and operationalize climate considerations across all relevant planning, policy, and decision-making processes.
- Designed and facilitated four Climate 101 workshops to support the development of the Climate Action Team and enhance climate literacy across city staff.
- Launched a quarterly Climate Action Newsletter to share climate change information and resources as well as implementation updates with the community.

Performance Measures: Climate Program

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------------------|---|---------------------|--------------|-------------|----------------|------------------|
| Output Measure | Number of public climate education and outreach events | 6 | 0 | 0 | 3 | 4 |
| | Number of internal climate education trainings and events | 6 | 0 | 0 | 6 | 4 |
| Quality Measure | Fleet Greenhouse gas emissions (excluding Fire) | TBD | 1,959 CO2e | 1,960 CO2e | 1,960 CO2e | Reduce emissions |
| Cost Effectiveness Measure | Annual energy consumption | 5% annual reduction | 3% Reduction | 8% Increase | 5% Reduction | 5% Reduction |

2022 Objectives

- Adopt a climate lens for all City policies, plans, projects, and expenditures, and provide any necessary staff training and guidance to support implementation.
- Work with partner jurisdictions to develop a long-term agreement for regional governance, monitoring, and outreach to support the implementation of the Thurston Climate Mitigation Plan.
- Continue to identify opportunities to reduce municipal greenhouse emissions, including electric vehicle readiness planning, strategic building energy management, and enhanced tree planting.
- Continue to publish quarterly climate action newsletters and update the Climate Program website with new information and resources to improve public communication about local climate impacts and solutions.
- Continue to address local barriers to solar energy and foster solar market growth to become a SolSmart designated community.
- Support the development and implementation of climate mitigation strategies, as directed by City Council and the regional Climate Action Steering Committee.

Economic Development

Description

Economic Development represents a balanced priority embedded in the City's Comprehensive Plan. This balance ensures that as we seek to preserve our environmental assets and meet the social needs of our community, we are focused on supporting a diverse employment base and the business and investment interests responding to local and regional market demands. The Economic Development line of business (LOB) focuses on strengthening small businesses and retaining and expanding major employers by developing strong relationships with key community business stakeholders and economic development partners.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$298,291 | \$393,457 | \$495,460 | \$102,003 |
| Supplies | 27,168 | 820 | 820 | 0 |
| Services | 1,212,200 | 128,850 | 117,850 | (11,000) |
| Interfund Payments | 7,050 | 8,074 | 15,949 | 7,875 |
| Total Expenditures | \$1,544,709 | \$531,201 | \$630,079 | \$98,878 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| DOWNTOWN AMBASSADOR | 0.00 | 2.00 | 2.00 | 0.00 |
| ECONOMIC DEVELOPMENT DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 0.25 | 0.25 | 0.00 | (0.25) |
| PROGRAM SPECIALIST | 0.00 | 0.00 | 0.25 | 0.25 |
| SUPERVISOR II | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 2.25 | 4.25 | 4.25 | 0.00 |

*Supervisor II moved from Downtown Programs to Economic Development

Budget Overview

There is a significant volume of work to be done under the banner of Economic Development slated for 2022, however the majority of the funding will come from funds associated with from the American Rescue Plan and Economic Development Reserves as opposed to general funds. The most significant change is due to a staffing change that will see the reclassification of the formerly titled position of Economic Development Liaison to Economic Development Deputy Director.

With the reclassification of this position and the limited amount of professional development that has occurred due to cancelled conferences and competing priorities it is being requested to increase the travel and training budgets to allow for the attendance of more professional development and industry conferences such the Retail Convention (RE/Con), International Downtown Association Annual Conference (IDA), International Economic Development Council Annual Conference (IEDC), and Washington Economic Development Association Conference (WEDA).

Trends, Challenges, and Opportunities

- In 2022 it is anticipated the work on the long anticipated Economic Development Strategic Plan (naming convention for this plan is still undetermined as it may be titled Economic Resiliency Plan) is anticipated to be completed. It is fair to assume that this plan will contain strategies, tactics, and actions that may have funding requirements to fully implement.
- The Economic Development program of work continues to play a significant role the acquisition and disposition of city owned properties to meet the goals and objectives. It is anticipated that this will continue with opportunities with city owned property at 108 State Ave and city owned surface parking lots in downtown.

2021 Accomplishments

- Continued work on the City's COVID Economic Response and Recovery work
- Thurston Strong Regional Economic Recovery
- Partnership projects with Olympia Downtown Association, Economic Development Council, Thurston County Chamber of Commerce, Enterprise for Equity
- Entered into Purchase and Sales Agreement for the sale of the Griswold property for the redevelopment into affordable housing project
- Advanced the potential sale of Westside Commercial property (also known as the landfill) for sale after nearly 30 years of work
- Continued to implement the Environmental Protection Agency Brownfield Grant and successfully assessed multiple sites downtown
- Transferred the Downtown Ambassador Program to the oversight and management of the Economic Development Team
- Expanded the Downtown Ambassador program to 4 full time ambassadors with increased coverage for downtown
- Identified preferred development partner for the 3900 Boulevard Road project and entered into initial discussion on a future sale of the property.
- Assisted on the Armory Creative Campus effort
- Partnered with the Olympia Downtown Alliance to advance downtown vitality efforts including the the LoveOly Summerfest events.
- Successfully awarded two rounds of LTAC funding to assist in stabilizing the tourism and hospitality industry.
 - Developed a scope of work and issued a Request for Qualifications for the City of Olympia Economic Resiliency plan to be developed in 2022. This plan will identified strategies, actions, and performance measures for economic development activities.

Performance Measures:

Performance Measures for the Economic Development Program will be developed as part of the Economic Resiliency Planning efforts to be undertaken in 2022.

2022 Objectives

As we head into 2022, the City continues to be in a rebuilding and recovery mode due to the extensive economic damage caused by the COVID crisis. The hospitality, tourism, culture/entertainment, and restaurant businesses, as well as independently owned retailers will need significant support to rebuild and recover. Continuing with partnerships, relationship building, and outreach to understand impacts and viable solutions will be a necessity. Additionally the City will be managing multiple real estate transactions to grow economic opportunities and address community needs. In 2022 the City will be underway in the development of a long term strategy to address the economic needs and grow the economic resiliency of our city and our residents.

The Downtown Ambassador program will be operating in an expanded format, focused on addressing public safety and downtown vitality objectives.

Public Defense

Description

Public Defense provides indigent defense services to defendants charged with a gross misdemeanor or misdemeanor crime in the City of Olympia.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$0 | \$167,608 | \$166,660 | \$(948) |
| Supplies | 0 | 740 | 740 | 0 |
| Services | 0 | 405,034 | 420,548 | 15,514 |
| Interfund Payments | 0 | 4,792 | 6,207 | 1,415 |
| Total Expenditures | \$0 | \$578,174 | \$594,155 | \$15,981 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------------|-------------|-------------|-------------|--------|
| PUBLIC DEFENSE COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| SOCIAL SVCS WRK - PROJECT FUNDED | 0.40 | 0.40 | 0.40 | 0.00 |
| Total | 1.40 | 1.40 | 1.40 | 0.00 |

Budget Overview

The 2021 budget continues Public Defense services and programs. The Public Defense Line of Business is contingent on grant funding from the Office of Public Defense to cover contract expenses for Public Defenders, compensation for the Public Defense Social Services Worker, experts and investigators.

Trends, Challenges, and Opportunities

- Public Defenders and the Social Services Worker appeared on the Mental Health and Homeless Calendar two times per month, pre-COVID. Currently, Court is held via Zoom which changes the dynamic of that Calendar. The Mental Health/Homeless Calendar allows for increased time to handle more time intensive cases.
- The Social Services Worker made contact with over 935 defendants since Spring of 2018, providing information on social services to defendants and coordinating inpatient bed dates.
- The Social Services Worker connects with in-custody defendants on a daily basis which provides increased opportunity to connect defendants to social services and provides defense counsel an opportunity for release arguments with supportive input from the Social Services Worker with an overall goal to provide the most accurate information for release arguments. This could have an impact on the jail population.
- General Professional Services-Investigator/Expert Services requests often fluctuate.

- The number of warrants issued at arraignment continues to affect public defense assignment numbers. If a higher number of defendants show at arraignment in the future, this could increase the amount of cases assigned.
- The increasing complexity of mental health issues adds time and challenges for Olympia's criminal caseload.
- Public Defenders are operating via Zoom Court which results in increased preparation time in advance of court. This could impact public defense numbers in the last half of 2021 leading into 2022 as all time spent on cases for attorney of the day calendars =.22 of a case/hour. Examples of such calendars include Arraignments, First Appearance, Community Court, etc.
- Public Defender assignment numbers are running higher than average mid 2021.
- Post-COVID, public defenders will need private confidential meeting space to meet their clients for in and out of custody calendars.
- Since being awarded a grant from Washington State Office of Public Defense, we have retained and utilized one .4 FTE Social Services Worker since Spring 2018.
- The Social Services Worker has helped 935+ defendants since Spring 2018. Much of this work involved finding in-patient treatment beds for defendants in custody.
- Public Defense continues to provide 2 public defenders in Community Court. Since its inception in 2016, Olympia Community Court has served more than 463 people and celebrated over 205 graduates. Community Court will continue to serve as 1 of 4 mentor courts in the nation in 2022.

2021 Accomplishments

- Due to COVID-19, the Social Services Worker now connects with defendants by phone or Zoom, thus keeping continuity of service.
- Washington State Office of Public Defense awarded a \$69,500 grant per year over the course of two years for increased public defender compensation, investigation/experts, and a .4 FTE Social Services Worker. This grant will conclude December 31, 2021.
- All public defenders continue to comply with the Indigent Standards published by the Supreme Court.
- Public Defense Coordinator Diane Whaley was chosen to continue to serve as the Washington Defender Association Division 2 area representative through mid-2023.

Performance Measures: Public Defense

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------------------|--|----------------------------|-------------|-------------|----------------|---------------|
| Quality Measure | Public Defender data reporting by 15th of each month | 100% compliance | 100% | 100% | 100% | 100% |
| Cost Effectiveness Measure | 1440 case credits or less anticipated assigned to public defenders | 1,440 case credits or less | 1,436 | 1,028 | 1,400 or less | 1,400 or less |

2022 Objectives

Continuous Improvement

- Public Defense will continue to hold round table discussions for public defenders, the public defense Social Services Worker, and interns. These are now being held by Zoom. This provides an opportunity to discuss legal issues, challenges, and current courthouse topics.
- Public Defense will continue to utilize a reporting system in order to review case credits and quality of public defense services.
- Public defense will continue to utilize a Social Services Worker. Having a Social Services Worker at pretrial and in custody calendars provides immediate access to social service information . Because of COVID, the Social Services Worker has adjusted her method of contact by meeting defendants either by phone or Zoom.
- Public Defenders are anticipated to continue to use a Zoom platform for court as long as the pandemic continues, using breakout rooms for confidential meetings during court with defendants.
- Public Defense had interns from South Puget Sound Community College in 2021. Interns assist with data projects and data interpretation. Additional interns will be sought to assist in 2022.
- Public Defense will continue to seek out and apply for grants for Public Defense services. This includes opportunities for additional educational opportunities for the public defenders and Social Services Worker.

Office of Strategic Initiatives

City Manager's Office



Included in this Section

| | |
|--|-----|
| Organizational Chart | 108 |
| Administration | 109 |
| City Clerk's Office | 111 |
| Human Resources | 114 |
| Information Services | 119 |
| Office of Performance & Innovation | 123 |
| Visual Design & Production | 127 |

Click on sub-section for a direct link.

Mission

Working together to make a difference

Vision

A vibrant, healthy, beautiful capital city

Description

Strategic Initiatives is part of the City Manager's Office and is made up of six distinct areas:

1. Assistant City Manager's Office
2. Clerk Services
3. Human Resources
4. Information Services
5. Office of Performance and Innovation
6. Visual Design & Production

7. The role of the Office of Strategic Initiatives is to support organizational health and excellence. This is done by providing innovative tools, strategic guidance, and collaborative solutions to ensure the City is a safe, inclusive, and high-performing organization and able to advance the City's priorities.

The Office of Strategic Initiatives is responsible for six programs that work toward achieving the goals of the City Manager, City Council, and the Community.

Clerk Services responds to public records requests, contract management and procurement, and houses the City Clerk. Human Resources ensures the City is an employer of choice, manages the employee benefits and wellness programs, implements and administers the collective bargaining agreements. Human Resources is also champions and leads the Cities commitment to Diversity, Equity and Inclusion, which includes supporting a Social Justice and Equity Commission. Information Services provides innovative technology solutions to enable the City to better carry out its mission and serve its community members. The Office of Performance & Innovation offers in-house expertise in strategic planning, performance management, and process improvement. The Visual Design & Production Team develops, designs, and delivers communication materials/collateral to support City departments and initiatives.

| Sub-Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|------------------------------------|------------------|--------------------|--------------------|--------------------|
| Assistant City Manager's Office | \$0 | \$365,732 | \$712,898 | \$347,166 |
| Visual Design and Production | 0 | 283,077 | 612,582 | 329,505 |
| Human Resources | 1,473 | 1,238,392 | 1,432,371 | 193,979 |
| Information Services | 18,657 | 3,944,473 | 4,096,074 | 151,601 |
| Office of Performance & Innovation | 0 | 0 | 265,805 | 265,805 |
| City Clerk/Records | 465,845 | 506,070 | 540,107 | 34,037 |
| Total Expenditures | \$485,975 | \$6,337,744 | \$7,659,837 | \$1,322,093 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|------------------|--------------------|--------------------|--------------------|
| Personnel Services | \$419,039 | \$4,978,287 | \$5,829,019 | \$850,732 |
| Supplies | 1,303 | 47,066 | 47,600 | 534 |
| Services | 53,373 | 1,207,866 | 1,613,645 | 405,779 |
| Interfund Payments | 12,260 | 104,525 | 169,573 | 65,048 |
| Total Expenditures | \$485,975 | \$6,337,744 | \$7,659,837 | \$1,322,093 |

City Manager

Assistant City Manager - Office of Strategic Initiatives

Administration

City Clerk's Office

Human Resources

Information Services

Office of Performance and Innovation

Visual Production & Design

Office of Strategic Initiatives - Administration

Description

Administration includes the Assistant City Manager who oversees the Office of Strategic Initiatives, the City's Risk Management and Claims program, and a Program Assistant who provides administrative support to the City Manager's Office.

In 2021, the Assistant City Manager assumed the responsibility of coordinating the City Council's Police Auditor and staffing the City Council's Ad Hoc Committee on Public Safety.

Risk Management coordinates claims and manages the cities liabilities. The focus of Risk Management is to ensure City-owned facilities and vehicles, as well as City employees, are insured and that programs have adequate liability and property coverage. Risk Management focuses on keeping accidents down and insurance premiums low. The program involves claims management, loss control, loss prevention training, and regular interactions with the Washington Cities Insurance Authority (WCIA), a municipal risk pool providing its members with self-insurance insurance services.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$282,562 | \$338,877 | \$56,315 |
| Supplies | 0 | 27,400 | 27,400 | 0 |
| Services | 0 | 55,770 | 326,143 | 270,373 |
| Interfund Payments | 0 | 0 | 20,478 | 20,478 |
| Total Expenditures | \$0 | \$365,732 | \$712,898 | \$347,166 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------------|-------------|-------------|-------------|--------|
| ADMINISTRATIVE SERVICES DIRECTOR | 1.00 | 0.00 | 0.00 | 0.00 |
| ASSISTANT CITY MANAGER | 0.00 | 1.00 | 1.00 | 0.00 |
| EXECUTIVE SERVICES ASSISTANT | 0.00 | 0.00 | 1.00 | 1.00 |
| PERFORMANCE MGMT SPECIALIST | 1.00 | 0.00 | 0.00 | 0.00 |
| PROGRAM SPECIALIST | 1.00 | 0.00 | 0.00 | 0.00 |
| PROGRAM ASSISTANT | 0.00 | 1.00 | 0.00 | (1.00) |
| SENIOR PLANNER | 1.00 | 0.00 | 0.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 0.00 | 1.00 | 1.00 | 0.00 |
| Total | 4.00 | 3.00 | 3.00 | 0.00 |

2021 Administrative Services transitioned to City Manager's Office - Moved to City Manager's Office - Strategic Initiatives

^ 2021 General Government transitioned to City Manager's Office - Senior Program Specialist moved to Office of Strategic Initiatives

Budget Overview

The Administration Budget includes three full-time employees. The primary expenditure, beyond salary and benefits, is for contract services for the City Council's Police Auditor.

City Clerk's Office

Description

City Clerk Services was created in 2019 and provides a broad range of services including:

- Managing and coordinating public records requests.
- Assisting staff with contracts and procurement.
- Providing records management consultation and training.
- Partnering with Information Services and Legal on a variety of issues including Privacy, Open Data, Use of Cloud Technologies, Information Security and Transparency.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$419,039 | \$449,076 | \$480,670 | \$31,594 |
| Supplies | 1,219 | 500 | 800 | 300 |
| Services | 33,629 | 45,700 | 44,450 | (1,250) |
| Interfund Payments | 11,958 | 10,794 | 14,187 | 3,393 |
| Total Expenditures | \$465,845 | \$506,070 | \$540,107 | \$34,037 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------------------|-------------|-------------|-------------|--------|
| CITY CLERK | 1.00 | 1.00 | 1.00 | 0.00 |
| CONTRACTS & PROCUREMENT MANAGER | 0.00 | 0.00 | 1.00 | 1.00 |
| CONTRACTS & PROCUREMENT SPECIALIST | 1.00 | 1.00 | 0.00 | (1.00) |
| INFORMATION SPECIALIST | 2.00 | 2.00 | 2.00 | 0.00 |
| Total | 4.00 | 4.00 | 4.00 | 0.00 |

Budget Overview

Rising costs in non-discretionary services and supplies and staff salary step increases are driving minor budgetary increases in 2022 for City Clerk Services.

Trends, Challenges, and Opportunities

- The program continues to look for ways to increase public records request response efficiency, including improvements in processes and use of software to automate tasks wherever possible.
- Increasing the amount of goods and services purchased from small, local, women, minority and veteran owned businesses is an important goal of the City. Finding new opportunities through partnerships and outreach to accomplish this goal remains a priority.
- Compliance with the Public Records Act continues to be a challenging priority. 2021 saw legislative changes to the Public Records Act that required updates to policies and procedures. The number of records requests the City receives continues to grow.

2020 Recent Accomplishments

- Projects in 2021 have already resulted nearly \$200,000 in hard and soft cost savings for the City over the next five years.
- Supported operations around the City transition to working remotely, including:
 - Led team updating the City's Teleworking policies and guidance.
 - Found new ways staff could save time and money using electronic signatures to speed up processes.
 - Partnered with Information Services and Departments on digitizing paper-based processes.
- The role of our Contracts and Procurement program continues to grow. We are now assisting staff with RFPs, managing Citywide contracts, and leading efforts in supplier diversity.
- We created a series of training videos for public records coordinators, providing one more way City Staff can find the training resources they need, when they need them, in the format they find most helpful.
- Our annual customer survey found us "partially" or "fully" exceeding customer expectations in every area measured.

Performance Measures: City Clerk's Office

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Goal |
|-----------------------------------|--|--------|-------------|-------------|-------------|-----------|
| Output Measure | # of Public Records Requests | NA | 3,850 | 3,123 | 3,250 | 3,750 |
| Quality Measure | Percent of Requests Completed within 5 Days | 85% | 89% | 88% | 88% | 85% |
| | # of Claims alleging violation of the Public Records Act | 0 | 0 | 1 | 0 | 0 |
| Efficiency Measure | Average Days to Complete | 5.0 | 6.1 | 9.0 | 7.0 | 5.0 |
| Cost Effectiveness Measure | Average Cost Per Public Records Request | \$180 | \$160 | \$183 | \$180 | \$180 |

2022 Objectives

- Develop a supplier diversity plan for the City.
- Collaborate with Departments to place frequently requested records online for the public to access.
- Partner with staff city-wide to support the City's Working From Home (WFH) goals.
- Provide consultations, trainings, and create additional resources to make contracting easier for Departments while reducing City risk.

Human Resources

Description

Human Resources (HR) provides guidance and support designed to increase the effectiveness of the organization, while fostering a healthy, safe and inclusive environment through approachable, compassionate customer service. Through strategic partnerships and collaboration, HR empowers and encourages employee development for both personal and professional growth through work-life balance.

HR manages the employee benefit programs and the employee wellness programs. These programs cover all the benefits (healthcare, dental, vision, life insurance, etc.) that the City provides to the employees and provides different wellness activities for City employees throughout the year.

In 2021, HR added one additional staff (Senior HR analyst) as the internal Equity and Inclusion Coordinator. This position will report directly to the HR Director and will work on establishing best practices and internal training as it related to equity and inclusion.

In 2022, HR anticipates:

- Working with supervisors, manager and directors to navigate budget shortfalls and the changing nature of the employees' work environment due to the ongoing global pandemic;
- Ensuring that the City remains an employer of choice by creating a work-life balance in addition to competitive salaries, benefits and overall employment practices (flex schedules, employee wellness programs, teleworking, infants at work etc.) in order to recruit great new employees and retain its best employees;
- Continuing to evaluate and potentially implement a City-wide leadership program, along with crafting and implementation of anti-bias training for all City employees.
- Continuing to implement and administer the collective bargaining agreements (CBA) negotiating for new CBA's for 2022 include AFSCME, Teamsters and IUOE, IAFF Mechanics, and the Police Guild;
- Continuing to help with hiring new and diverse police officers and firefighters through the Civil Service process. The Civil Service Commission continues to be a great partner, helping the City meet its needs in recruiting qualified candidates for these positions;
- Continuing to look for ways to improve workplace safety as measured by the number and severity of injured worker claims (worker compensation);
- Continue to work with the LEOFF 1 Board as it deals with an aging retired workforce; more specifically dealing with anticipated long-term care costs;
- Closely monitor the Federal Family and Medical Leave Act (FMLA), Paid Family Leave Act, the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA) to ensure compliance; Continuing to monitor healthcare costs while ensuring that employee healthcare needs are met; and,
- Coming up with wellness initiatives that can be completed outside of regular work due to the current working conditions such as staggered and flexible work arrangements.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$1,022,150 | \$1,195,567 | \$173,417 |
| Supplies | 84 | 2,766 | 3,200 | 434 |
| Services | 1,389 | 193,321 | 201,351 | 8,030 |
| Interfund Payments | 0 | 20,155 | 32,253 | 12,098 |
| Total Expenditures | \$1,473 | \$1,238,392 | \$1,432,371 | \$193,979 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------------|-------------|-------------|-------------|--------|
| DIVERSITY EQUITY INCLUSION MGR | 0.00 | 0.00 | 1.00 | 1.00 |
| HUMAN RESOURCE DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| HUMAN RESOURCES ANALYST | 2.00 | 2.00 | 2.00 | 0.00 |
| HUMAN RESOURCES ANALYST, SENIOR | 2.00 | 4.00 | 4.00 | 0.00 |
| OFFICE SPECIALIST I | 0.25 | 0.25 | 0.25 | 0.00 |
| Total | 5.25 | 7.25 | 8.25 | 1.00 |

*Addition of Human Resource Analyst, Senior for Equity and Inclusion

Budget Overview

In 2021, the HR department added an additional Senior Human Resources Analyst who will serve as one of two Equity and Inclusion Coordinator. This position reports to the HR Director.

In 2022, HR anticipates:

- Increased competition for skilled, experienced applicants due to a limited applications and a lack of available workers;
- Ensuring that the City remains an employer of choice by creating a work-life balance in addition to competitive salaries, benefits and overall employment practices (flexible work schedules, employee wellness programs, teleworking, infants at work policy etc.) in order to recruit great new employees and retain its best employees;
- Continuing to evaluate and potentially implement a City-wide leadership program;
- Continuing to negotiate and administer the eight (8) collective bargaining agreements (CBA) in 2022 (AFSCME, IUOE, Teamsters, Police Guild, Police Sergeants, IAFF, IAFF Assistant Chiefs, and IAFF Mechanics);
- Facing the challenge of an aging workforce, as some of the City's most experienced employees are retiring and the challenge of replacing that experience;
- Adapt infection control strategies in the work environment by using appropriate combinations of administrative controls, safe work practices, and personal protective equipment (PPE) to ensure safety and prevent contamination and exposure to employees and the public to COVID 19.

- Continuing to help with hiring new and diverse police officers and firefighters through the Civil Service process. The Civil Service Commission continues to be a great partner, helping the City meet its needs in recruiting qualified candidates for these positions;
- Continuing to look for ways to improve workplace safety as measured by the number and severity of injured worker claims (worker compensation);
- Continue to work with the LEOFF 1 Disability Board as it deals with an aging retired workforce; more specifically dealing with anticipated long-term care costs;
- Closely monitor the federal Family and Medical Leave Act (FMLA), Washington State Paid Family Medical Leave (PFML), the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA) to ensure compliance;
- Continuing to monitor healthcare costs while ensuring that employee healthcare needs are met;
- Coming up with creative wellness initiatives to continue to benefit the health and welfare of all City employees, including those who telework.

Trends, Challenges, and Opportunities

- Anticipated increases in medical insurance premiums continue to compel the City to reevaluate its benefit package to make sure it is sustainable.
- LEOFF 1 long-term care costs continue to be a concern as retirees' age.
- HR staff continues to provide training for supervisors on new and ongoing supervisory issues.
- Getting qualified candidates in the door and through the training process in the Olympia Police Department (OPD) continues to present challenges for the Civil Service positions. In 2022, HR will continue its work with OPD, Civil Service, and include the Equity and Inclusion Coordinator to look for ways to create a more efficient process for identifying and recruiting qualified, diversified candidates.
- Workers' Compensation claims continue to challenge management staff and the City safety program to balance the physical nature of various jobs with the abilities of the employees, while trying to prevent job related injuries.
- The City has been struggling to work with outdated technology for Finance and Human Resources. HR is participating in the adoption of a new Human Resources Information System (HRIS) that will enhance the performance of both departments.

2021 Accomplishments

- Working toward negotiating multi-year labor agreements with four unions (Firefighters Mechanics, Police Guild, AFSME, Teamster and IUOE).
- Conducted the LEOFF 1 Disability Board Election for new member.
- Assisted with the completion of 10 promotional processes for OPD and Olympia Fire Dept (OFD).
- Conducted new supervisor/lead training.
- Assisted with the City maintaining a 100% score on the Municipal Equality Index Community.

Performance Measures: Human Resources

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|----------------|----------------------------------|---------------------|-------------|-------------|----------------|-----------|
| Output Measure | Recruitment Events Attended | TBD | N/A | N/A | N/A | 5 |
| | # of workers compensation claims | 2% annual reduction | 59 | 51 | 30 | 28 |
| | # of employees trained | 95% attendance | N/A | N/A | N/A | TBD |

| | | | | | | |
|-----------------|------------------------|------|------|------|------|------|
| Quality Measure | Municipal Equity Index | 100% | 100% | 100% | 100% | 100% |
|-----------------|------------------------|------|------|------|------|------|

2022 Objectives

- Continue to adapt to an ever-changing work environment while continuing to support supervisors and managers through teleworking and other flexible work schedule alternatives.
- HR will work toward implementation of the Equity and Inclusion workplan designed by the new Equity and Inclusion coordinator. HR will also continue to support the enablement of a Social Justice and Equity Commission that will help the City become a more diverse and equitable City.
- Through the upcoming equity audit the department will identify strengths and weaknesses to build a strategic plan that will.
- Building equity into day-to-day workplace practices, policies, and procedures. Improve workplace culture and building staff capacity to engage in equity analysis.

Information Services

Description

The Information Services line of business is a strategic partner providing innovative technology solutions to enable the City to better carry out its mission and serve its community members. Our vision is to provide simple, secure access anywhere, anytime on any device.

To deliver on that vision, we prioritize our services and projects based on four focus areas and their underlying objectives.

- Improving our Community Member Experience
 - Efficient and Effective Delivery of City Services
 - Digital Engagement and Participation in Government
 - 24/7 Digital Access to Services and Information
 - Personalized Services and Information
 - Open Data
- Driving the Transition to a Digital Workplace
 - Modern Business Applications
 - Collaboration
 - Automation
 - Data Analytics
 - Personalized Services and Information
- Protecting the City's Information Assets
 - Layered Cyber Security
 - Intrusion Monitoring and Detection
 - Data Governance & Classification
 - Regulatory Compliance
- Maintaining Reliable Solutions
 - Modern Infrastructure
 - Redundant Systems
 - Scalable Design
 - Responsive Support (Service Desk)
 - Disaster Recovery and Business Continuity

| Program Cost Summary | 2020 Actual | 2020 Actual | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$2,941,422 | \$3,004,223 | \$62,801 |
| Supplies | 0 | 16,400 | 16,200 | (200) |
| Services | 18,355 | 913,075 | 981,319 | 68,244 |
| Interfund Payments | 302 | 73,576 | 94,332 | 20,756 |
| Total Expenditures | \$18,657 | \$3,944,473 | \$4,096,074 | \$151,601 |

| Program Staffing | 2020 Actual | 2020 Actual | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| CHIEF INFORMATION OFFICER | 0.00 | 0.00 | 1.00 | 1.00 |
| COMPUTER SYSTEMS TECHNICIAN | 3.00 | 3.00 | 3.00 | 0.00 |
| DIGITAL SOLUTIONS MANAGER | 0.00 | 0.00 | 1.00 | 1.00 |
| ENTERPRISE DATA ARCHITECT | 1.00 | 1.00 | 1.00 | 0.00 |
| GIS COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| INFRASTRUCTURE MANAGER | 0.00 | 0.00 | 1.00 | 1.00 |
| IT ASSET MANAGMENT SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| IT SUPPORT SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| LINE OF BUSINESS DIRECTOR | 1.00 | 1.00 | 0.00 | (1.00) |
| NETWORK ANALYST | 5.00 | 5.00 | 5.00 | 0.00 |
| SERVICE DESK ADMINISTRATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR IV | 2.00 | 2.00 | 0.00 | (2.00) |
| SYS. & APPL. SPECIALIST | 5.00 | 5.00 | 5.00 | 0.00 |
| Total | 21.00 | 21.00 | 21.00 | 0.00 |

2021 Administrative Services transitioned to City Manager's Office - Moved to City Manager's Office - Strategic Initiatives

Budget Overview

The 2022 budget continues Information Services existing programs and services. Technology service contracts, subscriptions and leases for the City's hardware and software were renewed, cancelled, added and modified throughout the year resulting in an increase of \$57,744.

Trends, Challenges, and Opportunities

- The City recognizes that the use of information and communications technologies to support, enhance or extend public participation and civic engagement processes is critical to meeting community members expectations. Whether for community members or employees we are replacing many of our traditional service models with digital alternatives to create a more convenient, consistent, and personalized experience.
- In response to the COVID-19 pandemic, the City moved rapidly to expand options for remote work and online public services. Our investment in cloud solutions over the last few years allowed the City to meet the needs of hundreds of City staff working remotely with relatively low transition costs. In 2021, work was completed to transition these new service models to permanent options. Projects were focused on the evolving needs for cyber security and bandwidth requirements while we continued to standardize remote access options and services. The procurement of a new Enterprise Resource Planning (ERP) solution in 2021 will allow the City to begin our transition to a modern, cloud-based solution for Financial, Payroll and Human Resources needs in 2022.
- In 2021, a global supply chain shortage affected not only the availability of technology hardware and devices, but it also caused a spike in their cost. On average, there has been a 10% price increase on most standard devices used by City staff and shipping times have increased to as much as seven months. These issues will have a direct impact on the 2022 PC Life Cycle Replacement and may impact project timelines and costs if new hardware is required.

2021 Accomplishments

Infrastructure Upgrades:

- Transition of nearly 1,000 analog phone line services to digital
- Migration of all City services to a new Internet Service Provider (ISP) with higher bandwidth and reliability.
- Replacement and upgrades of the City's core network security hardware and software.
- Implemented a new data backup solution
- Replaced the City's primary network storage hardware

Business Application Software Project Highlights:

- Procured a new ERP solution (Financial, Payroll and Human Resources software)
- Implemented a new data visualization solution to support the City's data driven culture
- Implemented new work order management solutions for Public Works Facilities and Parks Maintenance programs
- Implemented a new Parking Management solution
- Upgraded and replaced the City's core GIS hardware and software platform
- New archival document management solution
- New fuel management solution

Performance Measures: Information Services

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|----------------------------|--------|-------------|-------------|----------------|-----------|
| Output Measure | Technology Support | | | | | |
| | Service Desk Tickets | | 8,103 | 8,280 | 8,400 | 8,500 |
| | Technology Change Requests | | 431 | 310 | 320 | 400 |

| Efficiency Measure | Service Response | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|--------------------|------------------------------------|----------|-------------|-------------|----------------|-----------|
| | First Call Resolution | 45% | 40% | 43% | 42% | 45% |
| | Critical Systems Down | 4 Hours | 78% | 91% | 87% | 90% |
| | Critical with Work-Around | 16 Hours | 84% | 89% | 82% | 90% |
| | Non-Critical | 40 Hours | 87% | 90% | 91% | 90% |
| | Moves, Installations, Enhancements | 80 Hours | 92% | 81% | 81% | 90% |

| Cost Effectiveness Measure | Annual PC Life Cycle Rates | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------------------|----------------------------|--------|-------------|-------------|----------------|-----------|
| | Average Device Rate | | \$249 | \$259 | \$275 | \$308 |
| | Per User Software Rate | | \$375 | \$406 | \$411 | \$451 |

2022 Objectives

- Begin the implementation of a new ERP (Enterprise Resource Planning) solution for financial and human resource management
- Annual Software License evaluation and audit
- Network security and infrastructure upgrades

Office of Performance and Innovation

Description

The Office of Performance and Innovation (OPI) is part of Strategic Initiatives in the Executive Office and works on cross-department, high priority projects with a vision of empowering employee curiosity, fostering innovation and excellence. Our mission is to be future-focused partners supporting organizational excellence to position our community for a bright tomorrow.

OPI launched in 2018 with staff who are internal consultants that provide support in performance management and process improvement and consult on and lead complex and high-profile strategic planning efforts. The office is staffed by a Strategic Planning & Performance Manager and two Performance Management Specialists.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$0 | \$258,232 | \$258,232 |
| Supplies | 0 | 0 | 0 | 0 |
| Services | 0 | 0 | 5,382 | 5,382 |
| Interfund Payments | 0 | 0 | 2,191 | 2,191 |
| Total Expenditures | \$0 | \$0 | \$265,805 | \$265,805 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--|-------------|-------------|-------------|--------|
| PERFORMANCE MGMNT SPECIALIST | 0.00 | 1.00 | 1.00 | 0.00 |
| STRATEGIC PLANNING & PERFORMANCE MANAGER | 0.00 | 1.00 | 1.00 | 0.00 |
| Total | 0.00 | 2.00 | 2.00 | 0.00 |

Budget Overview

OPI currently has two full-time, permanent staff positions, and one full-time, project-funded position.

Trends, Challenges and Opportunities

- Demand for Services Continues to Rise. The demand for OPI's services continues to rise for support in identifying and operationalizing performance metrics and consulting on or leading highly complex and high-risk public engagement and/or strategic planning processes. OPI has been unable to meet the existing need and has needed to decline or delay providing support on projects.

- **Performance Metrics.** There is a strong desire by City Council, executive leadership, staff, and the community to better understand and use data to guide planning and policymaking. OPI will need to continue to provide support to staff in developing and operationalizing performance metrics within communication emphasis areas, departments, and lines of business. With only one Performance Management Specialist available, OPI is unable to meet the demand; CPD and the City Manager's Office are examples of departments that have yet to be prioritized and are anxious to move forward.
- **Strategic Planning.** The City Council and community strongly value and request highly collaborative and participatory engagement processes. OPI's Strategic Planning & Performance Manager work plan has been consumed by several high-risk, large-scale projects, leaving little capacity to address more long-term strategic planning needs or pivot to address emerging, high-priority projects.
- **Continuation of OPI Services.** With implementation of a new financial management software solution in 2022, The City needed a full-time Performance Management Specialist with skills in process improvement and change management to serve as Project Manager. Danelle MacEwen will fulfill that role. OPI has had the opportunity to hire a full-time project-funded Performance Management Specialist to continue to provide the services at our existing level and capitalize on additional skills and strengths in areas like Lean Six Sigma, performance management, communities of practice, teaching, and facilitation.
- **Adapting to Remote Work.** The immediate and lasting impacts of the pandemic moved our organization very quickly to a remote and/or hybrid work environment. To be effective in meeting design and facilitation, we've adapted to providing the same high level of interactive engagement using virtual collaboration tools, like Conceptboard and Miro. OPI has also been a resource for how to host successful virtual meetings and facilitation in both in-person and virtual environments.

2021 Accomplishments

- **Finally Rid of Green Screen! (FROGS).** OPI Performance Management Specialist Danelle MacEwen is serving as the project manager for planning, procuring, and implementing an enterprise-wide financial human resource system. This cross-departmental project has required a high-level of detailed-oriented project management and coordination, complex process improvements, and ongoing change management. The project has been recognized as a model for other communities, with Danelle being invited to share the success of using Process Improvement Teams at the 2021 Government Finance Officers Association annual conference to a virtual audience of over 700.
- **Reimagining Public Safety.** OPI is the project manager for the Reimagining Public Safety public engagement process. This is a high-profile, highly complex process that includes engaging with both with the community and with staff who work in the public safety system. In 2021, the process has included bringing together a Community Work Group to lead it, hosting listening sessions with the community, engaging with City staff for their expertise and ideas, and maintain consistent and transparent communication throughout.

- **Social Justice & Equity.** OPI is providing strategic planning support in the development of a new Social Justice & Equity Commission. This support has included project management, securing consultant support, and helping to shepherd a recommendation from the Founding Member Work Group through Council review, approval, and establishment.
- **Communications Emphasis Areas.** OPI provided support to staff in identifying and operationalizing performance metrics within the City’s most important communications emphasis areas: Housing & Homelessness, Climate Mitigation, Diversity Equity and Inclusion, Police Accountability and Transparency, and Reimagining Public Safety.
- **Data Visualization.** OPI partnered with Information Services and Communication Services to address the City’s needs for visualizing data both for staff and sharing with the community. With OPI in a project management role, the team identified the city’s needs, evaluated options, and selected a preferred solution. The second half of the year will include developing the governance, training staff in the tool’s use, piloting and then uploading additional metrics, and launching the public-facing interface on the City’s newly updated website.
- **Energy Management Program.** Until the hiring of a new Climate Program Manager in 2021, OPI led the City’s Energy Management Program. In partnership with Puget Sound Energy, the program aims to reduce the City’s energy usage, and consequently our carbon emissions. OPI’s leadership over a three-year period resulted in energy cost savings of \$40,000, receipt of a grant from Puget Sound Energy for \$21,000, and an award for Danelle MacEwen’s dedication and results-driven approach energy management at the City.

Performance Measures: Office of Performance and Innovation

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Goal |
|----------------|---|--------|-------------|-------------|-------------|-----------|
| Output Measure | # Lean Six Sigma Greenbelts in City | | 8 | 14 | 14 | 33 |
| | # of Process Improvement Projects | | 4 | 2 | 10 | 20 |
| | # of internal and external meetings designed and/or facilitated | | N/A | 111 | 130 | 175 |
| | # of Data Dashboards Available Internally & Externally | | N/A | N/A | 3 | 14 |

2022 Objectives

- Cultivate curiosity and continuous improvement by coaching and developing department staff as leaders in performance management.
- Develop metrics for the six Comprehensive Plan Focus Areas: Public Health & Safety, Community Livability, Economy, Downtown, Environment and Neighborhood.
- Increase the number of dashboards available visually internally and externally in the City.
- Increase the number of process improvement projects citywide.
- Increase the number of Lean Six Sigma Green Belts trained citywide and establish a new Yellow Belt training and certification curriculum within the City for managers/supervisors.
- Develop innovative tools and techniques to engage with and receive substantive input from citizens who are not typically involved in local government planning processes.

Visual Design & Production

Description

The Visual Design & Production Team collaborates and coordinates with City departments to develop, design, and deliver communication materials/collateral to support City initiatives. This team is new in 2022 and is comprised of three full-time FTEs who provide professional writing, graphic design, photography, videography services.

The team is lead by a Visual Design & Production Manager/Senior Writer (Production Manager) who oversees a Brand Manager/Senior Designer (Senior Designer), and Graphic Designer. The Production Manager and Senior Designer positions will work together to form “feature teams” and will be assigned to significant and high-profile City projects.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|-------------|------------------|------------------|------------------|
| Personnel Services | \$0 | \$283,077 | \$551,450 | \$268,373 |
| Supplies | \$0 | \$0 | \$0 | \$0 |
| Services | \$0 | \$0 | \$55,000 | \$55,000 |
| Interfund Payments | \$0 | \$0 | \$6,132 | \$6,132 |
| Total Expenditures | \$0 | \$283,077 | \$612,582 | \$329,505 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------------|-------------|-------------|-------------|---------------|
| BRAND MANAGER/GRAPHIC DESIGNER | 0.00 | 0.00 | 1.00 | 1.00 |
| GRAPHIC DESIGNER | 0.00 | 0.00 | 1.00 | 1.00 |
| PRODUCTION MGR & SENIOR WRITER | 0.00 | 0.00 | 1.00 | 1.00 |
| PROGRAM SPECIALIST | 0.00 | 3.00 | 0.00 | (3.00) |
| STRATEGIC COMMUNICATION DIRECTOR | 0.00 | 1.00 | 0.00 | (1.00) |
| Total | 0.00 | 4.00 | 3.00 | (1.00) |

Budget Overview

In late 2021, the City Manager created the Visual Design & Production Team within the Office of Strategic Initiatives. The budget includes 3 full-time FTEs. Two of the three FTEs were transferred from Strategic Communications. Council approved an additional FTE and funding for on-call contracts. The on-call contracts are included in General Professional Services and will be used for photography, videography, graphic design, and writing services.

Trends, Challenges and Opportunities

- Resourcing additional staff and funding to focus exclusively on design and production of communication materials and collateral will enhance the City's ability to provide consistent, high-quality materials
- Access to on-call contractors allows the City to meet the communication demands while assessing whether it is more cost-efficient to bring additional resources in-house.

2021 Accomplishments

- Recruited and hired the Visual Design & Production Manager
- Established on-call contracts for photography, videography, graphic design, and writing

Performance Measures: Visual Design & Production

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Goal |
|------|-------------------------------------|--------|-------------|-------------|-------------|-----------|
| | Performance Measures Coming in 2022 | TBD | NA | NA | NA | TBD |

2022 Objectives

- Review and update brand standards
- Establish and document processes and procedures for in-taking and resourcing work

Strategic Communications

City Manager's Office



Included in this Section

| | |
|--------------------------------|-----|
| Organizational Chart | 133 |
| Strategic Communications | 134 |

Click on sub-section for a direct link.

Strategic Communications

Description

Strategic Communications supports the City Council, Executive Team and City staff with messaging and communication strategies around significant issues facing the City. The department oversees citywide external and internal communications, disseminating timely information about city services and programs to the public, businesses, media, employees, and other stakeholders.

The Strategic Communications Director serves as the City's liaison to community events, coordinates advisory committee recruitment and appointments, and administers the City's cable television franchise. The Strategic Communications Director also serves as staff liaison to the Council's General Government Committee and Thurston Community Media.

The Department provides strategic communications, media relations, digital communications and engagement services including website, social media, and communications/marketing strategies.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|---------|
| Personnel Service | 0.00 | 0.00 | 523029 | 523,029 |
| Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| Services | 0.00 | 0.00 | 0.00 | 0.00 |
| Intergovernmental | 0.00 | 0.00 | 0.00 | 0.00 |
| Interfund Payment | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditure | 0 | 0 | 523,029 | 523,029 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------------------|-------------|-------------|-------------|--------|
| DEPUTY PUBLIC INFORMATION OFFICER | 0.00 | 0.00 | 1.00 | 1.00 |
| PROGRAM SPECIALIST | 0.00 | 0.00 | 1.00 | 1.00 |
| SOCIAL MEDIA/CONTENT STRATEGIST | 0.00 | 0.00 | 1.00 | 1.00 |
| STRATEGIC COMMUNICT'N DIRECTOR | 0.00 | 0.00 | 1.00 | 1.00 |
| Total | 0.00 | 0.00 | 4.00 | 4.00 |

City Manager

Strategic Communications Director

Strategic Communications

Budget Overview

In June 2021, Communications Services worked with a consultant to complete strategic communications planning work for the City. The Consultant's research underscored that the Communications Services Department suffered from limited staffing, and its organization fell short of meeting the level-of-services needs of city staff, Council and the community. The Consultant concluded there was a clear need to reorganize and expand communication services with a team that can execute work proactively, consistently and with high quality, recognizing that Olympia is a small city with big city communication challenges.

The consultant recommended the creation of the Strategic Communications Department charged with leading external and internal communications. This enables the city's strategic communications leadership to both lead communication strategy and deliver content and advisory services.

Trends, Challenges and Opportunities

- The communication demands of the city and city government of Olympia are complex and often urgent, requiring the Strategic Communications Department to take on the following challenges and leverage the following opportunities:
 - Expanding and enhancing external communications for the City.
 - Building an expanding a newly focused Strategic Communications team.
 - Building and implementing City's first internal communications program.
 - Creating and implementing comprehensive external and internal communication plans.
 - Launching a newly designed City website.

2021 Accomplishments

- Completion of the strategic communications planning process
- Completion of an organizational analysis of Communication Services.
- Completion of City website redesign process.
- Hiring of a Social Media Strategist/Content Developer

Performance Measures: Communication Services

| Type | Performance Measure | Target | 2019 Actua | 2020 Actua | 2021 Projecte | 2022 Goal |
|-----------------|--|--------|------------|------------|---------------|---|
| Quality Measure | Staff have a good understanding of City priority | TBD | NA | NA | NA | Majority of staff agree or strongly agree on internal survey |
| | Residents feel the City listens to the feedback it receives from them. | TBD | NA | NA | NA | 25 percent of residents agree or strongly agree on community survey |
| | Residents see the City as open and transparent | TBD | NA | NA | NA | 40 percent of residents agree or strongly agree on community survey |

2022 Objectives

- Implementation of an external communications plan.
- Implementation of an internal communications plan.
- Building a solid, dynamic and fun Strategic Communications team.

Community Planning and Development



Included in this Section

| | |
|-----------------------------------|-----|
| Organizational Chart | 140 |
| Administrative Services | 141 |
| Customer Service | 145 |
| Development Permit Services | 151 |
| Community Planning | 155 |
| Strategic Projects | 160 |

Click on sub-section for a direct link.

Mission

To protect and enhance our community's quality of life, sustainability, public safety, and economic vitality through our comprehensive plans, development regulations, parking services, economic development, and other programs. We achieve this mission through partnerships with our community and by delivering outstanding customer service.

Vision

Community Planning and Development staff are experts and innovators in our respective disciplines and are known throughout the community, the State of Washington, and our nation for our high-quality services and best practices.

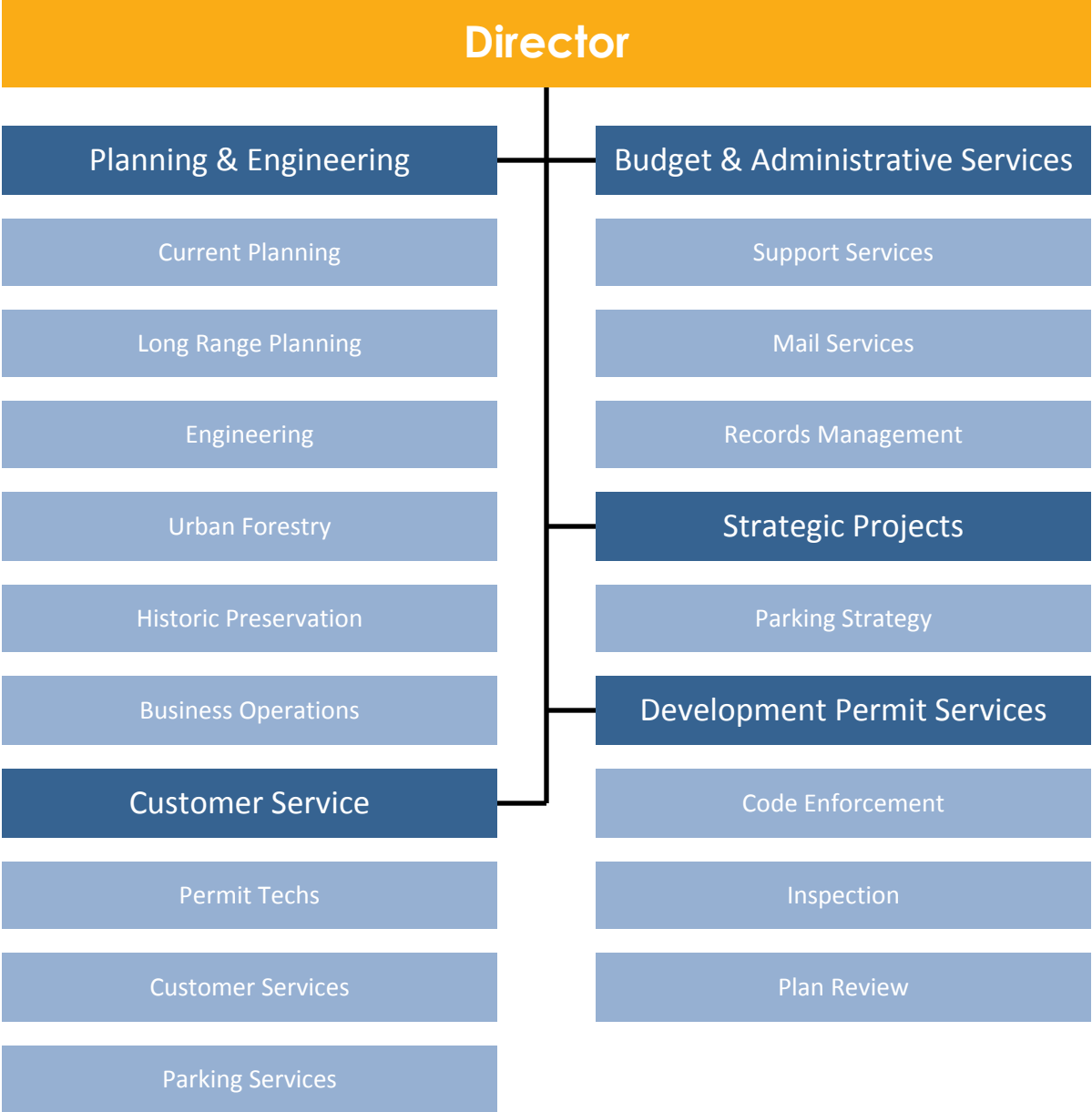
Description

The Community Planning and Development (CP&D) Department serves our community by ensuring smart growth, safe development, protected environments, strong economy and vibrant neighborhoods. The Department is responsible for land use planning, construction permitting, code enforcement, parking services, historic preservation, urban forestry, neighborhood programs, City Hall customer service and Citywide mail services. Each program works hand-in-hand with other programs within the Department and across the City to enhance the quality of life for Olympia.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|-----------------|
| Administration | \$978,745 | \$1,222,341 | \$1,137,854 | \$(84,487) |
| Customer Service | 776,048 | 872,626 | 874,258 | 1,632 |
| Development Permit Service | 2,133,251 | 2,179,328 | 2,185,590 | 6,262 |
| Parking | 1,533,343 | 1,773,210 | 1,861,318 | 88,108 |
| Planning & Engineering | 1,897,051 | 2,008,281 | 2,008,513 | 232 |
| Strategic Projects | 283,323 | 149,961 | 203,378 | 53,417 |
| Total Expenditures | \$7,601,761 | \$8,205,747 | \$8,270,911 | \$65,164 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|-----------------|
| Personnel Services | \$5,457,913 | \$5,957,499 | \$5,866,221 | \$(91,278) |
| Supplies | 51,538 | 65,200 | 57,055 | (8,145) |
| Services | 677,461 | 917,506 | 986,985 | 69,479 |
| Interfund Transfers | 99,495 | 142,829 | 142,829 | 0 |
| Intergovernmental Payments | 112,692 | 115,185 | 115,185 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,202,662 | 1,007,528 | 1,102,636 | 95,108 |
| Total Expenditures | \$7,601,761 | \$8,205,747 | \$8,270,911 | \$65,164 |

2021 increase in expenditures is due to comparison of 2020 actual amounts during a pandemic including a soft hiring freeze and an order to restrict expenditures to the 2021 budget.



Budget & Administrative Services

Description

The Administrative Services line of business is responsible for the leadership and business practices for the Department. Administrative Services supports staff of 56 FTEs for Community Planning and Development and 12 FTEs from Housing and Economic Development. It also provides Community Development Block Grant (CDBG) financial and program support, Records Management and Citywide Mail Services. Strategic direction, performance management and financial management are the primary focus of this Division. This Division is also responsible for records management, archival, technology and public disclosure requests.

Budget Overview

City reorganization has impacted the Department. Adjustments and coordination of support for Housing and Economic Development programs are continuing to be worked out.

Majority of the Department's records have been digitized. All 2016 permitting folders have been scanned and uploaded to Smartgov and 1800+ records have been cataloged and added to the Permit Archive. We continue to streamline processes and are working toward having these accessible to the public. .

Trends, Challenges, and Opportunities

- Recent transfer of vacant Program Assistant position to Finance, while increased workload for support of department programs.
- Increased duties and attendance to complete administrative work requests and for virtual public meetings continues to effect service levels.
- Emergency Hire to assist with online public meetings ends November 2021; however possible hybrid meetings could continue or increase demand for administrative staff presence for meeting support .
- Small amount of Administrative staff limits ability to cross train to cover staff who are out of the office.
- Increasing public records disclosure requests
- Digitization of remaining hard copy records, such as large-format plan sets from 2011-2018, to make them available to staff and public.

2020 Accomplishments

- Implementing teleworking, flexible work schedules.
- Leadership's continual support of professionals teleworking has drastically reduced commute time, which is in line with the City's dedication toward mitigating climate change.
- Utilizing new software programs, such as:

- Column
 - DocuSign/Electronic Notary
 - RaveAlert
- Successful integration of virtual and public meetings in response to COVID 19.
 - Extending Hire to November.
 - Developing an account with Thurston County for all electronic recordings.
 - Records Department actively working to stream line services
 - Majority of 2016 permitting folders have been scanned and uploaded in Smartgov
 - Approximately 173 hard copy Certificate of Occupancies have been scanned and added to the electronic Permit Archive
 - 1800+ records have been cataloged and added to the Permit Archive
 - Coordinating with City Clerk to provide for Permit Archive availability through a public portal
 - Support staff continues to help lead the Department to comfortably utilize Zoom meetings as opposed to meeting in person, providing training for staff.
 - Two staff welcoming new family members: Margot Rosalie Everett joined the world July 17th and baby Delialah Ann Ferguson is due October 24th.

2021 Objectives

- Administration Services will continue to review and "lean" work processes to enhance the efficiency for other work groups within the Department. Opportunities for lean evaluation: creating the public portal for our digital records.
- Continue to use the 3 Keys to Success to model Customer Service, Respectful Communication and Technical Competence.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-------------|
| Personnel Services | \$712,811 | \$897,397 | \$794,884 | \$(102,513) |
| Supplies | 5,205 | 7,750 | 8,200 | 450 |
| Services | 107,156 | 167,388 | 184,672 | 17,284 |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Intergovernmental Payments | 112,692 | 115,185 | 115,185 | 0 |
| Interfund Payments | 40,881 | 34,621 | 34,913 | 292 |
| Total Expenditures | \$978,745 | \$1,222,341 | \$1,137,854 | \$(84,487) |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|--------|
| CP&D DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| OFFICE SPECIALIST I | 0.25 | 0.25 | 0.25 | 0.00 |
| OFFICE SPECIALIST II | 0.50 | 0.50 | 0.50 | 0.00 |
| OFFICE SPECIALIST III | 0.50 | 0.00 | 0.00 | 0.00 |
| PERMIT SPECIALIST | 1.00 | 0.00 | 0.00 | 0.00 |
| PROGRAM AND PLANNING | 0.00 | 0.00 | 1.00 | 1.00 |
| PROGRAM ASSISTANT | 4.25 | 4.25 | 3.00 | (1.25) |
| PROGRAM SPECIALIST | 1.00 | 1.00 | 1.25 | 0.25 |
| SUPERVISOR III | 1.00 | 1.00 | 0.00 | (1.00) |
| Total | 9.50 | 8.00 | 7.00 | (1.00) |

Performance Measures: Administrative Services

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|----------------|---|--------|-------------|-------------|----------------|-----------|
| Output Measure | Public Disclosure Requests | TBD | 488 | 520 | 580 | 630 |
| | Permit and Land Use Records Managed | TBD | 5,097 | 5,100 | 5,362 | 5,200 |
| | Committee, Commission, and Board Meetings Supported | TBD | 135 | 135 | 142 | 151 |

Customer Service

Description

The Customer Service line of business consists of four Program Assistants at the two public service counters and three Permit Specialists. One of the primary functions of the Customer Service line of business is to provide excellent service to internal and external customer inquiries made in-person, telephone or email. This line of business is essentially the “face of the City.” Goals and objectives for the Customer Service LOB is to continue embodying Community Planning and Development’s three keys to success: excellent customer service, technical competency and respectful communication.

The Parking Services program primary purpose is to uphold and enforce parking regulations, code, policies, and maintain infrastructure including parking meters and parking lots in Downtown. Parking Services also responds and enforces complaints and violations of abandoned vehicles and RVs. Goals and objectives for Parking Services is to increase parking compliance and continue to be self-funding

Budget Overview

Wages and benefits are the primary cost components of these lines of business.

Revenue: Parking meter collection, parking citation collection, all parking permits (9hr, residential, meter hood, leased lots), boot and tows as ordinance changes were approved to decrease the amount of time Parking Services can take action to boot and tow a vehicle.

Expenses: Wages and benefits, parking management software hosting, parking equipment repairs and maintenance, smart meter communication hosting, Downtown Ambassador Program support, PW Transportation support, Citywide overhead.

Parking revenue has been significantly impacted by COVID-19 and the advent of teleworking and closures of businesses in the downtown core and surrounding downtown areas. Parking has also been affected by the protests that have been happening in the downtown area and the effect it has had on businesses and customers who normally would be visiting downtown. The increased number of ABVL, unhoused and RV complaints has pulled staff from regular enforcement duties to manage cases and respond to complaints and assist with clean-up. Parking Services is launching a new parking software in August of 2021.

Trends, Challenges, and Opportunities

Increased communication and education with the general public due to effects of our unhoused population, COVID-19 and protests in the Downtown core.

City Hall Customer Service Center team continues to provide permitting assistance both virtually and currently in-person.

The City Hall Customer Service Center has been open to the public throughout the 2021 challenges of COVID. As of July 6th, 2021, City Hall is testing a pilot program for the adjustment of City Hall’s hours open to the Public from 9AM-4PM vs 8AM-5PM. This change in hours provided an opportunity for the teams to:

- Allow for staff to hold meetings without having to pull from other work groups to have counter coverage.
- Provide more focused time in the evenings for the Program Assistants to balance their cash drawers without interruptions. In the event there is a balancing error, having a full hour to problem-solve without distractions will be very beneficial. Currently there are times that there is a balancing issue, and the Program Assistants must work over their shift end time to discover and correct the issue.
- Provide time in the morning for opening of cash drawers, processing morning reports, Night Drop payments, checking and returning voicemails/emails, processing of Parking Permits prior to the Parking Enforcement heading into the field.

NuPark enforcement/permitting software was a continued failure for both enforcement and back office. We launched our new parking software UP Safety on August 9th, 2021.

The Program Assistants continue to field and increase in complaints and case set-ups regarding our unhoused, Abandoned Vehicles, Live-Aboards and RV's.

There has been active participation in the selection of a new software program (FROGS). This new software will provide a LEAN way of doing business.

Homelessness is a continuing challenge that is still affecting on and off-street parking; there have been increases in the amount of RVs and Live- Aboards citywide as a result of COVID. Staff is tasked with enforcing rules and safety laws while maintaining compassion and overall health (due to COVID). This trend is continuing to increase faster than City resources and legal options are available.

2021 Accomplishments

Please list your accomplishments and celebrations. If possible, please align them by Focus Area.

- Continued staff ingenuity in creating work arounds in the previous parking system while waiting for the go live day of the new parking software. This is especially important with NuPark/Passport no longer providing support for any system issues. We launched our new parking software UP Safety on August 9th, 2021
- With the closures statewide due to COVID-19, staff have been able to adapt with the ever changing flow of information, health guidance and directives from the city and other local/state/federal agencies.
- Fully providing all customer services, front counter, phones, and permitting throughout city hall's changing hours.
- Expansion of permits – now all available online – and the creation of new Permit Specialist workflows associated with the permit expansion.
- Continued staff ingenuity in creating work arounds in the current parking system while waiting to select a new vendor. This is especially important with NuPark/Passport no longer providing support for any system issues.
- With the closures statewide due to COVID-19, staff have been able to adapt with the everchanging flow of information, health guidance and directives from the City and other local/state/federal agencies.

- Providing more advancement opportunities within Parking Services with the promotion of a PSFR I to PSFR II.
- August 2021 implementation of a new parking software.

2022 Objectives

What strategies and/or actions are planned to improve the performance in 2022

- Continued training and emphasis on excellent customer service through trainings, coaching, mentoring and recognizing acts of excellent customer service.
- Implementation of new parking and permit management software that performs as expected to further streamline the permitting and citation payment process.
- Continued training of general knowledge in multiple sections of CPD to expand on support roles.
- Continued evaluation of current processes for Program Assistants and Permit Specialists to maximize efficiencies. Use LEAN if current processes are determined to be antiquated or not leveraging the increased technology currently used by the department.
- Continuing to provide excellence in customer service in the advent of mass teleworking as a result of the COVID pandemic. Increased use of existing technologies to aid in the rendering of services and information to both external and internal customers.
- Implementation of new parking software to provide a better customer service experience with a more robust customer portal, better enforcement and more integrations with other applications and software to create a smarter parking city.
- Increased use of License Plate Recognition technology in city lots, timed areas and meters.
- Continue looking at processes to increase efficiencies.
- Implementation of immobilization device, the Barnacle, which will significantly reduce staff time and the amount staff needed to immobilize vehicles eligible for boot & tow.
- Continued expansion of PayByPhone in city lots and to increase contactless solutions in the midst of the continued COVID pandemic.

Customer Service

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|------------------|------------------|------------------|----------------|
| Personnel Services | \$753,357 | \$837,087 | \$833,316 | \$(3,771) |
| Supplies | 2,828 | 4,700 | 3,200 | (1,500) |
| Services | 7,354 | 9,900 | 8,650 | (1,250) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 12,509 | 20,939 | 29,092 | 8,153 |
| Total Expenditures | \$776,048 | \$872,626 | \$874,258 | \$1,632 |

2021 increase in expenditures is due to comparison of 2020 actual amounts during a pandemic including a soft hiring freeze and an order to restrict expenditures to the 2021 budget.

| Program Staffing | 2019 Actual | 2021 Budget | 2021 Budget | Change |
|-------------------------------|--------------|-------------|-------------|---------------|
| CLEAN TEAM WORKER | 4.50 | 0.00 | 0.00 | 0.00 |
| LEAD WORKER | 1.00 | 2.00 | 1.00 | (1.00) |
| PERMIT SPECIALIST | 3.00 | 2.00 | 2.00 | 0.00 |
| PROGRAM & PLANNING SUPERVISOR | 0.50 | 0.50 | 0.50 | 0.00 |
| PROGRAM ASSISTANT | 4.00 | 4.00 | 4.00 | 0.00 |
| SUPERVISOR II | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 14.00 | 9.50 | 8.50 | (1.00) |

Performance Measures: Customer Service & Downtown Operations

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|---|--------|-------------|-------------|----------------|-----------|
| Output Measure | % of Calls Answered via CP&D & Prking Automatic Call Distribution (ACD) lines | TBD | N/A | N/A | 19,000 | |
| | # of NuPark Portal transactions | TBD | N/A | N/A | 130,007,600 | 12,683 |
| | Naviline Total Transactions | TBD | 3,668.00 | 3,597 | 3,597 | 3,042 |
| | SmartGov Portal transactions | TBD | 4,337.00 | 2,029 | 4,330 | 4,612 |
| | Permit Applications Received (Counter & Portal) | TBD | 5,453.00 | 3,231 | 5,400 | 5,558 |
| | # of Parking Citations Issued | TBD | 14,616.00 | 14,616 | 12,500 | na |
| | # of Requested Officer Voids | TBD | 1,041.00 | 1,041 | 600 | na |

| | | | | | | |
|-----------------|---------------------------------------|-----|--------------|--------------|--------------|--|
| Quality Measure | Average hold times for CP&D ACD lines | TBD | 0:00:17 secs | 0:00:07 secs | 0:00:05 secs | |
|-----------------|---------------------------------------|-----|--------------|--------------|--------------|--|

As we have had many changes to the way we are doing business due to COVID and an ever-changing work environment. We have continued to assist customer across the board.

Permitting has seen no decline in the number of permits coming in. 2021 Goal was to process 5400 Permits, the actual number taken in from the portal was 5,787. This includes all applications that came into the portal regardless of current status. Year to date we have received 4,058 applications and are projecting to receive 5,558 applications by the end of the year.

Development Permit Services

Description

Permit Services works for the protection of life, the environment, and property. This group is responsible for private and public development construction documents and permit reviews and the inspections of buildings under these issued permits. Code Enforcement works in partnership with citizens to promote and maintain a safe and desirable living and working environment. We help maintain and improve the quality of our community by enforcing laws and codes targeted to solve specific problems within the community.

Budget Overview

2021 brought a new cycle of updates to the International Building Codes. These new ICC 2018 permits are slowly coming online. This will increase training needs for inspectors and plan reviewers in 2022. It may also necessitate additional communications and printing as code updates are shared with customers through our outreach materials.

Trends, Challenges, and Opportunities

- Commercial building projects continue to bring in strong revenue. Commercial development revenues are expected to be similar to 2021 based on commercial projects in the pipeline. New single-family home construction will remain steady for the upcoming year as several residential subdivisions are currently in the review process.
- Number of homeless site clean ups and RV and other vehicle liveboards which code enforcement is called on to address will increase due to the State regulations being rescinded. Code Enforcement struggles with funding growing needs to address homeless encampment cleanups on public property as there is currently a very limited source of funding for this work.
- In 2020 SmartGov and Bluebeam systems enabled all permits to be applied for, reviewed and paid for through an on-line portal. Further automation, integrating the two systems have been in place for 2021, further expediting the application and plan review process. In 2022, we plan on adding additional features to our automated system and fine tuning the features that were implemented in 2021.
- Continue to assess and tune our plan review and inspection process to work more efficiently and use our resources to their fullest potential and provide the best customer service possible.
- Code enforcement cases have also been added to the SmartGov system, providing for better tracking of cases and public access to status of investigations. We are continuing our advancement in Smartgov operating system for peak performance within Code Enforcement.
- Developing training opportunities to improve our knowledge of internal procedures, code development and advancement in technology within our department. This training will educate the public and lead to shorter development time, increased energy conservation and exceptional customer service. "Enforcement through education."

2021 Accomplishments

- We have developed an atmosphere of the importance of construction related education. Inspectors are constantly searching for free product/inspection training and certification through virtual classes
- Code Enforcement has been able to close out many cases that have been active for many years
- Code Enforcement has successfully adapted to the Covid workplace while still improving customer service
- Seamlessly navigated the transition of out-going Building Official without compromise to the community
- Interim Building Official gained ASFPM Floodplain Manager and ICC Accessibility certifications

2022 Objectives

- Building is currently working with the CP&D Performance Measures team to improve and decrease permit issuance times
- Continuous internal adjustments to Smartgov and the City's online Portal application process to make it easier for applicants to apply and receive building permits
- Developed training in Smartgov and the program's procedural steps when operating the system
- Staying current on CEU's for staff certifications
- Offering opportunities for enhancement of professional development of staff through training and ICC Certifications
- Continue evaluating ways for Code Enforcement steps to shorten response time to citizen complaints

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$1,311,303 | \$1,404,285 | \$1,436,306 | \$32,021 |
| Supplies | 16,712 | 21,850 | 14,605 | (7,245) |
| Services | 149,732 | 278,057 | 260,777 | (17,280) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 655,504 | 475,136 | 473,902 | (1,234) |
| Total Expenditures | \$2,133,251 | \$2,179,328 | \$2,185,590 | \$6,262 |

| Program Staffing | 2019 Actual | 2021 Budget | 2021 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| BUILDING INSPECTOR - AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| BUILDING INSPECTOR II - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| BUILDING OFFICIAL | 1.00 | 1.00 | 1.00 | 0.00 |
| BUILDING PLANS EXAMINER-AFSCME | 3.00 | 3.00 | 3.00 | 0.00 |
| CODE ENFORCE OFFICER-AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| ELECTRICAL PLAN EXAMNER-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD CODE ENFORCE OFFR-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR III | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 12.00 | 12.00 | 12.00 | 0.00 |

Performance Measures: Development Permit Services

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 (Q1-Q2) | 2022 Goal |
|----------------|--|--------|-------------|-------------|--------------|-----------|
| Output Measure | # of New Commercial/Multi-family permits | TBD | 12 | 11 | 3 | 12 |
| | # of Commercial/Multi-family Remodel permits | TBD | 60 | 85 | 60 | 80 |
| | # of Single-family residential permits | TBD | 16 | 31 | 82 | 40 |

| | | | | | | |
|--------------------|--|----|----|----|-----|----|
| Efficiency Measure | Average # of days to issue New Commercial/Multi-family permits | 60 | 99 | 83 | 235 | 85 |
| | Average # of days to issue Commercial/Multi-family Remodel permits | 15 | 24 | 18 | 33 | 25 |
| | Average # of days to issue Single-family Residential permits | 14 | 48 | 25 | 25 | 15 |

Planning & Engineering

Description

Planning and Engineering is responsible for comprehensive current and long range land use planning, engineering plan review, environmental planning, urban forestry, business operations/GIS, neighborhood programs and historic preservation.

Budget Overview

Planning and Engineering submitted a request for a budget enhancement for 2022 to contract for consultant services to process a city-initiated annexation of the SE Urban Growth Area. If the City Council approves of moving forward with this annexation, consultants would lead community outreach and communication efforts, and conduct a post-annexation census as required by the State Office of Financial Management (OFM).

Although not represented in this proposed budget, if the City Council ultimately approves a proposed enhancement in the Economic Development department, the Manager of Strategic Projects will move to the Economic Development department in 2022. This will effectively dissolve Strategic Projects. The vacant Program and Planning Supervisor position would move to Planning and be re-classified to a Senior Planner. This will add capacity for the Comprehensive Plan update and other priority planning projects. The cost savings resulting from the re-classification will allow for the Planning & Engineering Manager to be re-classified to Deputy CPD Director. This will strengthen the Department's ability to support City-wide and cross-department initiatives.

Strategic Projects is applying for grant funds and hopes to receive in 2022 up to \$350,000 from the Department of Commerce to assist with implementation of the Housing Action Plan. One grant for up to \$250,000 would help the City complete a SEPA Planned Action/subarea plan for the Capital Mall area. A second grant for \$100,000 would go to hire a project planner to carry out a public review and ordinance process to reduce parking minimums. These grants would be managed by the Long Range Planning Division.

Trends, Challenges, and Opportunities

- Applications for new multi-family projects remain strong while applications for residential subdivisions have continued to increase over past years.
- The trend of decreasing residential home permits from year to year ended in 2020 with 93 permits compared to just 29 permits for all of 2019. Through June 2021 the City has issued 53 single family home permits.

- Significant projects under review in 2021 included the 57-unit multifamily/commercial mixed-use Malt House at 515 Legion Way and the 70-unit multifamily project at 401 Union Avenue (both downtown), 93-unit multifamily Bing Street Apartments, West Bay Yards (478 multifamily units/commercial mixed use), 58-unit multifamily Hearthstone Apartments on Franz Anderson Road (formerly Stoll Rd.), Olympia Crest Apartments (28 multifamily affordable units) on Lilly Rd., a 62-unit multifamily project proposed by the Family Support Center of South Sound on 7th Avenue, and a 122-room Woodspring Suites Hotel on Martin Way.
- Residential subdivision applications under review included the 17-lot Orchard Plat, 37-lot Pattison Street Plat and 181-lot Green Cove Plat. The Village at Mill Pond Phase 3 is in civil engineering plan review for site improvements needed for final plat approval.
- Engineering Plan Review continues to support a high volume of private and public development projects to ensure consistency with the City's adopted Engineering Design and Development Standards. In addition to those projects mentioned above, the program continues to support Thurston County in reviewing projects in Olympia's southeast Urban Growth Area.
- Potential private development/land use review projects in 2022 include a new restaurant/mixed-use project on Martin Way, a mixed-use project on the 10-acre City-owned property on Boulevard Road, a mixed-use project (4th Ave Flats) downtown at the former Griswold site, Phase 2 of the affordable housing project at 2828 Martin Way, and a multifamily project at 911 Burr Road.
- A major long range planning project completed in 2021 was the periodic review and update of the City's Shoreline Master Program. Also for 2021, long range planning has taken on the lead role for the annual update to the City's Capital Facilities Plan and continued to work on the Feasibility Study for annexation of the SE Urban Growth Area. Work also continued on long range planning projects implementing the Comprehensive Plan. Major projects included continued work on the Joint Plan (with Thurston County) for Olympia's Urban Growth Area, short-term rental regulations, Neighborhood Centers, interdepartmental coordination (EDDS, Martin Way Corridor Plan) and a set of zoning code amendments. Work will continue in 2022 on several of these projects. Preliminary staff discussions on the process for the 2025 Comprehensive Plan update started in 2021, which will be a significant work item in years 2022 – 2025.
- Planning and Engineering will continue as the primary liaison for recognized neighborhoods and the Coalition of Neighborhood Associations, as well as administering the popular Neighborhood Grants Program. The Program also provides staff support to the Heritage Commission, Design Review Board, Planning Commission, Hearing Examiner and Council's Land Use & Environment Committee.
- The Urban Forestry program will continue to focus on evaluating land use applications for urban forestry and landscaping issues, address the most critical hazard trees through evaluation and mitigation, and lead the multi-department urban forestry coordination team to increase efficiencies in managing the City's urban forest.

- The Historic Preservation program is pursuing a 2022 work plan with the support of the Heritage Commission that continues to examine expansion of the downtown historic district and individual Heritage Register property listings. ARCH work includes significant public engagement for the Armory Creative Campus and Cultural Access Program initiatives. The program continues its permit review role for historic properties, balancing preservation of community character alongside other important community values for sustainability, conservation, economic development and residential infill.
- The Business Operations/Geographic Information Systems (GIS) program will continue to focus on permit system improvements and efficiencies; conduct permit and spatial data analyses to support CP&D and other City departments; and participate in a multi-department user group to coordinate on and make improvements to the City's GIS capabilities.

2021 Accomplishments

- Continued improvements to the online submittal process for land use review applications, further streamlining the permit review process and providing greater customer service.
- Land use and civil engineering permit review and approval for numerous multi-family residential, single family residential subdivisions, and mixed-use development projects continues to significantly increase the number of housing units
- Completion of the periodic review and update to the City's Shoreline Master Program.
- Adoption of short-term rental zoning regulations
- Developed a Scope of Work to address the regulatory framework for Neighborhood Centers, a project that will start in late 2021 with additional work in 2022.

2022 Objectives

- Continue to review and lean our development review process to work more efficiently and use our resources to their fullest potential. In particular, there is a need to improve coordination and timeliness across multiple City reviewers in various departments.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$1,586,345 | \$1,713,997 | \$1,734,198 | \$20,201 |
| Supplies | 3,502 | 9,920 | 7,670 | (2,250) |
| Services | 239,328 | 238,021 | 209,336 | (28,685) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 67,876 | 46,343 | 57,309 | 10,966 |
| Total Expenditures | \$1,897,051 | \$2,008,281 | \$2,008,513 | \$232 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| ASSISTANT PLANNER | 0.00 | 0.00 | 1.00 | 1.00 |
| DIRECTOR | 0.00 | 1.00 | 1.00 | 0.00 |
| ASSOCIATE PLANNER | 4.50 | 4.50 | 3.75 | (0.75) |
| BUSINESS OPERATIONS SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| DEPUTY CP&D DIRECTOR | 1.00 | 0.00 | 0.00 | 0.00 |
| GIS COORDINATOR | 1.00 | 1.00 | 0.00 | (1.00) |
| ENGINEERING PLANS EXAMINER | 2.00 | 2.00 | 2.00 | 0.00 |
| PRINCIPAL PLANNER | 0.00 | 1.00 | 2.00 | 1.00 |
| PROGRAM & PLANNING SUPERVISOR | 1.00 | 0.00 | 0.00 | 0.00 |
| PROGRAM SPECIALIST | 0.00 | 0.00 | 1.00 | 1.00 |
| SENIOR PLANNER | 4.00 | 3.00 | 2.00 | (1.00) |
| Total | 14.50 | 13.50 | 13.75 | 0.25 |

*Deputy CP&D Director position was eliminated
 *GIS Specialist moved from Permit Services to Planning
 *Program Manager position reclassified to Senior Program Specialist and moved to Housing
 *Senior Planner reclassified to Associate Planner

Performance Measures: Community Planning

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|--|--------|-------------|-------------|----------------|-----------|
| Output Measure | Number of Commercial/ Multi-Family Permits Issues | TBD | 29 | 27 | 17 | INA* |
| | Number of Permits for major design review | TBD | 10 | 7 | 1 | INA* |
| | Number of permits for preliminary long plats | TBD | 1 | 2 | 1 | INA* |
| | Civil Engineering Permits | TBD | 35 | 37 | 19 | INA* |

| | | | | | | |
|--------------------|--|-----|-----|-----|-----|-----|
| Efficiency Measure | Days to complete review a Land Use Application | 120 | 144 | 93 | 122 | 120 |
| | Days to complete a short plat application review | 90 | 106 | 78 | 76 | 90 |
| | Days to complete a long plat application review | 120 | 164 | 234 | 43 | 120 |
| | Civil Engineering Review | 120 | 79 | 48 | 87 | 120 |

* INA = Information not available

Strategic Projects

Description

Strategic Projects implements, supports and helps align key projects within the department that advance the city's vision and objectives.

Budget Overview

The budget was increased to incorporate a half time Senior Program Specialist. This is an existing position in CPD that was paid for 100% by Parking Services in 2021; the position is transitioning to provide support to the entire department on a half time basis with data analysis and performance measurement.

Trends, Challenges, and Opportunities

Although not represented in this proposed budget, if the City Council ultimately approves a proposed enhancement in the Economic Development department, the Manager of Strategic Projects will move to the Economic Development department in 2022. This will effectively dissolve Strategic Projects. The vacant Program and Planning Supervisor position would move to Planning. The occupied Senior Program Specialist position would also move to another division in CPD; that position will support the department's data analysis needs while also continuing to support Parking in a 50-50% arrangement.

Strategic Projects is applying for grant funds and hopes to receive in 2022 up to \$350,000 from the Department of Commerce to assist with implementation of the Housing Action Plan. One grant for up to \$250,000 would help the City complete a SEPA Planned Action/subarea plan for the Capital Mall area. A second grant for \$100,000 would go to hire a project planner to carry out a public review and ordinance process to reduce parking minimums.

2021 Accomplishments

- Strategic Projects worked with the Cities of Lacey and Tumwater and Thurston Regional Planning Council to develop data and a shared understanding of regional housing needs and strategies for addressing those needs. Olympia's Housing Action Plan was accepted by the City Council in June, 2021.
- With assistance from the Office of Performance and Innovation, Strategic Projects lead the housing and homelessness team in the development of performance measures.

2022 Objectives

- In partnership with the Office of Performance and Innovation, facilitate Community Planning & Development staff in the development of department-wide performance measures. This will assist the department in making data-driven decisions, improve our ability to tell data stories, improve performance, and demonstrate progress toward achieving the community's vision.

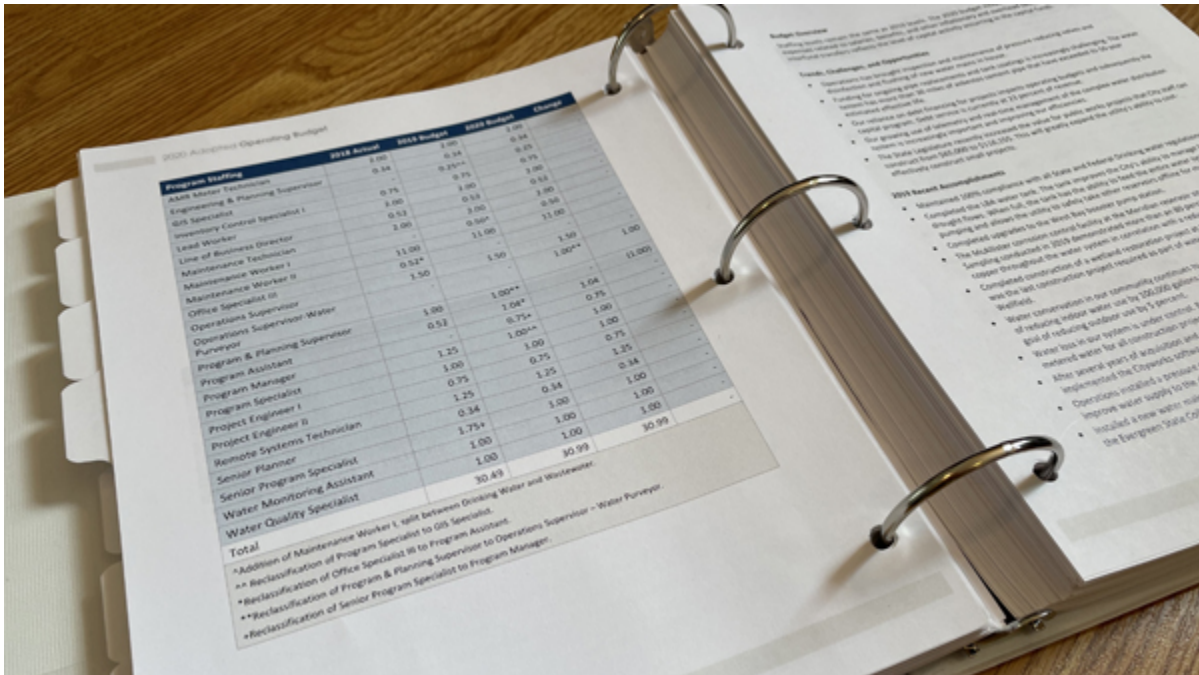
- Support the Economic Development Department with public engagement and formation of an economic resiliency planning, visioning and planning for the redevelopment of the 108 State Ave building, and other projects as assigned.
- Provide analysis, public and stakeholder outreach and recommendations necessary to implement the Downtown Parking Strategy.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$277,907 | \$145,280 | \$199,130 | \$53,850 |
| Supplies | 33 | 80 | 80 | 0 |
| Services | 5,383 | 4,190 | 3,350 | (840) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 411 | 818 | 407 |
| Total Expenditures | \$283,323 | \$149,961 | \$203,378 | \$53,417 |

| Program Staffing | 2019 Actual | 2020 Budget | 2021 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| DOWNTOWN AMBASSADOR | 2.00 | 0.00 | 0.00 | 0.00 |
| PROGRAM & PLANNING SUPERVISOR | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 0.00 | 0.00 | 0.50 | 0.50 |
| Total | 3.00 | 1.00 | 1.50 | 0.50 |

*Downtown Ambassador moved from Clean Team to Economic Development.
 *Program & Planning Supervisor moved from Planning

Finance



Included in this Section

| | |
|----------------------------|-----|
| Organizational Chart | 165 |
| Fiscal Services | 166 |

Click on sub-section for a direct link.

Mission

The Finance Department's mission is to safeguard City assets, maximize revenues, record financial transactions to provide accurate and timely financial information, to facilitate the stewardship of public information and officials records, and provide value-added procurement and contract services.

Description

The Finance Department is committed to providing financial and record services to other City Departments and the community. City Departments rely on the Finance Department to not only take care of the day-to-day financial and records operations of the City, but to also provide employees with up-to-date industry information so they can make informed, strategic decisions that advance the community's vision.

| Department Recap | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------|-------------|-------------|-------------|-----------|
| Billing and Collections | 945,383 | 876,613 | 874,923 | \$(1,690) |
| Accounting and Budgeting | 1,829,752 | 2,056,729 | 2,179,116 | \$122,387 |
| Total Expenditures | \$2,775,135 | \$2,933,342 | \$3,054,039 | \$120,697 |

| Recap of Expenditures | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$2,096,122 | \$2,307,626 | \$2,401,032 | \$93,406 |
| Supplies | 12,547 | 23,130 | 20,430 | (2,700) |
| Services | 469,079 | 546,445 | 557,425 | 10,980 |
| Interfund Payments | 64,807 | 56,141 | 75,152 | 19,011 |
| Total Expenditures | \$2,642,555 | \$2,933,342 | \$3,054,039 | \$120,697 |

Finance Director

Fiscal Services

Billing, Collections, Taxes & Licensing

General Accounting & Financial Reporting

Budget Management

Accounts Payable, Payroll & Fleet Admin

Financial Planning

Fiscal Services

Description

Fiscal Services has the lead responsibility for all City financial activities. Services are categorized in the following focus areas:

1. **General Accounting** – manage financial reporting and processes related to cash, debt, general ledger, investment and project and grant accounting.
2. **Payables and Fleet Business Administration** – manage processes to pay City vendors and employees and associated tax-related obligations; manage the business administration component of city-wide fleet program.
3. **Billing & Collections** – manage processes related to billing City customers and receipt of associated payments and receivables; manage processes related to sales tax, business licenses, and business and occupation taxes.
4. **Budget** – manage processes related to development, production, amending, and management of the City’s Operating and Capital Facilities Plan budgets.
5. **Financial Planning** – provide financial advice and analysis to support City departments and management in considering new or changing operations and projects.

| Program Cost Summary | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$564,346 | \$580,128 | \$584,727 | \$4,599 |
| Supplies | 4,095 | 9,430 | 9,430 | 0 |
| Services | 230,039 | 273,360 | 262,360 | (11,000) |
| Interfund Payments | 14,323 | 13,695 | 18,406 | 4,711 |
| Total Expenditures | \$812,803 | \$876,613 | \$874,923 | \$(1,690) |

| Program Staffing | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|--------|
| ACCOUNTANT | 5.00 | 5.00 | 6.00 | 1.00 |
| ACCOUNTING MANAGER | 3.00 | 3.00 | 3.00 | 0.00 |
| ACCOUNTING TECHNICIAN | 5.00 | 5.00 | 5.00 | 0.00 |
| BILLING SPECIALIST | 2.00 | 2.00 | 2.00 | 0.00 |
| BUDGET / FINANCIAL ANALYST | 1.00 | 1.00 | 1.00 | 0.00 |
| FINANCE DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| OFFICE SPECIALIST I | 0.25 | 0.25 | 0.25 | 0.00 |
| PAYROLL SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 0.00 | 1.00 | 1.00 | 0.00 |
| SENIOR ACCOUNTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 19.25 | 20.25 | 21.25 | 1.00 |

Budget Overview

The 2022 Budget maintains the 2021 services and programs. An increase in wages along with some non-discretionary communication and contractual services were the major cost drivers to the changes in the budget. However, other budget accounts were adjusted where available to minimize the increase overall.

Trends, Challenges, and Opportunities

- Requests for financial data, both internally and externally, continue to increase.
- City's 1980-era financial management information system (FMIS) is unable to accommodate increasing requests for financial data to track performance and inform decision-making. In 2020, the City hired GFOA to lead development of a request for proposal (RFP) to procure a replacement system. The FMIS is estimated to cost about \$5 million along with additional ongoing subscription fees of approximately \$300,000. The transition to a new FMIS will involve the majority of the Fiscal Services Team. Resources will be necessary to augment and/or backfill ongoing operations during this multi-year project.
- Establishing and implementing continuity of financial operations to pay employees and vendors, bill and receive payments, and manage the general ledger during the pandemic has been, and continues to be, extremely challenging particularly due to the antiqued financial system.
- The City's business and occupation (B&O) tax software has limited functionality and requires labor intensive manual processes for distributing and receiving tax reports and payments. The pandemic has highlighted the need for a new B&O software solution to allow filing and paying taxes online. The 2021 Budget included \$25,000 for a replacement software application to allow taxpayers access to online filing and payment options. This product still needs to be implemented.
- Increased and diverted workloads due to additional COVID-19-related activities described above (revenue projections, CARES funding, development of temporary operation processes) has significantly impacted the work/life balance for the majority of the Fiscal Services team. A delay in replacing the Tax/License Accountant for cost-saving purposes and the resignation of the Senior Accountant who moved out of state, put additional pressures on the team to continue essential operations and meet critical timelines.
- Conducting the annual Financial and Accountability audits remotely resulted in multiple issues due to existing financial system and a compressed audit schedule due to delays in ACFR preparation.
- City's current chart of accounts is not consistent with State Auditor's Office (SAO) Budget, Accounting and Reporting System (BARS). The use of two systems requires continual cross-walking between the two systems resulting in duplication of efforts and increased opportunity for errors. This issue impacts both City and SAO staff resulting in extra time spent in report preparation and increase in audit hours.
- The retirement of the tax and license accountant provided the opportunity realign the vacant position to focus more on data analytics related to the City's tax and license programs.
- Use of OpenGov and OlyFinance's online portal are being used to provide more financial information to departments and the public.

2020 Recent Accomplishments

- Received GFOA Distinguished Budget Presentation Award for 2020 Budget.
- Received the GFOA Award for Certification of Achievement in Financial Reporting for 2019 Comprehensive Annual Finance Report (ACFR).
- Utilized OpenGov technology to improve efficiencies related to production of both the capital and operating budgets. This will streamline the workflow, reduce rework and improve quality and financial reporting.
- Implemented additional OpenGov modules to improve how the City develops and produces the Operating and Capital Facility Plan Budgets and accounts for the City's work force.
- In partnership with GFOA consultant, began RFP development process for replacement of financial management information system (FMIS).
- Developed monthly financial and sales tax reports to keep City Manager, Department Directors, and Council Finance Committee updated on the City's financial position.
- Completed two successful recruitments: project/grant accountant and senior accountant; recruitment for tax/license analyst currently underway.
- Developed Signature Authorization Matrix to improve internal controls related to signature authorization for invoices approval, budget amendment request, Purchase Card, Contracts, and Payroll.
- Developed grant and property acquisition in-take processes.
- Took advantage of the low interest market and completed refunding of eligible bonds for both general obligation and revenue bonds. This resulted in the refunding of two Water/ Sewer Revenue Bonds with a net present value savings of \$732,135 over the next 10 years.
- In partnership with City's banking vendor, completed in-house cash handling training for citywide cash handlers.
- In response to COVID-19, restructured all Fiscal Services processes to accommodate stay home/stay safe directives, including payroll, accounts payable, and billing and cash receipting processes and maintain a safe and healthy environment while performing essential at-work tasks.
- Re-projected and monitored 2020 revenues on a monthly basis in response to COVID-19 revenue shortfalls.
- Coordinated reimbursement requests for over \$2.2 million in Coronavirus Aid, Relief and Economic Security federal assistance funding.
- Recruited and onboarded new Senior Accountant, remotely.

Performance Measures: Fiscal Services

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|-------------------------|---|--------|-------------|-------------|----------------|-----------|
| Workload Measure | # of Accounts Payable transactions | TBD | 36,469 | 36,834 | 37,200 | 37,572 |
| | # of Employees paid (includes temporary & seasonal) in a pay period | TBD | 644 | 661 | 681 | 701 |
| | # of Business & Occupation Tax Accounts | TBD | 10,962 | 11,000 | 11,110 | 11,100 |
| | # of Utility Billing Accounts | TBD | 20,982 | 21,136 | 21,350 | 21,500 |
| | # of Water Shut-offs | TBD | 1,479 | 1,423 | 1,400 | 1,500 |

| | | | | | | |
|---------------------------|--|----|----|----|----|----|
| Efficiency Measure | # of days from invoice to payment date | 15 | 22 | 20 | 18 | 16 |
|---------------------------|--|----|----|----|----|----|

| | | | | | | |
|-----------------------------------|-------------------------------|-----|---------|---------|---------|---------|
| Cost Effectiveness Measure | % of available funds invested | TBD | 91% | 82% | 90% | TBD |
| | Expenditure budget per capita | TBD | \$3,676 | \$3,813 | \$3,453 | \$3,250 |

2021 Objectives

- Replace B&O tax software system to allow for online filing and payments and data analytics
- Develop standardized monthly tax and license reports
- Implement quarterly meetings for City Departments
- Provide in-house financial training for all City departments
- Assess legacy chart of account structure and develop new structure for compliance with State Budget, Accounting and Reporting System (BARS)
- Standardize process for vendor and customer creation to eliminate duplication
- Create standardized operating procedures for month-end and year-end closing, grant management and capital project close-out
- Complete RFP process to identify replacement financial information management system (FMIS).

Legal



Included in this Section

| | |
|--------------------------------|-----|
| Org Chart | 173 |
| General Counsel Division | 174 |
| Prosecution Division | 178 |
| Victim Assistance | 181 |

Click on sub-section for a direct link.

Mission

The Legal Department provides thorough, timely, and balanced professional legal advice and consultation to the Olympia City Council and City Manager to support the policy and business objectives of the City and its departments; to ensure those policies and objectives are properly implemented in accordance with the law; to defend the City against legal challenges; and to prosecute violations of City ordinances in Olympia Municipal Court in a fair and equitable manner to protect public Safety.

Vision

To provide the highest quality legal services in an ethical and professional manner to the City Council, City Manager, and City departments.

Description

The Legal Department provides consultation, legal advice, and representation to the City of Olympia consistent with the City's priorities. It is comprised of two divisions under the supervision of the City Attorney: General Counsel and Prosecution. The General Counsel Division provides legal services to the City Council, City Manager and City departments. The Prosecution Division prosecutes violations of City ordinances in Municipal Court.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------------|-------------|-------------|-------------|------------|
| Legal - Victim Assistance | \$101,328 | \$103,541 | \$103,599 | \$58 |
| Legal - General Counsel Division | \$866,885 | \$886,208 | \$854,074 | \$(32,134) |
| Legal - Prosecution Division | 484,002 | 650,127 | 673,253 | 23,126 |
| Total Expenditures | \$1,452,215 | \$1,639,876 | \$1,630,926 | \$(8,950) |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$1,338,552 | \$1,508,687 | \$1,519,422 | \$10,735 |
| Supplies | 3,391 | 9,200 | 8,100 | (1,100) |
| Services | 65,451 | 84,904 | 56,356 | (28,548) |
| Interfund Payments | 44,821 | 37,085 | 46,931 | 9,846 |
| Total Expenditures | \$1,452,215 | \$1,639,876 | \$1,630,809 | \$(9,067) |

City Attorney

General Counsel

Prosecution

Victim Assistance

Legal Services - General Counsel Division

Description

The General Counsel Division advises the City Council, City Manager and City departments on legal questions relating to laws, policies and regulations applicable to the City. Duties also include preparing and reviewing ordinances, resolutions, real estate documents, interlocal agreements, contracts and related documents, and providing proactive advice to minimize litigation risk and liability exposure. The General Counsel Division initiates or defends litigation when necessary and provides management of outside legal services provided under contractual agreements with the City. The General Counsel Division also evaluates and advises on proposed legislation, public disclosure issues and public records act requests, the Open Public Meetings Act, and the Fair Campaign Practices Act, among others.

Examples of legal services provided by the General Counsel Division include:

- Numerous complex property acquisitions for Parks, Public Works projects and the City, in general
- Discussion regarding community member initiatives
- Legal advice on tax ordinances
- Legal advice on Public Disclosure Commission rules and the Fair Campaign Practices Act
- Litigation matters
- Environmental cleanup of City-owned properties and related insurance claims
- Land use appeals
- Development agreements and rezones
- Large capital projects
- Advice and review of public records requests and responses
- Code enforcement/public nuisance abatement actions
- Increasing and protecting Olympia's water supply
- Complex updates to the City Comprehensive Plan and development regulations
- Updates and interpretation of legislation and case law
- Policy review
- Advice on economic development
- Legal advice for the Olympia Police Department
- Legal advice on issues relating to the homeless and affordable housing

| Program Cost Summary* | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|------------|
| Personnel Services | \$760,978 | \$769,998 | \$769,529 | \$(469) |
| Supplies | 1,319 | 5,500 | 5,000 | (500) |
| Services | 60,097 | 73,625 | 37,977 | (35,648) |
| Interfund Payments | 44,491 | 37,085 | 41,568 | 4,483 |
| Total Expenditures | \$866,885 | \$886,208 | \$854,074 | \$(32,134) |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|--------|
| CITY ATTORNEY | 1.00 | 1.00 | 1.00 | 0.00 |
| DEPUTY CITY ATTORNEY | 2.00 | 2.00 | 2.00 | 0.00 |
| PARALEGAL I | 1.00 | 1.00 | 1.00 | 0.00 |
| PARALEGAL II | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 5.00 | 5.00 | 5.00 | 0.00 |

The Program Cost Summary for 2019 represents both the General Counsel and Prosecution Divisions. The two Divisions are presented separately in 2020 and 2021.

Budget Overview

There are no significant changes to the 2021 budget for the General Counsel Division. Budget resources for the Division are allocated almost exclusively to staff costs, along with a smaller amount for outside legal services which require specialized expertise, outside legal counsel or independent review.

The Legal Department's Outside Legal Professional Services budget is grossly inadequate to cover contract legal services when the City is sued or has need for specialized legal services. In order to hire a third prosecutor in the Prosecution Division, \$50,000 was diverted from the Outside Legal Professional Services budget several years ago. This funding loss has never been replaced, as other critical needs were required for staff support in the Prosecution Division (which support was lost in the 2008-09 Great Recession).

Trends, Challenges, and Opportunities

- It is impossible to predict costs for annual outside legal counsel due to unknown factors such as lawsuits brought by persons or entities against the City. Often such litigation may extend for years before a final decision or resolution is reached by the appellate courts.
- The combination of increased levels of departmental activities and multiple major projects creates a strain in resources and impacts legal review times. As a result of population growth, homeless issues, affordable housing issues, property acquisitions, public safety concerns, and the recent COVID-19 related emergencies, there has been an increased demand for City legal services. The General Counsel Division works closely with the City Manager, City Council and City departments to prioritize legal work requests and to ensure that legal advice and representation is provided in a timely and effective manner. The events of the COVID-19 pandemic in 2020 and into 2021, and the need for legal services has stretched the limits of the General Counsel Division to a near breaking point. An additional attorney may be necessary if the current level of major projects continues.
- The General Counsel Division must respond to projects and timelines established by others, and major projects tend to consume large amounts of staff time for research, investigation, analysis, and writing. Significant community interest in low-income affordable housing, parks planning, real estate acquisition, and funding continues to increase the need for legal services.
- The City's role in addressing the complex issues related to homelessness continues to have a significant growing impact on legal services. The General Counsel Division has worked closely with the City Manager's office and City departments in supporting the efforts to address homelessness and housing affordability.
- Completion of major projects such as park acquisition, low-income affordable housing, and downtown redevelopment requires significant support from the General Counsel Division.
- The responsibilities of the dedicated Police Legal Advisor impact the time required to serve other departments. As Police Legal Advisor duties continue to develop, grow and evolve, additional resources will be required to fulfill the responsibilities necessary to serve the unique and vitally important legal needs of the Olympia Police Department as it seeks to meet the community's expectations of law enforcement and the requirements of constitutional policing in a modern, progressive, urban environment, in addition to meeting the requirements of recent legislative reforms.

2021 Accomplishments

- The 2021 Washington State Legislature passed 13 bills addressing police reform, with most of the bills becoming effective in July 2021. The Police Legal Advisor has assisted OPD in implementation of policies based upon those bills.
- Electronic processes adopted in response to the COVID-19 pandemic.
- Ordinance Authorizing Electronic Signatures.
- Ordinance Authorizing Electronic Bidding.
- Advised on implementation of DocuSign for electronic signature of City documents.

- Established and implemented DocuSign process for electronic signature of City Council documents, such as ordinances and resolutions.
- High level of success with seamless teleworking methods during the COVID-19 pandemic.
- Ordinance providing for grocery worker hazard pay.
- Ordinance amending street vacations.
- Ordinance incorporating RCW 69.50.4103 to comply with *State v. Blake*.
- Ordinances continuing updates of Olympia Municipal Code due to municipal reorganization.
- Ordinance amending Olympia Municipal Code related to residential sprinklers.
- Legal advice related to numerous Governor’s Proclamations due to COVID-19.
- Real estate acquisitions for Home Fund.
- Negotiation assistance on the sale of 308-310 4th Avenue (Griswold’s) to private developer with restrictive covenant providing various percentages of affordable low-income housing units for 20 years and reducing blight on 4th Avenue E.
- Negotiation of restrictive covenant in perpetuity requiring City property to be used solely for low-income affordable housing.

Performance Measures: Legal Services - General Counsel

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|--------------------|--|--------|-------------|-------------|----------------|-----------|
| Output Measure | Legal Work Requests Received | | 380 | 435 | 493 | N/A |
| Efficiency Measure | Professional Services Agreements Reviewed Within 2 Weeks | 95% | 92% | 96% | 95% | 95% |

2022 Objectives

The General Counsel Division embraced teleworking methods and electronic processes implemented during the COVID-19 pandemic. These actions have turned the General Counsel Division into a legal support team that is available to the City Council, City Manager, Department Directors, and supervisors on virtually a 24/7 basis.

Legal Services - Prosecution Division

Description

The Prosecution Division prosecutes persons accused of committing misdemeanor or gross misdemeanors, to assure the guilty are held accountable, the public is protected from criminal conduct, and justice is appropriately served. The Prosecution Division regularly works in close collaboration with local and state-wide law enforcement partners and nonprofit organizations to assist crime victims and deter criminal activity. The Prosecution Division also provides training on legal issues to the Olympia Police Department. It works collaboratively with other municipal entities to ensure an individual's rights are protected. Prosecutors, the Victim Assistance Coordinator, and Prosecution staff also spend significant time assisting domestic violence and crime victims to ensure they fully understand the legal process, their rights are protected within the justice system, and their voices are heard throughout the prosecution process.

| Program Cost Summary* | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$479,051 | \$639,277 | \$651,358 | \$12,081 |
| Supplies | \$428 | \$2,000 | \$1,500 | -\$500 |
| Services | \$4,523 | \$8,850 | \$15,850 | \$7,000 |
| Interfund Payments | \$0 | \$0 | \$4,545 | \$4,545 |
| Total Expenditures | \$484,002 | \$650,127 | \$673,253 | \$23,126 |

| Program Staffing | 2019 Actual | 2021 Budget | 2021 Budget | Change |
|-------------------------|-------------|-------------|-------------|--------|
| ASSISTANT PROSECUTOR I | 1.00 | 1.00 | 1.00 | 0.00 |
| ASSISTANT PROSECUTOR II | 1.00 | 1.00 | 1.00 | 0.00 |
| CHIEF PROSECUTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PARALEGAL I | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 0.00 | 1.00 | 1.00 | 0.00 |
| Total | 4.00 | 5.00 | 5.00 | 0.00 |

Budget Overview

Budget resources for the Prosecution Division are allocated almost exclusively to staff costs. The Division had one significant change for 2021; the addition of 1 FTE Program Assistant. The position was added to maintain and raise current levels of service that have been significantly impacted by an increase in domestic violence cases and criminal complaints.

Trends, Challenges, and Opportunities

- Community Court, which is an alternative to a traditional criminal justice model, continues to evolve and adapt to the ever-growing needs of the community. Community Court requires an extraordinary amount of resources and staff time. Current staffing is the minimum needed to maintain this program, but current staffing is not sufficient to expand the program.
- The Victim Assistance Coordinator (VAC) is required by RCW 7.69.030 to ensure that victims, survivors and witnesses are notified of court proceedings, case dispositions and protection orders. The VAC provides support throughout the entire lifecycle of the case. Some examples of that support include scheduling and involvement with prosecution interviews, defense interviews, and during trials.
- In order to save money and resources, since 2017, the Thurston County Prosecutor's Office has been declining and sending felony level cases to Olympia Municipal Court. These cases can include violent and non-violent crimes, most notably, domestic violence high risk crimes. These are more complex cases and often require more preparation, litigation and witness coordination.
- The Olympia Police Department (OPD) transferred criminal history security duties to the Prosecution Division in 2019. In order to meet security requirements, the Division's Paralegal is now responsible for escorting all visitors and witnesses through the Prosecutor's office, managing the training schedule and access for staff, and overseeing destruction of sensitive materials. These new duties have often conflicted with other priority duties, including but not limited to, expedited processing of criminal cases where suspects are held in custody.
- Trials create unique staffing issues because the office has security requirements and circumstances have occurred where only one staff member is available to monitor any witnesses/victims in the Prosecutor's office. The security requirements set by the Washington State Patrol require anyone who is not security trained, and a member of the Prosecution Division, to be escorted. This circumstance can make breaks difficult or even impossible.

2021 Accomplishments

- Community Court. The collaborative and innovative approach in Community Court has continued to be a success. Community Court is geared to effectively provide needed services for lower-level offenders, so as to reduce their risk of recidivism and better protect the community. In 2019, the Community Court policies and procedures were modified to double the number of eligible offenses for Community Court participation. Ultimately, the goal is to reach a greater number of criminal defendants and link them to social service providers.
- In late 2019, the Prosecution Division went live with the eProsecutor case management system. This system has allowed the Prosecution Division to move from paper files to an electronic database that allows for quicker entry of cases and charging, assimilation of the Prosecutor's file and the Victim Assistance Coordinator's file into one location, reporting on trends and caseloads, and an easier exchange of information between staff. This system came at the perfect moment, enabling the Prosecution Division to adapt to a remote working model with the onset of the COVID-19 pandemic in 2020.

- In early 2020, the eProsecutor system was expanded to include a portal that allows defense attorneys to retrieve discovery in their assigned cases. This portal has reduced the time needed for the discovery process by the Paralegal, who prior to this implementation had to make CD copies of videos and audio statements, as well as email reports, photos, and other evidence to defense attorneys.
- The Chief Prosecutor is a subject matter expert for the City Council’s Ad Hoc Committee on Public Safety and has presented on the criminal process, the function of the Prosecution Division, and the limitation on the authority of prosecution.
- The 2021 Washington State Legislature passed 13 bills addressing police reform, with most of the bills becoming effective in July 2021. The Chief Prosecutor has assisted the Police Legal Advisor in implementation of OPD policies based upon those bills.

Performance Measures: Legal Services - Prosecution

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Goal |
|----------------|--|--------|-------------|-------------|-------------|-----------|
| Output Measure | Criminal Complaints filed | N/A | 968 | 930 | 785* | n/a |
| | # Customer contacts by Paralegal (phone/in person) | N/A | 3,692 | 3,616 | 1,040* | n/a |
| | # Victim Contacts by Victim Assistance Coordinator | N/A | 6,354 | 6,788 | 3,939* | n/a |

*Decrease due to COVID-19 impacts

2022 Objectives

- Migration of warrant status paper documentation case files to new electronic case management system.
- Creation of user manual for case management system.
- Resolve backlog of cases to be reviewed for charging decisions.
- Develop and implement referral system for unlawful possession of controlled substances.
- Develop and expand precharging diversion program.
- Implement better communication with victims of cases that are not domestic violence related.

Legal Services - Prosecution Division – Victim Assistance

Description

The Victim Assistance Program provides information and support to victims of crime encountered by the Olympia Police Department and referred or prosecuted by the City of Olympia Prosecutor’s Office with the intent to hold offenders accountable, provide safety planning, and assure victim’s rights.

| Program Cost Summary | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|--------|
| Personnel Services | 98,523 | 99,412 | 98,535 | (877) |
| Supplies | 1,644 | 1,700 | 1,600 | (100) |
| Services | 831 | 2,429 | 2,529 | 100 |
| Interfund Payments | 330 | 0 | 818 | 818 |
| Total Expenditures | 101,328 | 103,541 | 103,482 | (59) |

| Program Staffing | 2021 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|--------|
| VICTIM ASSIST. COORD. | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 1.00 | 1.00 | 1.00 | 0.00 |

Budget Overview

Budget resources for the Victim Assistance Program are allocated almost exclusively to staff costs.

Trends, Challenges, and Opportunities

- The pandemic created a backlog of cases as the Prosecution Division adapted to a teleworking process and was understaffed by one prosecutor. In early 2021, an Assistant Prosecutor I and a Program Assistant were hired, which has enabled that backlog to be greatly reduced and is expected to be eliminated by autumn of 2021.
- In 2021, the Legislature passed ESSHB 1320 concerning protection orders. This bill will require Olympia Municipal Court to accept petitions for civil protection orders by 2026. The bill will also require a prosecutor to initiate contempt proceedings for civil protection orders if the petitioner is unable to afford private legal counsel. This requirement will likely require Victim Assistance staff to work with those victims to competently prosecute those contempt matters.
- In order to save money and resources, over the last four years the Thurston County Prosecutor’s Office has referred felony level cases to Olympia Municipal Court. These are more complicated cases and often require more litigation and witness coordination, which impacts Victim Assistance staff.

2021 Accomplishments

- The Prosecution Division has continued to effectively use the eProsecutor case management system. This system has allowed the Prosecution Division to move from paper files to an electronic database that allows for quicker entry of cases and charging, assimilation of the Prosecutor's file and the Victim Assistance Coordinator's file into one location, reporting on trends and caseloads, and an easier exchange of information between staff. This system has enabled the Prosecution Division to adapt to a remote working model with the onset of the COVID-19 pandemic in 2020.
- Victim Assistance was required to move to a remote model during the COVID-19 pandemic. The transition to this model was smooth and did not interrupt the services provided to victims. With the use of Zoom in the courtroom and for interviews, the remote model increased the City's ability to inform and interact with the victims of crime.

2022 Objectives

- An FTE Program Assistant position was approved in the 2021 budget and filled in May 2021. This position supports the Victim Assistance Program with 80% of their time and has already:
 - Increased the ability to contact victims
 - Decreased missed connections with victims
 - Improved the quality of victim assistance services provided by the City
 - Provided critical ongoing and consistent support of crime victims during staff vacation and sick leave
 - Further improvement objectives include:
 - Migration of paper documentation case files to new electronic case management system
 - Resolve backlog of cases to be reviewed for charging decisions
 - Implement better communication with victims of cases that are not domestic violence related

Municipal Court



Included in this Section

| | |
|---------------------------------------|-----|
| Organizational Chart | 186 |
| Court Services | 187 |
| Community Court | 192 |
| Probation/Day Reporting | 197 |

Click on sub-section for a direct link.

Mission

The mission of the Olympia Municipal Court, as an independent and impartial branch of government, is to provide objective, accessible and timely resolution of all cases appropriately coming before the Court, the protection of the rights of all individuals and the dignified and fair treatment of all parties. Olympia Municipal Court is a contributing partner working toward a safe and vital community.

Vision

The court will strive to be a leader in innovative and evidence-based programs that will reduce recidivism and change behaviors.

Description

The Olympia Municipal Court is a high volume court, which hears cases involving misdemeanors, gross misdemeanors, traffic infractions, parking violations and City code violations. Our court is the initial contact with the legal system for many individuals. Court Services is primarily responsible for the day-to-day operations of court and parking citation processing. This includes data entry, docketing and calendaring, case management/adjudication, receipting payments, fine distribution and compliance monitoring. It is the goal of this Court to require offenders to be accountable for their actions, and to work with these offenders to address the underlying issues relating to their offenses and reduce recidivism.

The Courts' Probation Program continues to be a leader in the use of jail alternatives such as work crew, day jail, electronic home monitoring (house arrest) and the use of alcohol sensing devices that inform the Court if someone is using alcohol in violation of a release condition, thereby posing a risk to the community.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------|-------------|-------------|-------------|----------|
| Court Services | \$1,129,620 | \$1,150,733 | \$1,218,165 | \$67,432 |
| Community Court | 69,315 | 97,829 | 99,101 | 1,272 |
| Probation/Day Reporting | 663,410 | 730,940 | 748,682 | 17,742 |
| Total Expenditures | \$1,862,345 | \$1,979,502 | \$2,065,948 | \$86,446 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$1,625,898 | \$1,716,315 | \$1,766,158 | \$49,843 |
| Supplies | 26,892 | 18,095 | 21,095 | 3,000 |
| Services | 137,443 | 191,853 | 211,598 | 19,745 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 72,112 | 53,239 | 67,097 | 13,858 |
| Total Expenditures | \$1,862,345 | \$1,979,502 | \$2,065,948 | \$86,446 |

Municipal Court Judge - Scott Ahlf

Courts Services

Community Court

Probation Services

Probation Supervision/Community Services

Safe and Sober Driving Program

Day Reporting Center

Court Services

Description

The mission of the Olympia Municipal Court, as an independent and impartial branch of government, is to provide objective, accessible and timely resolution of all cases appropriately coming before the Court, the protection of the rights of all individuals, and the dignified and fair treatment of all parties. Olympia Municipal Court is a contributing partner working toward a safe and vital community. The Olympia Municipal Court is a high volume court, which hears cases involving misdemeanors, gross misdemeanors, traffic infractions, parking violations and City code violations. Our Court is the initial contact with the legal system for many individuals. Court Services is primarily responsible for the day-to-day operations of court and parking citation processing. This includes data entry, docketing and calendaring, case management/ adjudication, receipting payments, fine distribution and compliance monitoring. It is the goal of this Court to require offenders to be accountable for their actions, and to work with these offenders to address the underlying issues relating to their offenses and reduce recidivism. The Courts' Probation Department continues to be a leader in the use of jail alternatives such as work crew, day jail, electronic home monitoring (house arrest) and the use of alcohol sensing devices that inform the Court if someone is using alcohol in violation of a release condition, thereby posing a risk to the community.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$1,002,327 | \$1,030,331 | \$1,069,902 | \$39,571 |
| Supplies | 21,458 | 6,800 | 8,800 | 2,000 |
| Services | 72,004 | 88,662 | 105,707 | 17,045 |
| Capital | 0 | 0 | 0 | 0 |
| Interfund Payments | 33,831 | 24,940 | 33,756 | 8,816 |
| Total Expenditures | \$1,129,620 | \$1,150,733 | \$1,218,165 | \$67,432 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|------------------------------|-------------|-------------|-------------|--------|
| COURT OPERATIONS SUPERVISOR | 1.00 | 1.00 | 0.00 | -1.00 |
| MUNICIPAL COURT JUDGE | 1.00 | 1.00 | 1.00 | 0.00 |
| OLY MUNICIPAL COURT DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| OFFICE SPECIALIST II | 1.00 | 1.00 | 0.00 | -1.00 |
| OFFICE SPECIALIST III | 4.00 | 4.00 | 0.00 | -4.00 |
| PROGRAM ASSISTANT | 0.00 | 0.00 | 4.00 | 4.00 |
| PROGRAM SPECIALIST | 0.00 | 0.00 | 1.00 | 1.00 |
| SUPERVISOR II | 0.00 | 0.00 | 1.00 | 1.00 |
| Total | 8.00 | 8.00 | 8.00 | 0.00 |

Budget Overview

The impacts of Covid 19 have continued to affect the court functions into 2021. Although the court fully opened for operations in June 2020, most appearances for hearings are made via Zoom. Many technology changes have been made and continue to be updated. These changes have brought on some added costs to the court budget.

Zoom - the court purchased an additional Pro license in 2021 when jury trials resumed in April. Due to space limitations, the jury selection process is being held offsite at the Olympia Center. A second Zoom license was needed to stream the selection process so that it was available for public viewing. Total annual zoom cost = \$300

AV Captureall - the recording of all hearings is done through AV Captureall. In the past, the recordings were available to the public on request via CD copy. With the limited seating in the courtroom to follow social distancing guidelines, the court began live streaming court hearings making them accessible on the City's webpage. The live streaming is also available for the jury selection process. This has increased the cost for recording from \$199 per month to \$398. This is an increase of \$2,388/year.

oCourt - In 2020, the court applied for and was granted CARES funding in the amount of \$36,000 to obtain oCourt - a document management program and scheduler which automates court forms to function thoroughly remotely during the pandemic. This system also allows the court to become paperless as court forms are prepared and shared electronically with only the requirement of printing a copy of the complete form for the court participant. The annual maintenance and support cost for this program is \$7,700.

Security - Security services will be raising their rates effective August 2021 from \$23.77/hour to \$26.94/hour - this will increase the budget for 2022 by \$7,795.

The court reduced its cost for armored car pick up due to a re-negotiation of the contract with the City. This cost savings of approximately \$400 per month helps set off the added expenses for the technology increases. The additional cost of security and the maintenance of oCourt is requested for the 2022 budget.

It is anticipated that the Court will receive \$25,000 for partial reimbursement of the Municipal Court Judge's salary for 2022 from the State through the Trial Court Improvement Fund.

Trends, Challenges, and Opportunities

The pandemic has brought about changes that have made the court more versatile and accessible to all users. Remote hearings have increased appearance rates and have been beneficial to those without transportation and living outside of the area. The court will continue to provide remote hearings as an option along with in-person hearings for those who qualify. With the addition of oCourt, documents will be easily sent to all parties electronically avoiding the delay in mailing.

With the legislative changes regarding the possession of drug charges, more treatment agencies will be involved with the court system. The need for full time, on-site social service providers will help with police/prosecution referrals as well as community court needs. We are seeing courts more as restorative justice centers rather than the traditional justice center - thus more social services are needed to meet the demands.

The Lee Creighton Justice Center facility needs replacement. Not only is it an aged building, but the space is limited in use for court and community court needs. There is no sufficient space for social service providers and at this time of social distancing, no large enough space for jury selection or jury trials that are open to the public. Currently, jury trial proceedings are only live streamed and accessible on the City's website and not open for the public to physically appear. Security is also an issue as there are no safe separate parking and entry/exit for staff including the Judge, prosecution, and defense employees as well as jurors.

2021 Accomplishments

The COVID-19 pandemic has made an impact on the Justice System as a whole. The initial impact was quite chaotic, but the court has been determined and steadfast in finding ways to function. Court staff has been remarkable and resilient in adapting to the many changes the year has brought. Many new procedures and process have been made and are ongoing during these trying times. The court continues to improve process for efficiency and for access to justice for all parties.

CARES funding - the court was successful in obtaining a total of \$57,590 in CARES funding for COVID related expenses. This includes funding for technology such as laptops to replace desk PC's, webcams, scanners, software, funding for PPE such as masks, gloves, thermometers, hand sanitizers and disinfecting wipes, and plexiglass partitions.

Jury trials - the court successfully resumed jury trials in April 2021. A location was needed for the jury selection process to accommodate up to 25 jurors spaced 6 feet apart. The Olympia Center in downtown Olympia was available for this process. We were able to safely welcome jurors back to this process by providing sufficient spacing and following all safety protocols. The clerks moved the selection process to the Olympia Center along with laptops and microphones. Although the trial process is not open to the public physically, the hearings are live streamed on the City's webpage as well as the trial being broadcast to Zoom for viewing.

Performance Measures: Court Services

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Actual | 2020 Actual |
|----------------|------------------------|--------|-------------|-------------|-------------|-------------|
| Output Measure | Criminal Cases Filed | | 1293 | 1319 | 1,365 | |
| | Infraction Cases Filed | | 1464 | 1944 | 1,505 | |
| | Hearings Held | | 6328 | 6042 | | |
| | Parking Hearings Held | | 925 | 761 | | |

| | | | | | | |
|----------------------------|---|-----|-----|-----|-----|--|
| Cost-Effectiveness Measure | Warrant Return Calendar-w/o booking | N/A | 202 | 202 | 244 | |
| | Personal Recognizance Release Calendar* | 85% | 69% | 69% | 51% | |

*Reporting format changes from percentage to number in 2020.

2022 Objectives

Going into 2022, the Court will continue to update programs and technology to avoid any interruptions to justice due to COVID-19. We will continue providing remote hearings as an option to in-person appearances to ensure the safety of court participants, visitors, jurors and staff.

- Continue to obtain contact information from court customers to increase court appearance rates and reduce warrants.
- Complete integration and fully implement oCourt - making the court completely paperless. Files will no longer be created for each case and forms will no longer be ordered at a high cost. This will make the process more seamless and efficient as well as cost saving. This will also allow documents to be sent to parties electronically.
- Work with justice partners to provide access to social services for all court participants, not only community court participants.
- Continue to enhance technology in order to make the court more accessible for all court users.

Community Court

Description

Community courts seek to respond to crime through a combined strategy of holding offenders accountable and offering to help defendants with a range of social needs. Community Court is a non-traditional approach that works to provide practical, targeted solutions rather than traditional punishment.

The Olympia Community Court opened its doors in January 2016. A community needs assessment has been conducted by various justice system and community stakeholders.

Working together with community partners specializing in housing, education, employment, chemical dependency, health care, licensing, mental health, transportation, lesbian, gay, bisexual, transgender and queer (LGBTQ) and youth/family support services, the Olympia Community Court offers individuals a hand-up, with the goal of restoring the person and community.

Through a collaborative effort between Olympia Municipal Court, the Olympia City Prosecutor's Office, Olympia Public Defenders, the Olympia Police Department and community organizations, Community Court seeks to break the cycle of crime, reduce recidivism and reduce overall impact on the justice system involving offenders committing minor nonviolent offenses through case management and access to supportive services.

Olympia's Community Court gives selected low level offenders the opportunity to have their cases either amended to an infraction, dismissed by entry of plea and a deferred sentence, or dismissed by entry into a stipulated order of continuance. If all conditions are met, the participant successfully graduates.

Many Community Court participants engage in work crew/community service. Most participants do a minimum of two days of work crew to give back to the community. The Community Court Garden provides an opportunity for community service.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|---------|
| Personnel Services | \$44,234 | \$54,939 | \$56,021 | \$1,082 |
| Supplies | 1,087 | 1,670 | 1,670 | 0 |
| Services | 22,864 | 39,970 | 39,970 | 0 |
| Capital | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,130 | 1,250 | 1,440 | 190 |
| Total Expenditures | \$69,315 | \$97,829 | \$99,101 | \$1,272 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|------------------|-------------|-------------|-------------|--------|
| CASE MANAGER | 0.75 | 0.75 | 0.75 | 0.00 |
| Total | 0.75 | 0.75 | 0.75 | 0.00 |

*Case Manager increased from 0.60 FTE to 0.75 FTE

Budget Overview

Going into 2022, Community Court will continue to be funded through the Public Safety Property Tax Levy. Outside of salaries and benefit increases, no significant changes in the budget are expected for 2022. The court was awarded a 2 year, \$400,000 grant by the Bureau of Justice Assistance. This is an enhancement grant to be used along with the current funding to enhance services and providers for community court.

Trends, Challenges and Opportunities

2021 Trends

- Olympia's Community Court is one of approximately 74+ Community Courts in the nation.
- Community Court eligible offenses have remained at 28 eligible offenses in 2021.
- Community Court continues to be held via Zoom. Participants link with social service providers and meet with the public defender, prosecutor, and case manager in breakout rooms. Probation meets with potential participants at the arraignment hearing in a Zoom breakout room to set up an appointment for the initial CCAT evaluation. This evaluation can be done via Zoom or in person on site at the provider building.
- Drug and alcohol services help connect participants to bed dates in the most efficient manner possible.

2021 Challenges

- The Community Court provider building located at 909 8th Ave SE is a small venue to accommodate future growth for community court. COVID 19 is now a factor to consider in that building and it is anticipated that a larger venue will be needed to accommodate any in-person provider services in the near future. Space was always a factor pre-pandemic.
- Lack of available detox beds and inpatient beds continue to be a challenge in moving participants in a timely manner to the resources they need for their addiction. As some of the facilities are out of town, transportation becomes an issue as many participants are without a license and vehicle.
- Lack of funding for housing continues to impact community court participants in that it can delay housing efforts.
- Warrants at arraignment continue to be an issue as many Community Court eligible participants are unaware that they are eligible to participate. The prosecutor's office is now fully staffed and as the department becomes more caught up on the back-log of filings, the gap in time between the date of violation and the date of arraignment will be reduced, thus hopefully increasing appearance rates.
- Due to the impacts of COVID 19, keeping participants motivated and in compliance can be challenging. Due to restriction on sanctions such as community service, work crew, and in-person check-ins, participants often get off track with their programs. More interaction is necessary to keep them on a successful path.

2021 Opportunities

- With the increased divide with our downtown population, adding a peacemaking component could provide an opportunity to decrease the tension and come up with alternative solutions.
- With the pandemic has come a shift in opportunity for contactless community service with Habitat for Humanity and Thurston County Food Bank.

2021 Accomplishments

The Olympia Community Court received \$400,000 in early June for the grant it won in October 2020 to enhance its touted alternative-justice program.

As one of seven recipients nationwide of the grant from the Department of Justice's Bureau of Justice Assistance, Olympia Community Court will use the funding to expand its operations, which have become a model for community courts around the country. In the first year of the two-year grant, Olympia will increase its number of case managers from one part-time manager to two full-time managers and add a part-time housing case manager. The grant will also provide funding to assist those that are houseless with temporary shelter costs, rental application fees and rental down payments. Additionally, the year one funds will help set up an on-site intensive outpatient program to assist participants with drug, alcohol, or mental health issues.

Olympia Community Court continues to remain nationally recognized as one of four mentor courts in the nation. As of May 2021, Olympia Community Court has had 463+ participants and 205 graduates. As of October 2020, 82% of graduates have not been convicted of new offenses.

Performance Measures: Community Court

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Projected |
|----------------|------------------------|--------|-------------|-------------|-------------|----------------|
| Output Measure | # of graduates | 225 | 34 | 16 | | |
| | # of new participants | 450 | 77 | 82 | | |
| | # of service providers | 17 | 12 | 17 | | |

| | | | | | | |
|-----------------|---|------|-----|-----|--|------|
| Quality Measure | % of graduates who do not re-offend post-graduation | 100% | 82% | 86% | | 100% |
|-----------------|---|------|-----|-----|--|------|

| | | | | | | |
|--------------------|----------------------------------|----------|---------|--|----|-----|
| Cost-Effectiveness | Value of community service labor | \$97,200 | \$9,624 | | 0* | TBD |
|--------------------|----------------------------------|----------|---------|--|----|-----|

*Reduction in 2020 community service value due to COVID-19 restrictions.

2022 Objectives

- Continued use of Zoom to serve the needs of community court participants.
- Continue to follow pre-COVID MOU's with providers for continuity of service.
- Mental Health and Drug and Alcohol evaluations are scheduled via Zoom breakout rooms.
- The provider building has been opened for access to participants who do not have a phone or computer to link with providers via Zoom. 4 computer stations are available for participants on community court Wednesdays.
- Case manager in-person check-ins are also available at the provider building by appointment. Having a safety glass between the participant and staff keeps all parties safe.

- UA's can be done in a safe manner at the provider building with the glass partition.
- Participants are getting notices for hearings easier with e-mails as many do not have mailing addresses.

Probation/Day Reporting

Description

Probation Services offers effective community supervision for misdemeanor offenders including pretrial and post disposition supervision, intensive supervision as well as active and bench supervision in the City of Olympia. Along with the correctional options programs offered as alternatives to incarceration, Probation Services continues to offers an array of treatment and counseling services to help motivate and guide clients out of the Court system. The Day Reporting Center (Options Program), comprised of intense probation programs and jail alternatives, continues to run successfully. Our goals include enhancing public safety while using alternatives to incarcerations and allowing better management of jail costs to the City of Olympia.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$579,337 | \$631,045 | \$640,235 | \$9,190 |
| Supplies | 4,347 | 9,625 | 10,625 | 1,000 |
| Services | 42,575 | 63,221 | 65,921 | 2,700 |
| Interfund Payments | 37,151 | 27,049 | 31,901 | 4,852 |
| Total Expenditures | \$663,410 | \$730,940 | \$748,682 | \$17,742 |

| Program Staffing | 2018 Actual | 2019 Budget | 2020 Budget | Change |
|---------------------------------|-------------|-------------|-------------|--------|
| JAIL ALTERNATIVES OFFICER | 0.50 | 0.50 | 1.00 | 0.50 |
| OFFICE SPECIALIST III | 1.00 | 1.00 | 0.00 | (1.00) |
| PROBATION OFFICER II | 2.00 | 2.00 | 2.00 | 0.00 |
| PROBATION WORK CREW LEADER | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 0.00 | 0.00 | 0.50 | 0.50 |
| PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST - RPN | 0.25 | 0.25 | 0.25 | 0.00 |
| Total | 5.75 | 5.75 | 5.75 | 0.00 |

Budget Overview

There are no significant changes to the 2022 budget for Probation/Day Reporting. Increases are related to staff salaries and benefits.

All city departments were asked to prepare a 3% reduction, approximately \$22,000 for 2022. Both Probation Services and Day Reporting budgets were already quite lean. To achieve that amount, the only option for Probation and Day Reporting was a reduction in force.

Due to the suspension of the DUI Alternative Program and the decrease in capacity of the Victim's Impact Panel presentations, revenue collection has been negatively impacted. The DUI Alternative Program will likely remain suspended through the remainder of 2021. Resuming these programs to capacity or at all in 20212 is contingent on COVID 19 containment.

2020 was to be the last year the department would partner with PBIA to provide watering services for the downtown flower baskets. However, staff unavailability for weekend watering created an inability for the vegetation crew to maintain the baskets to the expectation of the PBIA and community. Probation was approached to assume the program in late June. Due to reduced work crew numbers in summer 2021 (pandemic related), Probation was able to continue its partnership with the PBIA. Costs to the PBIA were minimal, approximately \$6,000. There are no plans to continue watering in 2022.

Due to decreased participation in the work crew program, the second work crew was transferred to the CRU program in July 2021. The day reporting budget reduced fleet costs, including capital, operating and maintenance and yearly fuel costs by approximately \$8,000.

Trends, Challenges and Opportunities

As the COVID 19 pandemic continues, operational changes put into place in March 2020 continue in 2021. The satellite office set up in the Community Court provider building continues to be utilized by probation staff for safe, in person client reporting. Other programs offered by probation that were suspended in 2020 are again being offered. Those include MRT, DV MRT, and the DUI Victim's Impact Panel.

Remote hearings continued to be an effective option for those clients that have transportation issues or are living outside the area. Violation hearings via Zoom have increased probation staff's ability to regularly attend court sessions virtually and provide updated reports and recommendations. Previously, other office commitments and appointments prevented staff from attending most violation hearings in the court room. Feedback from both prosecution and defense attorneys has been positive regarding increased participation in those hearings. Probation's ability to attend these hearings has also allowed those cases to be resolved with fewer continuances.

Probation continues to support the Community Court program. Staff are present during the Wednesday morning arraignment calendar and schedule intake interviews at that time. Both in person and zoom appointments are offered. The work crew and community service programs are fully functioning and being offered for Community Court clients as well as UA collection and MRT/Responsible Living courses facilitated by probation staff.

The Community Court provider building continues to be available each week to clients unable to participate in virtual meetings with various treatment providers through Zoom. An office equipped with a desk top computer and camera was set up for individuals in the provider building to meet with social service agencies privately and then also participate in their review hearings. A total of 4 offices have been configured in the building to allow for multiple clients to meet with service providers if the need arises. Probation staff continue to be available to open the building and help direct clients during court time.

With legislative changes for drug possession charges, those once felony offenses will not be charged as misdemeanors in courts of limited jurisdiction. It is anticipated that there will be a need for chemical dependency treatment providers and social service agencies available and on site. Filling this much needed service gap would be beneficial to not only probation but police, prosecution, and the community court program.

As always, Probation Services continues to seek out creative and meaningful options for clients who are challenged with making healthy decisions for themselves. The option of offering a course of interactive journaling is being explored. A pilot program may be offered in 2022 for both Community Court and Probation clients.

Our current criminal justice complex including the jail needs replacement. Built in 1966, the original city hall building was renamed the Lee Creighton Justice Center in 2011 when a new city hall was built. Although the age of the building is one issue, space for the Community Court program staff and service providers, courtrooms, jury selection and jury deliberation spaces are inadequate. Judicial and staff security and safety are also lacking in the existing complex. Options for the complex replacement are being reviewed.

2021 Accomplishments

- The Community Court program has resumed remotely via Zoom; however, several clients were unable to utilize this technology. Probation has staffed the provider building weekly and made available private offices to allow for service provider check in as well as attendance at review hearings with Judge Ahlf. This accommodation will continue indefinitely.
- The court was successful in obtaining CARES funding for COVID related expenses. That included funding for technology such as laptops and webcams. Probation staff utilized the opportunity to convert from desktop computers to laptops. This allows for staff to work remotely if necessary. Additionally, it allows for Community Court intakes to be completed with potential clients who are in custody.
- Due to COVID 19 restrictions, the city jail population needs to remain minimal. Pre-trial supervision options have increased through probation services including the use of the SoberLink device to monitor sobriety for high-risk offenders, pre-trial intensive supervision (ISP), and electronic home monitoring (EHM).
- The DV MRT program continues to be offered to clients approved to participate by the Court. Fewer community options for domestic violence perpetrator treatment both locally, and statewide have compelled most misdemeanor probation departments to offer this alternative program to clients. Probation is now offering the course to clients outside of the City of Olympia jurisdiction. It is anticipated our program participation numbers will increase.
- Probation was approached by PBI to take back the downtown flower basket watering for this season. Due to their emergent need, the department was able to create a schedule with the Work Crew leader to facilitate the program transfer from CP&D at minimal cost to the city.
- Probation staff have been remarkable in adapting to the many changes the year has brought. Many new procedures and processes have been made and are ongoing during these trying times, and they have persevered superbly without complaint.

2022 Objectives

- Continue to improve customer access to probation services both in person and electronically during pandemic.
- Continue to partner with the jail to manage jail population during pandemic.
- Facilitate an interactive journaling pilot program for both probation and community court clients.

Performance Measures: Probation/Day Reporting

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Goal |
|----------------|----------------------------------|--------|-------------|-------------|-------------|-----------|
| Output Measure | Active Probation Cases | | 216 | 274 | 274 | 300 |
| | Inactive Probation Cases | | 408 | 406 | 406 | 400 |
| | Deferred Prosecution Supervision | | 159 | 129 | 129 | 140 |
| | Defendants on Warrant Status | | 1523 | 1,493 | 1,493 | 1,500 |

| | | | | | | |
|-----------------|--|------|-----|-----|-----|------|
| Quality Measure | Successful Completion of DUI Alternative Program | 100% | 94% | 98% | N/A | 100% |
| | Successful Completion of Jail Alternative Program | 100% | 91% | 90% | 95% | 95% |
| | Defendants successfully completing Intensive Supervision | | 43 | 38 | 40 | 45 |

| | | | | | | |
|----------------------------|--|--|------|--------------------|-------|-------|
| Cost-Effectiveness Measure | Defendants on Work Crew | | 118 | 120 | 100 | 100 |
| | Defendants in Day Jail | | 38 | 25 | 4 | |
| | Defendants on Electronic Home Monitoring (EHM) | | 112 | 96 [^] | 100 | 120 |
| | EHM Jail Beds Saved | | 3801 | 2599 ^{^^} | 3,000 | 3,000 |
| | Total Jail Beds Saved(EHM/ Work Crew/Day Jail) | | 4487 | 3,220 | 4,000 | 4,000 |

[^] This number includes clients (10) on pre-trial supervision requiring 24/7 sobriety monitoring with Soberlink equipment.

^{^^}This number includes the days served (423) on Soberlink monitoring.

Parks, Arts and Recreation



Included in this Section

| | |
|--|-----|
| Organizational Chart | 206 |
| Administration | 207 |
| Arts and Events | 209 |
| Facility Operations and Support Services | 212 |
| Parks Maintenance and Operations | 215 |
| Park Stewardship | 219 |
| Planning and Design | 222 |
| Recreation | 225 |

Click on sub-section for a direct link.

Mission

To enrich lives by connecting people with quality experiences.

Vision

Throughout our hiring, partnerships, services and community engagement we are: Respectful, Professional, Dedicated, Inclusive and Responsive.

Description

Olympia Parks, Arts and Recreation is a cornerstone to Olympia's high quality of life. Olympia's great parks, vibrant arts community and variety of recreation programs enrich Olympians' lives and strengthen their connection to the community. One only has to walk to a neighborhood park, search for a new skill to learn, or catch the latest downtown Arts Walk to experience this. These facilities and programs promote active lifestyles, create a sense of place and contribute to the local economy.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------|-------------|-------------|--------------|-------------|
| Administration* | \$974,143 | \$1,097,908 | \$1,473,952 | \$376,044 |
| Arts & Events | 224,303 | 264,482 | 300,009 | 35,527 |
| Facility Operations | 1,044,863 | 1,284,679 | 1,577,687 | 293,008 |
| Maintenance & Operations | 3,515,579 | 4,177,590 | 4,530,847 | 353,257 |
| Stewardship | 664,476 | 721,465 | 749,462 | 27,997 |
| Planning & Design | 579,502 | 642,608 | 914,481 | 271,873 |
| Recreation | 1,319,212 | 1,666,304 | 1,668,601 | 2,297 |
| Grand Total | \$8,322,078 | \$9,855,036 | \$11,215,039 | \$1,360,003 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|--------------|-------------|
| Personnel Services | \$6,415,957 | \$7,172,606 | \$7,829,327 | \$656,721 |
| Supplies | 272,329 | 363,541 | 428,141 | 64,600 |
| Services | 756,194 | 1,424,876 | 1,889,812 | 464,936 |
| Interfund Transfers | 2,199 | 2,030 | 2,030 | 0 |
| Intergovernmental Payments | 36,988 | 53,280 | 161,280 | 108,000 |
| Capital Outlay | 33,440 | 24,500 | 24,500 | 0 |
| Interfund Transfers | 804,971 | 814,203 | 879,949 | 65,746 |
| Total Expenditures | \$8,322,078 | \$9,855,036 | \$11,215,039 | \$1,360,003 |

2022 Objectives

Equity, Inclusion, and Belonging Initiative

Our Department is working to create an environment where every person we interact with truly feels welcome, invited to participate, and enjoys a genuine sense of belonging. In order to achieve this goal we have launched a department-wide initiative to analyze current policies, procedures, programs and services. Our plan is to identify and implement strategies both within our organization and throughout the services we provide that are designed to undue historical harm while also demonstrating our commitment to equity, inclusion, and belonging.

Continued COVID Response

The pandemic continues to turn our Department into what feels like a perpetual spin cycle. Always changing restrictions, clarifications, scientific understanding, case numbers and politics have forced employees to be prepared for change with a combination of speed and frequency that is not normal by any definition. Department leadership must be at the front of guidance to provide direction and oversight for staff so they can readily implement requirements both as employees and as hospitable hosts to our customers and visitors.

Parks, Arts and Recreation

Revenue Sources and Operating Budget

| | General Fund | Program Revenue | OMPD | Total |
|---------|--------------|-----------------|-------------|--------------|
| Revenue | \$6,336,578 | \$2,081,168 | \$2,797,293 | \$11,215,039 |

| Budget by Line of Business | | | | |
|----------------------------|-------------|-------------|-------------|--------------|
| Administration | \$1,473,912 | \$40 | \$0 | \$1,473,952 |
| Arts & Events | 174,159 | 43,000 | 82,850 | 300,009 |
| Facility Operations | 1,278,237 | 299,450 | 0 | 1,577,687 |
| Park Maintenance | 2,585,554 | 149,300 | 1,795,993 | 4,530,847 |
| Stewardship | (1,063) | 0 | 750,525 | 749,462 |
| Planning & Design | 272,747 | 473,809 | 167,925 | 914,481 |
| Recreation | 553,032 | 1,115,569 | 0 | 1,668,601 |
| Total Operations | \$6,336,578 | \$2,081,168 | \$2,797,293 | \$11,215,039 |

General Fund

Beginning in 2016, the City allocates 11 percent of specific General Fund revenues to support Olympia Parks, Arts and Recreation Department (OPARD) operations. This allocation is specified in an Interlocal Agreement between the City and the Olympia Metropolitan Park District (OMPD). The table to the right summarizes the General Fund tax revenues that support OPARD in the 2022 Operating Budget.

| General Fund Revenue | 2022 Estimate |
|----------------------------|---------------|
| Property Tax | 1,434,840 |
| Regular Sales Tax | 2,817,797 |
| B&O Tax | 783,872 |
| Private & City Utility Tax | 1,223,533 |
| Total | \$6,260,042 |

Olympia Metropolitan Park District (OMPD)

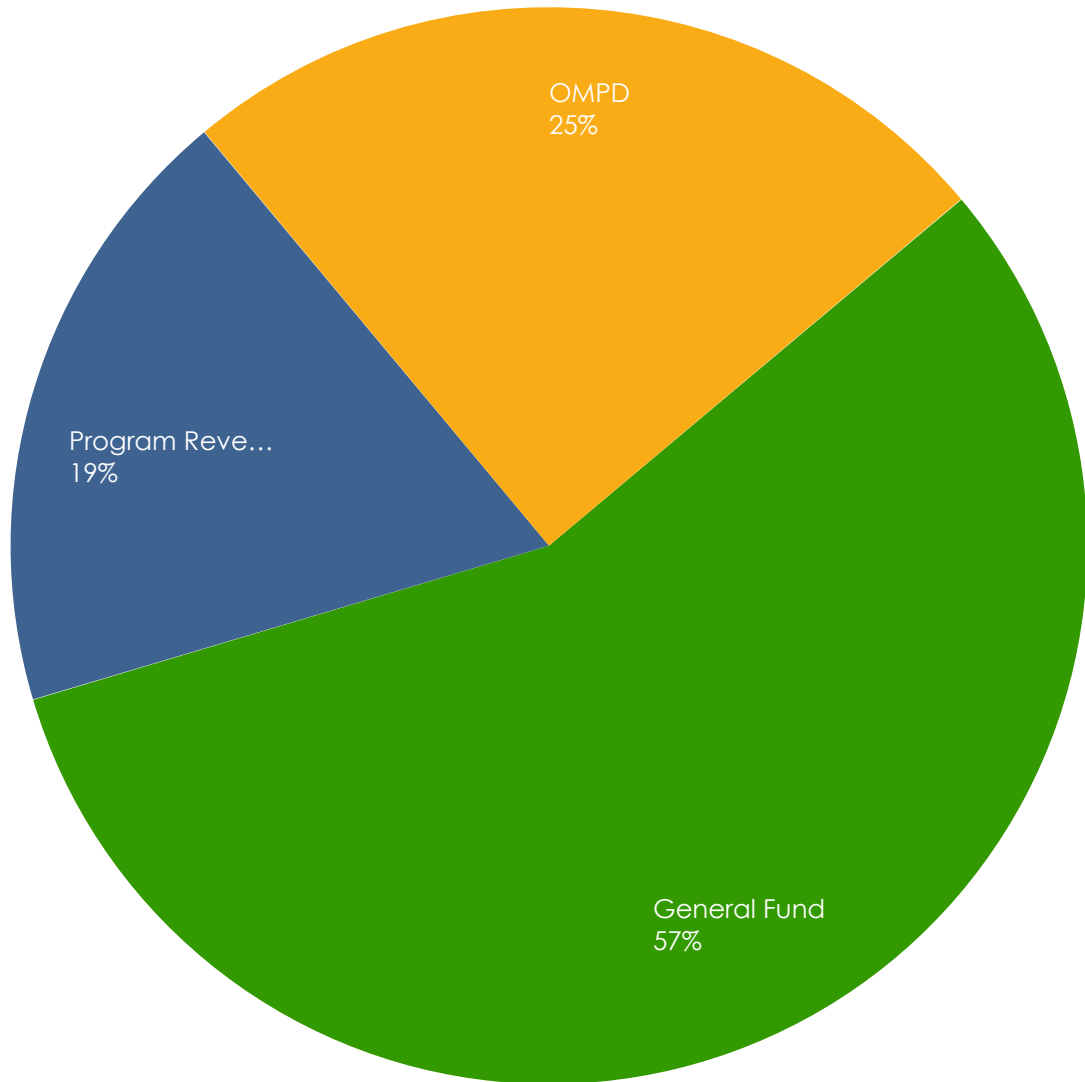
Olympia voters approved the formation of the OMPD in 2015. The OMPD Board approves a budget and levies a property tax assessed to properties located within City limits. For 2022, the proposed levy is \$4.6 million in property taxes. The tax rate is estimated to be \$0.54 per \$1,000 of assessed value. The table to the right summarizes 2022 OMPD's Budget.

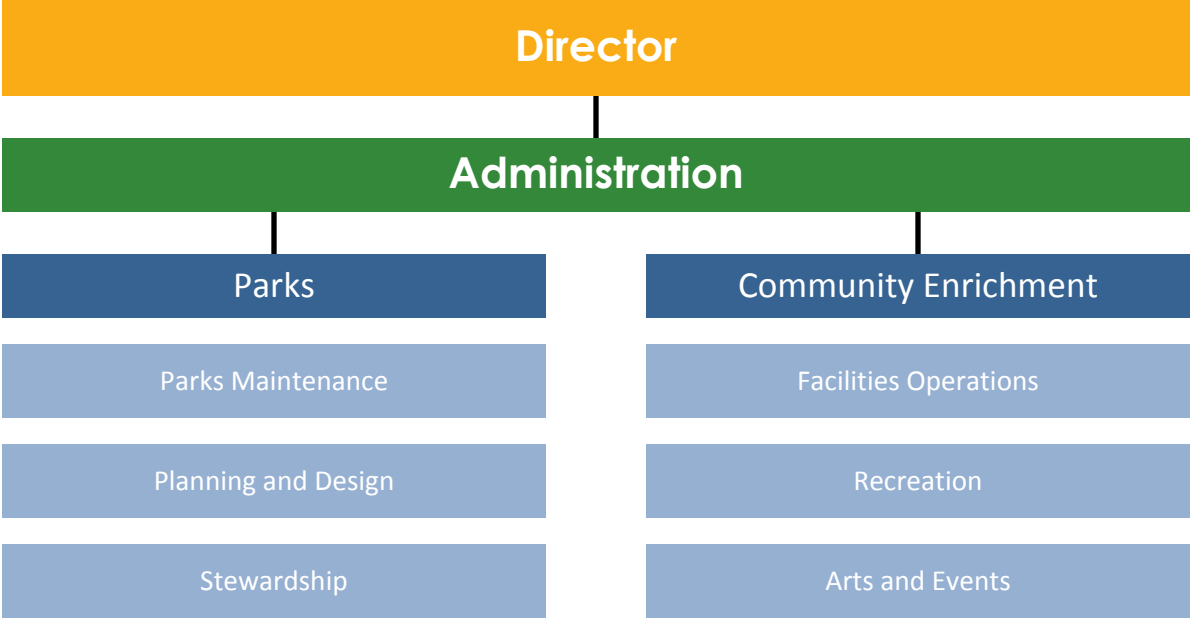
| OMPD Expenditure | 2022 Estimate |
|---------------------------|---------------|
| Operating Budget | 2,797,293 |
| Capital Facilities Plan | 2,034,265 |
| Debt Service | — |
| OMPD Administrative Costs | 10,000 |
| Total | \$4,841,558 |

OPARD Revenue

OPARD's operating costs are supported by 11 percent of specific City General Fund revenues, property taxes levied by the Olympia Metropolitan Park District (OMPD) and transferred to the City, and OPARD's program revenues from facility rentals and class fees. Program revenue are projected to be 15% of the overall operating revenues.

Parks Operating Revenue \$11,215,039





Administration

Description

Administration provides department leadership in creating a work place that promotes productivity, creativity, and accountability. Core services include budget development/oversight, communications, policy development and implementation, emergency management and labor relations.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$551,655 | \$553,991 | \$728,050 | \$174,059 |
| Supplies | 1,203 | 7,900 | 7,900 | 0 |
| Services | 128,343 | 249,270 | 322,461 | 73,191 |
| Intergovernmental Payments | 13,730 | 13,730 | 104,730 | 91,000 |
| Interfund Payments | 279,212 | 273,017 | 310,811 | 37,794 |
| Total Expenditures | \$974,143 | \$1,097,908 | \$1,473,952 | \$376,044 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| DIRECTOR OF PARKS PLAN & MAINT | 1.00 | 1.00 | 1.00 | 0.00 |
| DIRECTOR OF REC ART & FACILITY | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - AFSCME | 0.00 | 0.00 | 1.00 | 1.00 |
| PARKS ARTS & REC DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 3.00 | 3.00 | 4.00 | 1.00 |

Budget Overview

The 2016 Parks, Arts and Recreation Plan provides a road map for budget decision-making. As community priorities evolve, it becomes increasingly more important to use the plan as a grounding tool, while remaining open and flexible to emerging opportunities. At the development of this budget, the process to update the 2022 Parks, Arts, and Recreation Plan is on course to be completed in spring 2022. This updated plan will influence future decisions.

In general, our success in terms of park land acquisition and facility development has outpaced our investment in park maintenance, creating a need to re-evaluate our priorities and resource allocations moving forward. As land acquisition and development continue, it is likely that future budgets will require a gradual shift from capital funding toward operations to ensure adequate maintenance resources.

Trends, Challenges, and Opportunities

The two major current factors affecting the OPARD budget are inconsistent program revenues due to pandemic related guidance changes, and the continued need to assess our revenue resources to ensure historic and recently added properties are properly maintained. Program revenues will continue to lag as the community manages pandemic related restrictions and guidelines. OPARD will closely monitor revenues in 2022 to ensure and associated reductions are balanced with reduced expenses. This is especially important with programs that are 100% reliant on program fees but also impacts fixed costs such as salaries and infrastructure overhead that continue regardless of program status

On a micro level, increasing costs to utilities, fleet, information technology, and Finance continue to increase each year. With declining revenues, this creates a dual challenge to manage.

Security costs for facilities and parks will be increasing annually to meet state required labor standards.

2021 Accomplishments

The Department as a whole continues to operate in an effective manner. Response to the community is consistent and professional, and that effort is rewarded with strong support of the community through our activities and services. The department is valued by our community, and that is something we are grateful for every day.

- A new way forward as a result of COVID-19 including the re-opening of park facilities with new public health guidelines, programs launched virtually, adapting to new in-person guidelines and art programs re-inventing themselves.
- Foundational work on a department Equity, Inclusion and Belonging Plan that will support department employees, program participants, and community members who utilize our parks.
- Parks, Arts, and Recreation Plan Draft for Public Review.
- Regional Aquatic Facility Feasibility Study Completed.
- Launched the Armory Creative Campus Conceptual Design and Business Plan Process

2022 Objectives

The Department will continue to evaluate staffing levels to support the increased demand on our services as well as to meet the requirements to maintain safe, clean and enjoyable parks and facilities.

Four key projects will be led by our Department in 2022; the Parks Plan update, the Yelm Highway Community Park Master Plan, the Aquatic Center Feasibility Study and the Armory Creative Campus. These projects will require strong and creative leadership to support staff as well as ensure our community feels valued and heard. As these planning processes near completion, next steps and financial strategies will need to be identified and implemented to keep these projects moving forward.

Arts and Events

Description

Olympia Arts and Events facilitates Arts Walk, Percival Plinth Project, Traffic Box Wraps and other arts programming each year, acquires and maintains the City's collection of public art, is engaged in the City's Arts, Cultures and Heritage (ARCH) planning team and serves as staff to the Olympia Arts Commission.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$213,351 | \$219,229 | \$253,158 | \$33,929 |
| Supplies | 626 | 1,170 | 1,170 | 0 |
| Services | 3,145 | 27,668 | 29,168 | 1,500 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 7,181 | 16,415 | 16,513 | 98 |
| Total Expenditures | \$224,303 | \$264,482 | \$300,009 | \$35,527 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------|-------------|-------------|-------------|--------|
| PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST | 0.75 | 0.75 | 1.00 | 0.25 |
| Total | 1.75 | 1.75 | 2.00 | 0.25 |

Budget Overview

An additional .25 FTE was added on a limited basis to the Program Specialist Position, to add additional capacity for coordination of the consultant contract for the Armory Conceptual Design and Business Plan project.

Trends, Challenges, and Opportunities

- The transfer of the Olympia Armory to the City of Olympia is a tremendous opportunity to meet the community-identified need for an Arts Center/Creative Campus. A study is currently underway to identify community need, which could include rehearsal, performance and exhibition space, classes and workforce development and incubator space, and low income and artist live/work housing.
- The effects of the economic downturn related to COVID are still uncertain regarding our Arts Walk Program. The spring 2020 event was cancelled, and subsequent events, of limited scope, have been "Pay What You Can," to encourage continued participation and keep the event on the community radar, as we hope to build back to full capacity when circumstances allow.

- The Department’s 2022 Parks, Arts and Recreation Plan provides several new areas of focus including Climate Change and Equity, Inclusion and Belonging, which will inform Arts Program goals and processes over the coming years.

2021 Accomplishments

- In early 2021, the Military Department was directed to transfer the Olympia Armory to the City of Olympia. Subsequently, Framework Cultural Placemaking was selected to provide a conceptual design and business plan evolving from a robust process to determine community need.
- The spring Arts Walk event debuted a new event platform, ArtsWalkOly.com, designed to streamline registration and the participant experience.
- Welcomed Poet Laureate Ashly McBunch, who’s appointment through 2023 is tasked with exploring issues of equity and inclusion in our community.
- Received several gifts of art: **Telephone of the Wind** by Corey Dembeck in Priest Point Park, and **A Story Place** by Nancy Thorne-Chambers for LBA Park. Dedicated the first two Art Crossing Projects: **Guardians**, by Lin McJunkin and Milo White on West Bay Drive, and **Unity** by Andrea Wilbur-Sigo at Eastside Street. Sculptures at both projects are illuminated by solar power.

2022 Objectives

- Increase accessibility of arts programming for emerging artists and artists of color.
- Apply for grants to support various stages of development for the Armory Creative Campus.
- Continued work with the ARCH planning team to support Arts, Cultures and Heritage in our community.

Performance Measures: Arts & Events

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|-----------------------|--|--------|-------------|-------------|----------------|-----------|
| Output Measure | # of residents with public art within ½ mile | 95% | 45% | 50% | 52% | 95% |

| | | | | | | |
|------------------------------|---|---|--|-------------|--------|------------------|
| Quality Measure | Quality of arts experiences (currently Arts Walk) | Rating of 4 of 5 or better | Ave. 3.75 between spring and fall events | 0 (No data) | 3 of 5 | 4 of 5 or better |
| Participation Measure | Annual participation in Arts Programs | 2% increase per year | 51,768 | 6,011 | 8,000 | 10,000 |
| Support Measure | City investment in the arts based on population | Maintain \$7.31 investment in the arts per person per year. | 6.33% | 5.85% | 10% | 9% |

Facility Operations and Support Services

Description

The Facility Operations Program is responsible for the scheduling and use of key public facilities in the Department. This includes room rentals at The Olympia Center, park shelters, transient moorage at Percival Landing, and the Harbor House at Percival Landing. In addition, the Program is responsible for scheduling games, tournaments, and practices on City and Olympia School District athletic fields. Staff also provides for the coordination of unique facility requests throughout the park system. Facility Operations provides support to community service partners that include Senior Services for South Sound, the Olympia Farmers Market, and the Sandman Foundation.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$875,205 | \$980,837 | \$1,005,910 | \$25,073 |
| Supplies | 27,285 | 37,755 | 63,255 | 25,500 |
| Services | 131,038 | 254,649 | 504,322 | 249,673 |
| Intergovernmental Payments | 2,076 | 4,200 | 4,200 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 9,259 | 7,238 | 0 | (7,238) |
| Total Expenditures | \$1,044,863 | \$1,284,679 | \$1,577,687 | \$293,008 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--|-------------|-------------|-------------|--------|
| MAINTENANCE WORKER I OLYCR-AFS | 4.00 | 4.00 | 4.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM MANAGER | 0.50 | 0.50 | 0.00 | (0.50) |
| PROGRAM SPECIALIST | 0.55 | 0.55 | 0.55 | 0.00 |
| PUBLIC SERVICE REPRESENTATIVE | 3.15 | 3.15 | 3.15 | 0.00 |
| SUPERVISOR I (EXEMPT) | 0.35 | 0.35 | 0.35 | 0.00 |
| SUPERVISOR II | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 10.55 | 10.55 | 10.05 | (0.50) |
| ^^Reorganization .5 FTE from Recreation. | | | | |

Budget Overview

Facility use is directly impacted by the ongoing pandemic. In some cases, such as athletic fields and park shelters, use has returned to pre-pandemic levels as state guidelines are relaxed around outdoor activity. The opposite is true for facilities like The Olympia Center and Harbor House, which have suffered significant reductions in access by the community depending on current restrictions. While The Olympia Center returned to evening and Saturday hours in the fall of 2021, concerns around the Delta variant have impacted use and it is difficult to predict what 2022 will bring.

Trends, Challenges, and Opportunities

The impacts of the pandemic will clearly effect overall operations from both a staff safety perspective and also the ability for the public to access our facilities. With so many unknowns at this time, it is difficult to predict the final impacts. Concerns and considerations continued safe operations for community access to indoor facilities, ongoing impacts to the Olympia Senior Center, ability to host social and business meetings while meeting current restrictions, and the potential for budget reductions impacting available services and activities. All of this while making staff and community member safety our top priority.

Unrelated to the pandemic, derelict vessels or owners that ignore regulations related to boat moorage continue to challenge the operations at Percival Landing. Abandoned or derelict vessels can become hazards while attached to our facility and ultimately the City is left with no choice but to take responsibility for the destruction and/or disposal of these vessels. Department of Natural Resources (DNR) has a program to assist with qualifying costs, but their funds are regularly depleted. Vessels belonging to owners that are live-aboards are typically run down, improperly maintained, and can attract disturbances or other behaviors not conducive to a transient moorage facility that is intended to attract tourists. Consideration for how to manage moorage to minimize these occurrences should be given for both our department as well as the Olympia Police Department if public moorage continues to be a priority.

2021 Accomplishments

- There is a significant sense of pride knowing that customers return time and again because their experience with a shelter rental, class, camp or facility rental was exceptional.
- During the pandemic response, the Facility Operations team has been able to adapt to the constant changes required to run a safe and healthy environment.
- The seasonal ice rink, Oly on Ice, is scheduled to return for the 2021-22 holiday season after a pandemic related closure the previous year.
- Scheduled and hosted 900+ youth baseball/fastpitch tournament and league games on city fields while following pandemic guidelines.

2022 Objectives

The Department continues to have an interest in transitioning from a basic customer service model to a priority of hospitality. Rather than asking ourselves “what do we do for people” and “how well do we do it”, we want to take it to another level and get customer feedback on how our attention to their needs “makes them feel.” Current research indicates this is a better measure to determine return rates from customers. One tool we are hoping to implement for 2022 is to modernize the look and feel of schedule postings in front of each meeting room. By using readily available technology we can post schedule updates to monitors at each room in “live time” from the customer service center, removing hand written signs on doors that must be updated throughout the day by our facility maintenance staff.

The constant evolution of guidance and restrictions related to the pandemic has disproportionately required staff time for communications, scheduling and logistics. This is true in both services provided and supporting staff. We anticipate that 2022 will continue to be impacted by these updates, and the Department will have to make this a priority for the foreseeable future.

Performance Measures: Facility Operations and Support Services

| Type | Performance Measure | Target | 2019 Actual | 2020* Actual | 2021* Projected | 2022 Goal |
|--|---|------------------|-------------|--------------|-----------------|-----------|
| Output Measure | Games annually scheduled on City fields | 2% annual growth | 2,030 | 742 | 1,000 | 1,500 |
| | Reserved hours at The Olympia Center, Harbor House, and Park Shelters | 2% annual growth | 10,973 | 3,119 | 5,000 | 8,200 |
| <small>*2020 and 2021 measures reflect COVID-19 impacts on recreation participation.2022 goals reflect a goal to get to 75% of pre-pandemic numbers. School field hours are reduced to reflect a goal to reduce overall pressure on overused fields.</small> | | | | | | |

Parks Maintenance and Operations

Description

The Parks Maintenance Program is responsible for keeping 53 parks, totaling 1,367 acres, safe, clean and enjoyable. Maintenance responsibilities include park restrooms, picnic shelters, playground equipment, three ballfield complexes, Heritage Park Fountain, the Woodruff Park Sprayground, park trails, neighborhood parks, Percival Landing, undeveloped park sites, street trees, and school field facilities.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|------------------|
| Personnel Services | \$2,504,850 | \$2,976,467 | \$3,210,849 | \$234,382 |
| Supplies | 207,901 | 264,320 | 304,320 | 40,000 |
| Services | 361,712 | 502,063 | 528,462 | 26,399 |
| Intergovernmental Payments | 12,950 | 2,500 | 19,500 | 17,000 |
| Capital Outlay | 33,440 | 24,500 | 24,500 | 0 |
| Interfund Payments | 394,726 | 407,740 | 443,216 | 35,476 |
| Total Expenditures | \$3,515,579 | \$4,177,590 | \$4,530,847 | \$353,257 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|--------------|--------------|--------------|-------------|
| ELECTRICIAN-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| FIELD CREW LEADER-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - AFSCME | 3.00 | 3.00 | 4.00 | 1.00 |
| MAINTENANCE WORKER I - AFSCME | 5.00 | 5.00 | 5.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 11.00 | 11.00 | 11.00 | 0.00 |
| PARKS OPERATIONS & MAINT MGR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR III | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 24.00 | 24.00 | 25.00 | 1.00 |

Budget Overview

The 2022 Parks Maintenance Operating Budget shows an increase from 2021.

- The major components of the Park Maintenance budget are staffing, utilities, operating supplies, fleet and tools.
- With wages and benefits being the main cost driver, the other cost drivers leading to increases in 2022 are increased costs for custodial supplies, asset management software, and increases in fleet rates.
- The 2022 Parks Maintenance Operating Budget also includes two new positions (Lead Worker and Seasonal Rover) to maintain service levels with the growing park development.

Trends, Challenges, and Opportunities

- Climate change has resulted in increased use of irrigation, tree loss, and noxious and invasive weeds.
- Rise in people experiencing homelessness has increased the dependence on park facilities to meet basic needs (restrooms, drinking water, showers, picnic shelters, etc.).
- Park acquisition, development and a growing arts program has lead to the need to add additional positions in Parks Maintenance.
- Increased demand for outdoor space due to COVID.
- We have been challenged to recruit and retain seasonals with Lacey paying \$1.25 more than Olympia.
- Other challenges are with maintaining an aging infrastructure, addressing the backlog of deferred maintenance, and keeping up with vandalism.
- An important opportunity to set goals and incorporate best practices around equity, inclusion and belonging has begun and our maintenance staff are heavily involved in this process.
- With the implementation of Asset Essentials work order and asset management system, our Department will have the opportunity to manage our park infrastructure more efficiently.

2021 Accomplishments

- Some of our most proud moments in Parks Maintenance are when we collaborate with other departments or divisions. For example we are collaborating with the Arts Program to install several art sculptures in LBA Park.
- Another major accomplishment was supporting the first ever Juneteenth event at the new park property formerly known as Fertile Grounds.

- Staff also supported park shelter rentals through the winter (normally not reservable in the winter), upgraded power service and lighting at Priest Point Park, re-roofed 5 park shelters and kiosks, repaired several boardwalks in Watershed Park, safely operated the Woodruff Sprayground and Heritage Fountain, removed hazardous trees and added ambience lighting to 5 more blocks downtown.

2022 Objectives

- Analyze data in work order system.
- Reorganize staffing structure to balance the span of control.
- Hire new Lead Worker position in the first quarter of 2022.
- Implement Tree Replacement and Watering program.
- Seasonal hiring outreach to youth at risk and low-income youth.
- Identify creative solutions to space needs.

Performance Measures: Parks Maintenance and Operations

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|--|----------------------------|-------------|-------------|----------------|-----------|
| Output Measure | Maintenance & Stewardship Hours Per Acre | 40.4 hours per acre | 39.9 | 35.4 | 36.0 | 38.0 |
| | Maintenance and Stewardship Cost Per Acre | Increase slightly | \$3,238 | \$3,024 | \$3,586 | \$3,700 |
| | Developed Acres per Full Time Maintenance & Stewardship Employee | 20 Developed Acres per FTE | 24.0 | 28.2 | 23.9 | 22.0 |

Park Stewardship

Description

Park Stewardship includes the Volunteer, Park Ranger and Environmental education programs. Staff in Stewardship work together to accomplish the goals of ensuring safe, clean, accessible parks for all, managing natural resources through stewardship and creating meaningful experiences for park users. Through this program, the department is able to provide daily connections to nature, cultivate partnerships with a wide variety of organizations and maintain safety in parks.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$555,521 | \$619,182 | \$642,380 | \$23,198 |
| Supplies | 9,986 | 8,466 | 8,466 | 0 |
| Services | 9,424 | 13,600 | 14,600 | 1,000 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 89,545 | 80,217 | 84,016 | 3,799 |
| Total Expenditures | \$664,476 | \$721,465 | \$749,462 | \$27,997 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-----------------------------|-------------|-------------|-------------|--------|
| PARK RANGER II - AFSCME | 3.00 | 3.00 | 3.00 | 0.00 |
| PROGRAM ASSISTANT - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR III | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 6.00 | 6.00 | 6.00 | 0.00 |

^ Reclass Program Aide to Program Assistant

Budget Overview

The most significant change in the budget is related to fairly compensating the Park Rangers. Since the development of the program, similar positions in other City departments have been created. Those positions are classified higher than the Park Rangers. In addition, Park Ranger work has evolved to be more complex than originally envisioned, especially related to changes in law enforcement response.

Other increases are due to mandatory or non-discretionary costs.

Trends, Challenges, and Opportunities

- The Ranger program is an even more critical piece of park safety with recent changes in law enforcement limiting response to low-level violations.
- Volunteer activities continue to recover from COVID-19 impacts.
- Rangers are increasingly becoming a resource for other Parks staff to identify, problem solve and debrief challenging situations.
- With a 60% increase in Park Stewards, staff is at capacity for volunteer management.

2021 Accomplishments

- Developed, recruited and hired a paid work study position with the intent of removing barriers to employment for people experiencing disabilities or other challenges.
- Managed 60% increase of independent Park Steward volunteers.
- Finalized development of nursery space that provides plants for restoration activities at a lower cost.
- Created designated markers on trails to improve safety and emergency response.
- Streamlined the process to contact Park Rangers for fellow employees and the public.
- Worked with community organizations to address issues of equity, inclusion and accessibility.
- Installed cameras at the Karen Fraser Woodland Trail trailhead.
- Received “Bee City USA” designation.

2022 Objectives

- Develop Wildfire Prevention Strategy for Parks.
- Learn about and integrate climate change mitigation into natural resource management.
- Continue work with community partners to improve accessibility, including installation of sensory gardens.
- Analyze impact of volunteering on behavior metrics.
- Develop positive use activities for problem locations.

Performance Measures: Park Stewardship

| Type | Performance Measure | Target | 2019 Actual | 2020* Actual | 2021 Projected | 2022 Goal |
|--|----------------------------------|----------|-------------|--------------|----------------|-----------|
| Efficiency Measure | Number of Stewardship Volunteers | Maintain | 2,258 | 624 | 2,400.00 | 2,400.00 |
| | Stewardship volunteer work hours | Maintain | 7,567 | 3,055 | 8,000 | 8,000 |
| *2020 measures reflect COVID-19 impacts on recreation participation. | | | | | | |

Planning and Design

Description

The Planning and Design Program is responsible for implementing the adopted Parks, Arts and Recreation Plan. This involves acquiring, planning, designing and constructing a variety of parks and open spaces to meet community members' recreation, community and wellness needs.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$557,631 | \$613,058 | \$776,404 | \$163,346 |
| Supplies | 332 | 2,100 | 2,100 | 0 |
| Services | 5,825 | 14,857 | 124,430 | 109,573 |
| Interfund Transfers | 2,199 | 2,030 | 2,030 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 13,515 | 10,563 | 9,517 | (1,046) |
| Total Expenditures | \$579,502 | \$642,608 | \$914,481 | \$271,873 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| ASSOCIATE PLANNER | 0.75 | 0.75 | 0.75 | 0.00 |
| FINANCE & POLICY COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM & PLANNING SUPERVISOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER II | 1.00 | 1.00 | 2.00 | 1.00 |
| SENIOR ENGINEER | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 4.75 | 4.75 | 5.75 | 1.00 |

Budget Overview

Olympians have a strong appetite for high quality parks. Because the Metropolitan Park District has fully come online, the projects the community desires now have the funding available. In addition to new park land and amenities, the major maintenance and ADA programs are fully funded. The Department also has had tremendous success with the award of several Recreation & Conservation Office grants, which also give more priority to those projects due to the strict project deadlines. The engineering team is feeling the strain and needs an additional Project Engineer II to complete the projects that are funded. The position would be funded through charges to the capital budget that would otherwise be used to hire consultant engineers.

Trends, Challenges, and Opportunities

- Consistent funding provided by the Metropolitan Park District, and leveraged through grants, has allowed for a robust Capital Facilities Plan to meet the community's desires for more parks and park amenities.
- In order to meet the community's needs, as expressed in the Parks, Arts and Recreation Plan, the Planning and Design Program will need an additional Project Engineer II.
- Olympia's parks have seen greater usage during the pandemic. According to a recent random sample survey about Olympia's park system, 53% of Olympians visit a city park *more* than once a week. This comes with high community expectations and also provides an opportunity for even more public support and involvement in the Planning and Design section's work.

2021 Accomplishments

- Installed a synthetic infield and field lights at Stevens Field #2, along with various ADA and paving improvements.
- Opened three off-leash dog areas.
- Implemented the LBA Woods Trail Improvement Plan.
- Completed the Aquatic Center Feasibility Study.
- Received \$1.68 million in grants from the State Recreation and Conservation Office.
- Released an update of Olympia's Parks, Arts & Recreation Plan for public review.

2022 Objectives

- Acquire land for at least one new park.
- Complete the Yelm Highway Community Park Master Plan.
- Launch a process to re-envision Percival Landing.
- Complete a master plan for a peace and healing park adjacent to Olympia Timberland Library.
- Construct a sprayground at Lions Park.
- Construct one mile of multi-modal trail at Grass Lake Nature Park.
- Invest \$750,000 into major maintenance projects in our parks.
- Invest \$200,000 into addressing ADA deficiencies in our parks.

Performance Measures: Planning and Design

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|-----------------|---|----------------|-------------------|-------------------|----------------|-------------|
| Output Measure | Acres of park land per 1,000 population | 8.40 | 20.76 | 20.47 | 20.50 | 20.60 |
| | Percentage of land within ½ mile of a park entrance | 80% | 64% | 63% | 64% | 65% |
| | Percentage of Developed vs. Undeveloped Park Acres | 100% Developed | 69.49% vs. 30.51% | 69.45% vs. 30.55% | 70% vs. 30% | 71% vs. 29% |
| | Percent of Capital Projects Completed from Parks Plan | 85% | 58% | 65% | 77% | 87% |
| Quality Measure | Facility Condition Index (FCI) Rating | <10% | 17% | 17% | 18% | 19% |

Recreation

Description

The Recreation Program provides a wide variety of programs for the community, including athletics, fitness and enrichment classes, outdoor adventures, youth camps and clinics and teen camps/trips.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|-----------------|
| Personnel Services | \$1,157,744 | \$1,209,842 | \$1,212,576 | \$2,734 |
| Supplies | 24,996 | 41,830 | 40,930 | 41,830 |
| Services | 116,707 | 362,769 | 366,369 | 3,600 |
| Intergovernmental Payments | 8,232 | 32,850 | 32,850 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 11,533 | 19,013 | 15,876 | (3,137) |
| Total Expenditures | \$1,319,212 | \$1,666,304 | \$1,668,601 | \$45,027 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-------------|
| LEAD RECREATION SPECIALIST | 0.15 | 0.15 | 0.42 | 0.27 |
| PROGRAM MANAGER | 1.50 | 1.50 | 2.00 | 0.50 |
| PROGRAM SPECIALIST | 3.20 | 3.20 | 3.20 | 0.00 |
| RECREATION SPECIALIST | 2.52 | 2.52 | 2.40 | -0.12 |
| SUPERVISOR I (EXEMPT) | 0.65 | 0.65 | 0.65 | 0.00 |
| Total | 8.02 | 8.02 | 8.67 | 0.65 |

^Reclassification of 0.15 FTE Recreation Specialist to Lead Recreation Specialist.

^^Reclassification of 0.75 FTE from Program Specialist and then 0.35 FTE expensed to Facility Operations.

*Reclassification of 0.75 Recreation Specialist to Public Service Representative.

**Reclassification 2.0 Supervisor I to Program Manager in mid-2019. .5 moved to Facility Ops

Budget Overview

Labor costs for supervision and service delivery comprise the greatest percentage of the Recreation budget with over 70 percent of expenses dedicated to salaries, wages and benefits.

Trends, Challenges, and Opportunities

- The response to the pandemic has created both challenges and opportunities. Restrictions on group sizes and activities have clearly impacted our ability to offer a full menu of services. However, we have entered a new world of virtual programming which we are finding is a welcome service to some in our community. We anticipate virtual programming will remain a permanent fixture moving forward. We have also found that the community places a tremendous amount of faith and trust in our department to follow safety protocols related to the pandemic and utilizes our camps and camp style programs to support working families, or to provide respite to parents at home. Staff professionally navigated all protocols throughout the summer to find that, once again, some participants felt it was “the best summer camp ever”.
- The recreation team continues to look for sustainable growth in services meeting the needs of the community. The most obvious area of growth is in summer activities and school day childcare, with families heavily reliant and supportive of the camps, clinics and classes we offer for youth while parents and caregivers are working.
- Related to the marketing of our programs, database reports, social media analytics, and customer feedback help us stay updated with how our community is hearing about our programs, which avenues for marketing and advertising are yielding return and new customers, and which methods give us the most bang for our buck.

2021 Accomplishments

- Our department was recognized by our state association, the Washington Recreation and Parks Association, for the incredible work our staff did to create and offer the School Day Olywahoo! program that provided much needed childcare and support to working families while schools were closed.
- Camps and other recreation activities maintained high satisfaction reports despite pandemic restrictions such as the elimination of field trips.
- Coordinated successful adult sports leagues and fitness classes while following pandemic guidelines.
- Increased specialty camp offerings to accommodate large waitlists, ultimately serving over 400 specialty campers.
- Recreation revenues will double the 2020 figures as we continue to respond to pandemic restrictions.

2022 Objectives

The recreation program continues to lean on best practices in the industry related to marketing, data collection and analysis and increasing offerings of new programs

Performance Measures: Recreation

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021* Projected | 2022** Goal |
|-----------------------|---|--------------------|-------------|-------------|-----------------|-------------|
| Output Measure | Participation in recreation activities (hours)* | 2.8% annual growth | 301,442 | 164,156 | 179,788 | 269,682 |

| | | | | | | |
|------------------------|--|-------|--------|--------|--------|-----|
| Quality Measure | New activity offerings | 20% | 13.59% | 24.66% | 24.66% | 20% |
| | % of returning registrants | 45% | 38.2% | 21.4% | 21.4% | 35% |
| | Recreation Cost Recovery % | 70% | 74% | 42% | 55% | 65% |
| | Activity participants quality rating (1-5 scale) | 4.5/5 | 4.25 | 4.42 | 4.42 | 4.5 |
| | Customer service rating (1-5 scale) | 4.5/5 | 4.76 | 4.8 | 4.8 | 4.5 |

*2020 and 2021 Recreation hours reflect COVID-19 impacts on recreation participation.

**2022 Goal reflects 50% growth over 2021 as we hope to return to pre-pandemic levels.

Public Works



Included in this Section

| | |
|--|-----|
| Organizational Chart | 232 |
| Engineering | 233 |
| General Services | 238 |
| Transportation | 244 |
| Water Resources | 248 |
| Water Resources: Drinking Water Utility | 249 |
| Water Resources: Storm and Surface Water | 255 |
| Water Resources: Wastewater Utility | 261 |
| Waste ReSources Utility | 266 |

Click on sub-section for a direct link.

Mission

We build and maintain the foundation of our extraordinary Olympia.

Vision

A healthy environment. A thriving economy. A vibrant community.

Description

The Public Works Department serves our community by providing and maintaining foundational services - safe water, sewer, stormwater, solid waste collection, transportation and sound public buildings. We strive to provide these services in a way that makes our community extraordinary - a place where people love to live, raise families and do business. We do this by integrating sustainability into our work and providing services that benefit our local economy, environment and community members.

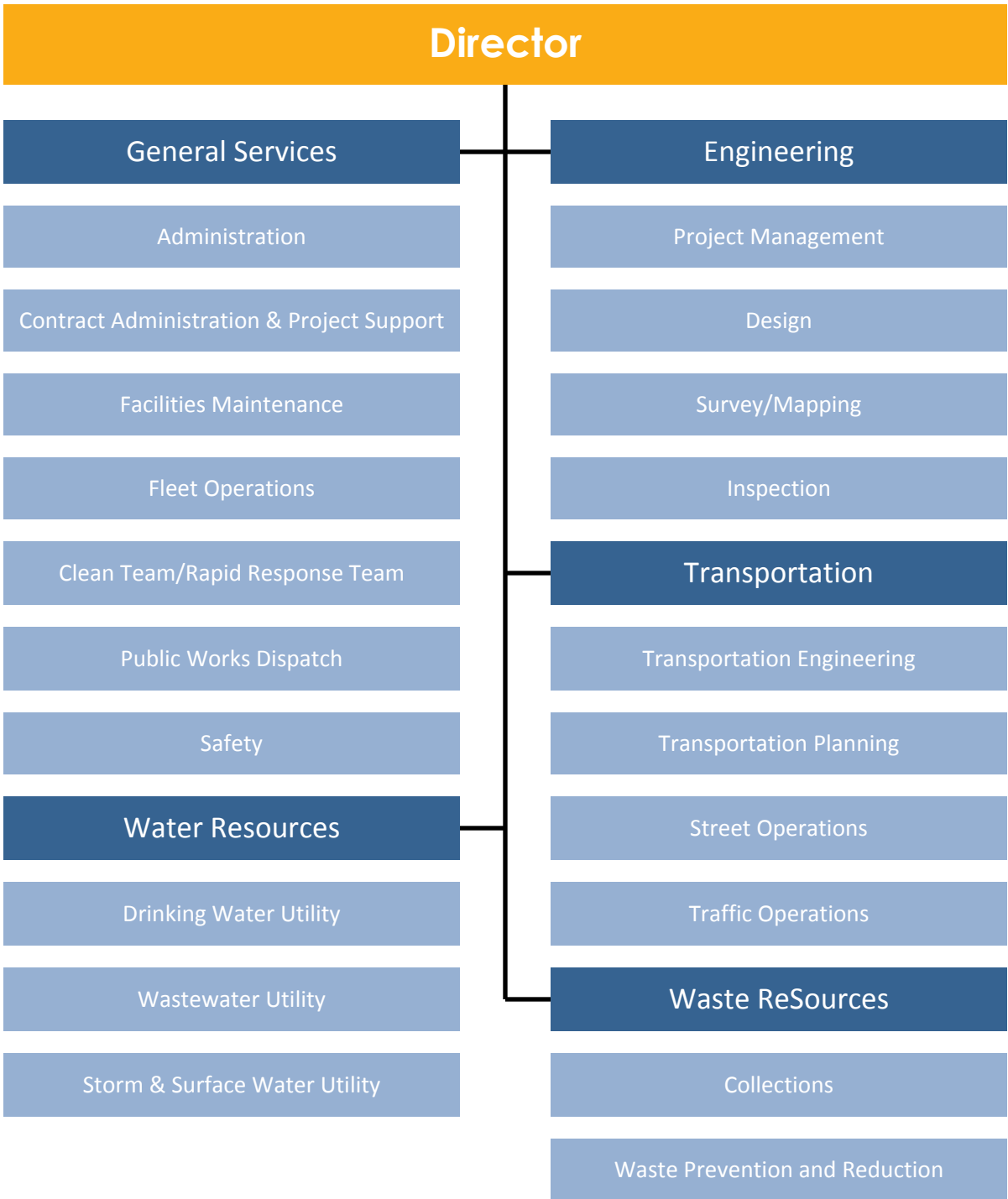
In 2022, the Public Works Department will continue to:

- Provide safe and reliable drinking water to more than 60,000 residents.
- Maintain and repair 16 City-owned buildings.
- Maintain a fleet of over 250 vehicles and various pieces of equipment.
- Provide solid waste, recycling and organics disposal services to a population of over 54,000.
- Maintain 218 miles of streets, 41 miles of bike lanes and several miles of sidewalks across the City.
- Ensure safe delivery of millions of gallons of wastewater per day to the LOTT treatment plant.
- Reduce flooding, improve water quality and protect/enhance our aquatic habitat in eight watershed basins.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|---------------------|---------------------|---------------------|--------------------|
| Engineering | \$3,430,909 | \$3,517,595 | \$3,590,582 | \$72,987 |
| General Services | 4,747,539 | 5,021,967 | 4,653,462 | (368,505) |
| Transportation | 4,617,523 | 5,506,215 | 5,656,126 | 149,911 |
| Drinking Water | 9,172,998 | 10,834,307 | 11,361,134 | 526,827 |
| Storm/Surface Water | 5,562,218 | 6,323,249 | 6,477,592 | 154,343 |
| Wastewater | 19,774,009 | 22,407,534 | 23,224,556 | 817,022 |
| Waste ReSources | 12,758,478 | 13,408,024 | 13,680,049 | 272,025 |
| Total Expenditures | \$60,063,674 | \$67,018,891 | \$68,643,501 | \$1,624,610 |

| Recap of Expenditures | 2019 Actual | 2020 Budget | 2021 Budget | Change |
|----------------------------|---------------------|---------------------|---------------------|--------------------|
| Personnel Services | \$17,870,810 | \$21,585,680 | \$21,367,691 | \$(217,989) |
| Supplies | 2,655,472 | 3,555,540 | 4,110,887 | 555,347 |
| Services | 8,020,389 | 8,821,207 | 8,867,998 | 46,791 |
| Intergovernmental Payments | 9,996,576 | 10,231,921 | 10,523,086 | 291,165 |
| LOTT Services | 12,921,602 | 14,493,568 | 15,073,311 | 579,743 |
| Capital Outlay | 0 | 0 | 80,000 | 80,000 |
| Debt Service | 101,738 | 100,588 | 0 | (100,588) |
| Interfund Payments | 8,281,799 | 8,646,209 | 8,928,976 | 282,767 |
| Interfund Transfers* | 215,999 | 185,851 | 225,239 | 39,388 |
| Total Expenditures | \$60,064,385 | \$67,620,564 | \$69,177,188 | \$1,556,624 |

* Interfund transfers include transfers from the Operating utility funds to the capital funds to support capital projects.



Engineering

Description

Our mission is to Design and Build our Community's Vision.

Engineering provides project management, professional engineering, surveying and inspection services to Public Works and other City departments to support City utilities, facilities, and transportation systems, consistent with our community's vision.

The Engineering Line of Business is responsible for implementing the Public Works portion of the City's Annual Capital Facilities Plan (CFP), updating the Engineering Design and Development Standards (EDDS), providing support to Community Planning and Development on platting and private development projects, enforcing erosion and sediment control regulations for new construction, inspecting private development construction in the right of way, utility locating, surveying, and mapping the City's infrastructure.

Engineering is made up of four programs: Project Management, Design, Survey/Mapping and Inspection.

The Project Management program:

- Provides the leadership necessary to delivery public work projects within specified constraints related to project scope, schedule, and budget.
- Holds primary responsibility for compliance with local, state, federal regulatory, and funding requirements.
- Serves as primary point of contact for communication with the public as wells as all internal and external project stakeholders.

The Design program is responsible for designing and constructing capital projects consistent with established standards. Core services include:

- Collaborating with others to develop project scopes
- Developing cost estimates
- Completing engineering studies
- Developing engineering plans and specifications
- Ensuring compliance with plans and specifications during construction

The Survey/Mapping program is responsible for survey, Geographic Information Systems (GIS) mapping, utility locating, real property and right of way acquisition, right of way vacations and easement acquisition.

The Inspection program is responsible for ensuring public work projects are constructed in accordance with applicable plans and specifications, educating contractors, and enforcing erosion and sediment control regulations for new construction. Core services include:

- Inspecting and documenting work completed by the City’s contractors
- Inspecting and documenting work completed by private development contractors
- Ensuring construction complies with applicable plans and specifications
- Enforcing erosion and sediment control regulations for new construction
- Collaborating with Ecology, Thurston County and Tumwater staff to resolve enforcement issues and cross jurisdictional issues.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$3,066,468 | \$3,150,755 | \$3,197,220 | \$46,465 |
| Supplies | 11,653 | 20,956 | 20,956 | 0 |
| Services | 137,500 | 170,398 | 170,398 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 0 | 0 | 0 |
| Interfund Transfers | 215,288 | 175,486 | 202,008 | 26,522 |
| Total Expenditures | \$3,430,909 | \$3,517,595 | \$3,590,582 | \$72,987 |

| Program Staffing | 2020 Actual | 2021 Actual | 2022 Budget | Change |
|-----------------------------|-------------|-------------|-------------|--------|
| CITY ENGINEER | 1.00 | 1.00 | 1.00 | 0.00 |
| CITY SURVEYOR | 1.00 | 1.00 | 1.00 | 0.00 |
| CONSTRUCTION INSPECTOR | 4.00 | 4.00 | 4.00 | 0.00 |
| ENG & PLANNING SUPERVISOR | 1.00 | 1.00 | 1.00 | 0.00 |
| ENGINEERING PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| ENGINEERING PROJECT COORD | 1.00 | 1.00 | 1.00 | 0.00 |
| ENGINEERING PROJECT MANAGER | 2.00 | 2.00 | 2.00 | 0.00 |
| ENGINEERING TECHNICIAN II | 2.00 | 2.00 | 2.00 | 0.00 |
| LEAD CONSTRUCTION INSPECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| MAPPING COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER I | 2.00 | 2.00 | 2.00 | 0.00 |
| PROJECT ENGINEER II | 4.00 | 4.00 | 4.00 | 0.00 |
| SENIOR ENGINEER | 1.00 | 1.00 | 1.00 | 0.00 |
| SURVEYING COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 23.00 | 23.00 | 23.00 | 0.00 |

Budget Overview

Budget drivers for Engineering are Salaries and Benefits as well as an increase to the cost of liability insurance. The virtual training environment will allow us to maximize training dollars.

Trends, Challenges and Opportunities

- Succession planning is a key focus. Staff in 3 key positions retired in the last year, highlighting the need to develop standard policies, processes, onboarding plans and training on key software. With approximately one-third of the Engineering complement of staff being eligible to retire in the next three to five years our goal is to be in the position to continue to deliver capital projects in a timely fashion. This has the potential to affect Engineering's ability to deliver capital projects in a timely fashion.
- Our observation is that the current job market may make it difficult to attract employees with the level of experience we will likely be seeking.
- As a result, salaries will likely be a future budget concern.
- The level of private development has added significantly to staff workload related to plat reviews, field surveys, plan review, response to public inquiries and timely updates to the basic parcel information used for permitting.

2021 Accomplishments

- Supported staff through many difficult changes as a result of the COVID-19 pandemic.
- Collaborated with other lines of businesses and departments to develop bidding and document signing tools that kept staff safe, allowed for timely execution of documents and allowed us to advertise and bid projects with minimal in-person contact with contractors.
- Designed and built over \$12 million worth of infrastructure.
- Constructed new sidewalks, bulb-outs and crosswalks downtown, improving the pedestrian experience and providing safe attractive walking options.
- Made improvements to City owned buildings, and made upgrades to water, sewer and storm systems all with the goal of providing safe, attractive, continued reliable delivery of water and sewer services to our customers as well as improving the water quality.

Performance Measures: Engineering

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|--------------------|----------------------------|--------|-------------|-------------|----------------|-----------|
| Efficiency Measure | On-Time Project Delivery | 85% | 67% | 71% | 75% | 80% |
| | On-Budget Project Delivery | 90% | 66% | 71% | 73% | 80% |

2022 Objectives

- Support our staff working in the field and remotely through communication, and provision of needed tools and equipment.
- Develop an e-builder desk manual to support the ever expanding use of our project management software
- Work with the Washington State Department of Transportation to get approval of the use of new digital tools for project documentation.
- Evaluate and improve public work project review and private development inspection and documentation using LEAN methodology.
- Continued collaboration through Building Capital Projects Together! (BCPT!) in order to deliver projects on time and on budget.

General Services

Description

General Services includes the following programs: Contract Administration and Project Management Support, Public Works Dispatch, Facilities Maintenance, Fleet Operations, Safety Program, and the Clean Team. The Clean Team was previously under Community Planning and Development and was transitioned to Public Works in September 2020.

Contract Administration and Project Management Support provides contract and procurement expertise. Staff ensures the City's bidding and procurement process is fair, competitive and inclusive to provide opportunities to small and/or diverse businesses. They also assist the Engineering LOB in permitting, public communication and documentation for City capital construction projects.

Public Works Dispatch enables our community to contact Public Works directly to report problems, inquire about utility services and obtain general information about Public Works programs and projects.

Facilities Maintenance is responsible for all aspects of capital projects and maintenance of 15 City-owned buildings, totaling over 420,000 square feet. This work includes all aspects of operations, including electrical, plumbing, HVAC, security, card access, keys, fire alarm systems, general maintenance, and custodial.

Fleet Operations provides reliable, safe, well-maintained, environmentally-friendly vehicles and equipment to all City departments, with the exception of Fire's large apparatus fleet. Highly-qualified staff also perform preventive and corrective maintenance on City vehicles and equipment, coordinate the purchase and disposal of fleet assets, and manage the purchase and distribution of fuel and parts.

The Safety Program ensures a safe and healthy workplace for employees by promoting a culture of safety through education and technical assistance. The Safety Program provides services for all City employees, with the exception of Fire and Police. The Safety Program leads the effort in overseeing Public Works' Emergency Management preparedness.

The Clean Team's primary role includes monitoring and removing trash from City right-of-ways (ROW) and business store fronts. Their work also includes cleaning graffiti, removing human/bio waste and illegally dumped large items on City ROWs, and cleaning the Portland Loo. Clean Team focuses on the Downtown core, which include City-owned parking lots, ROWs, buildings in the ROW, and the Artesian Commons Park, including the restroom. Two crew members focus on City-wide public property, stormwater properties, and ROWs outside the Downtown core.

| Program Cost Summary | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|----------------------------|-------------|-------------|-------------|-------------|
| Personnel Services | \$1,855,634 | \$2,833,675 | \$2,357,906 | \$(475,769) |
| Supplies | 963,562 | 1,233,299 | 1,260,446 | 27,147 |
| Services | 963,562 | 949,477 | 1,029,610 | 80,133 |
| Intergovernmental Payments | 963,562 | 2,758 | 2,750 | (8) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,219 | 2,758 | 2,750 | (8) |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$4,747,539 | \$5,021,967 | \$4,653,462 | \$(368,505) |

| Program Staffing | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| CLEAN TEAM WORKER - AFSCME | 0.00 | 4.50 | 4.50 | 0.00 |
| DESIGN & CONSTR CONTRACT SPEC | 3.00 | 3.00 | 3.00 | 0.00 |
| ELECTRICIAN-AFSCME | 3.00 | 3.00 | 3.00 | 0.00 |
| FACILITIES MAINT WKR I-AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| FACILITIES SYSTEMS TECH-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| FINANCE & POLICY COORDINATOR | 0.00 | 1.00 | 1.00 | 0.00 |
| HVAC TECHNICIAN - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| INVENTORY CONTROL SPECIALST II | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| LINE OF BUSINESS DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| MASTER MECHANIC - AFSCME | 3.00 | 3.00 | 3.00 | 0.00 |
| OPERATIONS SUP - FLEET - IUOE | 1.00 | 1.00 | 1.00 | 0.00 |
| OPERATIONS SUPERVISOR - IUOE | 1.00 | 1.00 | 2.00 | 1.00 |
| PROGRAM ASSISTANT | 2.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| PUBLIC WORKS DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| SAFETY OFFICER | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR MASTER MECHANIC-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR III | 1.00 | 1.00 | 0.00 | (1.00) |
| Total | 27.00 | 31.50 | 31.50 | 0.00 |

Budget Overview

Public Works currently has a decentralized, LOB level approach to managing the budget process.

A Finance and Policy Coordinator position was created and approved in 2021. This position will serve as a primary liaison with Finance and can provide higher-level technical support to LOBs on utility and fleet rates, engineering revenue, and other complex budgetary issues. This position will report directly to the Public Works Director.

Trends, Challenges and Opportunities

- It is getting difficult to absorb increases in communication costs (CenturyLink and Verizon) without additional budget capacity.

- We continue to face challenges in managing costs and efficiencies with our contracted custodial and landscaping services, due to rising costs of prevailing wages. In 2022, the cost of our contracted custodial services will increase 16%, while landscaping services is increasing by 11%. In the past 18 months, we have processed almost 20 custodial employees through our badge access system. This high level of turnover impacted our level of efficiency and impacted the workload of Facilities Maintenance staff.
- Electricity costs are expected to increase by 6% over the next year. This will put more focus on reducing our carbon footprint. We continue to hit our goal of a 5% annual reduction in energy use, which will hopefully offset the rising costs of energy. We have partnered with the Olympia Fire Department to assist them in finding ways to reduce energy consumption in their facilities.
- In collaboration with Information Services and Parks Maintenance, we implemented Facility Dude. This is a work order and asset management software that will eventually integrate forecasting for capital project planning, and possibly energy management. This new program replaces VueWorks.
- During the pandemic, Facilities staff embarked on extra efforts to keep our buildings safe, clean and disinfected. We are following the Centers for Disease Control's recommendations on the frequency, type and availability of disinfectants. We established standard operating procedures for all touch surfaces throughout the City, as well as required personal protective equipment. This additional work requires a half-time FTE.
- During the pandemic, we were also advantageous in cutting back HVAC and lighting schedules; therefore, saving additional money on energy costs.
- Vehicles and parts are getting more and more expensive. A cash analysis of Fleet Capital Rates indicates several contributing factors resulted in the capital reserve not performing as originally designed; i.e. current method for determining the lease charges has not kept pace with vehicle replacement costs; and legacy decisions to use capital reserves for fleet additions, without cash contributions. Adjustments in the charging method are needed on inflation and salvage rates. In addition, the increase in cost for vehicles and the future of hybrid and electric vehicle (EV) technology, brings a strong need for more training to properly maintain our fleet.
- The COVID-19 pandemic presents unique ongoing challenges to our operations. The transition to teleworking has accelerated adoption of innovations such as electronic signatures, digital forms, document sharing, video conferences, etc. These innovations have contributed to Contract Administration and Project Support's continued success. Through bid submissions and evaluations to contract awards, we have the technology to quickly adapt to a paperless procurement process.
- Contract Administration and Project Support collaborated with Engineering and the Legal Department to implement an electronic bidding process in E-Builder. Nearly 80% of new projects/bid openings were held in E-Builder. Staff continues efforts to enhance use of E-Builder for bid openings, contract management, and paperless documentation.
- Staff is well-prepared to support City departments in navigating federal reimbursement and tracking expenditures to utilize the resources available to local governments from the Federal Emergency Management Administration (FEMA) as COVID-19 continues to impact the community.

- Due to the importance of public procurement to the overall economy and maintaining the supply chain for ongoing government operations and public services, we are partnering with City Departments to prioritize supply and procurement needs and to help minimize adverse economic impacts.
- With current COVID 19 cases on the rise, we continue to face challenges with an increase in training and certification costs, as well as finding current and relevant training.
- Continuing in 2021, in order to maintain the safety of our staff during these challenging times, video conferences for Safety Committee meetings, as well as online safety certifications are being used to replace in-class training.

2021 Accomplishments

- The Clean Team continues to receive positive feedback from Downtown businesses for their customer service and quick response to complaints.
- Contract Administration and Project Support continues to process a high volume of contracts of all types. Staff processed 150 contracts varying in value, size and complexity. Several projects are funded by state and federal grants and loans, which have very specific compliance conditions and require a higher level of support to successfully execute the requirements, in order to clear audits and maintain eligibility for future funding.
- Succession planning and employee professional development created opportunities for staff to focus on key objectives to collaborate on streamlining processes and procedures to meet future challenges.
- The Contract Administration and Project Support group continues to manage the Public Works' responses to annual state and federal project management review audits. Staff provides manual and electronic process documentation in accordance with city, state and federal policies and guidelines. For 10 consecutive years, we successfully passed audits with no findings from the State Auditor's Office. Staff will continue efforts to work toward a virtual audit process.
- Facilities Maintenance changed our focus to modifying buildings to allow for social distancing, making clear barriers, modifying workspaces, and addressing unique ergonomic needs. We also disinfected touch surfaces after suspected or confirmed COVID cases, with limited resources. We effectively changed our workflow while cutting our budget by 8% and losing one full-time employee to early retirement. I am proud to say we did all this, and no one in Facilities Maintenance contracted COVID. This is a testament to staff's dedication to safety and the use of Personal Protective Equipment.
- In conjunction with other Public Works programs, we did a cost comparison for Miscellaneous Operating Supplies such as nuts, bolts, connectors, etc. By doing so, we are able to reduce this line item by \$18,000. This is a huge overhead cost, which will not be passed on to our users.
-
- Fleet Operations is proud of the essential services we provided during the City's COVID-19 shut down in 2020 and continued into 2021. We maintained a high level of communication with each other, as well as with our customers, in organizing and dispatching both speedy and appropriate repairs.

- Safety training compliance continues to remain high at 92 percent.
- Our Emergency Preparedness efforts included completing a RAVE alert drill, and we completed a Public Works Coordination Center activation drill in the fall.
- The Maintenance Center Building Emergency Response Team (BERT) completed two evacuation drills in 2020.
-

Performance Measures: General Services

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|----------------|---|--------|-------------|-------------|----------------|---------------|
| Output Measure | Number of reported injuries | 0 | 7 | 19 | 6 | 0 |
| | Garbage, Recycle, Compost and Large Items | | | 6,917 | | 25% Reduction |
| | Sharps, Bio Hazard and Human Waste | | | 4,649 | | 25% Reduction |
| | Graffiti, Stickers/Flyers and Sidewalk Segments | | | 10,707 | | 25% Reduction |

| | | | | | | |
|-----------------|---|-----|------------|------------|------------|--------|
| Quality Measure | | | | | | |
| | Fleet Greenhouse gas emissions (excluding Fire) | TBD | 1,959 CO2e | 1,960 CO2e | 1,960 CO2e | Reduce |

| | | | | | | |
|----------------------------|---------------------------|---------------------|--------------|-------------|--------------|--------------|
| Cost Effectiveness Measure | Annual energy consumption | 5% annual reduction | 3% Reduction | 8% Increase | 5% Reduction | 5% Reduction |
|----------------------------|---------------------------|---------------------|--------------|-------------|--------------|--------------|

2022 Objectives

- Continue distributing monthly idling reports to supervisors to help reduce idling times using email and OpenGov.
- Continue efforts in adjusting vehicle and equipment lease rates to ensure adequate fund balance.
- Facilities Maintenance planned for, budgeted, and are ready to execute a new preventative maintenance program for the Olympia Fire Department. Our 2022 budget includes an enhancement request for one additional FTE to help with this endeavor. This work includes four fire stations and the fire training center, totaling a combined space of over 66,000 square feet, with a replacement value exceeding \$35 million.
- Finalize a Facilities Master Plan based on the 2019 Building Condition and ADA Assessments.
- Utilize Asset Essentials, Facilities Maintenance's new work order and capital planning system, to execute an aggressive preventative maintenance work plan to extend the life of our current assets.
- Further Public Works Emergency Preparedness Initiative with training and conducting drills.
- Continue working with Information Services to evaluate our radio system infrastructure to understand coverage and hardware issues.
- Continue documenting and streamlining our contract and procurement processes to save time and money.
- Continue efforts to enhance E-Builder for bidding, contract management, and procurement to create a more streamlined process while ensuring compliance with all state and federal regulations.
- Collaborate with the City Clerk's office to develop and implement a Diversity, Equity, and Inclusion (DEI) strategy to provide increased opportunities for disadvantaged/small businesses in our community.
- Increase efforts to expand our use of DES and OWMBE resources to enhance our DEI efforts in procurement and contracting for goods and services and Public Works contracting.
- Continue to maintain our high safety training and certification compliance rate by providing timely and relevant training, which will help maintain a low worker injury rate.
- Continue to implement climate "early actions" to reduce energy consumption in City buildings. These actions were identified by an internal work group who is focused on reducing greenhouse gas emissions.
- Continue to Identify injury trends, then identify training needs to prevent further injuries.
- Continue to monitor monthly safety meeting minutes to proactively address future training needs.
- Continue to use data collected to determine areas of significant impact to focus clean-up efforts and how the Clean Team will respond.

Transportation

Description

The mission of the Transportation Line of Business is to make your trip safe, efficient and inviting. There are four programs in Transportation – Traffic Operations, Street Operations, Engineering and Planning. Together they build and maintain a multi-modal street network that support people walking, biking, driving or riding the bus.

Traffic Operations maintains all traffic control devices including street signs, pavement markings, traffic signals and streetlights.

Street Operations maintains all street surfaces and adjacent rights-of way including street repair, sidewalk repair, and snow and ice removal.

Transportation Engineering improves the function of our streets by identifying and resolving design issues on our streets.

Transportation Planning develops plans, policies and programs that improve our street system and meet the goals and policies of the comprehensive plan.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$2,962,415 | \$3,495,196 | \$3,496,245 | \$1,049 |
| Supplies | 230,820 | 487,917 | 503,609 | 15,692 |
| Services | 518,486 | 617,461 | 659,199 | 41,738 |
| Intergovernmental Payments | 0 | 320 | 320 | 0 |
| Capital | 0 | 0 | 0 | 0 |
| Interfund Payments | 905,802 | 905,321 | 996,753 | 91,432 |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$4,617,523 | \$5,506,215 | \$5,656,126 | \$149,911 |

| Program Staffing | 2020 Actual | 2021 Actual | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| ASSOCIATE PLANNER | 1.00 | 1.00 | 1.00 | 0.00 |
| DATA CONTROL SPECIALIST-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| DEPUTY PUBLIC WORKS DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| FIELD CREW LEADER-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 9.00 | 8.00 | 8.00 | 0.00 |
| OPERATIONS SUPERVISOR - IUOE | 2.00 | 2.00 | 2.00 | 0.00 |
| PROGRAM & PLANNING SUPERVISOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER I | 1.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER II | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR TRAFFIC SIGNAL TECHNICN | 1.00 | 1.00 | 1.00 | 0.00 |
| SIGN TECHNICIAN-AFSCME | 3.00 | 3.00 | 3.00 | 0.00 |
| TRAFFIC SIGNAL TECHNICIAN | 2.00 | 2.00 | 2.00 | 0.00 |
| TRANSPORTATION DATA COORD | 1.00 | 1.00 | 1.00 | 0.00 |
| TRANSPORTATION ENGRING SUPVISR | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 30.00 | 29.00 | 29.00 | 0.00 |

Budget Overview

The 2022 budget maintains current levels of service with no new programs.

Trends, Challenges, and Opportunities

- Materials and service costs continue to rise with inflation, economic and population growth. Additionally, community members expect a high level of service while maintaining and improving our transportation system. Transportation's expense budget will likely need to increase in the future if these trends continue.
- We use GIS for planning and prioritizing improvements to our streets as well as for developing asset management systems for maintaining our streets. Because GIS is becoming an important part of the work of all our programs more staff time and training in this area will be needed.
- As part of the development of the Transportation Master Plan, we conducted a funding analysis of capital programs and major maintenance of our streets. This allowed us to articulate how much work can be done to improve our streets in the next 20 years and highlights funding shortfalls.
- Transportation staff continues to develop asset management programs for maintaining our infrastructure and improving the condition of our transportation system.
- Operations staff installed overhead cameras for signal detection instead of loops in the pavement, which increases the reliability of the signal. Staff also worked with private development projects to install cameras with signal upgrades.
- All program areas are collaborating to respond to community member requests in a timely manner with more meaningful information.
- We are increasing our use of the City's website and social media accounts to share information with the public.
- We completed the first ever Transportation Master Plan which was accepted by City Council in February of 2021.
- We completed a Street Safety Plan based on an evaluation of collisions on our street system. The plan results in projects and other recommendations that will improve safety on our streets.

2021 Recent Accomplishments

- Staff were successful in securing a total of \$4.4 million in grant funds for transportation projects as of July 2021.
- Design of the Fones Road Improvement Project will be complete in 2021. Construction will begin at the end of 2022 and continue in 2023. This is the City's top priority transportation project.
- The Franklin Street reconstruction project will be complete, the second of two major improvements to streets in downtown. Legion Way improvements were complete in 2020.
- Operations crews continue to complete critical infrastructure maintenance and repairs while being short-handed due to staffing vacancies.
- We supported efforts to bring about economic recovery downtown, including guiding the installation of "street eateries", installing festival lighting, and closing streets for Saturday events.

Performance Measures: Transportation

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|-----------------|--|-----------|-------------|-------------|----------------|-----------|
| Quality Measure | Complete Streets: Miles of Sidewalk and Bike Lane (Percent of major streets have sidewalk one side and bike lanes) | 100% | 46% | 46% | 47% | 47% |
| | # of cycling and pedestrian collisions | Reduction | 69 | TBD | TBD | Reduce |

| | | | | | | |
|----------------------------|---------------------------|----|----|----|-----|----------|
| Cost Effectiveness Measure | Pavement Condition Rating | 75 | 67 | 67 | TBD | Increase |
|----------------------------|---------------------------|----|----|----|-----|----------|

2021 Objectives

- Update the Street Safety Plan. This evaluation of collisions helps us to identify improvements to our streets and other measures to increase safety for all users.
- Seek grant funds for planned capital projects as identified in the Transportation Master Plan, and projects.
- Work with regional partners on a grant-funded study of the Martin Way Corridor, examining how to improve the street for walking, biking, transit and driving.
- Begin the update of the Comprehensive Plan, a multi-year process required by state law. Identify additional funding sources for capital improvements and underfunded programs such as pavement management.
- Complete a major update of the Pavement Management System including rating the condition of all our streets, and updating the list of prioritized needs.
- Continue to implement traffic signal priority for transit on Martin Way and Pacific Avenue.

Water Resources

Description

The Water Resources Line of Business includes Olympia's Drinking Water, Wastewater, and Storm and Surface Water utilities. The mission of Water Resources is to provide our customers with safe, reliable and cost-effective services. We do this by being customer-focused, innovative, proactive, and environmentally responsible in sustaining and continuously improving our services.

Through a management structure focused on a long-term, holistic view of water, we provide services in a comprehensive and integrated way.

Key services include operations and maintenance of infrastructure, long-term planning, technical assistance, capital facility development, water quality monitoring, habitat restoration, and public involvement and education. Residents, businesses and institutions provide funding through monthly or bi-monthly utility rates.

The following sections provide more detail on the budgets, trends, 2021 accomplishments, performance measurements and 2022 objectives for each utility.

Water Resources: Drinking Water Utility

Mission

To provide and protect healthy drinking water for the community.

Description

The Drinking Water Utility provides the public with safe and sustainable drinking water and reclaimed water. It ensures a sufficient drinking and firefighting water supply and system capacity for our growing community. The utility serves as a steward of Olympia's water resources.

Program areas include: operations and maintenance, water quality monitoring, cross-connection control, groundwater protection, water conservation, water source development, reclaimed water and capital facility development. The 2015-2020 Water System Plan, adopted by the Olympia City Council and approved by the State Department of Health in January 2016, guides the activities of the Drinking Water Utility.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|--------------|--------------|-----------|
| Personnel Services | \$3,324,277 | \$3,812,874 | \$3,939,064 | \$126,190 |
| Supplies | 715,363 | 903,380 | 1,096,438 | 193,058 |
| Services | 918,853 | 1,223,246 | 1,307,417 | 84,171 |
| Capital | 1,748,065 | 2,510,863 | 2,557,361 | 46,498 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Debt Service | 0 | 0 | 0 | 0 |
| Interfund Payments | 2,466,440 | 2,383,944 | 2,460,854 | 76,910 |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$9,172,998 | \$10,834,307 | \$11,361,134 | \$526,827 |

| Program Staffing | 2020 Actual | 2021 Actual | 2022 Budget | Change |
|--------------------------------|--------------|--------------|--------------|-------------|
| AMR METER TECHNICIAN-AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| CROSS CONNT CTRL SPELT- AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| ENG & PLANNING SUPERVISOR | 0.34 | 0.34 | 0.34 | 0.00 |
| GIS ANALYST | 0.25 | 0.25 | 0.00 | (0.25) |
| GIS SPECIALIST | 0.00 | 0.00 | 0.25 | 0.25 |
| INVENTORY CONTROL SPECIALIST | 0.75 | 0.75 | 0.75 | 0.00 |
| LEAD WORKER - AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| LINE OF BUSINESS DIRECTOR | 2.00 | 0.52 | 0.52 | 0.00 |
| MAINTENANCE TECHNICIAN-AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| MAINTENANCE WORKER I - AFSCME | 0.50 | 1.50 | 1.50 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 10.00 | 10.00 | 10.00 | 0.00 |
| OPERATIONS SUP- DRK WTR- IUOE | 1.50 | 1.50 | 1.50 | 0.00 |
| OPERATIONS SUP-WTR PURVEY-IUOE | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 1.04 | 1.04 | 1.04 | 0.00 |
| PROGRAM MANAGER | 0.75 | 0.75 | 0.75 | 0.00 |
| PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER I | 2.00 | 1.00 | 1.00 | 0.00 |
| PROJECT ENGINEER II | 0.75 | 1.00 | 1.00 | 0.00 |
| REMOTE SYSTEMS TECHNICIAN | 1.25 | 1.25 | 1.25 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| WATER MONITORING ASSISTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| WATER QUALITY SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 33.13 | 31.90 | 31.90 | 0.00 |

Budget Overview

Drinking Water utility programs and core services will remain essentially unchanged in 2022. Consistent with work being performed, one quarter Inventory Control Specialist position will move from Wastewater and Storm and Surface Water funding to the Drinking Water operating budget in 2022. The 2022 budget includes modest increased expenses related to salaries, power utility rates, and other inflationary and overhead costs.

Trends, Challenges, and Opportunities

- Revenues throughout the public health emergency have been diminished and unstable. We have seen greater revenue from our residential accounts and diminished revenue from our commercial accounts. This can be attributed to business and office closures and people (including commuters from outside the city) working from home. The Utility's financial consultant will be preparing a revenue model to help us prepare for the new normal.
- Funding for ongoing pipe replacements, tank coatings, and seismic upgrades is increasingly challenging. The water system has more than 30 miles of asbestos cement pipe that has exceeded its 50-year estimated effective life.
- Depreciation funding will continue to be an increasing need and challenge for the utility. We have maintained CIP funding at \$1.4 million. The Utility's financial consultant is preparing a rate and general facilities charge analysis to inform the Water System Plan update. Based on the CIP program needs, we anticipate a recommendation to increase CIP funding in 2023.
- Federal infrastructure stimulus funding has the potential to help defray capital costs. In anticipation, the Utility has positioned itself to benefit from the funding.
- The Utility anticipates expanding the number of small Public Works projects to be constructed in house. In-house construction is far more cost-effective than contracted work. We anticipate this will help CIP funding, but may have potential budgetary implications (additional seasonal staff) in future years.
- Our reliance on debt financing for projects impacts operating budgets and subsequently the capital program.
- The United States Environmental Protection Agency's 2021 revised lead and copper rule will require additional testing in schools and childcare facilities. This may require increased staffing. The rule will also require the City to identify the materials of construction for both public and private water service lines to verify they are not lead. This will require substantial records research and then excavation of service lines for which there is no record.

2021 Recent Accomplishments

- Maintained 100 percent compliance with all State and Federal Drinking water regulations.
- Staff completed an Emergency Response Plan for the drinking water system to comply with United States Environmental Protection Agency regulations.
- Staff is on track to have the draft Water System Plan, a Washington State Department of Health (DOH) regulatory requirement, completed this year.

- Staff estimated renewal and replacement costs for the complete water system to help inform future capital needs.
- Staff have streamlined the maintenance of valves, hydrants and meters, exceeding maintenance goals for the first time in many years.
- Maintenance of pressure reducing valves has successfully been brought in-house, improving reliability and response times.
- After 20 plus years of planning, completion of seismic upgrades to the Fir Street and Elliott reservoirs has improved the reservoirs' reliability in the event of an earthquake.
- During a shortage of chlorine, Pump Stations staff expediently responded to ensure all source wells could remain operational.
- Pump Stations staff is working to replace computer servers used for supervisory control and data acquisition (SCADA) and upgrade the software to reduce security risks and prevent cyberattacks.
- Water Quality staff accomplished all DOH water quality sampling and reporting requirements throughout the public health emergency.
- A pilot production well will be installed at the Log Cabin Tank to evaluate feasibility of relocating the Shana Park and Hoffman wells water rights.

Performance Measures: Drinking Water Utility

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|--|--------|-------------|-------------|----------------|-----------|
| Output Measure | Water Conserving Devices/ Rebates Distributed | 1,000 | 1,373 | | 850 | 1,000 |
| | Groundwater Protection Area Residences Reached with Information, Training & Technical Assistance | 1,650 | 2,050 | 3,300 | 3,300 | 2,200 |
| | Backflow Devices Tested/ Inspected | 3,000 | 3,300 | 3,300 | 3,400 | 3,700 |

| | | | | | | |
|-----------------|---|------|------|------|------|------|
| Quality Measure | Water quality samples meeting standards | 100% | 100% | 100% | 100% | 100% |
| | Compliance of high-risk connections with adequate backflow prevention | 100% | 100% | 100% | 100% | 100% |

| | | | | | | |
|--------------------|--------------------------|-------------------------|--------|--------|---------|-----|
| Efficiency Measure | Reduce outdoor water use | -5% | +19% | +14% | +10% | TBD |
| | Reduce indoor water use | 100,000 gallons per day | 68,313 | 79,302 | 100,000 | TBD |

| | | | | | | |
|----------------------------|---|------|------|------|------|------|
| Cost Effectiveness Measure | Maintain water loss at below 10% of production (3-year average) | <10% | 9.1% | 9.9% | <10% | <10% |
|----------------------------|---|------|------|------|------|------|

2022 Objectives

- Maintain 100 percent compliance with all State and Federal Drinking water regulations.
- Continue water conservation efforts and water loss reductions.
- Operations will fulfill all targets for valve exercising, hydrant inspections and flushing and meter replacement.
- Operations will construct at least one small public works project and three projects will be designed.
- Obtain a sole source designation for the McAllister Wellfield to help protect the aquifer from contamination and prioritize it for financial assistance.
- Adopt an updated Water System Plan, a DOH regulatory requirement.
- Complete a condition assessment of the 36" McAllister transmission line.

Water Resources: Storm and Surface Water Utility

Mission

To provide services that minimize flooding, improve water quality and protect or enhance aquatic habitat.

Description

In its 30-year history, the utility has played an important role in helping the City understand and reduce its impact on the local environment and advance its sustainability goals. Utility activities include operation and maintenance of pipe, pond and treatment facility infrastructure; long-term planning, infrastructure analysis, capital facility development, and technical assistance and restoration activities to protect and improve water quality and aquatic habitats. The 2018 Storm and Surface Water Plan guides the activities of the Storm and Surface Water utility.

Staff has shifted to implementing the new Plan, with an increased focus on protecting and improving water quality, as well as aquatic habitats. Evaluating the condition of aging pipe systems and investing capital funds on necessary replacement projects is also under way. Public education and outreach for local environmental concerns continues on a daily basis. Over the past several years, implementation of an aquatic habitat enhancement and protection strategy has shifted some resources within the utility.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$2,030,535 | \$2,693,278 | \$2,742,904 | \$49,626 |
| Supplies | 164,974 | 159,150 | 209,897 | 50,747 |
| Services | 258,267 | 438,283 | 474,510 | 36,227 |
| Intergovernmental Payments | 1,967,621 | 1,591,139 | 1,484,613 | (106,526) |
| Capital | 0 | 0 | 0 | 0 |
| Debt Service | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,140,821 | 1,441,399 | 1,565,668 | 124,269 |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$5,562,218 | \$6,323,249 | \$6,477,592 | \$154,343 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--|-------------|-------------|-------------|--------|
| ASSOCIATE PLANNER | 2.00 | 2.00 | 2.00 | 0.00 |
| DATA CONTROL SPECIALIST-AFSCME | 0.38 | 0.38 | 0.38 | 0.00 |
| ENG & PLANNING SUPERVISOR | 0.33 | 0.33 | 0.33 | 0.00 |
| GIS ANALYST | 0.50 | 0.50 | 0.00 | (0.50) |
| GIS SPECIALIST | 0.00 | 0.00 | 0.50 | 0.50 |
| LEAD WORKER - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| LINE OF BUSINESS DIRECTOR | 0.24 | 0.24 | 0.24 | 0.00 |
| MAINTENANCE WORKER I - AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 3.50 | 6.50 | 6.50 | 0.00 |
| OPERATIONS SUPERVISOR - IUOE | 1.50 | 0.50 | 0.50 | 0.00 |
| OPERATIONS SUPERVISOR VEGETATION MGMT. IUOE | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM & PLANNING SUPERVISOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 0.48 | 0.48 | 0.48 | 0.00 |
| PROGRAM SPECIALIST | 2.00 | 2.00 | 2.00 | 0.00 |
| PROJECT ENGINEER I | 0.33 | 0.50 | 0.50 | 0.00 |
| PROJECT ENGINEER II | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 3.00 | 3.00 | 3.00 | 0.00 |
| Total | 19.26 | 21.43 | 21.43 | 0.00 |

Budget Overview

Storm and Surface Water utility programs and core services will remain essentially unchanged in 2022. Staffing levels remain essentially the same as 2021. The 2022 budget includes modest increased expenses related to salaries, and other inflationary and overhead costs. Depreciation funding will continue to be an increasing need and challenge for the utility. Depreciation funding is proposed to be increased by \$130,000 in 2022.

Trends, Challenges, and Opportunities

- The Utility will implement a new rate structure in 2022 for commercial customers. The rate structure is designed to be revenue neutral, but there will be some uncertainty.
- We expect the Storm and Surface Water utility to remain stable and predictable in the years to come. Its needs are and will likely stay modest.
- Depreciation funding will continue to be an increasing need and challenge for the utility. Depreciation funding is proposed to be \$525,200. Our financial consultants suggest that we should provide at least \$1.4 million in cash funding. Without an increase in funding, planned future work will need to be deferred.
- We face challenges in managing stream and wetland health due to increasing urbanization. While acknowledging these impacts, stream quality in Olympia is relatively good for an urban area. Stormwater management planning over the next few years will direct future work efforts to better protect water quality in local streams, wetlands and Budd Inlet.
- State and Federal mandates through the new 2019 National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit for storm and surface water management continue to increase. Additional funding will not be necessary in 2022, but required studies, increased inspections and educational outreach may have funding implications in future years. The utility also regularly takes on new and emerging environmental issues for the City. We are lending natural resource technical assistance to various other departments including CP&D, Parks, and Executive.
- Work to enhance high-priority aquatic habitats is underway and focuses on better land stewardship in collaboration with Parks, community groups and private community members.
- Rapid urban growth in Olympia is pushing development into areas with challenging stormwater and environmental constraints. Careful analysis and regulation are needed to minimize impacts.
- State and regional efforts to improve water quality in the Salish Sea and Budd Inlet are underway with the Storm and Surface Water utility playing an important role.
- Recent Total Maximum Daily Load water quality improvement plans from the Department of Ecology and Environmental Protection Agency may require additional work to improve degraded conditions in local waters.
- Pipe and maintenance hole condition rating of the stormwater pipe system indicates that many minor structural repairs are needed, but the overall integrity of the system is good. Approximately 80 percent of the publicly-owned pipe system has been televised.

- The Utility anticipates expanding the number of small Public Works projects to be constructed in house. In-house construction is far more cost-effective than contracted work. We anticipate this will help CIP funding, but may have potential budgetary implications (additional seasonal staff) in future years.
- The Vegetation and Habitat Management work section was created within the Utility in 2021. The Utility is evaluating playing a greater role in vegetation management throughout the City. Budget implications are planned to be kept neutral for the utility, but potentially funded through interfund transfers.

2021 Recent Accomplishments

- Achieved all NPDES Municipal Stormwater Permit requirements.
- The Utility developed and performed public outreach for a new rate structure to be implemented in 2022.
- Creation of the Vegetation and Habitat Management work section within the Utility in 2021 has been successful.
- Transfer of the street sweeping program to the Utility in 2021 has been successful.
- The Utility has maintained compliance with the Municipal Stormwater Permit, meeting or exceeding all mandated requirements.
- Construction of the Harrison Avenue water quality treatment facility was completed. This project provides treatment to stormwater runoff from a 20-acre basin straddling Harrison Avenue.
- Implemented the dumpster behavior change strategy and plan.
- In collaboration with the University of Washington Tacoma, initiated an Equity Index mapping project.
- Continued implementation of the habitat and stewardship program. Planted 3,000 native trees and shrubs on City property in collaboration with Parks Stewardship, local schools and other community groups.
- Developed and delivered robust education and public outreach programming.
 - The program was adapted to web-based/ virtual educational structure with information provided on plankton sampling, salmon migration, marine creatures (underwater videos), purple martins, bats and climate conversations lectures.
 - Developed social marketing strategies and plans for business dumpster and restaurant grease behavior change campaigns.
 - Developed and coordinated the Green Team, new employee climate change training program.

Performance Measures: Storm & Surface Water Utility

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|---|--------|-------------|-------------|----------------|-----------|
| Output Measure | Percent of private stormwater facilities in compliance (2005 and newer) | 80% | 100% | 100% | 95% | 95% |
| | Number of catch basins inspected | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| | Number of participants attending educ./outreach events | 3,500 | 3,500 | 3,500 | >3500 | 3,500 |
| | Number of private storm systems inspected | 150 | 140 | 150 | 150 | 150 |
| | Acres of vegetation managed | 150 | 150 | 150 | 300 | 300 |
| | Acres in Habitat Stewardship Program | 300 | 350 | 350 | 350 | 350 |

| | | | | | | |
|-----------------|---|---------------------------------------|-------|-------|-------|-------|
| Quality Measure | Tons of pollutant-laden sediment prevented from reaching surface water bodies | 1,000 | 1,000 | 1,000 | 1,100 | 1,600 |
| | Flood problems resolved in a timely manner | 90% (minor - 1 year; major - 3 years) | 100% | 95% | 95% | 95% |

^ 2020 and 2021 metrics represent public education and outreach engagement through social media and virtual events in-lieu of in-person events due to COVID 19 restrictions.

2022 Objectives

- Complete all scheduled preventative maintenance.
- Fulfill all NPDES Municipal Stormwater Permit requirements.
- Refine and implement the habitat and stewardship program and continue collaborating with Parks and other community groups.
- Continue planning work to implement the 2018 Storm and Surface Water Plan strategies across utility programs.
- Continue to develop the Vegetation and Habitat Operations Sections' capacity to provide vegetation and habitat related services to other LOB's and Departments. Specifically landscape services for the Transportation LOB as we take over maintenance of ROW landscape maintenance.
-
- Develop and deliver robust education and public outreach programming.

- Implement the dumpster behavior change strategy and plan.
- Continue the stormwater management action basin planning process
- Televis and condition rate at least 60,000 linear feet of storm drainage pipe.
- Start operation of a second street sweeper using Department of Ecology grant-funding.
- Apply for and receive grant funding from the Department of Ecology for an additional water quality retrofit project.
- Fully implement the Cityworks software work order, inventory and asset management systems in Operations

Wastewater Utility

Mission

To collect and convey wastewater to treatment facilities in a manner that protects the health of both the public and our environment.

Description

All wastewater collected by the utility is conveyed downtown to LOTT Clean Water Alliance's (LOTT) Budd Inlet treatment facility. The City contracts with LOTT for this service. Olympia Wastewater utility activities include operation and maintenance of pipe and pumping infrastructure, long-term planning, infrastructure analysis, capital facility development, odor control, technical assistance and on-site sewage system (septic system) conversions to public sewer. The activities of the Wastewater utility are guided by the 2020-2025 Wastewater Management Plan which was adopted by the City Council in October 2020.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------|--------------|--------------|-----------|
| Personnel Services | \$1,616,098 | \$1,755,318 | \$1,807,129 | \$51,811 |
| Supplies | 163,965 | 350,046 | 520,425 | 170,379 |
| Services | 317,490 | 480,715 | 502,355 | 21,640 |
| Intergovernmental Payments | 3,421,417 | 3,971,914 | 4,035,455 | 63,541 |
| LOTT Services | 12,921,602 | 14,493,568 | 15,073,311 | 579,743 |
| Capital | 0 | 0 | 0 | 0 |
| Debt Service | 101,738 | 100,588 | 0 | (100,588) |
| Interfund Payments | 1,231,699 | 1,255,385 | 1,285,881 | 30,496 |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$19,774,009 | \$22,407,534 | \$23,224,556 | \$817,022 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| DATA CONTROL SPECIALIST-AFSCME | 0.375 | 0.375 | 0.375 | 0.00 |
| ENG & PLANNING SUPERVISOR | 0.330 | 0.330 | 0.330 | 0.00 |
| GIS ANALYST | 0.250 | 0.250 | 0.000 | (0.25) |
| GIS SPECIALIST | 0.000 | 0.000 | 0.250 | 0.25 |
| INVENTORY CONTROL SPECIALIST | 0.125 | 0.250 | 0.250 | 0.00 |
| LEAD WORKER - AFSCME | 1.000 | 1.000 | 1.000 | 0.00 |
| LINE OF BUSINESS DIRECTOR | 1.000 | 0.240 | 0.240 | 0.00 |
| MAINTENANCE TECHNICIAN-AFSCME | 2.000 | 2.000 | 2.000 | 0.00 |
| MAINTENANCE WORKER I - AFSCME | 1.500 | 1.500 | 1.500 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 5.500 | 5.500 | 4.500 | (1.00) |
| MAINTENANCE WORKER III-AFSCME | 0.000 | 0.000 | 1.000 | 1.00 |
| OPERATIONS SUP- DRK WTR- IUOE | 0.500 | 0.500 | 0.500 | 0.00 |
| OPERATIONS SUPERVISOR - IUOE | 0.500 | 0.500 | 0.500 | 0.00 |
| PROGRAM ASSISTANT | 0.480 | 0.480 | 0.480 | 0.00 |
| PROJECT ENGINEER I | 0.330 | 0.500 | 0.500 | 0.00 |
| PROJECT ENGINEER II | 1.250 | 1.000 | 1.000 | 0.00 |
| REMOTE SYSTEMS TECHNICIAN | 0.750 | 0.750 | 0.750 | 0.00 |
| Total | 15.890 | 15.175 | 15.175 | 0.00 |

Budget Overview

Wastewater utility programs and core services will remain essentially unchanged in 2022. Staffing levels remain essentially the same as 2021. The 2022 budget includes modest increased expenses related to salaries, benefits, and other inflationary and overhead costs. Refinancing bonds decreased debt service costs.

Trends, Challenges, and Opportunities

- We expect the Wastewater utility to remain stable and predictable in the years to come. Its needs are and will likely stay modest.
- The Wastewater Utility continues to work on sewer system cleaning and operations, condition rating, preventive maintenance, long range planning and capital improvements—with few changes in the last several years.
- The Wastewater utility will implement refinements outlined in the 2020-2025 Wastewater Management Plan. Goals of the Plan support various community wide efforts including reconstruction of aging pipe systems, pump station retrofits, capacity improvements, system extensions and on-site sewage system (OSS) conversions.
- Condition rating of sewer pipe and maintenance holes is complete and highlights the need for numerous repairs and replacements. 32 percent of the utility infrastructure was installed prior to 1960. Repairs are being completed in a timely manner before acute pipe failures occur.
- Depreciation funding will continue to be an increasing need and challenge for the utility. Depreciation funding is proposed to be \$741,301 in 2021 (unchanged). Our financial consultants suggest that we should provide \$2.55 million in cash funding. Without an increase in funding, planned future work will need to be deferred.
- In response to needed pipe repairs, the City is maximizing the use of new trenchless repair technologies to line existing pipes without costly excavation of the street.
- Approximately 4,150 on-site sewage systems (OSS) are in use within the City limits and UGA. OSS are being linked to water quality impacts in Budd and Henderson Inlets and other sensitive areas in the City and its Urban Growth Area (UGA). Importantly, the City's Neighborhood Sewer Extension Program prioritizes areas of the City known for water quality problems and helps homeowners convert from OSS to the City sewer.
- The number of sewer spills and overflows associated with clogged pipes continues to decline due to increased preventative maintenance by City crews and increased attention to the Fats, Oils, and Grease (FOG) prevention program.
- The Utility anticipates expanding the number of small Public Works projects to be constructed in house. In-house construction is far more cost-effective than contracted work. We anticipate this will help CIP funding, but may have potential budgetary implications (additional seasonal staff) in future years.

2021 Recent Accomplishments

- Throughout the coronavirus public health emergency, office staff have become adept at teleworking allowing the utility to maintain workflow. Field staff have modified their schedules and operations in order to maintain 100 percent work capacity.
- Adopted the Wastewater Management Plan.
- Completed all scheduled preventative maintenance.
- Completed year four of the five-year residential STEP retrofit project.
- Twenty-eight on-site sewage system (OSS conversions).
 - Developed emergency response plans for seven lift stations and the Garfield sewer trestle.
- Operations converted to Cityworks software, a new asset management / work order system.
- Made significant progress on the following Wastewater capital projects:
 - Completed design and bidding of Miller and Central Lift Station upgrade.
 - Completed design and bidding of Stratford Lane STEP to Gravity conversion.
 - Made significant progress on the design of a more resilient sewer siphon to replace the sewer main supported by the Percival Canyon utility bridge.
 - Replaced lids on 11 maintenance holes below the high tide line along East Bay Drive.

Performance Measures: Wastewater Utility

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|-----------------------|--|--------|-------------|-------------|----------------|-----------|
| Output Measure | Number of on-site sewage systems (OSS) converted to City sewer | 20 | 59 | 23 | 28 | 20 |

| | | | | | | |
|------------------------|---|------|-----|-----|-----|-----|
| Quality Measure | Sewer pipes rated in fair or better condition | 90% | 94% | 94% | 95% | 95% |
| | City and Urban Growth Area (UGA) residents with gravity sewer service (excludes OSS and STEP systems) | 100% | 71% | 71% | 72% | 72% |

2022 Objectives

- Implement the updated Wastewater Management Plan.
- Complete all scheduled preventative maintenance.
- Complete year four of the five-year residential STEP retrofit project.
- Continue televising our pipes to confirm that our system continues to be in good shape.

- To facilitate the conversion of OSS to public sewer service, select and construct two neighborhood sewer extension projects based on environmental priorities.
- Completely replace the Old Port I sewer lift station.
- Completely replace the Miller and Central sewer lift station.
- Convert the Stratford Lane neighborhood from STEP systems to gravity sewer.
- Implement Cityworks software work order, inventory and asset management systems in Operations.

Waste ReSources Utility

Mission

Lead and inspire our community toward a waste-free future. The strategic role of the utility is to create opportunities to eliminate waste.

Description

Waste ReSources accomplishes their mission by providing municipally operated solid waste collection, disposal and diversion services including education and outreach to residents, businesses and visitors.

In June 2006, the Olympia City Council adopted a Zero Waste Resolution. It set forth a new direction for the Utility and has guided the development of its strategic plans ever since. The Utility is currently operating under the 2015-2020 Waste ReSources Plan, and is actively working on an update that will provide direction for the next 6 years.

The Utility has two main programs: the Collections Program and the Waste Prevention and Reduction Programs.

The Collection Program provides garbage, recycling and organics collection services to residents, businesses and the public. It uses three different collection methods:

- Curbside collection of carts and containers for both residential and commercial customers.
- Drop box service for large quantity generators of garbage, recyclables and organics.
- Self-haul of yard waste, metals and traditional recycling materials to our Saturday drop-off site.

The City provides carts to residents for all three waste streams. Garbage service is mandatory at a minimum level. Recycling and organics collection services are a subscribed service. Residents with these services can recycle plastic bottles, jugs and tubs, aluminum and tin cans, paper and cardboard all in one recycling cart and all organics such as food, select food soiled paper, and yard debris, in another. Commercial customers have options for container size and collection frequency, ranging from half-yard containers to 30-yard drop boxes. The Saturday drop-off site is open March through November.

The Waste Prevention and Reduction Program provides planning, education and technical assistance to residents, businesses and other users in our community. Staff makes presentations to resident and neighborhood groups, as well as classroom lectures and field trips to all Olympia School District third grade classes. In congruence with our mission and strategic role, program staff are the visionaries, promoters and technical advisors for our solid waste reduction programs. They work closely with Collections staff to ensure efficient collection and separation of solid waste and recyclables. They work directly with community members, businesses, schools, organizations and other program participants to look for opportunities to eliminate waste.

The Waste Prevention and Reduction Program is also responsible for the following:

- Technical advisors to the City's Community Planning and Development Department for site plan review concerning solid waste enclosures and access.
- Education and assistance to residents and businesses wishing to have Zero Waste Events, both permitted (to include a waste reduction plan) and non-permitted.
- Solid waste assessments and technical assistance for diversion in businesses.
- Starting businesses on City run commercial organics collection.
- Data collection and analysis.
- Financial analysis and projections throughout the year.
- Developing and implementing policies.
- Presentations and responses to Council and the Utility Advisory Committee.
- Planning and implementing new programs, as well as maintaining existing ones.
- Technical assistance to residents about solid waste reduction and recycling.
- Recycle transload, hauling and processing contract management.

| Program Cost Summary | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|----------------------------|--------------|--------------|--------------|-----------|
| Personnel Services | \$3,015,383 | \$3,261,821 | \$3,353,962 | \$92,141 |
| Supplies | 405,135 | 393,897 | 474,321 | 80,424 |
| Services | 4,906,231 | 4,939,977 | 4,712,109 | (227,868) |
| Intergovernmental Payments | 1,895,911 | 2,154,927 | 2,442,587 | 287,660 |
| Capital Outlay | 0 | 0 | 80,000 | 80,000 |
| Debt Service | 0 | 0 | 0 | 0 |
| Interfund Payments | 2,535,818 | 2,657,402 | 2,617,070 | (40,332) |
| Interfund Transfers | 0 | 0 | 0 | 0 |
| Total Expenditures | \$12,758,478 | \$13,408,024 | \$13,680,049 | \$272,025 |

| Program Staffing | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|-------------------------------------|-------------|-------------|-------------|--------|
| ASSOCIATE LINE OF BUSINESS DIRECTOR | 1.00 | 1.00 | 1.00 | 0.00 |
| BILLING SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| MAINTENANCE WORKER I - AFSCME | 2.00 | 2.00 | 2.00 | 0.00 |
| MAINTENANCE WORKER II-AFSCME | 1.00 | 1.00 | 1.00 | 0.00 |
| OPERATIONS SUPERVISOR - IUOE | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| REFUSE COLLECTOR-AFSCME | 17.00 | 17.00 | 17.00 | 0.00 |
| SENIOR PLANNER | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR PROGRAM SPECIALIST | 2.00 | 2.00 | 2.00 | 0.00 |
| Total | 29.00 | 29.00 | 29.00 | 0.00 |

Budget Overview

The top four expenditure categories in the Collections Program are:

- Labor (wages, salaries and benefits)
- Disposal (per ton cost of disposing) for garbage, recycling and organic materials
- Taxes (Business & Occupation Municipal Utility Tax, Liability Insurance)
- Equipment (maintenance, fuel, replacement)

The Prevention and Reduction Program's main expenses are:

- Salaries and benefits

Trends, Challenges and Opportunities

Recycling markets are improving dramatically from what they were in 2019 and 2020. However, we are processing less tons in 2021, and project even less in 2022. This is partly due to the City's decision to remove glass from the residential recycle stream, and people returning to work as the COVID-19 crisis eases and restrictions are lifted.

The following trends are major focus areas for the Collections Program:

- Reducing recycling contamination remains a priority, as contamination impacts material quality and adds to the total cost of recycle. Through electronic routing, Collection staff continues to identify and log when and where that contamination is taking place, so Planning staff can provide necessary outreach to resolve the issues. Future innovations may include automatic customer notifications to further expedite the outreach process.
- Collecting every other week, along with our practice of one-side road collection, still proves to be leading edge in collection efficiencies. We collect all three streams of materials (garbage, recycle, and organics) with the same truck and driver in every-other-week collection (four routes, four trucks, and four drivers.) However, we've seen increased traffic volumes throughout Olympia. Due to heavy traffic, certain areas require more time to navigate for collection. Through electronic routing, Waste ReSources is continually changing their routes to accommodate peak traffic times in order to collect when traffic is lighter.
- We are continually working with customers, that have existing service collected by two-person routes, to find new placement for their containers that can be serviced by one-person routes. This will, inherently, drive down cost of service down by servicing with less collectors.
- Residential organics customers continue to grow and so does their "set-out" rate. The weight of the organic material remains an issue. Organic material is dense and heavy (especially during the spring and summer), which causes our drivers to make frequent trips to the Thurston County Waste and Recovery Center (WARC) to ensure the trucks stay within their legal weight limits.
- Growth in multi-family and mixed-use housing in the downtown requires working closely with the Community Planning and Development Department and developers to design efficient and effective waste collection areas.
- Growth in the commercial sector is pushing the capacity limits for the commercial front-load collection trucks.
- Commercial organics tons collected have continued to decline this year, due to the ongoing Covid-19 pandemic. Key challenges for businesses are, uncertainty of operating hours and staffing, and limited customer capacity, which have affected overall disposal habits and trends.
- An aging inventory of roll carts (garbage, recycle and organics) is resulting in increased cart failures. Most carts that break are out of warranty and replacements need to be purchased.
- Growth in the residential sector continues to range in the one to three percent range, while commercial is remaining relatively flat when looking at the number of containers serviced.

The following trends are major focus areas for the Prevention and Reduction Program:

- Recycling markets are rebounding from historic lows as demand for recycle material increases. Olympia's previous response to changing market conditions, which was to remove glass and poly-coated materials from its recycle acceptance list starting January 1, 2020, has improved material value. The utility set-up glass drop-off sites in three locations in the City and the amount of glass collected annually continues to increase. These changes have reduced recycle costs by nearly \$100,000, and are improving annual revenue of recycled material.
- Steps to further reduce contamination in the recycling stream began in 2019 with a grant awarded by the Department of Ecology (i.e. Local Solid Waste Financial Assistance) with a 25 percent match. The Utility expanded its "lid lift" inspection program to improve data collection, educate the public and improve the recycle stream. The impacts of COVID-19 in 2020 put a pause on using interns and some of the more direct in-person outreach. However, information gained from the original program has resulted in a coordinated and effective approach of working with operations staff to record contamination, and then contacting customers directly. Reduced contamination makes recycling materials more marketable and saves money in both hauling and processing costs.
- COVID-19 has impacted the way in which certain education programs are delivered. Staff is adapting how to bring waste reduction and recycling education to customers in a safe and effective manner. Currently, staff works with direct mail and phone to inform residents of contamination issues and to conduct waste assessments, with in-person meetings left to those times when absolutely necessary.
- To encourage and help permitted and non-permitted events reduce their waste by recycling and composting more. The impacts of COVID-19 have precluded nearly all permitted events from occurring. Those that do occur, are smaller and have drastically reduced waste and assistance from Waste ReSources staff.
- Updated commercial organics cart and dumpster stickers and continued monitoring and outreach with businesses, has led to very good quality of collected material with minimal contamination.
- Working to increase organics customers and volume of businesses, who may not have a lot of food waste, but have clean wood and yard waste.
- Support a knowledgeable collection operations team, by keeping staff updated on acceptable and non-acceptable recyclable and compostable materials.

2021 Accomplishments

- Selected as the **Public Sector Recycler of the Year** award recipient by the Washington State Recycling Association.
- Recognized by Thurston Chamber of Commerce with a Green Business Award as **Municipality of the Year**, for our green practices across various municipal operations.
- Resource Recycling's **Small City Recycle Program of the Year** award recipient. Resource Recycling, Inc. is a national publication that provides industry news, research, and trends, and organizes three separate recycling industry conferences.
- Selected a solid waste and recycling consulting firm and began work on updating the Waste ReSources Master Plan, to include relevant research, cost of service and a multi-year rate proposal. The City has received a grant, awarded by the Department of Ecology (i.e. Local Solid Waste Financial Assistance) with a 25 percent match, to cover a large portion of the expenses to produce the Plan update.
- Due to Covid-19 restrictions staff was unable to run the 3rd grade Waste Prevention and Reduction Education Program in the traditional in-person format. The program was successfully adapted to paper packets that were provided to over 700 3rd grade students during the 2020-2021 school year.
- Following the removal of glass from the City's recycle acceptance list in 2020, the amount of glass found in comingled recycle continues to go down, reduced from 22% pre-change, to 7.4% in 2020, and 6.8% in 2021.
- Continued success with cart corral for returned recycle and compost carts. Carts are screened prior to dumping, any acceptable materials are added to recycling or composting, instead of the garbage compactor. In the first half of 2021, 500 combined carts, with an estimated 10,000 lbs of material, were kept out of the garbage compactor and landfill.
- Updated commercial organics cart and dumpster stickers, and continued monitoring and outreach with businesses, has led to good quality collected material with minimal contamination.
- Collection staff is now required to be trained on each style of collection vehicle for a minimum of 80 hours before being signed off by the Supervisor to drive alone.
- Expanded use of GIS Data Collector Application for Residential and Commercial routing purposes, to reduce contamination in the recycle stream, improve customer consistency and driver efficiency.
- Staff continues to track and analyze the Lid Lift/Cart Tagging program in residential recycling streams to reduce contamination.
- Through continued monitoring and outreach with businesses, the Utility has achieved very good quality of commercial organic and recyclable materials, collected with minimal contamination and no compliance issues with Thurston County Solid Waste.
- Finished preliminary design of a new Waste ReSources maintenance facility on the Carpenter Road property, to better understand costs to construct and help develop future funding strategies.

- Continue to improve customer communication using Recycle Coach Web App. Currently serving 4,800 subscribers.

Performance Measures: Waste ReSources Utility

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Goal |
|----------------|---|--------|-------------|-------------|-------------|-----------|
| Output Measure | Residential single-family recycling rate. | 70% | 55% | 46% | 43% | 45% |

| | | | | | | |
|--------------------|--|------|------|------|------|------|
| Efficiency Measure | Tons of solid waste going to landfill (lbs/capita/day) | 3.83 | 3.23 | 3.10 | 3.11 | 3.15 |
|--------------------|--|------|------|------|------|------|

2022 Objectives

The Collections Program will focus on the following objectives:

- Review and develop ancillary charges for extra services (i.e. Saturday services, emergency services, late customer cancellations, etc.) Review existing ancillary charges (i.e. extra bags, locks/access, late set outs.)
- Develop new tablet interface to include streamlined driver logging procedures, as well as automatic customer education mailers following each logged incident.
- Review driver training programs. Develop and identify a program that best suits our needs while reducing accidents and increasing collection efficiency.
- Continue to review existing operational processes to identify ways to improve cart delivery, maintenance and repair efficiencies.
- Continue development of Standard Operating Procedures (SOP's) and provide training for staff.
- Expand GIS Data Collector Application on dedicated iPads, for Residential and Commercial Routing purposes, to improve customer consistency and driver efficiency.
- Continue development of new routes in Commercial Collection to achieve efficiencies.
- Continue to monitor the utility's aging cart inventory and develop an asset management program to monitor and replace failing carts.
- Continued efforts to identify two-person rear-load collection that can be changed to a more efficient one-person front-load collection route.

The Prevention and Reduction Program will be focusing on the following objectives:

- We are continuing work on updating the Waste ReSources Master Plan and prepare for council adoption in mid to late 2022.

- Continue to design for a future maintenance facility on the City’s Carpenter Road Property. Currently working on developing a grading plan and planning for demolition and remediation of the site.
- Begin project scoping to update Chapter 13.12 Municipal Code to match our current work program to date. Last update was in 1988 and is past due. Edits, other language considerations include but are not limited to:
 - Language regarding one-side of road collection.
 - Consider shared compactor mandatory use and evaluate rate requirements.
 - Consider development of commercial recycling rates.
- Continue to provide site plan review for private development with special attention toward the increased number of multi-family and mixed-use projects in the downtown core with limited collection vehicle access.
- Response to Recycling Markets:
 - Staff will continue to monitor the recycling program and source separated glass collection at drop-off sites.
 - Staff will maintain open communication with its processor regarding our recyclables and recycle market forces.
 - Educate the public on rates and contamination reduction.
 - Continue “Lid Lift” cart tagging program and collect data in order to reduce contamination.
 - Continue to work on issues with multi-family recycling contamination.
- Commercial Program Goals:
 - In coordination with City of Olympia Facilities Maintenance; provide waste assessments, update signage on City collection carts, and provide outreach and education to improve staff participation, and explore new opportunities in recycling and composting in each City department.
 - Shared compactor – continue to monitor/manage the program and grow customer base outside initial block and surrounding block.
 - Continue to provide over 30 waste assessments per year to businesses with goal of improved and increased recycle and compost activities for the businesses.
 - Continue to increase the number of commercial organics customers and volume of organics collected by expanding business types beyond traditional food waste producers, (i.e. restaurants, grocery stores and schools), to include landscapers, wood workers and houses of worship with large properties to maintain.
 - Increase number of businesses we haul commercial recycling in roll-off containers or compactors.

Public Health & Safety



Included in this Section

| | |
|--|-----|
| Housing & Homelessness | 277 |
| Fire | 293 |
| Police | 311 |

Click on sub-section for a direct link.

Mission

Working together to make a difference

Vision

Protect the health and safety of all community members with compassion, integrity and effectiveness

Description

The 2022 Budget seeks to better align our public health and safety functions by bringing our Police, Fire and Housing and Homelessness budgets into one chapter. We believe that these functions form the core of our public health and safety response and are critical to meeting the basic needs for safety, health and shelter particularly for our most vulnerable populations. We also recognize that they do not represent the entire spectrum of public safety services provided by the City. Departments, programs and functions such as our Municipal Court, Public Works, Building Inspection, Code Enforcement, Parking and even some aspects of Parks, Arts and Recreation contribute to and are part of our public safety system. These services may be added to this section as additional clarity around the full meaning of public safety in our community emerges.

As the City has engaged in the process of reimagining its public safety system through the Ad Hoc Public Safety Committee during 2021 the Police Department, Fire Department and the Housing and Homelessness Services Program have emerged as the primary way in which public safety is considered and addressed in our community. It also became clear that there is a tremendous amount of overlap between these departments and programs and that improved coordination and collaboration will be necessary to meet the changing public safety needs of our community. They also are the most impacted by our homelessness crisis.

The Police Department provides a wide variety of services ranging from patrol to detective services. More recently the Police Department has begun to evolve its mission to add new services responding to people in crisis through the addition of mental health responders and peer counselors. Initially the City contracted for these services, however, in 2020 the majority of the crisis response services were brought in house. The 2021 budget proposes expanding those services to offer nearly round the clock crisis response coverage.

The Fire Department also provides a wide variety of services including fire prevention, fire suppression and medical first responder services. The Fire Department's role in the community continues to evolve and grow in response to the needs of community members. The Fire Department recognizes the need to respond to these changes and is exploring creating a new program that would be known as OFD CARES. This program focuses on providing emergency room diversion and support for community members who are experiencing mental and behavioral health issues.

Access to safe and affordable housing is a critical component of public health and safety and is the work of Housing and Homelessness Services Program. This program works across department and program boundaries to find immediate solutions to community impacts of unsheltered homelessness and to create opportunities to expand access to affordable and supportive housing.

Housing and Homelessness



Included in this Section

| | |
|-----------------------------------|-----|
| Organizational Chart | 279 |
| Homeless Response Services | 280 |
| Housing | 284 |
| Low Income Support Services | 287 |
| Home Fund | 290 |

Click on sub-section for a direct link.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------|-------------|-------------|-------------|-----------|
| Homeless Response | \$1,588,587 | \$748,015 | \$1,028,116 | \$280,101 |
| Housing | 270,902 | 529,867 | 890,727 | 360,860 |
| Low Income | 526,336 | 472,704 | 370,733 | (101,971) |
| Total Expenditures | \$2,385,825 | \$1,750,586 | \$2,289,576 | \$538,990 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$610,642 | \$368,613 | \$639,018 | \$270,405 |
| Supplies | 71,995 | 7,000 | 3,491 | (3,509) |
| Services | 2,095,455 | 2,370,410 | 2,577,028 | 206,618 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Intergovernmental Payment | 0 | 40,000 | 0 | (40,000) |
| Interfund Payments | 7,196 | 4,563 | 3,204 | (1,359) |
| Total Expenditures | \$2,785,288 | \$2,790,586 | \$3,222,741 | \$432,155 |

Housing & Homelessness

Homeless Response Services

Housing

Low Income Support Services

Homeless Response Services

Description

Homeless Response comprises staff who work in the community on immediate homeless response efforts and oversee the city's implementation of the [One Community: Healthy, Safe & Housed Plan](#). Program areas include the Scattered Site Team, Faith Partnerships, managing city-hosted emergency shelters, and the city's participation in the national Point in Time Homeless Census.

Homeless response staff also receive and respond to multiple community concerns each day related to unsheltered homelessness and make contact with people who are homeless downtown, in neighborhoods and in camps. They help coordinate other city departments and work to support and grow the success of nonprofit and faith based social services and work with police and others to ensure safety and compliance with laws.

The Homeless Response Coordinator leads this work and is the city's primary contact on homeless services that are coordinated through Thurston County's Homeless Crisis Response Plan.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|------------------|--------------------|------------------|
| Personnel Services | \$0 | \$72,892 | \$93,007 | \$20,115 |
| Supplies | 33,181 | 7,000 | 2,791 | (4,209) |
| Services | 1,555,406 | 625,590 | 931,500 | 305,910 |
| Intergovernmental Payments | 0 | 40,000 | 0 | (40,000) |
| Interfund Payments | 0 | 2,533 | 818 | (1,715) |
| Total Expenditures | \$1,588,587 | \$748,015 | \$1,028,116 | \$280,101 |

| Program Staffing | 2019 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|-------------|
| HOMELESS RESPONSE COORDINATOR | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM AIDE | 0.00 | 0.00 | 1.00 | 1.00 |
| PROGRAM ASSISTANT | 0.00 | 0.00 | 0.50 | 0.50 |
| SENIOR PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 2.00 | 2.00 | 3.50 | 1.50 |

Budget Overview

In January 2019, Olympia City Council approved the authority for the Homeless Response to use an interfund loan not to exceed \$1,485,000 to augment program funding. The authority extended for three years, through 2021. Some of the contracts for homeless response staff, Mitigation operations and other investments will be covered with General Fund in 2022.

Starting in 2019, the Olympia City Council imposed an additional Municipal Utility Tax on the City's municipal utilities; Drinking Water, Wastewater, Storm & Surface Water, and Waste Resources. For 2021 the tax was projected to generate \$273,720.

Home Fund Levy sales tax revenue is also used for Homeless Response efforts including operations of Plum Street Village.

The Scattered Site Program staff are funded by 2020 General Fund carryover. Operations for that program including portable toilet and garbage costs are reimbursed by a grant from Thurston County.

Due to COVID-19, as of April 2020, The Evergreen Christian Community is no longer able to fund the Homeless Response Coordinator position. A one-time increase in Community Development Block Grant (CDBG) will contribute funding in 2021, however there is no dedicated funding for the position after 2022.

Trends, Challenges and Opportunities

- Funding for future homeless response efforts are uncertain. The largest revenue source for these activities for the last three years has been an Interfund Loan approved by council in 2018. That resource will be exhausted in 2022. Budget enhancement requests were submitted to request funding to maintain programs like Mitigation, move Mitigation to a new site, and maintain 2021 staffing levels.
- All Homeless Response Staff are temporary employees. The lack of permanency was cited as a cause of concern for the last two Homeless Response Coordinators when they resigned. Permanent general funding was requested for that position and for the Homeless Response Program Aide in 2022. Those two positions are currently funded by CDBG funds that will be exhausted in 2022.
- The number of individuals camping in cars and in unsanctioned encampments has continued to grow rapidly in the last three years and requires a regional response and regional resources to address areas like RV camping along Ensign Road.
- The more homelessness increases in our community, the more we spend on immediate response efforts like encampment garbage and sanitation, and response to neighbor conflicts. Those immediate needs draw staff time and funding away from investments in long-term solutions (affordable and supportive housing, wrap around services, planning for future sites, etc.).

2021 Accomplishments

- In 2021 Council funded a Scattered Site Homeless Response program as part of an interlocal agreement with Thurston County to resolve conflict, improve safety, and ensure better outreach and support for the four large encampments in the city: Deschutes, Wheeler, Nickerson, and Ensign Road. Thurston County has contracted with Olympia to reimburse hygiene related costs including garbage and portable toilets at those sites. Olympia has committed two staff for the first year of the pilot (began in July of 2021 and projected to end in June of 2022).
- Staff continue to work closely with Thurston County to align City program outcomes with the County 5-Year Plan to End Homelessness.
- The City's first sanctioned homeless camp (the Downtown Mitigation site) was improved again in 2021 to replace tents with tiny homes. In the previous year bathrooms with showers were installed on site and a new contractor, Catholic Community Services, was hired which resulted in better alignment with other social service partners. A second case manager was also added.
- Collaborated with other City and County staff to rapidly deploy funds and resources like hygiene and food assistance to help individuals experiencing homelessness shelter-in-place in response to COVID-19. During the height of that response, City emergency hires distributed more than 1,000 meals a week to camps in Olympia.
- Increased communication with the public about our progress in implementing the One Community Plan including use of a new online data dashboard developed with help from Information Services and the Office of Performance and Innovation.

Performance Measures: Homeless Response Services

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|---|--------|-------------|-------------|----------------|-----------|
| Output Measure | Shelter households exiting to housing (Plum/Mitigation) | 0.5 | N/A | 0 | 57%/18% | 0.5 |

2022 Objectives

- Collaborate with Thurston County and other nonprofit partners to reduce safety and other impacts of unsheltered homelessness through efforts like the Scattered Site Homeless Response Program.
- Communicate with the public about our progress in implementing the One Community Plan, including use of a new online data dashboard developed with help from Information Services and the Office of Performance and Innovation.
- Move Mitigation Site to Quince property. If funds allow, improve site layout to increase security and visibility and add case management offices and other facilities to support 24-hour services and to reduce conflicts with neighbors.
- Support the creation of a safe parking program with Thurston County that will elevate traffic and neighbor conflicts associated with RVs parked on Ensign Road by Providence Medical Center.
- Contract with Washington State Department of Transportation to support their interest to clean up and close encampments along Wheeler Road. Ensure fair notice to campers and communication with case management partners like OlyMAP.
- Partner with campers, owners and neighbors around Deschutes Parkway's encampment and government partners like State Patrol to ensure safety at and around that camp. Work with campers and other stakeholders to give reasonable notice to campers and communicate with case managers when that camp's closure is announced by the property owner.

Housing

Description

The Housing Program is responsible for affordable housing planning and affordable housing funding and technical assistance. Major programs include the Home Fund, the Multifamily Tax Exemption, Impact Fee Abatement Program, and Affordable and Supportive Housing grants (1406). This team also manages contracts related to affordable housing and shelter services like Mitigation, Plum Street Village and other sites.

This team is also currently supporting a community conversation related to tenant protections and will bring recommendations to City Council that may result in a number of code changes and new programs intended to improve access to rental housing and reduce the negative consequences of termination of tenancy.

The staff for this program area also staff the Home Fund Advisory Board and represent Olympia at the Regional Housing Council and the County's Housing Advisory Team. These two staff also manage public communications for this program area Homeless Response. Staff also coordinate with state affordable housing funders including Commerce and the Housing Finance Commission.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$227,072 | \$204,229 | \$247,999 | \$43,770 |
| Supplies | 37,986 | 0 | 0 | 0 |
| Services | 4,524 | 325,638 | 641,528 | 315,890 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,320 | 0 | 1,200 | 1,200 |
| Total Expenditures | \$270,902 | \$529,867 | \$890,727 | \$360,860 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|-------------|-------------|-------------|--------|
| HOME FUND PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST | 0.00 | 0.00 | 1.50 | 1.50 |
| Total | 1.00 | 1.00 | 2.50 | 1.50 |

Budget Overview

- The Home Fund Levy was passed by Olympia voters in 2018 based on authority granted by the state in RCW 82.14.530. Most (65 percent) of that revenue is dedicated to construction of affordable housing, behavioral health facilities, and housing-related services.
- In 2022, the Home Fund Sales Tax is projected to generate \$2.1 million; 65 percent dedicated to construction of affordable housing and shelter (Home Fund Capital Fund – details in the Capital Facilities Plan). The remaining 35 percent supports operations of homeless and housing programs (Home Fund Operating Fund).
- The Home Fund Operating Fund supports operations of housing-related services. Operational funds support efforts like the Plum Street Village tiny house shelters.

- In 2019, the Washington State Legislature passed House Bill 1406 creating the Affordable and Supportive Housing Sales Tax. It is a revenue sharing program allowing cities and counties to access a portion of State sales tax to make local investments in affordable housing. No new taxes are being assessed. For Olympia, the new revenue was expected to provide approximately \$330,000 per year over the next 20 years for affordable housing. In its first full year of 2020 receipts were lower than expected, totaling \$288,139.

Trends, Challenges, and Opportunities

- Housing costs continue to rise faster than incomes and COVID-19 will continue to exacerbate affordable housing and homeless response challenges despite federal and state rent assistance because housing in Thurston County is still in very short supply.
- The Regional Housing Council is formed under an interlocal agreement between Thurston County, and the cities of Lacey, Olympia and Tumwater. That new group plans to leverage housing resources and partnerships through policies and projects that promote equitable access to safe and affordable housing.
- COVID-19 has already caused delays in the affordable housing development pipeline in Thurston County, and elevated the risk of homelessness for many of our households.
- The Thurston County Commission is contemplating creating a county-wide Home Fund that could triple the current revenue, and impact, of the Olympia Home Fund. Passage would dramatically increase local resources for affordable housing.
- We aim to build 300 units of permanent supportive housing in Thurston County between 2019-2024. New housing projects through Interfaith Works, Family Support Center, Low Income Housing Institute and the Housing Authority of Thurston County have added 248 units which have us ahead of our goal to build 300 units in five years.
- The City's Home Fund seeds permanent supportive housing projects. These projects must also rely on external funding sources (e.g., construction dollars from the State Housing Trust Fund, federal tax credits, project-based vouchers from the Housing Authority.) These external funding sources are limited and competitive, and finding dollars for ongoing operations is a challenge. We will need to partner closely with providers and funders to support siting and funding for similar projects to make the goal of 300 units by 2024 a reality.

2021 Accomplishments

- Facilitated a third year of competitive Home Fund grants. The 2021 awards exceeded our goal of supporting 60 units by funding 53 Housing Authority Units at Han Jo Lodge in Tumwater and 63 units at Martin Way Phase 2. A supplemental award was also added to Family Support Center's previously funded project because of COVID-related cost challenges.
- Facilitated tenant protection conversations to improve access to rental housing, increase stability of rental housing, and reduce potential negative consequences of rental housing, like evictions.
- Updated the Multi-family Tax Exemption Program to incentivize more affordable housing and support and implement changes in state law intended to increase dense transit-oriented housing and affordable housing production.

- Partnered with LOTT to explore ways to decrease sewer and stormwater connection fees for affordable housing projects and linked that new program to a growing portfolio of affordable housing incentives in Olympia (like Impact Fee Abatement and 12-Year Multi-Family Tax Exemption).
- Granted Olympia’s Affordable and Supportive Housing revenue (\$300,000) to construction of the second phase of supportive housing apartments at 2828 Martin Way, adding 63 more units to our region's housing network.

Performance Measures: Housing

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|---|--------|-------------|-------------|----------------|-----------|
| Output Measure | Number of supportive housing units funded by the Home Fund. | 60 | 64 | 62 | 121 | 60 |

2022 Objectives

- Celebrate the opening of Unity Commons, the first Home Fund affordable housing project.
- Continue to collaborate with the Regional Housing Council to distribute House Bill 1406 program revenue for affordable and supportive housing.
- Support City-funded affordable housing projects and ensure they
- Work with regional partners to implement a safe parking option for unsheltered individuals living in vehicles.
- Apply for first round of new state Connecting Housing to Infrastructure Program (CHIP) affordable housing grants.
- Deliver tenant protection consultant report and recommendations to council and implement actions.
- Identify a supportive housing partner through a competitive solicitation for the next Home Fund award.
- Manage the move of Mitigation to the Quince Street property.
- Prepare the 303 Franklin property for affordable housing.

Low Income Support Services

Description

Olympia’s Community Development Block Grant Program (CDBG) funds social services, economic development and affordable housing for efforts benefiting low and moderate-income households in Olympia. Historically CDBG has focused primarily on downtown Olympia because it is the lowest income census area in the City according to the American Community Survey (Tract 101, Block 1).

Examples of recent investments through CDBG include:

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-------------|
| Personnel Services | \$155,992 | \$91,492 | \$114,547 | \$23,055 |
| Supplies | 722 | 0 | 700 | 700 |
| Services | 367,086 | 379,182 | 254,300 | (124,882) |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Interfund Payments | 2,536 | 2,030 | 1,186 | (844) |
| Total Expenditures | \$526,336 | \$472,704 | \$370,733 | \$(101,971) |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|-------------|-------------|-------------|--------|
| PROGRAM SPECIALIST | 0.00 | 0.00 | 1.50 | 1.50 |
| SENIOR PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 1.00 | 1.00 | 2.50 | 1.50 |

Budget Overview

- Olympia receives a direct CDBG entitlement from the U.S. Department of Housing and Urban Development (HUD) that Council has generally dedicated to affordable housing and economic development.
- In 2020 and 2021 HUD provided additional COVID relief funds to Olympia.

Trends, Challenges and Opportunities

- Due to the pandemic, affordable housing investments were put on hold. The City originally planned to reallocate prior year funds to a land acquisition project that would support affordable housing, but those monies were reallocated to Coronavirus response.
- Some HUD public service requirements were suspended due to COVID, so Olympia was able to increase CDBG monies dedicated to the Ambassador Program and Homeless Response. That temporary suspension will end, so those programs will need to reduce CDBG funds in Federal Program Year 2022.
- CDBG funds must be spent in a specific period of time or the award has a potential to be decreased. All awards must be considered when planning the program year including entitlement, Coronavirus, and program income or a timeliness finding could be ??

2021 Accomplishments

- Designed and sought approval for a new CDBG Affordable Housing Rental Rehabilitation Revolving Fund to use aging CDBG loan repayments to reinvest in more affordable housing rehabilitation. That new fund also reduces risk in the CDBG entitlement program by making fiscal oversight of that program less complex.
- Funded Interfaith Works Shelter at First Christian Church to improve the health and safety of the shelter space by making repairs related to sewer malfunction and make plumbing repairs to enhance the safety of the kitchen. Monies were also used to purchase new bedbug resistant mattresses for shelter guests.
- Began funding the salary and benefits of the City's Homeless Response Coordinator when, during COVID, Evergreen Christian Church had to discontinue their 3-year grant to the city for that purpose a year early.
- CDBG also continued to fund part of the Downtown Ambassadors program which provides support to businesses and conducts street outreach and hospitality services to people downtown. That program also supports downtown business owners and supports visitors in the Downtown core.
- Provided critical monies to Home First for two rental rehabilitation projects to improve living conditions for several extremely low-income families. More projects similar to this one will occur in 2022.
- Paid cost overruns related to a sewer installation at a supportive housing project dedicated to people with disabilities.
- Met HUD required grant spend down timelines in a year where many programs were struggling to stay on budget because of various COVID challenges including staff turnover and construction delays caused by supply chain and labor shortages.
- Hired a new Program Manager who has developed strong relationships with community partners we grant with and our HUD partners who fund the majority of this program.
- Secured a Commerce CDBG grant that will provide monies to maintain the Homeless Response Coordinator and the Homeless Response Program Aide for another year.

Performance Measures: Low Income

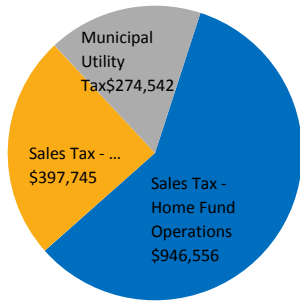
| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Projected | 2021 Goal |
|----------------|---------------------|--------|-------------|-------------|----------------|-----------|
| Output Measure | | | | | | |

2022 Objectives

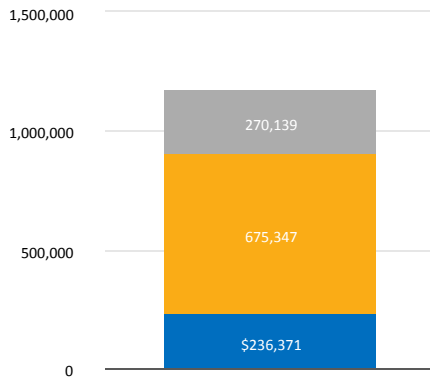
- Transition the CDBG program away from Coronavirus response back to affordable housing production to ensure it is back on track with the City's Five Year Consolidated Plan required by HUD.
- Investing in affordable housing preservation to support low-income residents living in safe and healthy homes.
- Reinstatement of the Revolving Loan Fund to address federal timeliness spend down and offer incentives to increase affordable housing opportunities.
- Continue to support homelessness response by funding the Homeless Response Coordinator and Downtown Ambassadors positions.

Home Fund

2021 Home Fund Operation Resources \$1,460,923



Use of Home Fund Sales Tax Allocated to Operations - \$960,477



| Home Fund Operations Resources | 2022 Budget | Use of Home Fund Sales Tax Allocated to Operations | 2022 Budget |
|----------------------------------|-------------|--|-------------|
| Sales Tax - Home Fund Operations | \$946,556 | Shelters (7%)** | \$236,371 |
| Sales Tax - HB 1406* | 397,745 | Operations and Support Services (20%)** | 675,347 |
| Municipal Utility Tax | 274,542 | Implementation (8%)** | 270,139 |
| Misc Revenue | 0 | | |
| Interfund Loan* | 0 | | |
| Total | \$1,618,843 | Total | \$1,181,857 |

*Represents revenue sources not included in Preliminary Budget; will be adjusted for Final Budget

**Percentages displayed in table per Olympia Home Fund Financial Plan and based on total Home Fund Sales Tax for Operations and Capital of \$2,744,220.

Note: Home Fund Operating budget is included here for presentation purposes only. The budget is considered a “special fund” and therefore is not included in the combined totals for CP&D or the overall Operating Budget.

Home Fund 1/10 of 1 Percent Sales Tax Resource

As permitted by RCW.82.14.530, in 2017, Olympia voters approved a measure to impose an additional sales tax of 0.1 percent. The proceeds are committed for the Olympia Home Fund to construct affordable and supportive house and housing-related purposes, including mental and behavioral health-related facilities, and costs for operations, maintenance delivery, and evaluation of mental health programs and services, or housing-related services. In 2022, the sales tax is projected to generate \$2.1 million; 65 percent of Home Fund dollars are dedicated to construction of affordable housing and shelter (Home Fund Capital Fund). The remaining 35 percent supports operations of homeless and housing programs (Home Fund Operating Fund).

Municipal Utility Tax

Starting in 2019, the Olympia City Council imposed an additional utility tax on the City’s municipal utilities; Drinking Water, Wastewater, Storm & Surface Water, and Waste Resources. For 2021, this tax is projected to generate \$273,720.

Home Fund Sales Tax – House Bill 1406

In 2019, the Washington State Legislature passed House Bill 1406; a sales tax revenue sharing program allowing cities and counties to access a portion of State sales tax to make local investments in affordable house. No new taxes are being assessed on Washington residents. For Olympia, the new tax was expected to generate approximately \$330,000 per year over the next 20 years. In its first full year of 2020 receipts were lower than expected, totaling \$288,139. Those funds were dedicated to support construction of the second phase of supportive housing units at 2828 Martin Way, adding 63 more affordable and supportive housing units to our region's housing network.

Interfund Loan

In January 2019, Olympia City Council approved the authority for the Home Fund to use an interfund loan not to exceed \$1,485,000 to augment program funding. The authority extends for three years, through 2021. Some of the contracts for homeless response staffing, Mitigation operations and other investments will be covered with General Fund in 2022.

Fire



Included in this Section

| | |
|--|-----|
| Organizational Chart | 298 |
| Administration | 299 |
| Fleet | 302 |
| Fire Prevention | 304 |
| Operations/Training/Emergency Management | 307 |

Click on sub-section for a direct link.

Mission

Respond rapidly, with highly trained professionals to mitigate emergencies for our community. We are dedicated to reducing risk through prevention, fire and medical education and disaster preparedness.

Vision

- To be good stewards of the resources entrusted to us
- To continually invest in safety and long term well-being of our Firefighters
- To provide vital information, education and training
- To leverage equipment and technology for increased efficiency
- To critically review and improve our service delivery

Description

The City of Olympia earned a Class 2 Fire Protection (insurance) rating as evaluated by the Washington Survey and Rating Bureau (WSRB). This superior rating allows Olympia to join Seattle, Bellevue, the City of Spokane Valley and Federal Way as one of the five best-protected communities in the state.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------|--------------|--------------|--------------|-----------|
| Administration | \$875,105 | \$895,869 | \$932,028 | \$36,159 |
| Fleet | 1,380,450 | 1,477,983 | 1,457,944 | (20,039) |
| Fire Prevention | 873,631 | 965,909 | 1,003,481 | 37,572 |
| Operations | 15,469,292 | 14,609,646 | 15,041,758 | 432,112 |
| Total Expenditures | \$18,598,478 | \$17,949,407 | \$18,435,211 | \$485,804 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|--------------|--------------|--------------|-----------|
| Personnel Services | \$16,660,537 | \$16,024,912 | \$16,353,529 | \$328,617 |
| Supplies | 735,297 | 721,066 | 713,816 | (7,250) |
| Services | 557,100 | 609,697 | 655,703 | 46,006 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Intergovernmental Payment | 6,877 | 3,900 | 7,900 | 4,000 |
| Interfund Payments | 641,667 | 589,832 | 707,263 | 117,431 |
| Total Expenditures | \$18,601,478 | \$17,949,407 | \$18,438,211 | \$488,804 |

Planning and Process Improvement

Olympia Fire Department's current Strategic Plan was initiated in mid-2017 and expires at the end of 2022. The Department continues to strive to reach our strategic goals. In 2022, the Department will finalize the process of developing a renewed Strategic Plan to guide the Department forward for the next five years.

Serving a Community During Crisis

The Olympia Fire Department's (OFD) mission is to serve the people in their time of need. The Fire Department is called upon for assistance in a variety of emergency and non-emergency situations. When someone's life is in danger due to fire or acute medical concerns, they call the Fire Department. Such 911 calls are responded to with compassion and professionalism.

Even when the emergency is determined not to be life-threatening, Fire Department members continue providing care and reassurance to help the community member. Thurston County is among the communities with the highest survivability in the United States for cardiac arrest events that happen in the field. Every year, the Olympia Fire Department continues to achieve a high CPR save rate. The City of Olympia, its community members and its first responders are a big part of this nationally recognized success.

Along with hiring and retaining talented and dedicated members, several other factors are critical when our members respond to community members in distress. Quality training and reliable equipment are two vital elements in a successful outcome for all emergency events.

Quality Training

Training for Firefighters and Fire Officers is critical as they operate in complex, dangerous, dynamic and emotionally charged environments. The Mark Noble Regional Fire Training Center (MNRFTC) prepares our Firefighters for the hazards of the job. Proper training makes the difference between life and death during emergency operations.

Olympia Fire Department's MNRFTC is situated on an eight-acre parcel of land located in the southeast area of the City. This training facility is a state-of-the-art training complex that features technological advancements and innovative design to better address the needs of the fire service. More than 25 fire agencies have been trained over the last several years and we anticipate continued growth.

Reliable Equipment

The Department maintains and replaces equipment as needed to support our mission to prevent harm to people and property. For apparatus or "rolling stock," the Department has the following fleet replacement scheduled: fire engines are 30 years, 15 years in frontline and 15 years in reserve and ladder trucks are 25 years, 15 years frontline and 10 years reserve.

Fleet maintenance is the key to reliability and longevity in our fleet. The Fire Department's Fleet Program has become a model for our fire service and emergency response neighbors. The Fleet Maintenance Team is comprised of one Chief Fire Master Mechanic and four Master Mechanics, along with one Inventory Control Specialist. All five mechanics are certified in repairing fire apparatus and emergency vehicles. Fire and emergency medical response vehicles must perform

at a very high level of reliability with complex electrical and mechanical systems working together. Certified Emergency Vehicle Technicians (EVTs) are the only level of mechanics that can provide this level of expertise. This specialized team of highly skilled mechanics has given us the ability to perform apparatus repairs for regional fire service customers while collecting adequate revenue to provide full-time mechanics, rent a building capable of working on multiple fire apparatuses simultaneously and generate additional revenue to pay for increasing Department fleet maintenance expenses.

2021 Objectives

- The primary objective of Olympia Fire Department is to continue exemplary emergency service delivery, reduce risk and develop system efficiencies.
- The Department will embark on a renewed Strategic Planning process for years 2023-2028.
- In partnership with the community, the Olympia Fire Department will continue to adopt code changes that reduce community risk and promote safer buildings.
- Develop and implement Basic Life Support (BLS) Ambulance Transport and FD CARES (Fire Department's Community Assistance, Referrals and Education Services) Programs to increase services and capabilities.
- Develop and implement a marine program.

Performance Measures: Fire

| Type | Performance Measure | Target | 2019 Actual | 2020 Actual | 2021 Projected | 2022 Goal |
|----------------|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Output Measure | # of business occupancies inspected to ensure a fire safe community | 3300 inspections, 500 plan reviews | 3321 inspections, 536 plan reviews | 2105 inspections, 710 plan reviews | 3100 inspections, 725 plan reviews | 3300 inspections, 525 plan reviews |
| | # of Fire Prevention and Safety community outreach events | 125 | 135 | 22* | 5* | 25* |
| | # of Emergency Preparedness community outreach events | 30 | 35 | 4* | 9* | 15* |

| | | | | | | |
|-----------------|---|---------|---------|---------|---------|---------|
| Quality Measure | % of cardiac arrest patients resuscitated | > 65% | 63%** | 65%** | 60%** | > 65%** |
| | WSRB Fire Protection Rating | Class 2 | Class 2 | Class 2 | Class 2 | Class 2 |

| | | | | | | |
|--------------------|--|--------------|---------------|---------------|---------------|--------------|
| Efficiency Measure | Time to reach the scene of an emergency, 9 out of 10 times | 6:00 or less | 10:15 or less | 10:47 or less | 11:09 or less | 6:00 or less |
| | % of total assessed value lost to fire | 0% | 0.01% | 0.05% | 0% | 0% |

*Significant reduction in events due to COVID-19 impacts.

**Five-year average %.

Fire Chief

Administration

Administrative Support

Finance

Records

Facilities

Fleet

Internal Repair & Maintenance

Fire & Emergency Medical Services
Customers

Operations

Fire Operations

Emergency Medical Services

Training

Emergency Management

Fire Prevention

New Construction

Business Inspections

Fire Investigation

Public Education

Administration

Description

The Administration Program of the Olympia Fire Department (OFD) provides all the administrative and support functions for the Department. This Program is responsible for coordination and management of the budget, project management, records management, public records requests and billing services for Medic One and the MNRFTC.

Good fiscal management is the primary function of the Administration Program. Without effective management, the greater mission of the Fire Department cannot be achieved. The major areas of responsibility managed by Administration include:

- **Fiscal Systems:** Extends the City's fiscal accounting and reporting system to the Fire Department and coordinates billing for Medic One, Fire Prevention, contracts and the rental of the MNRFTC. Revenues billed total over \$4,000,000.
- **Business Administration Systems:** Provides personnel, records, public records requests and technology management services to Department members, the community and other City Departments.
- **State of Washington Fire Protection service contract negotiation and billing.** The State of Washington financially supports fire protection and EMS with a separate contract with the City of Olympia, since they do not support fire protection and EMS through property taxes.
- **Facilities Systems:** Provides and/or coordinates maintenance to all the Fire Department buildings, grounds and systems to maintain a safe and healthy working environment for members and the community.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$631,455 | \$656,295 | \$662,947 | \$6,652 |
| Supplies | 41,892 | 37,262 | 37,262 | 0 |
| Services | 177,258 | 180,718 | 181,499 | 781 |
| Intergovernmental Payments | 0 | 400 | 1,400 | 1,000 |
| Interfund Payments | 24,500 | 21,194 | 48,920 | 27,726 |
| Total Expenditures | \$875,105 | \$895,869 | \$932,028 | \$36,159 |

| Program Staffing | 2019 Actual | 2021 Budget | 2021 Budget | Change |
|--------------------------|-------------|-------------|-------------|--------|
| ADMINISTRATIVE SECRETARY | 2.00 | 2.00 | 2.00 | 0.00 |
| FIRE CAPTAIN | 0.50 | 0.50 | 0.50 | 0.00 |
| FIRE CHIEF | 1.00 | 1.00 | 1.00 | 0.00 |
| SUPERVISOR III | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 4.50 | 4.50 | 4.50 | 0.00 |

Budget Overview

The 2022 budget reflects an increase in the cost of labor and benefits, as well as increases to utility charges for the fire station facilities.

Trends, Challenges and Opportunities

- Expanding requests for service not only impacts apparatus and members, but places additional demands on the Fire Department Administration systems and structures that support the response. Public records requests continue to increase for our limited administrative staff, as well as additional requests from Department management for more data analytics and geographic information system (GIS) mapping.
- Maintaining the fire station facilities is a challenge every year without a dedicated Maintenance Worker and no added budget capacity (parts and supplies) for scheduled maintenance, repairs, and upgrades. The Fire Department looks forward to partnering with the Public Works Department in the future to provide facility maintenance to the City's fire stations.
- The cost of supplies and services necessary to support the mission of the Department continues to increase due to higher-demands and inflation. Additional budgetary support will be required to address the needs.
- Finding new revenue streams is challenging in today's economy. Any new revenue-producing endeavors must provide high quality service, enhanced safety and sustainability. The Administrative Program continues to look for opportunities to maximize the use of personnel and property in a way that generates funds for the City.

2021 Accomplishments

- The mission of the Department could not be achieved without strong Administrative support. When the Fire Operations or the Fire Prevention Program celebrate an accomplishment, the Administrative Program played a critical part in that accomplishment.
- The Federal Emergency Management Agency (FEMA) awarded an Assistance to Firefighters Grant (AFG) grant to the Fire Department in the amount of \$99,021.82 of Federal funding for wildland fire Personal Protective Equipment (PPE).
- The Fire Department maintained the WSRB Class 2 Fire Protection (insurance) rating; one of only five such Departments in the State.

2022 Objectives

- The Administrative Program intends to continue to provide the high level of service that our members and the community expect from their Fire Department.
- The Administrative Program will continue to manage and support the fiscal and personnel needs of the Department.
- The new Deputy Fire Chief will help shape the work of the Administrative Program in achieving these goals.

Fleet

Description

The Olympia Fire Department Fleet Program maintains apparatus and vehicles for OFD, Thurston County Medic One, Tumwater Fire Department, Lacey Fire District 3 and five other Thurston County Fire Districts. The Fleet Program excels in providing maintenance and safe operations for the Department's and County's emergency response apparatus, equipment, staff cars, medic units and major mechanical operating equipment.

Emergencies do not follow a schedule; therefore, it is essential that services are available when the need arises. The Fleet Program mobilizes day or night to support response activities whenever there is a need, including greater alarm fires and disaster situations. Emergent apparatus repairs for OFD and our regional fleet maintenance customers are provided 24-hours a day, seven days a week, and 365 days per year.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|------------|
| Personnel Services | \$797,732 | \$869,981 | \$876,654 | \$6,673 |
| Supplies | 398,944 | 405,759 | 405,759 | 0 |
| Services | 108,223 | 129,708 | 130,033 | 325 |
| Intergovernmental Payments | 3,877 | 3,500 | 3,500 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 71,674 | 69,035 | 41,998 | (27,037) |
| Total Expenditures | \$1,380,450 | \$1,477,983 | \$1,457,944 | \$(20,039) |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| INVENTORY CONTROL SPECIALST II | 1.00 | 1.00 | 1.00 | 0.00 |
| MASTER MECHANIC - FIRE DEPT | 4.00 | 4.00 | 4.00 | 0.00 |
| OPERATIONS SUPERVISOR - FIRE | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 6.00 | 6.00 | 6.00 | 0.00 |

Budget Overview

The 2022 budget reflects an increase in the cost of labor and benefits, as well as increases to utility charges for the leased Vehicle Repair Facility (VRF) building.

Trends, Challenges and Opportunities

- Current Fleet fire agency customers continue to expand their programs to bring added service capacity to their communities. The increased services bring additional vehicles and equipment to the Fleet Program to maintain which increases the workload for the Fleet staff.
- Fleet continues to see additional requests for service by other fire agencies. There appears to be as much work available as the Fleet team chooses to take on and has the capacity to manage.
- The Fleet Maintenance & Billing software, as well as the Fleet Business Administrator position and the updated accounting procedures, continue to enhance the Fleet Business model. Fleet has leveraged these additions to provide services throughout the county.

2021 Accomplishments

- A new OFD Tractor Drawn Aerial (TDA) ladder truck upfitted by Fleet is currently in service and replaced a ladder truck from 1994.
- Four new fire engines, one ladder truck and multiple command vehicles have been upfitted and put into service by the Fleet Program this year for our external customers.
- Fleet Mechanics continue to show their professionalism and dedication with continued education and acquisition of Emergency Vehicle Technician (EVT) certifications. All Mechanics have attained at least a level one certification and multiple Mechanics have achieved Master Certification in two or more specialty areas, which is the result of passing a minimum of twenty-one National certification tests.

2022 Objectives

- The Fleet Program has recognized the need for additional staffing for increased efficiency, capacity, and customer satisfaction, as well as providing additional revenue to the Fleet Program. The need for additional s will be assessed as the growth continues.
- The Chief Fire Mechanic will develop Key Performance Indicators (KPI) for the Fleet Program to track efficiency, capacity, and customer satisfaction.

Fire Prevention

Description

The Olympia Fire Department's Fire Prevention Division supports the Department's mission by leading community risk reduction through prevention, fire education and fire inspections.

- The Fire Prevention Division fulfills these critical public safety functions by:
 - Inspecting commercial properties
 - Providing fire safety plan review for all new construction projects within the City
 - Supporting the Fire Operations Division by assuring fire safety practices are in-place for new and remodeled commercial construction. The information learned from fire investigations is used to educate Firefighters and the public about the specific causes of fires. This information is applied to mitigate future fires, thus, meeting the Department's mission to minimize the loss of life, injuries and the loss of property from uncontrolled fires.
- The Fire Prevention Division collaborates with other City Departments in conducting land use development plan review, new construction plan review, fire sprinkler and fire alarm construction permits, special permit inspections, fire investigation and hazardous materials compliance.
- The Fire Prevention Division conducts fire safety training through fire extinguisher training and evacuation planning for specific occupancy (assemblies, high rises, etc.). The Division also provides fire education classes for primary and secondary schools within the City of Olympia.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|----------|
| Personnel Services | \$815,382 | \$871,338 | \$892,429 | \$21,091 |
| Supplies | 7,475 | 33,160 | 29,160 | (4,000) |
| Services | 25,504 | 39,456 | 43,456 | 4,000 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 25,270 | 21,955 | 38,436 | 16,481 |
| Total Expenditures | \$873,631 | \$965,909 | \$1,003,481 | \$37,572 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------|-------------|-------------|-------------|--------|
| ASSISTANT FIRE CHIEF | 1.00 | 1.00 | 1.00 | 0.00 |
| FIRE CAPTAIN | 1.00 | 1.00 | 1.00 | 0.00 |
| FIRE PREVENTION OFFICER | 3.00 | 3.00 | 3.00 | 0.00 |
| Total | 5.00 | 5.00 | 5.00 | 0.00 |

Budget Overview

The 2022 budget reflects an increase in the cost of labor and benefits, but otherwise holds the line for other expenditures.

Trends, Challenges, and Opportunities

- COVID-19 has limited the Fire Prevention Division’s opportunity to provide public fire safety education to our schools and community for a second year.
- Despite the impacts of COVID-19, the City continues to receive a high demand for new construction permits, associated plan reviews, and follow-up inspections. This workload continues for the Fire Marshal and Assistant Fire Marshal, who are responsible for these work functions.
- The increased demand for innovative housing on the limited building sites in Olympia require new approaches. This work continues to require a significant time commitment of the Fire Marshal.

2021 Accomplishments

- Despite continued impacts of COVID-19, Fire Prevention continues to support Operations by staffing an additional emergency response unit as needed.
- The Fire Prevention Officers inspect approximately 3,100 commercial properties annually. These efforts identify and mitigate hazards that would have resulted in multiple fires.

- Successfully transitioned a new Fire Marshal to the Division. During this transition, the Assistant Fire Marshal played a critical role in this accomplishment.
- The Fire Prevention Division continues to meet the demand of rising fire plan reviews associated with new construction.
- The Assistant Fire Marshal successfully acquired the Fire Plans Examiner credential.
- **2022 Objectives**
 - Increase public education in public schools and resume our community outreach as COVID-19 safety measures allow.
 - Support the Operations Division by developing and implementing a digital pre-incident planning system.
 - Institute a hazard identification system to alert emergency responders of dangerous buildings or processes.
 - Achieve Certified Fire Marshal credential for the Division.

Operations

Description

Fire and Emergency Medical Services (EMS) Operations strive to provide the highest level of protection and patient care for the community. Emergency response includes fire suppression, EMS, hazardous materials and technical rescue services. The Operations Division is responsible for all community interactions of the uniformed Fire Department members with the public in both emergency and non-emergency situations. The Operations Training Program fulfills the important function of ensuring our members receive the training required to perform their duties safely and effectively.

- The Training Division contracts with Lacey, Tumwater and other Fire Departments to extend fire ground training to their members, as well as bring revenue to the City.
- Emergency Management, the preparation and coordination of disaster response, is also included in Operations.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------|--------------|--------------|-----------|
| Personnel Services | \$14,415,968 | \$13,627,298 | \$13,921,499 | \$294,201 |
| Supplies | 286,986 | 244,885 | 241,635 | (3,250) |
| Services | 246,115 | 259,815 | 300,715 | 40,900 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 520,223 | 477,648 | 577,909 | 100,261 |
| Total Expenditures | \$15,469,292 | \$14,609,646 | \$15,041,758 | \$432,112 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| ASSISTANT FIRE CHIEF | 1.00 | 1.00 | 1.00 | 0.00 |
| BATTALION CHIEF | 3.00 | 3.00 | 3.00 | 0.00 |
| BATTALION CHIEF-DAY SHIFT | 1.00 | 1.00 | 1.00 | 0.00 |
| DEPUTY FIRE CHIEF | 1.00 | 1.00 | 1.00 | 0.00 |
| FIRE CAPTAIN | 0.50 | 0.50 | 0.50 | 0.00 |
| FIRE CAPTAIN-MEDICAL SERV OFFR | 1.00 | 1.00 | 1.00 | 0.00 |
| FIRE LIEUTENANT | 21.00 | 21.00 | 21.00 | 0.00 |
| FIRE LIEUTENANT-DAY SHIFT | 1.00 | 1.00 | 1.00 | 0.00 |
| FIRE PARAMEDIC LIEUTENANT | 3.00 | 3.00 | 3.00 | 0.00 |
| FIREFIGHTER | 37.00 | 37.00 | 37.00 | 0.00 |
| FIREFIGHTER PARAMEDIC | 14.00 | 14.00 | 15.00 | 1.00 |
| SENIOR PROGRAM SPECIALIST | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 84.50 | 84.50 | 85.50 | 1.00 |

Budget Overview

The 2022 budget reflects an increase in the cost of labor and benefits, but otherwise holds the line while still allowing the Fire Department to provide the high level of service the community has come to expect.

Trends, Challenges, and Opportunities

- The Olympia Fire department is experiencing a steady rise in 911 calls and low acuity calls.
- The Olympia Fire Department is experiencing long on-scene wait times because of unavailable Private transport resources.
- The Olympia Fire Department has an opportunity to develop an ambulance transportation program to provide for the 214% 911 call increase since 1991 and add Basic Life Support units for the first time since 1992.

- Enhance the current FD Cares program to manage long and short-term case management, minimizing the impact to local area emergency departments.

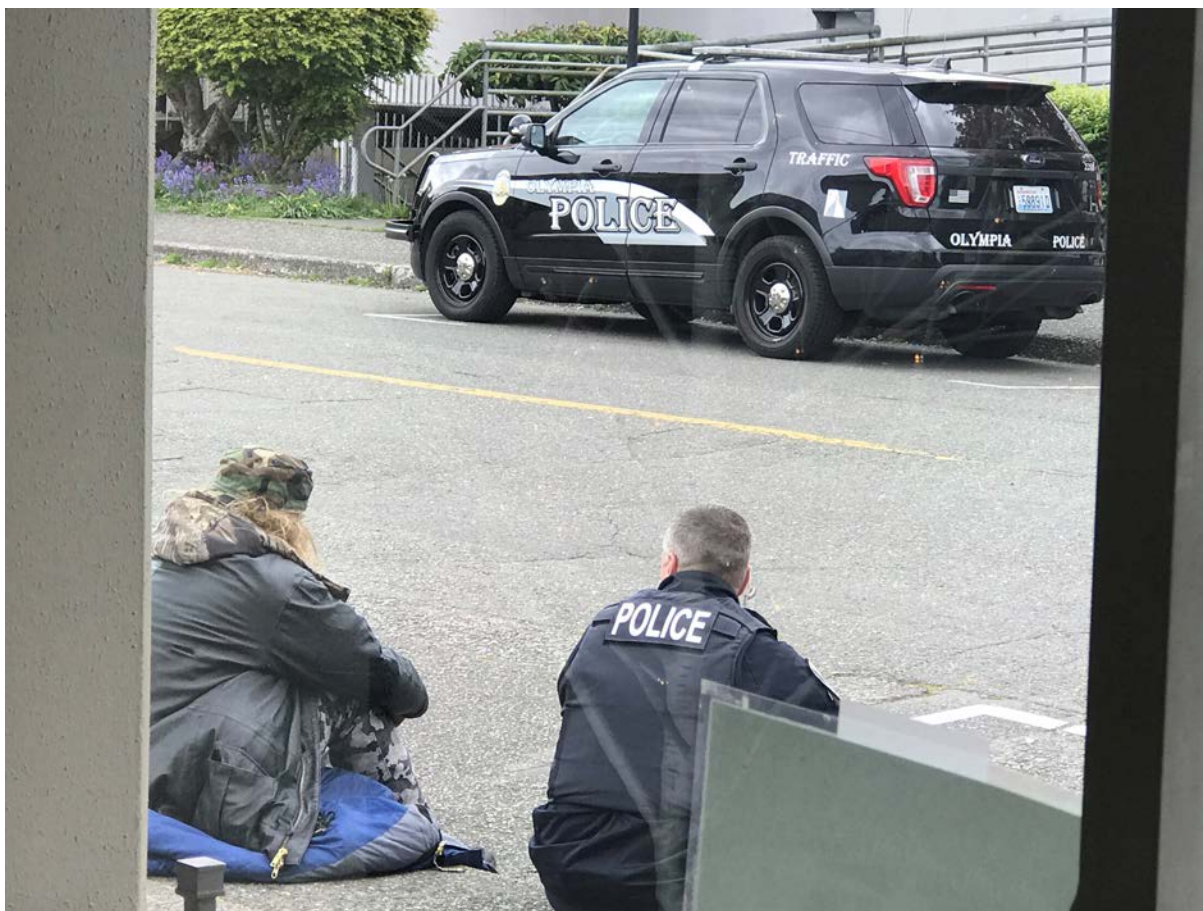
2021 Accomplishments

- The Fire Department continues to achieve a high Utstein CPR save rate, accomplishing a 56% average over the last 5 years, the highest rating in Thurston County.
- Our Fire Department Cares (FD Cares) program continues to see success with a documented 78% decrease in 911 calls by persons contacted by the Care Coordinator from January 1, 2019 to March 31, 2021. This program results in fewer 911 calls, further increasing our Department's emergency response capacity.
- The Fire Department maintained the WSRB Class 2 Fire Protection (insurance) rating; one of only five such departments in the State.
- The Olympia Fire Department recognized the need to improve our operational wildland firefighting capabilities and developed a wildland firefighting program in 2020. 2021 provided opportunity to assist our regional partners when wildland fire emergencies developed.

2022 Objectives

- Provide for additional units to maintain a high level of service as emergency call volumes continue to increase. Develop new programs; such as FD Cares and a BLS transport program to manage increasing demand.
- Enhance our current Fire Department Cares (FD Cares) program by partnering with the Olympia Police Department's Crisis Response Unit (CRU) to provide support or social services to community members that do not require emergency response or transport to the hospital.
- Develop a marine program that supports fire and EMS emergencies in or around the water.
- Emergency Management will update the Comprehensive Emergency Management Plan, distribute disaster preparedness information to the public, coordinate mitigation grant applications, and facilitate training to City of Olympia staff
- Continue to promote physical and emotional resilience within the members of the Olympia Fire Department. The Operations Division is leveraging our new Peer Support team and will provide training to support the internal members.
- To improve the efficiency of OFD using technology, Operations will continue to analyze response data to increase efficiency and gain capacity. ESO, an EMS reporting software platform, will improve our ability to conduct and manage vehicle inventory and inspection records.

Police



Included in this Section

| | |
|--|-----|
| Organizational Chart | 315 |
| Administration | 316 |
| Operations | 320 |
| Crisis Response Unit | 323 |
| Familiar Faces | 327 |
| Corrections | 329 |
| Professional Standards | 331 |

Click on sub-section for a direct link.

Mission

The mission of the Olympia Police Department is to consistently earn the trust of the residents and visitors in our community. We accomplish our mission through a team approach to proactive policing, corrections, community education and support services.

We are recognized as compassionate, respectful, highly-trained, innovative people who are dedicated to making a positive difference in the City of Olympia.

Vision

We are a professional law enforcement agency respected and trusted by our community. Our employees are empowered and challenged to solve problems at the lowest level in the organization. We honor and respect each other as valued members of the department. We are constantly learning through professional training and the opportunity to pursue a wide range of unique specialty assignments. We operate in a model of excellence, and our community shows pride in our efforts by providing the support and resources to deliver the best policing services to the City.

Description

The Olympia Police Department (OPD) is comprised of two lines of business - Operations and Administration. The Office of the Chief oversees the entire Department and is responsible for the Department's Professional Standards program. The OPD has two deputy chiefs, four lieutenants, 12 sergeants, and 58 commissioned officers.

The OPD is directed and led by the police chief who provides strategic priorities and future vision for the Department, ensuring staff uphold the values and mission of the Department to consistently earn the trust of the community. The police chief works closely with other City executives and the City Council to develop collaboration and shared goals City-wide. The OPD has a deputy chief who provides direction and leadership for day-to-day Department operations. Both the chief and deputy chief participate in a variety of community engagement and outreach events.

In 2020 Interim Police Chief Aaron Jelcick created a second internal deputy chief position in lieu of a vacant support administrator position. This created other internal openings throughout the organization that were filled with acting positions. Acting positions are temporary out-of-class positions that provide an opportunity for career development and broader understanding of the police department and OPD's role in the criminal justice system locally, regionally, and nationally. The length of acting positions is determined by labor contract agreements and Civil Service rules.

Currently, OPD has 58 commissioned officers and 12 sergeants. Officers are divided into two patrol teams that work opposite days. Each team is given one day per month as a training day (see the Training Section for specific information). There are six patrol sergeants, three for each team, who provide leadership and direction for each shift. Patrol has four shifts - days, swings, late swings, and graveyard. Patrol's primary responsibility is handling dispatched and on-viewed calls for service.

Patrol handled 50,531 calls for service in 2020 within Olympia city limits.

Four sergeants provide leadership and direction for specialty units such as Traffic, Walking Patrol, Detectives and Neighborhood Police. One sergeant oversees administrative duties related to scheduling, equipment procurement and inventory, and one sergeant handles the operational demands of hiring and training.

There are four lieutenants. Two are assigned to the respective Patrol teams, one is assigned to Detectives and one is assigned to Community Policing. Lieutenants function as a bridge between command staff and line-level employees. Lieutenants often work on projects outside the scope and time boundaries available to sergeants. The detective lieutenant also conducts professional standards investigations and works closely, often daily, with the newly appointed police auditor. This lieutenant position is a direct report to the police chief.

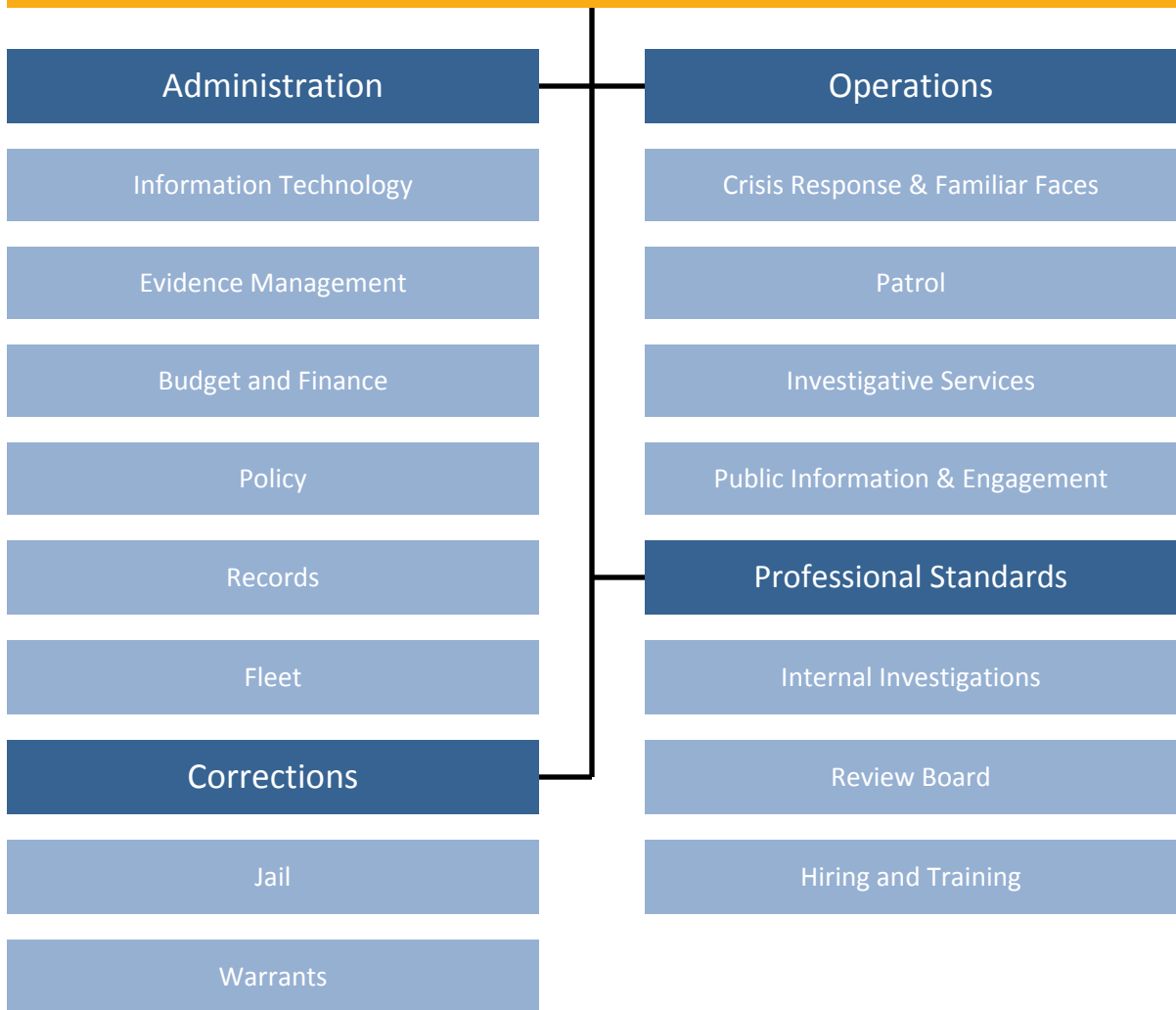
Additionally, OPD employs 10 corrections officers, two corrections sergeants and one corrections lieutenant, as well as 19 civilian positions covering records, evidence, IT, support staff and outreach services, which includes the Crisis Response Unit and volunteers.

| Department Recap | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------|--------------|--------------|--------------|-------------|
| Administration Services | \$3,082,537 | \$3,337,830 | \$4,028,205 | \$690,375 |
| Corrections | 2,272,977 | 2,841,550 | 2,762,798 | -78,752 |
| Operations | 13,285,738 | 15,172,352 | 15,932,069 | 759,717 |
| Professional Standards | 381,190 | 469,024 | 686,594 | 217,570 |
| Total Expenditures | \$19,022,442 | \$21,820,756 | \$23,409,666 | \$1,588,910 |

| Recap of Expenditures | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------|--------------|--------------|-------------|
| Personnel Services | \$15,558,766 | \$17,662,769 | \$19,255,881 | \$1,593,112 |
| Supplies | 455,133 | 463,900 | 443,129 | (20,771) |
| Services | 1,613,265 | 1,861,353 | 1,549,662 | (311,691) |
| Intergovernmental Payments | 221,510 | 614,415 | 535,002 | (79,413) |
| Capital | 0 | 0 | 0 | 0 |
| Interfund Payments | 1,173,768 | 1,218,319 | 1,691,992 | 473,673 |
| Total Expenditures | \$19,022,442 | \$21,820,756 | \$23,475,666 | \$1,654,910 |

2021 increase in expenditures is due to comparison of 2020 actual amounts during a pandemic including a soft hiring freeze and an order to restrict expenditures to the 2021 budget.

Police Chief



Administration

Description

The Administrative Services provides department leadership in creating a workplace that promotes productivity, accountability, and transparency. Core services include command staff, customer service, firearm transfers, records, budget and finance, policy coordination, evidence management fleet management and information technology.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|--------------------|--------------------|--------------------|------------------|
| Personnel Services | \$1,588,839 | \$1,788,597 | \$2,077,218 | \$288,621 |
| Supplies | 49,556 | 29,360 | 63,260 | 33,900 |
| Services | 397,891 | 480,059 | 438,913 | (41,146) |
| Intergovernmental Payments | 182,753 | 169,535 | 177,802 | 8,267 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 863,498 | 870,279 | 1,271,012 | 400,733 |
| Total Expenditures | \$3,082,537 | \$3,337,830 | \$4,028,205 | \$690,375 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|--------------|--------------|--------------|-------------|
| ADMINISTRATIVE SECRETARY | 1.00 | 1.00 | 1.00 | 0.00 |
| DEPUTY POLICE CHIEF | 0.00 | 0.00 | 1.00 | 1.00 |
| FINANCE & POLICY COORDINATOR | 1.00 | 1.00 | 0.00 | -1.00 |
| POLICE CHIEF | 1.00 | 1.00 | 1.00 | 0.00 |
| POLICE LIEUTENANT | 0.00 | 0.00 | 1.00 | 1.00 |
| POLICE SUPPORT ADMINISTRATOR | 0.00 | 0.00 | 1.00 | 1.00 |
| PROGRAM & PLANNING SUPERVISOR | 0.00 | 0.00 | 1.00 | 1.00 |
| EVIDENCE CUSTODIAN (TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| LEAD WORKER - TEAMSTER | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM ASSISTANT - TEAMSTERS | 5.00 | 5.00 | 5.00 | 0.00 |
| SUPERVISOR IV | 1.00 | 1.00 | 1.00 | 0.00 |
| COMPUTER SUP. SPEC.(TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 12.00 | 12.00 | 15.00 | 3.00 |

** Chief moved from Commissioned Police Officer and a Commissioned Police Officer from Operations Program Staffing to Administrative Program Staffing.
* The Crisis Response program was staffed in 2020 with contracted services. In 2021, the City brought the 1 FTE Crisis Response Lead Worker and the 5 FTE's Crisis Response Specialist into City staffing.
^ The Familiar Faces program was staffed in 2020 with contracted services. Effective 7/1/2021, the City brought the 2 FTE Peer Navigators into City staffing.

Budget Overview

- The major components of the Administrative Services budget are staffing, utilities, contracts, operating supplies, and training.
- Through a small restructure, the Police Support Administrator position was reclassified to Deputy Chief and a Lieutenant was promoted into the position.
- Salary increases were negotiated in the labor agreements for 2022.

Trends, Challenges, and Opportunities

- OPD has the challenge of keeping up with the cost of changing technologies and equipment replacement to meet the evolving needs of the workforce and the community. Technology support is a challenge as the number and use of technology resources increase; the department is partnering with the City's Information Services to appropriately manage the implementation of technology services in OPD.
- An increase in the intake of evidence for criminal cases in the City of Olympia is resulting in an increased workload (intake, retrieval, return and destruction).
- New laws for firearms increased the workload for Records staff.
- Implementation of policy and training associated to new police reform legislation has been challenging for the Policy Review Team to execute due to exceeded time for implementation.
- Continue to participate in the Ad Hoc.
- Reimagine Public Safety.

2020 Accomplishments

- Staff continue to telework effectively and are transiting to a more modern work environment.
- Amy Iverson was named Employee of the Year in 2021 for her outstanding efforts keeping up with the overwhelming demand for public records.
- Continuing website revisions so community members can easily access up-to-date information. An accountability and transparency section added to the external police webpage.
- Implemented an online trespass notification system that allows officers to instantly access documents while in the field.
- Improved the online reporting system for citizens.
- OPD policy manual continues to be updated to reflect new legislative requirements.
- Implementation of the Evidence Management System for effective and accurate inventories (Evidence on Q).
- Digitized warrant confirmation process to be more user friendly.
- Hired for the vacant Program Assistant position.

2021 Objectives

- Continue to seek grant funding opportunities.
- Develop Department's 2020-2025 strategic plan to establish current and future goals.
- Continue growing community awareness of new programs.

Operations

Description

The Operations Line of Business structure consists of the Crisis Response Unit (broken out separately below), Familiar Faces (broken out separately below), Community Policing, Patrol, Detectives, Hiring and Training, and specialty units such as Walking Patrol, Neighborhood Program, K9, School Resource officers, and the Traffic section.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------------|---------------------|---------------------|---------------------|------------------|
| Personnel Services | \$11,784,676 | \$13,530,586 | \$14,620,033 | \$1,089,447 |
| Supplies | 290,292 | 325,639 | 240,539 | (85,100) |
| Services* | 941,380 | 1,009,087 | 698,637 | (310,450) |
| Intergovernmental Payment | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 269,390 | 307,040 | 372,860 | 65,820 |
| Total Expenditures | \$13,285,738 | \$15,172,352 | \$15,932,069 | \$759,717 |

2021 increase in expenditures is due to comparison of 2020 actual amounts during a pandemic including a soft hiring freeze and an order to restrict expenditures to the 2021 budget.
 * Supplies expenditures increase due to CIT training catch-up and I-940 training as well as an increase in lease rate for Westside Station.

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|--------------|--------------|--------------|-------------|
| POLICE CADET | 0.50 | 0.50 | 0.50 | 0.00 |
| COMMISSIONED OFFICERS | 63.00 | 63.00 | 64.00 | 1.00 |
| PROGRAM ASSISTANT - TEAMSTERS | 1.00 | 1.00 | 1.00 | 0.00 |
| SECRETARY (TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| SENIOR PRGRM SPLST (TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 66.50 | 66.50 | 67.50 | 1.00 |

Commissioned Police Officers (Chief and a Commissioned Police Officer) moved to Administrative Services.

Budget Overview

- The major components of the Operations budget are staffing, training, operating supplies, and tools.
- New this year, the Corrections program was moved under Operations from the Administrative Division.
- Reduction of \$110,000 from 2021 for one-time funding for CIT training catch up.
- An increase to the overtime budget has been requested to align with historic expenditures; enhancement request with details submitted.
- Body-worn and car-mounted cameras are needed in response to new legislation requiring video/audio recordings.
- Recording devices are needed in response to new legislation pertaining to juvenile interviews/interrogations.
- Attrition – large number of officers in training program.
- Enhanced de-escalation and contemporary training.

Trends, Challenges, and Opportunities

- Variety of options for those suffering from homelessness, mental illness and addiction. OPD works with a variety of social service providers to serve vulnerable and at-risk populations.
- Rapid changes in technology and national policing standards are impacting service delivery and tools used in policing.
- Significant delay in police academy enrollment for new recruit officers hired to replace police officer vacancies.
- Generational employment trends and changes in policing have significantly reduced the number of people pursuing the police profession. The department continues to find innovative and creative ways to recruit and hire a diverse pool of applicants.
- Response to, and planning and staffing for, unplanned events in Olympia, especially in the downtown core, impacts regular staffing levels, overtime expenses, employee wellness, and the overall relationship with the community.
- Numerous unplanned events in Olympia caused staff fatigue and an increase in overtime
- Legislative changes and expectations resulting in rapid updates with department technologies.
- The Department struggles with aging and inadequate facilities including the jail; the building continues to experience physical deficiencies and requires regular repairs impacting the City's Facilities' staff. The City jail also lacks sufficient individual cells for offenders who need to be separated from the general population to ensure safety and proper short-term care. The City needs to address the critical issue of how it will meet its obligation to house misdemeanor prisoners in coming years.

2020 Accomplishments

- Officer Patrick Hutnik received the Department's Officer of the Year and was nominated for the Department of Justice National Officer of the Year Award (the recipient has not yet been selected).
- No on-duty COVID incidents.
- Adapted police response in line with CDC guidelines.
- Continued to adopt policy updates.

2021 Objectives

- Create new strategic plan that addresses our current and future goals.
- Continue growing awareness of new programs.
- Strategic priorities set that support the Department's mission and the City's Comprehensive Plan.
- Contemporary training continues to be a focus and includes de-escalation, crisis response and leadership skills.
- Continue implementing contemporary Hiring & Recruiting strategies.
- Integrate in-house crisis response resources into delivery of police services.

Crisis Response Unit

Description

The Crisis Response Unit (CRU) is one of three "community responder" programs in the country, alongside Eugene, OR, and Denver, CO. Olympia's CRU is paid by the 2017 public safety levy and has been responding to calls for service in Olympia since April 1, 2019. It is made up of six civilian first responders that reply to calls for service within City limits. Employees work in pairs, seven days per week, 365 days per year.

Hours of operation are Monday through Thursday, 7 a.m. - 8:40 p.m., and Friday, Saturday and Sunday, 10 a.m. - 8:40 p.m. The CRU team does not meet with community members at the OPD station. Instead, the work is done on the street, in personal residences, or in public spaces.

Team members have education and experience in mental health, substance use or working with marginalized populations. The team tries to mirror the community it serve as best as possible. Many CRU team members have life experience with substance use, homelessness, mental health, or have family members who have experienced trauma and behavioral health conditions.

Requests for CRU services come from the following sources:

- Self-Initiated: CRU team members see someone in distress or crisis, or are doing a pro-active social check-in.
- TCOMM Dispatched: 911 dispatchers send the team to a call by police radio.
- OPD Request: Officers are on-scene and request CRU. When CRU members arrive, officers leave the scene.
- City Staff Request: Direct calls from Olympia Fire Department, Parking Services, Downtown Ambassadors, etc.
- Service Provider Request: Either through non-emergency dispatch or the CRU cell phones.

In April of 2020 the CRU team started tracking service requests with a tailored data collection app. The app allows the team to track information like the number of contacts, reason or nature of crisis, services provided or referred, and transport location. In 2020 CRU responded to a total of 1813 calls.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-------------|
| Personnel Services | \$0 | \$0 | \$1,267,651 | \$1,267,651 |
| Supplies | 0 | 0 | 0 | 0 |
| Services | 0 | 0 | 100,000 | 100,000 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 0 | 0 | 0 |
| Total Expenditures | \$0 | \$0 | \$1,367,651 | \$1,367,651 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| CRISIS RESPONSE LEAD WORKER | 0.00 | 1.00 | 2.00 | 1.00 |
| CRISIS RESPONSE SPECIALIST | 0.00 | 5.00 | 9.00 | 4.00 |
| PROGRAM MANAGER | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM SPECIALIST - TEAMSTER | 0.00 | 0.00 | 1.00 | 1.00 |
| Total | 1.00 | 7.00 | 13.00 | 6.00 |

Budget Overview

The CRU program is new to city management as it was a contracted service in the past. Budget of \$100,000 was moved from police line item to CRU to cover the projected expenses for 2022.

Trends, Challenges and Opportunities

- Changes in State legislation surrounding substance use (Blake Bill) and other police accountability initiatives (HB1310) will impact the workload of the CRU team. Removing traditional first responders from calls for service that typically required or requested a law enforcement response may now be transitioned over to the CRU team. City partners in the fire department are also seeing an upward trend in calls for service regarding behavioral health, poverty and substance use.
- With the pilot expansion of CRU team hours (noon – midnight Thursday, Friday, Saturday) and the partnership between Providence and CRU to have a “CRU/RN” team, the CRU program will be able to engage more individuals in crisis, connect more community members to long-term medical supports and provide a more visual presence in downtown Olympia.

2020 Accomplishments

- The Crisis Response Unit (CRU) team has been operating as an unarmed civilian alternative first response in Olympia since April 1, 2019.
- Washington Association of Sheriffs and Police Chiefs award of \$54k to pilot embedded DCR with the Olympia Police Department.
- Providence award of approximately \$100k to hire an RN to partner with the CRU team.
- Two-year anniversary of CRU work in Olympia, April 1, 2021 – making it the second longest lasting civilian responder program in the nation, after CAHOOTS.
- National and statewide recognition as being a community responder model to replicate. Highlighted in the Marshal Project, Vera Institute of Justice, Law Enforcement Action Partnership, CIT International, National Co-Responder Conference, Access to Justice Conference, Washington Behavioral Health Conference, and many more.
- Staff stability.
- The CRU team has responded to thousands of crises calls due to behavioral health, poverty, and substance use. In the second quarter of 2021, the CRU team responded to 710 calls for service, transported 190 individuals to services or shelter, and made 150 referrals to community and city partners.

Performance Measures: Crisis Response Unit

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Goal |
|----------------------------|---------------------|--------|-------------|-------------|-------------|-----------|
| Output Measure | | | | | | |
| Quality Measure | | | | | | |
| Efficiency Measure | | | | | | |
| Cost Effectiveness Measure | | | | | | |

2021 Objectives

- In March 2021, the CRU team members transitioned from contracted employees to City FTE's. This transition has improved the communication between CRU staff and OPD staff and led to better coordination of the City's response to individuals in crisis or distress. The ability of City staff to easily communicate and coordinate with the CRU team has led to better coordination between CP&D, Public Works, and OFD, especially responding to the City's houseless population.

- COVID and the lack of access to mental health, medical care and substance use resources created an environment where community members in crisis became more acutely ill due to a breakdown in consistent and in-person care. The CRU team saw an uptick in more acutely mentally ill individuals that were a danger to themselves, others, or gravely disabled. Using this data, OPD partnered with Olympic Health and Recovery Services to embed a Designated Crisis Responder (DCR) within the police department 40 hours per week. Between February 2021 and June 2021, the DCR responded to a total of 317 engagements (110 Involuntary Treatment Assessments (ITA) and 19 detentions).

Familiar Faces

Description

In 2018 OPD and Catholic Community Services (CCS) of Olympia collaborated on Washington Association of Sheriff and Police Chiefs Mental Health Field Response grant proposal for the Familiar Faces (FF) program. Launching in November 2018, the FF program was awarded the Association of Cities Municipal Excellence Award and demonstrated success in the lives of Olympia's most vulnerable. The OPD and CCS expanded this successful program in 2020 by adding five additional peer navigators, one mental health professional and a program manager to the team. Clients are referred to FF primarily by OPD officers and CRU team members.

By engaging a smaller number of individuals with intensive, intentional, coordinated wrap-around care, OPD and CCS have made noticeable impacts on the lives of community members and have helped create a downtown and city environment that is safe, healthy and vibrant for all who live, visit and work in Olympia. Peer navigators share their lived experience with individuals to create supportive relationships based on trust and respect in an effort to increase empowerment and hope, improve personal success, provide opportunity for integration into the community, build linkages to needed community resources and begin to establish natural community support.

The OPD and CCS FF program deploys a cross-system approach and removes barriers to effective interventions by deploying purposeful interventions facilitated by CCS peer navigators.

Working in collaboration with OPD officers, CCS peer navigators will be able to address the specific and complex needs of the community such as:

- Connections to housing, employment, primary health care or legal services
- Connections to information and referrals to community resources that support health and wellness
- Connections to recovery community supports, activities, and events

The partnership between OPD and CCS on this collaborative effort bridges relationships and community knowledge of OPD officers with the outreach and mental health services of CCS.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$0 | \$0 | \$182,480 | \$182,480 |
| Supplies | 0 | 0 | 0 | 0 |
| Services | 0 | 0 | 0 | 0 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 0 | 0 | 0 |
| Total Expenditures | \$0 | \$0 | \$182,480 | \$182,480 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|---------------------|-------------|-------------|-------------|--------|
| OUTREACH SPECIALIST | 0.00 | 2.00 | 2.00 | 0.00 |
| Total | 0.00 | 2.00 | 2.00 | 0.00 |

Budget Overview

This program was previously supported by grant funds and services were contracted. The program is now managed by the city.

Trends, Challenges and Opportunities

- Changes in State Legislation around substance use (Blake Bill) and the requirement that individuals be connected to Treatment Navigators may provide a future grant funding opportunity for Familiar Faces.
- The lack of housing and safety services will result in more “high utilizers” of emergency services.

2020 Accomplishments

- Familiar Faces staff transitioning to OPD employees.

2021 Objectives

- With the Familiar Faces staff transitioning over to City FTEs in June 2021, the City has been able to coordinate with City staff in response to houseless individuals in downtown Olympia and surrounding encampments.

- Working in collaboration with OPD officers, Familiar Faces staff are able to address specific and complex needs to the City of Olympia’s “highest utilizers” of emergency services, and provide concrete supports (housing, employment, primary health care or legal services); connections to information or referrals to community resources, and connections to recovery supports, activities and events.

Corrections

Description

The City of Olympia Jail, under the general supervision of the deputy chief of operations and corrections lieutenant, oversee a full-service, 28-bed facility. The facility employees two sergeants, 10 corrections officers, one secretary and one program assistant who oversees all the municipal court warrants. Corrections officers are directly responsible for the care, custody, and safety of incarcerated adult offenders being charged with a misdemeanor crime, and those with a sentence up to a year. Their duties include booking and classification, movement of offenders between jail and courts, transportation to and from alternate holding facilities, supervision of laundry, meal preparation, monitoring visitations, accounting of offender property and funds, and tracking time served.

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$1,872,130 | \$1,993,583 | \$2,022,257 | \$28,674 |
| Supplies | 90,245 | 66,851 | 94,280 | 27,429 |
| Services | 230,965 | 295,236 | 306,941 | 11,705 |
| Intergovernmental Payments | 38,757 | 444,880 | 291,200 | (153,680) |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 40,880 | 41,000 | 48,120 | 7,120 |
| Total Expenditures | \$2,272,977 | \$2,841,550 | \$2,762,798 | -\$78,752 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| CORRECTIONS LIEUTENANT | 1.00 | 1.00 | 1.00 | 0.00 |
| CORRECTIONS OFFICER (TEAMSTER) | 10.00 | 10.00 | 9.00 | -1.00 |
| JAIL SERGEANT (TEAMSTER) | 2.00 | 2.00 | 3.00 | 1.00 |
| PROGRAM ASSISTANT - TEAMSTERS | 1.00 | 1.00 | 1.00 | 0.00 |
| SECRETARY (TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 15.00 | 15.00 | 15.00 | 0.00 |

Budget Overview

- Decrease in Lewis County Contract for FTE Reclass (\$31,180)
- Contractual increase for Yakima County 5% \$12,500

Trends, Challenges and Opportunities

- Due to the COVID-19 pandemic housing limitations in 2020, the daily jail population was 10-15 with an average length of stay of 7-10 days. The Jail has contract beds with Yakima County and Lewis County Jails for additional bed space for individuals with sentences longer than 30 days.
- Enhancement of our community-based crisis response programs to meet the individual needs of our unique community.
- Aging and inadequate facilities, including the jail. The City Jail continues to experience physical deficiencies and requires regular repair, which impacts Facilities staff. The City Jail also lacks sufficient individual cells for offenders who need to be separated from general population to ensure safety and proper short-term care. The City needs to address the critical issue of how it will meet its obligation to house misdemeanor prisoners in coming years.

2020 Accomplishments

- Continued involvement in Familiar Faces and partnering with City departments to enhance community re-entry.
- Partnered with Catholic Community Services, Arrest and Jail Alternatives program, to assist with reentry and other services as needed.
- Jail Lieutenant attended the First Responder Mental Health and Wellness conference.
- Promoted two Corrections Officers into Corrections Sergeants.
- Implemented industry standard hygiene practices and reduced population to ensure a COVID-free facility.
- Officer Nielsen received Corrections Officer of the Year.
- Services have been reinstated after COVID restrictions following CDC guidelines such as A.A. and Church services.

2021 Objectives

- We will continue to focus on strategic priorities that support the Department's mission and the City's comprehensive plan.
- Contemporary training continues to be a focus and includes de-escalation, crisis response, and leadership skills.
- Integration of in-house crisis response resources into delivery of police services.
- Mental health services to respond to the needs of the population and enhance offender re-entry into the community.

- Increased safety and security for staff and those housed in the facility by installing electronic card readers.
- Implemented inmate property storage containment system that securely wraps property that is tamperproof and see through.

Professional Standards

Description

The Professional Standards Unit consists of:

- Internal Investigations
- Review Board
- Hiring and Training

| Program Cost Summary | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|----------------------------|-------------|-------------|-------------|-----------|
| Personnel Services | \$313,121 | \$350,003 | \$536,373 | \$186,370 |
| Supplies | 25,040 | 42,050 | 45,050 | 3,000 |
| Services | 43,029 | 76,971 | 105,171 | 28,200 |
| Intergovernmental Payments | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Interfund Payments | 0 | 0 | 0 | 0 |
| Total Expenditures | \$381,190 | \$469,024 | \$686,594 | \$217,570 |

| Program Staffing | 2020 Actual | 2021 Budget | 2022 Budget | Change |
|-------------------------------|-------------|-------------|-------------|--------|
| CRIME ANALYST (TEAMSTERS) | 1.00 | 1.00 | 1.00 | 0.00 |
| COMMISSIONED OFFICERS | 9.00 | 9.00 | 10.00 | 1.00 |
| PROGRAM ASSISTANT - TEAMSTERS | 1.00 | 1.00 | 1.00 | 0.00 |
| SECRETARY (TEAMSTER) | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 12.00 | 12.00 | 13.00 | 1.00 |

Budget Overview

- Level funding for the past two years

Trends, Challenges and Opportunities

- Rapid changes in technology and national policing standards are impacting service delivery and tools used in policing.
- Significant delay in police academy enrollment for new recruit officers hired to replace police officer vacancies.
- The Department struggles with aging and inadequate training facility and firing range. The training facility and range has exceeded its lifecycle, and costs to mitigate lead contamination at the firing range are not feasible.
- Generational employment trends and changes in policing have significantly reduced the number of people pursuing the police profession. The department continues to find innovative and creative ways to recruit a diverse pool of applicants to hire from.
- Response to unplanned events in Olympia, especially in the downtown core, impacts regular staffing levels, overtime expenses, employee wellness, and the overall relationship with the community.

- Responding to community concerns and complaints impacted by the changing perception of policing nation-wide.
- Adequate staffing to fulfill enhanced transparency and accountability requirements.

2020 Accomplishments

- Training completed:
 - De-escalation and minimizing use of force
 - Best practices in K9 encounters
 - Cultural awareness
 - Environmental crimes
 - Hate crimes training for law enforcement
 - Fair and impartial policing
 - Crowd control management
 - Excited delirium care
 - Naloxone (Narcan) administration

Performance Measures: Professional Standards

| Type | Performance Measure | Target | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Goal |
|----------------------------|---------------------|--------|-------------|-------------|-------------|-----------|
| Output Measure | | | | | | |
| Efficiency | | | | | | |
| Cost Effectiveness Measure | | | | | | |

2021 Objectives

- Strategic priorities established to support the Department’s mission and the City’s comprehensive plan.
- Contemporary training continues to be a focus and includes de-escalation, crisis response, and leadership skills.
- Tracking electronic messages from the public and our response to those messages.
- Building strong, collaborative partnership with the police auditor.

Non-Departmental



Included in this Section

| | |
|--|-----|
| General Fund Sub-Funds | 335 |
| Special Funds | 339 |

Click on sub-section or page number above for a direct link.

Non-Departmental

General Fund Sub-Funds

The Governmental Accounting Standards Board (GASB), Statement 54, re-defined what funds qualify as Special Revenue Funds. The funds below were previously accounted for as Special Revenue Funds and are now categorized as General Fund Sub-Funds. For financial reporting purposes, these funds are reported as part of the General Fund. The City continues to account for these activities separately from the regular General Fund operations. For budget purposes, these Sub-Funds are presented separately from the regular operations of the General Fund. The Washington Center for the Performing Arts Sub-Fund is appropriated on an annual basis and its appropriations lapse at year end. The remaining Sub-Funds are project in nature and their appropriations do not lapse at year end.

| | 2022 BUDGET | | |
|--|----------------------|----------------------|------------------------|
| | EXPENSES | REVENUE | FUND EQUITY Use/(Gain) |
| Special Accounts Control Fund -- See Below for Detail | \$ 1,350,824 | \$ 1,218,318 | \$ 132,506 |
| Development Fee Revenue Fund | 4,303,066 | 4,312,407 | (9,341) |
| Parking Fund | 1,861,318 | 1,573,102 | 288,216 |
| Post Employment Benefits, LEOFF 1 Retirees | 1,020,000 | 1,020,000 | 0 |
| Washington Center for Performing Arts - Endowment Fund | 5,000 | 5,000 | 0 |
| Washington Center for Performing Arts - Operating Fund | 378,365 | 378,365 | 0 |
| Municipal Arts Fund | 154,600 | 60,660 | 93,940 |
| Equipment and Facilities Replacement Fund | <u>2,671,954</u> | <u>2,673,272</u> | <u>(1,318)</u> |
| Total General Fund - Sub Funds | \$ 11,745,127 | \$ 11,241,124 | \$ 504,003 |

| Special Accounts Control Fund -- Detail | | | |
|--|---------------------|---------------------|-------------------|
| Economic Recovery Account | \$ 0 | \$ 0 | \$ 0 |
| Shared Leave | 0 | 0 | 0 |
| GHB Building | 0 | 0 | 0 |
| Public Education and Government/Access Television | 328,008 | 343,310 | (15,302) |
| Health and Wellness Program | 50,000 | 43,200 | 6,800 |
| Wellness - IAFF | 5,500 | 8,500 | (3,000) |
| Technology Plan Implementation and PC and PI Network Equipment | 825,000 | 674,469 | 150,531 |
| Building Demolition and Nuisance Abatement | 7,316 | 0 | 7,316 |
| Tree Account | 45,000 | 45,000 | 0 |
| Historic Preservation | 0 | 0 | 0 |
| Housing and Community Development | 50,000 | 50,000 | 0 |
| HUD and Rental Rehab | 30,000 | 30,000 | 0 |
| Seizure and Forfeiture | 0 | 0 | 0 |
| Firing Range | 0 | 0 | 0 |
| School Resource | 0 | 0 | 0 |
| Recreation Scholarship | 10,000 | 2,000 | 8,000 |
| Arts Program | 0 | 0 | 0 |
| Aerial Mapping | <u>0</u> | <u>21,839</u> | <u>(21,839)</u> |
| Total Special Account Control Fund | \$ 1,350,824 | \$ 1,218,318 | \$ 132,506 |

Special Accounts Fund - Sub-Fund

Special Accounts Control Fund is used to account for special accounts the City has deemed necessary to be segregated from other department non-operating or operating funds. The funds are described in the table above.

Development Fee Revenue Fund - Sub-Fund

The Development Fee Revenue Fund is used to account for fees collected from various building-type permits, zoning and subdivision fees, inspection and plan check fees, fire and sprinkler permits and fees to review building plans. Fees collected into the Development Fee Revenue Fund are used to reimburse the General Fund for expenditures of the Community Planning & Development Department for managing development services. RCW 19.27 and OMC 4.04, 4.36 and 4.38

| DEVELOPMENT RELATED FEES | | | | |
|--------------------------|-------------------|--------------|-------------------|------------------------|
| YEAR | BUILDING PERMITS* | FIRE PERMITS | DEVELOPMENT FEES* | ZONING & SUBDIVISIONS* |
| Est. 2022 | 2,627,087 | 125,000 | 1,208,190 | 297,130 |
| Est. 2021 | 2,027,575 | 92,974 | 803,018 | 180,633 |
| 2020 | 2,384,475 | 110,340 | 987,382 | 180,611 |
| 2019 | 2,625,803 | 91,229 | 1,158,976 | 224,929 |
| 2018 | 2,199,775 | 112,994 | 949,721 | 224,929 |
| 2017 | 2,379,338 | 138,417 | 954,172 | 192,658 |
| 2016 | 2,462,411 | 147,728 | 305,000 | 319,637 |
| 2015 | 2,542,172 | 127,641 | 498,214 | 236,198 |
| 2014 | 689,709 | 99,315 | 547,472 | 207,852 |
| 2013 | 2,556,924 | 61,572 | 477,611 | 196,542 |
| 2012 | 1,913,762 | 42,871 | 349,379 | 146,392 |
| 2011 | 2,663,268 | 75,479 | 339,483 | 275,598 |
| 2010 | 2,571,411 | 8,828 | 473,178 | 192,784 |

*See Appendix for more information relating to building permits.

Parking Fund - Sub-Fund

The Parking Fund is used to account for fees collected from various parking revenue such as street parking, permits and fines. Parking funds are used for the operations and management of the City's Parking Program.

Post Employee Benefits - LEOFF 1 Retiree Fund - Sub-Fund

The Post Employee Benefit Fund is used to account for funds used to pay benefits of the City Retirees of the Law Enforcement Officers' and Firefighters' Retirement System Plan 1 (LEOFF 1) as well as costs related to the actuarial analysis and administration of the fund.

Washington Center for the Performing Arts Funds - Sub-Funds

The City has two funds established for City-owned Washington Center for the Performing Arts (Center):

1. an endowment fund and
2. an operating fund.

The Endowment fund accounts for proceeds from the sale of various real estate parcels owned by the City. The real estate proceeds, and associated investment interest, are used for maintenance, operations, repair of the Center. The operating fund accounts for funds from the lodging tax fund and donations for the purpose of supporting the operations and manager of the Center.

Municipal Arts Fund - Sub-Fund

The Municipal Arts Fund accounts for funds used for the purpose of selecting, acquiring and installing art works in public places. The program is funded by the City's designation of one dollar per person and one percent of major City construction projects be set aside for public art.

Equipment & Facilities Replacement Fund - Sub-Fund

The Equipment & Facilities Replacement Fund accounts for funds reserved for the purpose of major replacement and/or repair of city equipment and facilities other than equipment and facilities accounted for in other funds.

Special Funds - Non-Operating (Data from 2021 Adopted Budget)

The City has established several Special Purpose Accounts and Funds which are not included in the operating budget. Appropriations of these accounts and funds do not lapse at year end, but continue. The following schedule indicates the unexpended budget and 2020 additions to the Special Purpose Funds.

| SPECIAL FUNDS:NON-OPERATING | 2021 BUDGET | | |
|---|--------------------|--------------------|------------------------|
| | EXPENSES | REVENUE | FUND EQUITY Use/(Gain) |
| HUD Funds | \$126,944 | \$223,332 | \$-96,388 |
| Lodging Tax Fund | \$(30,556) | \$685,618 | \$(716,174) |
| Parking Business Improvement Area Fund | \$0 | \$0 | \$0 |
| Farmers Market Repair & Replacement Fund | \$20,000 | \$0 | \$20,000 |
| Hands on Childrens Museum Fund | \$451,299 | \$136,100 | \$315,199 |
| Fire Equipment Reserve Fund | \$0 | \$0 | \$0 |
| Capital Replacement Equipment Rental | \$3,709,655 | \$144,806 | \$3,564,849 |
| Home Fund | \$(982,850) | \$157,920 | \$(1,140,770) |
| Olympia Metropolitan Parks District | \$130,223 | \$207,120 | \$(76,897) |
| Transportation Benefit District | \$0 | \$0 | \$0 |
| Unemployment Compensation Fund | \$0 | \$0 | \$0 |
| Insurance Trust Fund | \$0 | \$0 | \$0 |
| Workers Compensation Fund | \$32,486 | \$0 | \$32,486 |
| Total Special Funds: Non-Operating | \$3,457,201 | \$1,554,896 | \$1,902,305 |

HUD Fund - Non-Operating Fund

The HUD Fund accounts for funds received from the US Department of Housing and Urban Development and the loan repayments and interest associated with the City's program that supports: 1) economic development; 2) housing rehabilitation; 3) land acquisition; 4) public facility and improvements; 4) public services.

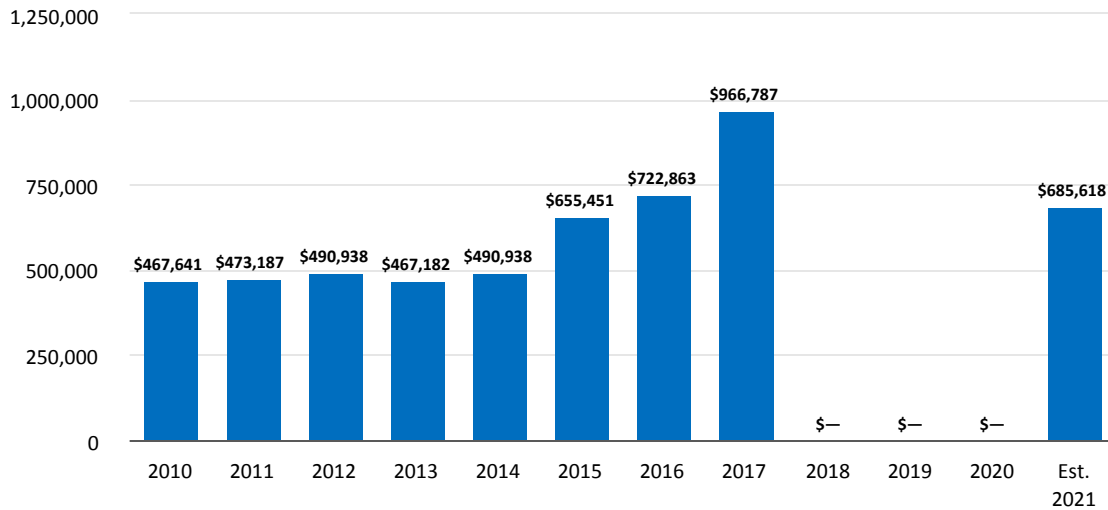
Lodging Tax Fund - Non-Operating

The Lodging Tax is an excise or sales tax authorized by State law in RCW 67.28 for Public Stadium, Convention, Arts, and Tourism facilities. In the City of Olympia, the total tax on lodging is 10.4 percent. Only a portion of the 10.4 percent comes to the City of Olympia. Olympia's share is equal to a 4 percent tax with 2 percent allocated to The Washington Center for the Performing Arts. Per RCW 67.28.1815, the Lodging Tax can only be used for specific purposes:

- Tourism promotion
- Acquisition of tourism-related facilities
- Operation of tourism-related facilities, events and festivals

| Projected Recipients of Lodging Tax Funding* | 2020 Budget | 2021 Budget |
|--|------------------|------------------|
| Arbutus Fold School | \$7,000 | \$0 |
| Capital Lakefair | \$8,000 | \$8,000 |
| Gateway Rotary Club | \$10,000 | \$0 |
| Dixieland Jazz Society | \$32,500 | \$0 |
| Hands on Children's Museum | \$68,923 | \$66,497 |
| Harbor Days | \$50,000 | \$60,000 |
| Harlequin Productions | \$30,000 | \$120,000 |
| Lake Run Organizaiton | \$5,000 | \$5,000 |
| Olympia Downtown Association | \$13,500 | \$0 |
| Olympia Film Society | \$25,000 | \$30,000 |
| Olympia/Thurston, Visitor and Convention Bureau | \$100,000 | \$100,000 |
| Olympia & Beyond Sports Commission | \$15,000 | \$15,000 |
| Olympic Flight Museum | \$10,000 | \$20,000 |
| PARC Foundation | \$0 | \$0 |
| South Sound Reading Foundation | \$11,000 | \$11,000 |
| Senior Games | \$20,000 | \$0 |
| Washington Center Support | \$520,000 | \$0 |
| Washington State University Master Gardener Foundation | \$0 | \$1,000 |
| Wolf Haven | \$0 | \$0 |
| Total | \$925,923 | \$436,497 |

Lodging Tax Collections*



*The difference between what is collected in Lodging Taxes and what is allocated to programs, remains in the Lodging Tax account balance.

Parking & Business Improvement Area Fund - Non-Operating

The Parking & Business Improvement Area (PBIA) is a business improvement district in downtown Olympia with oversight by the PBIA Advisory Board. The PBIA Board is not an independent business association, instead it is a City of Olympia advisory committee with board members elected annually by the PBIA ratepayers. The purpose of the Advisory Board is to develop an annual recommendation for the City Council about how to invest PBIA funds collected from the Association members and to serve as a communication link between downtown businesses (ratepayers) and the City of Olympia government.

The mission of the PBIA is to assist in creating a vibrant, dynamic business environment and enhancing the reality and perception of downtown by visitors, residents and business owners. PBIA's activities fit within the six program areas:

- Clean and Safe
- Beautiful Streetscapes
- Downtown Marketing
- Parking
- Small Business Support and Resources
- Communications

| Parking and Business Improvement Area (P.B.I.A.) | 2020 Budget | 2021 Budget |
|--|-------------|-------------|
| Administration | \$2,000 | \$2,000 |
| Clean and Safe | \$46,200 | \$46,200 |
| Streetscape Beautification | \$25,900 | \$33,900 |
| Marketing | \$21,000 | \$13,000 |
| Contingency | \$3,400 | \$4,350 |
| Total Parking and Business Improvement Area | \$98,500 | \$99,450 |

Farmers Market Fund - Non-Operating

The Farmers Market Fund is used to account for major repairs and maintenance of the City-owned Farmers Market facility. Lease payments from the Market are used to help fund these repairs.

Hands on Children's Museum Fund - Non-Operating

The Hands on Children's Museum (HOCM) Fund is used to account 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 certain operational costs.

Fire Equipment Reserve Fund - Non-Operating

The Fire Equipment Reserve Fund is used for the purchase of emergency response equipment by the Fire Department including certain vehicles and equipment and major repairs and improvements.

Capital Replacement Equipment Rental Fund - Non-Operating

The Capital Replacement Equipment Rental Fund is used to account for funds reserved for the replacement or major repairs to the City's future rolling vehicles and equipment, other than fire response vehicles and equipment.

Home Fund - Non-Operating

The Home Fund is used to account for funds received from a 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, i.e. operations, delivery and evaluation of mental and behavioral health treatment. Additional information about the Home Fund is located in the City Manager's section under the Office of Community Vitality. Additional information on the Housing Capital budget is included in the 2023 Capital Facilities Plan.

Olympia Metropolitan Parks Fund - Non-Operating

The Olympia Metropolitan Parks District Fund is used to account for the property tax funds received from the Olympia Metropolitan Parks District (OMPD), a separate taxing authority. For accounting purposes, OMPD is a blended component unit. Property taxes received by the OMPD are used to provide capital acquisition and development of City parks and their operations.

Transportation Improvement District Fund - Non-Operating

The Transportation Benefit District (TBD) Fund is used to account for the funds received from the Transportation Improvement District, a separate taxing authority. For accounting purposes, TBD is a blended component unit. Fund collected via a \$20 per vehicle registration fee are used to support the preservation, maintenance, capacity, safety and operation of the City streets. In 2019, Washington voters approved Initiative I-976 to reduce vehicle licenses fees to \$30, thereby eliminating the TBD \$20 registration fee. The Initiative was challenged by several cities in the state as unconstitutional and is currently tied up in litigation.

Unemployment Compensation Fund - Non-Operating

The Unemployment Compensation Fund is used to account for funding the City's unemployment compensation. The City is on a reimbursable plan with the State of Washington. The State determines and pays the benefits, then is reimbursed by the City. The fund is supported by interest earnings and charges to City departments.

Insurance Trust Fund - Non-Operating

The Insurance Trust Fund is to pay for purchases of insurance related to the risk management plan, pay claims against the City or damage to City property that falls under major insurance policy deductibles or that are self-insured and for studies related to risk management and loss prevention.

Workers Compensation Fund - Non-Operating

The Workers Compensation Fund is to pay for worker's compensation claims, for obligations due to Washington State for workers compensation, for premiums for insurance or surety bonds, and to pay third party administer costs necessary to manage the program.

Debt (Data from 2021 Adopted Budget)



Included in this Section

| | |
|--|-----|
| Debt Administration | 350 |
| Debt Types Terminology | 351 |
| General Obligation Debt and Revenue Debt | 353 |
| Schedule of Debt Obligations | 357 |
| Debt Service Funds | 359 |

Click on sub-section above for a direct link.

Debt Administration

As the demand for public sector investment and infrastructure continues to grow, the issuance of debt has become an increasingly important component of state and local government capital programs. While the issuance of debt is frequently an appropriate method of financing capital projects at the local level, it also entails careful monitoring of such issuances to ensure that an erosion of the government’s credit quality does not result. The City of Olympia currently has an “Aa2” rating for its general obligation debt and an “Aa3” rating for its revenue debt from Moody’s credit rating agency. From Standard & Poor’s and Fitch’s rating agencies the City has a consistent rating of AA for all debt.

The City’s bond ratings reflect the investment community’s faith in Olympia’s financial management and its ability to repay outstanding debt. Higher-rated bonds indicate less risk to prospective buyers, translating to lower interest costs to the City. The City’s credit for its general debt obligation was rated as a part of the 2019 refunding bond issue. The rating agency stated that the ratings reflect the City’s sustained stable general fund reserve level and good liquidity levels coupled with strong financial management, policies, and practices.

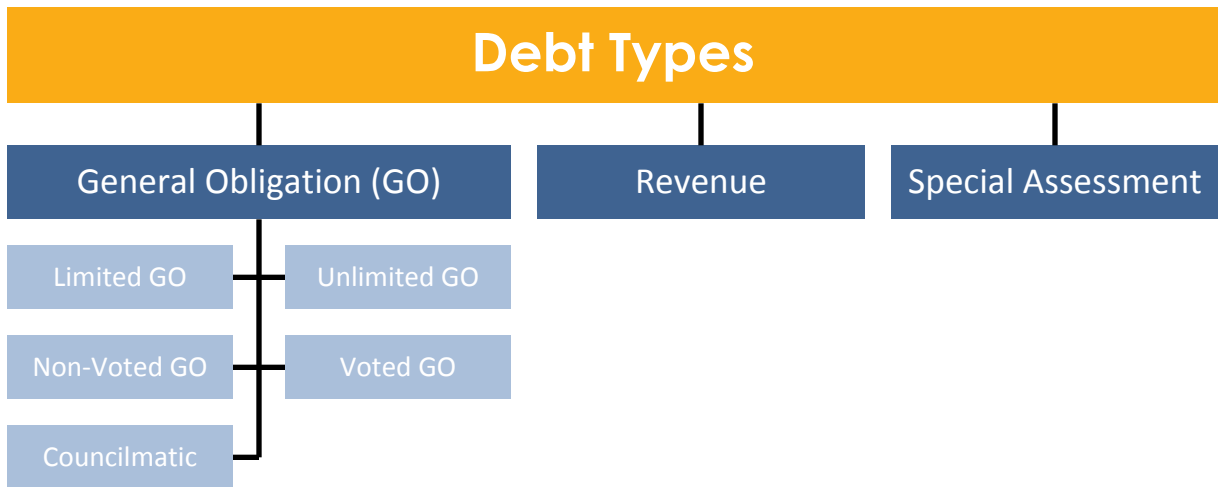
Two basic types of municipal debt are short-term and long-term debt. Short-term debt is generally used by municipalities to even out cash flows. Two basic forms of long-term debt are general obligation and revenue bonds. The difference between these two types of bonds is that general obligation issues are backed by the City’s full faith and credit; that is, for taxes of a municipality and for revenue bonds, the income of a specific utility or activity is pledged for repayment. Olympia has utilized both short and long-term types of debt in its operations as well as general obligation and revenue debt.

In addition to issuing bonds, the City has several general obligation and revenue loans through various State of Washington programs. The loans carry an interest rate lower than issuance of revenue bonds.

| Credit Rating Scale | | | |
|---------------------|------|-------|----------------------|
| Moody’s | S&P | Fitch | Rating Description |
| Aaa | AAA | AAA | Prime |
| Aa1 | AA+ | AA+ | High Grade |
| Aa2 | AA | AA | |
| Aa3 | AA- | AA- | |
| A1 | A+ | A+ | Upper Medium Grad |
| A2 | A | A | |
| A3 | A- | A- | |
| Baa1 | BBB+ | BBB+ | Lower Medium Grade |
| Baa2 | BBB | BBB | |
| Baa3 | BBB- | BBB- | |
| Ba1 | BB+ | BB+ | Non-Investment Grade |
| Ba2 | BB | BB | |
| Ba3 | BB- | BB- | |
| B1 | B+ | B+ | Highly Speculative |
| B2 | B | B | |
| B3 | B- | B- | |
| Caa1 | CCC+ | CCC+ | Substantial Risks |
| Caa2 | CCC | CCC | |
| Caa3 | CCC- | CCC- | |
| Ca | CC | CC | Ext. Speculative |
| Ca | C | C | Default imminent |
| C | RD | DDD | In Default |
| — | SD | DD | |
| — | D | D | |

Debt Types Terminology

Local governments have three distinct types of debt that can be issued to generate funding. The debt types are often referred to with different terms, which can lead to confusion. The chart below outlines the debt types. For the purposes of this document, the terms presented in yellow will be used to describe the City’s debt types.



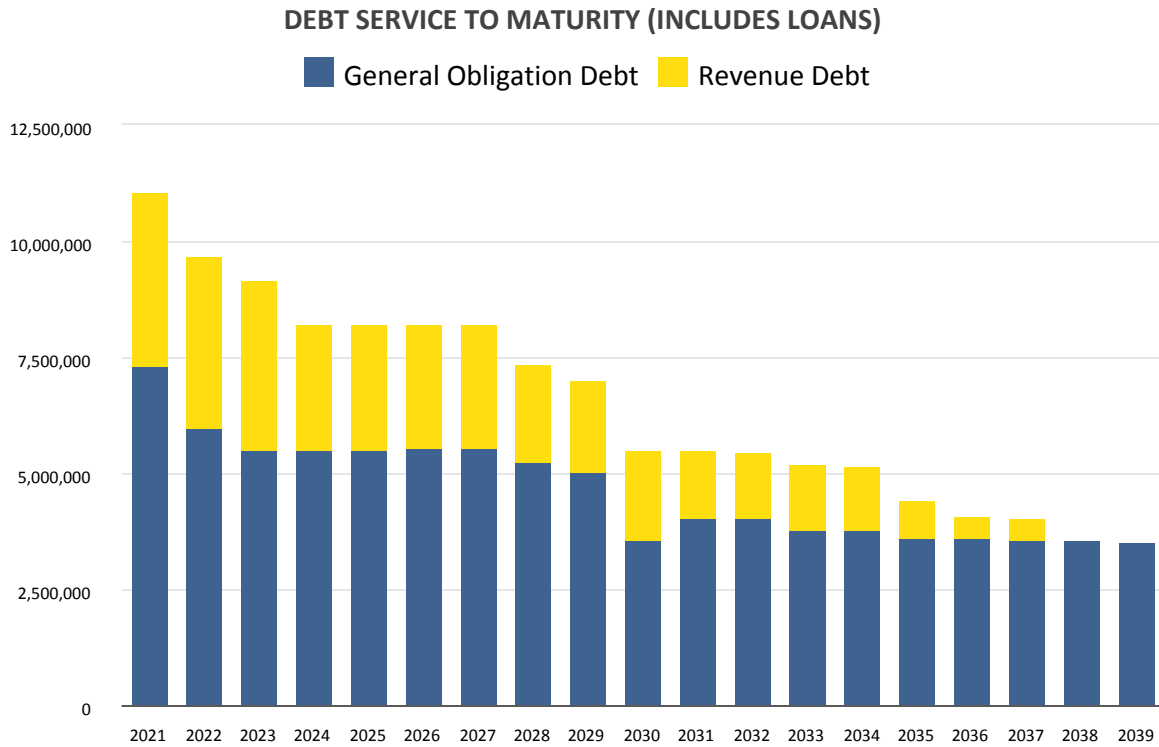
- General obligation (GO) debt** is borrowing that is secured by the full faith and credit of the local government issuing the debt. The entity, unconditionally, pledges its tax revenues to pay debt service (interest and principal) on the debt as it matures. If the debt is in the form of a bond, the bond owners have a legal claim on all the general income of the entity if a default occurs. In Washington State, limitations on GO indebtedness are provided for in the state statutes; RCW 39.36 . There are two sub-categories of GO debt:
 - Limited tax general obligation (LTGO) debt (also called non-voted GO debt or “councilmanic” bonds) may be issued by a vote of the legislative body. Because the voters have not been asked to approve a tax increase to pay for the principal and interest on this non-voted type of debt, general revenues must be pledged to pay for its debt service. It is important to note that non-voted GO debt does not provide any additional revenue to fund the debt service payments, so instead must be paid from existing revenue sources.
 - Unlimited tax general obligation (UTGO) bonds (also called voted GO debt) must be approved by 60 percent of the voters, with a voter turnout equal to at least 40 percent of those who voted in the most recent general election. When the voters are being asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess property tax levy which raises their property taxes to cover the debt service payments. Voted GO debt bonds can be used only for capital purposes and replacement of equipment is not a permitted use RCW 84.52.056

2. **Revenue debt** is different from GO debt in its method of repayment. Unlike GO debt, which relies on taxation, revenue debt is guaranteed by the specific revenues generated by the issuer. For example, the City's water utility can issue revenue debt using the revenues from customer water bills to guarantee the repayment of the debt.
3. **Special assessment debt** is debt repaid from assessments against those who directly benefit from the project the funds have been used to finance. For example, if a special assessment bond is issued to pay for sewer improvements that benefit a specific subset of the population, the City can develop an assessment roll for those properties benefiting from the improvement to repay the debt. An example of this would be a local sewer improvement district (LID). The City does not have any outstanding special assessment debt.

General Obligation Debt and Revenue Debt

The table below presents a summary of City debt, both principal and interest. It distinguishes between General Obligation debt and debt payable from City-operated utilities (revenue debt).

General Obligation and Revenue Debt



Future Debt Planning

The 2021-2026 Capital Facilities Plan (CFP) at this time is completed without requiring the issuance of debt. The City prepares the plan using sources such as charges for services, taxes, growth and grant funding first, before planning on issuing debt. In the future, debt planning may be needed if resources change or funding comes in lower than anticipated.

The 2021-2026 CFP provides for the following projects:

| Program Sections | CFP Projects 2021-2026 (in millions) | Anticipated New Debt Funding (in millions) |
|-------------------------|---|---|
| Parks | \$24.55 | \$0.00 |
| Transportation | 59.44 | \$0.00 |
| Fire | 19.78 | \$0.00 |
| Gen. Capital Facilities | 6.94 | \$0.00 |
| Drinking Water | 32.88 | \$0.00 |
| Waste Water | 21.87 | \$0.00 |
| Stormwater | 19.96 | \$0.00 |
| Waste ReSources | 2.21 | \$0.00 |
| Home Fund | 4.54 | \$0.00 |
| Total | \$192.17 | \$0.00 |

The CFP has been shifting to an increase in cash funding of projects rather than the issuance of debt, therefore the City is building higher cash reserves and a greater reliance on state and federal grant resources to fund projects.

Conclusions

Council and management have set policies to be sure the City meets its debt payments in a timely manner. The policies also state new debt will be issued only after careful consideration. Council incorporates these policies into the Financial and Management Policies. Briefly summarized, the policies include:

- Conservative revenue projections.
- Rate increases based on related cost of services provided and the impact of inflation on those services.
- Lease purchase of equipment and real property when practical and prudent.
- Accumulation of adequate reserves to protect the City from uncontrollable expenditures or unforeseen reductions in revenues.
- Issuance of debt only after rigorous review.

The City tries to communicate with other governmental entities to be sure their debt issues, as well as the City's, remain at conservative levels. This will help control the resulting overlapping debt that may become a burden on taxpayers.

The City's overall financial health is positive. The Council and management, through the financial and management policies, emphasize continued effort toward maintaining and improving the City's financial performance.

Debt Limitation

State law limits bonded debt to 2.5 percent of assessed value of taxable property. Of this limit, up to 1.5 percent of assessed value of taxable property may be non-voter approved debt (Councilmanic bonds). However, the amount of non-voted plus voter-approved may not exceed the 2.5 percent of assessed value limit.

| | |
|---|------------------------|
| Taxable Assessed Value (estimated) | \$8,046,605,908 |
|---|------------------------|

| General Indebtedness without a vote of the people: | |
|---|---------------|
| Legal Limit, 1.5% of property value: | \$120,699,089 |
| G.O. Bond Liabilities | (54,413,000) |
| Remaining non-voted debt capacity | 66,286,089 |

| General Indebtedness with a vote of the people: | |
|--|---------------|
| Legal Limit, 2.5% of property value | \$201,165,148 |
| Outstanding voted debt | (7,450,000) |
| Outstanding non-voted debt | (54,413,000) |
| Remaining voted debt capacity | \$139,302,148 |
| Note: Source of estimated Taxable Assessed Value is Thurston County Assessor as of 12/31/2020. | |

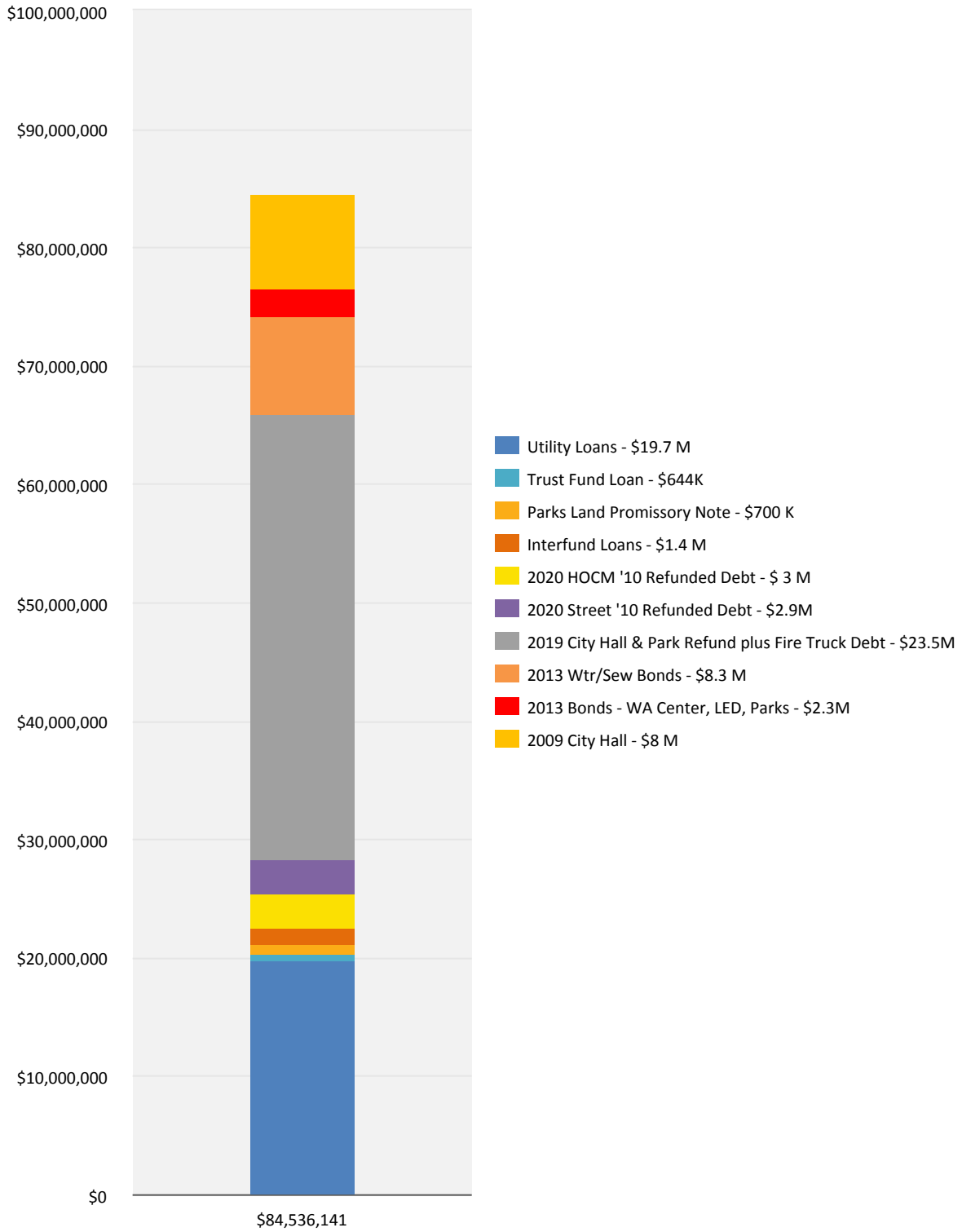
In addition to these limits, the City has debt authority with a vote of the people of 2.5 percent each for parks and utility purposes. Olympia has not used this authority.

The goal of Olympia's debt policy is to maintain the ability to provide high quality, essential City services in a cost effective manner. Council members weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management, staff and elected officials conservatively project the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs including the interest costs of financing.

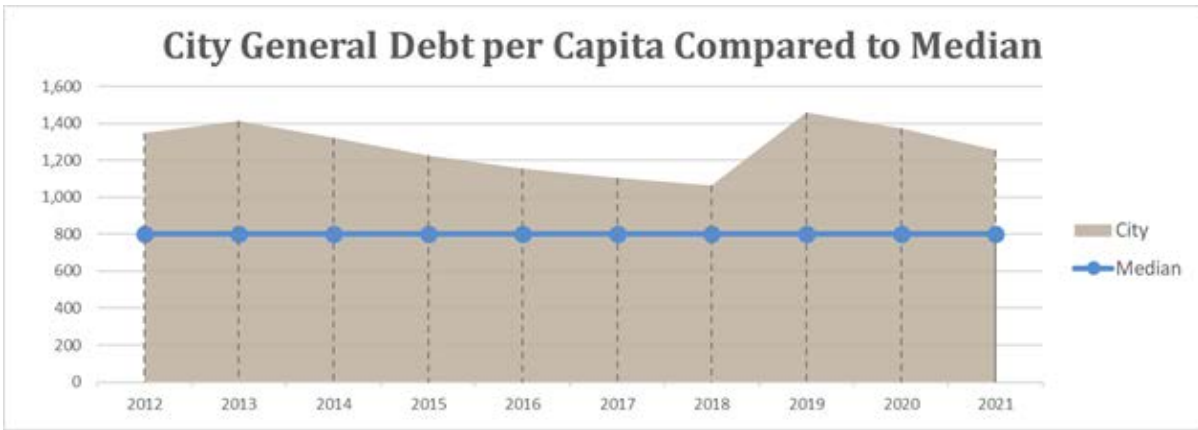
Olympia uses debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services the City determines necessary to its residents and visitors form the basis for all capital projects.

Allocation of Outstanding Debt without Voter Approval



Schedule of Debt Obligations

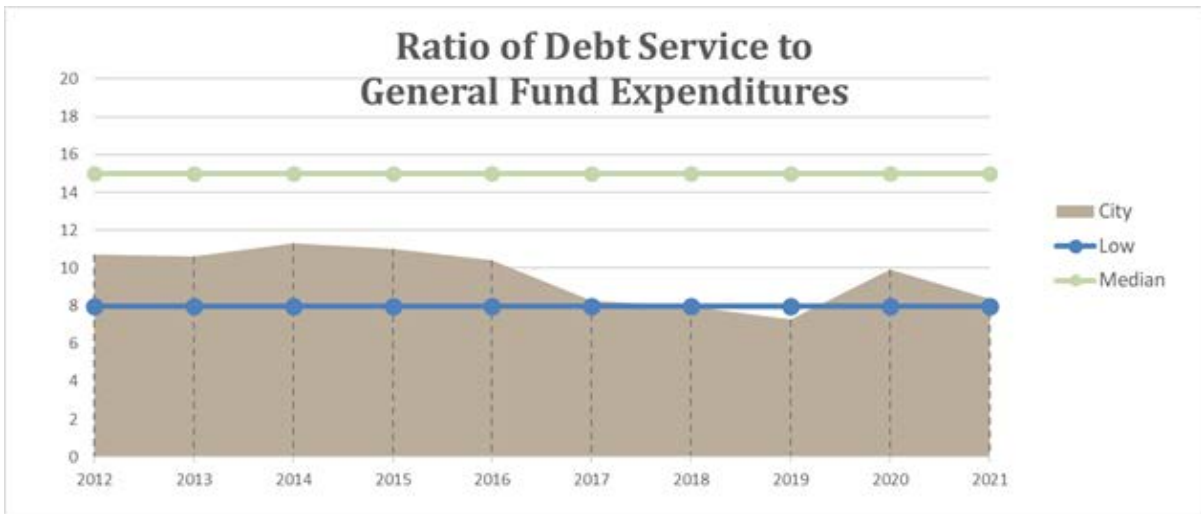
| General Obligations | Payment From | Type (1) | Year Issued | Final Payment | Interest Rate | Total Issue | Outstanding 12-31-2020 | Principal Payments 2021 | Interest Payments 2021 | Outstanding 12-31-2021 |
|--|---|----------|-------------|---------------|---------------|-------------|------------------------|-------------------------|------------------------|------------------------|
| 01 PWTF Bridge/Corridor Street (4th/5th) Improv. | Debt Service Fund 216 | PWTF | 2001 | 2021 | 0.5 - 1.00% | 9,996,144 | 173,382 | 173,382 | 867 | - |
| 09 BABs - City Hall Construction | Debt Service Fund 225 | LTGO | 2009 | 2039 | 4.2% | 35,210,000 | 8,000,000 | - | 491,440 | 8,000,000 |
| 13 LTGO Bonds-WA Center, LED Light & Parks | Debt Service Fund 229 | LTGO | 2013 | 2032 | 3.00-5.00% | 6,345,000 | 2,850,000 | 960,000 | 114,025 | 2,290,000 |
| 18 Promissory Note - Parks Land (Zahr) | WTFund 134 | PRDM | 2018 | 2022 | 0 | 10,702,224 | 1,700,000 | 1,000,000 | - | 700,000 |
| 18 Promissory Note-Parking Property (Minn) | Economic Dvlpmt Acct | PRDM | 2018 | 2021 | 0 | 700,000 | 250,000 | 250,000 | - | - |
| 19 LTGO Bond -Ref 09 City Hall, Fire Truck and Parks | Debt Service Fund 225 | LTGO | 2019 | 2039 | 2.00-5.00% | 39,955,000 | 39,060,000 | 1,510,000 | 1,361,175 | 37,350,000 |
| 19 UTGO Bonds - Ref 09 Fire Station | Debt Service Fund 224 | UTGO | 2019 | 2029 | 5% | 8,110,000 | 7,450,000 | 675,000 | 372,500 | 6,775,000 |
| 20 Bank Loan-Ref 10 Street Bonds | Debt Service Fund 226 | PRDM | 2020 | 2029 | 1.56-2.20% | 3,527,792 | 3,213,500 | 393,500 | 61,062 | 2,860,000 |
| 20 Bank Loan-Ref 10 HOV1 Bonds | Debt Service Fund 228 | PRDM | 2020 | 2029 | 1.56-2.02% | 3,372,211 | 3,372,211 | 379,211 | 57,110 | 2,993,000 |
| Total General Obligation | | | | | | | \$66,068,063 | \$4,821,063 | \$2,468,179 | \$61,183,000 |
| Utility Operations | | | | | | | | | | |
| Combined Drinking Water & Waste Water: | | | | | | | | | | |
| 13 Wtr/Swr Revenue Bond | Drinking & Waste Wtr Util | Revenue | 2013 | 2029 | 0.041 | 7,780,000 | 2,640,000 | 850,000 | 105,600 | 1,750,000 |
| Drinking Water: | | | | | | | | | | |
| 20 Bank Loan - Refunded 10 Rev Bond | Drinking Water Utility | PRDM | 2020 | 2027 | 1.75-2.45% | 4,080,045 | 3,594,200 | 469,600 | 71,778 | 3,124,600 |
| Foster Road Booster Pump Station ** | Drinking Water Utility | DWSRF | 2016 | 2036 | 0.015 | 1,931,982 | 1,564,367 | 104,304 | 23,469 | 1,460,263 |
| McAllister Corrosion Control Facility *** | Drinking Water Utility | DWSRF | 2016 | 2036 | 0.015 | 3,351,197 | 2,734,774 | 182,318 | 41,022 | 2,552,495 |
| McAllister Well Development/Pipeline | Drinking Water Utility | DWSRF | 2011 | 2034 | 0.015 | 10,500,907 | 7,350,635 | 525,045 | 110,260 | 6,825,589 |
| Reservoir Development **** | Drinking Water Utility | DWSRF | 2014 | 2037 | 0.015 | 9,385,804 | 7,924,767 | 466,163 | 118,872 | 7,458,604 |
| Elliot Ave Reservoir Seismic Retrofit | Drinking Water Utility | DWSRF | 2018 | 2038 | 0.015 | 1,515,000 | 192,065 | 10,670 | 2,881 | 181,395 |
| Fir St Reservoir Seismic Retrofit | Drinking Water Utility | DWSRF | 2018 | 2038 | 0.015 | 1,515,000 | 160,409 | 8,912 | 2,406 | 151,497 |
| Waste Water (Sewer): | | | | | | | | | | |
| 20 Bank Loan - Refunded 10 Rev Bond | Waste Water Utility | PRDM | 2020 | 2030 | 1.75-2.45% | 4,042,075 | 3,705,000 | 399,900 | 78,609 | 3,365,100 |
| Sepic to Sewer Conversion | Waste Water Utility | DOE | 2012 | 2032 | 0.031 | 100,725 | 67,500 | 4,963 | 2,068 | 62,537 |
| Sister-Kinney Sewer Line | Waste Water Utility | PWTF | 2009-2010 | 2028 | 0.005 | 1,085,025 | 755,570 | 91,946 | 3,678 | 643,623 |
| Storm Water: | | | | | | | | | | |
| State Avenue Stormwater Retrofit | Storm Water Utility | DOE | 2014 | 2035 | 0.023 | 626,081 | 509,487 | 25,777 | 11,609 | 480,710 |
| Yauger Park retention Improv. | Storm Water Utility | DOE | 2010 - 2011 | 2031 | 0.029 | 1,219,756 | 690,349 | 63,581 | 19,881 | 626,768 |
| Total Utility Operations | | | | | | | \$31,869,323 | \$3,146,181 | \$ 691,860 | \$28,723,142 |
| Total General Obligation & Revenue External Indebtedness | | | | | | | \$97,938,416 | \$8,027,274 | \$3,060,106 | \$88,911,142 |
| Notes: | | | | | | | | | | |
| Type Acronyms | Definition: | | | | | | | | | |
| Revenue | Revenue Bonds | | | | | | | | | |
| PWTF | State of Washington, Public Works Trust Fund loan | | | | | | | | | |
| LTGO | Limited Tax General Obligation Bond (non-voter approved) | | | | | | | | | |
| UTGO | Unlimited Tax General Obligation Bond (voter approved) | | | | | | | | | |
| LOCAL | State of Washington, Local Option Capital Asset Lending program. This is an obligation of the State of Washington in which the City participates. | | | | | | | | | |
| DOE | State of Washington, Department of Ecology | | | | | | | | | |
| DWSRF | State of Washington, Drinking Water State Revolving Fund loan. | | | | | | | | | |
| US HUD | HUD Department section 108 loans | | | | | | | | | |
| PRDM | Promissory Note held by Seller | | | | | | | | | |
| INT | Interfund Loan | | | | | | | | | |
| ** The loan is a draw down as construction occurs. Annual debt service is determined based on balance of loan as of August 31st each year until fully drawn. Loan authorization is \$1,931,982 of which the City began drawing down in mid-2016. Repayments are being estimated based on estimated draws. | | | | | | | | | | |
| *** The loan is a draw down as construction occurs. Annual debt service is determined based on balance of loan as of August 31st each year until fully drawn. Loan authorization is \$4,058,632 of which the City began drawing down in mid-2016. Repayments are being estimated based on estimated draws. Loan was transferred to the DOH, at which time the loan was reduced to \$3,351,197 to reflect unused funds. | | | | | | | | | | |
| **** The loan is a draw down as construction occurs. Annual debt service is determined after all funds are received. Loan authorization is \$11,983,650 of which the City began drawing down in mid-2014. Loan was transferred to the DOH, at which time the loan was reduced to \$9,385,804 to reflect unused funds. | | | | | | | | | | |



Use of Ratios to Assess Credit Quality

| | Low | Medium | Above Average | High |
|------------------------------------|------|-----------|---------------|---------|
| Measurements per Capita for Cities | <500 | 500 - 800 | 800 - 1,200 | > 1,200 |

Source: Standard & Poor's Corporation



Debt Service as a Percentage of Budget Guideline

| Measurements | Low | Medium | High |
|--------------|--------|---------|------|
| State | 0 - 2 | 2 - 6 | > 6 |
| County | 0 - 7 | 7 - 12 | > 12 |
| Schools | 0 - 10 | 10 - 20 | > 15 |
| Cities | 0 - 8 | 8 - 15 | > 15 |

Source: Standard & Poor's Corporation

Debt Service Funds

| | 2019 Actual | 2020 Budget | 2021 Budget | Variance |
|--|----------------|----------------|----------------|----------------|
| 01 PWTF Loan-Bridge/Corridor (1) | \$ 546,084 | \$ 539,099 | \$ 174,250 | \$ (364,849) |
| 19 UTGO Bond -Fire Station & Training Facility (2) | 10,910,777 | 1,190,757 | 1,047,800 | (142,957) |
| City Hall Bonds and Fire Truck (3A) | 27,642,417 | 2,419,518 | 2,355,353 | (64,165) |
| Parks Bond (3B) | 10,233,679 | 14,673,000 | 1,008,375 | (13,664,625) |
| Bank Loan - Refunded St Improvement Bonds (4) | 434,813 | 438,613 | 394,562 | (44,051) |
| Bank Loan - Refund HOCM Bonds (5) | 444,188 | 457,088 | 436,321 | (20,767) |
| Energy Project Debt (6) | 178,282 | 89,142 | — | (89,142) |
| 13 LTGO Bonds - WA Ctr, LED Lighting & Parks (7) | 671,025 | 675,775 | 674,325 | (1,450) |
| Water/Sewer Debt Service (8) | 2,067,685 | 2,042,382 | 2,042,382 | — |
| Stormwater Debt Service (9) | 123,677 | 123,650 | 123,650 | — |
| Total | \$ 53,252,627 | \$ 22,649,024 | \$ 8,257,018 | \$(14,392,006) |

Note: All other debt is paid directly from various other funds and is included in the budget of those funds.

- (1) State of Washington Public Works Trust Fund loans to fund the 4th/5th Avenue Bridge and Corridor improvements. Final payment will be in 2020. These bonds are paid with general levy property tax.
- (2) Bonds issued to pay for construction of a Fire Station and Training Facility. Final payment will be in 2029. These bonds are paid from voter-approved excess property tax levy.
- (3) Bonds issued to refund bonds originally issued in 2009 for construction of City Hall, to purchase a new fire pumper truck and to refinance a Bond Anticipation Note issued for the acquisition of Park property. Final payment will be in 2039. These bonds are paid with general levy property tax.
- (4) Bank loan obtained to refund bonds issued to pay for transportation system improvements. Final payment will be in 2029. This debt service is paid from the following revenues sources, in order: Transportation Impact Fees, State shared gas tax revenue, and general levy property tax.
- (5) Bank loan obtained to refund bonds issued to pay for the construction of a museum which will be managed and operated by the Hands On Children's Museum non-profit organization. Final payment will be in 2028. Debt service is paid from funds received from the Capital Area Regional Public Facilities District.
- (6) Bonds issued by the State of Washington Local Option Capital Asset Lending program. The City was contracted with the State to pay the State the City's share of the bond issue. Final payment was in 2020.

- (7) Bonds issued for improvements to the Washington Center for the Performing Arts, street light conversion to LED lighting, and redemption of Bond Anticipation Notes (BANs) issued in 2011 for the Percival Landing Project. Final payment will be in 2021 for the Parks portion, 2022 for the LED street light conversion, and 2032 for the Washington Center portion. The Parks portion is repaid from voter-approved utility tax, the LED Streetlight portion from power savings within the General Fund, and the Washington Center portion from funds set aside for facilities major repair.
- (8) Promissory note issued in 2020 to refund 2007 Bonds issued to fund water improvements and refund 2010 Bonds for sewer improvement. These bonds will be fully paid in 2027 and 2030, respectively. Bonds issued in 2010 for sewer improvement, will be fully paid in 2030. Bonds issued in 2013 to refund the 2001 issue and finance the conversion of water meters to automatic reads, will be fully paid in 2023. The bonds are paid from water & sewer utility revenues.
- (9) This Fund was created in 2014 to pay debt service of the Stormwater Utility on loans from the State of Washington. Final payment will be in 2031.

Supplementary Information (Data from 2021 Adopted Budget)



Included in this Section

| | |
|---|-----|
| City Staffing | 358 |
| 2021 Employee Classification | 361 |
| Budget Ordinance | 368 |
| Statistical Information About Olympia | 369 |
| Glossary of Terms | 379 |
| Acronyms | 392 |

Click on sub-section or page number above for a direct link.

Supplementary Information (Data from the 2021 Adopted

City Staffing

Labor and Benefits make up just over 75 percent of the General Fund budget. The talent of our City employees make it possible to deliver the high quality programs and services our community has come to expect. The 2020 budget reflects a slight decrease in full-time employees. In 2019, the Fire Department's Downtown Aid Unit was discontinued due to the loss of a Federal Grant. The firefighters hired under this grant transitioned to regular assignments as vacancies opened up in the Department.

| General Government | 2019 Actual | 2020 Actual | 2021 Budget* | Change |
|---|--------------|--------------|--------------|----------------|
| Executive Services | 8.00 | 8.00 | 0.00 | (8.00) |
| Human Resources | 6.25 | 6.25 | 0.00 | (6.25) |
| Legal Department | 10.00 | 10.00 | 0.00 | (10.00) |
| Legislative Services | 7.00 | 7.00 | 0.00 | (7.00) |
| Total General Government | 31.25 | 31.25 | 0.00 | (31.25) |
| *2021 reorganization resulted in the elimination of General Government. | | | | |

| Administrative Services | 2019 Actual | 2020 Actual | 2021 Budget* | Change |
|--|--------------|--------------|--------------|----------------|
| Administration | 3.50 | 4.00 | 0.00 | (4.00) |
| City Clerk / Records | 3.50 | 4.00 | 0.00 | (4.00) |
| Fiscal Services | 19.25 | 19.25 | 0.00 | (19.25) |
| Indigent Defense | 1.40 | 1.40 | 0.00 | (1.40) |
| Information Technology Services | 21.00 | 21.00 | 0.00 | (21.00) |
| Total Administrative Services | 48.65 | 49.65 | 0.00 | (49.65) |
| *2021 reorganization resulted in the elimination of Administration Services. | | | | |

Continued next page.

| City Managers Office | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|---------------------------------|-------------|-------------|-------------|--------|
| Legislative Office | 0.00 | 0.00 | 7.00 | 7.00 |
| Executive Office | 0.00 | 0.00 | 2.00 | 2.00 |
| Office of Community Vitality | 0.00 | 0.00 | 11.15 | 11.15 |
| Office of Strategic Initiatives | 0.00 | 0.00 | 38.25 | 38.25 |
| Total City Managers Office | 0.00 | 0.00 | 58.40 | 58.40 |

| Community Planning & Development (CPD) | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--|-------------|-------------|-------------|---------|
| Administration | 8.75 | 8.75 | 8.00 | (0.75) |
| Community Planning Services | 15.00 | 15.50 | 13.50 | (2.00) |
| Customer Service / Clean Team | 7.50 | 14.00 | 9.50 | (4.50) |
| Development Permit Services | 13.00 | 12.00 | 12.00 | 0.00 |
| Economic Development^ | 1.00 | 2.00 | 0.00 | (2.00) |
| Housing^ | 1.50 | 1.50 | 0.00 | (1.50) |
| Parking Services | 8.50 | 9.50 | 9.50 | 0.00 |
| Strategic Projects (Downtown Programs) | 10.50 | 3.00 | 1.00 | (2.00) |
| Total CPD | 65.75 | 66.25 | 53.50 | (12.75) |

^2021 reorganization resulted in moving these divisions to the City Managers Office under the Department of Community Vitality.

| Finance Department | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--------------------------|-------------|-------------|-------------|--------|
| City Clerk/Records | 0.00 | 0.00 | 4.00 | 4.00 |
| Fiscal Services | 0.00 | 0.00 | 20.25 | 20.25 |
| Total Finance Department | 0.00 | 0.00 | 24.25 | 24.25 |

| Fire | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--------------------------------|-------------|-------------|-------------|--------|
| Administrative | 9.50 | 10.50 | 10.50 | 0.00 |
| Fire/EMS Operations & Training | 90.50 | 84.50 | 84.50 | 0.00 |
| Fire Prevention | 5.00 | 5.00 | 5.00 | 0.00 |
| Total Fire Department | 105.00 | 100.00 | 100.00 | 0.00 |

| Legal Department | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|------------------------|-------------|-------------|-------------|--------|
| Legal - Civil | 5.00 | 5.00 | 5.00 | 0.00 |
| Legal - Criminal | 5.00 | 5.00 | 6.00 | 1.00 |
| Total Legal Department | 10.00 | 10.00 | 11.00 | 1.00 |

| Municipal Court | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|---|-------------|-------------|-------------|--------|
| Court Services | 9.60 | 8.75 | 8.75 | 0.00 |
| Probation Services/Day Reporting Center | 5.75 | 5.75 | 5.75 | 0.00 |
| Total Municipal Court | 15.35 | 14.50 | 14.50 | 0.00 |

Continued next page.

| Parks, Arts & Recreation | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|---|--------------------|--------------------|--------------------|---------------|
| Administration | 3.00 | 3.00 | 3.00 | 0.00 |
| Arts & Events | 1.75 | 1.75 | 1.75 | 0.00 |
| Facility Operations | 10.05 | 10.55 | 10.55 | 0.00 |
| Parks Maintenance | 21.75 | 22.75 | 24.00 | 1.25 |
| Parks Planning & Design | 4.75 | 4.75 | 4.75 | 0.00 |
| Parks Stewardship | 5.00 | 6.00 | 6.00 | 0.00 |
| Recreation | 8.52 | 8.02 | 8.02 | 0.00 |
| Total Parks, Arts & Recreation | 54.82 | 56.82 | 58.07 | 1.25 |

| Police | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--------------------------------|--------------------|--------------------|--------------------|---------------|
| Police Operations | 82.50 | 82.50 | 80.50 | (2.00) |
| Police Administration | 28.00 | 28.00 | 38.00 | 10.00 |
| Total Police Department | 110.50 | 110.50 | 118.50 | 8.00 |

| Public Works | 2019 Actual | 2020 Actual | 2021 Budget | Change |
|--|--------------------|--------------------|--------------------|---------------|
| Contracts Administration & Program Support | 0.00 | 5.00 | 5.00 | 0.00 |
| Director's Office & General Services | 5.00 | 5.00 | 9.50 | 4.50 |
| Engineering | 28.00 | 23.00 | 23.00 | 0.00 |
| Facilities Operations | 9.00 | 9.00 | 9.00 | 0.00 |
| Fleet Operations | 6.00 | 6.00 | 6.00 | 0.00 |
| Transportation | 30.00 | 30.00 | 30.00 | 0.00 |
| Waste Resources | 29.00 | 29.00 | 29.00 | 0.00 |
| Water Resources | 65.01 | 64.51 | 66.50 | 1.99 |
| Total Public Works | 172.01 | 171.51 | 178.00 | 6.49 |

| | | | | |
|----------------------|---------------|---------------|---------------|-------------|
| Total FTEs ** | 613.33 | 610.48 | 616.22 | 5.74 |
|----------------------|---------------|---------------|---------------|-------------|

** Total FTEs are actual FTE's for 2019 and 2020 and budgeted FTEs for 2021.

2021 Employee Classifications

The following represents 2021 employee classification at 2021 pay grade rates.

| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|--|-----------------|-----------|----------|----------|----------|----------|----------|-------------|-------------|-------------|
| Accountant | | 54 | \$5,508 | \$5,780 | \$6,067 | \$6,372 | \$6,690 | 6.00 | 6.00 | 5.00 |
| Accounting Manager | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 0.00 | 3.00 | 3.00 |
| Accounting Technician | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 7.00 | 5.00 | 5.00 |
| Administrative Secretary | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 3.00 | 3.00 | 3.00 |
| Administrative Services Director | | 230 | | | | | \$13,745 | 1.00 | 1.00 | 0.00 |
| AMR Meter Technician | AFSCME | 440 | \$4,133 | \$4,342 | \$4,560 | \$4,786 | \$5,012 | 2.00 | 2.00 | 2.00 |
| Assistant City Manager | | 237 | \$13,228 | \$13,889 | \$14,583 | | | 1.00 | 1.00 | 2.00 |
| Assistant Fire Chief | IAFF | 796 | \$10,217 | \$10,726 | \$11,263 | \$11,827 | \$12,425 | 2.00 | 2.00 | 2.00 |
| Assistant Planner | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,313 | 0.00 | 0.00 | 0.00 |
| Assistant Prosecutor I | | 66 | \$6,726 | \$7,065 | \$7,420 | \$7,788 | \$8,177 | 0.00 | 1.00 | 1.00 |
| Assistant Prosecutor II | | 72 | \$7,340 | \$7,704 | \$8,091 | \$8,491 | \$8,921 | 1.00 | 1.00 | 1.00 |
| Associate Line of Business Director | | 82 | \$8,361 | \$8,777 | \$9,217 | \$9,682 | \$10,161 | 5.00 | 1.00 | 2.00 |
| Associate Planner | | 60 | \$6,120 | \$6,423 | \$6,747 | \$7,079 | \$7,433 | 6.75 | 7.25 | 9.00 |
| Battalion Chief | IAFF | 760 | | | \$10,346 | \$10,522 | \$10,689 | 3.00 | 3.00 | 3.00 |
| Battalion Chief - Day Shift | | 765 | | | \$10,856 | \$11,023 | \$11,357 | 1.00 | 1.00 | 1.00 |
| Benefit Specialist / Accounting Technician | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 1.00 | 0.00 | 0.00 |
| Billing Specialist | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 2.00 | 3.00 | 3.00 |
| Budget/Financial Analyst | | 62 | \$6,320 | \$6,639 | \$6,970 | \$7,319 | \$7,683 | 0.00 | 0.00 | 1.00 |
| Building Inspector | AFSCME | 452 | \$5,377 | \$5,646 | \$5,929 | \$6,228 | \$6,534 | 2.00 | 2.00 | 2.00 |
| Building Inspector II | AFSCME | 456 | \$5,863 | \$6,159 | \$6,462 | \$6,788 | \$7,123 | 1.00 | 1.00 | 1.00 |
| Building Official | | 82 | \$8,361 | \$8,777 | \$9,217 | \$9,682 | \$10,161 | 0.00 | 1.00 | 1.00 |
| Building Plans Examiner | AFSCME | 458 | \$6,039 | \$6,344 | \$6,657 | \$6,993 | \$7,338 | 2.00 | 2.00 | 3.00 |
| Business Operations Specialist | | 60 | \$6,120 | \$6,423 | \$6,747 | \$7,079 | \$7,433 | 0.00 | 1.00 | 1.00 |
| Case Manager | | 38 | \$3,875 | \$4,066 | \$4,269 | \$4,485 | \$4,709 | 0.60 | 0.75 | 0.75 |
| Chief Prosecutor | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 1.00 | 1.00 | 1.00 |
| City Attorney | | 236 | | | | | \$14,086 | 1.00 | 1.00 | 1.00 |
| City Clerk | | 68 | \$6,932 | \$7,280 | \$7,645 | \$8,024 | \$8,425 | 0.00 | 1.00 | 1.00 |
| City Engineer | | 96 | \$10,080 | \$10,582 | \$11,111 | \$11,669 | \$12,258 | 1.00 | 1.00 | 1.00 |
| City Manager | | 500 | | | | | \$16,250 | 1.00 | 1.00 | 1.00 |
| City Surveyor | | 72 | \$7,340 | \$7,704 | \$4,045 | \$8,491 | \$8,921 | 1.00 | 1.00 | 1.00 |
| Clean Team Worker | AFSCME | 430 | \$3,106 | \$3,261 | \$3,423 | \$3,592 | \$3,769 | 4.50 | 4.50 | 4.50 |
| Climate Program Manager | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 0.00 | 0.00 | 1.00 |

| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|---|-----------------|-----------|----------|----------|----------|----------|----------|-------------|-------------|-------------|
| Code Enforcement Officer (CP&D) | AFSCME | 452 | \$5,377 | \$5,646 | \$5,929 | \$6,228 | \$6,534 | 2.00 | 2.00 | 2.00 |
| Computer Support Specialist | Teamsters | 660 | \$6,454 | \$6,772 | \$7,110 | \$7,467 | \$7,839 | 1.00 | 1.00 | 1.00 |
| Computer Systems Technician | | 60 | \$6,120 | \$6,423 | \$6,747 | \$7,079 | \$7,433 | 3.00 | 3.00 | 3.00 |
| Construction Inspector | | 53 | \$5,403 | \$5,678 | \$5,965 | \$6,262 | \$6,573 | 4.00 | 4.00 | 4.00 |
| Contracts & Procurement Specialist | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 0.00 | 1.00 | 1.00 |
| Corrections Lieutenant | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 1.00 | 1.00 | 1.00 |
| Corrections Officer | Teamsters | 650 | \$5,267 | \$5,528 | \$5,804 | \$6,096 | \$6,402 | 9.00 | 9.00 | 10.00 |
| Councilmember | | 103 | \$1,827 | | | | | 5.00 | 5.00 | 5.00 |
| Court Operations Supervisor | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 1.00 | 1.00 | 1.00 |
| CP&D Director | | 228 | | | | | \$13,322 | 1.00 | 1.00 | 1.00 |
| Crime Analyst | Teamsters | 659 | \$6,147 | \$6,449 | \$6,771 | \$7,112 | \$7,466 | 1.00 | 1.00 | 1.00 |
| Crisis Response | | 46 | \$4,690 | \$4,923 | \$5,171 | \$5,430 | \$5,699 | | | 5.00 |
| Crisis Response Lead Worker | | 46 | \$4,690 | \$4,923 | \$5,171 | \$5,430 | \$5,699 | | | 1.00 |
| Cross Connection Control Specialist | | 452 | \$5,377 | \$5,646 | \$5,929 | \$6,228 | \$6,534 | 0.00 | 0.00 | 1.00 |
| Data Control Specialist | AFSCME | 444 | \$4,552 | \$4,776 | \$5,013 | \$5,265 | \$5,530 | 1.75 | 1.75 | 1.75 |
| Deputy City Attorney | | 88 | \$8,973 | \$9,421 | \$9,890 | \$10,382 | \$10,904 | 2.00 | 2.00 | 2.00 |
| Deputy CP&D Director | | 120 | \$9,203 | \$9,666 | \$10,146 | \$10,653 | \$11,189 | 1.00 | 1.00 | 0.00 |
| Deputy Fire Chief | | 97 | \$10,481 | \$11,004 | \$11,554 | \$12,133 | \$12,747 | 1.00 | 1.00 | 1.00 |
| Deputy Police Chief | | 93 | \$13,124 | \$13,749 | \$14,374 | | | 1.00 | 1.00 | 1.00 |
| Deputy Public Works Director | | 121 | \$9,387 | \$9,860 | \$10,349 | \$10,866 | \$11,412 | 1.00 | 1.00 | 1.00 |
| Design & Construction Contract Specialist | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 3.00 | 3.00 | 3.00 |
| Director of Parks, Plan, & Maintenance | | 86 | \$8,765 | \$9,206 | \$9,663 | \$10,151 | \$10,656 | 0.00 | 1.00 | 1.00 |
| Director of Rec., Art, & Facility | | 86 | \$8,765 | \$9,206 | \$9,663 | \$10,151 | \$10,656 | 0.00 | 1.00 | 1.00 |
| Downtown Ambassador | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 2.00 | 2.00 | 2.00 |
| Economic Development Director | | 82 | \$8,361 | \$8,777 | \$9,217 | \$9,682 | \$10,161 | 1.00 | 1.00 | 1.00 |
| Electrical Plans Examiner | AFSCME | 458 | \$6,039 | \$6,344 | \$6,657 | \$6,993 | \$7,338 | 1.00 | 1.00 | 1.00 |
| Electrician | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 2.00 | 2.00 | 2.00 |
| Engineering & Planning Supervisor | | 78 | \$8,030 | \$8,431 | \$8,852 | \$9,296 | \$9,759 | 3.00 | 2.00 | 2.00 |
| Engineering Designer | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 1.00 | 0.00 | 0.00 |
| Engineering Plans Examiner | | 58 | \$5,912 | \$6,194 | \$6,520 | \$6,846 | \$7,188 | 3.00 | 2.00 | 2.00 |
| Engineering Program Manager | | 78 | \$8,030 | \$8,431 | \$8,852 | \$9,296 | \$9,759 | 1.00 | 1.00 | 1.00 |

| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|---------------------------------------|-----------------|-----------|---------|----------|----------|----------|----------|-------------|-------------|-------------|
| Engineering Project Coordinator | | 66 | \$6,726 | \$7,065 | \$7,420 | \$7,788 | \$8,177 | 1.00 | 1.00 | 1.00 |
| Engineering Project Manager | | 72 | \$7,340 | \$7,704 | \$8,091 | \$8,491 | \$8,921 | 1.00 | 2.00 | 2.00 |
| Engineering Technician II | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 4.00 | 2.00 | 2.00 |
| Enterprise Data Architect | | 72 | \$7,340 | \$7,704 | \$8,091 | \$8,491 | \$8,921 | 0.00 | 0.00 | 1.00 |
| Evidence Custodian | Teamsters | 652 | \$5,485 | \$5,761 | \$6,049 | \$6,355 | \$6,669 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | | 58 | \$5,912 | \$6,194 | \$6,520 | \$6,846 | \$7,188 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Worker I | AFSCME | 438 | \$3,927 | \$4,123 | \$4,330 | \$4,546 | \$4,773 | 2.00 | 2.00 | 2.00 |
| Facilities Systems Technician | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 1.00 | 1.00 | 1.00 |
| Field Crew Leader | AFSCME | 449 | \$4,996 | \$5,243 | \$5,508 | \$5,784 | \$6,074 | 3.00 | 3.00 | 3.00 |
| Finance and Policy Coordinator | | 58 | \$5,912 | \$6,194 | \$6,520 | \$6,846 | \$7,188 | 2.00 | 3.00 | 2.00 |
| Finance Director | | 95 | | | | | \$13,234 | 0.00 | 1.00 | 1.00 |
| Fire Captain | IAFF | 761 | | | \$10,355 | \$10,522 | \$10,689 | 2.00 | 2.00 | 2.00 |
| Fire Captain Medical Services Officer | IAFF | 761 | | | \$10,355 | \$10,522 | \$10,689 | 1.00 | 1.00 | 1.00 |
| Fire Chief | | 232 | | | | | \$14,048 | 1.00 | 1.00 | 1.00 |
| Fire Lieutenant | IAFF | 730 | | | | \$9,169 | \$9,333 | 21.00 | 21.00 | 21.00 |
| Fire Lieutenant - Day Shift | IAFF | 735 | | | | \$9,415 | \$9,824 | 1.00 | 1.00 | 1.00 |
| Fire Paramedic Lieutenant | IAFF | 745 | | | | \$9,415 | \$9,578 | 3.00 | 3.00 | 3.00 |
| Fire Prevention Officer | IAFF | 720 | \$7,368 | \$7,777 | \$8,187 | \$8,596 | \$9,005 | 3.00 | 3.00 | 3.00 |
| Firefighter | IAFF | 710 | \$6,549 | \$6,959 | \$7,368 | \$7,777 | \$8,187 | 43.00 | 37.00 | 37.00 |
| Firefighter Paramedic | IAFF | 725 | \$7,368 | \$7,777 | \$8,187 | \$8,596 | \$9,005 | 14.00 | 14.00 | 14.00 |
| Firefighter Paramedic Recruit | IAFF | 705 | \$6,549 | | | | | 0.00 | 0.00 | 0.00 |
| Firefighter Recruit | IAFF | 700 | \$5,731 | | | | | 0.00 | 0.00 | 0.00 |
| GIS Coordinator | | 66 | \$6,726 | \$7,065 | \$7,420 | \$7,788 | \$8,177 | | | 1.00 |
| GIS Specialist | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 2.00 | 2.00 | 2.00 |
| Home Fund Program Manager | | 72 | \$7,340 | \$7,704 | \$8,091 | \$8,491 | \$8,921 | 1.00 | 1.00 | 1.00 |
| Homeless Response Coordinator | | 56 | \$5,708 | \$5,996 | \$6,297 | \$6,606 | \$6,938 | 1.00 | 1.00 | 1.00 |
| Human Resources Analyst | | 59 | \$6,015 | \$6,302 | \$6,634 | \$6,965 | \$7,314 | 0.00 | 2.00 | 2.00 |
| Human Resources Analyst, Senior | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 0.00 | 2.00 | 4.00 |
| Human Resources Director | | 222 | \$9,641 | \$10,127 | \$10,629 | \$11,166 | \$11,721 | 0.00 | 1.00 | 1.00 |
| HVAC Technician | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 1.00 | 1.00 | 1.00 |
| Information Specialist | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 3.00 | 2.00 | 2.00 |
| Inventory Control Specialist I | AFSCME | 446 | \$4,758 | \$4,993 | \$5,246 | \$5,508 | \$5,785 | 1.00 | 1.00 | 1.00 |
| Inventory Control Specialist II | AFSCME | 450 | \$5,168 | \$5,429 | \$5,704 | \$5,985 | \$6,286 | 2.00 | 2.00 | 2.00 |
| IT Asset Management Specialist | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 1.00 | 1.00 | 1.00 |

| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|--|-----------------|-----------|----------|---------|---------|----------|----------|-------------|-------------|-------------|
| IT Support Specialist | | 51 | \$5,292 | \$5,554 | \$5,832 | \$3,063 | \$6,432 | 1.00 | 1.00 | 1.00 |
| Jail Alternatives Officer | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 0.50 | 0.50 | 0.50 |
| Jail Sergeant | Teamsters | 664 | \$6,802 | \$7,143 | \$7,500 | \$7,875 | \$8,268 | 3.00 | 3.00 | 2.00 |
| Lead Code Enforcement Officer | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 1.00 | 1.00 | 1.00 |
| Lead Construction Inspector | | 58 | \$5,912 | \$6,194 | \$6,520 | \$6,846 | \$7,188 | 1.00 | 1.00 | 1.00 |
| Lead Recreation Specialist | | 30 | \$3,032 | \$3,213 | \$3,370 | \$3,541 | \$3,715 | 0.15 | 0.15 | 0.15 |
| Lead Worker | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 16.00 | 13.00 | 12.00 |
| Lead Worker | Teamsters | 654 | \$5,646 | \$5,924 | \$6,220 | \$6,532 | \$6,858 | 1.00 | 1.00 | 1.00 |
| Lead Worker | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 1.00 | 0.00 | 1.00 |
| Line of Business Director | | 86 | \$8,765 | \$9,206 | \$9,663 | \$10,151 | \$10,656 | 5.00 | 3.00 | 3.00 |
| Maintenance Technician | AFSCME | 453 | \$5,426 | \$5,700 | \$5,990 | \$6,284 | \$6,601 | 4.00 | 4.00 | 4.00 |
| Maintenance Worker I | AFSCME | 438 | \$3,927 | \$4,123 | \$4,330 | \$4,546 | \$4,773 | 9.75 | 9.75 | 12.00 |
| Maintenance Worker I (Oly Center) | AFSCME | 438 | \$3,927 | \$4,123 | \$4,330 | \$4,546 | \$4,773 | 4.00 | 4.00 | 5.00 |
| Maintenance Worker II | AFSCME | 446 | \$4,758 | \$4,993 | \$5,246 | \$5,508 | \$5,785 | 42.00 | 43.00 | 45.00 |
| Mapping Coordinator | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 0.00 | 1.00 | 1.00 |
| Master Mechanic | AFSCME | 460 | \$6,278 | \$6,592 | \$6,922 | \$7,268 | \$7,631 | 3.00 | 3.00 | 3.00 |
| Master Mechanic - Fire | | 707 | \$6,330 | \$6,647 | \$6,979 | \$7,328 | \$7,695 | 3.00 | 4.00 | 4.00 |
| Mayor | | 101 | \$2,192 | | | | | 1.00 | 1.00 | 1.00 |
| Mayor Pro-Tem | | 102 | \$2,009 | | | | | 1.00 | 1.00 | 1.00 |
| Municipal Court Judge | | 105 | \$15,051 | | | | | 1.00 | 1.00 | 1.00 |
| Network Analyst | | 66 | \$6,726 | \$7,065 | \$7,420 | \$7,788 | \$8,177 | 5.00 | 5.00 | 5.00 |
| Office Specialist I | | 36 | \$3,669 | \$3,854 | \$4,046 | \$4,250 | \$4,460 | 0.75 | 0.75 | 0.65 |
| Office Specialist II | | 40 | \$4,079 | \$4,281 | \$4,496 | \$4,719 | \$4,956 | 3.50 | 1.50 | 1.50 |
| Office Specialist III | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 7.00 | 5.50 | 5.00 |
| Oly Municipal Court Director | | 86 | \$8,765 | \$9,206 | \$9,663 | \$10,151 | \$10,656 | 0.00 | 1.00 | 1.00 |
| Operations Supervisor | IUOE | 364 | \$7,004 | \$7,354 | \$7,722 | \$8,106 | \$8,515 | 6.00 | 5.00 | 6.00 |
| Operations Supervisor - Drinking Water | IUOE | 366 | \$7,337 | \$7,704 | \$8,090 | \$8,492 | \$8,920 | 2.00 | 2.00 | 2.00 |
| Operations Supervisor - Fire | IUOE | 708 | \$7,062 | \$7,415 | \$7,786 | \$8,173 | \$8,586 | 1.00 | 1.00 | 1.00 |
| Operations Supervisor - Fleet | IUOE | 365 | \$7,179 | \$7,538 | \$7,915 | \$8,308 | \$8,728 | 0.00 | 1.00 | 1.00 |
| Operations Supervisor - Water Purveyor | IUOE | 367 | \$7,558 | \$7,935 | \$8,332 | \$8,746 | \$9,188 | 0.00 | 1.00 | 1.00 |
| Paralegal I | | 48 | \$4,893 | \$5,135 | \$5,392 | \$5,664 | \$5,947 | 2.00 | 2.00 | 2.00 |
| Paralegal II | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 1.00 | 1.00 | 1.00 |
| Park Ranger II | AFSCME | 442 | \$4,342 | \$4,560 | \$4,786 | \$5,025 | \$5,276 | 3.00 | 3.00 | 3.00 |
| Parking Services Field Rep | AFSCME | 440 | \$4,133 | \$4,342 | \$4,560 | \$4,786 | \$5,012 | 5.00 | 6.00 | 4.00 |

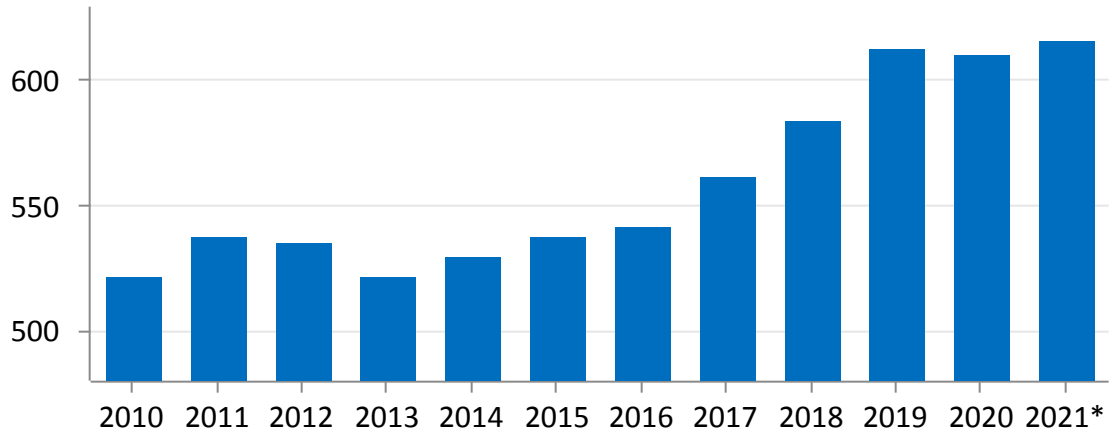
| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|--|-----------------|-----------|---------|----------|---------|----------|----------|-------------|-------------|-------------|
| Parking Services Field Rep II | AFSCME | 446 | \$4,758 | \$4,993 | \$5,246 | \$5,508 | \$5,785 | 0.00 | 0.00 | 2.00 |
| Parks, Arts & Rec Director | | 224 | | | | | \$13,018 | 1.00 | 1.00 | 1.00 |
| Parks Operations & Maintenance Manager | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 1.00 | 1.00 | 1.00 |
| Payroll Specialist | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 0.00 | 1.00 | 1.00 |
| Peer Navigator | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 0.00 | 0.00 | 2.00 |
| Performance Management Specialist | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 0.00 | 1.00 | 1.00 |
| Permit Specialist | | 50 | \$5,095 | \$3,352 | \$5,619 | \$5,903 | \$6,196 | 3.00 | 4.00 | 2.00 |
| Personnel Analyst | | 59 | \$6,015 | \$6,302 | \$6,634 | \$6,965 | \$7,314 | 2.00 | 0.00 | 0.00 |
| Personnel Assistant | | 50 | \$5,095 | \$3,352 | \$5,619 | \$5,903 | \$6,196 | 1.00 | 0.00 | 0.00 |
| Police Cadet | | 26 | \$2,651 | \$2,783 | \$2,924 | \$3,063 | \$3,221 | 0.50 | 0.50 | 0.50 |
| Police Chief | | 238 | | | | | \$15,246 | 1.00 | 1.00 | 1.00 |
| Police Lieutenant | | 73 | | | | \$11,458 | \$12,499 | 4.00 | 4.00 | 4.00 |
| Police Officer | Police Guild | 810 | \$6,933 | \$7,312 | \$7,717 | \$8,045 | \$8,584 | 59.00 | 58.00 | 58.00 |
| Police Sergeant | Sgt. Union | 65 | Step 4 | Step 5 | Step 8 | Step 9 | | | | |
| | | | \$9,357 | \$10,129 | \$9,500 | \$10,416 | | 11.00 | 12.00 | 12.00 |
| Police Support Administrator | | 73 | | | | \$11,344 | \$12,375 | 1.00 | 1.00 | 1.00 |
| Principal Planner | | 70 | \$7,136 | \$7,494 | \$7,864 | \$8,260 | \$8,670 | 0.00 | 0.00 | 1.00 |
| Probation Officer I | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 0.00 | 0.00 | 0.00 |
| Probation Officer II | | 58 | \$5,912 | \$6,194 | \$6,520 | \$6,846 | \$7,188 | 2.00 | 2.00 | 2.00 |
| Probation Services Supervisor | | 70 | \$7,136 | \$7,494 | \$7,864 | \$8,260 | \$8,670 | 0.00 | 0.00 | 0.00 |
| Probation Work Crew Leader | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 1.00 | 1.00 | 1.00 |
| Program & Planning Supervisor | | 72 | \$7,340 | \$7,704 | \$8,091 | \$8,491 | \$8,921 | 7.00 | 6.00 | 5.00 |
| Program Aide | AFSCME | 438 | \$3,927 | \$4,123 | \$4,330 | \$4,546 | \$4,773 | 1.00 | 1.00 | 0.00 |
| Program Assistant | | 46 | \$4,690 | \$4,923 | \$5,171 | \$5,430 | \$5,699 | 13.50 | 18.00 | 19.00 |
| Program Assistant | Teamsters | 646 | \$4,807 | \$5,047 | \$5,301 | \$5,566 | \$5,842 | 8.00 | 8.00 | 8.00 |
| Program Manager | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 4.75 | 6.75 | 5.75 |
| Program Specialist | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 13.50 | 12.50 | 14.00 |
| Program Specialist | AFSCME | 450 | \$5,168 | \$5,429 | \$5,704 | \$5,985 | \$6,286 | 1.00 | 1.00 | 1.00 |
| Project Engineer I | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 4.75 | 4.00 | 5.00 |
| Project Engineer II | | 68 | \$6,932 | \$7,280 | \$7,645 | \$8,024 | \$8,425 | 9.00 | 9.00 | 9.00 |
| Public Defense Coordinator | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 1.00 | 1.00 | 1.00 |
| Public Service Representative | | 42 | \$4,281 | \$4,486 | \$4,719 | \$4,954 | \$5,201 | 3.40 | 3.15 | 4.00 |
| Public Works Director | | 234 | | | | | \$14,032 | 1.00 | 1.00 | 1.00 |
| Records Manager | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 1.00 | 0.00 | 0.00 |
| Recreation Specialist | | 26 | \$2,651 | \$2,783 | \$2,924 | \$3,063 | \$3,221 | 3.27 | 2.52 | 2.52 |
| Refuse/Recycle Collector | AFSCME | 446 | \$4,758 | \$4,993 | \$5,246 | \$5,508 | \$5,785 | 17.00 | 17.00 | 17.00 |
| Remote Systems Technician | AFSCME | 456 | \$5,863 | \$6,159 | \$6,462 | \$6,788 | \$7,123 | 2.00 | 2.00 | 2.00 |
| Safety Officer | | 55 | \$5,775 | \$6,064 | \$6,367 | \$6,685 | \$7,020 | 1.00 | 1.00 | 1.00 |

| Position Title | Bargaining Unit | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | 2019 Budget | 2020 Budget | 2021 Budget |
|---------------------------------------|-----------------|-----------|---------|---------|---------|---------|----------|-------------|-------------|-------------|
| Secretary | Teamsters | 646 | \$4,807 | \$5,047 | \$5,301 | \$5,566 | \$5,842 | 3.00 | 3.00 | 3.00 |
| Senior Accountant | | 62 | \$6,320 | \$6,639 | \$6,970 | \$7,319 | \$7,683 | 2.00 | 1.00 | 1.00 |
| Senior Engineer | | 74 | \$7,544 | \$7,919 | \$8,317 | \$8,733 | \$9,170 | 2.00 | 2.00 | 2.00 |
| Senior Master Mechanic | AFSCME | 462 | \$6,529 | \$6,856 | \$7,199 | \$7,558 | \$7,936 | 1.00 | 1.00 | 1.00 |
| Senior Personnel Analyst | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 1.00 | — | — |
| Senior Planner | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 6.00 | 7.00 | 4.00 |
| Senior Plans Examiner | AFSCME | 462 | \$6,529 | \$6,856 | \$7,199 | \$7,558 | \$7,936 | 1.00 | 1.00 | — |
| Senior Program Specialist | | 57 | \$5,765 | \$6,056 | \$6,360 | \$6,672 | \$7,007 | 12.00 | 10.00 | 10.00 |
| Senior Program Specialist | Teamsters | 656 | \$5,913 | \$6,204 | \$6,513 | \$6,841 | \$7,182 | 1.00 | 1.00 | — |
| Senior Program Specialist-RPN | | 57 | \$5,765 | \$6,056 | \$6,360 | \$6,672 | \$7,007 | 0.25 | 0.25 | 0.25 |
| Senior Traffic Signal Technician | AFSCME | 456 | \$5,863 | \$6,159 | \$6,462 | \$6,788 | \$7,123 | 1.00 | 1.00 | 1.00 |
| Service Desk Administrator | | 69 | \$7,036 | \$7,389 | \$7,760 | \$8,144 | \$8,552 | 1.00 | 1.00 | 1.00 |
| Sign Technician | AFSCME | 448 | \$4,970 | \$5,213 | \$5,474 | \$5,745 | \$6,032 | 3.00 | 3.00 | 3.00 |
| Social Services Worker | | 44 | \$4,485 | \$4,708 | \$4,940 | \$5,192 | \$5,449 | 0.40 | 0.40 | 0.40 |
| Strategic Communications Director | | 220 | | | | | \$11,188 | 1.00 | 1.00 | 1.00 |
| Supervisor I | | 52 | \$5,297 | \$5,567 | \$5,848 | \$6,139 | \$6,444 | 2.00 | 1.00 | 1.00 |
| Supervisor II | | 57 | \$5,765 | \$6,056 | \$6,360 | \$6,672 | \$7,007 | 2.00 | 4.00 | 4.00 |
| Supervisor III | | 64 | \$6,524 | \$6,850 | \$7,193 | \$7,550 | \$7,932 | 4.00 | 4.00 | 6.00 |
| Supervisor IV | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 6.00 | 4.00 | 3.00 |
| Surveying Coordinator | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 0.00 | 1.00 | 1.00 |
| Survey/Mapping Coordinator | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 1.00 | 0.00 | 0.00 |
| Systems & Application Specialist | | 66 | \$6,726 | \$7,065 | \$7,420 | \$7,788 | \$8,011 | 5.00 | 5.00 | 5.00 |
| Traffic Signal Technician | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 2.00 | 2.00 | 2.00 |
| Transportation Data Coordinator | | 54 | \$5,508 | \$5,779 | \$6,067 | \$6,372 | \$6,690 | 0.00 | 1.00 | 1.00 |
| Transportation Engineering Supervisor | | 76 | \$7,746 | \$8,135 | \$8,523 | \$8,970 | \$9,418 | 0.00 | 1.00 | 1.00 |
| Victim Assistance Coordinator | | 50 | \$5,095 | \$5,352 | \$5,619 | \$5,903 | \$6,196 | 1.00 | 1.00 | 1.00 |
| Water Monitoring Assistant | AFSCME | 444 | \$4,552 | \$4,776 | \$5,013 | \$5,265 | \$5,530 | 1.00 | 1.00 | 1.00 |
| Water Quality Specialist | AFSCME | 454 | \$5,584 | \$5,866 | \$6,155 | \$6,465 | \$6,784 | 1.00 | 1.00 | 1.00 |

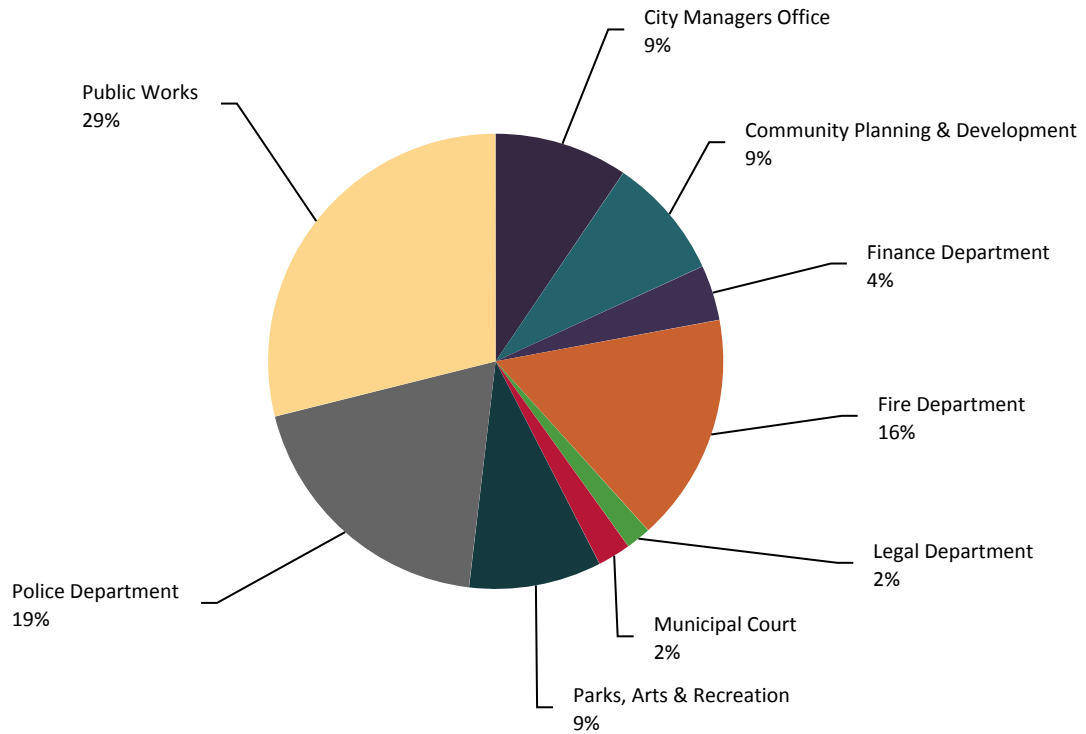
| | | | |
|--------------------------------|---------------|---------------|---------------|
| Total FTEs in Budget ** | 601.57 | 598.47 | 616.22 |
|--------------------------------|---------------|---------------|---------------|

** Total FTEs in Budget are budgeted positions only, not actual.

**City Employee Full Time Equivalents (FTE)
2010 - 2020 Actual
2021* Budget**



2021 Personnel Complement by Department Total 616.22 FTE



Budget Ordinance xxxx

Place holder for the 2022 Adopted Budget Ordinance.

Statistical Information About Olympia

The following statistical information has been compiled through a variety of sources such as the U.S. Census Bureau, Thurston Regional Planning Council, Washington State Superintendent of Public Instruction, and City records. It provides the reader with more in-depth information about the City of Olympia and the community we serve.

Population

| Year | Olympia | Olympia (% Increase) | Thurston County | Thurston County (% Increase) |
|------|---------|-------------------------|--------------------|---------------------------------|
| 2020 | 54,150 | 2.6% | 291,000 | 1.8% |
| 2019 | 52,770 | 0.5% | 285,800 | 1.4% |
| 2018 | 52,490 | 0.6% | 281,700 | 1.7% |
| 2017 | 52,160 | 1.1% | 276,900 | 1.5% |
| 2016 | 51,600 | 1.1% | 272,690 | 1.9% |
| 2015 | 51,020 | 2.7% | 267,410 | 1.3% |
| 2014 | 49,670 | 2.5% | 264,000 | 1.5% |
| 2013 | 48,480 | 2.1% | 260,100 | 1.3% |
| 2012 | 47,500 | 1.5% | 256,800 | 1.1% |
| 2011 | 46,780 | 0.6% | 254,100 | 0.7% |
| 2010 | 46,478 | 0.8% | 252,264 | 1.2% |

Source: TRPC's The Profile - Population, Housing & Employment Data Tables (2010 US Census)

Households by Family Type

| | 2015-2019 Avg | % | 2014-2018 Avg | % | 2013-2017 Avg | % |
|----------------------------------|---------------|---|---------------|---|---------------|---|
| Avg. Household Size (Olympia) | 2.24 | | 2.21 | | 2.21 | |

| Thurston County - Total Households | 109,983 | | 108,070 | | 106,229 | |
|--|---------|-------|---------|-------|---------|-------|
| Married-Couple Families | 56,757 | 51.6% | 55,316 | 51.3% | 54,467 | 51.3% |
| One Parent Families | 16,209 | 15% | 16,630 | 15.3% | 15,919 | 15.0% |
| One-Person Families and Non-family Households | 36,124 | 33.7% | 36,124 | 33.4% | 35,843 | 33.7% |

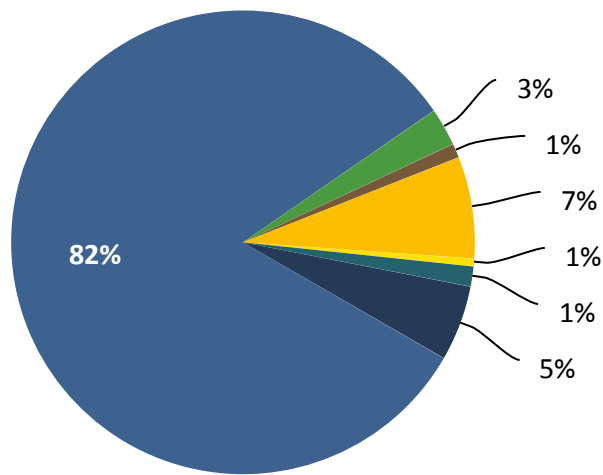
Source: TRPC's The Profile - Population, Housing & Employment Data Tables (2010 US Census)

Population by Race (2015-2019 Average)

| Race | Population % | Population |
|------------------------------------|--------------|------------|
| White | 82% | 42,300 |
| Black/African American | 3% | 1,354 |
| American Indian & Alaska Native | 1% | 514 |
| Asian | 7% | 3,653 |
| Native Hawaiian & Pacific Islander | 1% | 285 |
| Other Race | 1% | 716 |
| Two or More Races | 5% | 2,717 |

Source: TRPC's The Profile - Population, Housing & Employment Data Tables (2010 US Census)

Population by Race (2015-2019 Average)



- White
- Black/ African American
- American Indian & Alaska Native
- Asian
- Native Hawaiian & Pacific Islander
- Other Race
- Two or More Races

City of Olympia Population by Age

| Age Group | 2015-2019 Average | | 2013-2017 Average | |
|-------------------|-------------------|------|-------------------|--------|
| | Total | % | Total | % |
| Under 5 years | 2,569 | 5% | 2,425 | 5% |
| 5 to 9 years | 2,550 | 5% | 2,333 | 5% |
| 10 to 17 years | 983 | 8% | 4,267 | 9% |
| 18 to 34 years | 13,527 | 27% | 13,577 | 27% |
| 35 to 49 years | 10,843 | 20% | 10,065 | 20% |
| 50 to 64 years | 8,888 | 17% | 9,369 | 19% |
| 65 years and over | 9,003 | 18% | 7,892 | 16% |
| Totals | 48,363 | 100% | 49,928 | 100.0% |

Source: 2010 Census Summary File 1 (Table P12)
Source: 2015-2019 American Community Survey 5-Year Estimates (Table B01001)

Employment: Annual Average Thurston County

| | 2018 | 2019 | 2020 |
|----------------------|---------|---------|---------|
| Civilian Labor Force | 137,520 | 142,569 | 140,555 |
| Employed Persons | 131,842 | 134,984 | 131,385 |
| Unemployed Persons | 5,678 | 7,585 | 9,170 |

* Not Seasonally adjusted
* As of December, 2020
Source: WA State Employment Security Department, Labor Market Info, Labor area summaries.

2019 Average Yearly Wages (Thurston County)

| Industry | 2019 Avg Yearly Wages |
|--|-----------------------|
| Accommodation and food services | \$21,985 |
| Administrative and waste services | \$41,255 |
| Agriculture, forestry, fishing and hunting | \$39,788 |
| Arts, entertainment, and recreation | \$20,666 |
| Construction | \$64,243 |
| Educational services | \$33,764 |
| Finance and insurance | \$75,936 |
| Government | \$66,212 |
| Health care and social assistance | \$54,691 |
| Information | \$92,829 |
| Management of companies and enterprises | \$76,494 |
| Manufacturing | \$58,409 |
| Mining | \$56,107 |
| Other services, except public administration | \$45,944 |
| Professional and technical services | \$75,632 |
| Rental and leasing services | \$42,990 |
| Retail trade | \$33,996 |
| Transportation and warehousing | \$45,914 |
| Utilities | \$110,556 |
| Wholesale trade | \$74,305 |

**Categorized by North American Industry Classification System (NAICS)
Source: TRPC's The Profile - Employment by Sector

Employment: Unemployment Rates

| | 2017 | 2018 | 2019 | 2020 Projected |
|--------------|------|------|------|----------------|
| Olympia | 4.8% | 4.7% | 4.5% | 6.5% |
| Thurston | 5% | 4.8% | 4.7% | 6.5% |
| WA State | 4.8% | 4.5% | 4.7% | 7.1% |
| United State | 4.4% | 3.9% | 4% | 6.7% |

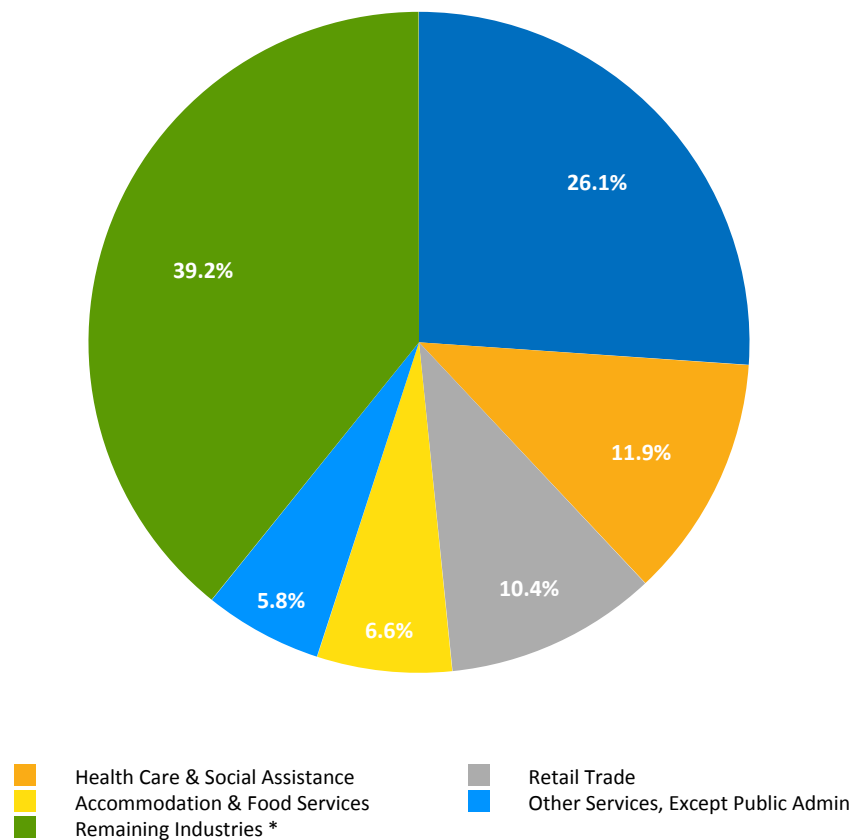
Source: U.S. Bureau of Labor Statistics: Local Area Unemployment Statistics

Average Employment by Industry** (Thurston County - 2019)

| Industry | Percentage |
|-------------------------------------|------------|
| Government & Government Enterprises | 26.1% |
| Health Care & Social Assistance | 11.9% |
| Retail Trade | 10.4% |
| Accommodation & Food Services | 6.6% |
| Other Services, Except Public Admin | 5.8% |
| Remaining Industries* | 39.2% |

**Categorized by North American Industry Classification System (NAICS)
Source: TRPC's The Profile - Employment by Sector

2019 Employment by Industry



Median Household Income - Thurston County

| 2016 | 2017 | 2018 | 2019 |
|--|----------|----------|----------|
| \$63,286 | \$68,765 | \$74,718 | \$75,924 |
| Source: TRPC's The Profile - Median Household Income | | | |

Poverty Rate - Thurston County

| | 2013-2017 Avg | 2014-2018 Avg | 2015-2019 Avg |
|---|---------------|---------------|---------------|
| Thurston County | 11.6% | 11% | 10.4% |
| Olympia | 18.4% | 16.7% | 15.7% |
| Source: TRPC's The Profile - Thurston County Poverty Rate Source: US Bureau of Census, American Community Survey | | | |

Home Ownership Olympia

| | 2013-2017 Avg | 2015-2019 Avg |
|--|---------------|---------------|
| Own Home | 45.2% | 47% |
| Rent/Other | 54.8% | 53% |
| Source: TRPC's The Profile - Housing Ownership & Tenancy | | |

Housing Average Sales Price

| | 2017 | 2018 | 2019 | 2020 |
|---|-----------|-----------|-----------|-----------|
| Olympia | \$331,023 | \$366,951 | \$354,200 | \$390,000 |
| Thurston County | \$308,323 | \$340,193 | \$341,955 | \$378,900 |
| Source: U.S. Bureau of Labor Statistics: Local Area Unemployment Statistics | | | | |

Apartment Rental Rates Thurston County

| Year | 1 Bedroom | 2 Bedroom |
|------|-----------|-----------|
| 2018 | \$979 | \$1,048 |
| 2019 | \$1,059 | \$1,134 |
| 2020 | \$1,124 | \$1,212 |

Source: Washington Center for Real Estate Research

Building Permits Issued (Olympia)

| | 2018 | 2019 | 2020 |
|---------------|------|------|------|
| Commercial | 32 | 19 | 19 |
| Commercial TI | 131 | 124 | 114 |
| Multi Family | 21 | 16 | 4 |
| Single Family | 47 | 29 | 43 |
| ADU's | 4 | 10 | 6 |
| Totals | 235 | 198 | 186 |

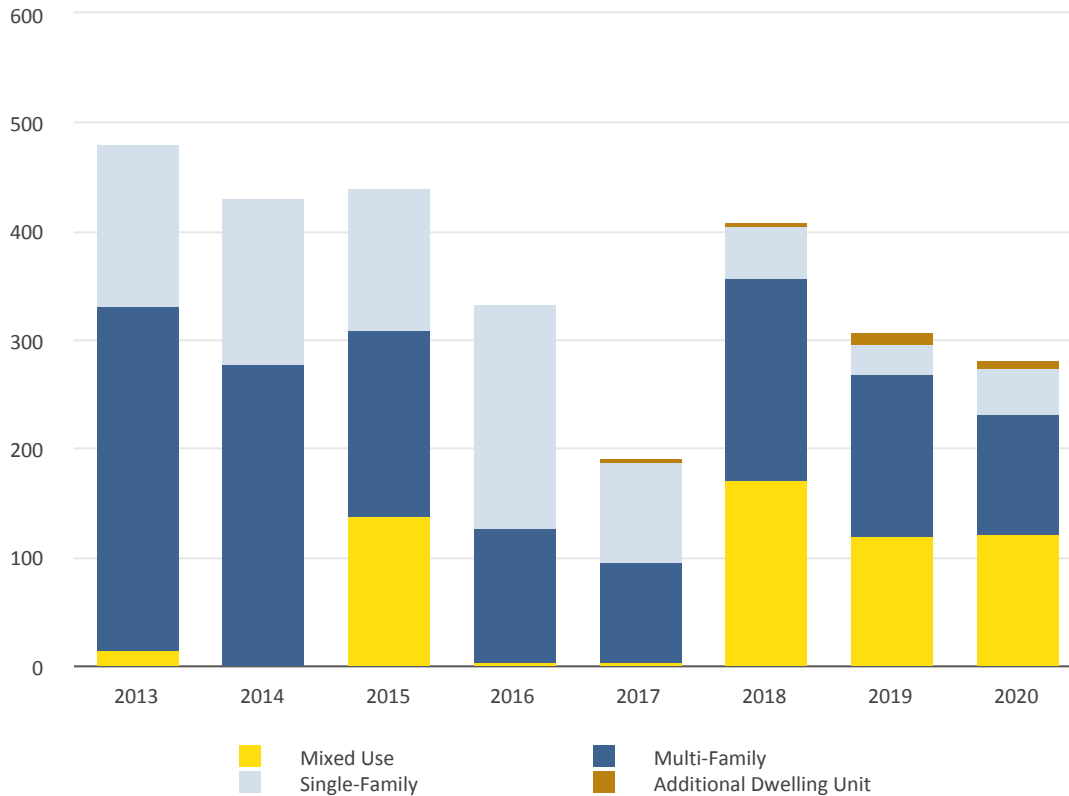
Source: City of Olympia Permit Center
 *Numbers are based on date of permit issuance (not submitted/created or finalized date)

City of Olympia - Residential Building Permit Activity

| Year | Mixed Use | Multi family | Single-Family | ADU's | Total |
|------|-----------|--------------|---------------|-------|-------|
| 2020 | 121 | 110 | 44 | 6 | 281 |
| 2019 | 119 | 149 | 29 | 10 | 307 |
| 2018 | 172 | 185 | 47 | 4 | 408 |
| 2017 | 4 | 92 | 92 | 4 | 142 |
| 2016 | 3 | 124 | 206 | 1 | 334 |
| 2015 | 138 | 172 | 129 | NA | 439 |
| 2014 | 0 | 277 | 154 | NA | 431 |
| 2013 | 14 | 317 | 149 | NA | 480 |

Source: City of Olympia Permit Center - Report updated in 2021 budget document to reflect the various Residential Building Permit types
 *Numbers are based on date of permit issuance (not submitted/created or final date)

City of Olympia - Residential Building Permit Activity



Thurston County College Enrollment

| Year (Fall) | Head Count | | | Full Time Equivalent Student | | |
|-------------|------------|-------|-------|------------------------------|-------|-------|
| | SPSCC | SMU | ESC | SPSCC | SPU | ESC |
| 2008 | 8,361 | 1,228 | 4,696 | 4,404 | 1,063 | 4,616 |
| 2009 | 6,920 | 1,272 | 4,891 | 4,632 | 1,073 | 4,835 |
| 2010 | 6,807 | 1,335 | 4,833 | 4,699 | 1,122 | 4,779 |
| 2011 | 6,371 | 1,392 | 4,794 | 4,369 | 1,161 | 4,811 |
| 2012 | 6,308 | 1,416 | 4,509 | 4,214 | 1,163 | 4,536 |
| 2013 | 6,155 | 1,443 | 4,398 | 4,200 | 1,181 | 4,424 |
| 2014 | 6,158 | 1,437 | 4,219 | 4,162 | 1,124 | 4,216 |
| 2015 | 6,060 | 1,380 | 4,190 | 4,126 | 1,081 | 4,225 |
| 2016 | 6,041 | 1,355 | 4,089 | 4,199 | 1,163 | 4,094 |
| 2017 | 6,096 | 1,417 | 3,907 | 4,218 | 1,226 | 3,924 |
| 2018 | 5,997 | 1,487 | 3,327 | 4,254 | 1,323 | 3,339 |

SPSCC - South Sound Community College
 SMU - St Martin's University
 ESU - Evergreen State College

Source: TRPC's The Profile - Higher Education Enrollment

Education Attainment 2015-2019

| | High School Graduate or Higher | Bachelor's Degree or Higher |
|------------------|--------------------------------|-----------------------------|
| Olympia | 92.6% | 43.6% |
| Thurston County | 39.7% | 35.7% |
| Washington State | 91.3% | 36% |
| United State | 88% | 32.1% |

Source: U.S. Census Bureau, Quick Facts

Top Property Taxpayers for Tax Year 2019

| Taxpayer | Nature of Business | Assessed Value AV (1) | Percentage of Total AV (2) |
|--|--------------------|-----------------------|----------------------------|
| Capital Mall | Retail | \$69,894,600 | 0.98% |
| Puget Sound Energy/Electric | Energy | 59,773,920 | 0.84 |
| MPT of Olympia, Capella | Healthcare | 55,027,400 | 0.77 |
| Ocean Front-Cambridge LLC | Property | 37,771,100 | 0.53 |
| Group Health Cooperative of Puget Sound | Healthcare | 33,371,000 | 0.47 |
| Vine Street Investors Conduit Seven LLC | Financial | 31,656,700 | 0.44 |
| Black Lake Apartments | Property | 30,053,166 | 0.42 |
| Breit ACG MF Woodland LLC | Property | 28,635,400 | 0.4 |
| Capital Mall Land LLC | Property | 28,119,300 | 0.39 |
| CAFARO Northwest Partnership | Property | 26,603,500 | 0.37 |
| Puget Sound Energy/Gas | Energy | 25,885,277 | 0.36 |
| MGP X Properties LLC | Property | 25,797,400 | 0.36 |
| DA Environs Apple Park LLC | Property | 24,730,800 | 0.35 |
| Bellwether #215 LLC | Property | 23,378,900 | 0.33 |
| Washington State Employees Credit Union | Banking | 23,000,000 | 0.32 |
| Total | | \$523,698,463 | 7.34% |
| (1) Based on assessed value for taxes payable in 2019. (2) Totals may not foot due to rounding. Source: Thurston County Assessor's Office. | | | |

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

American Federation of State, County, and Municipal Employees (AFSCME)

A bargaining unit covering Parks and Public Works maintenance employees and Parking Enforcement employees.

Agency Funds

A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

Allocation

To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

Appropriation

An authorization made by the legislative body of a government, which permits officials to incur obligations against, and to make expenditures of, governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Value (AV)

The fair market value of both real (land and building), and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.

Assets

Property owned by a government, which has monetary value.

Audit

A systematic examination of resource utilization concluded in a written report. It is a test of management's internal accounting controls and is intended to: ascertain whether financial statements fairly present financial position and results of operations; test whether transactions have been legally performed; identify areas for possible improvements in accounting practices and procedures; ascertain whether transactions have been recorded accurately and consistently; and ascertain the stewardship of officials responsible for governmental resources.

Balanced Budget

A budget where the revenues are equal to expenditures. More generally, it refers to a budget that has no budget deficit, but could possibly have a budget surplus.

Baseline

The cost to repeat the current level of service. Baseline includes inflation costs. Baseline does not reflect an increased level of service.

Bond

A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s) along with periodic interest at a specified percentage of the principal (Interest rate).

Bond Anticipation Note (BAN)

Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget (Operating)

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

Budget Calendar

The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Capital Budget

A plan of proposed major capital improvements, which are beyond the routine operation of the City, and the means of financing them. The capital budget is enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).

Capital Facilities Plan

A six-year plan for capital expenditures that identifies the expected beginning and ending date for each project, the amount to be expended in each year on each project, and the method of financing those expenditures. Only expenditures and revenues proposed for the first year of a project are incorporated into the annual operating budget as the Capital Budget.

Capital Improvement

A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment. The project cost must exceed \$50,000.

Capital Improvement Plan (CIP) Fund

A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%) and the year-end cash surplus.

Capital Outlays (Expenditures)

Expenditures for the acquisition of, or addition to, fixed assets not included in the Capital Facilities Plan. The useful life of these expenditures must be two years or more with a value of at least \$5,000. Examples include: construction projects, land acquisition, major renovations or repairs to existing grounds of facilities, and equipment purchases.

Capital Projects

Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a new building or facility, with a life expectancy of more than 10 years. It may also include major maintenance or renovation of a current asset.

Cash Basis

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Collective Bargaining Agreement

A legal contract between employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, benefits, and matters affecting health and safety of employees).

Constrained Prioritization

Budget-setting process where priority setting survey is used to categorize general fund services into four quadrants. The highest priority services are assigned to Quadrant Level 1, the next important services to Level 2, etc. Only a specific number of services can be assigned to each level, thus creating a constrained prioritization process. Then it is decided whether the general fund budget for the different quadrants should be increased, maintained at the current level, or reduced.

Consumer Price Index (CPI)

A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of change in the cost of living.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost of Living Adjustment (COLA)

An increase in salaries to offset the adverse effect of inflation on compensation.

Council Priorities

Each year the Olympia City Council develops target issues which are a set of priority topics to be addressed by the Council and staff during the upcoming year. Target issues may extend beyond the current operating budget. Also referred to as Council Emphasis Areas or Target Issues.

Debt Service

Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit

- The excess of an entity's liabilities over its assets (see Fund Balance).
- The excess of expenditures of expenses over revenues during a single accounting period.

Depreciation

- Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.
- That portion of the cost of a capital asset, which is charged as an expense during a particular period.

Double Budgeting

The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditures (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: once in each fund's budget. The revenue side of both funds is similarly inflated.

Enterprise Fund

Funds used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. Water and wastewater utilities are common examples of government enterprises.

Equipment Rental

The Equipment Rental Fund operates as a self-sufficient motor and equipment pool. Customer departments pay for the equipment used through charges billed monthly. These charges include a form of depreciation, which is accumulated as a sinking fund for future asset replacement, a factor for maintenance of the equipment, and charges for fuel (if applicable).

Expendable Trust Fund

Fund where the money in the fund (principal) and the interest may be spent as designated by the donor.

Expenditures

Where accounts are kept on the accrual or modified basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when cash payments for the above purposes are made.

Fiduciary Funds

Funds used to report assets held in a trustee or agency capacity for others and when therefore cannot be used to support the government's own programs. This includes pension trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Year

A twelve-monthly period designated as the operating year by an entity. For Olympia, the fiscal year is the same as the calendar year (also called budget year).

Full Faith and Credit

A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Fund

A self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

Fund Balance

The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the general operating revenues.

General Fund

This fund is used to pay the expenses and liabilities of the City's general services and programs for community members that are not separately accounted for in special revenue funds.

General Obligation Bonds

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are General Obligation (GO) Bonds. Sometimes the term is used to refer to bonds, which are to be repaid from taxes and other general revenues.

Government Finance Officers Association (GFOA)

Association that enhances and promotes the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

Governmental Funds

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Infrastructure

The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends (e.g., streets, roads, sewer, and water systems).

Insurance 1

Medical insurance plan offered to non-represented, AFSCME, IUOE, and Teamsters employees hired prior to January 1, 2013.

Insurance 2

Medical insurance plan offered to non-represented, AFSCME, IUOE, and Teamsters employees hired on or after January 1, 2013.

Interdepartmental Charges

A revenue similar to program revenues by paid by other units of the City of Olympia.

Interfund Services/Revenue

The term “Interfund” refers to transactions between individual Funds of the City of Olympia (rather than transactions between the City and private companies,) other receiver must budget and pay for service received. The service provider will budget for the cost of providing the service and receive a revenue in the form of a payment from the service receiver. Interfund revenues can be either payment for intracity services or contributions of revenue from on City organization to another. Prime examples would be equipment rental charges, self-insurance premiums, and contributions for debt service obligations. As can be seen from this description, Interfund activities inflate both expenditures and revenues; this causes what we refer to as “double budgeting.” (The term Interfund is also referred to as intracity).

Internal Control

A plan of organization for purchasing, accounting, and other financial activities, that include, but is not limited to:

- Employees’ duties are assigned so that no single employee handles a financial action from beginning to end.
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed.
- Records and procedures are arranged appropriately to facilitate effective control

Internal Service Fund

Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

Investment

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

International Union of Operating Engineers (IUOE)

Union covering Public Works operating supervisors.

Lean

A production philosophy that considers the expenditure of resources in any aspect other than the direct creation of value for the end customer to be wasteful, and thus a target for elimination.

Liability

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

LOTT Alliance

A nonprofit corporation established by an Interlocal cooperation agreement by the cities of Lacey, Olympia, Tumwater, and Thurston County. The Alliance is responsible for regional sewage treatment.

Major Fund

Funds would be classified as major if the following two conditions are met:

- Total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total of all funds of that category or of that type; AND
- Total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the total for all governmental and enterprise funds combined.

Modified Accrual Basis

The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

Non-expendable Trust Funds

Funds where only the interest earned on the principal may be spent as designated by the donor.

Object of Expenditure

Expenditure classifications based upon the types or categories of goods and services purchased. Typically objects of expenditure include:

1. Personnel services (salaries and wages)
2. Contracted services (utilities, maintenance contracts, travel)

3. Supplies and materials
4. Capital outlays

Olympia Metropolitan Park District (OMPD)

A junior taxing district established by the voters in 2015 for the purpose of funding parks acquisition, maintenance, development and safety. The District may levy up to \$0.75 per \$1,000 of assessed property value.

Operating Budget

The annual appropriation to maintain the provision of City services to the public.

Operating Transfer In

Transfer (payment) from other funds, which are not related to rendering of services.

Optiview

The document management software used to image and organize the City's documents.

Permanent Fund

Permanent funds are required to be used to report resources that are legally restricted to the extent that only earnings (and not principal) may be used for purposes that support the reporting government programs.

Personnel Services

Includes total wages and benefits.

Program

A specific and distinguishable unit of work or service performed.

Program Enhancement

Programs, activities or personnel requested to improve or add to the current baseline services.

Program Revenue

These are revenues which are produced as a result of an activity of a program and are dependent upon the quantity of services provided to the public or governmental units (e.g., permits, charges for fire services, recreational activities), or revenues dedicated to a specific use (e.g., grants, taxes or debt funds).

Proprietary Funds

Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning the revenues are recorded in the same period.

Real Estate Excise Tax (REET)

A tax upon the sale of all residential and commercial property within the City of Olympia a rate of $\frac{1}{2}$ of 1% of the purchase price. This tax is restricted by state law to Transportation and Park capital projects.

Reclaimed Water

Recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.

Reserve

An account used to indicate that a portion of Fund Equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Revenue

The term designates an increase to a fund's assets that:

- Does not increase a liability (e.g., proceeds from a loan)
- Does not represent a repayment of an expenditure already made
- Does not represent a cancellation of certain liabilities
- Does not represent an increase in contributed capital (e.g., taxes, grants, fines)

Revenue Bonds

Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Service Profiles

Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidents of vandalism due to new street lighting program). Also referred to as Service Measures.

Special Revenue Funds

Funds that are dedicated for a specific purpose (e.g., roads, surface water, etc.), require an additional level of accountability, are collected in a separate account, and are not part of the General Fund.

Step Sewer System

Sewage treatment effluent pump systems are an alternative to the traditionally gravity flow sewage system.

Supplies and Services

All supplies and services such as office supplies, professional services, and intergovernmental services.

Tax Anticipation Note (TANs)

Notes issued in anticipation of taxes that are retired, usually from taxes collected (typically used by school districts).

Tax Rate Limit

The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

Teamsters

Chauffeurs, Teamsters, and Helpers Union covers Police Support employees and jail corrections staff.

Transfers

Interfund activity with and among the three fund categories (governmental, proprietary, and fiduciary).

Transportation Benefit District (TBD)

This is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving and funding transportation improvement within the City.

Warrant

An order drawn by a municipal officer(s) directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current date or some future date.

| Acronyms | |
|----------|--|
| ACFR | Annual Comprehensive Financial Report |
| AEGIS | City's Police Information System |
| AFSCME | American Federation of State, County & Municipal Employees |
| ASE | Automated Service Excellence |
| AWC | Association of Washington Cities |
| BARS | Budget & Accounting Reporting System |
| CAMP | Capital Asset Management Program |
| CAPCOM | Thurston County Communications |
| CDBG | Community Development Block Grant |
| CFP | Capital Facilities Plan |
| CIP | Capital Improvement Plan |
| CIPP | Cured In Place Pipe |
| CNA | Coalition of Neighborhood Associations |
| COLA | Cost of Living Adjustment |
| CPTED | Crime Prevention Through Environmental Design |
| DRC | Day Reporting Center |
| DRS | Department of Retirement Systems |
| DUI | Driving Under the Influence |
| EDC | Economic Development Council |
| EDDS | Engineering and Development Design Standards |
| EHM | Electronic Home Monitoring |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| ERU | Equivalent Residential Unit |
| FDCARES | Fire Department Community Assistance Referrals & Education Service |
| FEMA | Federal Emergency Management Act |
| FTE | Full Time Equivalent |
| GAAP | Generally Accepted Accounting Principles |
| GASB | Government Accounting Standards Board |

| Acronyms | |
|----------|---|
| GFC | General Facility Charge |
| GFOA | Government Finance Officers Association |
| GMA | Growth Management Act |
| GO | General Obligation |
| HUD | Housing and Urban Development |
| HVAC | Heating, Ventilation, and Air Conditioning |
| ISP | Intensive Supervisor Training |
| IT | Information Technology |
| IUOE | International Union of Operating Engineers |
| LEED | Leadership in Energy and Environmental Design |
| LED | Light Emitting Diode |
| LEOFF | Law Enforcement Officers and Fire Fighters |
| LERMS | Law Enforcement Records Management System |
| LID | Local Improvement District |
| LID | Low Impact Development |
| LOB | Line of Business |
| LOS | Level of Service |
| LOTT | Lacey, Olympia, Tumwater and Thurston County |
| LTFS | Long Term Financial Strategy |
| LTGO | Long Term General Obligation |
| MRT | Moral Reconciliation Therapy |
| MNRFTE | Mark Nobel Regional Fire Training Center |
| MOU | Memorandum of Understanding |
| MVET | Motor Vehicle Excise Tax |
| NLC | National League of Cities |
| NPDES | National Pollutant Discharge Elimination System |
| O&M | Operations and Maintenance |
| OFD | Olympia Fire Department |
| OMC | Olympia Municipal Code |

| Acronyms | |
|----------|---|
| OMPD | Olympia Metropolitan Park District |
| OPD | Olympia Police Department |
| OSHA | Occupational Safety and Health Administration |
| PBIA | Parking and Business Improvement Area |
| PFD | Public Facilities District |
| PRAC | Parks and Recreation Advisory Committee |
| PREA | Prison Rape Elimination Act |
| PSE | Plans, Specs and Estimates |
| PWTF | Public Works Trust Fund |
| RCW | Revised Code of Washington |
| SAAS | Software As A Service |
| SAFER | Staffing for Adequate Fire and Emergency Response |
| SCBA | Self-Contained Breathing Apparatus |
| SEPA | State Environmental Policy Act |
| SRP | School Resource Officer |
| STEP | Septic Tank Effluent Pump |
| TBD | Transportation Benefit District |
| TCTV | Thurston Community Television |
| TRPC | Thurston Regional Planning Council |
| UGA | Urban Growth Area |
| VAC | Victims' Assistance Coordinator |
| VCB | Visitor Convention Bureau |
| WAC | Washington Administrative Code |
| WARC | Waste and Recovery Center |
| WCIA | Washington Cities Insurance Authority |
| WSDOT | Washington State Department of Transportation |

Capital Facilities Plan (CFP)

The 2022-2027 Preliminary Capital Facilities Plan (CFP) can be found at olympiawa.gov/budget.



City Council

Approval of the 2021 Annual Comprehensive Plan Amendments

Agenda Date: 11/16/2021
Agenda Item Number: 6.A
File Number:21-1083

Type: ordinance **Version:** 1 **Status:** 1st Reading-Not Consent

Title

Approval of the 2021 Annual Comprehensive Plan Amendments

Recommended Action

Committee Recommendation:

Move to accept the Planning Commission recommendation to adopt the 2021 Annual Comprehensive Plan Amendments, with modifications recommended by the Land Use and Environment Committee.

City Manager Recommendation:

Move to adopt the 2021 Annual Comprehensive Plan Amendments, with modifications recommended by the Land Use and Environment Committee.

Report

Issue:

Whether to adopt the 2021 Annual Comprehensive Plan Amendments.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Principal Planner, Community Planning and Development

Background and Analysis:

Background

Under the Growth Management Act, local governments are generally allowed to amend Comprehensive Plans once a year. Olympia has a process to allow for such amendments, as outlined in Chapter 18.59 of the Olympia Municipal Code (OMC).

Plan Amendments are considered in a two-step process and based on the review and evaluation criteria for each step. The first step is known as the preliminary or screening review. In the first step the City Council considers the proposals and determines which will advance to the final review stage, which includes a public hearing before the Planning Commission.

This year, there are three parts to a City of Olympia proposal to amend the Plan (the application

materials are provided in full on the webpage, Attachment 4):

- **Part A:** Text amendments requested by the Public Works Department regarding multimodal transportation concurrency.
- **Part B:** Text and transportation map amendments requested by the Public Works Department regarding future street connections in the southeast portion of Olympia, in and near the area known as “LBA Woods”.
- **Part C:** Text amendments requested by Council to improve language around equity and inclusion, including adding a definition of Neighborhood Character.

Public Hearing

The public hearing was held on August 2, 2021. Public comments were solicited, and several members of the public provided written comments and/or testimony at the public hearing.

Planning Commission Recommendation

The Planning Commission deliberated on the proposed amendments over several meetings. The Commission’s recommendation letter is attached, including comments of dissension from one Commissioner and additional comments from two Commissioners. In summary, the Commission is recommending approval of Part A as proposed; Part B with minor text amendments requested by the Washington State Department of Transportation; and Part C with modifications to the definition of Neighborhood Character proposed in the Land Use and Urban Design Chapter and modifications to the land acknowledgement language proposed in the Community Values and Vision Chapter.

While the proposed amendments impact every chapter of the Comprehensive Plan, primarily because of changing the word “citizen” to “resident” or “community member”, the most substantive changes proposed are to the Community Values and Vision, Land Use and Urban Design, and Transportation chapters.

Land Use and Environment Committee

The Land Use and Environment Committee (LUEC) considered the Planning Commission recommendation at its October meeting. The LUEC made text amendments to the land acknowledgement and equity language in the Community Values and Vision chapter and to the Neighborhood Character language in the Land Use and Urban Design chapter. A summary of the LUEC changes to the Planning Commission recommended language is provided in Attachment 2.

Neighborhood/Community Interests (if known):

There was a significant amount of public comment on portions of the proposed amendments, primarily about supporting Part B (street connections through the area known as LBA Woods) and expressing concern about the Neighborhood Character definition proposed in Part C. Most, if not all, of those commenting on neighborhood character stated that the qualities proposed (accessible, sustainable, and culturally inclusive) were agreeable, but many felt these were community values rather than characteristics of neighborhoods. The Council of Neighborhoods Association (CNA) suggested language to be added in the Community Values and Vision chapter and expand the description of neighborhood character in the Land Use and Urban Design chapter to include other aspects, such as social and economic attributes.

A summary of the proposed neighborhood character text, staff’s recommendation, and the proposal of the CNA is included in Attachment 5. In addition, all public comments received are provided in

Attachment 7.

Options:

1. Adopt the 2021 Annual Comprehensive Plan Amendments as recommended by the Land Use and Environment Committee.
2. Adopt the 2021 Annual Comprehensive Plan Amendments, without the revisions recommended by the Land Use and Environment Committee.
3. Do not adopt the 2021 Annual Comprehensive Plan Amendments.

Financial Impact:

Comprehensive Plan Amendments are processed as part of the Department's base budget and do not require additional financial resources.

Attachments:

Ordinance
Land Use and Environment Committee Changes
Planning Commission Recommendation
Webpage with Link to Applications
Neighborhood Character Proposals
Acknowledgement/Equity Language Proposals
Public Comments

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING
VARIOUS CHAPTERS OF THE OLYMPIA COMPREHENSIVE PLAN**

WHEREAS, on April 16, 2021, the City of Olympia Community Planning and Development Department received applications from the City of Olympia to amend the Olympia Comprehensive Plan (the Proposed Amendments); and

WHEREAS, on April 20, 2021, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation amendments as required by RCW 36.70A.106, and no comments were received from state agencies during the 60-day comment period; and

WHEREAS, Notice of Application for the Proposed Amendments was routed to all Recognized Neighborhood Associations with the City of Olympia on April 23, 2021; and

WHEREAS, on June 3, 2021, the City of Olympia issued a Determination of Non-Significance pursuant to the State Environmental Policy Act (SEPA) on the Proposed Amendments; and

WHEREAS, on June 21, 2021, the Olympia Planning Commission received a briefing on the Proposed Amendments; and

WHEREAS, on July 21, 2021, notice of the public hearing on the Proposed Amendments was provided to all Recognized Neighborhood Associations within the City of Olympia pursuant to Chapter 18.78 OMC, Public Notification; and

WHEREAS, on July 21, 2021, notice of the public hearing on the Proposed Amendments was provided to all Parties of Record pursuant to Chapter 18.78 OMC, Public Notification; and

WHEREAS, on July 22, 2021, a legal notice was published in *The Olympian* newspaper regarding the date of the Olympia Planning Commission's public hearing on the Proposed Amendments; and

WHEREAS, on August 2, 2021, the Olympia Planning Commission held a public hearing on the Proposed Amendments; and

WHEREAS, on August 16, 2021, September 20, 2021, and October 4, 2021, the Planning Commission deliberated on the Proposed Amendments and provided to the City Council its recommendation to amend chapters of the Comprehensive Plan; and

WHEREAS, the Proposed Amendments are consistent with the Olympia Comprehensive Plan, County-wide Planning Policies, and the Growth Management Act; and

WHEREAS, the Proposed Amendments have been reviewed pursuant to the Olympia Comprehensive Plan Amendments process outlined in Chapter 18.59 OMC; and

WHEREAS, Chapters 35A.63 and 36.70A RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance;

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

Section 1. Amendment of the Olympia Comprehensive Plan. The City of Olympia Comprehensive Plan is hereby amended to read as shown on the attached Exhibit A, which is hereby incorporated as though fully set forth herein.

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/clerical 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 shall take 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:

Foreword

The City of Olympia adopted its first Comprehensive Plan over fifty years ago. Although for a time, Washington's Planning Enabling Act only required that land use and transportation issues be included, Olympia's plans have also addressed other topics such as parks, schools, utilities and the local economy. In 1990, the State's Growth Management Act (GMA) directed Olympia's plan, and those of other growing cities and counties, to address statewide goals and include specific 'elements'. The table below shows where the elements required by the GMA are addressed in this Comprehensive Plan.

This Comprehensive Plan reflects a major update which was completed in 2014. It accommodates changes since the 1994 Comprehensive Plan was adopted and the changes projected over the next 20 years. Over 1,500 community members participated. Under the GMA the City may amend the Plan annually, and must review the entire Plan and amend it as necessary every 8 years.

Olympia's Comprehensive Plan is composed of two volumes, the first of which includes ten chapters. The second volume is the capital facilities element, including a 6-year plan for capital projects that is updated annually. The plan should be read as a whole because topics are interrelated yet are typically addressed within a single chapter to avoid repetition. Thus, these chapters are only for organizing the plan's content. They do not reflect the structure of the City's government or any particular model of city planning.

The GMA establishes required elements that must be contained in all Comprehensive Plans. In the Growth Management statute these mandatory elements are listed under RCW 36.70A.070 in the following order:

1. Land Use
2. Housing
3. Capital Facilities
4. Utilities
5. Rural element for non-urban lands
6. Transportation
7. Economic development¹
8. Parks and recreation¹

Following is a table that summarizes the contents of each chapter of the Comprehensive Plan. Listed on the far right of the table below are the GMA-mandated

element(s), which are addressed in each of the Comprehensive Plan Chapters. In some cases, additional GMA requirements are noted as being addressed in Comprehensive Plan Chapters. If you are interested in a more detailed crosswalk between the City's Comprehensive Plan and the mandatory GMA elements, a "GMA Checklist" has been completed and can be provided to you upon request.

| Comprehensive Plan Chapter | Description | GMA-Required Elements Addressed |
|-----------------------------------|---|--|
| Volume 1: | | |
| Introduction | Overview of the Plan and its setting ² | N/A |
| Community Values & Vision | Summary of the foundations of the Plan | Include a vision for the community at the end of the 20-year planning period; identify community values derived from citizen -public participation processes. |
| Public Participation and Partners | Description of the relationship between the City government and others who implement the Plan | Not a formal GMA element; does meet requirements of RCW 36.70A.035, 36.70A.130 and 36.70A.140 |
| Natural Environment | Focused on elements of the community's environment that were not built by people; it includes the City's shoreline goals and policies, and addresses means of reducing land use impacts on the natural environment – such as urban forestry | Land Use; also addresses requirements of RCW 36.70A.170 and .172 |
| Land Use and Urban Design | Addresses the pattern and form of land uses addressing the pattern and form of land uses like housing, businesses and industry and how to ensure compatibility, blending and adequate space for each (a GMA-requirement). This chapter encompasses topics like landscaping and architectural design, preservation and appreciation of historic resources. It also addresses the pattern and form of land uses, housing, businesses and industry, and how to ensure compatibility, blending and adequate space for each. This chapter encompasses topics like landscaping and architectural design, preservation and appreciation of historic resources, | Land Use (multiple elements); Housing (elements a-d); Transportation element 6(a)(i) |

| Comprehensive Plan Chapter | Description | GMA-Required Elements Addressed |
|---|---|---|
| | and more detailed planning for specific areas of the community. | |
| Transportation | Addresses all aspects of mobility including cars, buses, trucks, trains, bikes and walking | Transportation (all required elements) |
| Utilities | Overview of plans for both private and public utilities (such as water, sewer, solid waste, and electricity) and their use of land; details regarding utilities are often included in separate "Master Plans" | Land Use (protection of drinking water, drainage, flooding and stormwater runoff); Utilities (multiple elements) |
| Public Health, Arts, Parks and Recreation | Addresses the use of land for parks and open space and community activities such as recreation, the arts, and other aspects of mental and physical well-being | Parks and recreation elements a-c |
| Economy | Description of Olympia's approach to local investment, business and jobs within the context of the global economy | Economy elements a-c |
| Public Services | Addresses services provided by the public sector, such as housing and other social service programs, schools, and police and fire protection; along with the land needed for those services | Land Use; Transportation; Housing |
| Volume 2 | | |
| Capital Facilities | The Capital Facilities Plan includes 20-year goals and policies, along with a 6-year plan that is updated annually, and can be found on the City's website | Capital Facilities (elements a-e) |

¹Economic Development and Parks and Recreation elements are required only if the state legislature provides funding (RCW 36.70A.070(9))

²When updated in 1994 and in 2014, respectively, an environmental impact statement (EIS) and a supplement EIS were prepared. Those documents provide more extensive background information regarding the state of the community at those points in time.

More information about how to use this document is included in the Introduction Chapter.

Introduction to the Comprehensive Plan



View of the Capitol Building from Heritage Park Fountain

The City of Olympia's Comprehensive Plan builds upon our community's values and our vision for the future. The goals and policies in this document provide high-level direction for actions the City and other community members may take to realize these values and vision. Goals and policies (including maps) also guide City budgets, master plans, development regulations and other decisions.

As many as 20,000 additional people are expected to join our community over the next two decades. This Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating expected growth. Most readily-buildable parcels in the City are already developed to some degree. Thus, over the next 20 years, we expect to see more infill and redevelopment of existing developed areas. This presents our community with opportunities to restore degraded environments, create vibrant pockets of social and economic activity, and target investments to make more efficient use of and improve existing infrastructure.

The Comprehensive Plan is not just a plan for city government. Developed out of input from thousands of people in our community at different times over decades, the Comprehensive Plan truly is the community's plan. Many goals and policies call for coordination and collaboration among individual citizens/residents and community members, neighborhoods and civic groups, and city government. As always, there will be challenges and change, but the intent is to build on the creativity and strength of our community to shape how we develop.



The Comprehensive Plan is based on community vision, and guides City and other community actions, such as regulations, programs and budgets.

How to Use this Document

Chapters

This Comprehensive Plan is separated into two volumes: the first with ten chapters, and the second volume, which is the Capital Facilities Plan:

Volume I:

1. Introduction to the Comprehensive Plan;
2. Community Values & Vision
3. Public Participation and Partners;
4. Natural Environment;
5. Land Use and Urban Design;
6. Transportation;
7. Utilities;
8. Economy;
9. Public Health, Arts, Parks and Recreation; and
10. Public Services.

Volume II: Capital Facilities

There are many issues that connect these chapters. For example:

- The Land Use Chapter, in conjunction with Public Participation & Partners, Natural Environment, Transportation, Parks, Utilities, Economy and Capital Facilities, all provide basic policy guidance for City land use regulations outlined in City codes. They describe generally where various types of land uses should occur, how intense they may be and how designed; types and locations of environmentally sensitive areas to be protected; and the general types of transportation, utility and park facilities that are planned, including locations for major facilities. More specifically:
 - Policies related to trees exist in the Natural Environment chapter as well as under [Land Use and Urban Design](#), Transportation, Utilities and even Economy.
 - Policies related to walk-ability are included under both [Land Use and Urban Design](#) and Transportation.
- Various chapters include policies that influence City services, including fire, police, affordable housing, arts, recreation, volunteer services and overall public engagement in civic affairs.

If viewing an electronic version, use the 'search' function to find all of the policies related to specific topics.

Goals and Policies

The goals in this Plan identify what we hope to achieve as a community. Some goals will take longer than others to realize. Policies describe how the City will act in a broad sense to achieve these goals.

While some policies take a prescriptive approach by outlining what the City will specifically 'require' to achieve a goal, other policies present a more flexible approach whereby the City will 'encourage' or 'support' an action. Each type of approach has inherent trade-offs. Overall, the City's policy approach within the Plan aims to balance these trade-offs while meeting community goals.

As an example of a prescriptive approach, one policy requires land uses to prevent and treat stormwater runoff, which provides certainty that the City will use its authority to enforce practices that achieve our clean water protection goals. In order for the City to 'require' an action, it must have authority under the law to enforce it.

Sometimes a more flexible policy approach improves the capability of achieving certain goals. Having some flexibility over the 20-year planning period enables the City to respond more quickly when environmental or market conditions change. It also allows for tailoring implementation to geographic or land use type conditions at the zoning level. For example, a policy in the Plan states the City will require development to incorporate measures that reduce risks associated with rising sea levels. The policy includes, as an example, higher finished floor elevations, but does not specify what that particular measure will be. In order to respond appropriately to sea level rise, the City will need an adaptive strategy based on new information. The same adaptive methodology applies to policies regarding infill development. In order to meet our vision of a more vibrant and pedestrian-friendly downtown, the City will need flexibility to respond to changing market conditions over the 20-year planning period.

Where the City does not establish requirements, it may 'encourage' or 'support' actions. For example, one policy encourages the use of fruit and nut trees to support food self-sufficiency. This policy demonstrates the City's recognition of community support for trees that provide food, while also allowing flexibility for implementation through incentives or partnerships rather than regulation. To require fruit trees at the broad Plan level could hamper other goals during the implementation phase that call for providing a variety of tree species throughout neighborhoods and planting the right tree in the right place.

At times, goals or policies may seem to be in conflict with each other. For example, a goal to increase density may seem to be in conflict with a goal to preserve open space. Or a goal to increase tree canopy may seem to be in conflict with a goal to increase solar energy access. Over the next 20 years, the complex challenges and opportunities we face as a community will often require us to strike a balance between different goals and policies to provide the best outcome for the community as a whole. Thus individual goals and policies should always be considered within the context of the entire Plan.

Throughout each and every year, City officials, along with the public, make a range of decisions about how community resources will be used and managed, and how both public and private development will occur. Community plans and programs often result from conscientious balancing among divergent interests based on the facts and context of a particular situation and on the entire set of Comprehensive Plan goals. Balancing these goals in a way that provides the best overall community benefit requires careful consideration, based on an understanding of multiple community objectives, the specific context and potential impacts.

This type of strategic decision-making can often lead to a selection of options that realize multiple goals. For example, when we protect the quality of our air and water, we improve our health and attract long-term investment in our City.



Beautiful sunshine display at Procession of the Species.

Implementation – The Action Plan

This Comprehensive Plan does not include specific actions or measurements. A companion document to the Plan is an “action plan” or “implementation strategy” that will take the community’s vision and goals as defined in the Comprehensive Plan, and lay out a path by which we can achieve them. Actions may take a variety of forms ranging from large construction projects to the creation of new guiding documents and plans.

The Action Plan will also be heavily focused on tracking our effectiveness and demonstrating success. A set of performance measures will show where we began and where we currently are in relation to our desired outcomes, with results reported back to the community. The action plan will be updated annually or biannually through a collaborative community process.

The City looks for partners from all sectors of the community to help implement the Comprehensive Plan through the Action Plan. Partners may include residents,

businesses, developers, non-profits, the faith community, schools, neighborhood associations, other government agencies and organizations. Partnerships will help our community work together to realize our common vision.

The Local Planning & Development Process

Local planning depends heavily on community involvement. Public engagement is essential for many reasons, including that it provides for more holistic perspectives on City decisions that affect the entire community and it protects ~~citizens'~~ peoples' rights to influence public policy. In fact, the Growth Management Act calls for broad public involvement in creating and amending Comprehensive Plans and implementing development regulations.

Local planning is a phased process that also operates within a framework of federal, state, county and laws. Our local codes and other decisions must be consistent with these laws, in addition to Comprehensive Plan goals and policies. For example, both the U.S. and Washington State Constitutions include private property rights that must be respected by local government agencies.

Once a Comprehensive Plan is adopted, it may be amended annually, with larger updates considered every 8 years. There may be a period of time after the City Council adopts changes to the Plan before staff, the public and policy makers are able to take action to implement it. The City will make every effort to quickly and reasonably develop, review and adopt any new or revised regulations to conform to this Plan.

Development codes to implement the Plan may be amended at any time during the year, but only following a public process guided by both state and local standards. The City Council makes final decisions on plan and code amendments. Typically, the Olympia Planning Commission holds a public hearing and makes a recommendation to the City Council on amendments to the Comprehensive Plan or implementing development codes.



There are further opportunities for the public to provide input and influence site-specific permitting decisions; however public influence may be more constrained at this stage. This is because site specific permit decisions are largely based on whether or not proposals are consistent with established local codes and other laws. This gives predictability to both ~~citizens~~ community members and developers, consistent with the intent of the Growth Management Act.

See the [Public Participation & Partners Chapter](#) for more information on how to get involved.

Context for the Comprehensive Plan

In the early 1990s, the Washington State Growth Management Act (GMA) was passed in response to rapid and sprawling growth in many parts of the state that was causing a decrease in quality of life, negative effects on the environment, and increased costs for municipal infrastructure and maintenance. Revision of our Comprehensive Plan was a requirement for Olympia under GMA and Olympia adopted a revised Comprehensive Plan under the Act in 1994.

The Act requires most urban counties and cities in the state to prepare comprehensive plans to address how they will manage expected growth. It directs urban areas, like Olympia, to absorb more of the state's population growth than rural areas, thereby preserving forests, animal habitat, farmland, and other important lands. Focusing growth in urban areas also reduces traffic, pollution, and the costs of providing city services that protect the health, safety and quality of life of ~~citizens~~community members.

The Act defines [13 goals](#) , plus a [shoreline goal](#)  to guide the development and adoption of comprehensive plans. These focus on "smart growth" principles that maximize use of land and existing utilities, protect historic and natural resources, and lower traffic and housing costs. Fortunately, Olympia has been taking this approach for a long time.

Olympia has long understood the merits of planning for the future and had a Comprehensive Plan as early as 1959.

In many ways, our earlier plans created the community we have today. For example, during community outreach for the 1994 plan, ~~citizens~~residents expressed a desire for Olympia to become a "City of Trees." In response, the community developed several goals and policies to guide a new Olympia Urban Forestry Program. Since then, we've planted thousands of street trees, and been consistently recognized by the National Arbor Day Foundation as a Tree City USA.

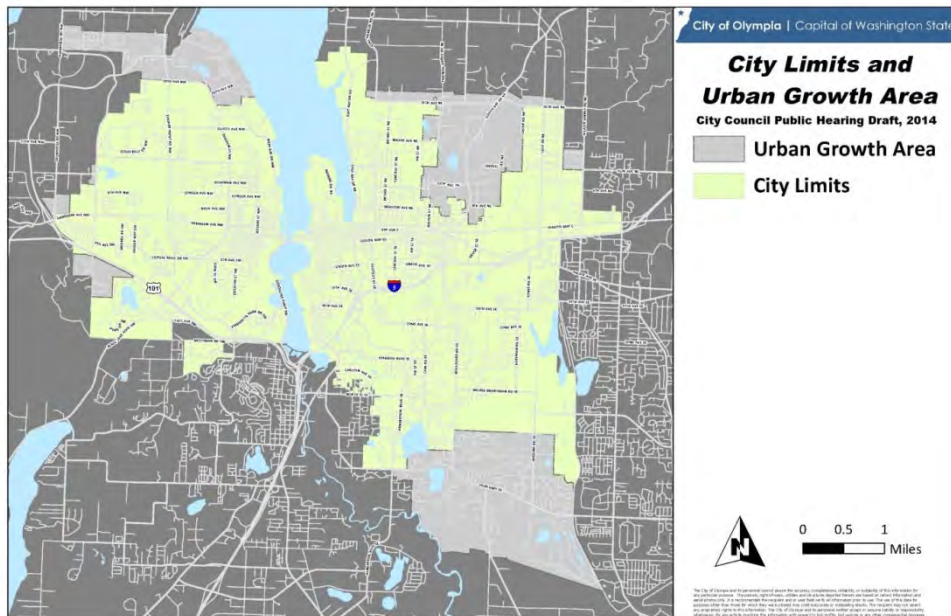


Community members planting trees at the 1000 Trees in One Day event on March 28, 2008.

A Changing Community

Since the 1970s, the population and economy of the Puget Sound region has been growing. According to the [Thurston County Profile](#), the county's population more than doubled between 1980 and 2010. Forecasters expect Olympia's population and employment will continue to increase over the next 20 years. In 2010, the estimated population of Olympia and its Urban Growth Area was 58,310 residents. Forecasters expect our population will increase to 84,400 by 2035, a rate of approximately 2% per year. A majority of this increase will be due to in-migration. People are attracted to living here because we have a relatively stable economy, a beautiful environment, friendly and safe neighborhoods, good schools and lower living costs than our neighbors to the north. Many of these new residents will work within the current City limits and the unincorporated Urban Growth Area.

Olympia and its Urban Growth Boundaries



Map of Olympia and its Urban Growth Boundaries

In 2012, Olympia’s urban growth area was about 16,000 acres. This includes about 12,000 acres within City limits and 4,000 acres in the unincorporated area, which may eventually be annexed into the City. In cooperation with Olympia, Lacey and Tumwater, Thurston County has established and periodically reviews Urban Growth Areas. In these areas, urban growth is encouraged; outside of them, rural densities and services will be maintained.

Much of the land in the City is already developed, but there is still adequate room to accommodate our expected population and employment growth. This land capacity analysis can be found in the Thurston County [Buildable Lands Report](#).

Preserving our Sense of Place and Connections

The City embraces our Comprehensive Plan as an opportunity to enhance the things Olympians care about. As we grow and face change, Olympians want to preserve the unique qualities and familiarity of our community. We draw a sense of place from the special features of our city: walk-able neighborhoods, historic buildings, views of the mountains, Capitol and Puget Sound, and our connected social fabric. These features help us identify with our community, enrich us, and make us want to invest here socially, economically and emotionally.

During development of this Plan, many people expressed a desire to maintain a “small town feel.” Olympians want to feel connected to each other and to our built and natural environment. We want to live in a friendly and safe community where we know our neighbors and shopkeepers, and run into friends along the sidewalk. We value harmony with nature, thriving small businesses, places to gather and celebrate, and an inclusive local government.

Olympians expressed that they are willing to accept growth as long as our environment and sense of place is preserved. That means protecting the places and culture that we recognize as “Olympia,” even if those things are a little different for each of us. It also means focusing on our community values and vision as we grow.

Sea Level Rise

Over the next twenty years, sea level rise will continue to be a key challenge facing Olympia, and therefore a key priority. As the challenge unfolds, the City of Olympia is prepared to respond thoughtfully and competently to the threat of flooding in downtown. As the heart of our City, downtown can and will be protected.

Olympia has recognized its vulnerability and has been preparing for sea level rise since 1990, long before many recognized it as a major threat to waterfront communities. The City has consistently made it a priority to track the continuing evolution of science in this arena, and apply those findings to Olympia. Our ongoing response to the threat encompasses both long-term strategic and near-term tactical investments. The City of Olympia is and will continue to be a recognized leader in climate change and sea level rise response.

Scientific information regarding climate change and sea level rise is incomplete and will probably remain so for some time. Regardless, we must prepare and respond. Forecast models for the timing and height of sea level rise vary, but the models agree that sea level rise is inevitable on a global scale. We will continue to work with regional and State experts to understand the potential magnitude of South Puget Sound sea changes.

Current science indicates that sea levels may rise between 11 and 39 inches by 2100. These sea level increases will affect our shorelines during the peaks of high tides. Residents can anticipate higher high tides during the extreme tidal cycles that occur several times a year as well as during major low pressure weather systems. A combination of extreme high tides and low atmospheric

pressure can currently result in downtown flooding. City staff monitors and manages these events and will continue to do so.

The need for heightened community awareness, education and response regarding sea rise will only increase in the years to come. The wide range of potential sea rise necessitates that the City develops a portfolio of response strategies. The implementation of a particular strategy will hinge upon both the timing and the extent of future sea rise. Strategies will build upon previous approaches as climate change and sea level rise evolve. Responses will be technically vigilant but not overly reactive. Processing and sharing emerging information will be vital to the successful response.

As the sea rise changes play out, our downtown development and infrastructure can adapt. Over time we will mesh the changing natural environment with continued growth of our downtown.

Adaptive management will help us respond effectively and creatively to new data and changing local conditions. The City is committed to this long-term effort.

The City's Public Works Department and the Capital Facilities Plan will continue to help identify and implement infrastructure needs. Work will focus on progressively building improvements that can help protect our already vulnerable downtown from high tides and storm surges. Modest infrastructure improvements to address both current and potential future flooding problems are already underway.

The close proximity of our downtown to marine waters is not unique. Like other coastal communities, financial assistance from State and Federal sources will be necessary in order to meet the long-term challenge of sea level rise. State and Federal responses to local needs will have to be timely and meaningful. Planning horizons are long. A failure to appreciate and meet this challenge at the State and Federal levels poses a high risk to coastal communities. Our community looks to State and Federal entities for research, guidance and financial support to respond to the challenge of sea rise.

Sea level rise is a regional challenge. Many of us rely upon our regionally important downtown, its services and associated shorelines. Actions taken to adapt to sea level rise will require close coordination with the State of Washington and Port of Olympia, key shoreline property owners, downtown business owners and the LOTT Clean Water Alliance, operator of the regional wastewater treatment plant. Partnerships in our governments and communities

will become increasingly important as we seek to implement strategies and responses.

As a waterfront city, sea level rise response will be a key priority for Olympia over the next two decades and beyond. In order to make timely long-term decisions, our community needs to understand the dynamics of climate change and sea level rise. The City of Olympia will develop, communicate, and implement strong yet adaptable responses. We are committed to a thriving downtown. We will work together.

Technical and planning information regarding Olympia's response to climate change and sea level rise is available on the City webpage.

Other Key Challenges

In addition to sea level rise, there are other major global, national and local influences that present both challenges and opportunities for our local community. Implementation of the vision and goals in this Plan will require creative solutions so that Olympia can:

Become a More Sustainable City: As the capital of the State of Washington, Olympia has a unique opportunity to show leadership on key issues in the State, such as sustainability. The City needs to make investments based on an integrated framework that compares lifecycle costs and benefits of all City investments and to encourage sustainable practices by individuals and organizations through education, technical assistance, and incentives.

Accommodate Growth: Increased growth in Olympia is anticipated. ~~Citizens~~ Residents need to integrate the: quality of new residences, demographics, likely places of residence, housing typology, and prevention of rural and city sprawl. In addition, ~~citizens~~ community members need to identify housing and service programs for increased populations of seniors and homeless.

Integrate Shoreline Management Program (SMP): Special coordination is necessary to integrate the SMP with the Comprehensive Plan. Olympians value ample public space along their marine shoreline and waterways to balance growth downtown.

Revitalize Our Downtown: Located on Puget Sound and along the Deschutes River, downtown is the site of many historic buildings and places, and is home to many theatres, galleries, and unique shops as well as the State Capitol. At the same time, Olympia's downtown has yet to become the walkable, comfortable place the community desires. To add vibrancy while retaining our desired small town feel will require more downtown residents, better amenities, attractive public spaces, green space, thriving local businesses, and integrated standards for design.

Conserve and Protect Limited Natural Resources: As we grow, Olympia will become a higher density city and our land and water supplies will need to support more people. We can take advantage of growth as a tool to reshape our community into a more sustainable form; to do so we must balance growth, use our resources wisely, and consider the carrying capacity of the land.

Address Climate Change: The impetus of the sea level rise challenge described above is climate change. Rising global greenhouse gas emissions are contributing to the melting of the polar ice caps, rising sea levels and more frequent extreme weather events. The City of Olympia is committed to working with the public and other regional partners to take actions that will reduce our community's overall greenhouse gas emissions and prepare for changing climate.

Fund a Long-term Vision: The economy fluctuates and funding circumstances change. This affects our ability to carry out planned actions over the years. Present resources are already stretched thin, and there is little ability to take on new programs without new revenue sources. We must identify funding strategies, explore operating efficiencies and develop partnerships to provide the diversity and flexibility to fund our vision.



Young Olympians working together to plant a tree.

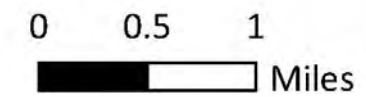
For More Information

- The [Washington State Growth Management Act](#) establishes rules to guide the development of comprehensive plans and development regulations that shape growth over a 20-year horizon
- The [Buildable Lands Report](#) prepared for Thurston County by the staff of the Thurston Regional Planning Council helps Olympia to determine the quantity of land to provide for population and employment growth.
- Learn more about how [the Comprehensive Plan guides City actions](#).
- The [City's Action Plan](#) includes a collaborative public process for selecting specific actions to carry out the Comprehensive Plan, and includes timeframes, partnerships and performance measures.
- Current and past [technical analyses and reports regarding sea level rise in Olympia](#) can be reviewed on the City's Sea Level Rise webpage.

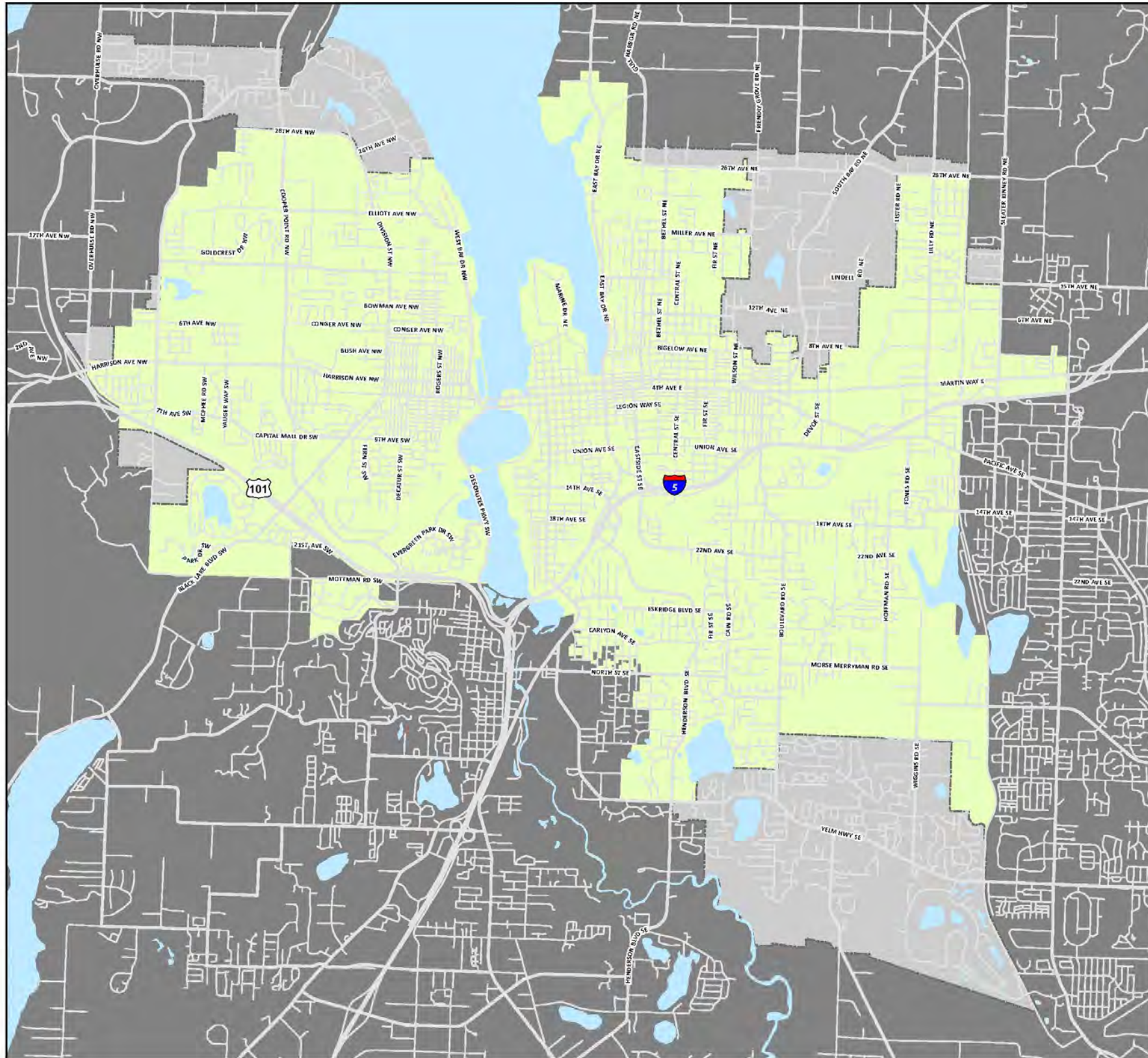
City Limits and Urban Growth Area

-  Urban Growth Area
-  City Limits

Publication Date: 12/18/2014
Effective Date: 12/23/2014
Ordinance #6945



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



Community Values & Vision

During 2009-2014, the City and public engaged in a broad update to Olympia's Comprehensive Plan. The City held over 30 public meetings and collected over 2,000 comments from community members about what they value in Olympia and their vision for Olympia's future. These community values and visions are distilled below and reflected in the goals and policies throughout the Comprehensive Plan.

ACKNOWLEDGEMENT

We acknowledge that Olympia resides within the traditional lands of the Steh-Chass band of indigenous people of the Squaxin Island Tribe, who were removed from their land for the settlement that became Olympia. The Tribe has offered these words for acknowledgement:

"The Squaxin Island Tribe's habitation of what is now Olympia spans thousands of years. The ancestral families who lived and thrived here named it Steh-Chass, and occupied prosperous villages along the shores. Archeological findings of ancestral artifacts in the area suggest habitation by Squaxin ancestors since the retreat of the glaciers during the last Ice Age. Today, the Squaxin people continue stewardship of these ancestral lands, from the Deschutes watershed and what is now Budd Inlet. The Steh-Chass (Squaxin) continue to call themselves 'People of the Water' because of the bounty of the region's waterways and artesian waters, which have sustained the people for millennia."

The City of Olympia will continue to strengthen our government-to-government relationship with the Squaxin Island Tribe to support our shared environmental, economic, and community goals.

We acknowledge Olympia's history of racially restrictive covenants, redlining, and displacement of Black, Indigenous, and people of color (BIPOC). We acknowledge that our historic population of Chinese Olympians, who built much of Olympia's original infrastructure, were actively excluded through anti-Chinese sentiment and restrictive immigration laws, resulting in the loss of Olympia's once thriving Chinatown and a dwindling Chinese population. These institutional and systemic barriers are still prevalent and have resulted in a lack of equitable

access to resources and opportunities. We are dedicated to rebuilding trust through reconciliation and making ongoing efforts to remove these barriers.

EQUITY

What Olympia values:

As evident through the City's Housing Needs Assessment, our community is becoming more diverse. This includes changes in racial demographics, an increase in the number of aging adults, and changes in average household size and income. Olympians value and respect the identities and lived experiences of our community members, including but not limited to, race, color, creed, national origin, immigration or refugee status, financial stability, class, gender, sexual orientation, age, or ability. We believe that embracing equity enhances the livability and vibrancy of our beautiful city for all residents.

Our Vision for the Future:

We envision a future where Olympia has a diverse and inclusive community, a robust and resilient local economy, and a strong multicultural arts and heritage presence for all to enjoy.

To build a truly livable and vibrant city, we understand that we must provide equitable access to the necessities of life, including housing, mobility, food, services, education, and meaningful work. We must consider the diverse needs of our residents in planning the long-term growth and development of Olympia, considering both quantitative and qualitative data from our community to drive decision making. Giving everyone an opportunity to participate in the civic, economic, and cultural life of the city will lead to greater quality of life and sustainable local economy.

We recognize that equity is essential to all areas of the Comprehensive Plan and are committed to working to eliminate inequity in our community.

Public Participation and Partners

What Olympia Values:

Olympians value their right to participate in City government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.

Our Vision for the Future:

Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.

The City of Olympia places a high priority on engaging citizens-community members early and often and regularly demonstrates how the voices of the community are heard. When issues come up, the City’s healthy public participation process helps each segment of the community to understand the larger picture and the need to act in the best interest of the City as a whole. Olympia engages the public in major decisions through a variety of methods, including community conversations, public forums, and interest-based negotiation, and makes sure these citizens-community members know how their input was used. Because of this, the City has built trust with the community.

Our Natural Environment

What Olympia Values:

Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.

Our Vision for the Future:

A beautiful, natural setting that is preserved and enhanced.

Olympia’s unique natural setting will continue to make Washington State’s capital city great. By working closely with surrounding governments we can successfully preserve, protect and restore the natural heritage we share.

As a result of this cooperative effort, Olympia will enjoy a dense tree canopy that will beautify our downtown and neighborhoods, and improve the health, environmental quality and economy of our city. Though our population will increase, our air and water will be cleaner and wildlife

habitat will be preserved to maintain a biologically healthy diversity of species. Salmon will return and spawn in the streams where they were born. Seals, sea lions, orcas, and otters will roam the waters of southern Puget Sound.

Land Use and Urban Design

What Olympia Values:

Olympians value neighborhoods with distinct identities; historic buildings and places; a walkable and comfortable downtown; increased urban green space; locally produced food; and public spaces for ~~citizens~~ community members in neighborhoods, downtown, and along our shorelines.

Our Vision for the Future:

A walkable, accessible, vibrant city.

We envision a capital city of pedestrian-oriented streetscapes, livable and affordable neighborhoods, safe and meaningful street life, and high-quality civic architecture. Through collaboration with other agencies and partners, our urban waterfront will be a priceless asset, eventually running along the Deschutes River from Tumwater's historic buildings, down past Marathon and Heritage parks to Percival Landing and the Port Peninsula.

Capitol Way will be a busy and historic boulevard linking the waterfront and downtown to the Capitol Campus. By creating plazas, expanded sidewalks, and public art in public places, we will stimulate private investment in residential and commercial development, increasing downtown Olympia's retail and commercial vitality.

Olympia will work to create "urban nodes" of higher density and mixed-use development in specific locations along our urban corridor. We will encourage infill projects and remodeling of older structures; in turn we will begin to create a more walkable community, where historic buildings and neighborhoods are valued, preserved, and adapted to new uses.

Well-implemented neighborhood sub-area planning will help us determine unique neighborhood assets to protect and enhance; where and how to increase density and retain green space; and develop safe and convenient access to everything from grocery stores, to schools, neighborhood parks, community gardens and neighborhood gathering places.

Transportation

What Olympia Values:

Olympians want a transportation system that can move people and goods through the community safely while conserving energy and with minimal environmental impacts. We want it to connect to our homes, businesses and gathering spaces and promote healthy neighborhoods.

Our Vision for the Future:

Complete streets that move people, not just cars.

Biking & Walking: Olympians, both young and old, will be able to walk or bike to work, school, shopping, and recreation. Bike lanes and sidewalks will be safely integrated and often buffered from traffic along arterials and collectors throughout the city. Pedestrians and bicyclists will use trails and pathways built through open areas, between neighborhoods, and along shorelines. Sidewalks, both in compact, mixed-use neighborhoods and downtown, will encourage walkers to stop at shops and squares in lively centers near their homes. Trees and storefront awnings will line the streets.

Commuting: We envision a future in which nearly all residents will live within walking distance of a bus stop, and most people will commute by foot, bicycle, transit or carpool. Drivers will use small vehicles fueled by renewable resources. Electric buses will arrive every ten minutes at bus stops along all major arterials.

Parking: Parking lots for car commuters will be located on the edges of downtown, hidden from view by offices and storefronts. Variable pricing of street meters and off-street lots will ensure that parking is available for workers, shoppers and visitors. Short and long-term bike parking will be conveniently located. Throughout town, streets will provide room for both bike lanes and parking, and will be designed to slow traffic.

ADA Compliance: Our transportation system will be accessible to people of all abilities and aligned with the Americans with Disabilities Act.

Safety: Because slower speeds will be encouraged, and crosswalks and intersections will be safer, deaths and injuries from collisions will be nearly eliminated.

Utilities

What Olympia Values:

Olympians value a drinking water supply that is owned and controlled by the City. We want wastewater and stormwater treated effectively before it is discharged into Puget Sound. We understand and value the role that 'reuse, reduction and recycling' plays in our effort to conserve energy and materials.

Our Vision for the Future:

Clean, plentiful water and significant reduction of waste.

Through careful planning, improved efficiency of our drinking water use and rates that encourage conservation, Olympia will be able to meet the water needs of its future population. Our improved water treatment and reduced wastewater and storm water discharge will support abundant aquatic life in Budd Inlet and our local streams.

We will place less pressure on our local landfills, thanks to state and national packaging standards, local solid waste incentives, and the voluntary actions of our ~~citizens~~community members. A majority of Olympia households will be using urban organic compost on their landscapes. Artificial fertilizers no longer contaminate local water bodies.

Public Health, Parks, Arts and Recreation

What Olympia Values:

Olympians value the role parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being.

Our Vision for the Future:

A healthy, fun and enriching place to live.

Places where we can move: -The many parks and open spaces throughout our community will be key to maintaining the health of our children, and all Olympians. The Olympia School District will work with the City to allow maximum feasible public use of School District gyms and playgrounds.

Programs that support health: The City's work with school districts and local and state health agencies will foster programs that encourage good nutrition and exercise. These programs will complement other City regulations that are encouraging both urban agriculture and markets for sale of local and regional produce.

A biking city: -Olympia will be continually expanding and upgrading its bicycle facility network and will see major increases in bike use, for both commuting and recreation. In selected areas where cyclists tend to concentrate, the City will provide separated bike facilities.

Olympians walk – everywhere: -We envision a city in which all neighborhoods have sidewalks on at least one side of major collector streets. This, along with more pedestrian crossing improvements and neighborhood pathways, traffic calming devices, and enforcement of traffic laws, will contribute to a dramatic increase of walking in Olympia.

An arts magnet: The City will continue to sponsor and support music and art events and festivals, which attract residents and visitors from throughout the area. The City will take advantage of provisions in state law to fund art throughout the Olympia.

Economy

What Olympia Values:

Olympians recognize the importance of our quality of life to a healthy economy. We value our status as Washington State's capital, as well as our community businesses as a source of family wage jobs, goods and services, and various other contributions that help us meet community goals.

Our Vision for the Future:

Olympia's economy is healthy due to a diverse mix of new and existing employment sectors, in addition to being the center of state government.

Because of our careful planning the Olympia economy will remain stable, especially when compared to similar cities throughout the state and region. The City's investment in the downtown will encourage market-rate housing, many new specialty stores and boutiques, and attract visitors to places such as Percival Landing, the Hands on Children's Museum, and our many theatre and art venues. Its work to strengthen regional shopping

nodes, such as the area around Capital Mall, will provide high-density housing, transit, pedestrian and bicycle access, making our state capital a popular destination to live, work, play and study.

Entrepreneurs, attracted to an urban environment with an open and accepting culture, will create new start-ups in Olympia that diversify our job market and economy, making it less vulnerable to downturns in state government.

Meanwhile, on the city's outskirts, small farms will continue to expand. Local food producers will further diversify local employment opportunities and help local residents and businesses be less vulnerable to the rising cost of imported food.

Public Services

What Olympia Values:

Olympia residents value the protection our police, fire, and emergency medical services provide. They also support codes that enforce the City's efforts to maintain neighborhood quality, adequate and affordable housing for all residents, community gathering places, and recreational centers.

Our Vision for the Future:

Responsive services and affordable housing for all.

By adopting "affordable" housing program criteria, the City will help assure all residents can meet their basic housing needs. We believe this will contribute to a regional goal to end homelessness in our community. In turn, this would contribute to reducing the cost of City police and social services and make the downtown more attractive for businesses and visitors.

The strong code enforcement programs that will emerge from ~~citizen~~ community member involvement in every neighborhood will help protect the safety and distinct identity of all Olympia neighborhoods.

Public Participation and Partners



Community members talk about their priorities at an Imagine Olympia event

What Olympia Values:

Olympians value their right to participate in city government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.

Our Vision for the Future:

Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.

Read more in the Community Values and Vision chapter

Introduction

Successful communities face their challenges collectively and harness the energy of different stakeholders. Without diverse participation in community decision-making, it is all too easy to descend into political gridlock over difficult problems.

The voices of citizens/residents, local business owners and organizations provide the perspective and information that are absolutely essential to effective planning and decision-making regarding issues that will shape our community for generations to come. For this reason, the City has a strong, ongoing program to reach out and partner with all sectors of the community.

The City has found cooperative relationships between members of the community and policy-makers that will continue to be essential if we are to

achieve the collective vision and goals described in this Plan. It understands and makes use of effective and tested methods for encouraging citizens-community members to engage at multiple levels as we continue to look for creative solutions to the challenges we all share.



A young citizen-child enjoys a beautiful day in Olympia.

Public Participation is Essential

Active participation in civic affairs is an important part of life in Olympia, and the City has a long history of providing a forum for citizens-community members to get involved. Our open government policies are essential to ensure residents, business owners, employees and other community members are able to effectively participate in any number of issues.



Young people having fun at a community event.

There are several ways to participate in local government planning and decision-making in Olympia:

- Run for [City Council](#) or vote in the election
- Serve on an ~~an~~ [citizen advisory board](#) [advisory board](#). Olympia has several volunteer citizen advisory boards that study critical issues and provide careful advice to the City Council
- Testify at a public hearing, share your opinion in a letter, or participate in a community workshop or meeting. The City keeps a [calendar](#) and posts [online agendas](#) of such events
- [Volunteer](#) in one of many City programs aimed at helping the community help itself, such as Stream Team, Volunteers in Police Services and Volunteers in Parks
- Get involved with [neighborhood programs](#). The City provides notification of certain development proposals, grant opportunities and other benefits to Recognized Neighborhood Associations (RNA) and the ~~Coalition~~ [Council](#) of Neighborhood Associations (CNA)
- Partner with the City to help implement the Comprehensive Plan. The City looks for partners from all sectors of the community to be involved in implementation through "[Imagine Olympia, Take Action](#)"
- Participate in planning for a "sub-area" that could include your own neighborhood. As Olympia grows and changes, the City will be collaborating with local ~~citizens~~ [residents](#) and business owners to

make key planning decisions on roads, walkways, bike paths, housing densities, and transit – to name a few.

Public outreach is essential, but also challenging. Some key challenges include:

- Our population is more diverse than ever, but our outreach resources are limited.
- Our desire to be responsive to ~~citizen~~community concerns must be balanced with very real legal and fiscal constraints, finite resources, and with our responsibility to make decisions for the overall public good, rather than for the benefit of individuals.
- ~~Citizens~~Residents, business owners, and local organizations need to understand the land-use development process so they can be involved in a meaningful way.

To address these challenges, the City is always looking for new and creative ways to engage the community, including using new technologies, such as social media, online discussion portals and high-quality visual maps. The City strives to create clear, concise and jargon-free information so that people from all walks of life can easily and quickly understand the issues and provide input. The City hopes this will inspire partnerships that will help the community to pool its resources so that needed changes can be made more quickly and efficiently.

While Olympians are involved in all aspects community planning, the land development process is often where neighborhood organizations and ~~citizens~~community members first engage. The experience tends to be frustrating because ~~citizen~~ influence over decisions at this stage is somewhat limited. The City's intent in initiating sub-area planning is to give community members a chance to get involved early in the planning process for a relatively small area that includes their own neighborhood. Many communities refer to this type of planning process as "neighborhood planning." To avoid confusion with Olympia's numerous Recognized Neighborhood Associations, the City refers to the process as "sub-area planning."

Through sub-area planning, the City and Coalition of Neighborhood Associations work with stakeholders to identify neighborhood assets, challenges and priorities for development. Activities are geared toward learning; for the City to learn about neighborhood needs and desires, and for these groups to learn about the plans and regulations that guide development in their area; and how land use decisions also must comply

with federal, state and local laws. Although this process does not guarantee a neighborhood will get everything it wants, sub-area planning can help it get organized for future projects that will influence the direction of community decisions.



A citizen-community member discusses neighborhood issues with City staff at a public meeting.

Goals and Policies

GP1 The City, individual citizenscommunity members, other agencies and organizations all have a role in helping accomplish the vision and goals of the Comprehensive Plan.

PP1.1 Develop a strategy to implement the Comprehensive Plan goals and policies. Collaborate with partners, including City Advisory Committees and Commissions, neighborhoods, and other community groups, so that the strategy reflects community priorities and actions.

PP1.2 Annually measure and highlight progress towards achieving the Comprehensive Plan goals and policies. Engage the community in updating the strategy, publish performance reports, and recognize community partners who contribute to achieving the vision.

PP1.3 As the action plan is developed and carried-out, the City will provide education, technical assistance, volunteer opportunities and other methods to include the community in this work.

GP2 People of all ages, backgrounds and physical abilities can access public meetings and information.

PP2.1 Make information and outreach materials available through a variety of means.

PP2.2 Use and consistently evaluate new technologies to improve ways for ~~citizens~~ community members to receive information and provide input.

PP2.3 Evaluate and pursue creative methods to inform and engage community members and under-represented groups who may not ordinarily get involved in civic affairs.

GP3 City decision processes are transparent and enable effective participation of the public.

PP3.1 Support and encourage City staff and other community leaders to strengthen their capacity to design and implement effective public involvement strategies.

PP3.2 Help the general public understand the structure of local government, how decisions are made, and how they can become involved.

PP3.3 Give ~~citizens~~ community members, neighborhoods, and other interested parties opportunities to get involved early in land use decision-making processes. Encourage or require applicants to meet with affected community members and organizations.

PP3.4 Create structured opportunities for people to learn about city issues, share their experiences and motivations, and discuss public issues productively.

PP3.5 Develop public participation plans when amending or updating the Comprehensive Plan or master plans. Develop public participation or communication plans for other major projects.

PP3.6 Amend the Comprehensive Plan each year to incorporate the

updated Capital Facilities Element and act upon other proposed changes to the Plan. Adopt these amendments only after notifying the public and providing opportunities for public comment.

PP3.7 Seek input from the community, including neighborhood associations and other groups, before final decisions are made to site public and private utility facilities, especially when they may have a significant impact.

PP3.8 Respect property owners' legal rights when implementing this plan. Regulations should provide for compensation for the property owner or waivers from requirements if the implementation of the regulation would otherwise constitute a legally defined "**taking**."

PP3.9 Adopt a moratorium or interim zoning control only in cases of an emergency as defined by State statute.

GP4 ~~Citizens~~ Community members and other key stakeholders feel their opinions and ideas are heard, valued, and used by policy makers, advisory committees, and staff.

PP4.1 Build trust among all segments of the community through collaborative and inclusive decision making.

PP4.2 Replace or complement the three-minute, one-way testimony format with an approach that allows meaningful dialogue between and among ~~citizens~~ community members, stakeholders, City Council members, advisory boards, and staff.

PP4.3 Clearly define public participation goals and choose strategies specifically designed to meet those goals.

PP4.4 Evaluate public participation strategies to measure their effectiveness in meeting desired goals.

PP4.5 Select strategies from the full spectrum of public participation tools and techniques.

GP5 Sub-area planning is conducted through a collaborative effort by community members and the City, and is used to shape how neighborhoods grow and develop.

PP5.1 Work with neighborhoods to identify the priorities, assets and challenges of designated sub-area(s), as well as provide information to increase understanding of land-use decision-making processes and the existing plans and regulations that could affect them.

PP5.2 Encourage wide participation in the development and implementation of sub-area plans.


PP5.3 Define the role that sub-area plans play in City decision-making and resource allocation.

PP5.4 Allow initiation of sub-area planning by either neighborhoods or the City.

PP5.5 Encourage collaboration between neighborhoods and City representatives.

Our Partners:

Strong Interjurisdictional Partnerships Help Our Region Thrive

Our City has strong planning partnerships with other area jurisdictions, and these have helped our region thrive. The [Thurston Regional Planning Council](#)  (TRPC), plays an important role in fostering this collaboration. TRPC consists of decision makers from numerous jurisdictions and organizations in Thurston County who meet regularly to discuss important regional issues. They also prepare a variety of plans and studies on environmental quality, land use and transportation, demographic trends, and other issues – all of which provide a framework for making informed decisions. Its work has influenced many parts of this Plan.

Because the City recognizes that our community is affected by forces outside our jurisdictional borders, we regularly coordinate with Thurston County and its other cities. We share [County-Wide Planning Policies](#), which

ensure our comprehensive plans are coordinated and consistent. These policies express shared regional goals to:

- Improve livability
- Preserve and enhance the quality of our environment
- Preserve open spaces
- Offer varied and affordable housing
- Provide high-quality urban services at the lowest possible cost
- Plan for development in the urban growth area so that upon annexation, these areas transition from the county to cities (from rural to urban) in an organized way



Kids plant a tree sapling at a local park.

In addition to our County-Wide Planning Policies, the cities of Olympia, Lacey and Tumwater work with Thurston County to establish and periodically review Urban Growth Areas, where high density, urban growth is encouraged (See Land Use and Design chapter.)

Olympia's Urban Growth Area includes areas in unincorporated Thurston County the City expects to eventually annex. For this reason, it's important for the City of Olympia and Thurston County to establish common zoning and development regulations for these areas and avoid annexations that create illogical boundaries, which increase the cost of city services. The City and County periodically review the Urban Growth Boundary to get an

accurate picture of future urban development.

Because this Plan applies, in part, to unincorporated Thurston County lands, it guides Thurston County decisions within Olympia Urban Growth Areas. The parts of this Plan that apply to these overlapping areas are often referred to as the "Joint Plan" for Olympia's Urban Growth Area and are also part of the [Thurston County Comprehensive Plan](#).

The City also works closely with policy-makers from the State of Washington, Port of Olympia, Olympia School District and other jurisdictions to share information and collaborate when public resources can be pooled.

The goals and policies below relate to partnerships focused on growth management.

Goals and Policies

GP6 Olympia accommodates growth in a way consistent with the regional goals expressed in [County-Wide Planning Policies](#).

PP6.1 Cooperate with Thurston County and its other municipalities to ensure comprehensive plans are coordinated and consistent.

PP6.2 Cooperate with Thurston County and the cities of Lacey and Tumwater to ensure our Urban Growth Boundaries are consistent with [County-Wide Planning Policies](#).

PP6.3 Work with Thurston County on its land-use designations for unincorporated county areas within the city's Urban Growth Boundary so they will be compatible with the City's policies and development standards when they are annexed.

PP6.4 Coordinate the hearings and actions of the Olympia and Thurston County planning commissions when amendments are proposed to the City's Comprehensive Plan that could affect unincorporated growth areas.

PP6.5 Participate in a County-wide "**transfer of development rights**" program in which some portion of the density range within low-density residential districts is achievable through purchase of transferred development rights.

PP6.6 Periodically compare housing densities with Thurston County to establish density targets, update population forecasts, and adjust zoning requirements and incentives if needed.

GP7 Logical boundaries and reasonable service areas are created when areas within the Urban Growth Area are annexed.

PP7.1 All property within the Urban Growth Boundary may be annexed into the City.

PP7.2 Evaluate the Urban Growth Boundary and remove properties unlikely to develop at urban densities in the future.

PP7.3 Before annexing areas, evaluate the City's capacity to provide services efficiently and effectively.

PP7.4 Encourage and assist property owners in existing unincorporated "islands" to annex into the City. Avoid annexations that create "islands" of unincorporated land within city limits.

PP7.5 Evaluate all proposed annexations on the basis of their short- and long-term community impacts and how they adhere to the Comprehensive Plan's goals and policies. If a proposed annexation includes proposed development, analyze its short- and long-term impacts on the neighborhood and city, including all required water, sewer, roads, schools, open spaces, police and fire protection, garbage collection and other services.

PP7.6 Confer and assess the potential impacts and boundary issues of proposed **annexations** with special districts and other jurisdictions. Resolve boundary issues with affected jurisdictions before taking any final action on a formal annexation petition.

PP7.7 Use readily identifiable boundaries, such as lakes, rivers, streams, railroads, and highways, for annexation boundaries wherever practical.

PP7.8 Work with the County to make sure the standards for utilities, roads, and services in the urban growth areas are compatible.

PP7.9 Provide that applicants for annexation pay their fair share for any utility and service extension and development, as well as for capital facilities needed to provide these services.

PP7.10 Require that all fees and charges be paid or payment arrangements be made prior to annexation. Property owners within an annexing area may be required to assume a share of the city's bonded indebtedness.


PP7.11 Discourage annexations for the sole purpose of obtaining approval of uses not allowed by County regulations unless the proposal is consistent with an adopted joint plan and with City standards and policies.

PP7.12 Decisions on requests to increase the size of a proposed annexation must be made by the City Council on a case-by-case basis. It may expand proposed boundaries if:

- The expanded annexation would create logical boundaries and service areas; or
- Without the proposed annexation, the additional area was unlikely to be annexed in the foreseeable future; or
- The additional area would eliminate or reduce the size of an unincorporated County island.

For More Information

- Olympia has a Council-Manager form of government. [The Constitution and laws of Washington State](#) and the [Olympia Municipal Code](#) authorize the City Council to make decisions regarding City affairs. The City Council is elected by the public; the City Manager is appointed by the Council and is responsible for administration and staff
- State and local laws establish minimum requirements for public participation. Such laws include: parts of the [Growth Management Act](#) (GMA) and [State Environmental Policy Act](#) (SEPA), the [Open Public Meetings Act](#), [Public Records Act](#), and Olympia's Comprehensive Plan and Municipal Code
- The Washington State [Growth Management Act](#) establishes rules to guide the development of comprehensive plans and development regulations that shape growth over a 20-year horizon
- [County-Wide Planning Policies](#) establish how Thurston County and the cities and towns within will work together to achieve our regional goals
- The [Buildable Lands Report](#) prepared for Thurston County by the staff of the [Thurston Regional Planning Council](#) helps Olympia to determine the quantity of land to provide for population and employment growth
- The parts of this Plan that apply within unincorporated Thurston County are part of the [Thurston County Comprehensive Plan](#)
- The City of Olympia [Advisory Committees web pages](#) have information about the role and work of ~~citizen~~-advisory committees
- The City of Olympia [Neighborhood Programs web pages](#) have information about how to form a Recognized Neighborhood Organization and how neighborhoods can get involved and make a difference
- The City of Olympia [Intergovernmental Boards and Committees](#) web pages have information about the City's partnerships with other jurisdictions
- The [Centennial Accord between the Federally Recognized Indian Tribes in Washington State and the State of Washington](#) and [Millennium Agreement](#) outline the City's government-to-government relationship with federally recognized Indian tribes
- [Municipal Resource Services Center](#) (MSRC) provides information about issues and laws that shape local government

- The City often references information from [[The International Institute for Public Participation](#)  Iap2 has developed a core set of public involvement principles, and a Spectrum of Public Participation that outlines ~~citizen~~-participation approaches along a continuum.

Natural Environment



Two ~~young girls~~ children skipping on the rocks at Yaeger Park

What Olympia Values:

Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.

Our Vision for the Future:

A beautiful, natural setting that is preserved and enhanced.

Read more in the [Community Values and Vision chapter](#)

Introduction

In Olympia, opportunities abound to experience and take part in the stewardship of the natural environment. Olympians plant trees, remove invasive plants, raise chickens, count salmon, recycle, drive hybrid-electric cars, and walk to their neighborhood store. Our parks and natural areas are home to rare birds, native salmon, and the tallest of native evergreen trees. Connecting with the environment and protecting it for future generations is a strongly held value for Olympians. We recognize our role as land stewards and our responsibility to protect water quality and clean air.

For more than 20 years, Olympia has embraced its role as a leader in the effort to create a sustainable community dedicated to the conservation, protection, and restoration of the natural environment. The City will

continue this work -- through leadership, education, and planning -- as we address emerging environmental challenges.

Our community recognizes that natural resources are precious and limited, and that our growing population will test those limits. Our ability to meet several key challenges will define how well we manage our natural environment in the coming decades.

Key challenges:

- **A growing population** will put more pressure on these resources; to remove trees, to replace natural land surfaces with roads, buildings, and parking lots, and to encroach on environmentally sensitive area
- **Climate change** is likely to bring sea-level rise, unpredictable rainfall, increased stormwater runoff, changes in food supply, and increased stress on habitats and wildlife
- **Increased waste and toxins** through the products we purchase, which may contain artificial ingredients or toxins, or create unnecessary waste

All of these challenges have the potential to impact the quality of our natural water resources. We hope this community vision will define a path for change for us to follow as we continue to face these challenges in the next 20 years.

As Olympia continues to grow, it will be essential to reach a careful balance between planning for growth and maintaining our natural environment.



A young tree planter in Kettle View Park.

As a key land steward, the City's role is to encourage and regulate new development and land management practices in a way that minimizes negative environmental impacts by:

- Carrying out the state's Growth Management Act's requirement that cities plan for anticipated population growth by accepting the need for denser development so that larger expanses of rural land can be preserved
- Encouraging low impact development and green building methods that include using renewable or recycled materials
- Constructing developments that have a low impact on soil and site conditions
- Treating stormwater runoff on-site
- Using building materials that require less energy, which public and private groups are now working closely with the City to explore new and reliable methods
- Ensuring that public land is preserved and cared for
- Identifying land at greatest risk for preservation, enhancement, and stewardship to support a diversity of wildlife habitat and species

- Continuing the City's role as caretaker of Olympia's urban forest, a diverse mix of native and ornamental trees that line our streets, shade our homes, and beautify our natural areas.

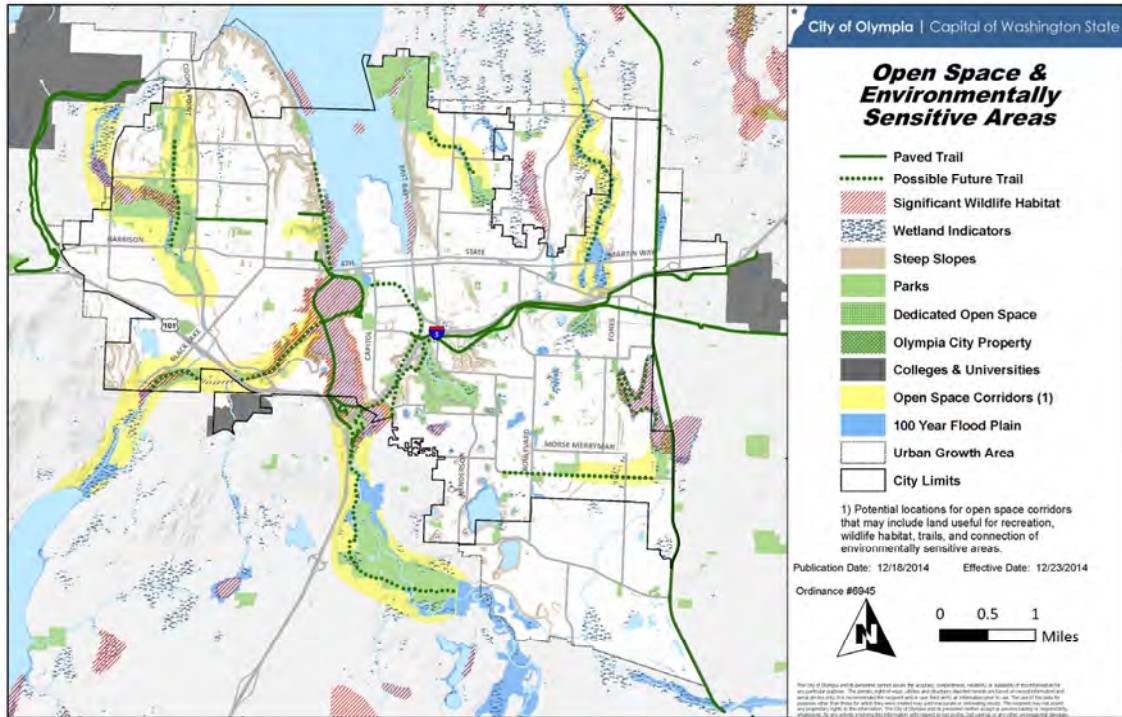
The Open Space and Environmentally Sensitive Areas Map reflects those areas in the City and UGA that are already preserved as open space, or that may be good opportunities for future preservation as open space.

Shown on the map are environmentally sensitive areas, such as steep slopes, flood plains, wetlands, and significant wildlife habitat. Many of these areas are protected by Critical Areas regulations so the map serves to highlight those areas for further evaluation prior to any new development project.

The map also reflects locations where there may be a greater potential for creating or enhancing existing open space corridors for recreation or wildlife habitat. These areas may still be undeveloped, owned or managed by the City, connected to other nearby open space areas, or have environmentally sensitive areas present.



Kettle View Park bike rider.



View Map – Open Space Environmentally Sensitive Areas

Goals and Policies

GN1 Natural resources and processes are conserved and protected by Olympia’s planning, regulatory, and management activities.

PN1.1 Administer development regulations which protect environmentally sensitive areas, drainage basins, and [wellhead areas](#).

PN1.2 Coordinate critical areas ordinances and storm water management requirements regionally based on the best scientific information available

PN1.3 Limit development in areas that are environmentally sensitive, such as steep slopes and wetlands. Direct development and redevelopment to less-sensitive areas.

PN1.4 Conserve and restore natural systems, such as wetlands and stands of mature trees, to contribute to solving environmental issues.

PN1.5 Preserve the existing topography on a portion of a new development site; integrate existing site contours into the project design and minimize the use of grading and other large-scale land disturbances.

PN1.6 Establish regulations and design standards for new developments that will minimize impacts to stormwater runoff, environmentally sensitive areas, wildlife habitat, and trees.

PN1.7 Limit hillside development to site designs that incorporate and conform to the existing topography, and minimize their effect on existing hydrology.

PN1.8 Limit the negative impacts of development on public lands and environmental resources, and require full mitigation of impacts when they are unavoidable.

PN1.9 Foster City partnerships with public, private, and non-profit agencies and groups and encourage them to help identify and evaluate new low impact development and green building approaches.

PN1.10 Increase the use of low impact and green building development methods through education, technical assistance, incentives, regulations, and grants.

PN1.11 Design, build, and retrofit public projects using sustainable design and green building methods that require minimal maintenance and fit naturally into the surrounding environment.

PN1.12 Require development to mitigate impacts and avoid future costs, by incorporating timely measures, such as the clean-up of prior contamination as new development and redevelopment occurs.

GN2 Land is preserved and sustainably managed.

PN2.1 Acquire and preserve land by a set of priorities that considers environmental benefits, such as stormwater management, wildlife habitat, or access to recreation opportunities.

PN2.2 Preserve land when there are opportunities to make connections between healthy systems; for example, land parcels in a stream corridor.

PN2.3 Identify, remove, and prevent the use and spread of invasive plants and wildlife.

PN2.4 Preserve and restore native plants by including restoration efforts and volunteer partnerships in all city land management.

PN2.5 Design improvements to public land using existing and new vegetation that is attractive, adapted to our climate, supports a variety of wildlife, and requires minimal, long-term maintenance.

PN2.6 Conserve and restore wildlife habitat in both existing corridors and high-priority separate sites.

PN2.7 Practice sustainable maintenance and operations activities that reduce the City's environmental impact.

PN2.8 Evaluate, monitor, and measure environmental conditions, and use this data to develop short- and long-term management strategies.

GN3 A healthy and diverse urban forest is protected, expanded, and valued for its contribution to the environment and community.

PN3.1 Manage the urban forest to professional standards, and establish program goals and practices based on the best scientific information available.

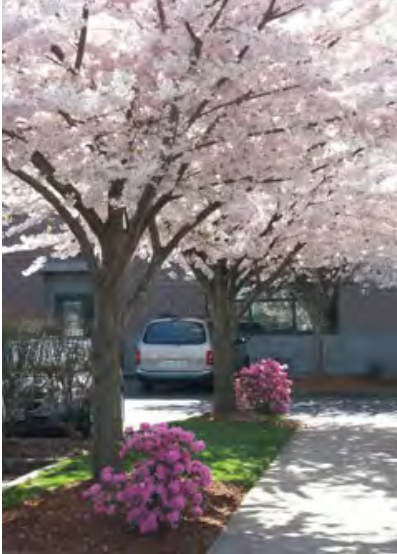
PN3.2 Measure the tree canopy and set a city-wide target for increasing it through tree preservation and planting.

PN3.3 Preserve existing mature, healthy, and safe trees first to meet site design requirements on new development, redevelopment and city improvement projects.

PN3.4 Evaluate the environmental, ecologic, health, social and economic benefits of the urban forest.

PN3.5 Provide new trees with the necessary soil, water, space, and nutrients to grow to maturity, and plant the right size tree where there are conflicts, such as overhead utility wires or sidewalks.

PN3.6 Protect the natural structure and growing condition of trees to minimize necessary maintenance and preserve the long-term health and safety of the urban forest.



Cherry trees in bloom in the parking lot of the Briggs YMCA.

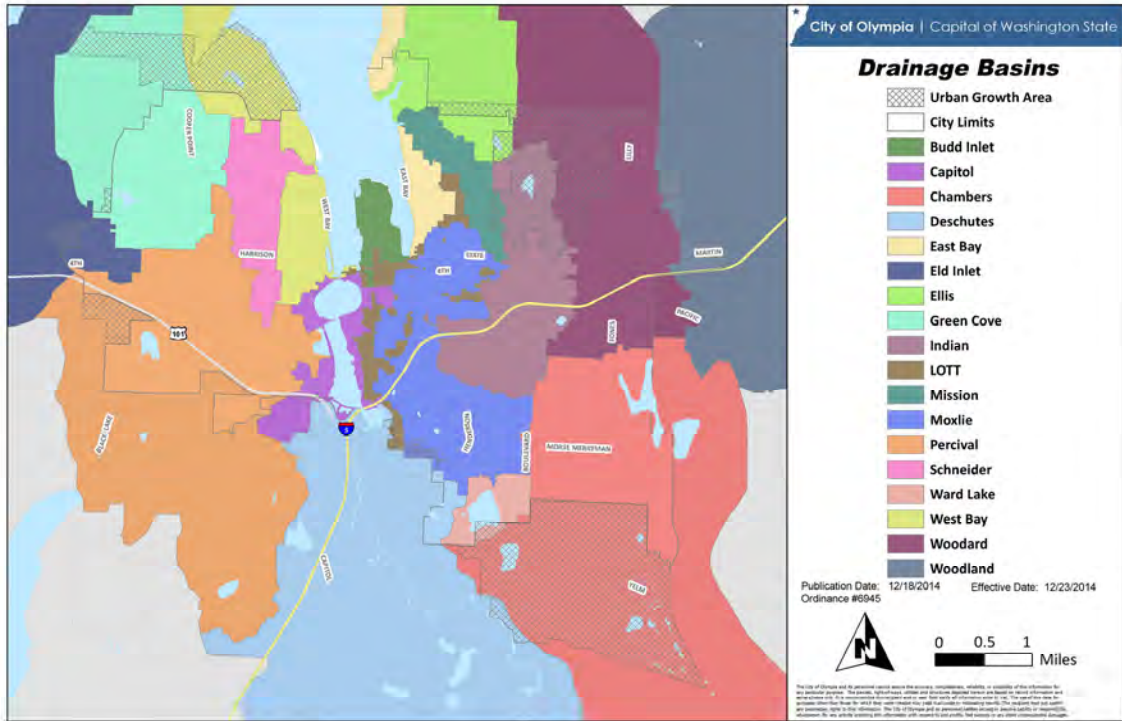
Protecting Our Water Resources

Olympia is fortunate to be surrounded by water and have abundant fresh water resources. Our deep, underground aquifers provide our drinking water. Our many protected streams and wetlands are valuable habitat for native wildlife. We kayak the waters of Budd Inlet, hop over rain puddles on the way to school, and enjoy Ellis Creek as we hike through nearby Priest Point Park.



Moxlie Creek flowing through Watershed Park.

Within Olympia's 24-square-mile area, there are nine major streams, four lakes, four large wetlands, and six miles of marine shoreline. As water moves down from Olympia's higher elevations to the Sound, it filters through the ground into a number of separate drainage basins or watersheds.



View Map - Olympia Drainage Basins

Protecting water resources is one of Olympia’s core values. We recognize that many of our water resources have been damaged by pollution. The natural processes that would normally protect these resources, such as undeveloped land and wetlands, which filter stormwater pollutants and reduce runoff, must be protected and restored. If we take steps to restore these natural processes, we’ll be ensuring clean water and abundant aquatic life in Budd Inlet for us, and for future generations.



A new wetland constructed in Yaeger Park.

Goals and Policies

GN4 The waters and natural processes of Budd Inlet and other marine waters are protected from degrading impacts and significantly improved through upland and shoreline preservation and restoration.

PN4.1 Plan for the health and recovery of Budd Inlet on a regional scale and in collaboration with local tribes and all potentially affected agencies and stakeholders.

PN4.2 Prioritize and implement restoration efforts based on the best scientific information available to restore natural processes and improve the health and condition of Budd Inlet and its tributaries.

PN4.3 Restore and protect the health of Puget Sound as a local food source.

PN4.4 As a party of significant interest, support the process for determining a balanced, scientifically grounded and sustainable approach to the management of the Deschutes River, state-owned Capitol Lake and Budd Inlet.

GN5 Ground and surface waters are protected from land uses and activities that harm water quality and quantity.

PN5.1 Reduce the rate of expansion of impervious surface in the community.

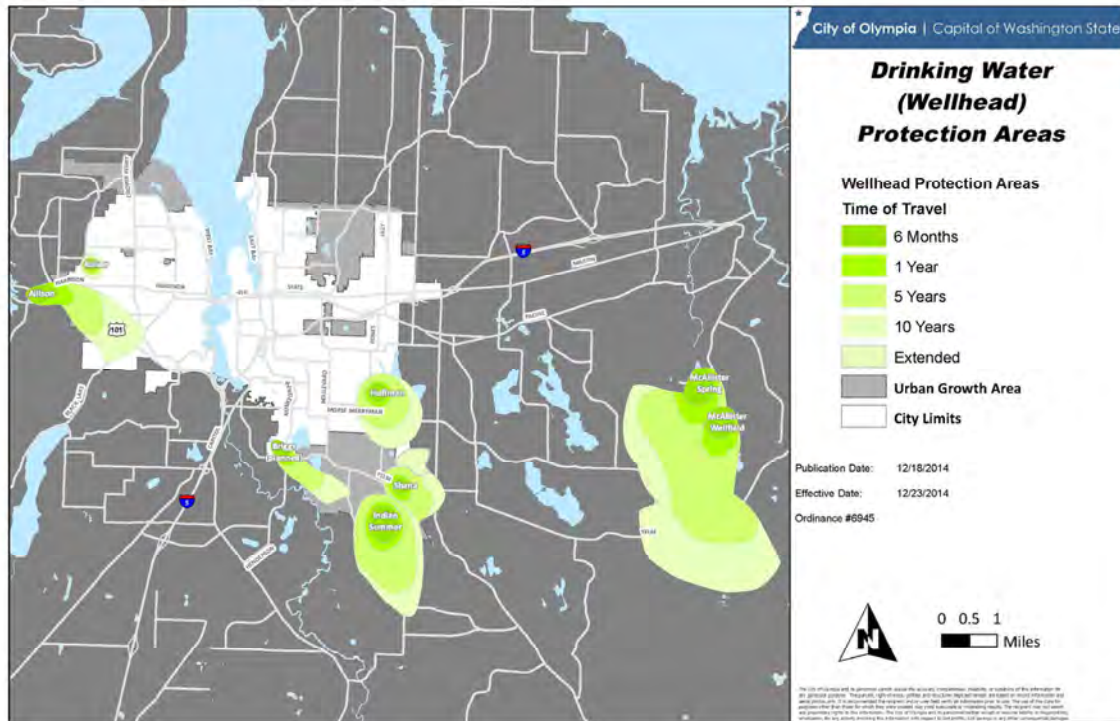
PN5.2 Increase the use of permeable materials and environmentally-beneficial vegetation in construction projects.

PN5.3 Retrofit existing infrastructure for stormwater treatment in areas with little or no treatment.

PN5.4 Require prevention and treatment practices for businesses and land uses that have the potential to contaminate stormwater.

PN5.5 Improve programs and management strategies designed to prevent and reduce contamination of street runoff and other sources of stormwater

PN5.6 Limit or prohibit uses that pose a risk to water supplies in Drinking Water (**Wellhead**) protection areas based on the best scientific information available and the level of risk. Require restoration of any such areas that have been degraded.



View Map: Olympia Wellhead Protection Areas

PN5.7 Encourage more active inspection and maintenance programs for septic systems.

PN5.8 Encourage existing septic systems to connect to sewer, and limit the number of new septic systems.

GN6 Healthy aquatic habitat is protected and restored.

PN6.1 Restore and manage vegetation next to streams, with an emphasis on native vegetation, to greatly improve or provide new fish and wildlife habitat.

PN6.2 Maintain or improve healthy stream flows that support a diverse population of aquatic life.

PN6.3 Establish and monitor water quality and aquatic habitat health indicators based on the best scientific information available.

PN6.4 Use regulations and other means to prevent a net loss in the function and value of existing wetlands, while striving to increase and restore wetlands over the long-term.

PN6.5 Retain and restore floodways in a natural condition.

PN6.6 Preserve and restore the aquatic habitat of Budd Inlet and other local marine waters.

PN6.7 Partner with other regional agencies and community groups to restore aquatic habitat through coordinated planning, funding, and implementation.

PN6.8 Evaluate expanding low impact development approaches citywide, such as those used in the Green Cove Basin.



A healthy stream.

Clean Air and Cool Climate

Overall, Olympia's air quality is often better than what federal standards require. We rarely experience days in which older residents and others with health issues are told to stay indoors due to polluted air. Stars are still visible in our night sky.

However, if we do not rein in local sources of carbon dioxide and other greenhouse gas emissions and limit nighttime light, we will jeopardize the

quality of this invisible but critical resource.

As a community, we can commit to developing and adopting new and renewable solutions for commuting, heating our homes, powering our economy, fueling our vehicles, and lighting our streets, sidewalks, and businesses.



Solar panels on a commercial building in downtown Olympia.

Goals and Policies

GN7 Local air quality is better than state and federal minimum standards.

PN7.1 Partner with other state and local agencies to monitor, reduce and eliminate sources of air pollution that can be replaced with more efficient or clean methods and technologies.

PN7.2 Partner with other state and local agencies to offset anticipated negative impacts on air quality by taking further steps to reduce air pollution, such as commute reduction programming and tree planting.

GN8 Community sources of emissions of carbon dioxide and other climate-changing greenhouse gases are identified, monitored and reduced.

PN8.1 Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by 45 percent below 2015 levels by 2030 and by 85 percent below 2015 levels by 2050.

PN8.2 Monitor the greenhouse gas emissions from City operations, and implement new conservation measures, technologies and alternative energy sources to reach established reduction goals.

PN8.3 Reduce the use of fossil fuels and creation of greenhouse gases through planning, education, conservation, and development and implementation of renewable sources of energy (see also GL2).

PN8.4 Encourage the conservation and reuse of existing natural resources and building materials.

PN8.5 Reduce the pollution and energy consumption of transportation by promoting the use of electric vehicles and expanding accessible and inviting alternatives that reduce vehicle miles traveled, including transit, walking and cycling (see also GT25).

PN8.6 Plan to adapt, mitigate, and maintain resiliency for changing environmental conditions due to climate change, such as longer periods of drought and increased flooding related to changing weather patterns and sea level rise (see also GU11).

PN8.7 Reduce energy use and the environmental impact of our food system by encouraging local food production (see also GL25).

For sea level rise, see the [Utilities chapter](#) GU11.

GN9 Artificial sources of nighttime light are minimized to protect wildlife, vegetation and the health of the public, and preserve views of the night sky.

PN9.1 Design nighttime lighting that is safe and efficient by directing it only to the areas where it is needed. Allow and encourage reduction or elimination of nighttime light sources where safety is not impacted.

PN9.2 Eliminate or reduce lighting near streams, lakes, wetlands, and shorelines to avoid disrupting the natural development and life processes of wildlife.



Residential light post.

Connect with the Natural World

Planting trees, observing birds in a nest, or lying on a sunny patch of grass are some of the ways we bring quiet into our lives and reconnect with the natural world. Researchers are now learning that having a connection to the natural world isn't just a luxury, but a necessity for a healthy, safe, and engaged community.



A ~~little girl~~ child with a balloon explores Kettle Park.

We interact with the natural world in a variety of ways -- from eating healthy food, to commuting by bike, to learning a new outdoor activity, to stopping to chat with a neighbor under the shade of a tree. These activities all foster a strong connection to our community and an interest in stewarding our natural environment.

Goals and Policies

GN10 Risk to human health and damage to wildlife and wildlife habitat due to harmful toxins, pollution, or other emerging threats is tracked by appropriate agencies and significantly reduced or eliminated.

PN10.1 Minimize the City's purchase and use of products that contribute to toxic chemical pollution when they are manufactured, used, or disposed.

PN10.2 Identify products that should be phased out by the community, and provide education on their negative impacts and the best available alternatives.

PN10.3 Maintain City land and properties using non-chemical methods whenever possible; use standard *Integrated Pest Management* practices and other accepted, natural approaches to managing vegetation and pests.

GN11 All members of the community can experience the natural environment through meaningful volunteer experiences, active recreation, and interactive learning opportunities.

PN11.1 Ensure that all members of the community have access to a nearby natural space that gives them opportunities to see, touch, and connect with the natural environment.

PN11.2 Give all members of our community opportunities to experience, appreciate, and participate in volunteer stewardship of the natural environment.

PN11.3 Provide environmental education programs, classes, and tours that teach outdoor recreation skills and foster an understanding and appreciation for the natural environment.

PN11.4 Provide education and support to local community groups and neighborhoods who want to monitor and care for their local park or natural area.

PN11.5 Foster a sense of place and community pride by carefully stewarding the trees, plants, and wildlife unique to Puget Sound.



A trail leads into Priest Point Park

Shoreline Master Program

Goals and Policies

PN12.1 The goals, policies and regulations of Olympia’s Shoreline Master Program are based on the governing principles in the Shoreline Master Program Guidelines, WAC 173-26-186 and the policy statement of RCW 90.58.020. It is the policy of the City to provide for the management of the shorelines of Olympia by planning for and fostering all reasonable and appropriate uses. This policy is designed to insure the development of these shorelines in a manner which, while allowing for limited reduction of rights of the public in the navigable waters, will promote and enhance the public interest. This policy contemplates protecting against adverse effects to the public health, the land and its vegetation and wildlife, and the waters of the State and their aquatic life, while protecting generally public rights of navigation and corollary rights incidental thereto.

- A. The interest of all of the people shall be paramount in the management of those areas of Puget Sound lying seaward from the line of extreme low tide. Within this area the City will give preference to uses in the following order of preference which:
1. Recognize and protect the state-wide interest over local interest;
 2. Preserve the natural character of the shoreline;
 3. Result in long-term over short-term benefit;
 4. Protect the resources and ecology of the shoreline;
 5. Increase public access to publicly-owned areas of the shorelines;
 6. Increase recreational opportunities for the public in the shoreline;
 7. Provide for any other element as defined in RCW 90.58.100 as deemed appropriate or necessary.
- B. The policies of Olympia's Shoreline Program may be achieved by diverse means, one of which is regulation. Other means may include but are not limited to acquisition of lands and/or easements by purchase or gift, incentive programs, and implementation of capital facility and/or non-structural programs.
- C. Regulation of private property to implement Shoreline Program goals such as public access and protection of ecological functions and processes must be consistent with all relevant constitutional and other legal limitations.
- D. Regulatory or administrative actions must be implemented consistent with the Public Trust Doctrine and other applicable legal principles as appropriate and must not unconstitutionally infringe on private property rights or result in an unconstitutional taking of private property.
- E. The regulatory provisions of this Shoreline Program are to be limited to shorelines of the State, whereas the planning functions of the

Program may extend beyond the designated shoreline boundaries.

The policies and regulations established by this Shoreline Program are to be integrated and coordinated with the other goals, policies and rules of the Olympia Comprehensive Plan and development regulations adopted under the Growth Management Act (GMA).

- F. The policies and regulations of Olympia's Shoreline Program are intended to protect shoreline ecological functions by:
1. Requiring that current and potential ecological functions be identified and understood when evaluating new or expanded uses and developments;
 2. Requiring adverse impacts to be mitigated in a manner that ensures no net loss of shoreline ecological functions. Mitigation shall include avoidance as a first priority, followed by minimizing, and then replacing/compensating for lost functions and/or resources;
 3. Ensuring that all uses and developments, including preferred uses and uses that are exempt from a shoreline substantial development permit, will not cause a net loss of shoreline ecological functions;
 4. Preventing, to the greatest extent practicable, cumulative impacts from individual developments;
 5. Fairly allocating the burden of preventing cumulative impacts among development opportunities; and
 6. Including incentives to restore shoreline ecological functions where such functions have been degraded by past actions.

PN12.2 Shoreline Ecological Protection and Mitigation Goals

- A. The Shoreline Management Act and the Shoreline Master Program Guidelines place a primary emphasis on the protection of shoreline ecological functions and system-wide processes. In accordance with the Guidelines (WAC 173-26), Olympia's Shoreline Program must insure that shoreline uses, activities, and modifications will result in no net loss to these processes and functions.

- B. The protection, restoration and enhancement of shoreline ecological functions and system-wide processes, especially as they pertain to the long-term health of Budd Inlet, are high priorities of Olympia's Shoreline Program. The policies and regulations established therein are to be applied to all uses, developments and activities that may occur within the shoreline jurisdiction.
- C. The City recognizes that there are many existing sources of untreated stormwater within the shoreline jurisdiction and that these sources of nonpoint pollution have negative impacts on shoreline ecological functions. The City's Drainage Design and Erosion Control Manual of Olympia is the primary regulatory tool that addresses stormwater treatment and is periodically updated in response to changing guidelines from the Department of Ecology and changes in best management practices.

PN12.3 Shoreline Ecological Protection and Mitigation Policies

- A. All shoreline use and development should be carried out in a manner that avoids and minimizes adverse impacts so that the resulting ecological condition does not become worse than the current condition. This means assuring no net loss of ecological functions and processes and protecting critical areas that are located within the shoreline jurisdiction.
- B. Natural features of the shoreline and nearshore environments that provide ecological functions and should be protected include but are not limited to marine and freshwater riparian habitat, banks and bluffs, beaches and backshore, critical saltwater and freshwater habitat, and wetlands and streams. Shoreline processes that should be protected include but are not limited to erosion and accretion, sediment delivery, transport and storage, organic matter input, and large woody debris recruitment. See WAC 173-26-201(2)(c).
- C. Preserve and protect important habitat including but not limited to the Port Lagoon, Priest Point Park, Ellis Cove, Grass Lake, Chambers Lake, and Percival Canyon.
- D. Development standards for density, setbacks, impervious surface, shoreline stabilization, vegetation conservation, critical areas, and water quality should protect existing shoreline functions and processes. During permit review, the Administrator should consider the expected impacts associated with proposed shoreline development when assessing compliance with this policy.

- E. Where a proposed use or development creates significant adverse impacts not otherwise avoided or mitigated by compliance with Olympia's Shoreline Program, mitigation measures should be required to ensure no net loss of shoreline ecological functions and system-wide processes.
- F. The City should work with other local, state, and federal regulatory agencies, tribes, and non-government organizations to ensure that mitigation actions carried out in support of the Olympia Shoreline Program are likely to be successful and achieve beneficial ecological outcomes. This includes such measures as mitigation banks, fee in lieu programs, and assisting applicants/proponents in planning, designing, and implementing mitigation.
- G. The City should develop a program to periodically review conditions on the shoreline and conduct appropriate analysis to determine whether or not other actions are necessary to protect and restore shoreline ecology to ensure no net loss of ecological functions.
- H. Allow offsite mitigation when doing so would serve to better accomplish the goals and objectives of the Shoreline Management Act to protect and preserve ecological functions, or provide public access, or promote preferred shoreline uses, provide for appropriate development incentives and/or alternative mitigation options.
- I. The City should encourage innovative mitigation strategies to provide for comprehensive and coordinated approaches to mitigating cumulative impacts and restoration rather than piecemeal mitigation.
- J. When available and when appropriate to the situation, the City should allow for offsite mitigation approaches, including Advance Mitigation, Fee-In Lieu, and Mitigation Banking.
- K. As part of the next update of the Drainage Design and Erosion Control Manual of Olympia, the City will consider methods and measures to encourage existing development, redevelopment and new development within the shoreline jurisdiction to comply with the City's Drainage Design and Erosion Control Manual of Olympia and best management practices.

PN12.4 Shoreline Use and Development Policies

- A. The City should give preference to those uses that are consistent with the control of pollution and prevention of damage to the natural

environment, or are unique to or dependent upon uses of the State's shoreline areas.

- B. The City should ensure that all proposed shoreline development will not diminish the public's health, safety, and welfare, as well as the land or its vegetation and wildlife, and should endeavor to protect property rights while implementing the policies of the Shoreline Management Act.
- C. The City should reduce use conflicts by prohibiting or applying special conditions to those uses which are not consistent with the control of pollution and prevention of damage to the natural environment or are not unique to or dependent upon use of the State's shoreline. In implementing this provision, preference should be given first to water-dependent uses, then to water-related uses and water-enjoyment uses.
- D. The City should continue to develop information about the impacts of sea level rise on the shoreline and other affected properties; the City should develop plans to address the impacts of sea level rise in collaboration with impacted property owners, the community and the Department of Ecology. These plans should include at minimum flood prevention approaches, shoreline environment impact considerations and financing approaches. The City should amend the Shoreline Master Program and other policy and regulatory tools in the future as necessary to implement these plans.
- E. The City should consider the impacts of sea level rise as it plans for the rebuild of Percival Landing and other shoreline improvements and it should be designed to provide for a reasonable amount of sea level rise consistent with the best available science and the life cycle of the improvements.
- F. The City should collaborate with private property owners, business owners and ~~citizens~~ community members in the implementation of the Shoreline Master Program to explore creative ways to reduce ecological impacts when new development or redevelopment is proposed. This objective may best be accomplished by developing flexible approaches to shoreline development where the total environmental benefit is enhanced through such measures. Opportunities for collaboration may include:
 - 1. Provision of advanced stormwater management and treatment within the shoreline.

2. The restoration, repair and replacement of Percival Landing where appropriate.
3. Provision of direct physical access to the water where appropriate.
4. Provision of a shoreline trail where feasible and consistent with applicable laws.
5. Provision of native vegetation preservation and restoration where appropriate.
6. Bulkhead removal and replacement of hardened shoreline with soft structural stabilization measures water-ward of Ordinary High Water Mark (OHWM) where appropriate.
7. Provision of water related recreation, active playgrounds, and significant art installations, performance space, or interpretive features where appropriate.

PN12.5 Aquatic Environment Management Policies

- A. The *Aquatic* environment designation should apply to lands water-ward of the Ordinary High Water Mark.
- B. Allow new overwater structures only for water-dependent uses, public access, or ecological restoration.
- C. The size of new overwater structures should be the minimum necessary to support the structure's intended use.
- D. In order to reduce the impacts of shoreline development and increase effective use of water resources, multiple uses of overwater facilities should be encouraged.
- E. All development and uses on navigable waters or their beds should be located and designed to minimize interference with surface navigation, to consider impacts to public views, and to allow for the safe, unobstructed passage of fish and wildlife, particularly those species dependent on migration.
- F. Uses that adversely impact the ecological functions of critical saltwater and freshwater habitats should not be allowed except where necessary to achieve the objectives of RCW 90.58.020, and then only when their

impacts are mitigated according to the sequence described in WAC 173-26-201(2)(e) as necessary to assure no net loss of ecological functions.

- G. Shoreline uses and modifications should be designed and managed to prevent degradation of water quality and alteration of natural hydrographic conditions.
- H. Space for preferred shoreline uses should be reserved. Such planning should consider upland and in-water uses, water quality, navigation, presence of aquatic vegetation, existing shellfish protection districts and critical wildlife habitats, aesthetics, public access and views.

PN12.6 Natural Environment Management Policies

- A. The *Natural* environment designation should be assigned to shoreline areas if any of the following characteristics apply:
 - 1. The shoreline is ecologically intact and therefore currently performing an important, irreplaceable function or ecosystem-wide process that would be damaged by human activity;
 - 2. The shoreline is considered to represent ecosystems and geologic types that are of particular scientific and educational interest; or
 - 3. The shoreline is unable to support new development or uses without significant adverse impacts to ecological functions or risk to human safety.
- B. Priest Point Park is one of a few shorelines along Budd Inlet that is ecologically intact. Therefore, any use or modification that would substantially degrade the ecological functions or natural character of this shoreline area should not be allowed.
- C. Scientific, historical, cultural, educational research uses, and water-oriented recreation access may be allowed provided that no significant ecological impacts on the area will result. Recreation uses should be limited to trails and viewing areas.
- D. Uses should be highly restricted and allowed only with a conditional use permit for water-oriented recreational uses.
- E. New roads, utility corridors, and parking areas should be located outside of the shoreline jurisdiction.

PN12.7 Urban Conservancy Environment Management Policies

- A. The *Urban Conservancy* environment designation should be applied to shoreline areas appropriate and planned for development that is compatible with maintaining or restoring ecological functions of the area, that are not generally suitable for water-dependent uses and that lie in incorporated municipalities and urban growth areas if any of the following characteristics apply:
 - 1. They are suitable for water-related or water-enjoyment uses;
 - 2. They are open space, flood plain or other sensitive areas that should not be more intensively developed;
 - 3. They have potential for ecological restoration;
 - 4. They retain important ecological functions, even though partially developed; or
 - 5. They have potential for development that is compatible with ecological restoration.
- B. Uses that preserve the natural character of the area or promote preservation of open space or critical areas should be the primary allowed use. Uses that result in the restoration of ecological functions should be allowed if the use is otherwise compatible with the purpose of the *Urban Conservancy* environment and the setting.
- C. Standards should be established for shoreline stabilization measures, vegetation conservation, water quality, and shoreline modifications. These standards should ensure that new development does not result in a net loss of shoreline ecological functions or further degrade shoreline values.
- D. Public access trails and public passive recreation should be provided whenever feasible and significant ecological impacts can be mitigated.
- E. Water-oriented uses should be given priority over non-water oriented uses. For shoreline areas adjacent to commercially navigable waters, water-dependent uses should be given highest priority.
- F. Restoration and protection of shorelands, stream openings and associated wetlands within the *Urban Conservancy* environment should be given high priority.

PN12.8 Waterfront Recreation Environment Management Policies

- A. The *Waterfront Recreation* environment designation should be assigned to shoreline areas that are or are planned to be used for recreation, or

where the most appropriate use is for recreation open space or habitat conservation.

- B. Development standards should take into account existing improvements and character of park areas, allow for development of low-intensity recreational uses, and restoration of shorelines. Low intensity recreation should be non-motorized and not significantly alter the landscape, such as running and walking, bicycling, wildlife viewing, picnicking, nature study, and quiet contemplation and relaxation. Associated facilities might include trails, open fields and lawn areas, picnic shelters, public art, interpretive exhibits and supporting parking and restrooms.
- C. Trails, water access, interpretive sites, viewing platforms and passive recreation areas should be allowed within setbacks and vegetation buffers when significant ecological impacts can be mitigated.
- D. Preferred uses include trails, water-related recreation, active playgrounds, and significant art installations, performance space, interpretive features, open lawn areas, play equipment, shelters, picnic areas, launch ramps, viewing platforms and accessory uses. Special events may take place.
- E. Shoreline restoration should be a priority. All development should ensure no net loss of shoreline ecological functions.

PN12.9 Marine Recreation Environment Management Policies

- A. The *Marine Recreation* environment designation should be assigned to areas on the Port Peninsula that are used or planned to be used for boating facilities, water-oriented recreation and commercial uses. Preferred uses include:
 - 1. Boating facilities including marinas, launch ramps, boat moorage, maintenance and repair, and upland boat storage; together with offices and other associated facilities;
 - 2. Water-oriented recreation such as trails and viewing areas; water access, water-related recreation, active playgrounds, and significant art installations, performance space, or interpretive features; and
 - 3. Water-oriented commercial uses.
- B. Operation and management of the *Marine Recreation* environment should be directed towards maintaining and enhancing water-oriented services, while ensuring that existing and future activity does not degrade ecological functions.

- C. All development should ensure no net loss of shoreline ecological functions.
- D. Innovative approaches to restoration and mitigation should be encouraged, including incentive and alternative mitigation programs such as Advance Mitigation and Fee In-lieu.
- E. Encourage bulkhead removal and replacement of hardened shoreline with soft structural stabilization measures water-ward of OHWM.
- F. The City recognizes the Port's responsibility to operate its marine facilities and to plan for this area's future use through the development and implementation of its Comprehensive Scheme of Harbor Improvements.
- G. The City recognizes that the Marine Recreation shoreline (Reach 5C) and the adjoining Urban Conservancy/Urban Intensity shoreline in Reach 6A provide a variety of benefits to the community including boat moorage, utility transmission, transportation, public access, water enjoyment, recreation, wildlife habitat and opportunities for economic development. These benefits are put at risk by continued shoreline erosion. The City recognizes that there exists a need to develop a detailed plan for shoreline restoration and stabilization for Reaches 5C and 6A and encourages the Port to partner in this effort.
 - 1. This plan may include:
 - a. Measures to enhance shoreline stabilization through the introduction of bioengineered solutions.
 - b. Measures to incorporate habitat restoration water-ward of the OHWM.
 - c. Measures to incorporate public access and use through trails, public art, parks and other pedestrian amenities.
 - d. Measures to incorporate sea level rise protection.
 - e. Setbacks, building heights and building design considerations.
 - 2. Upon completion of a jointly developed shoreline restoration and stabilization plan for Reaches 5C and 6A, the City will initiate a limited amendment to the SMP to implement this Plan.

PN12.10 Shoreline Residential Environment Management Policies

- A. The *Shoreline Residential* environment designation should be applied to shoreline areas if they are predominantly single-family or multi-family residential development or are planned and platted for residential development.
- B. Establish standards for density or minimum frontage width, setbacks, lot coverage limitations, buffers, shoreline stabilization, vegetation conservation, critical area protection, and water quality, taking into account the environmental limitations and sensitivity of the shoreline area, the level of infrastructure and services available, and other comprehensive planning considerations.
- C. Multi-family development and subdivisions of land into more than nine (9) parcels should provide public access.
- D. Commercial development should be limited to water-oriented uses and not conflict with the character in the *Shoreline Residential* environment.
- E. Water-oriented recreational uses should be allowed.
- F. Encourage restoration of degraded shorelines in residential areas and preservation of existing vegetation.
- G. Encourage bulkhead removal and replacement of hardened shoreline with soft structural stabilization measures water-ward of OHWM.

PN12.11 Urban Intensity Environment Management Policies

- A. The *Urban Intensity* environment should be assigned to shoreline areas if they currently support high intensity uses related to commerce, industry, transportation or navigation, and high-density housing; or are suitable and planned for high-intensity water-oriented uses.
- B. Olympia's shoreline is characterized by a wide variety of "urban" uses and activities, including commercial, industrial, marine, residential, and recreational uses. Together, these uses and activities create a vibrant shoreline that is a key component of Olympia's character and quality of life. These types of uses should be allowed within the *Urban Intensity* environment, with preference given to Water-Dependent and Water-Enjoyment uses. Shorelines in this Shoreline Environment Designation (SED) are highly altered and restoration opportunities are limited. The City's own Percival Landing is a good example of how the immediate

shoreline in the Urban Intensity SED should be redeveloped with a focus on public access and enjoyment, sea level rise protection and restoration of shoreline environmental function where feasible.

- C. Nonwater-oriented uses may be allowed where they do not conflict with or limit opportunities for water-oriented uses or on sites where there is no direct access to the shoreline.
- D. Preferred uses include water-oriented recreation such as trails and viewing areas, water access, water-related recreation, active playgrounds, and significant art installations, performance space, or interpretive features.
- E. Provide for the restoration, repair and replacement of Percival Landing including consideration of sea level rise protection.
- F. Policies and regulations should assure no net loss of shoreline ecological functions as a result of new development. Where applicable, new development should include environmental cleanup and restoration of the shoreline to comply with any relevant state and federal law.
- G. Where feasible visual and physical public access should be required as provided for in WAC 173-26-221(4)(d) and this shoreline program.
- H. Aesthetic objectives should be implemented by means such as sign control regulations, appropriate development siting, screening and architectural standards, and vegetation conservation measures.
- I. Innovative approaches to restoration and mitigation should be encouraged, including incentive and alternative mitigation programs such as Advance Mitigation and Fee In-lieu.
- J. Encourage bulkhead removal and replacement of hardened shoreline with soft structural stabilization measures water-ward of OHWM.

PN12.12 Port Marine Industrial Environment Management Policies

- A. The *Port Marine Industrial* environment should be assigned to the shoreline area located within the portion of the Port of Olympia that supports uses related to water-oriented commerce, transportation or navigation, or are planned for such uses.
- B. Highest priority should be given to water-dependent and water-related industrial uses.
- C. The preferred location for non-water-dependent industrial uses is in industrial areas as far from the shoreline as feasible.

- D. Coordinate planning efforts to ensure that there is adequate land reserved for water-dependent industrial uses to promote economic development, and to minimize impacts upon adjacent land uses.
- E. Encourage growth and re-development in areas that are already developed.
- F. Industrial use and development should be located, designed, and operated to avoid or minimize adverse impacts upon the shoreline and achieve no net loss of shoreline ecological functions and processes.
- G. Industrial uses and related development projects are encouraged to locate where environmental cleanup can be accomplished.
- H. Encourage the cooperative use of docking, parking, cargo handling and storage facilities on industrial properties.
- I. Innovative approaches to restoration and mitigation should be encouraged, including incentive and alternative mitigation programs such as Advance Mitigation and Fee In-lieu.

PN12.13 Archaeological, Historic, and Cultural Resources Policies

- A. The destruction or damage to any site having any archaeological, historic, cultural, scientific, or educational value as identified by the appropriate authorities, including affected Indian tribes, and the Office of Archaeology and Historic Preservation, should be prevented.

PN12.14 Parking Policies

- A. Motor vehicle parking is not a preferred use within the shoreline jurisdiction and should be allowed only as necessary to support authorized uses.
- B. Where feasible, parking for shoreline uses should be located in areas outside the shoreline jurisdiction; otherwise locate parking as far landward of the Ordinary High Water Mark as feasible.
- C. Parking facilities or lots within the shoreline jurisdiction should utilize low impact best management practices where feasible to reduce stormwater impacts.
- D. Design and construct parking facilities or lots to be compatible with adjacent uses and to avoid impacts to the shoreline environment.

- E. Provide walkways between parking areas and the buildings or uses they serve. Such walkways should be located as far landward of the Ordinary High Water Mark as feasible.

PN12.15 Public Access Policies

- A. Protect and maintain existing visual and physical public access so that the public may continue to enjoy the physical, visual, and aesthetic qualities of the shoreline.
- B. Incorporate public access into all new development or redevelopment if it creates or increases a demand for public access. Public access should also be required if the proposed use or development impairs existing legal access or rights.
- C. Protect the rights of navigation and space necessary for water-dependent uses when identifying locations for public access.
- D. Public access should be commensurate with the scale and character of a proposed use or development. Requirements should be reasonable, effective and fair to all affected parties including but not limited to the landowner and the public.
- E. Developments, uses, and activities on or near the shoreline should not impair or detract from the public's use of the water or rights of navigation.
- F. Impacts resulting from public access improvements should be mitigated in order to avoid a net loss of shoreline ecological processes and functions.
- G. Public access should be designed to provide for public safety and comfort, and to limit potential impacts to private property.
- H. Public access should be designed with provisions for persons with disabilities.
- I. Public access should connect to public areas, undeveloped rights-of-way, and other pedestrian or public thoroughfares.
- J. Public access and interpretive displays should be provided as part of publicly-funded projects.

PN12.16 Scientific and Educational Activity Policies

- A. Encourage scientific and educational activities related to shoreline ecological functions and processes.

PN12.17 Signage Policies

- A. Signs should not block or otherwise interfere with visual access to the water or shorelands.
- B. Signs should be designed and placed so that they are compatible with the aesthetic quality of the existing shoreline and adjacent land and water uses.

PN12.18 Vegetation Conservation Area Policies

- A. Developments and activities within the shoreline jurisdiction should be planned and designed to protect, conserve and establish native vegetation in order to protect and restore shoreline ecological functions and system-wide processes occurring within riparian and nearshore areas such as:
 - 1. Providing shade necessary to maintain water temperatures required by salmonids, forage fish, and other aquatic biota;
 - 2. Regulating microclimate in riparian and nearshore areas;
 - 3. Providing organic inputs necessary for aquatic life, including providing food in the form of various insects and other benthic macro invertebrates;
 - 4. Stabilizing banks, minimizing erosion and sedimentation, and reducing the occurrence or severity of landslides;
 - 5. Reducing fine sediment input into the aquatic environment by minimizing erosion, aiding infiltration, and retaining runoff;
 - 6. Improving water quality through filtration and vegetative uptake of nutrients and pollutants;
 - 7. Providing a source of large woody debris to moderate flows, create hydraulic roughness, form pools, and increase aquatic diversity for salmonids and other species; and
 - 8. Providing habitat for wildlife, including connectivity for travel and migration corridors.
- B. Restrict clearing and grading within vegetation conservation areas in order to maintain the functions and values of the shoreline environment, including protection of habitat, steep slopes and shoreline bluffs. Any alterations should be the minimum necessary to accommodate an authorized use or development.

- C. The composition, structure and density of the vegetation should replicate the functions of a natural, unaltered shoreline to the greatest extent feasible.
- D. Maintaining a well-vegetated shoreline with native species is preferred over clearing vegetation to create views or provide lawns. Limited and selective clearing for views and lawns, or for safety, may be allowed when slope stability and ecological functions are not compromised, but landowners should not assume that an unobstructed view of the water is guaranteed. Trimming and pruning are preferred over removal of native vegetation. Property owners should be encouraged to avoid or minimize the use of fertilizers, herbicides and pesticides.
- E. Property owners should be encouraged to preserve and enhance woody vegetation and native groundcovers to stabilize soils and provide habitat. Maintaining native plant communities is preferred over non-native ornamental plantings because of their ecological value.
- F. Develop educational materials and establish a public outreach program to educate shoreline landowners and ~~citizens~~ community members about the importance of protecting and enhancing vegetative buffers along the shoreline.

PN12.19 View Protection Policies

- A. Preserve views and vistas to and from the water, by public and private entities, to ensure that the public may continue to enjoy the physical and aesthetic qualities of the shoreline, including views of the water and views of shoreline areas from the water and the iconic views of the State Capitol and Olympic Mountains.
- B. Development should be designed to preserve and enhance the visual quality of the shoreline, including views over and through the development from the upland side of the subject property, and views over and through the development from the water.

PN12.20 Water Quality Policies

- A. All shoreline uses and activities should be located, designed, constructed, and maintained to avoid impacts to water quality.
- B. Stormwater management facilities for new uses and development should be designed, constructed, and maintained in accordance with the current Olympia Drainage Design and Erosion Control Manual of Olympia. To the extent feasible, low impact development best

management practices should be incorporated into every project along the shoreline.

- C. To reduce impacts to water quality, the use of chemical fertilizers, pesticides or other similar chemical treatments should be avoided. Landscaping should be designed to avoid or minimize the use of such products. Maintenance activities should use integrated pest management best practices. Pesticide free areas should be encouraged.
- D. Uses and activities that pose a risk of contamination to ground or surface waters should be prohibited.

PN12.21 Agriculture Policies

- A. Recognize existing agricultural uses within the City and allow them to continue operating.
- B. New agricultural uses should be prohibited.

PN12.22 Aquaculture Policies

- A. Aquaculture should not be permitted in areas where it would result in a net loss of ecological functions, adversely impact eelgrass and microalgae, or significantly conflict with navigation and other water-dependent uses.
- B. Aquaculture facilities should be designed and located so as not to spread disease to native aquatic life, establish new non-native species which cause significant ecological impacts, or significantly impact the aesthetic qualities of the shoreline.

PN12.23 Boating Facilities Policies

- A. Boating facilities, such as marinas and launch ramps, are water-dependent uses and should be given priority for shoreline location.
- B. Boating facilities and their accessory uses should be located, designed, constructed and maintained to achieve the following:
 - 1. Protect shoreline ecological functions and system-wide processes. When impacts cannot be avoided, mitigate to assure no net loss to shoreline ecological functions;
 - 2. Maintain use of navigable waters, public access areas, and recreational opportunities, including overwater facilities;
 - 3. Minimize adverse impacts to adjacent land uses such as noise, light and glare, aesthetics, and public visual access; and

- 4. Minimize adverse impacts to other water-dependent uses.
- C. Development of new boating facilities should be coordinated with public access and recreation plans and should be collocated with Port or other compatible water-dependent uses where feasible. Affected parties and potential partners should be included in the planning process.
- D. Boating facilities should provide physical and visual public shoreline access and provide for multiple uses including water-related uses, to the extent compatible with shoreline ecological functions and processes.
- E. Upland boat storage is preferred over new in-water moorage.
- F. New covered moorage should be prohibited.
- G. Pilings treated with creosote or other similarly toxic materials should be replaced with steel or concrete pilings to minimize adverse impacts to water quality. Unused or derelict pilings should be removed.

PN12.24 Commercial Policies

- A. Give preference to water-dependent commercial uses, then to water-related, and then water-enjoyment commercial uses in shoreline jurisdiction. Non-water-oriented commercial uses should require a conditional use permit if located within 100 feet of the water.
- B. The preferred location for non-water-oriented commercial uses is in commercial areas no closer than 30 feet from the shoreline.
- C. Coordinate planning efforts between the City and the Port to promote economic development in downtown Olympia.
- D. Commercial development should be located, designed, and operated to avoid and minimize adverse impacts on shoreline ecological functions and processes.
- E. Commercial development should provide public access to shoreline beaches, docks, walkways, or viewing areas unless such improvements are demonstrated to be incompatible due to reasons of safety, security, or impact to the shoreline environment.
- F. Commercial development should be designed to be visually compatible with adjacent and upland properties and so that the height, bulk, and scale do not impair views.
- G. Commercial development should implement low impact development techniques to the maximum extent feasible.

PN12.25 Industrial Policies

- A. Give preference to water-dependent industrial uses first, then to water-related industrial uses over non-water-oriented industrial uses.
- B. Non-water oriented industrial uses should be prohibited within the shoreline jurisdiction.
- C. Coordinate planning efforts between the City and the Port to ensure that there is adequate land reserved for water-dependent industrial uses, to promote economic development, and to minimize impacts upon adjacent land uses.
- D. Locate water-dependent or water-related industrial marine uses in areas already established or zoned for industrial use.
- E. Industrial use and development should be located, designed, and operated to avoid and minimize adverse impacts on shoreline ecological functions and processes.
- F. Transportation and utility corridors serving industrial uses should be located away from the water's edge to minimize ecological impacts and reduce the need for waterfront signs and other infrastructure.
- G. Industrial uses and related development projects are encouraged to locate where environmental cleanup can be accomplished.
- H. Encourage the cooperative use of docking, parking, cargo handling and storage facilities on industrial properties.
- I. Design port facilities to permit viewing of harbor areas from viewpoints, waterfront restaurants, and similar public facilities which would not interfere with Port operations or endanger public health or safety.

PN12.26 Recreation Policies

- A. Public recreation is a preferred use of the shoreline. Recreational uses and developments that facilitate the public's ability to reach, touch, and enjoy the water's edge, to travel on the waters of the State, and to view the water and shoreline are preferred. Where appropriate, such facilities should be dispersed along the shoreline in a manner that supports more frequent recreational access and aesthetic enjoyment for a substantial number of people.
- B. Water-oriented recreational uses, such as boating, swimming beaches, and wildlife viewing, should have priority over non-water oriented recreation uses, such as sports fields. A variety of compatible

recreation experiences and activities should be encouraged to satisfy diverse recreational needs.

- C. Recreational developments and plans should promote the conservation and restoration of the shoreline's natural character, ecological functions, and processes.
- D. Plan, design, and implement shoreline recreational development consistent with the growth projections, level-of-service standards, and goals established in Olympia's Comprehensive Plan and Parks, Arts and Recreation Plan.
- E. Hiking paths, sidewalks, and bicycle paths in proximity to or providing access to the shoreline are encouraged.
- F. Recreation facilities should be integrated and linked with linear systems, such as hiking paths, sidewalks, bicycle paths, easements, and/or scenic drives.
- G. Recreation facilities should incorporate public education and interpretive signs regarding shoreline ecological functions and processes, historic and cultural heritage.
- H. Recreation facilities should be designed to preserve, enhance, or create scenic views and vistas.
- I. Commercial recreation facilities should be consistent with the provisions for commercial development (see commercial policies above).

PN12.27 Residential Policies

- A. All residential developments should be located, designed, and properly managed to avoid damage to the shoreline environment and avoid cumulative impacts associated with shoreline armoring, overwater structures, stormwater runoff, septic systems, vegetation clearing, and introduction of pollutants.
- B. The overall density of development, lot coverage, setbacks, and height of structures should be appropriate to the physical capabilities of the site.
- C. Residential development, including the division of land and the construction of residential units, should be designed and located so that shoreline armoring and flood hazard measures will not be necessary to protect land or structures.
- D. Dwelling units and accessory structures should be clustered to preserve natural features and minimize overall disturbance of the site.

- E. New residential development should provide opportunities for public access.
- F. New residential development should minimize impacts upon views from adjacent residential areas, in keeping with the Shoreline Management Act.
- G. 'Live-aboard' vessels associated with marinas may be allowed, but all other overwater residential development including floating homes should be prohibited. A floating home permitted or legally established prior to January 1, 2011 and floating on-water residences legally established prior to July 1, 2014 will be considered conforming uses.
- H. Whenever possible, non-regulatory methods to protect, enhance and restore shoreline ecological functions should be encouraged for residential development.

PN12.28 Transportation Policies

- A. New roads and railroads, and expansions thereof should not be built within the shoreline jurisdiction. Where this is not feasible, such improvements should be located and designed to have the least possible adverse effect on the shoreline, not result in a net loss of shoreline ecological functions, or adversely impact existing or planned water-oriented uses, public access, and habitat restoration and enhancement projects.
- B. Maintenance and repair of existing roads and railroads should avoid adverse impacts on adjacent shorelines and waters.
- C. Transportation facilities should be designed and located to minimize the need for the following:
 - 1. Structural shoreline protection measures;
 - 2. Modifications to natural drainage systems; and
 - 3. Waterway crossings.
- D. Planning for transportation and circulation corridors should consider location of public access facilities, and be designed to promote safe and convenient access to those facilities.
- E. Pedestrian trails and bicycle paths are encouraged where they are compatible with the natural character, resources, and ecology of the shoreline.
- F. Piers and bridges for roads, pedestrian trails, bicycle paths, and railroads are preferred over the use of fill in upland and aquatic areas.

- G. When transportation corridors are necessary, joint use corridors are preferred and encouraged for roads, utilities, and all forms of transportation/circulation.

PN12.29 Utility Policies

- A. Utility facilities should be designed, located and maintained to minimize harm to shoreline ecological functions, preserve the natural landscape, and minimize conflicts with present and planned land and shoreline uses while meeting the needs of future populations in areas planned to accommodate growth.
- B. Expansion of existing sewage treatment, water reclamation, substations, and power plants should be compatible with recreational, residential, or other public uses of the water and shorelands.
- C. Where water crossings are unavoidable, they should be located where they will have the least adverse ecological impact.
- D. New utilities should use existing transportation and utility sites, rights-of-way and corridors, rather than creating new corridors.
- E. Utilities should be located and designed to avoid impacts to public recreation and public access areas, as well as significant historic, archaeological, cultural, scientific or educational resources.
- F. Encourage the use of utility rights-of-way for public access to and along shorelines.
- G. Design and install utilities in such a way as to avoid impacts to scenic views and aesthetic qualities of the shoreline area.

PN12.30 Shoreline Modification Policies

- A. Locate and design all new development in a manner that prevents or minimizes the need for shoreline modifications.
- B. Regulate shoreline modifications to assure that individually and cumulatively, the modifications do not result in a net loss of shoreline ecological functions.
- C. Give preference to those types of shoreline modifications that have a lesser impact on ecological functions.
- D. Require mitigation of impacts resulting from shoreline modifications.
- E. Plan for the enhancement of impaired ecological functions while accommodating permitted uses. Incorporate all feasible measures to protect ecological functions and ecosystem-wide processes in the

placement and design of shoreline modifications. To avoid and reduce ecological impacts, use mitigation sequencing set forth in WAC 173-26-201(2)(e) and Section 3.21 of the SMP.

- F. Give preference to nonstructural flood hazard reduction measures over structural measures, where feasible.

PN12.31 Dredging Policies

- A. Design and locate new development to minimize the need for dredging.
- B. Allow dredging for water-dependent uses or essential public facilities or both, only when necessary and when significant ecological impacts are minimized and appropriate mitigation is provided.
- C. Allow dredging in locations where a comprehensive management plan has been evaluated and authorized by local and state governmental entities.
- D. Plan and conduct dredging to minimize interference with navigation and adverse impacts to other shoreline uses and properties.
- E. Allow maintenance dredging of established navigation channels and basins.
- F. Conduct dredging and disposal in a manner to minimize damage to natural systems, including the area to be dredged and the area where dredged materials will be deposited. Disposal of dredge spoils on land away from the shoreline is preferred over open water disposal.
- G. Re-use of dredge spoils is encouraged for beneficial uses such as restoration and enhancement.
- H. Dredging and dredge disposal should not occur where they would interfere with existing or potential ecological restoration activities.
- I. Allow dredging for ecological restoration or enhancement projects, beach nourishment, public access or public recreation provided it is consistent with the policies and regulations of the Master Program.

PN12.32 Fill Policies

- A. Fill should be located, designed, and constructed to protect shoreline ecological functions and system-wide processes. The quantity and extent of fill should be the minimum necessary to accommodate a permitted shoreline use or development.

- B. Fill landward of the Ordinary High Water Mark should be permitted when necessary to support permitted uses, and when significant impacts can be avoided or mitigated.
- C. Fill should be allowed to accommodate berms or other structures to prevent flooding caused by sea level rise, when consistent with the flood hazard reduction provisions in this Shoreline Program. Any such fill should include mitigation assuring no net loss of ecological functions and system-wide processes.
- D. Fill for the maintenance, restoration, or enhancement of beaches or mitigation projects should be permitted.
- E. Fill water-ward of the Ordinary High Water Mark should be permitted only to accommodate water-dependent uses, public access, cleanup of contaminated sites, the disposal of dredge materials associated with a permitted dredging activity, or other water-dependent uses that are consistent with the goals and policies of Olympia's Shoreline Program.
- F. Fill for the purpose of creating new uplands should be prohibited unless it is part of an authorized restoration activity.
- G. Fill should not adversely impact navigation.
- H. Fill should not be allowed where structural shoreline stabilization would be required to maintain the materials placed.

PN12.33 Moorage Policies

- A. New moorage should be permitted only when it can be demonstrated that there is a specific need to support a water-dependent or public access use.
- B. Moorage associated with a single-family residence is considered a water-dependent use provided it is designed and used as a facility to access watercraft, and other moorage facilities are not available or feasible.
- C. Allow shared moorage for multi-family uses or as part of a mixed use development when public access is provided.
- D. Give preference to buoys over piers, docks, and floats; however, discourage the placement of moorage buoys where sufficient dock facilities exist.
- E. Give preference to shared moorage facilities over single-user moorage where feasible. New subdivisions of more than two lots and new multi-

family development of more than two dwelling units should provide shared moorage.

- F. Moorage facilities should be sited and designed to avoid adversely impacting shoreline ecological functions and processes, and should mitigate for unavoidable impacts to ecological functions.
- G. Moorage facilities should be spaced and oriented in a manner that minimizes hazards and obstructions to public navigation rights and corollary rights including but not limited to boating, swimming, and fishing.
- H. Encourage the cooperative use of docking facilities in industrial areas instead of new facilities.
- I. Moorage facilities should be restricted to the minimum size necessary to meet the needs of the proposed use. The length, width and height of piers, docks and floats should be no greater than required for safety and practicality for the primary use.
- J. Encourage design elements that increase light penetration to the water below existing or new moorage facilities, such as increasing the structure's height, modifying orientation and size, and use of grating as a surface material. No new over-water covered moorage or boathouses should be allowed.
- K. Moorage facilities should be constructed of materials that will not adversely affect water quality or aquatic plants and animals in the long-term.

PN12.34 Restoration and Enhancement Policies

- A. Olympia recognizes the importance of restoration of shoreline ecological functions and processes and encourages cooperative restoration efforts and programs between local, state, and federal public agencies, tribes, non-profit organizations, and landowners to address shorelines with impaired ecological functions and processes.
- B. Restoration actions should restore shoreline ecological functions and processes as well as shoreline features and should be targeted towards meeting the needs of both sensitive and locally important plant, fish and wildlife species as well as the biologic recovery goals for State and federally listed species and populations.
- C. Coordinate restoration and enhancement with other natural resource management efforts and plans.

- D. Consider restoration actions outside of the shoreline jurisdiction that have a system-wide benefit.
- E. When prioritizing restoration actions, the City will give highest priority to measures that have the greatest chance of re-establishing shoreline ecological functions and processes.
- F. Incorporate restoration and enhancement measures into the design and construction of new uses and development, public infrastructure (e.g., roads, utilities), and public recreation facilities.
- G. Shoreline restoration and enhancement should be considered as an alternative to structural stabilization and protection measures where feasible.
- H. All shoreline restoration and enhancement projects should protect the integrity of adjacent natural resources including aquatic habitats and water quality.
- I. Design, construct, and maintain restoration and enhancement projects in keeping with restoration priorities and other policies and regulations set forth in Olympia's Shoreline Program.
- J. Design restoration and enhancement projects to minimize maintenance over time.
- K. Shoreline restoration and enhancement should not extend water-ward more than necessary to achieve the intended results.
- L. Permanent in-stream structures should be prohibited except for restoration and enhancement structures, and transportation and utility crossings as described elsewhere in this Program. In-stream structures should provide for the protection and preservation of ecosystem-wide processes, ecological functions, and cultural resources. The location and planning of in-stream structures should give due consideration to the full range of public interests, watershed functions and processes, and environmental concerns, with special emphasis on protecting and restoring priority habitat and species.
- M. Restoration and enhancement projects may include shoreline modification actions provided the primary purpose of such actions is clearly restoration of the natural character and ecological functions of the shoreline.

PN12.35 Shoreline Stabilization Policies

- A. Preserve remaining unarmored shorelines and limit the creation, expansion and reconstruction of bulkheads and other forms of shoreline armoring.
- B. New development requiring structural shoreline armoring should not be allowed. Shoreline use and development should be located and designed in a manner so that structural stabilization measures are not likely to become necessary in the future.
- C. Structural shoreline armoring should only be permitted when there are no feasible alternatives, and when it can be demonstrated that it can be located, designed, and maintained in a manner that minimizes adverse impacts on shoreline ecology and system-wide processes, including effects on the project site, adjacent properties, and sediment transport.
- D. The reconstruction or expansion of existing hard armoring should only be permitted where necessary to protect an existing primary structure or legally existing shoreline use that is in danger of loss or substantial damage, and where mitigation of impacts is sufficient to assure no net loss of shoreline ecological functions and processes.
- E. Encourage the removal of bulkheads and other hard armoring and restore the shoreline to a more natural condition. Where stabilization is necessary for the protection of private or public property, alternative measures that are less harmful to shoreline ecological functions should be employed.
- F. Nonstructural stabilization measures, including relocating structures, increasing buffers, enhancing vegetation, managing drainage and runoff, and other measures, are preferred over structural shoreline armoring.
- G. Failing, harmful, unnecessary, or ineffective structures should be removed. Shoreline ecological functions and processes should be restored using non-structural methods.
- H. Shoreline stabilization and shoreline armoring for the purpose of leveling or extending property, or creating or preserving residential lawns, yards, or landscaping should not be allowed.
- I. Shoreline stabilization measures, individually or cumulatively, should not result in a net loss of shoreline ecological functions or system-wide

processes. Preference should be given to structural shoreline stabilization measures that have a lesser impact on ecological functions, and mitigation of identified impacts resulting from said modifications should be required.




- J. The City should promote non-regulatory methods to protect, enhance, and restore shoreline ecological functions and other shoreline resources. Examples of such methods include public facility and resource planning, technical assistance, education, voluntary enhancement and restoration projects, land acquisition and restoration, and other incentive programs.
- K. Jetties, breakwaters, or groin systems should not be permitted unless no other practical alternative exists. If allowed, they should be located, designed, and maintained to avoid impacts to shoreline ecological functions and system-wide processes.



Priest Point Park shoreline.

For More Information

- [Shoreline Master Program](#) 
- [Master Street Tree Plan](#) 

- [City of Olympia Habitat and Stewardship Strategy \(2013\)](#)
- [Parks, Arts, and Recreation Plan \(2010\)](#)
- [Greenhouse Gas Emissions Report \(2005\)](#)
- [Greenhouse Gas Emissions Report \(2008\)](#)
- [1991 Climate Action Plan](#) 
- [2011 City of Olympia Engineered Sea-level Rise](#) 
- [2012 Community Update on Sea-level Rise](#) 
- [Thurston Regional Trails Plan \(2007\)](#)

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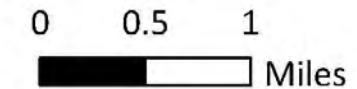
Open Space & Environmentally Sensitive Areas

-  Paved Trail
-  Possible Future Trail
-  Significant Wildlife Habitat
-  Wetland Indicators
-  Steep Slopes
-  Parks
-  Dedicated Open Space
-  Olympia City Property
-  Colleges & Universities
-  Open Space Corridors (1)
-  100 Year Flood Plain
-  Urban Growth Area
-  City Limits

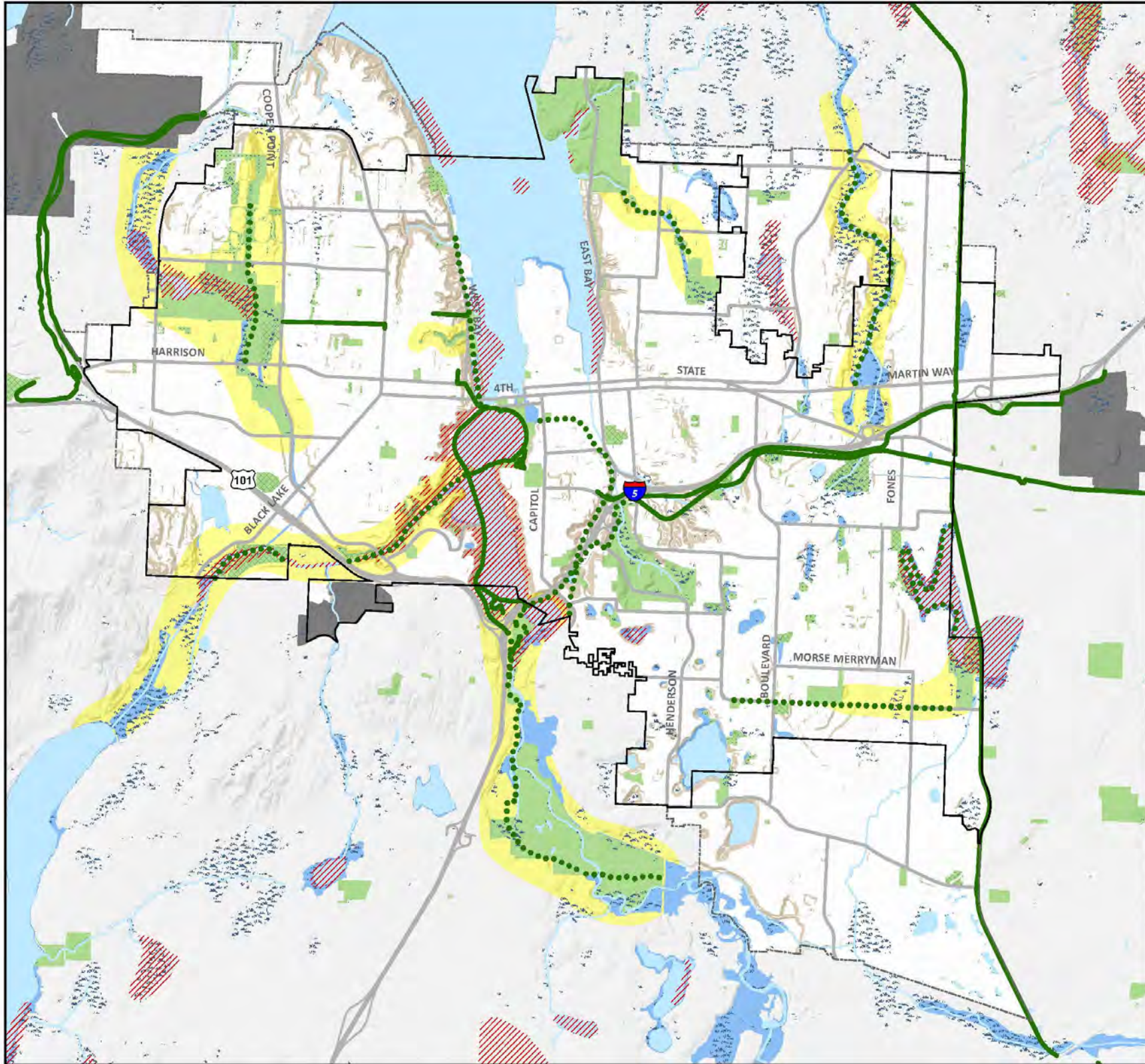
1) Potential locations for open space corridors that may include land useful for recreation, wildlife habitat, trails, and connection of environmentally sensitive areas.

Publication Date: 12/18/2014 Effective Date: 12/23/2014

Ordinance #6945



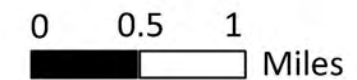
The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities, and structures depicted herein are based on record information and aerial photos only. It is recommended the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



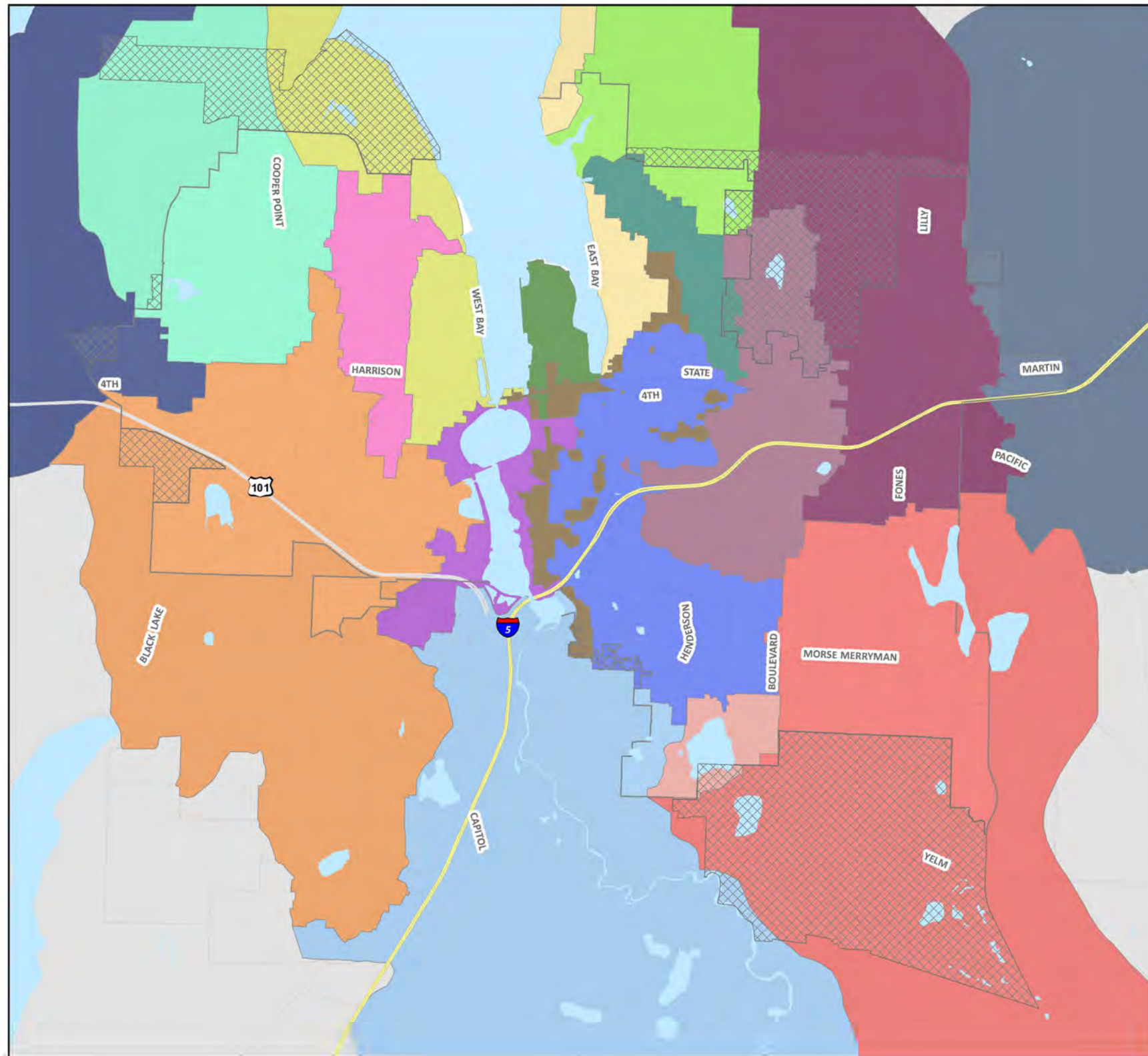
Drainage Basins

-  Urban Growth Area
-  City Limits
-  Budd Inlet
-  Capitol
-  Chambers
-  Deschutes
-  East Bay
-  Eld Inlet
-  Ellis
-  Green Cove
-  Indian
-  LOTT
-  Mission
-  Moxlie
-  Percival
-  Schneider
-  Ward Lake
-  West Bay
-  Woodard
-  Woodland

Publication Date: 12/18/2014 Effective Date: 12/23/2014
 Ordinance #6945



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Drinking Water (Wellhead) Protection Areas

Wellhead Protection Areas

Time of Travel

 6 Months

 1 Year

 5 Years

 10 Years

 Extended

 Urban Growth Area


 City Limits

Publication Date: 12/18/2014

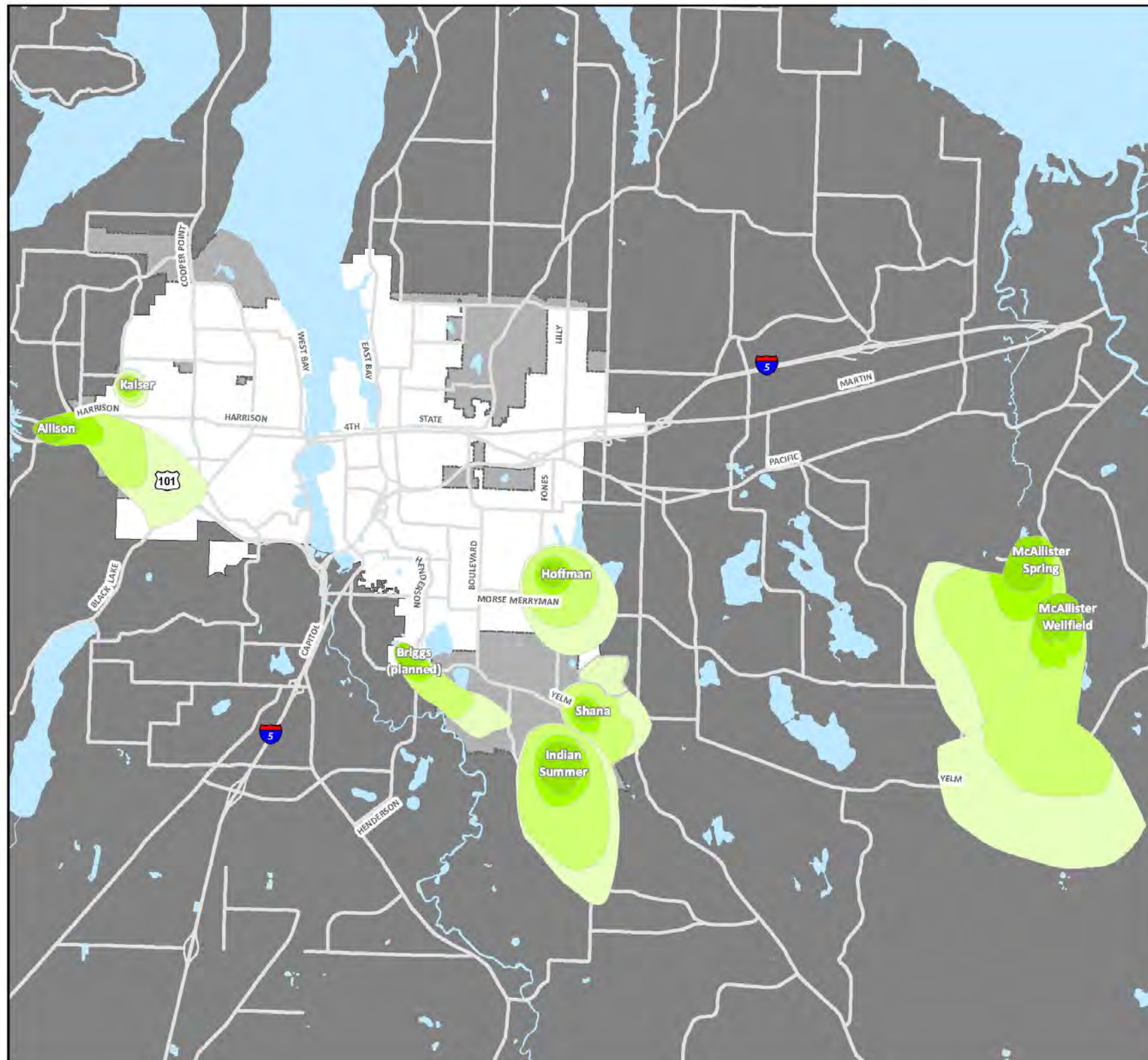
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Land Use and Urban Design



A blending of old and new land uses.

What Olympia Values:

Olympians value neighborhoods with distinct identities; historic buildings and places; a walkable and comfortable downtown; increased urban green space; locally produced food; and public spaces for citizens-community members in neighborhoods, downtown, and along our shorelines.



Our Vision for the Future:

A walkable, accessible, vibrant city.

Read more in the Community Values and Vision chapter

Introduction

How we choose to live within, and how we alter, our landscape is critical to our quality of life, and to whether that quality of life can be sustained and improved.

The State's 1990 [Growth Management Act](#)  called for Olympia to establish land use designations and densities sufficient for at least 20 years. The [County-Wide Planning Policies](#)  adopted by Thurston County and its seven cities in 1993 describe a common goal of concentrating growth in the urban areas "in ways that ensure livability, preservation of environmental quality and open space, varied and affordable housing, high quality urban services at least cost, and orderly transition of land from

County to City.” We can choose to isolate land uses and neighborhoods, or blend them into a single vital community. We can create spaces separated by long travel distances, or provide for a variety of experiences in each part of the city. We can choose to use land efficiently for recreation, housing, and business while setting aside selected areas for open space and communing with nature, or we can create homogenous subdivisions and isolated commercial areas. We can employ architecture and landscaping reflecting Olympia’s unique and historic character, or we can build places with little regard to the local landscape and climate. These choices will determine Olympia’s form for many generations.

Our community seeks to:

- Encourage development in urban areas where public services and facilities are already present.
- Phase urban development and facility extension outward from the downtown area.
- Establish land use patterns that ensure residential densities sufficient to accommodate 20-years of population growth.
- Focus higher residential densities downtown, along urban corridors, and near neighborhood centers.
- Employ innovative development techniques that create a better community.



A new pair of townhomes reflects Olympia's historic character.

Neighborhood character is made up of a variety of elements that give a neighborhood its distinct identity. Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical attributes that contribute to its sense of place and identity. These elements may include, but are not limited to, a neighborhood's land use, urban design, visual resources, and/or historic resources. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parks and open space, provision of City utilities, street grids and connections, and street trees.

Our community considers it essential that all neighborhoods become accessible, sustainable, and culturally inclusive.

- Accessible: Includes ADA compliancy, multimodal mobility, and housing affordability.
- Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.
- Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians, past and present.

Neighborhood character will be balanced with other plan goals and policies, such as increasing the variety of housing types and providing people-oriented places, and implemented through the City's development regulations.

Olympia's "[Urban Design Vision and Strategy](#)," appreciation of the area's history and sustainable community philosophy all provide additional direction for this chapter. In particular, the sustainability policies call for us to consider the long-range implications of our land use decisions and to provide for a pattern of development that can be sustained and enjoyed by future generations.

For example, mixed-use 'villages' and opportunities for residential development in commercial areas provide for increasing residential densities by blending land uses. By enabling less reliance on automobiles, by providing for compact development that requires less land, by efficiently providing streets, utilities, and services, and by establishing development densities and site designs that protect environmentally sensitive areas and reflect the capacity of natural systems, we can provide a quality community for coming generations.

We envision:

- Spaces that are safe and pedestrian-friendly
- Development that minimizes harm to the environment
- Densities and land use types consistent with many types of transportation
- Places for quiet residential uses, and places where economic activity is emphasized
- Walkable and accessible neighborhoods with unique centers and identities
- Development that complements the historic character of the community
- Recognition of the importance of lands near water
- A process for exploring the unique possibilities of each area with special attention given to Downtown, the Westside core area, the eleven planning 'subareas,' and other special geographic areas within the community

The focus here is on 'built' land uses such as housing and commercial structures and development patterns. Complementary parks, open spaces

and natural areas are addressed in the [Public Health, Parks, Arts and Recreation](#) and [Natural Environment](#) chapters. These land uses cannot be isolated from economic topics, and employment in particular, addressed by the [Economy](#) chapter. Facilities and services to support this urban development pattern, including the critical transportation system, are described in the [Transportation](#), [Utilities](#), and [Public Services](#) chapters. In many cases the special area plans described in this chapter will touch on all of those topics and more.

The City of Olympia, in cooperation with Thurston County, plays a major role in determining the location, intensity, and form of land uses in the community. This chapter addresses the proposed uses of land in Olympia's Urban Growth Area and the design and locations of buildings and other structures within that landscape. It includes:

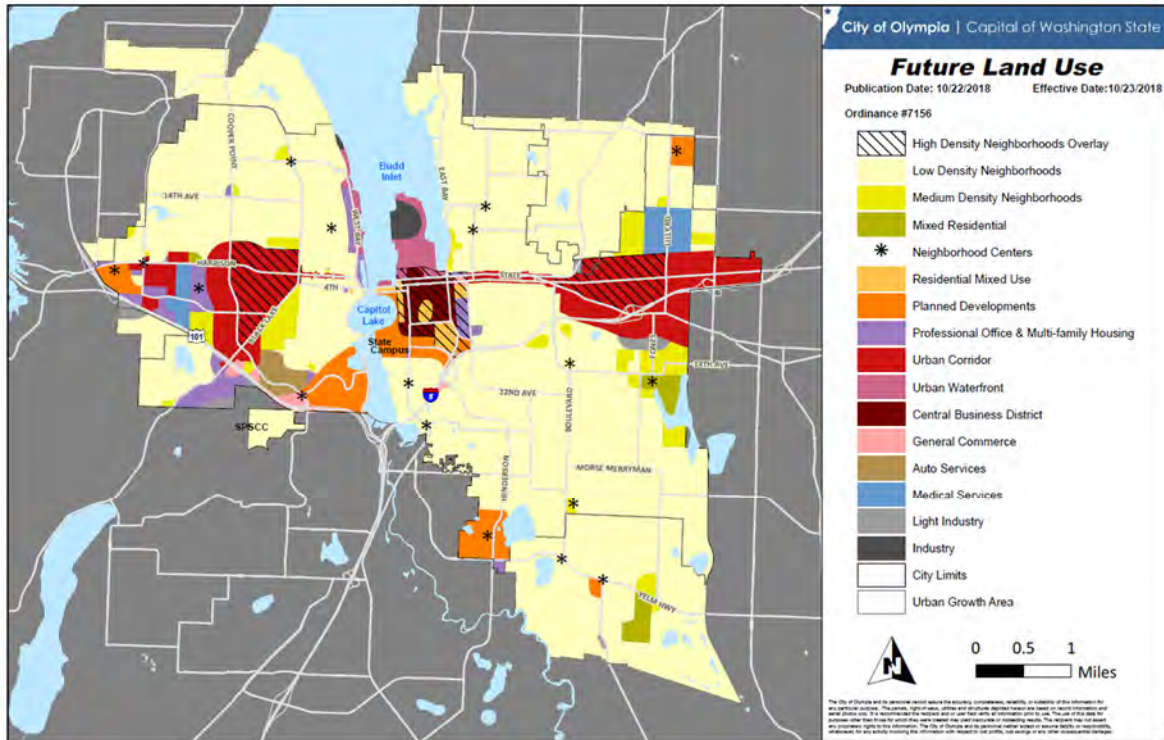
- The location and quantity of those land uses and their relation to each other
- The functional design of those land uses including buildings and surrounding spaces
- Opportunities for historic preservation
- The aesthetic form of the built environment

The [Future Land Use Map](#) shows the approximate locations for a variety of land uses in Olympia's **Urban Growth Area**. This map is not a zoning map. Rather it provides guidance for zoning and other regulations to ensure uses of land and development consistent with this Plan. Although these map lines are approximate, all future land uses should be consistent with the intent of this map and the land use category descriptions in Appendix A as well as the goals and policies of this Plan. In general, zoning and land uses should not deviate from the [Future Land Use Map](#) boundaries by more than about 200 feet. Compatible and supporting land uses, such as parks, schools, churches, public facilities and utilities, streets and similar features, are expected within these areas. See Appendix A regarding acreages, densities, and building heights of each use category.

Proposed rezones shall meet criteria to be adopted into the Olympia Municipal Code that address:

1. Consistency with the Comprehensive Plan.
2. Consistency with the City's development regulations that implement the Comprehensive Plan.

3. Compatibility with adjoining zoning districts and transitioning where appropriate to ensure compatibility.
4. Adequacy of infrastructure in light of development potential of the proposed zoning.



View Future Land Use Map of Olympia and its Urban Growth Area

The community employs regulations, such as zoning, design review, stormwater, engineering, building, and subdivision standards, to ensure that new development conforms to the goals and policies described in this chapter. The regulations are administered by City staff and a Hearing Examiner selected by the City Council. Equally important to this land use and design vision is capital facility planning and construction by the City of Olympia and other public agencies of the area. Continuing cooperation between the State and the City, among the local governments, and with special purpose governments such as the Port of Olympia and the school districts is critical. And, as envisioned, substantial resources and the support of everyone in the community will be needed to focus more detailed efforts in neighborhoods and other special places.

General Land Use and Design

To achieve our vision of Olympia while accommodating our share of the region's population, we need to plan for quantity at the same time as we pursue quality. Such a community is one in which pattern and mix of land uses supports healthy lifestyles, such as walking to nearby services instead of driving. We need to consider the implications of climate change, and how we can minimize our community's contribution. We must be prepared to adapt our built environment as resources change, while preserving key elements of Olympia's architectural and cultural heritage. At the same time, we need to consider the character of Olympians today, and those of the future. The needs and interests of a more diverse, more urban, and generally older population will differ from those of today.

Olympia was once a port-oriented community with a central business district and compact single-family neighborhoods. Now, its land-use pattern is more suburban, with commercial development taking place outside of downtown, and lower-density neighborhoods with fewer street connections. Over the next 20 years, as Olympia becomes a more urban place, the pattern of land use and design of urban areas will change as we accommodate an expanding population while retaining our community's character and heritage.

This Plan envisions gradually increasing densities in Olympia accompanied by attractive streets and buildings arranged for the convenience of pedestrians. The location, mix and relationship of land uses to each other and to our streets will be crucial as will be the character of commercial and residential areas, parks, and open spaces. The Plan envisions new development that will reinforce the community's identity, urban design preferences, and historic form. Selected major streets will gradually transform into attractive, higher density, mixed residential and commercial "urban corridors" with frequent transit service.

Housing will be available within and near shopping and employment areas. Development will be carefully designed to integrate with the adjacent transportation system, and with key features such as downtown and the hospitals. Neighborhoods and commercial areas will gradually be woven together into a cohesive urban fabric. These "ten-minute" neighborhoods will provide ready-access from homes to supporting businesses, and to parks, schools and other gathering places.

The relationship between the transportation system and other land uses plays a key role in urban life. The [Transportation chapter](#) addresses the specific design of streets, such as the number of travel lanes, the presence

of bike lanes, transit pull-outs, pedestrian amenities, street trees, and sidewalks. The relationship of these street features to adjacent land uses, the location and supply of parking, and the proximity of buildings to the street is critical to the experience and choices of pedestrians, bicyclists, transit riders and motorists. Thus, to integrate the streets and trails with adjacent uses, development must be carefully designed in combination with the adjacent transportation system. Details must be suited to all users and to the form of the street. For example, major building entrances should face or be conveniently reached from streets, rather than parking lots.

In addition to private activities, such as homes, businesses and industry, some of the lands within the City will be used for public purposes and facilities. Although some those lands are identified in this Plan, such as the locations of future streets, other specific needs are identified in more detailed planning documents of the City, such as the Water System Plan which identifies this utility's need for new water tank sites. Olympia works with Thurston County and other local agencies to identify areas of shared need for public facilities.

The purpose of the goals and policies below is to direct land use patterns, densities, and design standards which:

- Reflect the community's urban design vision
- Maintain or improve the character of ~~established~~ neighborhoods
- Preserve the historic features of Olympia
- Provide for a variety of transportation alternatives
- Provide people with opportunities to live close to work
- Create desirable neighborhoods with a variety of housing opportunities, different lifestyles and income levels, and a sense of community
- Provide for a compact growth pattern
- Promote energy efficiency
- Reflect the land's physical and environmental capability
- Provide space for parks, open spaces, and other community facilities
- Protect views and features of the community's landscape valued by the public

GL1 Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.

PL1.1 Ensure that new development is built at urban densities or can be readily modified to achieve those densities; and require that development lacking municipal utility service be designed to cost-effectively transform when services become available.

PL1.2 Focus development in locations that will enhance the community and have capacity and efficient supporting services, and where adverse environmental impacts can be avoided or minimized.

PL1.3 Direct high-density development to areas with existing development where the terrain is conducive to walking, bicycling and transit use and where sensitive drainage basins will not be impacted.

PL1.4 Require functional and efficient development by adopting and periodically updating zoning consistent with the [Future Land Use Map](#).

PL1.5 Require new development to meet appropriate minimum standards, such as landscaping and design guidelines, stormwater and other engineering standards, and buildings codes, and address risks, such as geologically hazardous areas; and require existing development to be gradually improved to such standards.

PL1.6 Provide for a compatible mix of housing and commercial uses in commercial districts and village sites that enables people to walk to work and shopping, supports transit, and includes convenience businesses for residents. Integrate adjacent uses with walkways and bike paths leading from residential areas to commercial districts and neighborhood-oriented businesses.

PL1.7 Enable frequent transit service, support housing, utilize existing infrastructure, provide public improvements and concentrate new major shopping, entertainment and office uses downtown, in the medical services area of Lilly Road, near the Capital Mall, and in the urban corridors.

PL1.8 Buffer incompatible industrial, commercial and residential uses by requiring landscaped buffers or transitional uses, such as plazas, offices, or heavily landscaped parking; use natural buffers where possible and require clustering where warranted.

PL1.9 Require direct and convenient pedestrian access to commercial and public buildings from streets, bus stops and parking lots, and encourage sheltered seating and other uses of vacant sections of the street edge.

PL1.10 In pedestrian-oriented commercial areas, require sidewalk awnings or other weather protection on new and substantially remodeled buildings.

PL1.11 Require businesses along transit routes to accommodate transit use by including building entrances near bus stops or other features such as transit shelters or on-site bus access.

PL1.12 Encourage major commercial projects to include display windows, small shops with separate entrances, and plazas with seating and other well-landscaped gathering spaces.

PL1.13 Require new, and encourage existing, businesses to provide bicycle parking.

Land Use Patterns and Building Forms Determine Whether Energy is Used Efficiently

Land use patterns and development influence energy use. Blending of residential units with work places promotes energy efficiency. Higher densities contribute to the success of bus systems. Higher densities close to offices and commercial districts help reduce fuel consumption by reducing overall commuter and shopper mileage. In contrast, suburban densities and sprawl result in spending a lot of time and energy on transportation.

With a more compact development pattern and other transportation improvements, Thurston County's percentage of drive-alone commuters can be reduced from 85 to 60 percent. Park-and-ride lots, vanpooling, ridesharing and flexible work schedules can help reduce vehicle miles and congestion. Both the public and private sectors can encourage transit use by offering bus passes and other incentives to employees. A well-laid-out transportation system will also aid in conserving energy. Smoother traffic flows can increase vehicle efficiency by up to five percent. Provisions for pedestrian and bicycle traffic can promote use of the energy saving means of commuting. By these means we could achieve a 10-15 percent transportation energy savings within a decade or two.

The primary residential use of energy is for space-heating. Thus, strengthening building code requirements for energy efficiency is an effective way to reduce energy consumption. When combined with appropriate insulation levels, solar energy can meet half the heating needs

of a home in Olympia. Effective layout of subdivisions that allow for solar access and protection from winter winds can help, as can public education on energy conservation.

The competitive environment can stimulate energy efficiency by reducing production costs. Thus the combined industrial and commercial sectors do not use as much energy as either the transportation or residential sectors. Local governments can further influence industrial and commercial energy use through education and incentives.

The government sector is a very visible part of the energy picture and can set an example for efficient and conscientious energy use. Education in this sector includes both educating users, such as employees, and informing the public. Government buildings and equipment can be models of efficiency in the use of construction methods and materials, as well as utilizing efficient pumps, heating systems, and lighting. Government operations can also be models of use of alternative fuel sources and non-motorized travel.

GL2 Buildings, commercial and industrial processes, and site designs use energy efficiently.

PL2.1 Pursue partnerships to promote energy efficient construction and lighting, low-energy designs, and weatherization in both new and existing buildings. Encourage material subsidies for low-income ~~citizens~~community members.

PL2.2 Promote public education and provide energy conservation and solar and other renewable energy information in cooperation with local utilities and others.

PL2.3 Encourage local 'cogeneration' of energy when environmentally sound and not in conflict with other land uses.

PL2.4 Encourage and sometimes require buildings and site designs that result in energy efficiency and use of solar and other renewable energy.

PL2.5 Support efforts to protect solar access in existing structures and to incorporate solar access provisions into new development projects.

Urban Design, Historic Structures and Built Form

Olympia's [Urban Design Vision and Strategy of 1991](#) identified the design and architectural preferences of community residents. This study continues to provide guidance for this Comprehensive Plan and future development. It identified the types of development that ~~citizens~~ community members feel are appropriate and inappropriate for our community. Study participants particularly valued Olympia's waterfront, downtown, the Capitol Campus, the older ~~established~~ neighborhoods, and views of the Olympic Mountains and the Black Hills. They favored streets that provide an attractive, safe, and inviting place for pedestrians, as well as provide for efficient traffic flow. Specifically, they liked the portions of downtown where buildings form a continuous edge along the street, where it is interesting to walk, and where awnings protect people from the rain.

Much of our community is already built. Many of our neighborhoods are more than 50 years old and our downtown is older still. These ~~established~~ neighborhoods provide ~~the~~ a 'sense of place' and character of Olympia. To preserve this character, new buildings incorporated into the existing fabric must reflect both their own time-period and what's come before. We will acknowledge the importance of historic preservation by



The Bigelow House, Olympia's oldest residence.

protecting buildings and districts and celebrating the people and events that shaped our community. We will conserve natural resources by keeping historic buildings properly maintained and in continuous use, thereby avoiding decay and demolition which would waste resources used to create these structures.

However, our heritage extends beyond buildings and back in time before European settlement. Artifacts, photographs, structures, sites and stories of our collective past were entrusted to us and so should be preserved for future generations. Tribes, such as the Squaxin Island Tribe, play a major role in this task. Private property owners shoulder much of the responsibility of protecting historic buildings. And Olympia's Heritage Commission advises the City Council on matters of historic preservation and assists owners of historic buildings in caring for their property. With the community support we can ensure that our heritage is preserved for everyone to appreciate today and always.



Many of our older homes are a source of pride for young families.

Studies of Olympia and other communities also reveal that including open space and appropriate landscaping within site designs improves developments by providing places for relaxing, restoration and outdoor activities in general. In particular, trees provide a valuable public resource, enhance the quality of the environment, provide visual buffers and natural beauty, preserve the natural character of an area, and soften the impact of

buildings and streets. Trees and other landscaping help reduce air pollution, noise and glare, provide cooling in summer and wind protection in winter, and in some cases provide materials and food for wildlife and humans. The goals and policies below encompass all of these elements of good design.

GL3 Historic resources are a key element in the overall design and establishment of a sense of place in Olympia.

PL3.1 Protect and evaluate historic and archaeological sites.

PL3.2 Preserve those elements of the community which are unique to Olympia or which exemplify its heritage.

PL3.3 Protect historic vistas from the Capitol Campus to Budd Inlet and the Olympic Mountains and from Budd Inlet to the Capitol Group.

PL3.4 Safeguard and promote sites, buildings, districts, structures and objects which reflect significant elements of the area's history.

PL3.5 Encourage development that is compatible with historic buildings and neighborhood character, and that includes complementary design elements such as mass, scale, materials, setting, and setbacks.

PL3.6 Plan for land uses that are compatible with and conducive to continued preservation of historic neighborhoods and properties; and promote and provide for the early identification and resolution of conflicts between the preservation of historic resources and competing land uses.

PL3.7 Identify, protect and maintain historic trees and landscapes that have significance to the community or a neighborhood, including species or placement of trees and other plants.

PL3.8 Encourage preservation and discourage demolitions or partial demolitions of intact historic structures.

GL4 Neighborhoods take pride in their historic identity.

PL4.1 Assist older neighborhoods and districts to discover their social and economic origins and appreciate their historic features. (Also see downtown section below.)

PL4.2 Facilitate the preservation of historic neighborhood identity and important historic resources.

GL5 Historic preservation is achieved in cooperation with all members of the community and is integrated into City decision-making processes.

PL5.1 Work with the State archeologist to protect archeological resources.

PL5.2 Coordinate with adjacent governments; particularly to provide public information about the area's history and development.

PL5.3 Recognize the contributions of minorities, workers, women and other cultures to Olympia's history.

PL5.4 Continue programs -- such as the Heritage Commission, the Heritage Register and the historic marker program -- that effectively identify, recognize, and encourage the preservation and continued use of historic structures, districts, and sites which provide physical evidence of the community's heritage.

PL5.5 Provide incentives and assistance for preserving, restoring, redeveloping and using historic buildings, districts, neighborhoods, streets, structures, objects and sites.

PL5.6 Support public or non-profit acquisition of the most important historic resources to ensure their preservation.

PL5.7 Recognize the value of historic preservation as part of the effort to maintain an affordable housing stock.

PL5.8 Promote economic vitality through historic preservation.

PL5.9 Promote mutual goals in historic areas, including districts, buildings and site, through collaboration among City departments, the Heritage Commission and other commissions.

GL6 Community beauty is combined with unique neighborhood identities.

PL6.1 Establish and periodically update a design review process and design criteria consistent with the goals and policies in the Comprehensive

Plan for:

- Commercial and mixed use development adjacent to freeways and public streets
- Other highly-visible, non-residential development, such as the Port of Olympia, campus developments, and master planned developments
- Multifamily residential development and manufactured housing parks
- Detached homes on smaller lots (less than 5,000 square feet) and in older neighborhoods (pre-1940)
- Properties listed on a [Historic Register](#) or located within a designated historic district

PL6.2 The design review process should recognize differences in the city with the objective of maintaining or improving the character and livability of each area or neighborhood.

PL6.3 Require commercial and residential buildings to face the street or a courtyard or other common area.

PL6.4 Require multi-family housing to incorporate architectural forms and features common to nearby housing; to include porches, balconies, bay windows and similar details; to have entries oriented to streets or a courtyard, and include accessible open space; and to be reduced in size near lower density residential districts.

PL6.5 Ensure that parking areas do not dominate street frontages or interrupt pedestrian routes, and that they are screened from ~~single-family~~ housing.

PL6.6 Prohibit fences and walls that inhibit walking or isolate neighborhoods from streets, except to reduce noise, provide buffers, or create private rear yards.

PL6.7 Create attractive entry corridors to the community and neighborhoods, especially downtown and along urban corridors; to include adopting design standards and installing significant special landscaping along community-entry corridors.

PL6.8 Enhance neighborhood identity by encouraging interested groups to beautify open spaces, streets and private property.

PL6.9 Require that buildings complement and enhance their surroundings, appeal to and support pedestrian activities, and facilitate transit use.

PL6.10 Preserve and enhance water vistas by retaining public rights-of-way that abut or are within one block of water bodies and by not siting public buildings within associated view corridors.



Percival Landing is enjoyable to view and to enjoy the view.

PL6.11 Plant and protect trees that contribute to Olympia’s visual identity and sense of place.

PL6.12 Separate incompatible land uses and activities with treed areas, including buffering residential areas from major streets and freeways.

GL7 Urban green space is available to the public and located throughout the community and incorporates natural environments into the urban setting, which are easily accessible and viewable so that people can experience nature daily and nearby.

PL7.1 Provide urban green spaces in which to spend time. Include such elements as trees, garden spaces, variety of vegetation, water features, “green” walls and roofs, and seating.

PL7.2 Provide urban green spaces that are in people’s immediate vicinity and can be enjoyed or viewed from a variety of perspectives.

PL7.3 Establish a maximum distance to urban green space for everyone in the community.

PL7.4 Increase the area of urban green space and tree canopy within each neighborhood proportionate to increased population in that neighborhood.

PL7.5 Establish urban green space between transportation corridors and adjacent areas.

GL8 Community views are protected, preserved, and enhanced.

PL8.1 Implement public processes, including the use of digital simulation software, to identify important landmark views and observation points.

PL8.2 Use visualization tools to identify view planes and sightline heights between the landmark view and observation point.

PL8.3 Prevent blockage of landmark views by limiting the heights of buildings or structures on the west and east Olympia ridge lines.

PL8.4 Avoid height bonuses and incentives that interfere with landmark views.

PL8.5 Set absolute maximum building heights to preserve publicly-identified observation points and landmark views.



Percival Landing with the Olympics in the distance.

GL9 Built and natural environmental designs discourage criminal behavior.

PL9.1 Incorporate crime prevention principles in planning and development review and educate designers regarding those principles.

PL9.2 Modify public facilities and properties to enhance crime prevention.

Industry

Industrial uses represent a relatively small but key component of Olympia's jobs. Olympia's waterfront has supported forest-related industries and maritime shipping for decades. The Olympia area also contains a few scattered, relatively small, light-industrial districts which support a variety of uses. Industrial districts in Tumwater, Lacey, and in the County will likely absorb most of the area's new, non-waterfront-dependent industrial uses. However, the industrial land along Budd Inlet provides the only sites in the area for water-dependent industrial uses. This Plan aims to focus industrial development:

- Along Budd Inlet (in industrial districts)
- At Mottman Industrial Park, and

- Along Fones Road

while encouraging opportunities for small-scale industry integrated with other uses of land.

The Port of Olympia owns approximately two hundred acres and adjacent tidelands of what is known as the 'Port peninsula,' an area equivalent to about 80 city blocks. The Port peninsula includes a variety of industrial, commercial, retail, and recreational facilities. The centerpiece of the Port peninsula is its international marine shipping terminal. The East Bay waterfront is the location of the East Bay Marina, with moorage, a boat launch, and support facilities. On the northern end of the peninsula, the 17-acre [Cascade Pole](#) site is a contaminated area, used from 1940 to 1986 to treat wood poles with creosote and other chemicals. Although cleanup of that site is underway, future use will be restricted.



Batdorf and Bronson Coffee Roasters at the Port of Olympia.

The industrial portion of the Port peninsula will continue to be the community's key industrial center. It has been, and should continue to be, a local source of family-wage jobs, handling inbound and outbound cargo by rail, truck and ship. Large buildings are anticipated for boat building and repair. A one-stop, full-service marine facility with a large vessel haul-out and repair center may be added.

GL10 Industry and related development with low environmental impact is well-located to help diversify the local economy.

PL10.1 Encourage industry that is compatible with surrounding land uses and diversifies and strengthens the local economy.

PL10.2 Designate and preserve sufficient land for industrial uses consistent with the regional strategy for 'build out' of the community and competitive land prices.

PL10.3 Encourage full, intensive use of industrial areas while safeguarding the environment. Ensure land-use compatibility by buffering, height limits, landscaping, traffic routing, building design, and operation and maintenance standards.

PL10.4 Limit non-industrial uses in industrial areas to those which do not conflict with industry; and eliminate or reduce the size of industrial areas only if not expected to be needed or not suitable for industry.

PL10.5 Focus major industries in locations with good freeway access, adequate utilities, minimal environmental constraints, sufficient space and minimal land-use conflicts. Specific areas identified for industrial use include the Port Peninsula, the Mottman Industrial Park, and the vicinity of Fones Road.

PL10.6 Coordinate with the Port of Olympia to allow for long-term viability of Port peninsula industry, compatibility with surrounding uses, and continuation of marina uses along East Bay. This coordination should address – at a minimum - transportation, pedestrian and recreation facilities, environmental stewardship, and overwater development.

PL10.7 Design industrial areas for convenient freight access.

PL10.8 Provide opportunities for light industrial uses in commercial areas consistent with the commercial and multi-family uses of those areas, such as low-impact production within buildings with retail storefronts.

Commercial Uses and Urban Corridors

More intensive development in commercial areas will increase their vitality and make better use of the City's transit and street systems. For this

reason, major new commercial areas are not to be created. Any new commercial areas will be limited to allowing neighborhood-oriented businesses and services in the neighborhood centers of residential areas that reduce the need for residents to travel far to shop.

Over time, we envision our existing commercial areas becoming more attractive to pedestrians and customers, to the point where they can attract a more balanced and attractive mix of commercial, residential, and recreational uses. Significant changes will need to occur for some of our commercial areas to increase their appeal as places to shop, live, work, and visit and to become more inviting higher-density, pedestrian-friendly, mixed-use areas for pedestrian and transit users.

GL11 Adequate commercial land conveniently serves local and regional trade areas.

PL11.1 Encourage increasing the intensity and diversity of development in existing commercial areas by mixing commercial and multi-family development along with entertainment and cultural centers in a way that will reduce reliance on cars and enable people to work, shop, recreate and reside in the same area.

PL11.2 Provide incentives for housing in commercial districts near transit stops.

PL11.3 Work with developers to identify commercial areas for **infill** and redevelopment, to remove unnecessary barriers to this type of development, and to provide the infrastructure needed for intensive commercial and mixed use development.

PL11.4 Locate and size commercial areas to decrease reliance on cars, improve community life, and maintain the tax base.

PL11.5 Encourage the efficient use and design of commercial parking areas; reduce parking space requirements (but avoid significant overflow into residential areas); support parking structures, especially downtown and in urban corridors; and designate streets for on-street parking where safe.

PL11.6 Encourage new commercial uses adjacent to the arterial street edge and in mixed-use projects.

PL11.7 Provide convenient pedestrian access to and between businesses.

PL11.8 Prohibit new and expanded commercial 'strips;' and allow conversion of such existing uses to a multi-use development with greater depth and integration of residential units.

PL11.9 Outside urban corridors provide for low-intensity commerce that depends on automobile access and allow wholesale businesses near major customers or where resulting traffic will not impact retail areas.

GL12 Commercial areas are attractive, functional and appealing.

PL12.1 Work with businesses and residents to help make commercial areas functional and attractive.

PL12.2 Establish maximum building heights that are proportional to streets, retain scenic views and result in compatibility with adjoining development.

PL12.3 Seek opportunities to create or enhance town squares framed by commercial or civic buildings, pocket parks, plazas and other small public or private spaces in downtown or other high-density areas.

PL12.4 Ensure that commercial uses are compatible with adjoining residential districts. This might include prohibiting reflective surfaces, screening solid waste and parking areas, regulating emissions, building size reductions and increased setbacks near residential districts, screening parking areas, and requiring facades with architectural features that reduce the appearance of a commercial building's size, such as stepbacks and tiering above three stories.

PL12.5 Require site designs for commercial and public buildings that will complement nearby development and either maintain or improve the appearance of the area. This may include building designs with a defined bottom, middle, and top; appealing architectural elements such as windows, wall detailing; fountains, vendor stations; and the use of balconies, stepped back stories and pitched roofs that reduce the perceived size of the building.

PL12.6 Create visual continuity along arterial streets through coordinated site planning, landscaping, building designs, signage and streetscapes.

PL12.7 Require screening of unattractive site features such as mechanical equipment and large solid waste receptacles, while maintaining good

access for collection and maintenance.

PL12.8 Use design standards to ensure pedestrians and bicyclists have direct, convenient access to commercial and public buildings.

PL12.9 Require a form of parking that retains aesthetics and minimizes pedestrian barriers and inconvenience by including screening along streets and residential areas; limits parking lots to one contiguous acre; and locates them at the rear of buildings, or, if the rear is not possible, then on the side, but with minimal street frontage.

PL12.10 Ensure that business signs identify the business but do not create visual clutter or dominate the character of the area; require the use of low or façade-mounted signs where possible.

Urban Corridors

Portions of our major arterial streets are lined with low-density residential and office uses and typical strip-commercial development. Driveways to each business interrupt and slow the flow of vehicular and pedestrian traffic; the pattern of buildings behind parking lots makes pedestrian access difficult and uninviting; and the disjointed signage, landscaping, and building designs are often unattractive. As a result, these areas have limited appeal as places to live, work, and shop.

Over time, thoughtful planning will change some of these sections of major streets into 'urban corridors' that will have a mix of high-density uses, and where people will enjoy walking, shopping, working, and living. See [Transportation Corridors Map](#). Urban corridors like this are key to avoiding sprawl by providing an appealing housing alternative for people who want to live in an attractive, bustling urban environment close to transit, work and shopping. Redevelopment along these corridors will be focused in areas with the greatest potential for intensive, mixed-use development so that public and private investment will have maximum benefit. These corridors, first described in the [1993 Thurston Regional Transportation Plan](#), also should include land uses that support the community, such as community centers, day care centers, social service offices, educational functions, parks, and other public open space.

In cooperation with Lacey, Tumwater and Thurston County, this Plan calls

for gradually redeveloping these urban corridors (listed below) with:

- Compatible housing, such as apartments and townhouses, within or near commercial uses
- Excellent, frequent transit service
- Housing and employment densities sufficient to support frequent transit service
- Wide sidewalks with trees, attractive landscaping, and benches
- Multi-story buildings oriented toward the street rather than parking lots
- Parking spaces located behind the buildings or in structures

The land use designations along these streets vary (see Future Land Use Map at the end of this chapter), to promote a gradual increase in density and scale of uses that supports and remains in context with the adjacent neighborhoods. Slightly less intensive land uses at the fringes of these corridors will create a gradual transition from the activity of the major street edge to less-dense areas in adjacent neighborhoods. Similarly, areas furthest from the downtown core are expected to infill and redevelop with excellent support both for cars and for those who walk, bike and use public transit.

These outer reaches of the urban corridors will feature buildings and walkways with safe and easy pedestrian access. Walkways will link those on foot to bus stops, stores, neighboring residences, free-standing businesses on corners, and perimeter sidewalks.

“Gateways” to Olympia are to be located at the entry/exit points of landscaped “civic boulevards,” at city boundaries, topographical changes, transition in land use, and shifts in transportation densities. Three of the eight gateways are located at the city limits and may include “Welcome to Olympia” signage. Gateways provide a grand entrance into the capital city of the State of Washington. Gateways are to be densely planted with trees and native understories; consideration will be given to the maximum landscaping and amenities feasible. Each civic boulevard will have a distinctive special environmental setting that is shaped by a public planning process that involves citizenscommunity members, neighborhoods, and city officials. Civic boulevards are to be densely planted with trees and native understory; consideration will be given to the maximum landscaping and amenities feasible.



GL13 Attractive urban corridors of mixed uses are established near specified major streets.

PL13.1 Establish urban corridors as shown on the [Future Land Use Map](#) with potential employment and residential density to support frequent transit service, encourage pedestrian traffic between businesses, and provide a large customer base and minimize auto use for local trips.

PL13.2 Regionally coordinate urban corridor planning and improvements including public facilities and services in these areas to ensure redevelopment is continuous, consistent, and balanced.

PL13.3 Transform urban corridors into areas with excellent transit service; multi-story buildings fronting major streets with trees, benches and landscaping; parking lots behind buildings; and a compatible mix of residential uses close to commercial uses.

PL13.4 Establish minimum housing densities in urban corridors to support frequent transit service and sustain area businesses.

PL13.5 Ensure appropriate transitional land uses from high intensity land uses along the arterial streets of the urban corridors to the uses adjacent to the corridors; corridor redevelopment should enhance both the corridor and quality of life in adjacent residential neighborhoods.

PL13.6 Focus public intervention and incentives on encouraging housing and walking, biking and transit improvements in the portions of the urban corridors nearest downtown and other areas with substantial potential for redevelopment consistent with this Plan. These include, for example, the area from the Fourth Avenue/Pacific Avenue intersection east to Pattison Avenue, and the area near the intersection of Harrison Avenue and Division Street.

PL13.7 Designate different categories of corridors generally as follows:

- Areas nearest downtown along Harrison Avenue east of Division Street and the upper portions of the State Street/Fourth Avenue corridor to the intersection of Fourth Avenue and Pacific Avenue should blend travel modes with priority for pedestrian, bicycle and transit systems. These areas should provide for a mix of low-intensity professional offices, commercial uses and multifamily buildings forming a continuous and pedestrian-oriented edge along the arterial streets. There will be a 35 feet height limit if any portion of the building is within 100' from a ~~single-family~~low-density residential zone, provided that the City may establish an additional height bonus for residential development except in areas adjacent to a designated historic district.
- The area along Harrison Avenue west from the vicinity of Division Street to Cooper Point Road - and the portions of Martin Way and Pacific Avenues from Lilly Road to the intersection of Fourth Avenue and Pacific Avenue - will transition away from cars being the primary transportation mode to a more walkable environment, where bicycling and transit are also encouraged. Redevelopment of the area will create more density and new buildings that gradually create a continuous street edge and more pedestrian-friendly streetscape.
- The outer portions of the urban corridors west of the vicinity of the Capital Mall and east of Lilly Road will primarily be accessed by motor vehicles with provisions for pedestrian and bicycle travel; gradual transition from existing suburban character is to form continuous pedestrian-friendly streetscapes, but more regulatory flexibility will be provided to acknowledge the existing suburban nature of these areas. (See Capital Mall special area below.)

GL14 Olympia's neighborhoods provide housing choices that fit the diversity of local income levels

and lifestyles. They are shaped by thorough public planning processes that involve citizenscommunity members, neighborhoods, and city officials.

PL14.1 Establish eight gateways with civic boulevards that are entry/exit pathways along major streets to downtown Olympia and the Capitol.

PL14.2 Concentrate housing into three high-density Neighborhoods: Downtown Olympia, Pacific/Martin/Lilly Triangle; and the area surrounding Capital Mall. Commercial uses directly serve high-density neighborhoods and allow people to meet their daily needs without traveling outside their neighborhood. High-density neighborhoods are highly walkable. At least one-quarter of the forecasted growth is planned for downtown Olympia.

PL14.3 Preserve and enhance the character of existing ~~established~~ Low-density Neighborhoods. Disallow medium or high-density development in existing Low-density Neighborhood areas except for Neighborhood Centers.

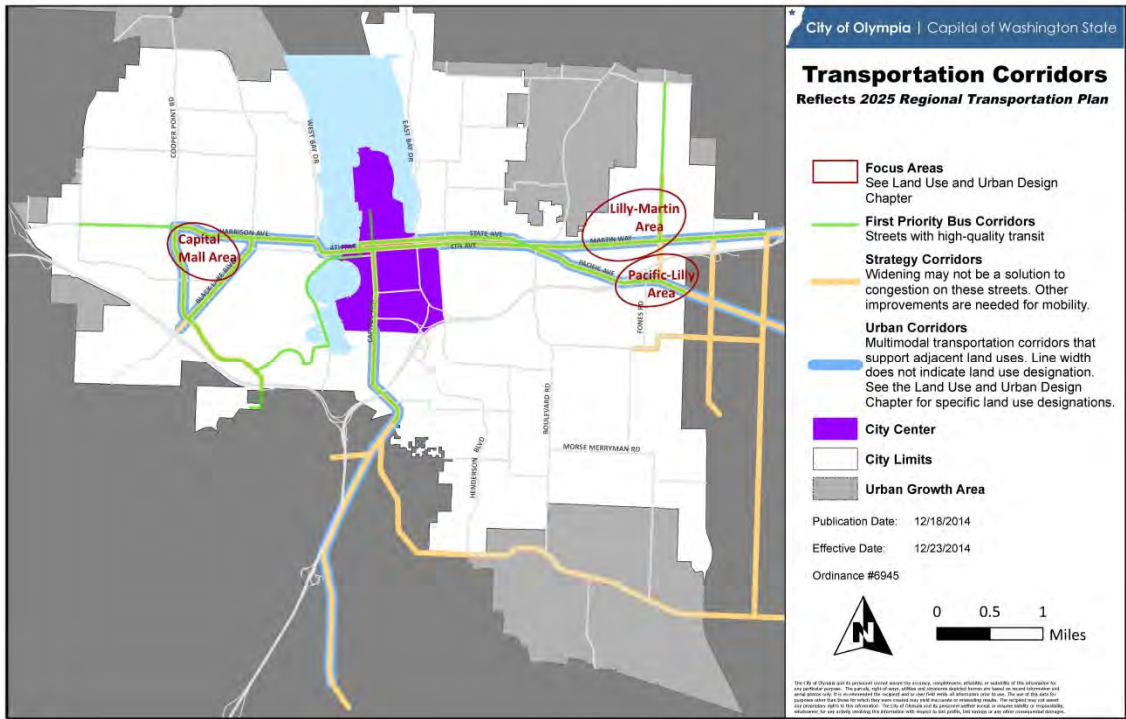
PL14.4 In low-density Neighborhoods, allow medium-density Neighborhood Centers that include civic and commercial uses that serve the neighborhood. Neighborhood centers emerge from a neighborhood public process.

Focus Areas

The City prepares plans and studies to help guide the future of targeted areas within our community. Leadership for plan preparation will vary by location and purpose, and priorities depend on funding availability and the potential for appropriate development or redevelopment. Generally, these plans feature the location, size and type of land uses; residential and employment density targets; pedestrian amenities; street system and parking location and quantity; and other public improvements. A few specific areas have been identified; more may be identified in the future.

Several of the city's commercial and industrial areas have distinct roles, opportunities, and limitations. This section provides further guidance for the future of some of these areas. The City envisions some areas, such as the vicinity of Capital Mall, as areas that will gradually convert into urban neighborhoods with a mix of land uses. Others, such as the Auto Mall area, will be reserved for one or two primary uses. In cooperation with

landowners and others, the City will be focusing its planning efforts on three of these urban corridor 'focus areas', possibly in the form of a 'master plan' that addresses issues such as land use, infrastructure and design.



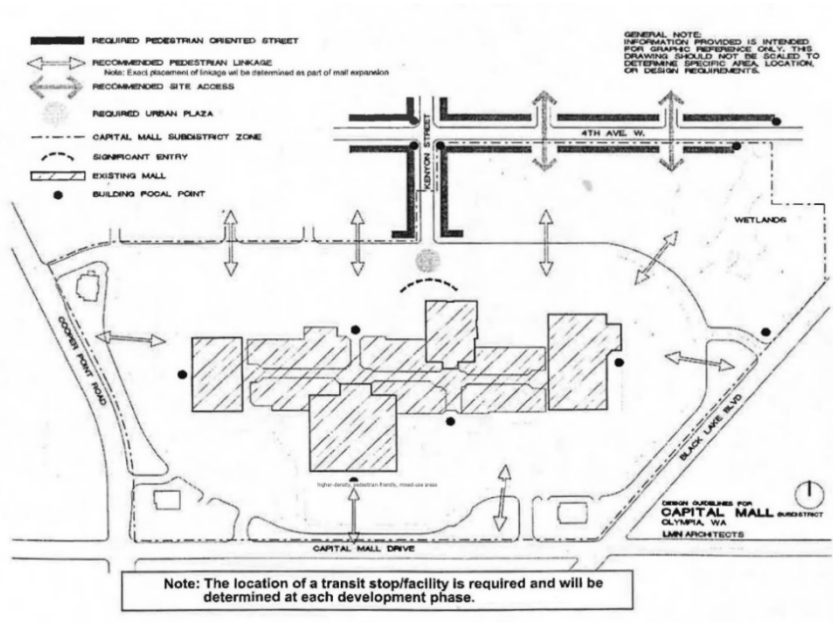
See Transportation Corridors map.

In addition to the focus areas described below, the City works with the State of Washington in its preparation of the [Capitol Campus Master Plan](#) and with the Port of Olympia in its planning of its properties including the Port peninsula. Included in these efforts is the continuing goal of integrating these areas with downtown Olympia. The [Future Land Use Map](#) frames all of these planning efforts.

Capital Mall Area

The Capital Mall area is a regional shopping center, which also includes one of the area’s best balances of jobs within walking distance of medium-density housing. This area should continue to be economically viable and contribute to the community’s goals with infill, redevelopment, and connections to adjacent areas for all modes of travel. It is to evolve into a complete urban neighborhood with a mix of jobs, housing, and services.

Redevelopment and incremental expansion consistent with community goals will allow the mall to flexibly adapt to retail trends. Design standards will encourage continued infill and redevelopment in the vicinity of 4th Avenue and Kenyon Street so that the potential of the mall and its surrounding properties can be fully realized. As illustrated below, redevelopment to the north, south, east and west will incorporate vehicle access and circulation with the addition of building focal points, significant entries and better access for walking from surrounding neighborhoods.



A plan for linking Capital Mall to its neighborhood.

Auto Mall Area

The Olympia Auto Mall is the region’s major center for auto sales and specialized services. Most of Thurston County’s new and used car dealers are located here, along with firms offering light trucks and motorcycles, auto rentals, body repair and detailing, and other auto-oriented businesses. Because it offers so many opportunities for comparison shopping in one location, it is a highly successful group of businesses, attracting customers from a regional trade area, and a significant employment center. Its proven formula should continue to serve the community successfully for many years to come.



Landscaping enhances auto dealerships.

Lilly and Martin Area

The Medical Services district along Lilly Road near Martin Way is home to a regional hospital and numerous medical and dental clinics and offices. However, portions of Martin Way, once a rural highway, are little changed. These areas have the potential for additional health-care related uses, and ~~multi-family, senior citizen, and assisted living~~ housing, as well as supporting retail and service businesses. Thus this area is expected to continue to evolve into a medically-oriented neighborhood with jobs, housing, and supporting services.

Pacific Avenue and Lilly Road Area

The area surrounding the intersection of Pacific Avenue and Lilly Road, like the nearby Stoll Road area, has the potential to become a unique area within an urban corridor. It is located next to a regional trail, lies between two shopping centers, and includes a nearly complete street grid with many ~~single-family~~ low-density homes. This location provides good access to retail services for daily and weekly shopping needs within easy walking distance for its residents, and is large enough for planned creative designs. Transit service on both Pacific Avenue and Lilly Road is excellent. But the

area also has its challenges, such as substandard public improvements, no nearby parks, and surrounding traffic. City plans call for this area to be developed with a mix of retail, service, and high-density residential uses consistent with its location in an urban corridor.

West Bay Drive

The West Bay Drive area has a challenging mix of opportunities and constraints. Several sites along the shore are significant in Squaxin Island Tribal cultural history. Industrial use of this waterfront dates to the nineteenth century. The shallow waters along this shoreline continue to provide crucial habitat for young salmon leaving the Deschutes River basin. Birds, marine and upland mammals, and other wildlife species are relatively common for an urban area. The area known as the Port Lagoon, which is subject to a U.S. Fish and Wildlife Service conservation easement, serves as a fish and wildlife conservancy area.

Most industry has left this area, and only fragments of waterborne commerce remain. The community foresees continued transition of the West Bay Drive area toward a mix of urban uses and habitat improvements, while also allowing existing industries and shipping facilities to remain economically viable. The resulting mix of uses should form the foundation for a vibrant mix of light-industrial, office, restaurant, commercial, recreational, and residential uses, that also provides improved habitat for fish and wildlife. Future development and street improvements in this corridor will be consistent with the [West Bay Drive Corridor](#).

Kaiser Harrison Opportunity Area

The Kaiser Harrison Opportunity Area Plan identifies a preferred alternative for a mixed use, pedestrian and bicycle friendly neighborhood. The area is intended to be walkable, accessible by transit, and to provide amenities such as gathering spaces and outdoor seating. The area has a distinct character with a lifestyle retail center that includes outdoor seating and gathering spaces. The lifestyle retail center will be a place that accommodates cars but is also designed for the safe and convenient enjoyment of bicyclists and pedestrians. A multi-use trail and neighborhood park are planned. Future development and street improvements in this opportunity area will be consistent with the Kaiser Harrison Opportunity Area Plan.

GL15 Focus areas are planned in cooperation with property owners and residents.

PL15.1 Maximize the potential of the Capital Mall area as a regional shopping center by encouraging development that caters to a regional market, by providing pedestrian walkways between businesses and areas; by increasing shopper convenience and reducing traffic by supporting transit service linked to downtown; by encouraging redevelopment of parking areas with buildings and parking structures; and by encouraging multifamily housing.

PL15.2 Maximize the potential of the Olympia Auto Mall as a regional auto sales and services center by encouraging its use for auto sales and services and limiting incompatible activities, and by imposing auto-oriented design guidelines along Cooper Point Road that ensure pleasing landscaping, minimal visual clutter, and easy pedestrian and vehicle access.

PL15.3 Enhance the Lilly Road hospital area as a medical services center by encouraging health-care supporting uses such as restaurants, florists, child care, and convenience shops, and upper floor and rear multi-family and senior housing nursing homes; and by prohibiting non-medical uses that would generate high traffic volumes or noise disruptive of recuperation.

PL15.4 Plan for redevelopment of the Stoll Road area and that area bounded by Lilly Road, Pacific Avenue and I-5 as 'focus areas' adjacent to the Pacific Avenue and Martin Way urban corridors to include retail, office, personal and professional services and high density housing. Planning for these areas should encompass consideration of redevelopment and improvement of nearby portions of the urban corridor.


PL15.5 In the West Bay Drive area provide for a mix of recreation and urban uses that enhance wildlife habitat and cultural resources; limit industrial uses to existing sites; minimize blockage of upland views of Budd Inlet; and connect the area to the south with an urban trail.



South Puget Sound Community College is a valued feature of Olympia.

PL15.6 Work cooperatively with the State of Washington on planning for the Capitol Campus, and the Port of Olympia in planning for its properties. Provide opportunities for long-term 'master planning' of other single-purpose properties of at least 20 acres, such as hospitals, colleges, and high-school campuses.

Housing

Adequate and affordable housing is critical to a healthy community. The [Growth Management Act](#)  directs each community to plan for it by:

- Encouraging affordable housing for all economic segments of the population
- Promoting a variety of residential densities and housing types
- Encouraging preservation of existing housing stock
- Identifying sufficient land for housing, including government-assisted housing, housing for low-income families, manufactured housing, multi-family housing, group homes, and foster-care facilities

The strategies of this chapter depend on well-formulated design standards to promote flexibility and stimulate innovation while preserving and enhancing the character of neighborhoods. We seek to establish and

encourage diversity in housing opportunities and link diverse neighborhoods. With a strong foundation in preserving our heritage, our community can incorporate new housing and other developments in a manner that continues our legacy of well-planned neighborhoods. The housing goals and policies below provide a framework for residential land uses in Olympia’s area. See the City’s related programs for supporting affordable housing in the [Public Services chapter](#).



An apartment building is added to the City’s housing stock.

Many factors contribute to the need for more and varied housing:

- Olympia’s growing residential population
- Varying household incomes
- The capitol’s legislative session creates a demand for short-term housing
- College students seek affordable housing near transportation corridors and services
- Households are getting smaller
- The proportion of seniors ~~citizens~~ is increasing

The City will annually provide information to ~~citizens~~ community members on affordable housing, family incomes, and market-rate housing.

Olympia is part of a larger housing market extending throughout Thurston

County and beyond. Thus planning for housing is done based on anticipated shares of this larger area. The 2010 Census indicated that Olympia and its urban growth area included almost 26,000 housing units. As estimated in the Thurston Regional Planning Council "Profile," 57% were single-family homes, 39% were multi-family (shared-wall) units, and 4% were manufactured housing. The 2014 [Buildable Lands Report](#) for Thurston County estimated that about 13,000 new housing units will be needed by 2035 to accommodate population growth in Olympia's urban growth area. Of these, about 45% are expected to be single-family homes.

Based on existing zoning and development patterns, that Buildable Lands Report indicated the area could accommodate about 16,000 new housing units. In addition to large areas zoned for single-family development, almost 400 acres of vacant multi-family-and duplex zoned land were available. And, an additional 500 acres of vacant and partially-used commercial land could be redeveloped for new housing.

Because Olympia generally allows small group homes and manufactured housing wherever single-family homes are permitted, allows larger group homes by special approval, and does not discriminate with regard to government-assisted housing, foster-care, or low-income housing, the area is expected to be adequate to accommodate all types of housing.

Similarly, the 2008 Thurston County Consolidated Plan for housing indicates that there is no shortage of land for affordable housing. However, there is a "mismatch" between the availability of affordable housing and the need for such housing, both at the lowest end of the income scale and the upper end of the moderate-income bracket. That Plan and the [Public Services](#) Chapter of this Plan describe efforts to close these gaps and make adequate provisions for all economic segments of the community.

To meet all housing needs, we must keep growth compact, so it can preserve space for future residents and reduce the cost of public services. To ensure this happens, we will need to allocate enough land that will be suitable for a variety of housing types and costs including detached homes, duplexes, group homes, small cottages, apartments, special needs housing, manufactured housing, and accessory dwellings. This approach can provide both variety and affordable options. For example, factory-built manufactured housing governed by federal standards and modular housing built to state standards are often less expensive than site-built housing. This Plan provides for these types of units and more luxurious

and higher-priced shared-wall housing, including condominiums and townhouses.

Housing costs in the Olympia area rose rapidly from 1990 until the economic recession of 2008. In general the cost of owner-occupied housing rose more rapidly than income, while rents roughly corresponded to income changes. Those changing costs and availability of land for development, combined with public preferences, resulted in gradual changes in the area's ownership. While county-wide owner-occupancy rose from 65% to 68% between 1990 and 2010, owner-occupancy in the City declined from 52% to 50%. The type of housing structures being added to the housing stock has varied as a result of similar factors. As a result, multi-family housing county-wide increased gradually from about 16% in 1970 to about 22% by 2010. In the Olympia city limits multi-family structures provided 28% of the housing in 1970, and gradually increased to about 42% by 2010 as most new apartments were being built inside the urban areas.

GL16 The range of housing types and densities are consistent with the community's changing population needs and preferences.

PL16.1 Support increasing housing densities through the well-designed, efficient, and cost-effective use of buildable land, consistent with environmental constraints and affordability. Use both incentives and regulations, such as minimum and maximum density limits, to achieve such efficient use.

PL16.2 Adopt zoning that allows a wide variety of compatible housing types and densities.

PL16.3 Allow 'clustering' of housing compatible with the adjacent neighborhood to preserve and protect environmentally sensitive areas.

PL16.4 Disperse low and moderate-income and special needs housing throughout the urban area.

PL16.5 Support affordable housing throughout the community by minimizing regulatory review risks, time and costs and removing unnecessary barriers to housing, by permitting small dwelling units accessory to single-family housing, and by allowing a mix of housing types.

PL16.6 Promote home ownership, including by allowing manufactured

homes on individual lots, promoting preservation of manufactured home parks and allowing these parks in multi-family and commercial areas, all subject to design standards ensuring compatibility with surrounding housing and land uses.

PL16.7 Allow single-family housing on small lots, but prohibit reduced setbacks abutting conventional lots.

PL16.8 Encourage and provide incentives for residences above businesses.

PL16.9 In all residential areas, allow small cottages and townhouses, and one accessory housing unit per home -- all subject to siting, design and parking requirements that ensure contribute to neighborhood character ~~is maintained~~.

PL16.10 Require effective, but not unreasonably expensive, building designs and landscaping to blend multi-family housing into neighborhoods.

PL16.11 Require that multi-family structures be located near a collector street with transit, or near an arterial street, or near a neighborhood center, and that they be designed for compatibility with adjacent lower density housing; and be 'stepped' to conform with topography.

PL16.12 Require a mix of single-family and multi-family structures in villages, mixed residential density districts, and apartment projects when these exceed five acres; and use a variety of housing types and setbacks to transition to adjacent low-density~~single-family~~ areas.

PL16.13 Encourage adapting non-residential buildings for housing.

PL16.14 Provide annual information on affordable homeownership and rentals in the City, including the operative definitions of affordable housing, criteria to qualify for local, state, and federal housing assistance, data on current levels of market-rate and affordable housing, demand for market-rate and affordable housing, and progress toward meeting market-rate and affordable housing goals.

Downtown and other Neighborhoods

Our community is composed of many neighborhoods. Some, like the downtown area, are composed of commercial, cultural and residential activities and land uses. Other neighborhoods are primarily residential, with nearby parks and schools. This section of the Plan addresses these

varied and unique places that together form Olympia.

Downtown Olympia

A community needs a "heart." For our community, the downtown area performs this role, not just for our city, but for the larger region. Downtown Olympia thus deserves and receives special attention. A city with a thriving downtown has more potential for bolstering community spirit and providing a healthy local economy.

Olympia's downtown includes over 500 acres. It is bounded generally by the State Capitol Campus, Capitol Lake, Budd Inlet, and Plum Street. This area includes Olympia's retail core, State and other office uses, and access to the waterfront, and is the center of most major transportation links. It is the social, cultural, and economic center of the area.

Downtown will continue to be an attractive place to live, work and play. Future office, retail and residential development will support downtown's role as a regional center and home of state government, commerce, and industry. Given its history, physical location and ~~established~~ identity, downtown Olympia will continue to be the heart of Olympia and the region.

GL17 Regional urban activity is centered in downtown Olympia.

PL17.1 Adopt a Downtown Plan addressing - at minimum - housing, public spaces, parking management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus.

PL17.2 Include public art and public spaces in the downtown landscape.

PL17.3 Through aggressive marketing and extra height, encourage intensive downtown residential and commercial development (at least 15 units and 25 employees per acre) sufficient to support frequent transit service.

PL17.4 Encourage development that caters to a regional market.

PL17.5 Coordinate with State of Washington and Port of Olympia to ensure that both the Capitol Campus plan and Port peninsula development

are consistent with and support the community's vision for downtown Olympia.



The Farmers Market, where downtown meets the Port.

PL17.6 Landscape the downtown with trees, planters and baskets, banners, community gardens and other decorative improvements.

GL18 Downtown designs express Olympia's heritage and future in a compact and pedestrian-oriented manner.

PL18.1 Regulate the design of downtown development with specific but flexible guidelines that allow for creativity and innovation, enhance historic architecture and recognize distinct areas of downtown, and do not discourage development.

PL18.2 Require that downtown development provide active spaces, adequate sunlight and air-flow and minimize 'blank' walls at street level.

PL18.3 Require development designs that favor pedestrians over cars by including awnings and rain protection that blend with historic architecture, create interest, and minimize security and safety risks; development designs should also foster cultural events, entertainment, and tourism.

PL18.4 Provide for private use of public lands and rights-of-way when in

the best interest of the community.

PL18.5 Design streets with landscaping, wide sidewalks, underground utilities and a coordinated pattern of unifying details.

PL18.6 Designate 'pedestrian streets' where most of the frontage will have 'people-oriented' activities and street-level buildings will have a high proportion of glass. Prohibit parking lots along these streets, except when preserving scenic views and instead provide surface parking along other streets.

PL18.7 Plant, maintain, and protect downtown trees for enjoyment and beauty; coordinate planting, with special attention to Legion Way and Sylvester Park and a buffer from the Port's marine terminal.

PL18.8 Limit drive-through facilities to the vicinity of the Plum Street freeway interchange.

PL18.9 Limit building heights to accentuate, and retain selected public views of, the Capitol dome.

GL19 Downtown's historic character and significant historic buildings, structures, and sites are preserved and enhanced.

PL19.1 Promote the Downtown Historic District to provide a focal point of historic interest, maintain the economic vitality of downtown, and enhance the richness and diversity of Olympia.

PL19.2 Minimize damage to significant historic features or character during rehabilitation projects.

PL19.3 Design new development and renovations so they are compatible and harmonious with the established pattern, alignment, size and shape of existing downtown area.

PL19.4 Incorporate historic buildings into redevelopment projects and restore historic facades.

Neighborhoods

This section contains the goals and policies that will protect and improve the character and livability of our existing ~~established~~ neighborhoods and

shape our new neighborhoods. All of the city's neighborhoods are envisioned as places where many features are available within a ten-minute walk. A variety of housing types located along pleasant, pedestrian-oriented streets will provide quality living opportunities. ~~Most housing will be single-family detached homes~~ Lower-density housing will exist throughout much of Olympia, but and higher-density housing will be available near major streets and commercial areas to take advantage of transit, other services, and employment opportunities. Housing types and densities will be dispersed throughout the city to minimize social problems sometimes associated with isolating people of similar means and lifestyles.



One of Olympia's many attractive neighborhoods.

Each neighborhood should have:

- Narrow, tree-lined streets that are easy and interesting to use for walking, bicycling, and travel by transit
- A system of open space and trails with a neighborhood park
- A readily-accessible elementary school or other place of public assembly
- Diverse housing types that accommodate varying income levels, household sizes, and lifestyles
- Sufficient housing densities to support frequent transit service and sustain neighborhood businesses

- A 'neighborhood center' with businesses serving area residents



A neighborhood grocery near the Capitol.

A large portion of Olympia's residents are to live within a quarter-mile of a neighborhood center. These centers will be focal points of neighborhoods. Although they will vary by location, they generally should contain small-scale convenience and service businesses, a transit stop and a neighborhood park and be bounded by moderate or high-density housing. These neighborhood centers will serve as activity hubs or small-scale town squares that foster social interaction and a sense of community and accommodate nearby residents' routine shopping needs.

Where possible, a network of walking and biking routes that provide both recreational and commuting opportunities will connect these neighborhood centers to parks, schools, and downtown. To minimize traffic impacts and provide for transit service, these centers will be near major streets. Approximate locations for these centers are shown on the [Future Land Use Map](#).

Although neighborhoods will have some common features, each is unique. Recognizing this, the City envisions a public process where the needs of specific neighborhoods can be individually addressed. This process is described in the Public Participation Chapter and will focus on twelve planning areas. And, as described below, site-specific plans will be prepared for a few select other areas of the community. Managing these areas well will be critical to the success of this Comprehensive Plan and deserves extraordinary attention.



Shady sidewalks provide neighborhood character.

GL20 Development maintains and improves neighborhood character and livability.

PL20.1 Require development in ~~established~~ neighborhoods to be of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.

PL20.2 Unless necessary for historic preservation, prohibit conversion of housing in residential areas to commercial use; instead, support redevelopment and rehabilitation of older neighborhoods to bolster stability and allow home occupations (except convalescent care) that do not degrade neighborhood appearance or livability, nor create traffic, noise or pollution problems.

PL20.3 Allow elder care homes and seniors-only housing and encourage child care services everywhere except industrial areas; but limit hospice care to multi-family and commercial districts.

PL20.4 Support development and public improvements consistent with healthy and active lifestyles.

PL20.5 Prevent physical barriers from isolating and separating new developments from existing neighborhoods.

GL21 Neighborhood centers are the focal point of neighborhoods and villages.

PL21.1 Establish a neighborhood center at each **village** site, encourage development of the neighborhood centers shown on [Future Land Use Map](#), and add additional centers when compatible with existing land uses and where they are more than one-half mile from other commercial areas.

PL21.2 Locate neighborhood centers along collector or arterial streets and within about 600 feet of a transit stop.

PL21.3 Support housing, a food store, a café or bakery, and a neighborhood park or civic green at all neighborhood centers. Allow churches, schools, and convenience businesses and services that cater primarily to neighborhood residents. Prohibit auto-oriented uses. Vary the specific size and composition of such centers for balance with surrounding uses. Where practical, focus commercial uses on civic greens or parks. Limit the size of commercial uses. (Note: A larger urban center is permitted in the Briggs Urban Village.)

PL21.4 Allow neighborhood center designs that are innovative and provide variety, but that ensure compatibility with adjoining uses. Consider appropriate phasing, scale, design and exterior materials, as well as glare, noise and traffic impacts when evaluating compatibility. Require that buildings primary access directly from street sidewalks and be oriented toward the neighborhood and any adjacent park or green. Require that signage be consistent with neighborhood character.

PL21.5 Locate streets and trails for non-arterial access to the neighborhood center.

GL22 Trees help maintain strong and healthy neighborhoods.

PL22.1 Use trees to foster a sense of neighborhood identity.

PL22.2 Identify, protect and maintain trees with historic significance or other value to the community or specific neighborhoods.

PL22.3 Encourage the use of appropriate fruit and nut trees to increase local food self-sufficiency.

Sub-area Planning

Much of this Plan applies to the entire Olympia community. However, this is a large area of over twenty-four square miles with tens of thousands of residents. Thus this Plan cannot address all of the details of our community. Twelve planning areas, including downtown, are to be established to provide that opportunity. In general, planning areas will be comparable to the scale of an elementary school service area with five to ten thousand residents. As described in the Public Participation and Partners chapter, this scale will provide the opportunity for interested parties to focus on furthering the community's plan for these areas. These sub-area efforts must be consistent with this Comprehensive Plan.

GL23 Each of the community's major neighborhoods has its own priorities.

PL23.1 In cooperation with residents, landowners, businesses, and other interested parties, establish priorities for the planning sub-areas. The specific area, content, and process for each sub-area is to be adapted to the needs and interests of each area. (See Goal 5 of [Public Participation and Partners](#) chapter.)

PL23.2 Create sub-area strategies that address provisions and priorities for community health, neighborhood centers and places of assembly, streets and paths, cultural resources, forestry, utilities, open space and parks.

PL23.3 Develop neighborhood and business community approaches to beautification that include activities in residential and commercial areas.

'Villages' and other Planned Developments

Sites for 'neighborhood villages,' one 'urban village,' and the older Evergreen Park planned unit development, each with a compatible mixture of single and multi-family housing and businesses, are designated within the urban area. These mixed-use projects are to provide for a coordinated,

compatible mixture of single and multi-family housing arranged around a readily-accessible neighborhood center. The locations and mix of land uses and the design of the street and trail system in these areas are to create an environment that encourages walking, biking and use of transit, while providing direct, pleasant routes for motorists. These 'villages' will foster efficient land use through compact, higher-density development with residential uses near bus stops and basic retail and support services.

The smaller 'neighborhood villages' will typically consist of single-family detached homes, townhouses and multi-family units, surrounding a small neighborhood center. The 'urban village' will be more diverse and intensely developed. The businesses of the urban village will serve a larger area and may include a supermarket, offices, and a broad array of predominantly neighborhood-oriented businesses and services. Both the neighborhood villages and urban villages are to be designed as coordinated, integrated projects with a compatible mix of land uses. Development phasing requirements will ensure that each project component and amenity is developed at the appropriate time. While these villages and the Evergreen Park PUD will have many characteristics in common, the design and composition of each project will vary in response to site conditions, location, market demand, available street and utility capacity, and the character of the surrounding neighborhood, and will evolve over time.

GL24 Mixed use developments, also known as "villages," are planned with a pedestrian orientation and a coordinated and balanced mix of land uses.

PL24.1 Require planned development sites shown on the [Future Land Use Map](#) to develop as coordinated, mixed-use projects.

PL24.2 Provide for any redevelopment or redesign of planned developments including the Evergreen Park Planned Unit Development to be consistent with the 'village vision' of this Plan.

PL24.3 Require 'master plans' for villages that encompass the entire site and specify the project phasing, street layout and design, lot arrangement, land uses, parks and open space, building orientation, environmental protection and neighborhood compatibility measures.

PL24.4 Provide for a compatible mix of housing in each village with pleasant living, shopping and working environment, pedestrian-oriented

character, well-located and sized open spaces, attractive well-connected streets and a balance of retail stores, offices, housing, and public uses.

PL24.5 Require a neighborhood center, a variety of housing, connected trails, prominent open spaces, wildlife habitat, and recreation areas in each village.

PL24.6 Require that villages retain the natural topography and major environmental features of the site and incorporate water bodies and stormwater ponds into the design to minimize environmental degradation.



Landscaping enhances a stormwater pond.

PL24.7 Locate parking lots at the rear or side of buildings, to avoid pedestrian interference and to minimize street frontage. Landscape any parking adjacent to streets and minimize parking within villages by reducing requirements and providing incentives for shared parking.

PL24.8 Require village integrity but provide flexibility for developers to respond to market conditions.

PL24.9 Limit each village to about 40 to 200 acres; require that at least 60% but allow no more than 75% of housing to be single-family units; and require at least 5% of the site be open space with at least one large usable open space for the public at the neighborhood center.

PL24.10 Require that 90% of village housing be within a quarter mile of

the neighborhood center and a transit stop.

PL24.11 Provide for a single "urban village" at the intersection of Henderson Boulevard and Yelm Highway; allowing up to 175,000 square feet of commercial floor area plus an additional 50,000 square feet if a larger grocery is included; and requiring that only 50% of the housing be single-family.

GL25 Local Thurston County food production is encouraged and supported to increase self-sufficiency, reduce environmental impact, promote health, and the humane treatment of animals, and support the local economy.

PL25.1 Actively partner with community organizations to provide education and information about the importance of local food systems.

PL25.2 Encourage home gardens as an alternative to maintaining a lawn.

PL25.3 Collaborate with community partners to ensure that everyone within Olympia is within biking or walking distance of a place to grow food.

PL25.4 Encourage for-profit gardening and farming in the community.

PL25.5 Purchase locally grown food when possible.

PL25.6 Allow food-producing gardens on rooftops, and offer incentives to include greenhouses for year-round food production.

PL25.7 Recognize the value of open space and other green spaces as areas of potential food production.

PL25.8 Work with community organizations to develop strategies, measure, and set goals for increasing local food production.

PL25.9 Work with local governments throughout the region to help protect existing agricultural lands and develop and promote a vibrant local food economy.

PL25.10 Partner with community organizations to help educate citizens community members who are interested in raising animals for food in the city. This might include information about protecting animals from predators, maintaining sanitary conditions, and treating animals humanely.

PL25.11 Educate and encourage ~~citizens~~ community members to purchase from local farms and small producers as an alternative to factory farms that may engage in inhumane treatment of animals.

Appendix A - Future Land Use Map Designations

The land use designations of the [Future Land Use Map](#) are described below and summarized in the Future Land Use Designations Table. Note that those indicated as symbols on the [Future Land Use Map](#) generally are not to exceed ten acres each.

Low-Density Neighborhoods. This designation provides for low-density residential development, primarily single-family detached housing and low-rise multi-family housing, in densities ranging from twelve units per acre to one unit per five acres depending on environmental sensitivity of the area. Where environmental constraints are significant, to achieve minimum densities extraordinary clustering may be allowed when combined with environmental protection. Barring environmental constraints, densities of at least four units per acre should be achieved. Supportive land uses and other types of housing, including accessory dwelling units, townhomes and small apartment buildings, may be permitted. Specific zoning and densities are to be based on the unique characteristics of each area with special attention to stormwater drainage and aquatic habitat. Medium Density Neighborhood Centers are allowed within Low Density Neighborhoods. Clustered development to provide future urbanization opportunities will be required where urban utilities are not readily available.

Medium-Density Neighborhoods. This designation provides for townhouses and multi-family residential densities ranging from thirteen to twenty-four units per acre. Specific zoning is to be based on proximity to bus routes and major streets, land use compatibility, and environmental constraints. Specific zoning will include minimum and maximum densities to ensure efficient use of developable land and to ensure provision of an adequate variety of types of housing to serve the community. Higher densities should be located close to major employment or commercial areas. Clustering may be permitted.

Mixed Residential. This designation requires a mixture of single and multifamily housing at densities ranging from seven to eighteen units per acre. Specific density ranges and mandatory mixes should be based on

land use compatibility and proximity to bus routes and major streets, while also ensuring availability of a variety and blending of housing types and choices.

Neighborhood Centers. This designation provides for neighborhood-oriented convenience businesses and a small park or other public space. Although the locations shown on the [Future Land Use Map](#) are approximate, these centers should be along major streets and generally near areas of higher residential densities. The exact location and mix of uses of the centers in these areas will be established at the time of development approval. In general they should be focused on serving nearby residents, be well integrated with adjacent land uses, and have excellent pedestrian and bicyclist access with minimal car parking.

Residential Mixed Use. To provide opportunities for people to live close to work, shopping, and services, this designation provides for high-density multifamily housing in multistory structures combined with limited commercial uses in parts of downtown, near the State Capitol Campus, and near urban corridors and other activity centers. This designation helps to achieve density goals, to create or maintain a desirable urban living environment for residents of these areas, and to ensure that new urban residential buildings incorporate features which encourage walking and add interest to the urban environment. The commercial uses are intended to help support the residential use of the area by providing retail and personal services within walking distance of the housing. Housing in these high amenity areas will contribute to community vitality, include well-designed buildings on continuous street edges, link one area with another, encourage pedestrian activity, and include visible public spaces that increase safety and decrease vandalism.

Planned Developments. This designation includes areas of mixed uses where specific 'master plans' are required prior to development. These master plans are prepared and proposed by one or a few parties and subject to review and confirmation by the City. This designation is intended to achieve more innovative designs than in conventional developments but which are also compatible with existing uses in the area. Innovative designs may include offering a wider variety of compatible housing types and densities, neighborhood convenience businesses, recreational uses, open space, trails and other amenities. Generally residential densities should range from seven to thirteen units per acre, but the specific mix of land uses will vary with the zoning, environment, and master plan of each site. In addition to a variety of housing types,

these areas may include neighborhood centers as described below. Each of the two planned developments along Yelm Highway may include a larger neighborhood-oriented shopping center with a supermarket. The planned development designation also includes retaining certain existing, and potentially new, manufactured housing parks in locations suitable for such developments. Two unique planned developments include substantial government office buildings and related uses - these are the Capitol Campus; and Evergreen Park, which includes the site of the Thurston County courthouse.

Professional Offices & Multifamily Housing. This designation accommodates a wide range of offices, services, limited retail uses specifically authorized by the applicable zoning district, and moderate-to-high density multifamily housing in structures as large as four stories.

Urban Corridors. This designation applies to certain areas in the vicinity of major arterial streets. Generally more intense commercial uses and larger structures should be located near the street edge with less intensive uses and smaller structures farther from the street to transition to adjacent designations. Particular 'nodes' or intersections may be more intensely developed. Opportunities to live, work, shop and recreate will be located within walking distance of these areas.

Urban Waterfront. Consistent with the State's Shoreline Management Act, this designation provides for a compatible mix of commercial, light industrial, limited heavy industrial, and multifamily residential uses along the waterfront.

Central Business District. This designation provides for a wide range of activities that make downtown Olympia the cultural, civic, commercial and employment heart of the community. A dense mix of housing, pedestrian-oriented land uses and design and proximity to transit make a convenient link between downtown, the State Capitol, the waterfront, and other activity centers in the region. The scale, height and bulk of development reinforce downtown Olympia's historic character, buildings, places and street layout.

General Commerce. This designation provides for commercial uses and activities which are heavily dependent on convenient vehicle access but which minimize adverse impact on the community, especially on adjacent properties having more restrictive development characteristics. The area should have safe and efficient access to major transportation routes. Additional "strip" development should be limited by filling in available

space in a way that accommodates and encourages pedestrian activity.

Auto Services. This designation conserves areas for concentrating land uses associated with automobile and other motor vehicle sales and services. Alternative uses such as professional offices may be permitted if compatible with the primary purpose of the designation.

Medical Services. This designation conserves areas in the vicinity of hospitals for concentrating medical services and facilities, associated uses, and moderate to high-density housing.

Light Industry. This designation provides for light industrial uses, such as assembly of products and warehousing, and compatible, complementary commercial uses.

Industry. This designation provides for heavy industrial development, such as manufacturing, transportation terminals and bulk storage, and complementary commercial uses in locations with few land use conflicts, minimal environmental constraints, and adequate freight access.

High-Density Neighborhoods Overlay: Multi-family residential, commercial and mixed use neighborhoods with densities of at least 25 dwelling units per acre for residential uses that are not re-using or redeveloping existing structures. New mixed-use developments include a combination of commercial floor area ratio and residential densities that are compatible with a high-density residential neighborhood. The height in these neighborhoods will be determined by zoning and based on the "Height and View Protection Goals and Policies."

Table: Future Land Use Designations

| FUTURE LAND USE DESIGNATION | PRIMARY USE¹ | RESIDENTIAL DENSITY² | BUILDING HEIGHTS³ | ESTIMATED ACREAGE⁴ | PERCENTAGE OF UGA⁵ |
|------------------------------------|--------------------------------|--|-------------------------------------|--------------------------------------|--------------------------------------|
| Low-Density Neighborhoods (LDN) | Single-family Residential | Up to 12 units per acre | 2 to 3 stories | 11,000 ac. | 71% |
| Medium-Density Neighborhoods (MDN) | Multi-family Residential | 13 to 24 units per acre | Up to 3 stories | 600 ac. | 4% |
| Mixed Residential | Single & Multi-family | 7 to 18 units per acre | Up to 4 stories | 150 ac. | 1% |
| Neighborhood Centers | Commercial | Variable | 2 to 3 stories | Variable | N/A |
| Residential Mixed Use | Multi-family Residential | Not limited | 3 to 5 stories | 100 ac. | 1% |
| Planned | Mixed Use | Residential areas: 7 | Varies by site and | 725 ac. | 5% |

| Developments | | to 13 units per acre | land use | | |
|--|------------------------|---------------------------|--|-----------|-----|
| Professional Offices & Multifamily Housing | Mixed Use | Minimum 7 units per acre | 3 to 4 stories | 375 ac. | 2% |
| Urban Corridors | Commercial | Minimum 15 units per acre | 3 to 6 stories | 1,500 ac. | 10% |
| Urban Waterfront | Mixed Uses | Minimum 15 units per acre | 3 to 7 stories | 200 ac. | 1% |
| Central Business District | Commercial | Minimum 15 units per acre | Up to 8 stories | 200 ac. | 1% |
| General Commerce | Commercial | Minimum 7 units per acre | 3 to 6 stories | 75ac. | <1% |
| Auto Services | Commercial | Not applicable | Up to 3 stories | 125 ac. | 1% |
| Medical Services | Commercial | Minimum 7 units per acre | Up to 6 stories; plus taller hospitals | 250 ac. | 2% |
| Light Industry | Industry & Wholesaling | Not applicable | 5 stories | 100 ac. | 1% |
| Industry | Industrial | Not applicable | 3 to 6 stories | 75ac. | <1% |

¹Primary Use is the anticipated use of the majority of building floor area in each category. Substantial other uses are likely.

²Residential Density is a general range for planning purposes and subject to variation based on site suitability. Specific allowed ranges should be established by development regulations.

³Building Heights is the approximate size of the taller buildings anticipated in each category. Specific height or stories limits should be established by development regulations.

⁴Estimated Acreage is a rough approximation based on the [Future Land Use Map](#) with recognition of the indistinct nature of the category boundaries.

⁵Percentage of UGA is a rounded number provided for convenience based on the 'estimated acreage' and an assumption of approximately 24 square miles of land in the [Urban Growth Area](#).

Appendix B - Important Downtown Views

In accordance with Land Use Goal #8 and associated policies, as part of the Downtown Strategy (adopted April 2017), the City conducted a public process to identify important downtown views. Existing views within the following locations were identified.

| | Public Observation Area FROM | Landmark View TO |
|----|---|---------------------------------------|
| 1 | 4 th Ave Bridge to | Capitol Lake |
| 2 | 4 th Ave Bridge to | Olympic Mountains |
| 3 | 4 th Ave Bridge to | Mt. Rainier |
| 4 | 4 th Ave Bridge to | Capitol Dome |
| 5 | 4 th Ave Bridge to | Budd Inlet |
| 6 | Capitol Way & 11th | Budd Inlet (looking north) |
| 7 | Capitol Way & Talcott Ave | Capitol Lake |
| 8 | Capitol Way & Amanda Smith Way | Capitol Lake |
| 9 | Chestnut & 4th | Budd Inlet (looking north) |
| 10 | Deschutes Parkway | Budd Inlet |
| 11 | Deschutes Parkway | Capitol Lake |
| 12 | Deschutes Parkway | Capitol Dome |
| 13 | East Bay Dr. Lookout (ROW about 400' from intersection of Olympia Ave and East Bay Dr.) | Budd Inlet |
| 14 | East Bay Dr. Lookout (ROW about 400' from intersection of Olympia Ave and East Bay Dr.) | Olympic Mountains |
| 15 | East Bay Dr. Overlook (pocket park about 2,200' from intersection of East Bay Dr. and State Ave.) | Capitol Dome |
| 16 | Henry & State Street | Capitol Dome (looks through downtown) |
| 17 | Madison Scenic Park | Capitol Dome |
| 18 | Madison Scenic Park | Black Hills |
| 19 | Northpoint | Budd Inlet |
| 20 | Northpoint | Olympic Mountains |
| 21 | Park of the Seven Oars | Mt. Rainier |
| 22 | Percival Landing | Capitol Dome |
| 23 | Percival Landing | Olympic Mountains |
| 24 | Percival Landing | Budd Inlet |
| 25 | Port Plaza | Capitol Dome |
| 26 | Priest Point Park | Capitol Dome |
| 27 | Puget Sound Navigation Channel | Capitol Dome |
| 28 | Puget Sound Navigation Channel | Mt. Rainier |
| 29 | Quince & Bigelow (Park) | Capitol Dome |

| | | |
|----|---------------------------------|--------------|
| 30 | Simmons St | Capitol Dome |
| 31 | Simmons St | Capitol Lake |
| 32 | State Capitol Campus Promontory | Budd Inlet |
| 33 | West Bay Park Rotary Circle | Mt. Rainier |
| 34 | West Bay Park Rotary Circle | Budd Inlet |
| 35 | West Bay Park Rotary Circle | Capitol Dome |

For More Information




















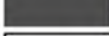
- The [Buildable Lands Report](#) prepared for Thurston County by the staff of the [Thurston Regional Planning Council](#) helps Olympia to determine the quantity of land to provide for population and employment growth
- The [Capitol Master Plan](#) prepared by the Department of Enterprise Services describes the State’s plans for certain lands within and adjacent to downtown
- The [Port of Olympia’s Planning documents](#) describe the Port’s vision for the future of its lands within Olympia, as well as its role within Thurston County in general
- The [Downtown Plan](#) focuses on the city center and was formerly a part of this Comprehensive Plan. It is now a separate document adopted by the City Council
- The [Urban Corridors Task Force Recommendations](#), adopted by [Thurston Regional Planning Council](#) in 2012, describes challenges and opportunities for the urban corridors of Olympia, Lacey and Tumwater
- The [Kaiser Harrison Opportunity Area Plan](#) describes a mixed use pedestrian and bicycle friendly sub-area plan with a lifestyle retail center, multi-use trail, and a neighborhood park.

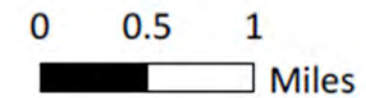
Future Land Use

Publication Date: 10/22/2018

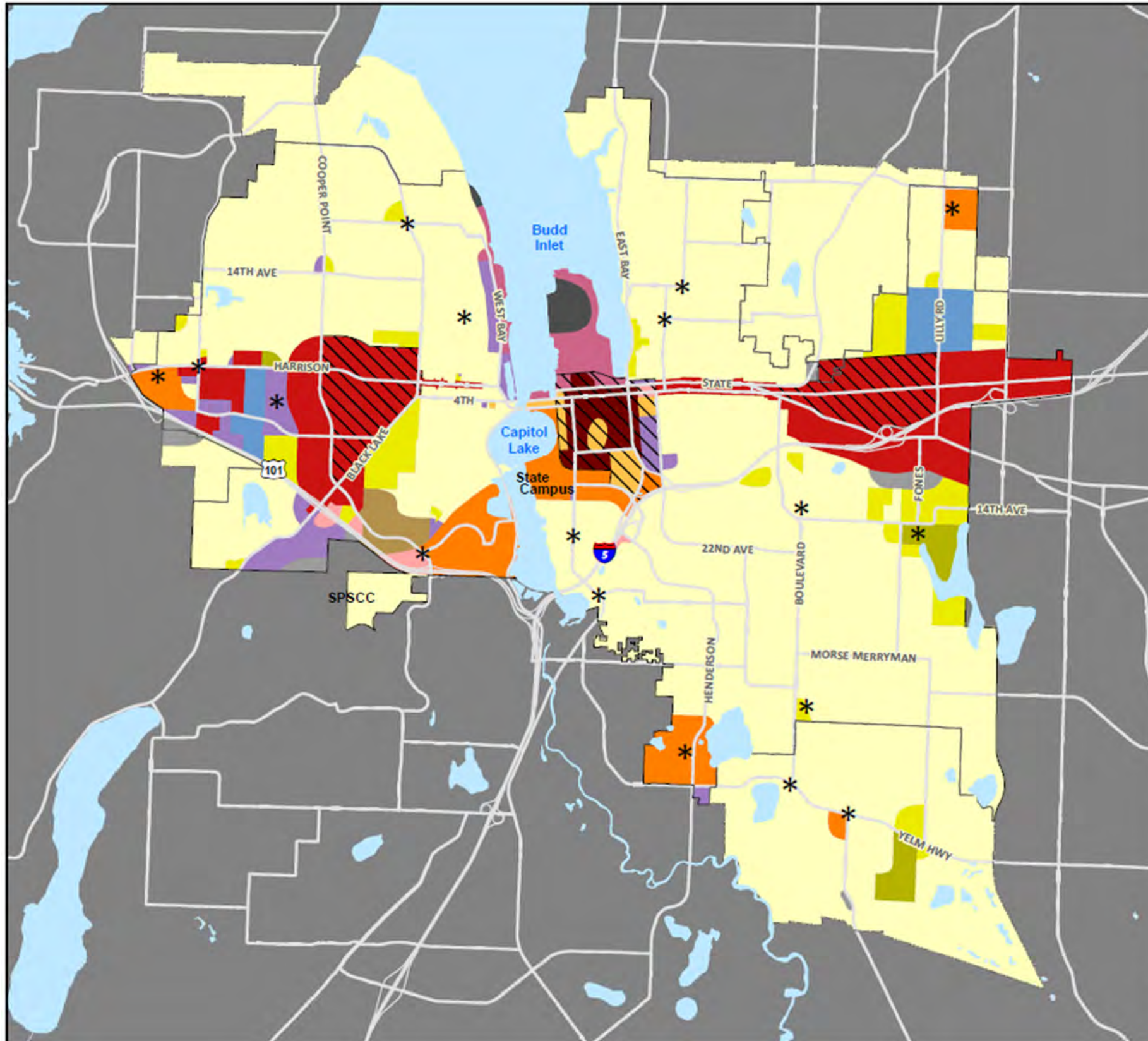
Effective Date: 10/23/2018

Ordinance #7156

-  High Density Neighborhoods Overlay
-  Low Density Neighborhoods
-  Medium Density Neighborhoods
-  Mixed Residential
-  Neighborhood Centers
-  Residential Mixed Use
-  Planned Developments
-  Professional Office & Multi-family Housing
-  Urban Corridor
-  Urban Waterfront
-  Central Business District
-  General Commerce
-  Auto Services
-  Medical Services
-  Light Industry
-  Industry
-  City Limits
-  Urban Growth Area

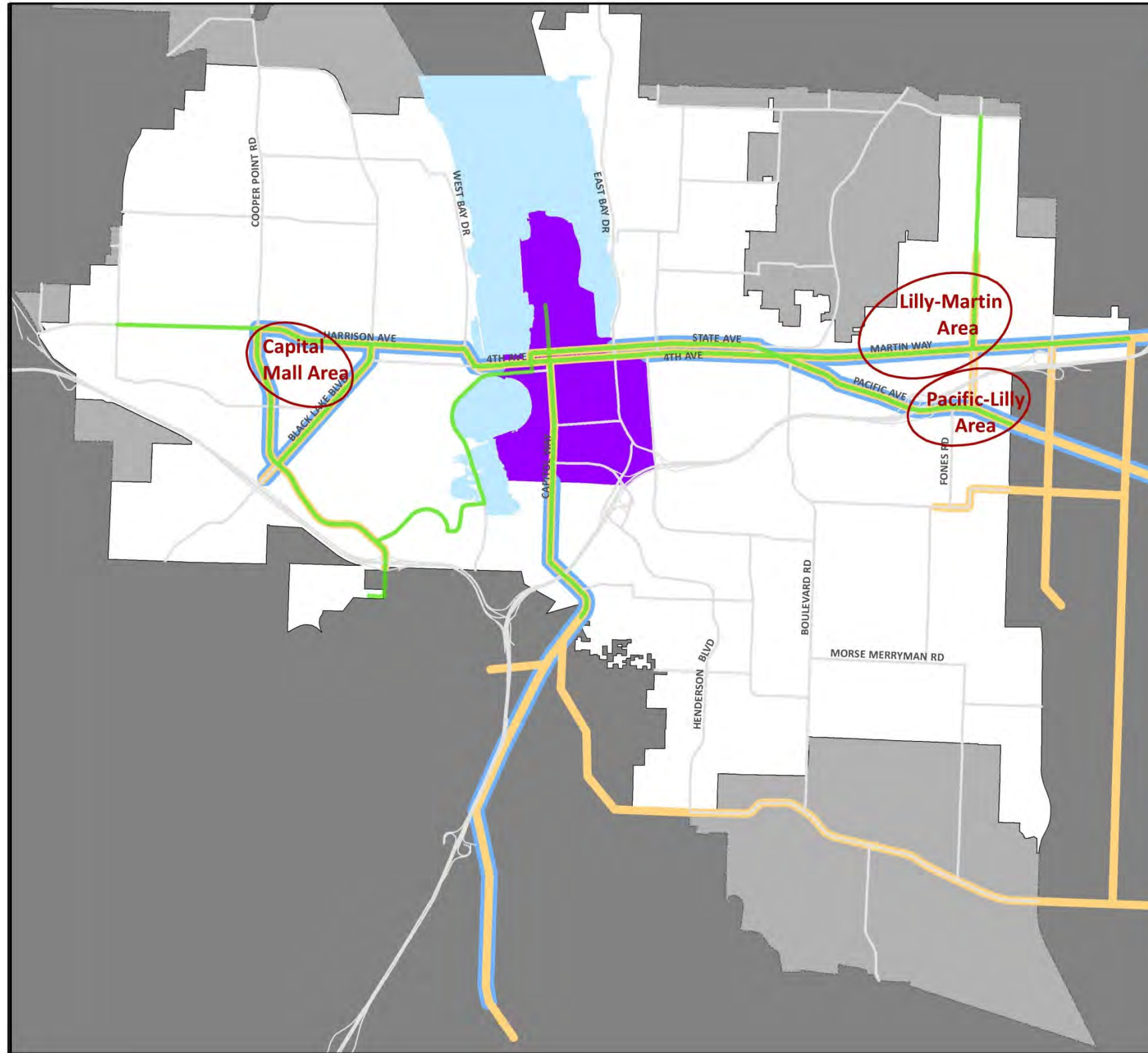


The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted herein are based on record information and aerial photos only. It is recommended the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



Transportation Corridors

Reflects 2025 Regional Transportation Plan



Focus Areas
See Land Use and Urban Design Chapter

First Priority Bus Corridors
Streets with high-quality transit

Strategy Corridors
Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

Urban Corridors
Multimodal transportation corridors that support adjacent land uses. Line width does not indicate land use designation. See the Land Use and Urban Design Chapter for specific land use designations.

City Center

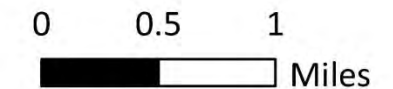
City Limits

Urban Growth Area

Publication Date: 12/18/2014

Effective Date: 12/23/2014

Ordinance #6945



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

Transportation



Bicyclists and an Intercity Transit bus share the road along Olympia's 4th Avenue Bridge.

What Olympia Values:

Olympians want a transportation system that can move people and goods through the community safely while conserving energy and with minimal environmental impacts. We want it to connect to our homes, businesses and gathering spaces and promote healthy neighborhoods.

Our Vision for the Future:

Complete streets that move people, not just cars.

Introduction

Olympia's future transportation system will focus on moving people, not just cars. Our ability to create vibrant urban areas, reduce our environmental impact, and conserve our financial and energy resources will depend on an increase in walking, biking and transit.

Our future streets will work for all modes of transportation - thanks to our investment in sidewalks, bike lanes, trees, and safe crossings. We will build streets that are human scale, for people, as well as cars. A more connected grid of smaller streets will shorten trips for people walking, biking and driving, and allow trucks, buses and emergency vehicles to have direct and efficient routes.




As Olympia grows, we are learning to use a range of tools that will help us to both respond to growth and provide people with more choices. It won't eliminate congestion, but with the help of involved citizenscommunity members, our future

system will provide safe and inviting ways for us to walk, bike, and use public transit.



Olympia's Gateway Corridor.

This Transportation chapter takes direction from a number of state, regional and local plans, policies, and guidelines:

- The Washington State [Growth Management Act](#)  guides cities to link transportation and land-use planning. This means that *as* growth occurs, the City will provide adequate public facilities and a transportation system that supports walking, biking, and public transit, as well as vehicles.
- The [Thurston Regional Transportation Plan](#)  describes how the region will work together on regional problems and priorities. The plan encourages us to develop high-density, mixed-use urban form in our cities, make new street connections, and find ways to reduce drive-alone commuting.
- The [Olympia Transportation Mobility Strategy](#)  provides overall guidance on how we can build a multimodal transportation system. It looks strategically at system capacity, complete streets, bus corridors, connectivity, transportation demand management, and funding.
- The City has relied on a number of studies in the past to help it make decisions on capacity, street connectivity, and street design, and these decisions have had a long-term impact on our local transportation system.

They also have helped to shape the transportation goals and policies in this plan. See Appendix A, Transportation Planning History for study descriptions.

- This plan is consistent with the [Washington Transportation Plan](#), which establishes a 20-year vision for the state's transportation system and recommends statewide transportation policies and strategies to the legislature and Governor.



Bicyclists travel over Olympia's 4th Avenue Bridge.

Complete Streets

Streets with wide sidewalks and trees invite us to walk to the store or a friend's house. Bike lanes make biking to work more appealing and convenient. The way we design our streets will create new opportunities for how we travel within our city, and how we interact with one another.

"Complete streets" are built for pedestrians, bicyclists, and transit riders, as well as cars, trucks and buses. They increase the number of people walking, biking and using transit, and are also safe for motor vehicles. Complete street policies complement other goals, such as boosting our economy, reducing congestion, increasing land-use density, minimizing environmental impacts, and giving people more opportunities to be physically active.



4th Avenue near City Hall redesigned with bike lanes and wider sidewalks.

Goals and Policies

GT1 All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.

PT1.1 Retrofit major streets to be human scale and include features to make walking, biking and transit use safe and inviting.

PT1.2 Build streets with individual lanes that are as narrow as safely possible to discourage speeding, while making sure larger vehicles are able to enter areas where they are needed.

PT1.3 Establish speed limits to create a safe environment for pedestrians and bicyclists, while maintaining motor vehicle traffic flow. Speed limits shall not exceed 35 miles-per-hour on arterial and major collector streets, and 25 miles-per-hour on neighborhood collectors and local access streets, and in the City Center. Provisions are allowed to establish 20 miles-per-hour speed limits for select conditions and as allowed by state law.

PT1.4 Reduce the impact of traffic on pedestrians by creating buffers such as on-street parking, trees, planter strips, wide sidewalks, and creating interest along the street with amenities and building design.

PT1.5 Create attractive streetscapes with sidewalks, trees, planter strips, and pedestrian-scale streetlights. In denser areas, provide benches, building awnings, and attractive and functional transit stops and shelters.

PT1.6 Build intersections that are safe for pedestrians, bicyclists, and motor vehicles. Use minimum dimensions (narrow lanes and crossings) for a human-scale environment, while maintaining vehicle access and safety.

PT1.7 Use medians for access control and to keep the number of motor vehicle lanes to a minimum.

PT1.8 Use medians for pedestrian crossing islands, and to enhance the beauty of the street.

PT1.9 Build streets in a grid pattern of small blocks to allow streets to be narrow and low-volume, encourage walking, and provide travelers with a choice of routes.

PT1.10 Minimize driveways along major streets to reduce conflicts between vehicles and bicyclists and pedestrians. Encourage shared driveways or provide access off side streets and alleys.

PT1.11 Require consolidation of driveways and parking lot connectivity for adjacent commercial areas to facilitate access from one site to another without having to access the roadway.


PT1.12 Recognize the value of street trees for buffering pedestrians from motor vehicle traffic, to capture vehicle emissions, shade sidewalks, and protect asphalt from heat. Proper selection, care and placement are critical to long-term maintenance of trees along streets, street pavement and sidewalks.

PT1.13 Consider modified street design to enhance the function of a street for a particular mode, such as bicycling, or to support the unique identity of a street, such as an historic district.

PT1.14 Provide adequate and safe street and pathway lighting, in a way that reduces light pollution.



Bicyclist on 5th Avenue.

GT2 As new streets are built and existing streets are reconstructed, add multimodal features as specified in the City of Olympia [Engineering Design and Development Standards](#) .

PT2.1 Build arterial streets to serve as primary routes connecting urban centers and the regional transportation network. Include bike lanes, sidewalks, planter strips, pedestrian-crossing features, and other amenities that support pedestrian comfort and safety.

PT2.2 Build major collector streets to connect arterials to residential and commercial areas. Include bike lanes, sidewalks, planter strips and pedestrian-crossing features.

PT2.3 Build neighborhood collectors to provide circulation within and between residential and commercial areas. These streets should include sidewalks and planter strips, and may include pedestrian-crossing features. Some neighborhood collectors include bike lanes, or signs and markings to designate a bike route. (See Appendix D: Bike Network Map and List.)

PT2.4 Build local access streets to provide direct connections to properties within

neighborhoods. All new local access streets should include sidewalks and planter strips and may include wayfinding signs to direct cyclists to the larger bicycle network.

PT2.5 Provide transit stops and service accommodations, in consultation with Intercity Transit. Encourage sidewalk access to all designated stops and consider pedestrian crossing improvements to facilitate access, including mid-block crossing islands on high-volume streets.

PT2.6 Install or allow traffic-calming devices on local access, neighborhood collector, and some major collector streets where speeds, volumes and other conditions indicate a need. Consider pedestrian, bicyclist and transit bus safety and access when installing traffic-calming devices.

PT2.7 Allow on-street parking on local access and neighborhood collector streets.

PT2.8 Make it a priority to add bulb-outs for shorter pedestrian crossings and to slow traffic on existing arterials and major collectors with on-street parking. Consider building bulb-outs on neighborhood collector streets with on-street parking where overall narrowing of the street is not possible.

PT2.9 Allow the City to modify street standards in environmentally sensitive areas based on planning work, and specify these changes in the code.

PT2.10 Use innovative designs to reduce or eliminate stormwater run-off.

PT2.11 Use Olympia's regularly updated [Engineering Design and Development Standards](#) to ensure that transportation-related facilities constructed in Olympia and its Growth Area are safe, well-constructed, durable, and can be maintained.

PT2.12 Regularly revise the [Olympia Municipal Code](#) and [Engineering Design and Development Standards](#) to give detailed guidance on how transportation services should be paid for and delivered in accordance with the principles established in this Comprehensive Plan.

GT3 Streets allow the efficient delivery of goods and services.

PT3.1 Design streets so that goods and services can be delivered safely and efficiently. This means buses, commercial trucks, emergency and other public service vehicles have an appropriate level of access.

PT3.2 Designate and enforce appropriate linear curb space so that commercial vehicles can load and unload in urban areas.

PT3.3 Consider large-vehicle movement in the design of arterial and major collector streets, particularly at intersections, on streets in industrial- zoned areas, and in mixed-use areas.

PT3.4 Require alleys where feasible and practical and retain alleys as public right-of-way.

PT3.5 Require alleys where feasible and practical behind lots fronting on arterials and collectors, so that houses or businesses can face the street, sidewalks are continuous, and vehicles can access properties from behind.

PT3.6 Establish objective criteria in City standards to determine the practicality and feasibility of alley construction for new development.

PT3.7 Maintain alleyways for delivery and service vehicles by ensuring they are not blocked by trash receptacles, cars, or other obstructions.

Connectivity

A city with a well-connected network of smaller streets helps create a better city for walking, biking, riding the bus and driving. This “connectivity” creates a human-scale environment. Whether people are walking, biking, or driving, their routes are shorter. Transit riders can get to their stops more easily. A well-connected street grid provides direct and efficient access for all types of service vehicles including transit buses, delivery trucks, and emergency vehicles.



A street connection extends Olympia Avenue to the downtown.

A 1994 planning study conducted by the City led to the fully-connected street network we are now building. The study determined that instead of continuing to widen our major roads, we should build a connected grid of smaller streets. This study became the basis for our vision of a modified street grid and planned street connections. (See maps in Appendix B and the Transportation Planning History in Appendix A for additional information.)

Because well-connected streets create more direct routes, fewer miles are driven, saving fuel and reducing pollution. During emergencies and major construction, the grid provides options: if one route is blocked, other direct routes are available. A grid also provides more opportunities to turn left, reducing traffic back-ups.

There can be challenges with making street connections. Topography and environmentally sensitive areas can make certain street connections infeasible. Some street connections and the resulting changes to traffic patterns have the potential to affect neighborhood character or disproportionately impact some residents. The City will balance decisions about the value of a street connection with potential impacts to the unique geography, character or historical context of a residential neighborhood. In these cases, policies help guide the analysis of a street connection. When street connections are not made for motor vehicle access, priority will be given to making a connection for bicyclists, pedestrians, emergency vehicles and transit.

Pathways and trails provide connectivity for bicyclists and pedestrians. Pathways are shortcuts in neighborhoods that provide connections to parks, schools, trails and streets. Trails allow travel off the street system, benefitting bicyclists and pedestrians for transportation and recreation.



The gridded street network in an older neighborhood.

Goals and Policies

GT4 The street network is a well-connected system of small blocks, allowing short, direct trips for pedestrians, bicyclists, transit users, motorists, and service vehicles.

PT4.1 Connect streets in a grid-like pattern of smaller blocks. Block sizes should range from 250 feet to 350 feet in residential areas and up to a maximum of 500 feet along arterials.

PT4.2 Build new street connections to reduce travel time and distances for all users of the street system.

PT4.3 Build new street and pathway connections so that people walking, biking, or accessing bus stops have direct route options, making these modes more inviting.

PT4.4 Build new street connections so that motor-vehicle trips are shorter, to save fuel, cut travel time, and reduce pollution.

PT4.5 Build new street connections so the grid provides other routes if an emergency or major construction blocks travel.

PT4.6 Build new street connections so that emergency vehicles, transit, and other service vehicles have direct and efficient access.

PT4.7 Build a human-scale street grid of small blocks by defining required dimensions in the [Engineering Design and Development Standards](#). Use street-spacing criteria to define the frequency of different types of streets in the grid, and define block sizes on each type of street to keep blocks small.

PT4.8 Build new arterials, major collectors and neighborhood collectors based on the general location defined on the Transportation Maps in Appendix B. Require the use of the [Engineering Design and Development Standards](#).

PT4.9 Seek public and private funding to construct street connections in the network.

PT4.10 Require new developments to connect to the existing street network and provide for future street connections to ensure the gridded street system is built concurrent with development.

PT4.11 Retrofit existing development into a pattern of short blocks.

PT4.12 Build bike and pedestrian pathways for safe and direct non-motorized access. Where street connections are not possible, build pathways based on block sizes defined in the Engineering Design and Development Standards.

PT4.13 Build an adequate network of arterials and collectors to discourage heavy traffic volumes on local access streets. (See maps and lists in Appendix B.)

PT4.14 Build a dense grid of local access and collector streets to provide motorists with multiple ways to enter and exit neighborhoods instead of using arterial streets for trips within the neighborhood.

PT4.15 Allow cul-de-sacs only when topographic and environmental constraints permit no other option. Cul-de-sacs that are built should have a maximum length of 300 feet and be built with pedestrian and bike connections to adjacent streets, or to destinations such as schools, parks and trails wherever possible.

PT4.16 Use signs to identify planned but still unbuilt street connections or "stub outs" and to indicate the type of street that is planned. This information should also be shown on maps of newly platted areas.

PT4.17 Create public bicycle and pedestrian connections for interim use when street connections are not completed with new development.

PT4.18 Plan and identify street connections in undeveloped areas to ensure they are eventually connected.

PT4.19 Plan for adequate rights-of-way for future streets.

PT4.20 Use traffic-calming devices to slow vehicles, where necessary, especially when new streets are connected to existing neighborhoods.

PT4.21 Develop measures to demonstrate the connectedness of an area and to help explain the value of new street or pathway connections. Measures may include intersection density, centerline miles per square mile, and a route directness index.

GT5 Street connections to existing residential areas and in environmentally sensitive areas will be carefully examined before a decision is made to create a connection for motor vehicle traffic.

PT5.1 Seek to avoid street connections through wetlands or other critical areas by examining alternative street alignments. Fully mitigate impacts when a street connection in an environmentally sensitive area is determined to be the preferred option.

PT5.2 Carefully examine proposed street connections to existing residential neighborhoods. The developer, City, or County will analyze the street connection with the involvement of affected neighborhoods and stakeholders. Consideration will be given to the unique neighborhood character and context, particularly any direct impacts of a street connection on established neighborhoods. This analysis will determine whether or not to construct the street connection for motor vehicle traffic. Affected neighborhoods and other stakeholders will be consulted before a final decision is made and be involved in identification of any potential mitigation measures. As appropriate, this evaluation will include:

- Effects on the overall city transportation system
- Effects on reduced vehicle miles travelled and associated greenhouse gases
- Opportunities for making additional connections that would reduce neighborhood impacts of the connection being evaluated
- Impacts on directness of travel for pedestrians, bicyclists, transit users, and motorists
- Impacts on directness of travel for emergency-, public-, and commercial-service vehicles
- An assessment of travel patterns of the larger neighborhood area and volumes at nearby major intersections
- An assessment of traffic volumes at the connection and whether projected volumes are expected to exceed the typical range for that classification of street
- Bicycle and pedestrian safety
- Noise impacts and air pollution
- Social justice issues and any impacts on the unique character of a neighborhood or effects on affordability of housing
- Likelihood of diverting significant cross-town arterial traffic on to local neighborhood streets
- Effectiveness of proposed traffic-calming measures
- The cost of a street connection and the cost of any alternative approach to meeting transportation needs if a street connection is not made
- Consideration of the information in Appendix A of this chapter

PT5.3 In the event that a street connection is not made for motor vehicles, priority will be given to pedestrian, bicycle, transit and emergency vehicle access.

PT5.4 Address safety concerns on newly connected streets and build any needed improvements at the time when street connections are made. Define what constitutes safety improvements in the Engineering Design and Development Standards.

GT6 Pathways enhance the transportation network by providing direct and formal off-street routes for bicyclists and pedestrians.


PT6.1 Establish and improve pathways in existing built areas.

PT6.2 Require new developments to provide direct bicycle and pedestrian pathways that connect to adjacent, developed properties. These will be at the same interval spacing as street spacing requirements or at closer intervals.

PT6.3 Install signs at pathways to indicate they are open to the public and an official part of the transportation network.

PT6.4 Coordinate with the State to increase bicycle and pedestrian access through the Capitol Campus.

GT7 A network of regional and local trails enhances mobility for bicycles and pedestrians.

PT7.1 Work with regional jurisdictions to develop the on- and off-street trails network, as identified in the [Thurston Regional Trails Plan](#). 

PT7.2 Increase access to trails by requiring or acquiring pathways, easements, or dedicated rights-of-way from new developments adjacent to current and future trails.

PT7.3 Install signs that identify the trails network, public destinations, nearby streets, and transit routes.

System Capacity

One of the ways we gauge the quality of a community is how easily we get around. No one likes getting stuck in traffic. In Olympia, we are looking for new ways to add capacity~~address congestion~~ - ways that retain the human-scale character of our streets - instead of adding more lanes.



Traffic and a cyclist move through downtown.

~~Transportation professionals use "level of service" ratings to describe vehicle congestion, ranging from A to F—"A" being no congestion and "F" being heavy congestion. The concept of concurrency means that as our community grows, the level of service (level of congestion) that we consider acceptable for a specific street is maintained. To achieve this requires that we add "capacity" to the street.~~

The capacity of a transportation system is traditionally thought of as the space needed on our streets to move cars. In Olympia, we ~~want to~~ look at capacity more broadly and see it as our ability to move *people*.

The street system can move more people when more trips are made by walking, biking, or riding the bus. ~~On streets that have unacceptable levels of motor vehicle congestion, and where widening is not appropriate, w~~We will increase

capacity on our streets by building facilities to support walking, biking, and transit. In many cases, adding roundabouts will be a key part of this approach.

~~This is needed most in the oldest parts of our city, where roads cannot be widened further. Considered "strategy corridors," these streets are already at the maximum five-lane width, have environmental constraints, or are adjacent to areas that are fully built-out.~~

Efforts to reduce auto trips, such as adding bike lanes and sidewalks and improving transit services will ~~be used to relieve traffic congestion and increase capacity on all major streets, but especially on strategy corridors (See Appendix H, the Corridor Map, for strategy corridors.)~~

The project list and maps in Appendix B include system capacity improvements for vehicles likely to be needed over the next 20 years.

Appendix I shows Traffic Forecast Maps of current and future traffic volumes.

Goals and Policies

~~GT8 Impacts of new development on the transportation system are addressed by establishing **level-of-service network completeness** standards that **indicate when improvements are needed**.~~ **ensure that adequate transportation infrastructure is provided in concert with growth.**

PT8.1 Implement a system completeness framework for transportation concurrency in which the supply of new transportation infrastructure that supports growth shall exceed the travel demand of new growth.

- Supply is defined by the transportation concurrency project list identified in the Capital Facilities Plan**
- Demand is measured by PM peak hour person trip generation**
- Supply and demand are equated using "mobility units" as defined in OMC 15.20.020**
- Mobility units of supply are considered available to support new development when the transportation improvement is fully funded, as identified in the Capital Facilities Plan**

~~Measure level of service using the average vehicle volumes that occur during the highest volume, consecutive, two-hour period. Use the two-hour level of service as a screening tool to determine capacity needs at intersections and along~~

~~streets. Consider location efficiency in this calculation to remove disincentives for development along urban corridors where increased density is desired.~~

~~**PT8.2** Determine the need for, and feasibility of, motor vehicle capacity improvements, particularly widening the street. Consider the types of streets and connectivity of the street network in the area, environmental impacts, the impacts on the walkability and character of the area, cost, and physical constraints.~~

~~**PT8.3-2** Consider signal upgrades and signal timing as standard ways to reduce congestion.~~

~~**PT8.4-3** No street will exceed the width of five general purpose auto lanes (such as two in each direction and a center turn lane) mid-block when adding capacity to the street system. Turn lanes may be added as appropriate, with careful consideration of pedestrian and bicyclist safety.~~

~~**PT8.5-4** Consider roundabouts instead of signals at intersections to maintain traffic flow.~~

~~**PT8.6** Establish and maintain appropriate levels of service using the following guidelines (see street system maps in Appendix B and Corridor Map in Appendix H):~~

- ~~• Level of service E will be acceptable on arterials and major collectors in the City Center and along urban corridors~~
- ~~• Level of service D will be acceptable in the rest of the City and Urban Growth Area~~
- ~~• Higher levels of service may be maintained in parts of the City because of low traffic demand~~
- ~~• For some intersections, level of service is F is acceptable~~
- ~~• On strategy corridors, where widening is not an option, levels of service may fall below adopted standards~~

~~**PT8.7-5** Exempt transportation facilities and services of statewide significance from concurrency requirements per RCW [36.70A.070](#) (6). Proposed improvements to state-owned facilities will be consistent with the [Thurston Regional Transportation Plan](#) and the State Highway System Plan within Washington's Transportation Plan.~~

GT9 The impacts of new land-use development on the transportation system are mitigated appropriately.

PT9.1 Require mitigation for new developments so that transportation level of service does not fall below adopted standards, except where policies allow.

PT9.2 Require new development to construct improvements or contribute funds towards measures that will improve the function and safety of the streets, such as installing bike and pedestrian improvements, turn pockets or special lanes for buses, or roundabouts, or modifying traffic signals.



A bus stops on Capitol Way.

PT9.3 Ensure a fair distribution of new transportation-related costs to new developments through imposition of impact fees.

PT9.4 Use the [State Environmental Policy Act](#) to determine mitigation requirements for the impacts of new development on the transportation system.

PT9.5 Construct complete streets and maintain an urban form that is human scale, when widening is necessary.

GT10 On designated strategy corridors, ~~when road widening is not an option, increase capacity by providing walking, biking and transit facilities,~~ facilitate increased land use density, and eliminate transportation system inefficiencies.

~~PT10.1~~ Add bike lanes and sidewalks, improve transit services, and use demand management measures to ensure that transit, walking and biking are attractive and easy to use during peak travel periods on all streets, especially strategy corridors, ~~those which cannot be widened.~~

~~PT10.2~~ Review and update concurrency ordinances as appropriate to implement multimodal and system efficiency strategies in strategy corridors. (See Concurrency Report explanation in Appendix A.)

~~PT10.3-2~~ Expand the City's network of street connections, pathways and trails to help relieve congestion.

~~**GT11 System capacity improvements focus on moving people and goods more efficiently, minimizing congestion by replacing car trips with walking, biking and transit trips, and by increasing system operational efficiency and reliability.**~~

~~PT11.1~~ Pursue a person trip concurrency program in order to allow construction of bicycle, pedestrian and transit system improvements as concurrency mitigation.

~~PT11.2~~ Seek voluntary concurrency mitigation measures separate from other transportation mitigation measures required by either State Environmental Policy Act or the City's Transportation Impact Fee policies and programs.

Land Use

The land use and transportation goals and policies of this plan are interconnected. When attractive housing is close to jobs, services and stores, trips are short and easy to make without a car. Transit stops can be close by and convenient for longer trips outside the neighborhood. In compact, mixed-use areas, it is easier for people to walk, bike and ride the bus than it is to drive, reducing our dependency on our cars.

The dense, mixed areas we are trying to achieve are made more attractive, comfortable and functional when streets have wide sidewalks, safe pedestrian crossings, bike lanes, and the bus is convenient. We can optimize our investments in the transit system by locating a mixture of dense land uses along

our major bus routes. Without the coordination of land use and transportation, we will continue to rely on our cars, congestion will worsen, streets will be wider and unfriendly, and more parking will be needed.



An attractive sidewalk along a major bus route.

Goals and Policies

GT12 The transportation system provides attractive walking, biking and transit options, so that land use densities can increase without creating more traffic congestion.

PT12.1 Build a system that encourages walking, biking and transit to reduce car trips and help achieve our land-use density goals.

GT13 A mix of strategies is used to concentrate growth in the city, which both supports and is supported by walking, biking, and transit.

PT13.1 Consider increasing allowed densities in the downtown core and along parts of the urban corridors, while maintaining lower densities in the periphery of the City.

PT13.2 Consider a geographically-influenced impact fee based on costs that would likely incentivize development or redevelopment in the downtown core and along parts of the urban corridor.

PT13.3 Consider incentives to address the specific challenges downtown redevelopment faces.

PT13.4 Promote infill in close-in neighborhoods and increased land-use density in activity centers and downtown to reduce sprawl, car trips, and to make the best use of the existing transportation network.

PT13.5 Allow housing in commercial and employment areas to reduce commute and errand distances, and encourage alternatives to driving.

PT13.6 Allow neighborhood centers in residential areas to reduce commute and errand distances and encourage alternatives to driving.

GT14 Greater density along priority bus corridors optimizes investments in transit and makes transit an inviting mode of travel. (See Appendix H, the Corridors Map, for bus corridors.)

PT14.1 Encourage transit-supportive density and land-use patterns along priority bus corridors, through zoning, incentives, and other regulatory tools.

PT14.2 Encourage schools, public services, major employers, and senior and multi-family housing to locate along priority bus corridors, as they tend to benefit from the availability of public transit.

PT14.3 Enhance the gridded street network of small blocks adjacent to bus corridors to improve access to transit.

GT15 The urban corridors of Martin Way, Pacific Avenue, east 4th and State Avenues, Capitol Way/Boulevard and portions of Harrison Avenue, Black Lake Boulevard and Cooper Point Road are areas where a large portion of trips are made by walking, biking and transit. (See Appendix H Corridor Map for urban corridors. See Land Use and Urban Design chapter for specific land use designations.)

PT15.1 Retrofit City streets in urban corridors to City Street Standards to attract new development and increase densities.

PT15.2 Work with the State of Washington to include urban corridors in the state's preferred leasing area, so that state employees can easily walk, bike or take public transit to work.

PT15.3 Encourage public agencies to build in the urban corridors to support the City's transportation-efficient land use goals so ~~citizens~~community members and employees can easily walk, bike or take public transit to these buildings.

PT15.4 Partner with the cities of Lacey and Tumwater to pursue the coordinated transportation and land use objectives identified for the urban corridors.

GT16 Streets are public space, where people want to be.

PT16.1 Design streets to preserve or enhance the unique qualities and "sense of place" of a neighborhood or district.

PT16.2 Design streets as gathering spaces and destinations, and highlight their cultural and natural features.

PT16.3 Look for opportunities to create multi-use, public spaces along streets and encourage public and private efforts to make these places unique and memorable.

Transit

We can use bus service for many of the routine trips we make, and significantly reduce congestion. As traffic increases, transit will be an efficient way to move more people on the same streets.

Intercity Transit is the primary public transit operator for Thurston County, and its strong partnership with the City will be critical to meeting community transportation needs.



People board a bus at the downtown Olympia Transit Center.

In the near-term, Olympia envisions a distinct system of “bus corridors:” major streets with high-quality, frequent service that will allow people to use transit more spontaneously. The first priority for bus corridor development will be along strategy corridors. See the Corridor Map in Appendix H for bus corridors and strategy corridors.

Building bus corridors is a major new commitment in which the City and Intercity Transit will jointly invest. Intercity Transit will provide fast, frequent and reliable bus service along these corridors and the City will provide operational improvements, such as longer green time at traffic signals to prevent bus delays in congestion. Attractive streetscapes, pedestrian crossings and sidewalks will enhance people’s access to transit. The City will also encourage a mix of land

uses and increased densities along these corridors to increase ridership.

Bus corridors will be planned as regional connectors between Olympia, Lacey, and Tumwater. To sustain the level of service for transit in these corridors, increased residential and commercial density of development is needed. They will ideally connect with similar corridors in Lacey and Tumwater.

Over the long term, Intercity Transit and the communities it serves will together carry out the most current long-range transit plan and the [Thurston Regional Transportation Plan](#) [↗](#).



A bus travels over the 4th Avenue Bridge.

Goals and Policies

GT17 Bus corridors have high-quality transit service allowing people to ride the bus spontaneously, and easily replace car trips with trips by bus.

PT17.1 Develop a system of bus corridors with fast, frequent, and predictable service. Transit service should operate at least every 15 minutes on weekdays where surrounding land uses call for it.

PT17.2 Achieve density and mix of land uses along bus corridors to support increased ridership and frequent service.

PT17.3 Formalize bus corridors through a joint agreement between Intercity Transit and the City of Olympia, with efforts to include Lacey and Tumwater.

PT17.4 Coordinate with Intercity Transit to give traffic signal priority to buses, build bypass or exclusive transit lanes, and take other measures designed to speed bus service.

PT17.5 Ensure street, site, and building designs are well-planned for pedestrian use along bus corridors.

PT17.6 Integrate transit and bicycle network planning and require bicycle end-of-trip facilities, such as bike parking, along bus corridors.

PT17.7 Eliminate minimum parking requirements along bus corridors.

PT17.8 Give priority to sidewalks and mid-block pedestrian crossings that enhance access and safety on high frequency bus corridors.

GT18 Intercity Transit's short- and long-range plans are supported.

PT18.1 Support Intercity Transit's existing and planned services and facilities by ensuring that street standards, system operational efficiencies, land uses, and site design support transit along current and future routes.

PT18.2 Coordinate with Intercity Transit on bus stop locations so they are safe, accessible and inviting for pedestrians and bicyclists.

PT18.3 Consult with Intercity Transit when new developments are being reviewed so that current and future bus routes can be accessed by transit vehicles.

PT18.4 Make transit more inviting by designing transit access at major destinations such as worksites, schools, medical facilities and shopping complexes in a manner that allows efficient access for buses, while placing bus stops in locations that are more convenient than parking areas.

PT18.5 Coordinate with Intercity Transit in requiring developers to provide facilities that help transit riders easily walk or bike to and from stops, such as shelters, awnings, bike parking, walkways, benches, and lighting.

PT18.6 Encourage Intercity Transit to provide service to passenger rail stations or other intermodal facilities.

PT18.7 Explore opportunities for circulator transit routes to enhance connectivity between urban corridors, their adjacent neighborhoods, and the city center.

GT19 The region is prepared to advance high-capacity transportation.

PT19.1 Work with Intercity Transit and the [Thurston Regional Planning Council](#) to plan for long-range, high-capacity transportation in Thurston County.

PT19.2 Preserve significant rail corridors threatened with abandonment as identified in the Regional Transportation Plan.

PT19.3 Integrate land use and high-capacity transportation planning so that dense urban centers are developed around multi-modal transit stations, and coordinate this regionally.

PT19.4 Encourage the Washington State Department of Transportation and the [Thurston Regional Planning Council](#) to identify and address deficiencies in regional commuter services.

PT19.5 Achieve the land-use densities and mixed uses necessary to build ridership needed for high-capacity transportation.

GT20 The rail system can move materials over long distances efficiently and inexpensively.

PT20.1 Work with regional partners and the Washington State Department of Transportation to support and expand freight rail in the region.

Walking


This plan aims to make streets safe and inviting for walking for more people. The City can accomplish this over time by designing streets that are “human scale,” places where people can enjoy walking, sitting and interacting with others. Building and retrofitting streets by planting trees, creating landscaped strips and installing decorative lighting can encourage people to walk and create an active street life.

When streets are designed for people, rather than dominated by cars, neighbors interact, businesses thrive, and people feel more engaged in their community. All of this can stimulate activity, attract development, and improve the quality of life, even as the population increases.



A new sidewalk is buffered by a planter strip and street trees on San Francisco Avenue.

Well-designed sidewalks are integral to a community's transportation network because they separate pedestrians from motor vehicles, and provide a flat and predictable surface for walking. For those with walking aids, sidewalks significantly enhance access. Sidewalks invite people to gather and interact in public space right outside their front door. Sidewalks provide safe places for children to walk, run, skate, and play.

Appendix C includes a map of sidewalk projects based on the [City of Olympia Sidewalk Program](#)  (2003).



A flashing beacon at a crosswalk on Olympic Way will alert motorists to pedestrians.

Another important safety factor for walkers is to ensure that streets are easy to cross. Pedestrian crossing improvements shorten the crossing distance, increase visibility of walkers to motorists, increase crosswalk law compliance, and enhance the safety and comfort of pedestrians.

Goals and Policies

GT21 Walking is safe and inviting, and more people walk for transportation.

PT21.1 Encourage walking and educate people about walking safety and the benefits of walking.

PT21.2 Ensure City street standards reflect the importance of walking for transportation and recreation.

PT21.3 Build new streets and retrofit existing streets to be more inviting for walking with sidewalks, crossing improvements and streetscape enhancements.

PT21.4 Allow property developers to pay a fee-in-lieu for sidewalks in certain

instances so that sidewalks and other pedestrian improvements can be constructed in the locations they are most needed.

PT21.5 Consider the needs of people walking in all aspects of street operations and maintenance.

PT21.6 Use construction practices that provide safe access for pedestrians. When roadway closures are necessary for construction, provide a reasonably direct route through or around the construction area for people walking.

PT21.7 Require direct, safe, and convenient pedestrian access to commercial and public buildings from sidewalks, parking lots, bus stops, and adjacent buildings.

PT21.8 Explore the expanded use of alleys for pedestrian travel.

GT22 Sidewalks make streets safe and inviting for walking.

PT22.1 Build all new streets with inviting sidewalks on both sides of the street.

PT22.2 Focus City sidewalk construction on major streets, where heavy traffic volumes and speeds make it difficult for walkers to share space with motor vehicles. Prioritize sidewalk construction projects based on street conditions, transit routes, and the proximity to destinations such as schools.

PT22.3 Retrofit selected smaller local access streets within neighborhoods with sidewalks to address unique conditions, such as: limited sight distance; the need for access to bus stops, schools and parks; or, because no other parallel street exists nearby to provide a safe walking route.

GT23 Pedestrian crossing improvements remove barriers for walkers on major streets, especially wide streets with high vehicle volumes.

PT23.1 Build new streets and retrofit existing streets with crossing islands and “bulb outs” to increase pedestrian safety.

PT23.2 Raise driver awareness of pedestrians at crosswalks on wide, high-volume streets using blinking lights, flags, signs, markings, and other techniques.

PT23.3 Add safe, mid-block crossings for pedestrians to new and existing

streets. This is especially important on major streets that have long distances between stop lights, and those with high-frequency transit service.

PT23.4 Design intersections to make pedestrian crossing safety a priority: minimize the crossing width, make pedestrians more visible with bulb outs and lighting, and minimize “curb radii” (sharper corners instead of sweeping curves).

PT23.5 Consider the use of pavers or colored, patterned concrete on crosswalks in commercial or mixed-use areas to increase motorist awareness of pedestrians and to improve the appearance of an area, without negatively affecting cyclists or pedestrians.

PT23.6 Consider the needs of the elderly and disabled in all crosswalk design and signal timing.



Streetscape enhancements include awnings, trees, and wide sidewalks.

GT24 Streetscapes buffer walkers from motor vehicle traffic, enhance the experience of walking, and increase the attractiveness of an area.

PT24.1 Separate sidewalks from motor-vehicle traffic with buffers of trees and landscaping.

PT24.2 Allow on-street parking as a buffer, where appropriate, between walkers and motor-vehicle traffic.

PT24.3 Provide sidewalks wide enough to include the “streetscape” elements and space needed to support active street life. In busy pedestrian areas, install benches, artwork and other features to make streets interesting and inviting, while maintaining safe walking surfaces and adequate space for those in wheelchairs.

PT24.4 Require continuous awnings over the sidewalk along building frontages in densely-developed areas to protect pedestrians from weather; encourage them everywhere else.

PT24.5 Use pedestrian-scale lighting to make sidewalks feel safe and inviting at night.

PT24.6 Use City investments to retrofit streets and add wide sidewalks and streetscape improvements as a method of drawing development to targeted areas.

PT24.7 Develop streetscape plans for commercial and mixed-use areas.

PT24.8 Integrate inviting bus stops and shelters into streetscape design.


Bicycling

Bicycling is clean, economical, efficient, and ideal for trips within our community. As with walking, the vision of this plan is to consider biking as a valuable mode of transportation, and to make the safety of bicyclists a high priority. Because bicyclists have access to the same streets as drivers, they must have both the same rights and responsibilities.



A bicyclist approaches the 4th Avenue Bridge.

A well-connected network of facilities for bicyclists is the key to increasing the use of bicycles for regular transportation. A bicycle network includes bike lanes, signs and markings, trails, pathways, and bicycle parking. An effective network is supported by maintenance and operations practices that remove barriers to bicycling.

Providing bike lanes on existing streets is a cost-effective way to create separate, safe spaces for bicycling, especially where vehicle volumes are high and motorists and bicyclists need a predictable system for sharing the street. (Appendix D shows the list of bike lane projects identified in the [Bicycle Master Plan](#)  and a map illustrating the existing and future bicycle network.)

Education, enforcement and encouragement can both improve bicycle safety and encourage more people to bike. Programs are needed to raise awareness of the benefits of bicycling, teach urban-cycling skills to adults, teach children to be safe riders, and let all roadway users know what their responsibilities are.



A bicyclist adds a red light to her bike to be more visible by motorists.

Goals and Policies

GT25 **Bicycling is safe and inviting, and many people use their bikes to both travel and stay active.**

PT25.1 Retrofit streets to provide safe and inviting bicycle facilities. Use the [Bicycle Master Plan](#) (2009) to guide facilities development, but look for other opportunities to provide bicycle facilities where possible.

PT25.2 Build bike lanes on new major streets: arterials, major collectors and selected neighborhood collectors. Bike facilities planned for specific classifications of streets are defined in the [Engineering Design and Development Standards](#).

PT25.3 Use signs and markings to alert drivers to the presence of bicyclists, to guide bicyclist and motorist behavior, and to guide bicyclists to destinations.

PT25.4 Explore the use of bicycle boulevards to support novice and family bicycling - streets with low volumes and special accommodations for bicycling.

PT25.5 Make pedestrian crossing islands large enough for families cycling together.

PT25.6 Consider the needs of bicyclists in all aspects of street operations and maintenance including signal system operations.

PT25.7 Use construction and maintenance practices that provide safe access for bicycle travel. When roadway closures are necessary, provide for a reasonably direct bicycle route through or around the construction area.

PT25.8 Require new commercial developments, public facilities, schools, and multi-family housing to provide end-of-trip facilities for bicyclists, including covered bike racks and lockers.

PT25.9 Use education, encouragement and enforcement programs to improve the safety of and promote bicycling.

PT25.10 Partner with businesses, schools, developers, and employers to support bicycling through site and building design, end-of-trip facilities and programs to promote bike use.

PT25.11 Educate people about biking and walking in order to reduce motorized travel and make the best use of the City's investments in infrastructure.

PT25.12 Educate drivers about and enforce regulations that protect the safety of bicyclists and pedestrians.

PT25.13 Educate bicyclists and walkers about their responsibilities as users of the street system.

Transportation and Demand Management

When more people ride the bus, carpool, walk, and bike for their daily commute, traffic congestion, pollution, and energy consumption are reduced. We also save money and get more exercise.


Many current community efforts focus on helping both workers and students find alternatives to driving alone. Ridematch programs link carpoolers and help set up long-distance vanpools. Frequent bus service to major work sites makes the bus more inviting. Bike lanes, bike parking and networks of trails, sidewalks and safe crossings encourage people to walk and bike.

Commute trip reduction efforts focus on employee and student commute trips because these trips are predictable and are made by large numbers of people. A successful change in these travel habits can have a positive impact on our streets.

We need school programs - as well as bicycle- and pedestrian-friendly streets -- to encourage students to walk, bike, carpool, or take the bus to school. Large numbers of students and parents driving to and from school can create congestion and safety issues for students.



State employees cross Capitol Way at the Tivoli Fountain.

Washington state's 1991 [Commuter Trip Reduction Law](#)  called on workers to reduce their drive-alone commuting. Since then, commuter trip reduction programs have focused on large worksites in the most congested areas of the state.

When we reduce drive-alone commuting, we make the best use of existing streets and reduce the need for costly new lanes. And, when more people walk, bike, carpool and ride the bus, we can increase land-use density without increasing traffic.

Goals and Policies

GT26 Walking, biking, riding the bus, and carpooling are convenient for trips to work or school. Fewer drive-alone trips will reduce pollution, energy consumption, and the growth in traffic congestion.

PT26.1 Help affected employers in the region meet the goals of the State's [Commute Trip Reduction Law](#).

PT26.2 Support the State's [Commute Trip Reduction Law](#) with City policies and programs that encourage ridesharing, transit, walking and biking.

PT26.3 Work with the State to locate new worksites in the City's dense urban area - in locations where frequent transit is possible, and where employees can easily walk and bike.

PT26.4 Encourage all employers in the City to reduce employee drive-alone commute trips. Provide specific emphasis for worksites in the City Center.

PT26.5 Provide infrastructure to support walking, biking, transit, and ridesharing for commuting.

PT26.6 Encourage areas, such as malls, with high concentrations of employees, to develop coordinated commuter programs to reduce drive-alone commuting.

PT26.7 Work with community partners to provide programs, services and incentives that will promote transit, ridesharing, walking, and biking.

PT26.8 Encourage employers and schools to stagger start times to reduce peak-hour traffic volumes. Encourage employers to allow flexible work schedules, so employees can more easily take advantage of transit and ridesharing opportunities.

PT26.9 Encourage employers to allow telecommuting and compressed work weeks to eliminate commute trips.

PT26.10 Give City employees high-quality commuter services and incentives, while limiting parking availability, as a way to discourage drive-alone commuting.

PT26.11 Require end-of-trip facilities, such as clothes lockers, showers and bike parking for walking, biking and transit users at schools and worksites.



Students participate in a Walk and Roll event.

PT26.12 Encourage students to walk, bike and rideshare to reduce congestion near schools, to introduce them to transportation options, to ~~encourage~~encourage more exercise, and, at high schools, reduce the need for parking.

PT26.13 Coordinate City and school district policies to site new schools in locations where students can easily walk or bike to school, and where school employees and students can commute on public transit. Consider multi-story buildings on smaller lots to accommodate capacity needs closer to the urban core and to reduce disruption to the street grid.

PT26.14 Provide sidewalks, bike lanes, trails, pathways, and crossing facilities near schools to encourage students to walk and bike.

PT26.15 Educate the public about travel options and how these choices benefit them, the community, and the environment.

GT27 Parking is provided in a way that reduces the number of employees who commute alone by car.

PT27.1 Discourage drive-alone commutes by managing the cost and supply of public parking, but give priority to parking for business patrons.


PT27.2 Establish parking standards that meet the needs of business patrons, but do not result in cheap and readily-available parking for employees.

PT27.3 Work with adjacent cities and the State of Washington on consistent parking strategies to help meet the commute trip reduction goals of the region. This will also ensure that parking standards do not act as a deterrent to the location of development.


PT27.4 Collaborate to establish more park-and-ride lots in the region.

Funding

The funding sources we'll need to realize our transportation vision must be developed over time. As the economy changes, our population fluctuates, and funding circumstances change, the City will need to be flexible and resourceful about funding opportunities, while keeping the vision of this plan in mind.

Funding for transportation comes from federal, state and local sources. Information on how the City spends transportation dollars is defined in the annual operating budget and the [Capital Facilities Plan](#) .

The City's operating budget allocates funds for maintenance of streets, signals and other aspects of the transportation system. The City's General Fund pays for operations; this fund is made up of taxes and fees.

The [Capital Facilities Plan](#)  defines City construction projects for a six-year period and identifies funding sources. Capital projects are paid for with a combination of grants, fees such as impact fees, General Fund dollars, gas tax revenues, stormwater utility rates, and private utility taxes.



A resident learns about transportation funding at a public workshop

It will be important for the City to evaluate potential new funding sources such as:

- A commercial parking tax
- Local improvement districts
- Motor fuel taxes (levied County-wide)
- Transportation benefit districts.

However, each potential source must be carefully weighed for its legality, stability, fairness, and administrative complexity.

The projects shown in lists and maps in Appendix B, C and D reflect the vision of this plan, but may not be achievable within the 20-year horizon of this plan. The full network needs are described to provide a comprehensive view of the system we envision, and to be prepared for funding or other opportunities that would allow us to complete this work.

Goals and Policies

GT28 Transportation facilities and services are funded to advance the goals of the City and the region.

PT28.1 Make it a high funding priority to enhance the operational efficiency of the City's transportation system.

PT28.2 Plan and prioritize projects so they are consistent with available and projected funding to advance the community's transportation vision.

PT28.3 Use master plans, sub-area plans and facilities programs to identify improvements to our transportation system and how to fund them.

PT28.4 Continue to be innovative with the use of existing funds and explore new funding sources for transportation.

PT28.5 Support and partner with other agencies to obtain funding to improve public transportation services.

PT28.6 Use public and private funds to advance transportation priorities and meet the needs of new trips in the system.

PT28.7 Explore adding multimodal capital improvements to the list of projects that can be funded by impact fees, such as transit priority at signals, transit queue jump lanes, and pedestrian and bicycle improvements.

PT28.8 Partner with community organizations to help complete projects.

PT28.9 Encourage action at the federal and state level to address transportation funding needs for cities.

PT28.10 Focus transportation investments along urban corridors and in the city center to help stimulate development and achieve land-use densification goals.



RW Johnson Boulevard is rebuilt.

GT29 The transportation system is maintained at the lowest life-cycle cost to maximize the City's investment in its infrastructure.

PT29.1 Schedule regular maintenance of the City's transportation system for efficiency and greater predictability, and to reduce long-term costs.

PT29.2 Protect street pavement by resurfacing streets with low-cost treatments before they deteriorate to a point that requires major reconstruction.

PT29.3 Require property owners to maintain their sidewalks and planter strips.

Regional Planning

Many long-term transportation issues require regional coordination to be resolved. Regional issues that will require Olympia's attention include trails, transit, capacity and safety of regional corridors, highway access, passenger and freight rail, commuter services and park-and-ride lots, and the use of the marine terminal. Funding strategies will also require regional coordination.

The [Thurston Regional Transportation Plan](#)  is the blueprint for the region's


transportation system, and it identifies projects and issues for regional attention. It is based on land-use forecasts and regionally established priorities, and places heavy emphasis on the connections between land-use and transportation planning. The City is responsible for addressing the individual projects that emerge from the Regional Transportation Plan.



A bus waits for passengers at the Olympia Transit Center.

Goals and Policies

GT30 Olympia engages with neighboring jurisdictions to advance common goals and solve regional problems.

PT30.1 Use this Comprehensive Plan and the [Thurston Regional Transportation Plan](#)  to guide regional transportation decisions.

PT30.2 Establish and maintain compatible street standards with Thurston County and the cities of Lacey and Tumwater.

PT30.3 Work with the cities of Lacey and Tumwater and Thurston County to develop bus corridors.

PT30.4 Work with neighboring jurisdictions to develop trails.

PT30.5 Work with neighboring jurisdictions to improve freight, rail, and truck mobility.

PT30.6 Coordinate with the Port of Olympia on truck access routes, freight rail, and, as needed, on air and water transportation needs.

PT30.7 Work with regional jurisdictions to develop a funding strategy for the regional transportation network.

PT30.8 Coordinate with adjacent jurisdictions and the [Thurston Regional Planning Council](#) on regional transportation and land-use goals.

PT30.9 Work with Lacey and Tumwater to promote dense commercial and residential development in urban centers and along urban corridors.

PT30.10 Work with the region to support the infrastructure needs of electric vehicles or other alternative fuel vehicles.

Appendix A: Transportation Planning History

The policies and goals in this plan reflect a number of plans and studies the City has used in the past to identify and explore specific transportation problems, evaluate issues in more detail, and identify actions or system improvements. For example, the Boulevard Road Corridor Study recommended the use of roundabouts to address safety and congestion issues on this street. These plans have guided us on decisions affecting congestion and capacity, street connectivity, bicycle and pedestrian needs, and street design. This Appendix reviews findings and recommendations from prior plans and studies.



Public dialogues like this one can draw on a range of perspectives to solve problems.

Southeast Transportation Issues

The street network in the southeast provides north-south routes, but few east-west routes. Mobility is poor for autos, buses, bicycling and walking. This creates overloading on the Yelm Highway and 18th Avenue corridors.

However, in 2012, a project to widen Yelm Highway and add roundabouts, bike lanes, sidewalks and crossing islands was completed. And, beginning in 2010, 18th Avenue from Fones Road to Boulevard Road was improved with bike lanes, sidewalks, streetlights, and two roundabouts.

These major reconstruction projects should increase capacity, reduce delay and accidents, and provide more safe and inviting streets for walking and biking. In order to relieve the further pressure on these existing streets, additional connectivity is planned through the extension of Log Cabin Road.

Log Cabin Road Extension: Boulevard Road to Wiggins Road

An extension of Log Cabin Road between Boulevard Road to Wiggins Road is planned to improve east-west movement in the southeast Olympia area. The City

~~will build part of this two to three lane street; private development along the corridor will build the rest.~~

~~This connection will create a new east-west corridor that will parallel Yelm Highway. Consistent with standards, this new major collector will include bike lanes, sidewalks, planter strips, trees, lighting, and a curved design to slow vehicle speeds.~~

~~The new street is expected to increase peak hour traffic by approximately 60 percent on the existing section of Log Cabin Road (west of Boulevard Road), according to a 2011 projection of future peak hour trips. This is within the capacity of the existing lanes on Log Cabin Road. The connection will also better distribute traffic in the area, and reduce the projected growth in traffic on Wiggins Road, Boulevard Road, Morse Merryman Road, and Yelm Highway. (Ordinance #5861, 12/15/98 and Ordinance #5661, 12/26/96)~~

This comprehensive plan includes specific language and guidance on street connections, and it proposes major street connections in parts of the City. The Log Cabin Road extension was proposed in previous comprehensive plans to connect Boulevard Road to Wiggins Road. This street connection was identified as a need for both the local and regional transportation system. It would serve motor vehicles, pedestrians, bicyclists, and potentially transit.

A 2016 evaluation indicated that the Log Cabin Road street connection is likely not needed until about 2040. In 2021, the City Council removed the Log Cabin extension and other smaller street connections in this vicinity from this plan. Instead, in approximately 2030, the multimodal transportation needs in southeast Olympia will be studied. This in-depth evaluation is needed to understand the transportation and street connection needs in the southeast area. Because the Log Cabin Road street connection was identified as having regional significance, neighboring jurisdictions will also be involved in this evaluation. A public involvement process will be included in this evaluation.

Fones Road-18th Avenue Area Connectivity Evaluation

Eighteenth Avenue from Boulevard Road to the City of Lacey will continue to be the most northerly east-west major collector within the southeast area. In the past, other routes, north and south of 18th Avenue, have been proposed to help distribute the traffic. For example, in 1996, the City analyzed the proposed

extension of 22nd Avenue to Wiggins Road and a neighborhood collector connection from Dayton Street to Fones Road near Pacific Avenue. However, both alternatives were limited by the presence of wetlands.

The 22nd Avenue extension was removed as a proposed major collector west of Allen Road. A Class II wetland within a kettle (enclosed basin) lies between Boulevard and Allen Roads. A wetland report and an evaluation of several different alignments indicated that there were no feasible or cost-effective routes west of Allen Road that did not adversely affect the wetlands and greatly increase the possibility of flooding adjacent properties. The extension of 27th Avenue will terminate at Allen Street with a "T" type intersection.

At one time, there was a proposal to connect Dayton Street to the commercial and industrial land that lies along Fones Road. However, a Class II wetland (the headwaters of Woodard Creek) lies between the two areas. Several different alignments were evaluated, and the least costly would have been the railroad corridor, the location of the Woodland Trail. This alignment would have widened the existing railroad fill over the wetland, adjacent to the trail. The railroad alignment also could have been used east of Fones Road to eventually connect with Sleater-Kinney Road in Lacey.

However, any east-west connection along the Dayton Street alignment would have adversely affected the character of this isolated neighborhood and would have increased peak-hour traffic volumes. Though designated a neighborhood collector, this connection would have been characteristic of a major collector, particularly if extended east of Fones Road. Under either classification, such a connection could have potentially become a bypass for 18th Avenue traffic.

Access to this neighborhood still can be provided in a way that avoids affecting any wetlands: a neighborhood collector connecting Dayton Street to Fones Road, using the approximate alignment of Van Epps Street.

The elimination of these two potential transportation links will place more demand upon the existing network of collectors within this sub-area. However, improvements made to 18th Avenue, Fones Road, Yelm Highway, and Log Cabin Road should be able to handle this demand.

Fones Road Improvements

Fones Road from 18th Avenue north to Pacific Avenue needs to be widened to three to five lanes with turn pockets at major intersections. In 2010, a roundabout was installed at the intersection of Fones Road and 18th Avenue,

and second roundabout is planned at the south driveway of Home Depot. Both will allow Fones Road between 18th Avenue and the south Home Depot driveway to only be widened to three lanes: two lanes southbound and one lane northbound. (Turn lanes are planned at selected driveways.)

North of the south Home Depot driveway, four to five lanes are needed. The planned widening of Fones Road between 18th Avenue and Pacific will include bike lanes, sidewalks, planter strip, and streetlights. (Ordinance #5661, 12/26/96)

Chambers Basin Analysis

In 2006, groundwater and stormwater problems were evaluated in the area south and southwest of Chambers Lake, for future land use. The evaluation was prompted by concerns over whether adequate drainage could be provided in this valley, due to shallow groundwater and flat grades. At the land-use densities proposed, there was a strong likelihood of persistent flooding, property damage, and other environmental impacts.

The evaluation determined that the valley area could not be developed to the planned urban densities of 5 to 13 units per acre, due to high groundwater and flat topography. As a result, the City reduced allowed development density and applied new low-density street standards in the valley. The unique design standard for local access streets in this area is narrower than the conventional local access standard, with sidewalks on one side, rather than both sides.

Boulevard Road Corridor

The 2006 Boulevard Road Corridor Study defined the multimodal and capacity improvements that were needed for this corridor. Boulevard Road is a major north-south route and a major regional corridor to the city center. It is also considered a residential street to the many people who live along it.

Full street standards, including sidewalks, lighting and trees, are planned for the entire corridor, with some changes to planter strips to lessen property impacts. There will be a center-turn lane for the entire corridor, interspersed with landscaped pedestrian islands, landscaped medians, and left-turn pockets.

Roundabouts are planned for three major intersections along the corridor. A double-lane roundabout was built at Log Cabin Road in 2009, (which eventually will connect to the planned Log Cabin extension to the east). A single-lane roundabout at 22nd Avenue is planned for 2014, and a roundabout at Morse-

Merryman Road is planned for construction sometime between 2014 and 2017.

The City plans to evaluate the long-term need for a roundabout at 18th Avenue, as well as possible intersection improvements at 28th Avenue, 30th Avenue, 41st Way, and Wilderness Drive. As safety and mobility concerns warrant, parking on Boulevard Road (north of where it crosses I-5) may be removed to allow for a center-turn lane and other intersection improvements at Pacific Avenue and Boulevard Road.

Pacific and Lilly Focus Area

In the area bounded by Pacific Avenue and Interstate 5, Lilly Road and the city limits, the traditional block pattern of local access streets now provides good access for vehicles, bicyclists and pedestrians.

However, to the south of Pacific Avenue and north of the Woodland Trail, most properties are oriented toward Pacific Avenue, and the lack of side streets makes it hard for vehicles to enter or leave this busy arterial. This area lacks bike lanes and crossing islands, and is not inviting for pedestrians and bicyclists.

Meanwhile, nearby Lilly Road dead-ends at Pacific Avenue for travelers coming from the north, and just one block to the west, Fones Road dead-ends at Pacific Avenue for travelers coming from the south. Long-term, it would be ideal to align Fones Road to Lilly Road, but this would require major reconstruction of public ~~right-of-ways~~rights-of-way and private properties.

Improvements to the street network could significantly improve traffic circulation in this area:

- Lilly Road should be extended southward to connect with Sixth Street, providing a new route for movement between Fones Road and Lilly Road.
- Fifth Street should be extended to connect with the new Lilly Road Extension.
- While Royal, Plummer, Ferry, Wier, and Birch streets now provide good access to the Pacific and Lilly area, they could be realigned to improve development potential. (However, any realignment would need to meet the City's intersection-spacing standards, to maintain pedestrian-sized blocks.)
- Plummer, or its successor street, should be connected through to the South Sound Center to create an additional connection between Lilly Road and South Sound Center.
- Access to Royal Street from Lilly Road has poor sight distance, and could

be a candidate for closure; even now it is strictly one-way in-bound, because of this limitation. (Ordinance #5661, 12/26/96)

Lakewood Drive

In 1997, the City Council decided not to make a street connection on Lakewood Drive between the Cove and Holiday Hills subdivisions, though it preserved this as a future option. Signs were installed here, and at the east end of Lakewood Drive, to indicate a possible future connection.

If the street connection is eventually constructed, specific traffic-calming devices, signing, crosswalks, and a sidewalk will be installed. The existing bicycle/pedestrian connection will be maintained between these two subdivisions until a full-street connection is made. (Ordinance #5757, 12/16/97)

Northeast Transportation Issues

Northeast Olympia has seen a great deal of residential development, due to its close proximity to major retail and medical services and access to I-5. Like the southeast area, the northeast area has good north-south corridors but few, if any, east-west corridors.

Primarily, there is a need to develop east-west corridors at the major collector and neighborhood collector levels to help disperse local traffic away from the Martin Way corridor, and onto the local street network.

By providing a good major and neighborhood collector road network throughout the northeast area, no major road widening will be necessary through 2030.

Lilly Road Corridor

The congestion and access problems on the Lilly Road corridor north of Martin Way, past St. Peter Hospital and on to 26th Avenue will continue to increase without additional street connections to the east and west of Lilly Road. The City has identified this as a "strategy area," which means that before existing streets can be widened, new street connections must be considered.

Without additional street connections in the northeast, growth will increase traffic congestion at the intersections of Martin/Lilly Road, Martin/Sleater-Kinney Road and Pacific/Fones Road.

Increases in peak-hour traffic volumes will lead to longer delays at traffic signals, and will worsen the level of service at the intersections with traffic lights, projected to be at level of service F before 2020. Given the current conditions at these intersections, it would be difficult to justify building additional lanes to relieve congestion, and it would not be in keeping with the vision of this Plan.

With the loss of opportunities to connect Lilly Road to South Bay Road in two locations, at 12th Avenue and Lister Road (as described below), the City will need to place greater emphasis on the remaining proposed street connections in the area of Lilly Road. (Ordinance #5661, 12/26/96)

12th Avenue to 15th Avenue, NE, Corridor

In 2002, a new street connecting South Bay Road to Lilly Road, on the 12th-15th Avenue alignment was removed from City plans, as it included a wetland crossing. At that time, the City recommended that northeast area transportation options should be reviewed in the regional transportation plan update. Further consideration of other alternatives should occur, in order to determine how to deal with the Martin Way, Sleater-Kinney, Lilly Road "strategy area."

It will be important for this eastern connection of the 12th/15th Avenue corridor to continue to be pursued from Lilly Road to Sleater-Kinney. An extension of 15th Avenue (south of the Group Health facility) should connect with an extension of Ensign Road in the north-south direction, west of and parallel to the Chehalis Western Trail. A crossing of the trail will be necessary and an easterly connection should be made at approximately 12th Avenue or 15th Avenue. Although this would result in a "T" type intersection between the existing 15th and 6th Avenue intersections on Sleater-Kinney, the pattern of previous subdivisions has precluded any better intersection alignments.

West of Lilly Road, there is an opportunity to connect Ensign Road to a new north-south street which would connect back into Lilly Road using 12th Avenue. This new connection would use Providence Lane, currently a private street. (Ordinance #5661, 12/26/96 and Ordinance #6195, 7/3/02)

Circulation North of 15th Avenue, NE

A proposed street connection west of Lilly Road from Lindell Road north and east to Lister Road was eliminated, due to concerns about a wetland crossing.

Access to the residential area west of Lilly Road and south of 26th Avenue is needed and should be integrated into the surrounding neighborhoods. The 24th

Avenue alignment is the remaining opportunity north of 15th for a new collector street. (Ordinance #5661, 12/26/96)

24th Avenue, NE, Alignment

With the loss of the Lister/Lindell Street connection, the proposed neighborhood collector connection on the alignment of 24th Avenue is increasingly important. Emergency service response time could be improved to this neighborhood by a connection proposed at 24th Avenue, NE. This would cross the same Class II wetland system as described in the 12th to 15th crossing.

At the proposed 24th Avenue crossing, Woodard Creek and the wetland lie in a depression, which is favorable for a bridge crossing. Approach fills would be allowed to keep the bridge a single span of 130 feet.

Stoll Road Area

Stoll Road is a dead-end street west of Lilly Road, between Martin Way on the north and I-5 on the south. The site is within an urban corridor and within a quarter mile of the major transportation arterials, where this plan calls for a mix of retail, office, and high-density housing.

Unless new street connections are made, all traffic in and out of this neighborhood must pass through the intersection of Stoll Road and Lilly Road. Consequently, any major new development in this area will be dependent on providing new street connections to Martin Way, either by connecting the existing north-south alignment of Stoll Road to Martin Way, or a westerly extension of the east-west segment of Stoll Road to Martin Way, to be located south and west of Bailey Motor Inn. Additional local access streets would also be needed.

Participation in the cost of these improvements should be a condition of significant development approvals in the Stoll Road area. This participation could be through a local improvement district, a transportation benefit district, or some other measure, which equitably distributes the costs to benefiting properties. (Ordinance #5661, 12/26/96)

Westside Transportation Issues

Olympia's Westside experienced a great deal of commercial and residential development in the 1980s and early 1990s. Many of the commercial

developments in West Olympia, such as the Capital Mall, Target, Top Foods, and the Capital Auto Mall, are regional in nature and tend to generate traffic from as far away as Pierce, Lewis, Mason, and Grays Harbor counties. And, because these are retail land uses that typically produce a large number of non-work-related trips, much of this traffic won't be affected by commute trip reduction strategies.

This fact, and the relatively limited access to this area, have prompted several studies. Each has produced similar results and recommendations. The West Olympia Access Study (2008 to 2010) drew further conclusions about traffic capacity and needed improvements, particularly access to US 101.

US 101/West Olympia Access Project

Access to and from West Olympia is primarily through the Black Lake/Cooper Point interchange and the Crosby/Mottman interchanges, which, together, feed traffic to Black Lake Boulevard and Cooper Point Road, currently the largest intersection in the City.

When the Crosby Boulevard/Mottman Road interchange was improved in 1996, the City of Tumwater and the Washington State Department of Transportation agreed not to build this interchange beyond five lanes at mid-block due to capacity limitations, and to keep the area as human scale as possible. Part of this agreement was to study additional future access to US 101. New access between US 101 and West Olympia would distribute traffic more evenly throughout the street network and take pressure off streets that otherwise would be overburdened.

In 2008, the City and the Washington State Department of Transportation (WSDOT) began a joint study of the City street and state highway systems on the Westside, and agreed on an approach to developing additional access to US 101.

The chosen approach includes an eastbound on-ramp and a westbound off-ramp at Kaiser Road as Phase 1 (within 15 to 20 years) and an off-ramp extension in the westbound direction from Black Lake Boulevard to Yauger Way as Phase 2 (beyond 20 years).

This approach will distribute traffic on the Westside street system and provide three westbound exit options. This redundancy in the street system is especially valuable to the hospital and medical facilities in the area, and will make better transit operations possible.

The approach will allow the existing commercial area near Black Lake Boulevard, Cooper Point Road and Harrison Avenue to grow and intensify in an area where infrastructure is already in place. This new access to US 101 also may create pressure to zone underdeveloped areas with high densities and a different mix of uses.

In cooperation with WSDOT, the extensive process to development of an Interchange Justification Report for these new ramps began in 2014. This report will include traffic analysis, environmental review, and ~~initial~~initial design work.

Future related work will identify improvements to the local street network to increase walking, biking and transit trips, and look for ways to improve street and pathway connectivity.

Harrison Avenue from West Bay Drive to Division Street

This corridor was examined in the City's 1992 4th-5th Avenue Bridge Corridor Study. The street is a strategy corridor, where the City does not recommend widening to solve congestion problems. Future capacity will be gained by expanding bus service, enhancing walking and biking, and using Transportation Demand Management measures.

From Division Street to Perry Street, increased traffic flow and safety might be achieved by constructing either left-turn pockets at selected intersections, or a continuous left-turn lane. From Perry Street to West Bay Drive there is limited right-of-way and steep slopes on either side of the street. The only access and flow improvements in this area are restricted left turns with periodic opportunities to make left and u-turns. The City should consider pedestrian access along and across the corridor if any modifications to Harrison are planned.

Harrison Avenue from Cooper Point Road to Overhulse Road Evaluation

In the mid-1990s, Harrison Avenue from Cooper Point Road to Yauger Way was improved to meet street standards. It now has two vehicle lanes in each direction, a center-turn lane, sidewalks, bike lanes, pedestrian crossing islands, and streetlights. The improvements between Yauger Way and Kaiser Road were in response to increased vehicle traffic on this street. Before the improvements, it was expected that the street would be at unacceptable levels of congestion by 2008 or 2009.

A 2006 study examined the need for and timing of the widening to four to five vehicle lanes. At several public meetings, ~~citizens~~ community members and businesses gave the City a wide range of opinions on the widening issue. A consultant validated the technical analysis about the need to widen the road.

In 2011, the street was widened to four to five vehicle lanes, and bike lanes, planter strips, trees, lighting, and sidewalks were added. Pedestrian crossing islands were added for pedestrian safety, while preserving access to businesses.

The remaining section of Harrison, from Kaiser Road to Overhulse Road, is likely to be completed as future developers fund frontage improvements.

West Bay Drive Corridor Study

West Bay Drive is a major collector and a primary link to northwest Olympia neighborhoods. The street is located between the shore of Budd Inlet and steep slopes to the west. This corridor was examined in the 2004 West Bay Drive Corridor Study, which identified ways to modify the major collector street standard to meet the needs of bicyclists, pedestrians and cars while minimizing the cut and fill of the steep slopes along the street.

The unique street standards identified for West Bay Drive are defined in the City's [Engineering Design and Development Standards](#). The modified standards include sidewalks, bike lanes, and turn pockets. In some areas, the planned multi-use trail and sidewalk will be combined. Planter strips will vary and will be built only where possible, given the topography. On the east side, landscaping in the planter strips will not obstruct water and city views. Pedestrian crossing improvements have been identified at Brawne Avenue, the Garfield Trail, and the proposed Woodard Avenue pathway. A two-to-three lane street will be adequate for West Bay Drive based on traffic projections for the next 20 years. (Ordinance #6389, 1/24/06)

Kaiser Road and Black Lake Boulevard Area Connections

New street connections are expected as more growth occurs in the area of Black Lake, Kaiser Road and US 101. The planned connection from Kaiser Road to Black Lake Boulevard south of US 101 will create a new north-south corridor parallel to Black Lake Boulevard. Consistent with standards, this new 2-lane major collector will include bike lanes, sidewalks, planter strips, trees, lighting and a curved design to slow vehicle speeds.

If at some future time, Kaiser Road is extended to Black Lake Boulevard, extension of Park Drive to Kaiser Road may be considered in order to provide access for bicycles, pedestrians, and emergency vehicles.

Urban Corridors, Strategy Corridors and Bus Corridors

Urban Corridors

“Urban corridors” are an integrated land use and transportation concept defined in the 1993 Regional Transportation Plan and reflected in the 2025 Regional Transportation Plan. The urban corridor approach intends to reduce sprawl and dependence on the auto by allowing people to live in attractive urban neighborhoods where they can walk or use transit to get to work and meet their daily needs.


Urban Corridors are the major arterials in our system, that generally correspond with high density land uses. These corridors are east 4th and State Avenues, Martin Way, Harrison Avenue, Capitol Way/Boulevard, and the triangle on the Westside shaped by Harrison Avenue, Cooper Point Road and Black Lake Boulevard. The land use designations along these streets vary (see Future Land Use Map in the Land Use Chapter), to promote a gradual increase in density and scale of uses that supports and remains in context with the adjacent neighborhoods. These streets remain urban corridors for transportation planning purposes, and to be consistent with Regional Transportation Plan. Urban corridors are shown on the Corridors Map, Appendix H.

Along these corridors, land use will be supported by a multimodal transportation system. Improvements for bicyclists, pedestrians and transit in these corridors are intended to allow the densities to increase while minimizing new car trips. It is acceptable for arterial and major collector streets within urban corridors to have a transportation level of service E. Bus corridors will be developed along the strategy corridors within these urban corridors. These corridors can be found on the Corridors Map found in Appendix H.

The Urban Corridors Task Force, made up of policy makers from throughout the region convened in 2009 and met through 2011 to identify measures all cities in the region could pursue to achieve the vision for these corridors. The City of Olympia along with the cities of Lacey and Tumwater and Thurston County passed a joint resolution accepting the recommendations of the Urban Corridors


Task Force in November 2012, (Resolution M-1786).

Strategy Corridors

Most “strategy corridors” are the City’s major streets within urban corridors, though some fall outside urban corridor boundaries. As described in the [Thurston Regional Transportation Plan](#) , strategy corridors are places where road widening is not a preferred option for solving congestion problems, either because the street is already at the maximum five-lane width, or because adjacent land uses are built out or environmentally sensitive. In strategy corridors, levels of service may exceed adopted standards, because while congestion may be at unacceptable levels, these are the areas where we want to encourage more density, more jobs and housing.

In strategy corridors, a different approach is needed for maintaining safety and mobility. If the City can make travel on foot, by transit and bicycle attractive and convenient, these strategy corridors will increase mobility despite increased traffic. Bus corridors will be developed along most of these corridors, where improved transit efficiency can encourage transit use. Traffic signal improvements that prevent buses from getting stuck in traffic, such as extended green time and queue jump lanes, will be an increasingly important focus for the City in these corridors. A map of the City’s Strategy Corridors can be found on the Corridors Map found in Appendix H.

Bus Corridors

“Bus corridors” are Olympia’s main bus routes: major streets with high-quality, frequent transit service. Bus corridors correspond to most strategy corridors. Transit is expected to help improve mobility and capacity on strategy corridors, as will street improvements, and a mix of dense land uses. The bus corridor concept was introduced in 2009 as part of the [Olympia Transportation Mobility Strategy](#) . These corridors can be found on the Corridors Map found in Appendix H.

Downtown and City Center Transportation Issues

“Downtown” is defined as the area bounded by the bridges to the west, Marine Drive to the north, Eastside Street to the east, and Union Avenue to the south. The “City Center” is defined as the downtown the Capitol Campus, and the Port.

City Center traffic levels vary throughout the day. For the most part, no new roadways are proposed here, based on the existing land-use plan and expected development. The area is a well-connected grid-street network that can handle large volumes of traffic, and where plans are in place to provide excellent support to pedestrians, bicyclists and transit riders. Traffic congestion will continue in the City Center, but the City is focused on moving people and goods instead of accommodating only vehicles.

Some intersections in City Center will continue to be congested during morning and evening rush hours. But because the City Center is a strategy corridor, widening is not an option. Future capacity will come from improvements to walking, biking and transit.

The City works with the Port of Olympia to establish and maintain truck routes between Interstate 5 and the Port's marine terminal, which are now Plum Street, Olympia Avenue and Marine Drive. Any proposals to change these routes must consider, at a minimum, traffic impacts, pedestrian and bicyclist safety, the Port of Olympia, and the potential noise and air quality effects they could have on adjacent properties.

The Port of Olympia's investment in redeveloping the East Bay area since the mid-1990s has created new street connections that improve access and mobility in northeast City Center. The Thurston Avenue-Olympia Avenue connection from East Bay Drive to Jefferson Street has greatly improved access into the north part of the City Center, and now provides a new east-west route option.

4th and 5th Avenue Corridor Study

In 1991, the City began a multi-stage study of the 4th and 5th Avenue corridors in an effort to improve transportation between the City Center and the Westside. The study looked at ways to reduce congestion and improve access and safety for walking and biking. It also studied how the City could help maintain the livability of nearby neighborhoods, enhance City Center vitality, protect the environment, improve the appearance of the corridor, and improve access for buses and carpools.

The study recommended a new three-lane bridge, roundabouts, and a significantly enhanced street system for walking and biking. This corridor planning was critical to the City's ability to fast-track these projects after the 2001 earthquake and complete them by 2004.

A new four-lane bridge to replace the old, two-lane bridge would have been a

simple solution to congestion. But the City's decision to build a three-lane bridge kept its commitment to building human-scale street system, while at the same time, reducing congestion.

A three-lane bridge still allows two lanes to exit the downtown, which provided the greatest potential to alleviate congestion that could bring downtown to a standstill.

Additionally, the new roundabouts greatly improved traffic flow in the corridor, reducing delays and collisions – as well as the potential severity of any collision.

Wide sidewalks, flashing light systems for crosswalks, roundabouts, and bike lanes enhanced access for bicyclists and pedestrians. Viewing areas on the bridge, art and a new park in the corridor transformed this transportation facility into a destination itself.

This project -- one of the City's largest and most visible -- demonstrated for the first time its major commitment to providing many travel options for ~~its~~ citizenscommunity members. And it demonstrated how a transportation project can do more than just move cars. It can enhance the character of a City.

Olympia's Downtown Streetscape Strategy

The 2003 Downtown Streetscape Strategy Report provides a design template for streetscape improvements for Olympia's Downtown. Streetscape improvements will focus on public right-of-way improvements rather than zoning or development standards.

The City expects the strategy will be applied over the long term, through the combined efforts of annual capital improvements, streetscape improvements, and partnerships with other public and private agencies.

East Downtown Streetscape

The east downtown area is defined as the area bounded by Plum Street on the east, Adams Street on the west, State Avenue on the north, and 7th Avenue on the south. A market analysis indicated that new types of commercial and residential development are becoming feasible in this area.

The 2003 Olympia East Downtown Development Plan calls for east downtown to feature a mix of commercial activities and housing types within a walkable neighborhood setting. Specific streetscape improvements have been defined to

help achieve the vision for this district.

Improvements for 4th, State, Cherry, Chestnut, and Legion in the east downtown have been defined and incorporated in the development standards to guide public- and privately-funded improvements to these streets.

Downtown Growth and Transportation Efficiency Center (GTEC)

In 2007, the City Council established a "Growth and ~~Transporation~~Transportation Efficiency Center" for downtown Olympia with the specific goal of reducing the commute trips of its some 20,000 City Center employees. A dense City Center will help meet the City's land-use, transportation, environmental, and economic goals. But only by reducing trips will it be able to have an effective transportation network and a dense, vibrant downtown.

Capitol Way Study

In 2005, the City studied the safety and transportation issues along the Capitol Way Corridor from 14th Avenue to Carlyon Avenue. Through a series of workshops, the City asked the community about potential multimodal improvements and to help define the unique historic, environmental, and community values in the corridor.

Many neighborhood residents told the City they were concerned about the history of accidents at the curve south of 25th Avenue, pedestrian crossing safety, vehicle speeds, the lack of a bicycle route, and the impacts of increased traffic volumes. They also identified the historic and neighborhood character elements they wanted preserved in the corridor.

This study explored roadway design options that would help solve problems identified by these residents, including a possible three-lane roadway configuration. The City found, however, that reducing the number of vehicle travel lanes from four to three would increase congestion to an unacceptable level.

In the end, the City developed a four-lane option that addressed some of the safety and mobility concerns expressed by the public.

City-Wide Planning Efforts

Street Standards Update

The City of Olympia's [Engineering Design and Development Standards](#) include standards for constructing all classifications of streets. Specific requirements and dimensions for all street features are defined, such as sidewalk width or the need for a bike lane. The street standards were updated in 2006 to align with "complete street" principles. Updates were made to street widths to reduce speeds, and smaller curb radius dimensions to narrow pedestrian crossings at intersections.

Transportation Mobility Strategy

In August 2009, the City Council accepted the [Olympia Transportation Mobility Strategy](#) report. This was the City's first comprehensive transportation master planning effort, and its policy recommendations guide Olympia to becoming a

more multimodal city. The report was developed by a consultant, working with an ~~an-citizen~~ advisory group and staff. Mobility strategy policy recommendations are incorporated into this Plan.

Sidewalk Program

The [City of Olympia Sidewalk Program](#) (2003) was the City's first comprehensive sidewalk planning effort. Led by the Bicycle and Pedestrian Advisory Committee, the team inventoried missing sidewalks and prioritized segments for construction. The program focuses on building sidewalks on at least one side of all major streets. The criteria the team used to prioritize construction projects was based on street conditions and proximity to destinations for walkers. Appendix C includes maps illustrating missing sidewalk segments on major streets.

Bicycle Master Plan

The [Bicycle Master Plan](#) (2009) recommends ways to increase the number of people who bike for regular transportation, and increase their safety. It recommends that the City develop bike lanes and other street improvements, and encourage bicycling through educational outreach. The plan was developed in collaboration with the Bicycle and Pedestrian Advisory Committee and was accepted by Council in 2009. Appendix D includes a list of planned bike lane projects and a map illustrating the planned bicycle network consistent with the [Bicycle Master Plan](#).

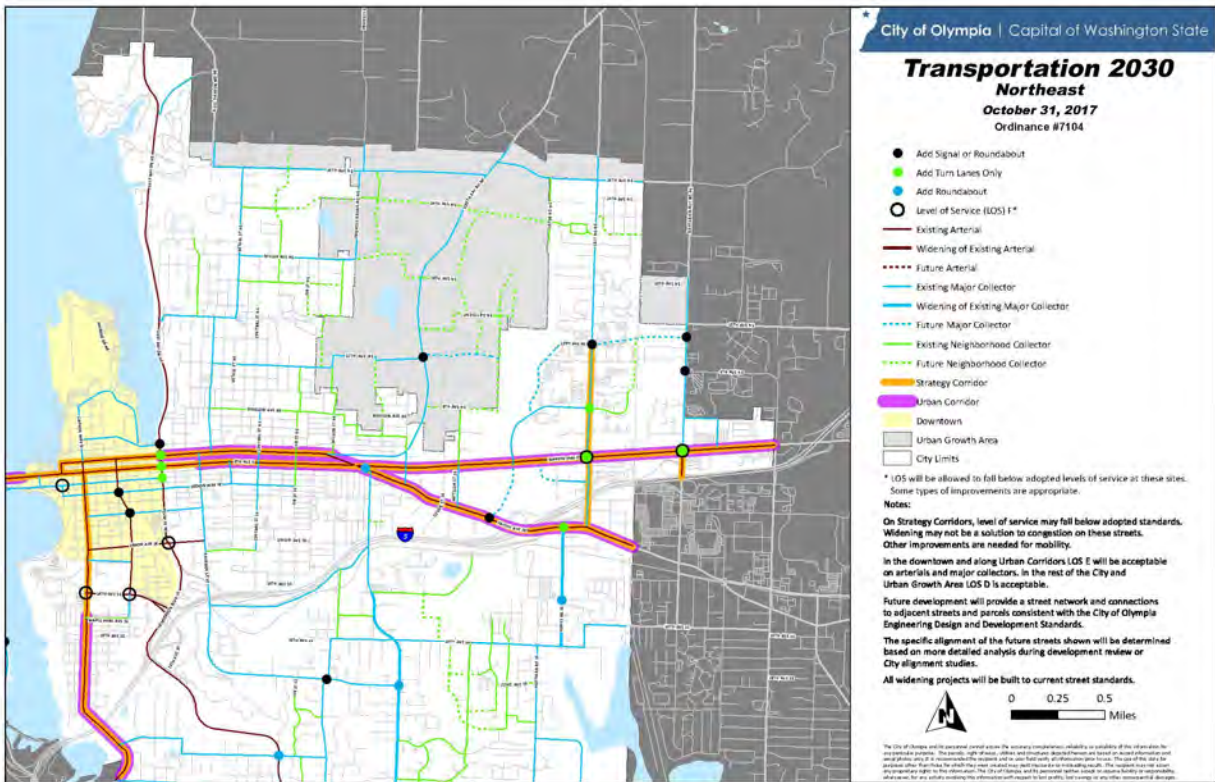
Concurrency Report

The Washington State [Growth Management Act](#) requires that the City prohibit any development that causes the level of service on a street to fall below adopted standards, unless it can make improvements or develop strategies that will lessen their impact. The City's Concurrency Report describes improvements needed with development in the next six years. Some of these projects are listed and shown in maps in Appendix B and shown on the [Transportation Corridors Map](#) in Appendix H.

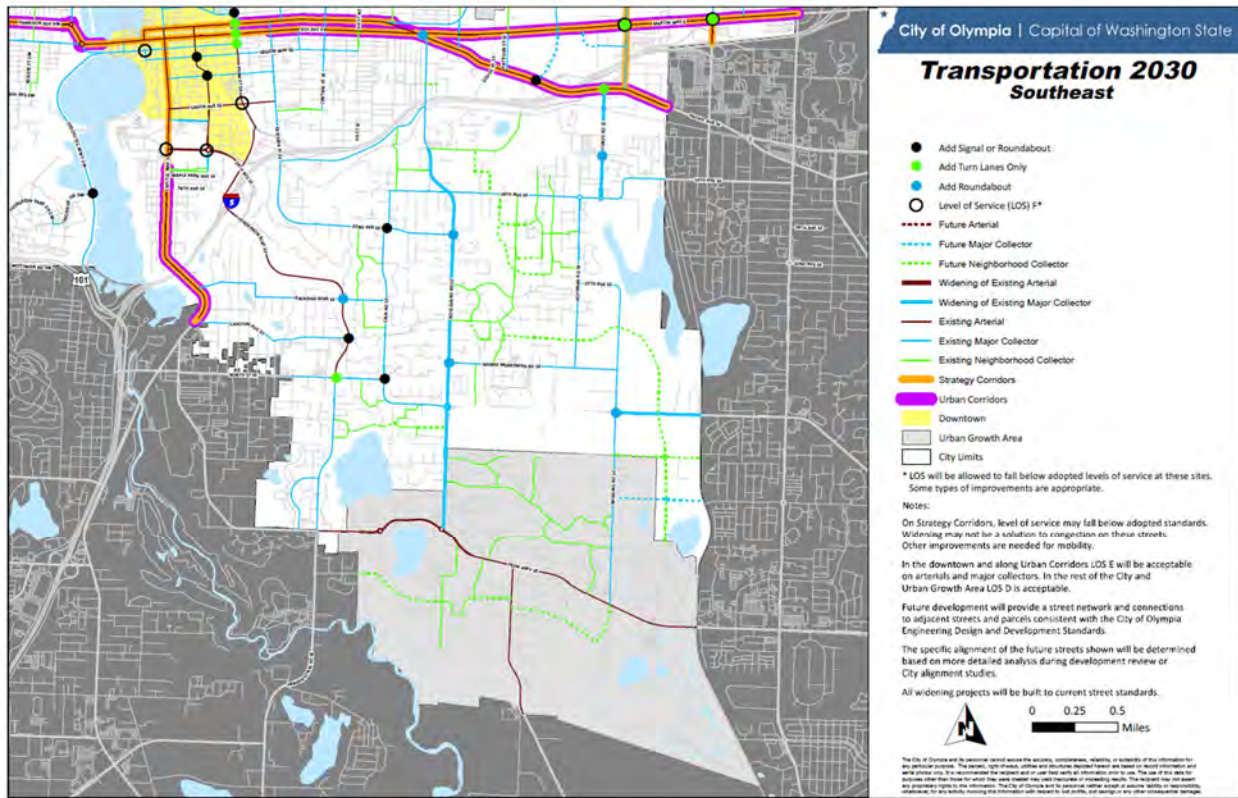
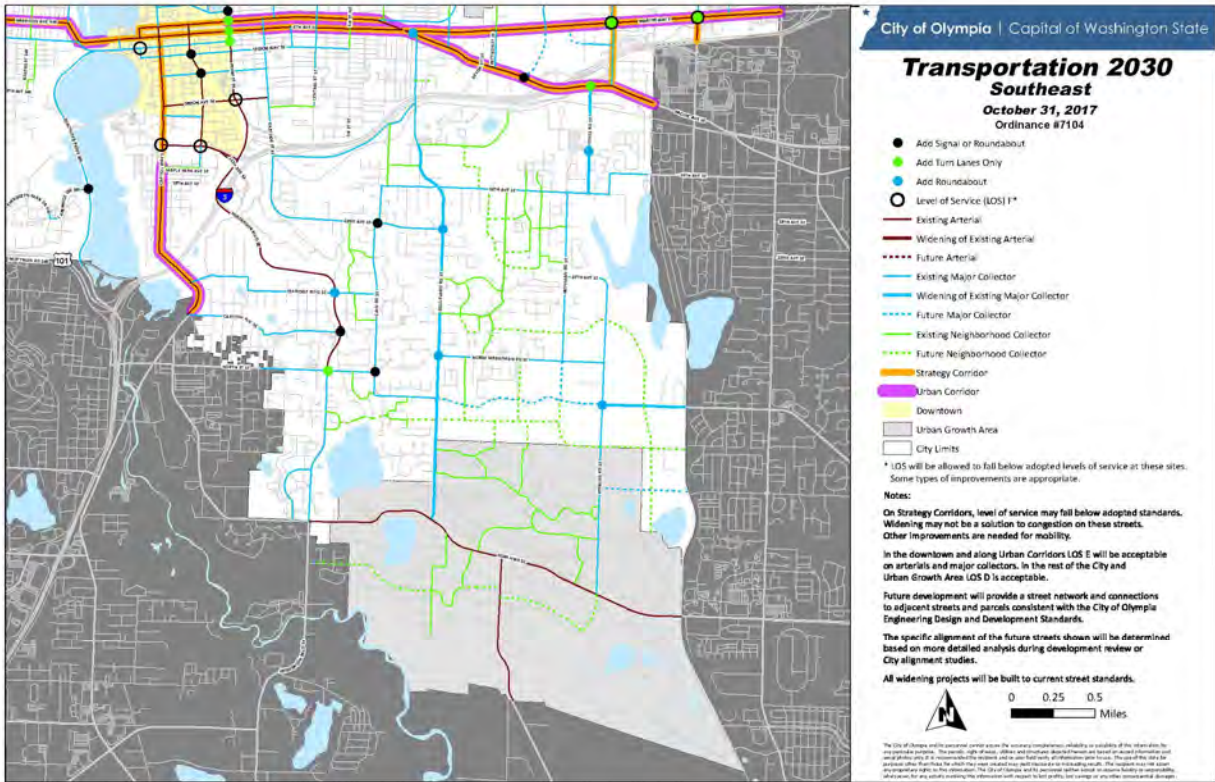
Appendix B: Transportation 2030 Street Capacity and Connectivity Project List and Maps

Projects are identified to achieve the Regional Transportation Plan and Olympia Comprehensive Plan goals and policies related to street capacity (level of service standards) and street connectivity. The following project list includes street capacity and street connectivity needs on arterials and major collector streets.

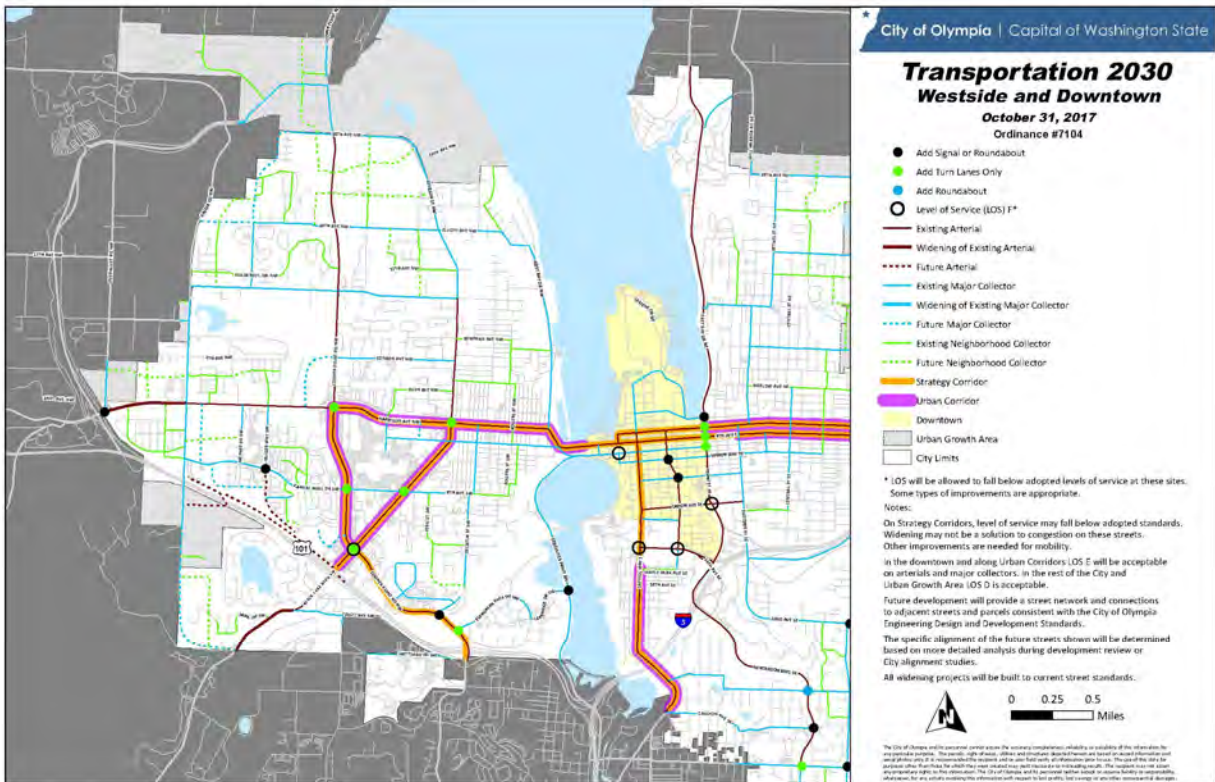
The Transportation 2030 maps illustrate planned street capacity improvements as well as the street connections planned on arterials, major collectors and neighborhood collectors.



View Transportation 2030 Northeast map



View Transportation 2030 Southeast map



View Transportation 2030 Westside and Downtown map

Street Widening Projects

- Fones Road: widening to three to five lanes and roundabout (at Home Depot south access)
- Black Lake Boulevard: widening to two to three lanes (City Limits to 21st Avenue)
- Boulevard Road: widening to three lanes (roundabouts are listed with Intersection Projects)
- Harrison Avenue from Kaiser Road to Evergreen Parkway widening to four to five lanes
- Plum Street: widen Plum between 5th, 4th and State Avenues, add left turn lanes

Street Connections

- Hoffman Road connection to Log Cabin Road extension
- Yauger Way Extension to Top Foods
- Kaiser Road connection to Black Lake Boulevard
- 12th/15th Avenue connection from Lilly Road to Sleater-Kinney Road
- 12th Avenue connection to Ensign Road
- Ensign Road connection to Pacific Avenue
- Log Cabin Road extension, Boulevard Road to Hoffman Road Phase 1: median
- Log Cabin Road extension, Hoffman Road to East City Limits Phase 2: widening/median

Intersection Projects


- Cooper Point Road and Caton Way: signal or roundabout
- Yauger Way (US 101 Off Ramp) and Capital Mall Drive: signal or roundabout
- Henderson Boulevard and Carlyon Avenue: signal or roundabout
- Legion and Adams: signal or roundabout
- 8th and Jefferson: signal or roundabout
- Boulevard Road/Pacific Avenue/Martin Way "Y" roundabout
- Lilly Road and Ensign Road: left-turn lanes
- Lilly Road and 15th Avenue connector: signal or roundabout
- Sleater-Kinney Road and 15th Avenue connector: signal or roundabout
- Boulevard Road and Log Cabin Road: complete roundabout (east leg only)


- Boulevard Road and Morse-Merryman Road: roundabout
- North Street and Cain Road: signal or roundabout
- North Street and Henderson Boulevard: add turn lanes
- Henderson Boulevard and Eskridge Boulevard: roundabout
- Wiggins Road and 37th Avenue: roundabout
- Black Lake Boulevard and Cooper Point Road at Top Foods: turn lane
- Sleater-Kinney Road and Martin Way: turn lane
- East Bay Drive and Olympia Avenue: traffic signal
- Division Street and Harrison Avenue: turn lane
- Lilly Road and Martin Way: turn lane
- 22nd Avenue and Cain Road/Wilson Street: turn lanes or signal
- Cooper Point Road and Harrison Avenue: turn lane
- Deschutes Parkway and Lakeridge Drive: traffic signal
- Cooper Point/Auto Mall Drive and Evergreen Park Drive: turn lane
- Cooper Point Road and Capital Mall Drive: turn lane
- Black Lake Boulevard and Capital Mall Drive: turn lane
- Pacific Avenue and Ensign Road: traffic signal

Other Projects

- All Arterials: transit signal priority and high-occupancy vehicle improvements
- West Olympia Access to US 101: Interchange Justification Report
- West Olympia Access to US 101: Phase I Kaiser Road on and off ramps
- West Olympia Access to US 101: Phase 2 Yauger Way off ramp (beyond 2030 planning horizon)

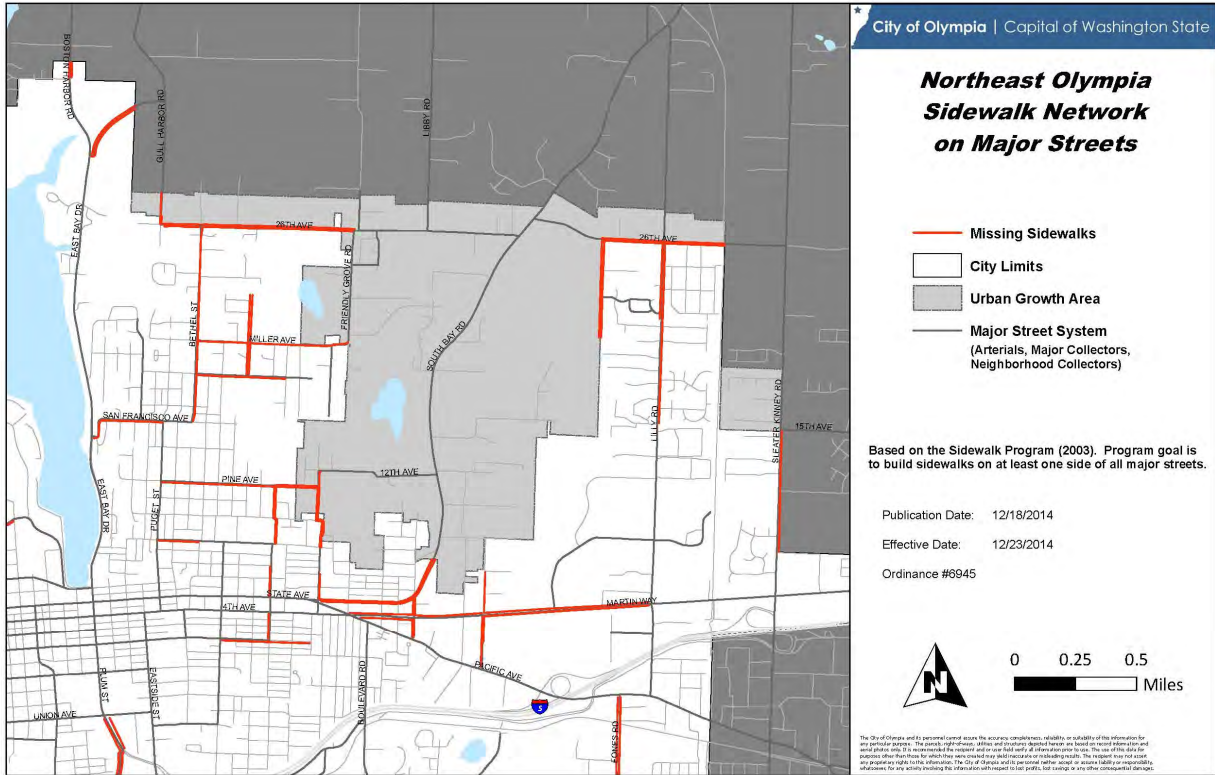
Appendix C: Sidewalk Network

The [City of Olympia Sidewalk Program](#)  (2003) inventoried missing sidewalks on arterials, major collectors and neighborhood collectors. The missing segments were prioritized for construction based on a scoring system that considered street conditions and pedestrian destinations. Please see the Sidewalk Program report for more background.

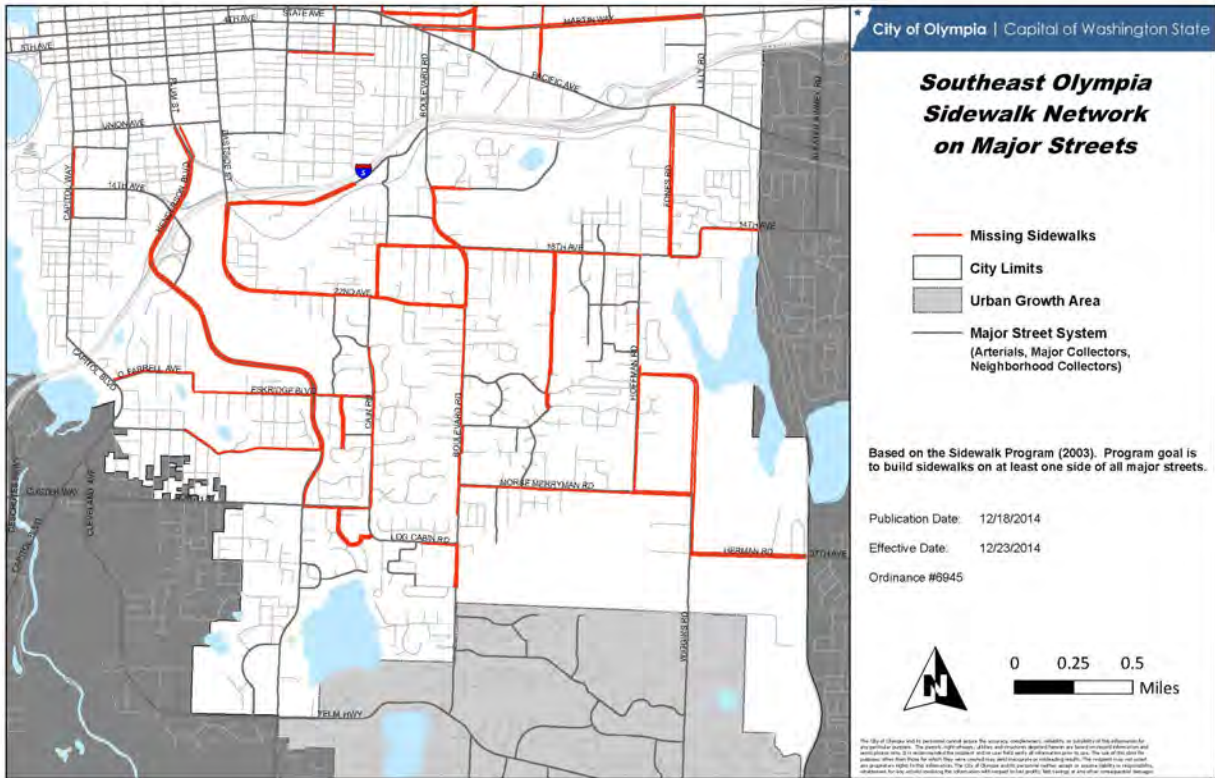
The Sidewalk Program focus is to provide a sidewalk on at least one side of all major streets. On streets where sidewalks are missing on both sides, each side is a separate project in this program. These Sidewalk Program projects are added to the 6-year [Capital Facilities Plan](#) . Timing of construction is based on funding. Priorities may be adjusted when projects can be combined with other

planned construction.

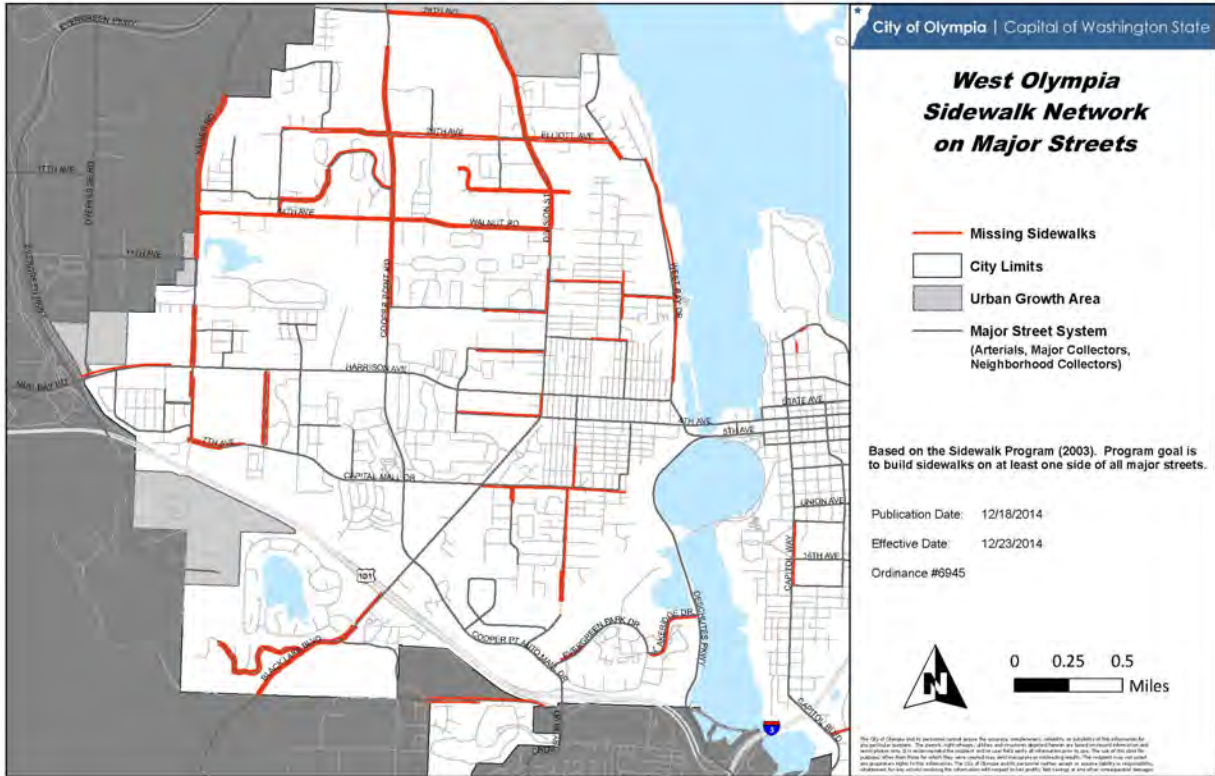
The three sidewalk network maps illustrate missing segments of sidewalk on major streets (as of 2011) based on the Sidewalk Program (2003) inventory. Please see the Sidewalk Program report for the list of projects.



View Northeast Olympia Sidewalk Network on Major Streets map



View Southeast Olympia Sidewalk Network on Major Streets map

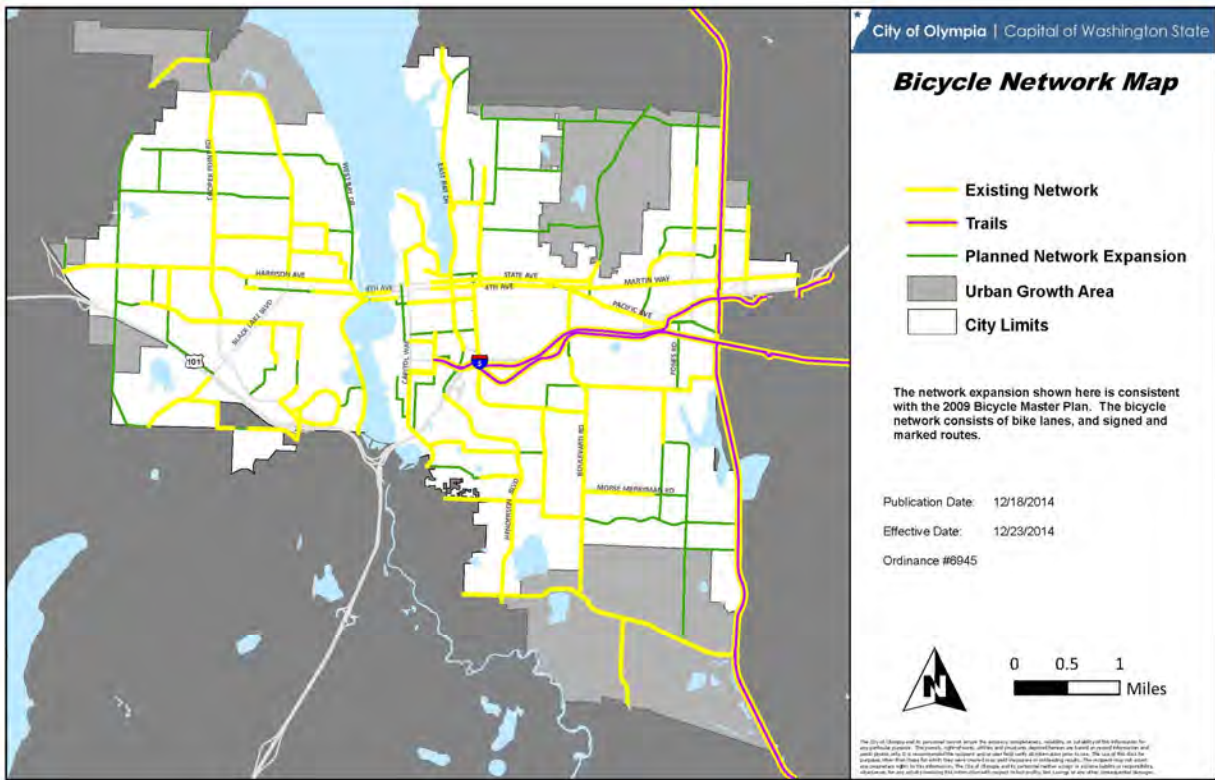


View West Olympia Sidewalk Network on Major Streets map

Appendix D: Bike Network Map and List

The bike lane projects in the [Bicycle Master Plan](#) (2009) represent the vision for the network, and are likely to go beyond the 20-year planning timeframe. These projects will be coordinated with the City's roadway resurfacing or reconstruction projects. Priorities may be adjusted for construction efficiencies. Some projects may be completed as frontage improvements built by private development in accordance with City street standards.

The [Bicycle Network Map](#) illustrates the existing network and future network expansion. This network includes bike lanes, as well as signed and marked routes.



Bicycle Network Map

This list of bike lane projects represents, at a rough planning-level estimate, \$99,390,700 in 2011 dollars.

Near-Term

- San Francisco Avenue, NE, from East Bay Drive to Bethel Street
- Mottman Road, SW, from Mottman Court to South Puget Sound Community College
- 14th/Walnut Road, NW, from Kaiser Road to Division Street
- Herman Road, SE, from Wiggins Road to the Chehalis Western Trail
- Cooper Point Road, NW, from 14th Avenue to 20th Avenue
- Fones Road, SE, from Pacific Avenue to 18th Avenue
- Pine Avenue, NE, from Puget Street to east City limits
- Elliott /20th Avenue, NW, from Crestline Boulevard to Road 65
- Legion Way, SW, from Water Street to Capitol Blvd (eastbound only to avoid parking removal)
- Bethel Street, NE, from San Francisco Avenue to 26th Avenue
- Martin Way and Pacific Avenue "Y"
- Crestline Boulevard/Raft Avenue/Schneider Hill, NW, from West Bay Drive to Elliott Avenue
- West Bay Drive, NW, from Olympic Way to Schneider Hill Road
- Henderson Boulevard, SE, from Union Street to I-5
- Morse-Merryman Road, SE, from Sugarloaf Street to Wiggins Road
- 4th Avenue, W, from Black Lake Boulevard to Perry Street
- 4th Avenue, W, from Black Lake Boulevard to Kenyon Street
- 5th Avenue, SE, across the Capitol Lake dam (both directions)
- Cooper Point Road from 20th Avenue to 28th Avenue

Long-Term

- Kenyon Street, NW, from Capital Mall access road to Harrison Avenue
- Hoffman Road, SE, from 26th Avenue to Morse-Merryman Road
- Kaiser Road, NW, from Harrison Avenue to Walnut Road
- 26th Avenue, NE, from Gull Harbor Road to Chehalis Western Trail
- McPhee Road, NW, from Capital Mall Drive to Harrison Avenue
- Wiggins Road, SE, 27th Avenue from Hoffman Road to Wiggins Road to Yelm Highway
- Decatur Street, SW, from 9th Avenue to Caton Way
- Lakeridge Drive, SW, from Deschutes Parkway to Evergreen Park Drive
- Fern Street, SW, from 9th Avenue to end
- Road 65, NW, from 20th Avenue to 14th Avenue
- Ames Road, NE, from Gull Harbor Road to East Bay Drive
- Ensign Road, NE, from Lilly Road to Chehalis Western Trail


- Pine Avenue/12th Avenue, NE, from Puget Street to South Bay Road
- Sleater-Kinney Road/15th Avenue to 18th Avenue, SE
- Miller Avenue, NE, from Bethel Street to Friendly Grove Road
- Union Avenue, SE, from Capitol Way to Eastside Street
- Lilly Road, NE, from Winwood Place to Urban Growth Boundary
- 7th Avenue, NW, from Kaiser Road to McPhee Road
- Friendly Grove Road, NE, from Miller Avenue to Urban Growth Boundary
- Gull Harbor Road, NE, from Urban Growth Boundary to City limits
- Wheeler Avenue, SE, from Eastside Street to Boulevard (convert one-sided path)

Appendix E: Highways of Statewide Significance (Thurston County)

- State Route 5, 276.62 miles, Oregon to Canada
- State Route 8, 20.67 miles, US 12/Elma to US 101/Olympia (entire route)
- United States Route-Highway 12, 324.51 miles, US 101/Aberdeen to Idaho (entire route)
- United States Route-Highway 101, 336.66 miles, SR 4 to I-5/Olympia (0.01 miles of physical gap not included)

Appendix F: Transportation Facilities and Services of Statewide Significance

- The Interstate Highway System: See Highways of Statewide Significance
- Interregional State Principal Arterials: See Highways of Statewide Significance
- Intercity Passenger Rail Services:
 - Olympia to Seattle, with stops in Tacoma and Tukwila (5 trips per day)
 - Olympia to Portland, with stops in Centralia, Kelso and Vancouver (5 trips per day)
- Intercity High-speed Ground Transportation: none
- Major Passenger Intermodal Facilities: none
- Ferry Terminals: none
- Intercity Bus Depot: Olympia Greyhound Station
- Olympia Transit Center (Intercity Transit, Mason Transit and Grays Harbor Transit)
- Park and Ride Facilities: Martin Way (Lacey)
- Park and Ride Facilities: Mud Bay (Thurston County)

- Park and Ride Facilities: Hawks Prairie (Lacey)
- Park and Ride Facilities: Centennial Station (Thurston County)
- Rail Facilities: Centennial Station (Thurston County)
- The Freight Railroad System: none
- Switching and Terminal Companies: none
- The Columbia/Snake Navigable River System: none
- Marine Port Facilities and Services: Port of Olympia
- High Capacity Transportation System serving regions as defined in RCW [81.104.015](#) : none

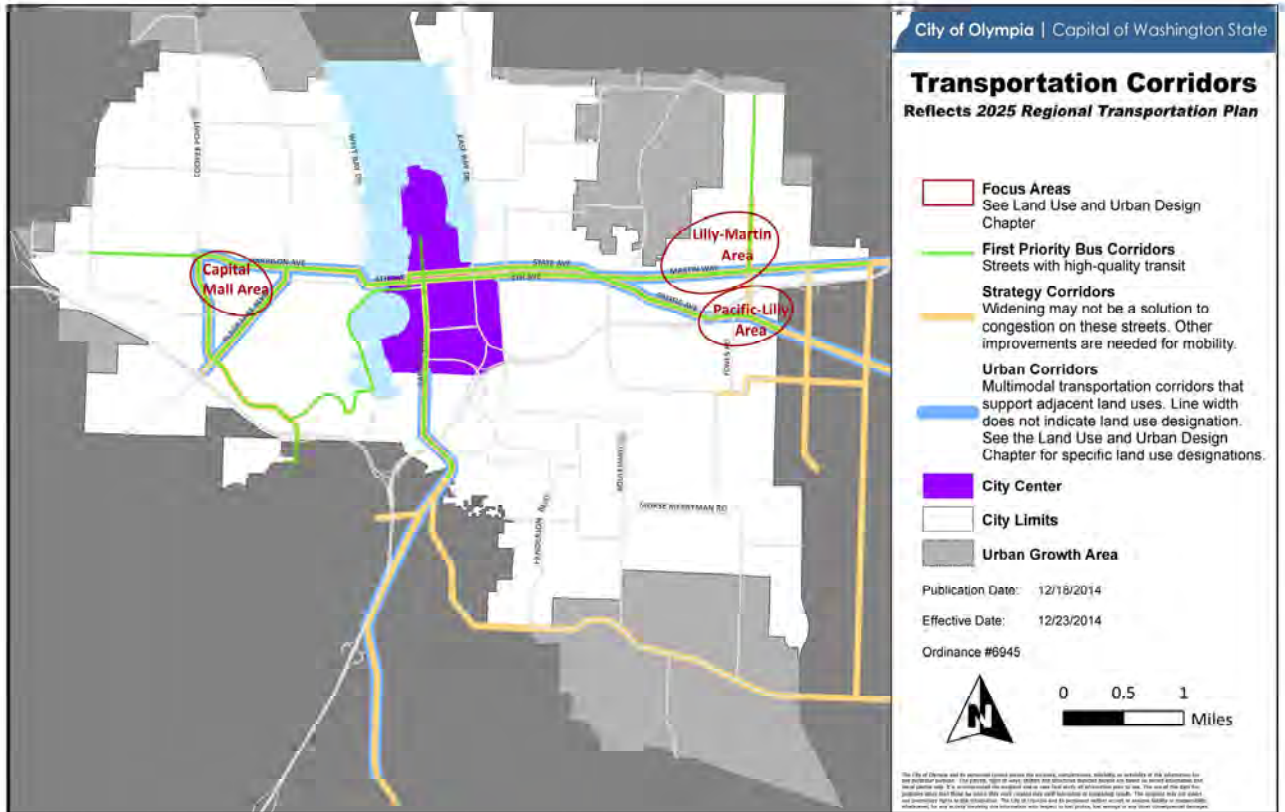
Appendix G: Facilities of Statewide Significance

The following Facilities of Statewide Significance are located in the Washington State Department of Transportation's Olympic Region, in Olympia:

- ~~State Route~~Interstate 5, from Mile Post 104.56 to 108.13, Limited Access Fully Controlled, Urban Interstate, National Highway System
- ~~State Route~~United States Highway 101, from Mile Post 364.91 5 to 366.91, Limited Access Fully Controlled, Urban Principal Arterial, National Highway System, State Scenic and Recreational Highway

Appendix H: Transportation Corridor Map

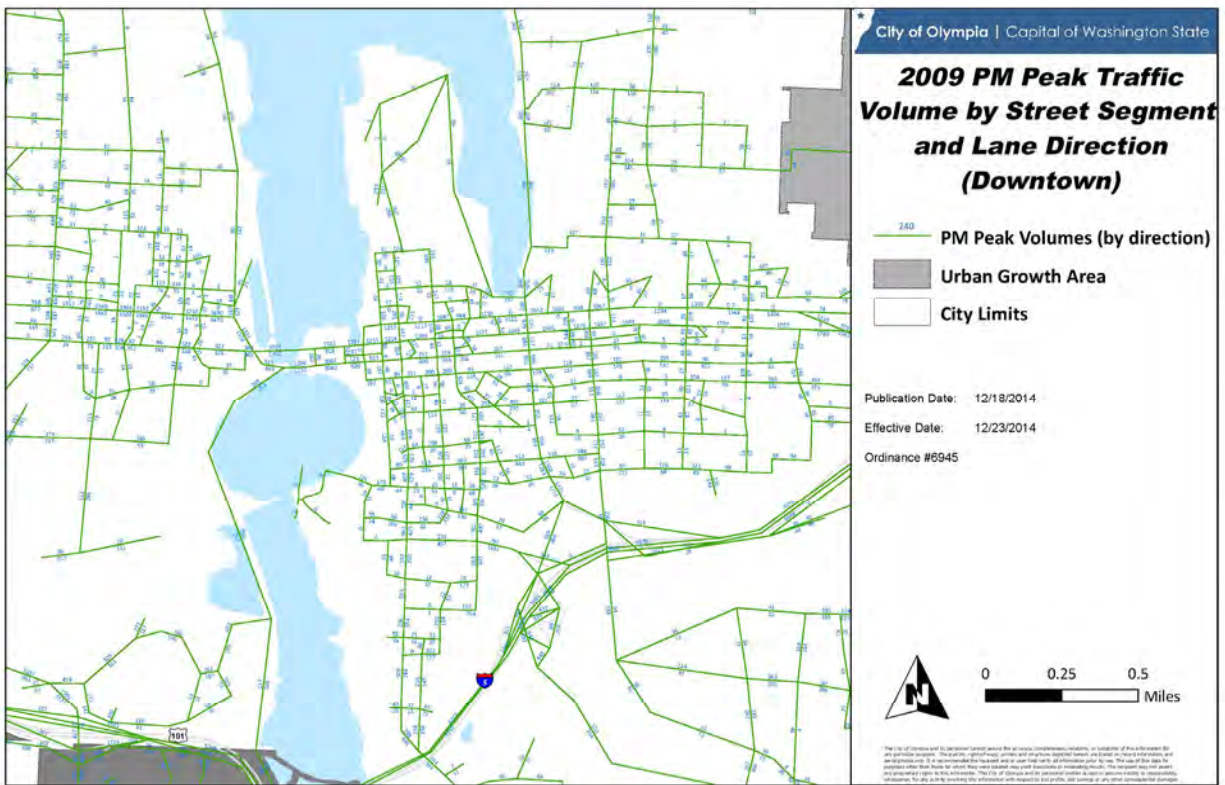
This map illustrates the locations of bus corridors, urban corridors and strategy corridors in Olympia.



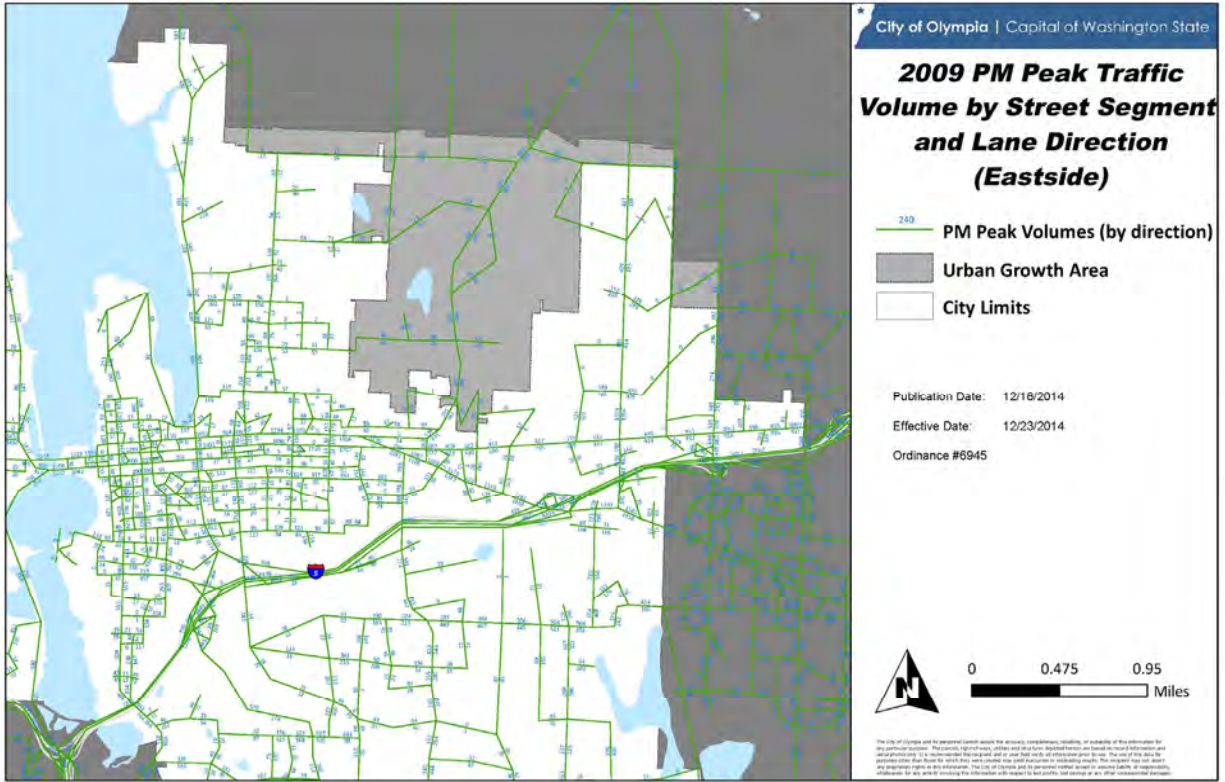
View Transportation Corridor Map

Appendix I: Traffic Forecast Maps

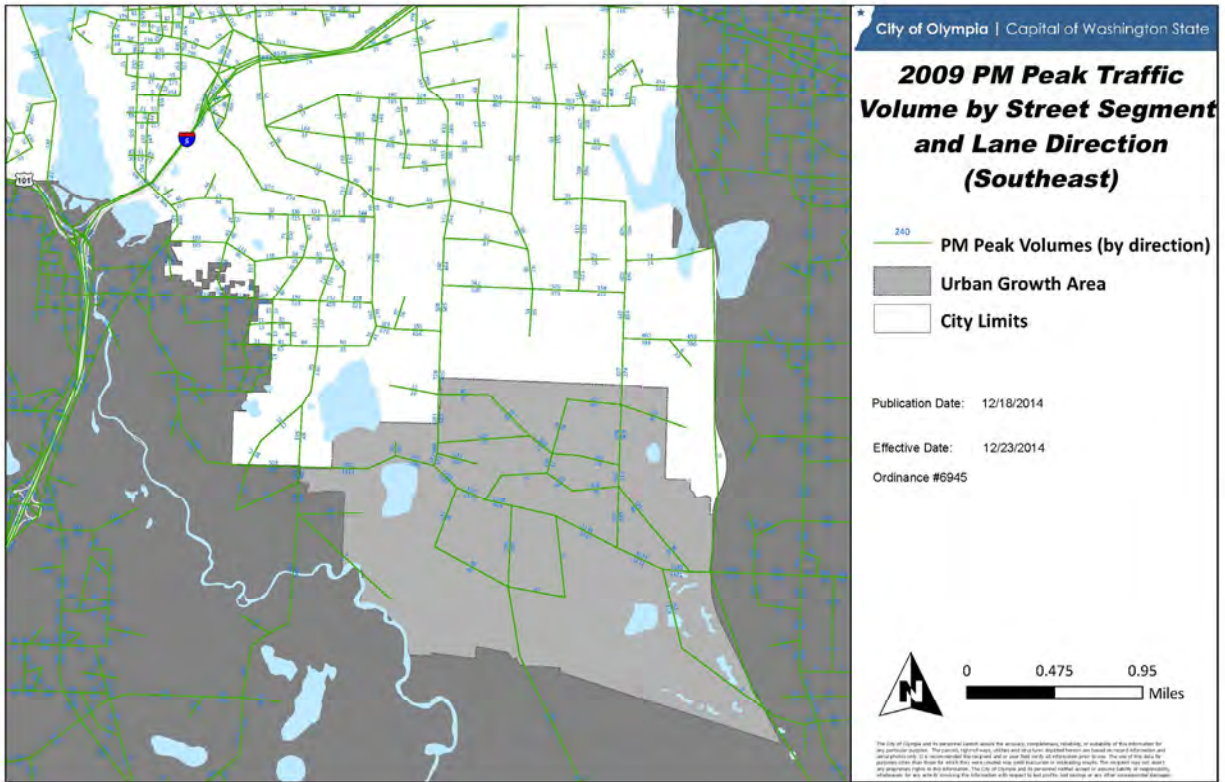
These maps show current traffic volumes on Olympia's street system, as well as forecasted 2030 traffic volumes. These volumes were generated from a traffic model used for transportation planning in the Thurston County region. The volume data is based on the State of Washington Office of Financial Management projected population and employment forecasts for the Thurston County region.



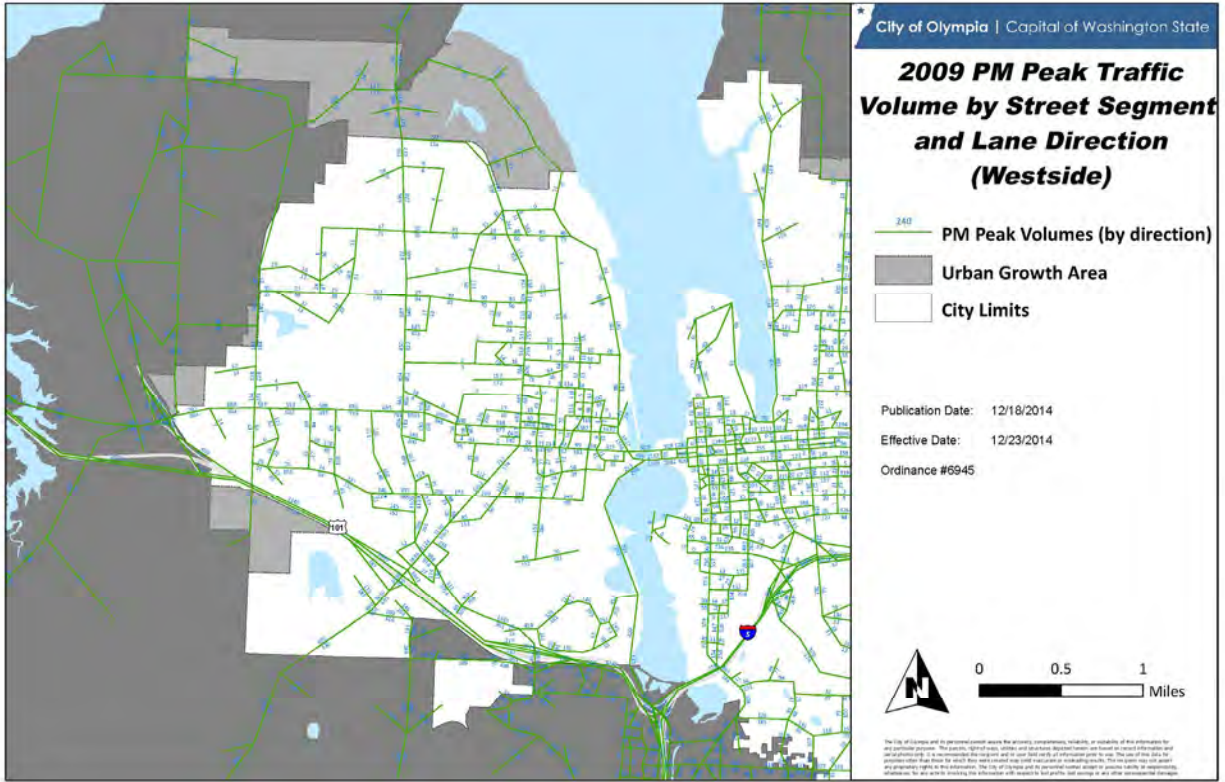
View 2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Downtown)



View 2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Eastside)



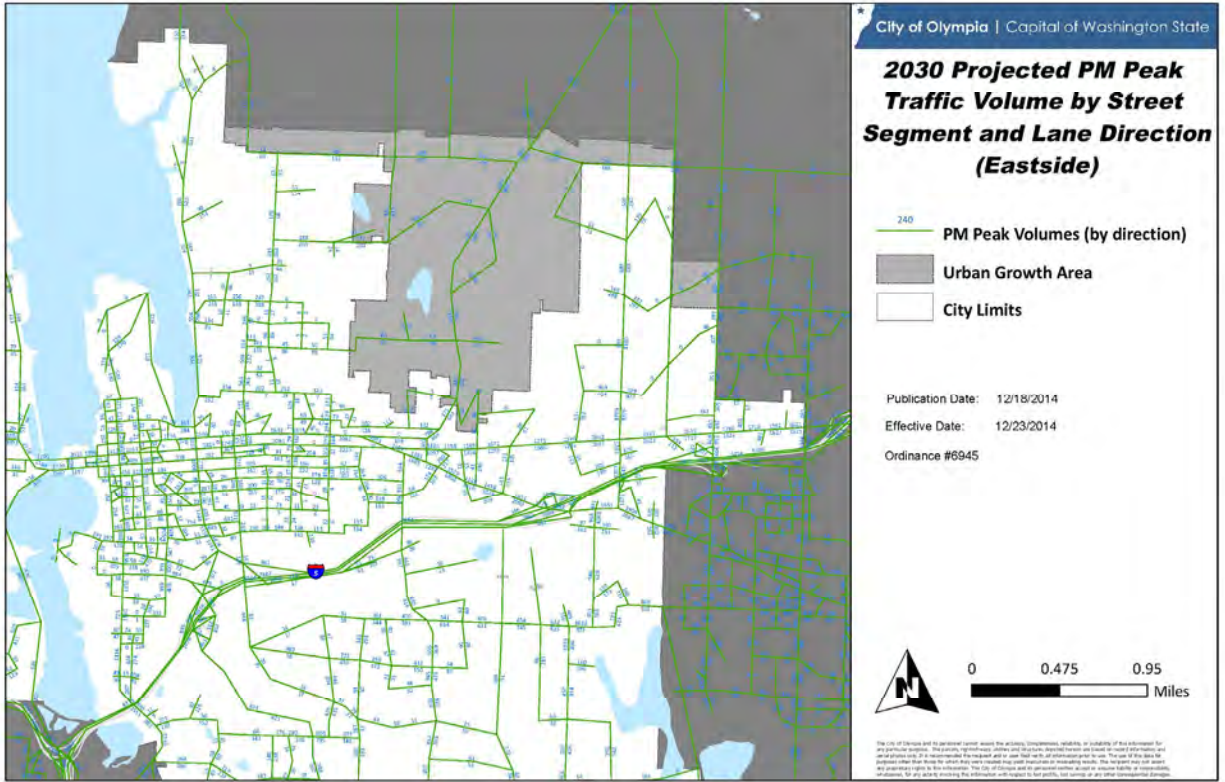
View 2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Southeast)



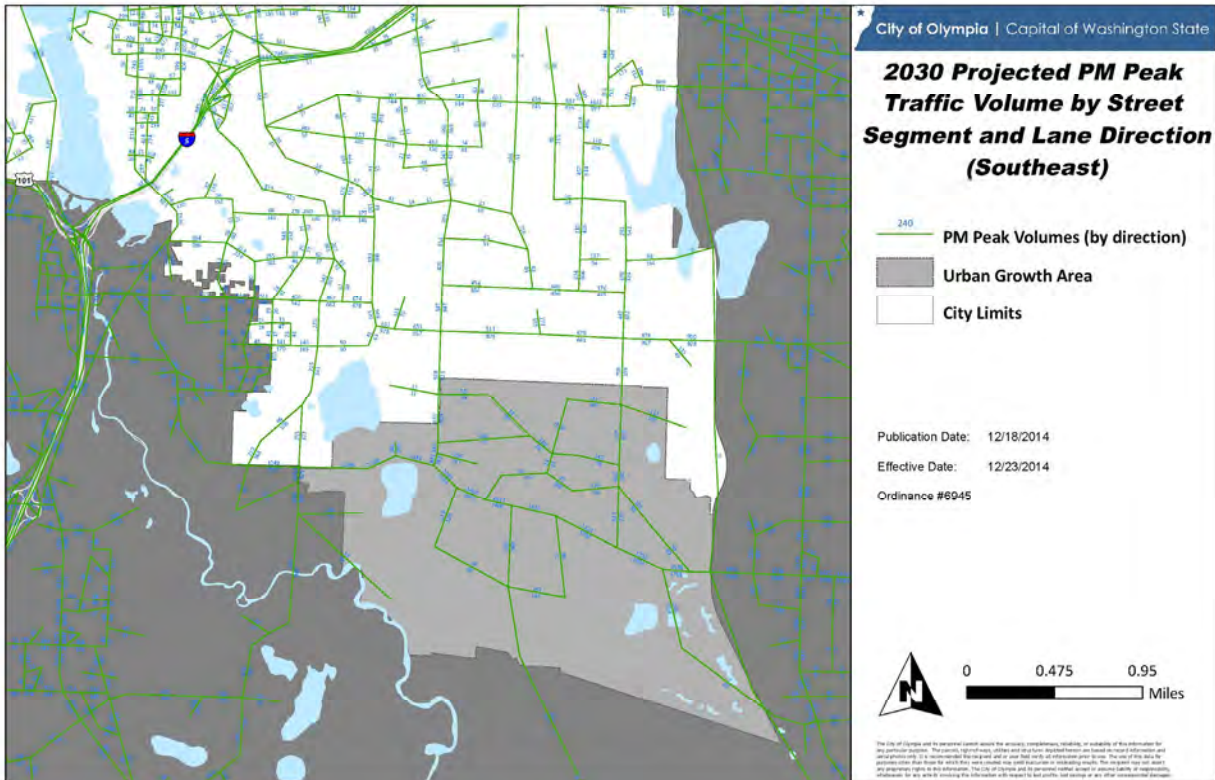
View 2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Westside)



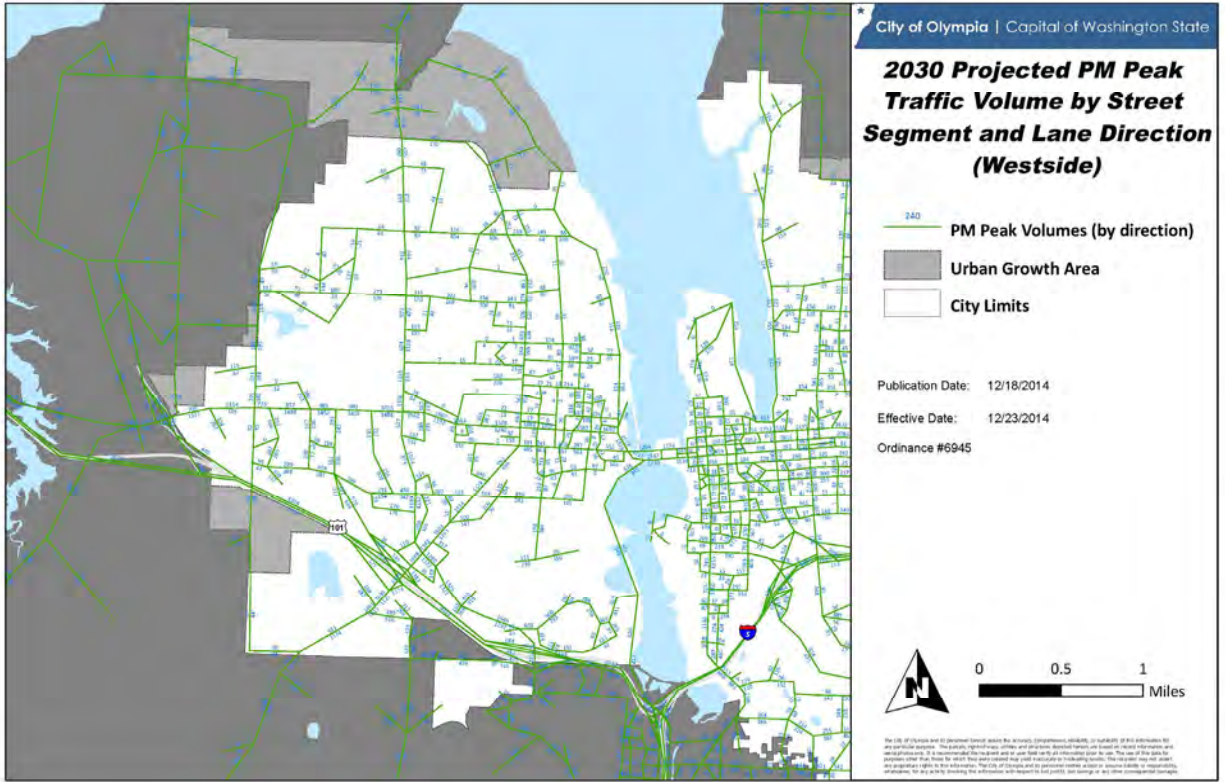
View 2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Downtown)



View 2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Eastside)



View 2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Southeast)



View 2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Westside)

For More Information

- The [City of Olympia Transportation Mobility Strategy](#) provides policy guidance for achieving a multimodal transportation system
- The City of Olympia [Engineering Design and Development Standards](#) implements comprehensive plan goals and policies. These technical standards govern all new construction and modification of transportation and utilities infrastructure
- The [Thurston Regional Transportation Plan](#) describes how the region will work together to resolve regional problems and establish regional priorities
- The Washington State [Growth Management Act](#) guides communities to develop comprehensive plans and development regulations that guide growth for the 20-year horizon
- The [City of Olympia Sidewalk Program](#) (2003) is a list of prioritized sidewalk projects on Olympia's major streets
- The City of Olympia [Bicycle Master Plan](#) (2009) includes recommendations for bicycle facilities development and education and encouragement activities
- The [Commute Trip Reduction Law](#) calls on large employers in urban areas of the state to reduce drive-alone commute trips made by employees
- The [Thurston Regional Trails Plan](#) defines off-street trail network priorities and issues throughout Thurston County.

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Transportation 2030 Northeast

October 31, 2017
Ordinance #7104

- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F*
- Existing Arterial
- Widening of Existing Arterial
- Future Arterial
- Existing Major Collector
- Widening of Existing Major Collector
- Future Major Collector
- Existing Neighborhood Collector
- Future Neighborhood Collector
- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

Notes:

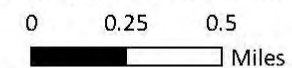
On Strategy Corridors, level of service may fall below adopted standards. Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

In the downtown and along Urban Corridors LOS E will be acceptable on arterials and major collectors. In the rest of the City and Urban Growth Area LOS D is acceptable.

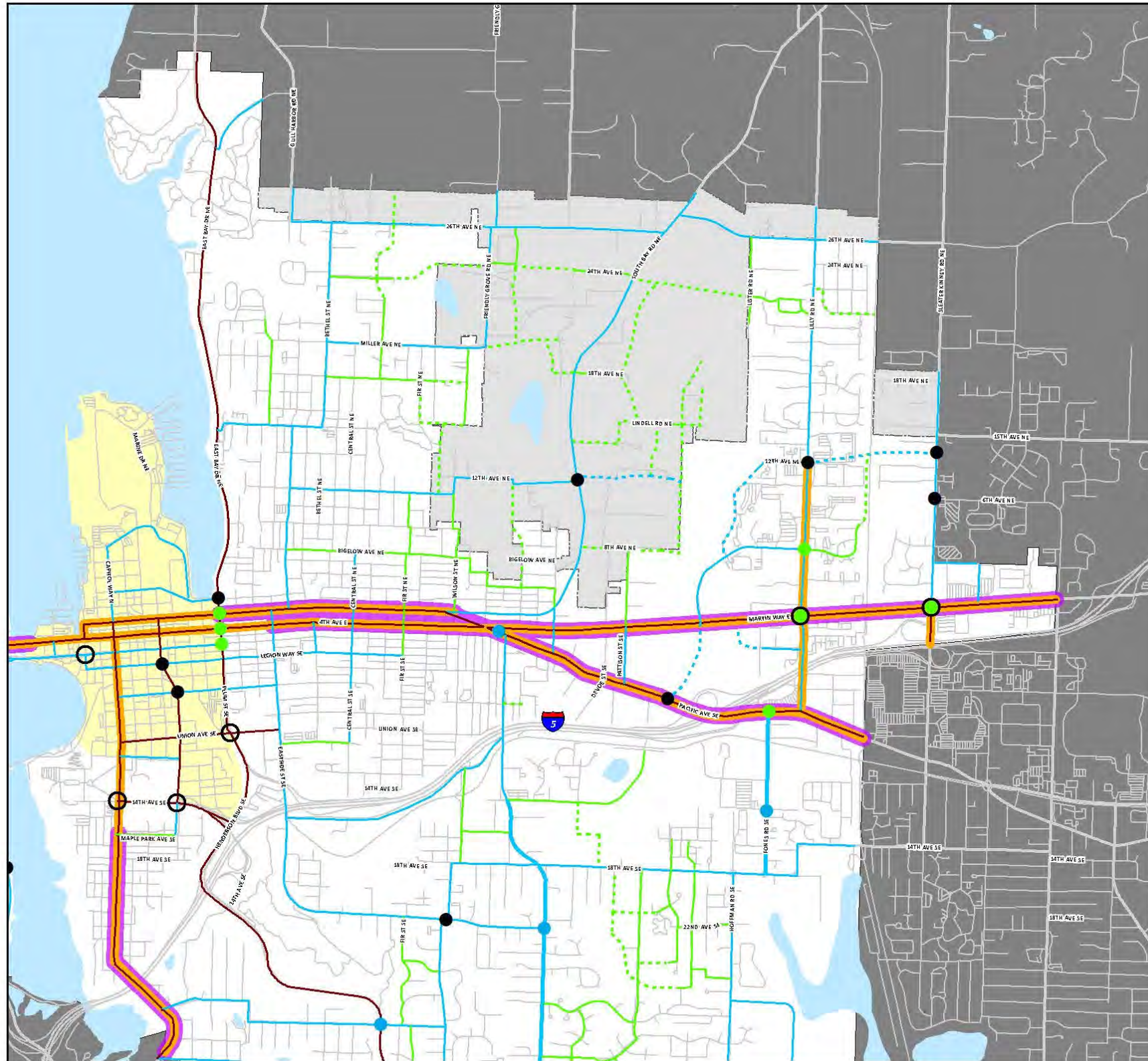
Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards.

The specific alignment of the future streets shown will be determined based on more detailed analysis during development review or City alignment studies.

All widening projects will be built to current street standards.

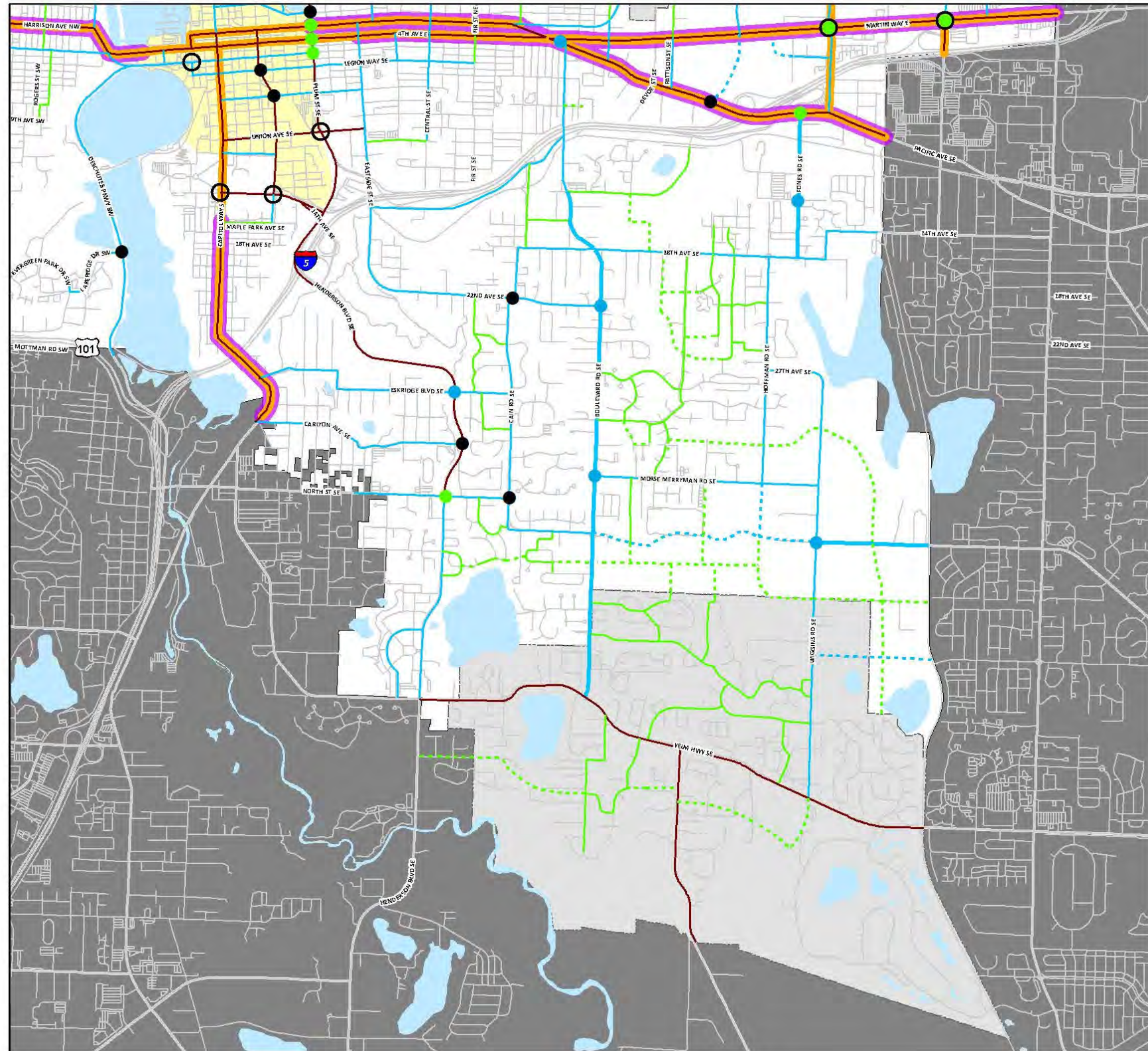


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Transportation 2030 Southeast

October 31, 2017
Ordinance #7104



- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F*

- Existing Arterial
- - - Widening of Existing Arterial
- · · Future Arterial
- Existing Major Collector
- - - Widening of Existing Major Collector
- · · Future Major Collector
- Existing Neighborhood Collector
- - - Future Neighborhood Collector

- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

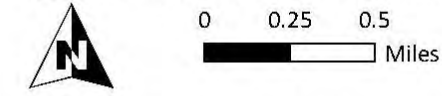
Notes:
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Transportation 2030 Westside and Downtown

October 31, 2017
Ordinance #7104

- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F*
- Existing Arterial
- Widening of Existing Arterial
- - - Future Arterial
- Existing Major Collector
- Widening of Existing Major Collector
- - - Future Major Collector
- Existing Neighborhood Collector
- - - Future Neighborhood Collector
- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

Notes:

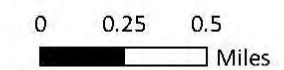
On Strategy Corridors, level of service may fall below adopted standards. Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

In the downtown and along Urban Corridors LOS E will be acceptable on arterials and major collectors. In the rest of the City and Urban Growth Area LOS D is acceptable.

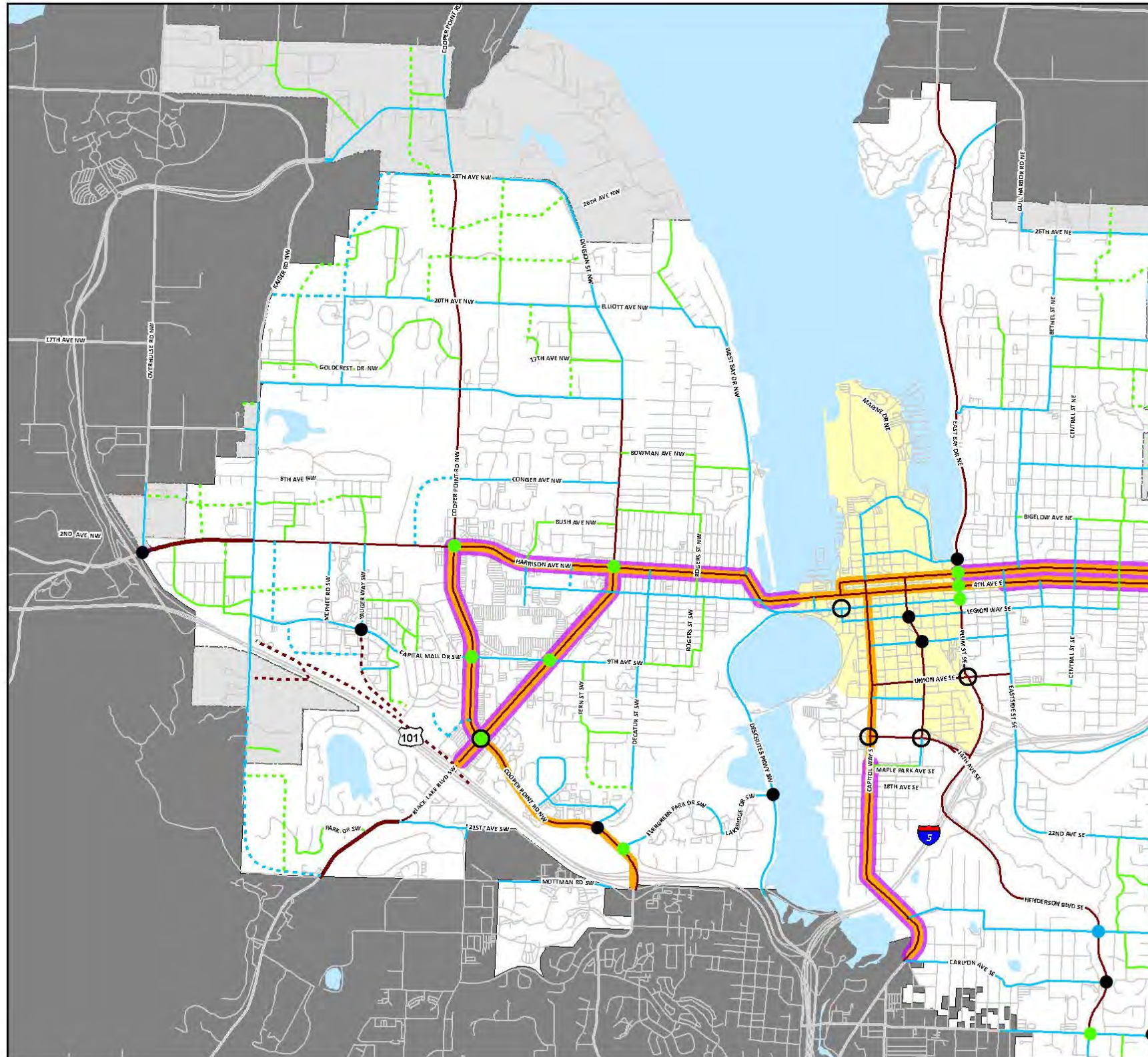
Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards.

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All widening projects will be built to current street standards.



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Northeast Olympia Sidewalk Network on Major Streets

-  Missing Sidewalks
-  City Limits
-  Urban Growth Area
-  Major Street System
(Arterials, Major Collectors,
Neighborhood Collectors)

Based on the Sidewalk Program (2003). Program goal is to build sidewalks on at least one side of all major streets.

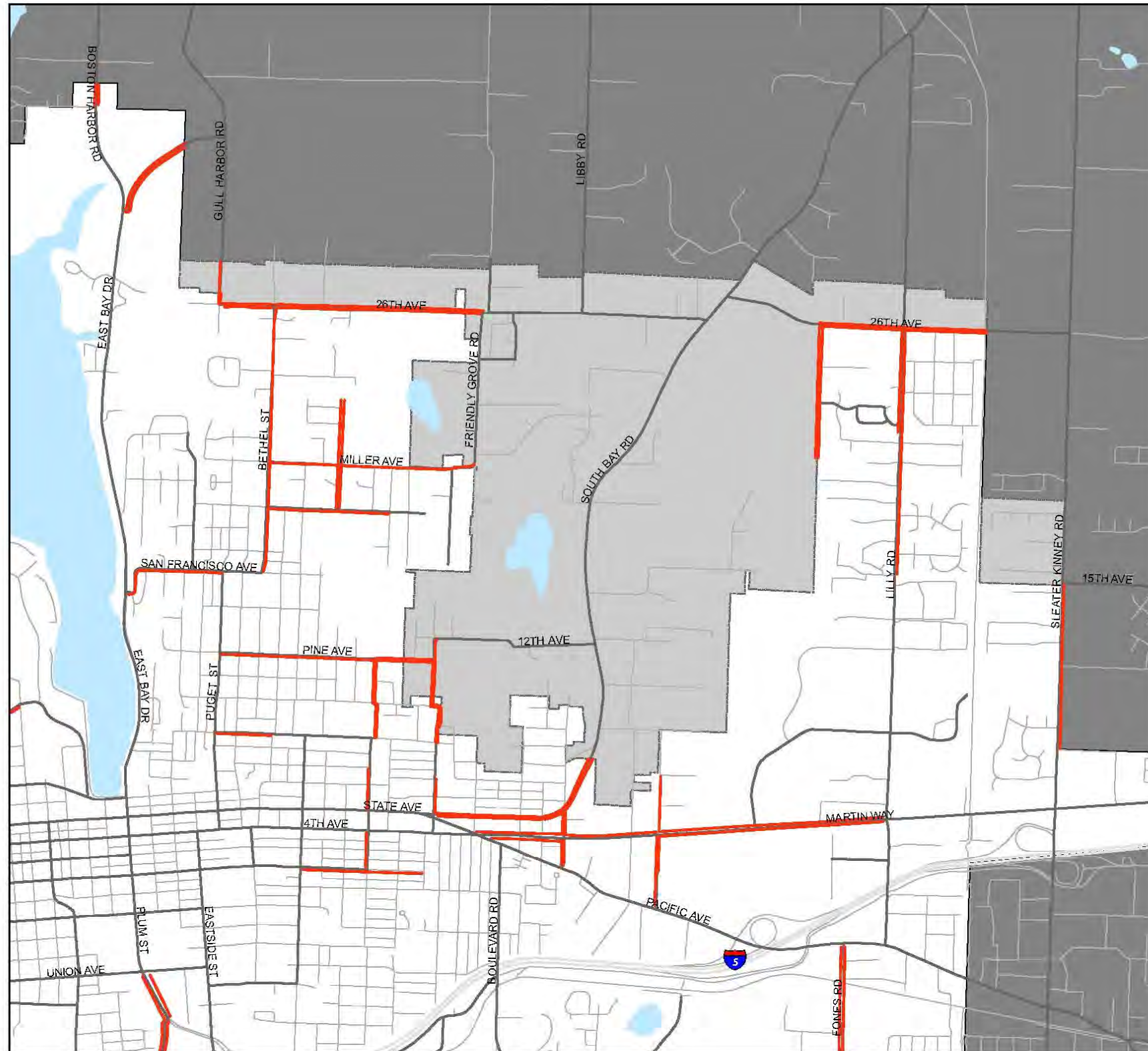
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Southeast Olympia Sidewalk Network on Major Streets

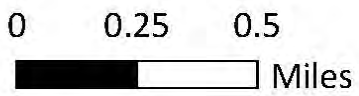
-  Missing Sidewalks
-  City Limits
-  Urban Growth Area
-  Major Street System
(Arterials, Major Collectors,
Neighborhood Collectors)

Based on the Sidewalk Program (2003). Program goal is to build sidewalks on at least one side of all major streets.

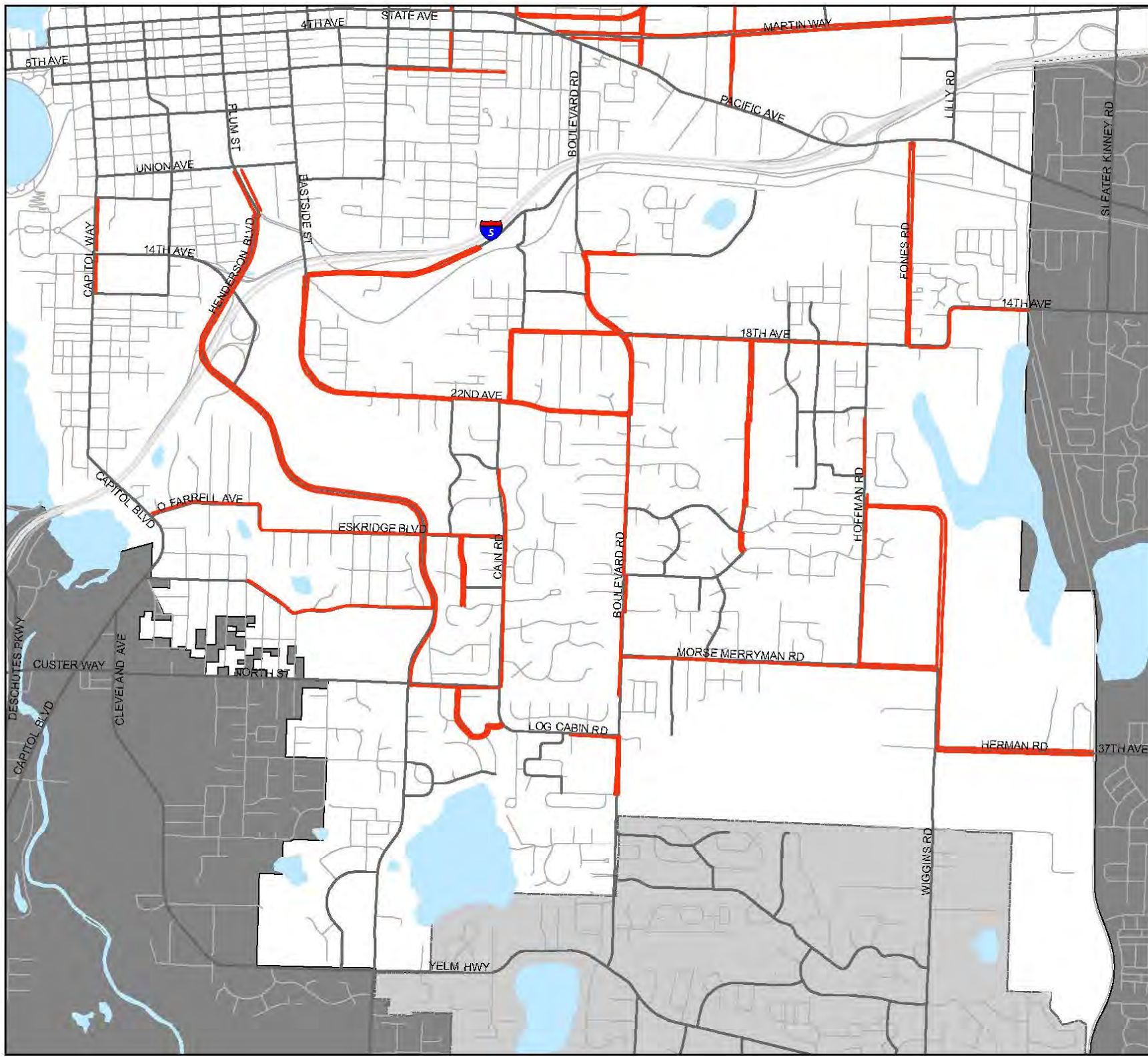
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West Olympia Sidewalk Network on Major Streets

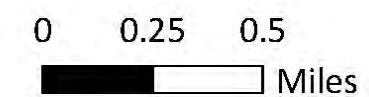
-  Missing Sidewalks
-  City Limits
-  Urban Growth Area
-  Major Street System
(Arterials, Major Collectors, Neighborhood Collectors)

Based on the Sidewalk Program (2003). Program goal is to build sidewalks on at least one side of all major streets.

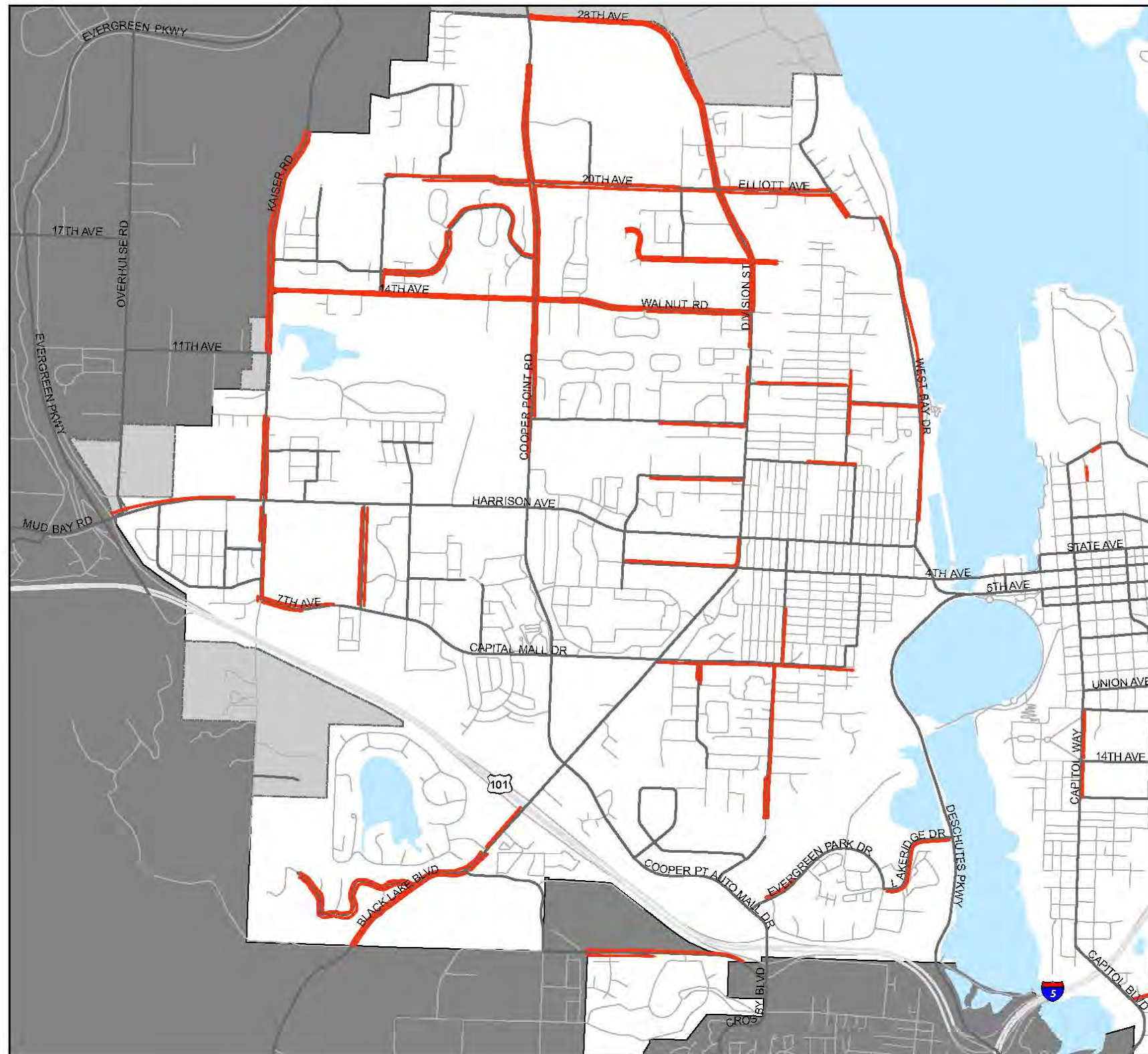
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Bicycle Network Map

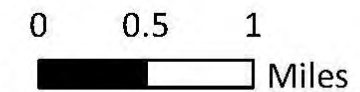
-  Existing Network
-  Trails
-  Planned Network Expansion
-  Urban Growth Area
-  City Limits

The network expansion shown here is consistent with the 2009 Bicycle Master Plan. The bicycle network consists of bike lanes, and signed and marked routes.

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Transportation Corridors

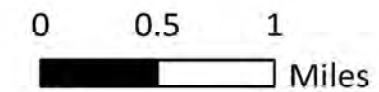
Reflects 2025 Regional Transportation Plan

-  **Focus Areas**
See Land Use and Urban Design Chapter
-  **First Priority Bus Corridors**
Streets with high-quality transit
-  **Strategy Corridors**
Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.
-  **Urban Corridors**
Multimodal transportation corridors that support adjacent land uses. Line width does not indicate land use designation. See the Land Use and Urban Design Chapter for specific land use designations.
-  **City Center**
-  **City Limits**
-  **Urban Growth Area**

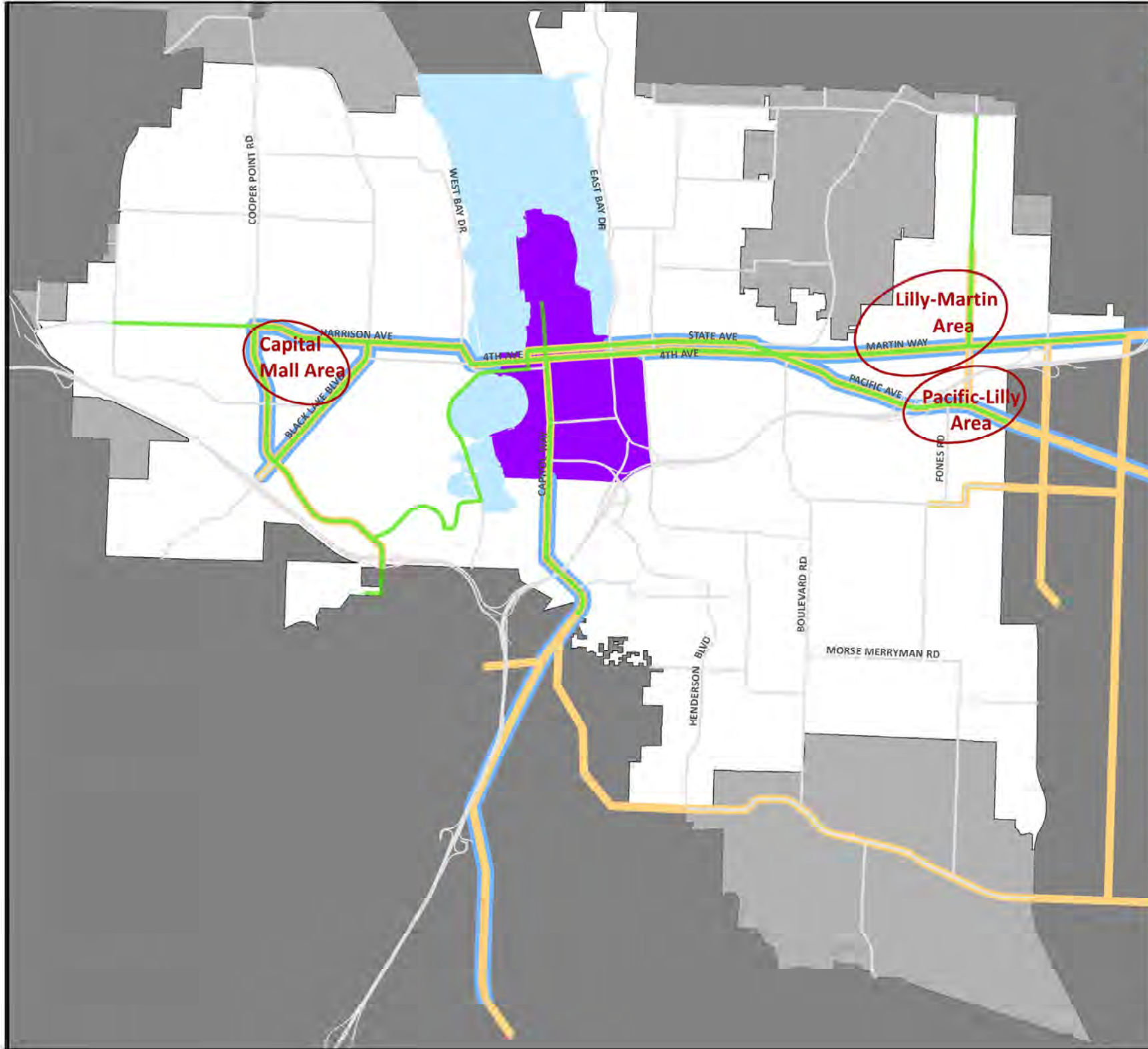
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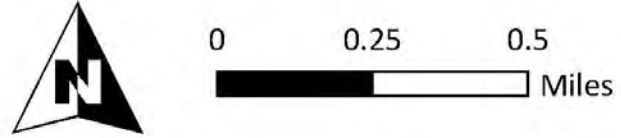
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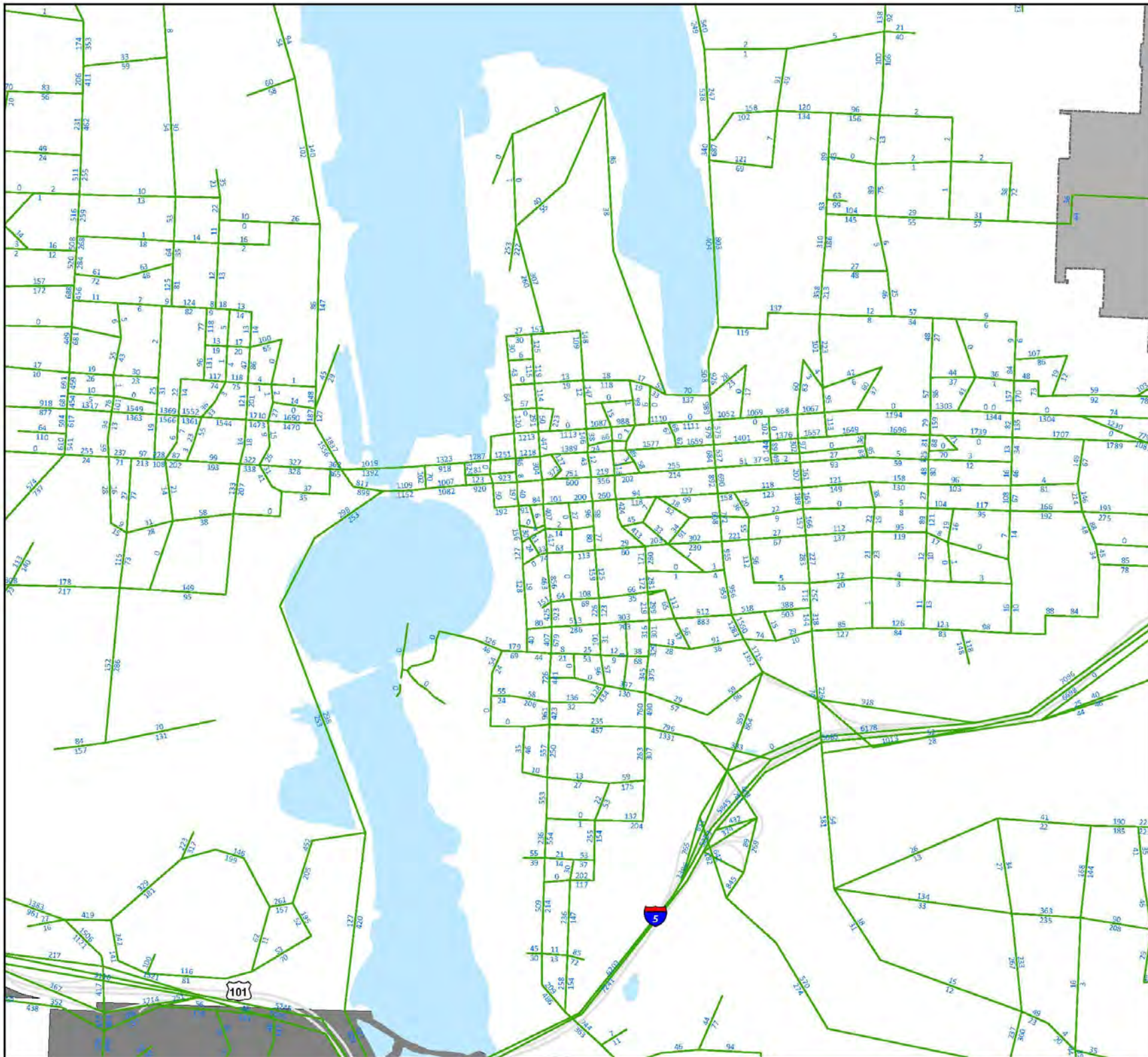
2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Downtown)

- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

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Effective Date: 12/23/2014
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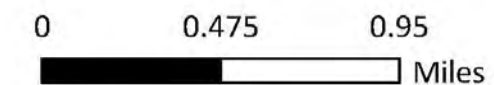
2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Eastside)

- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

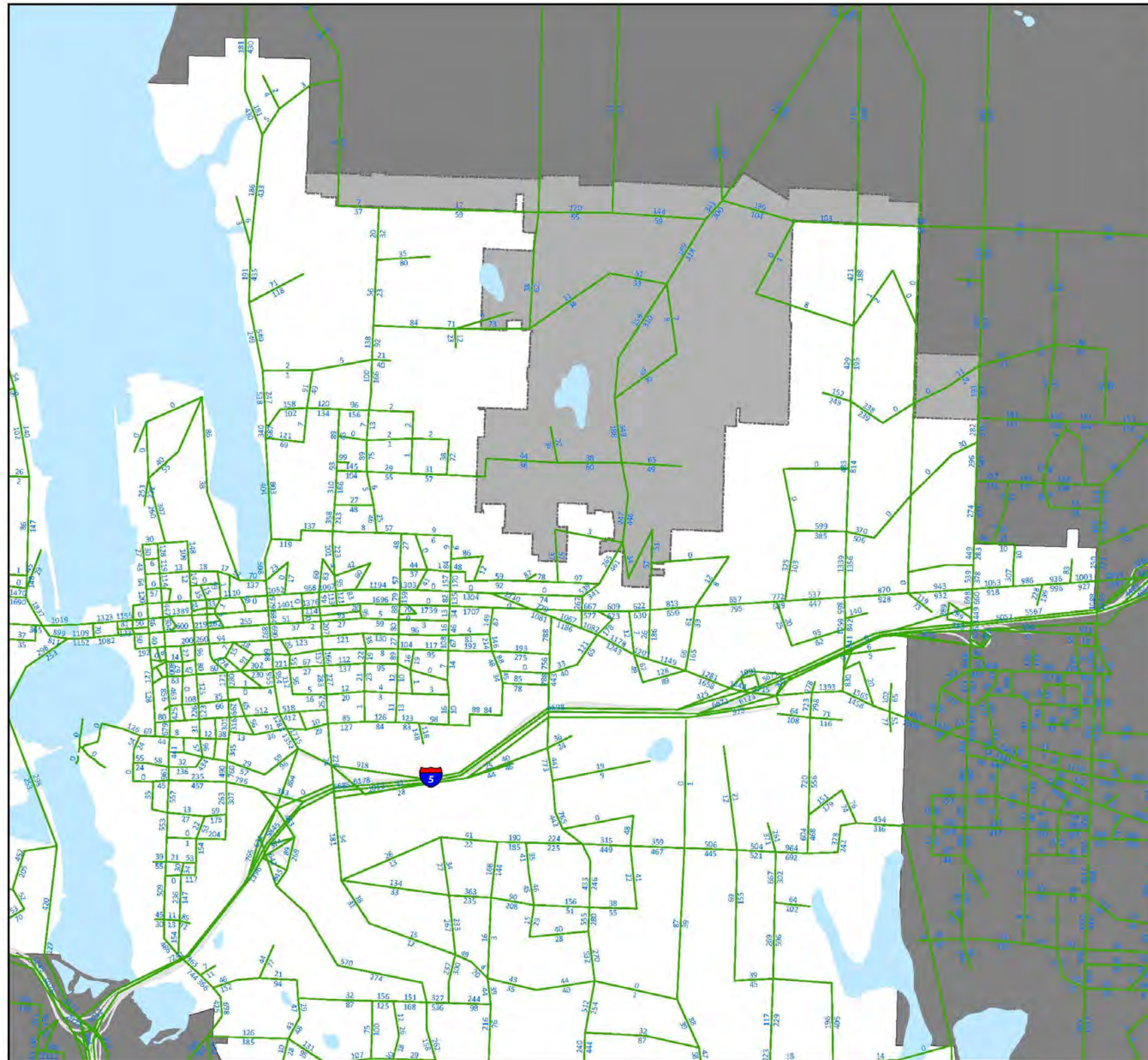
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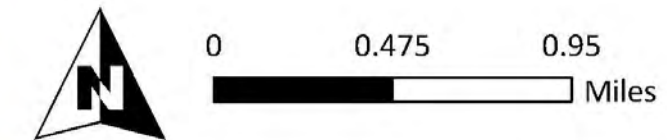
2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Southeast)

- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

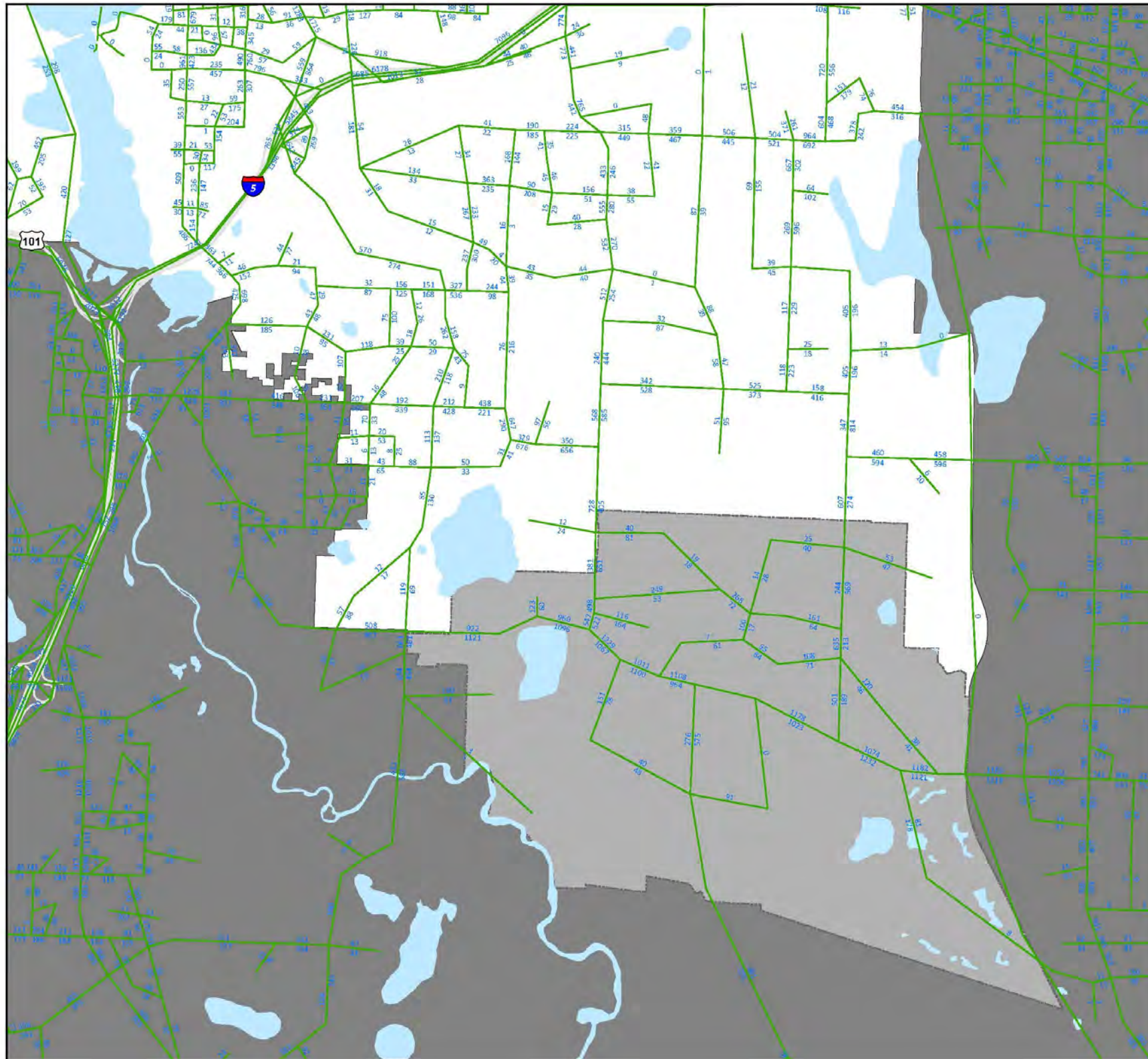
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2009 PM Peak Traffic Volume by Street Segment and Lane Direction (Westside)

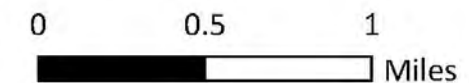
240 PM Peak Volumes (by direction)

- Urban Growth Area
- City Limits

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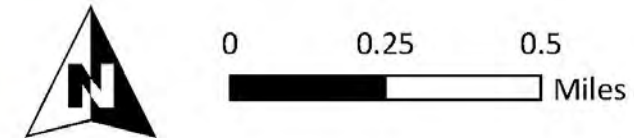


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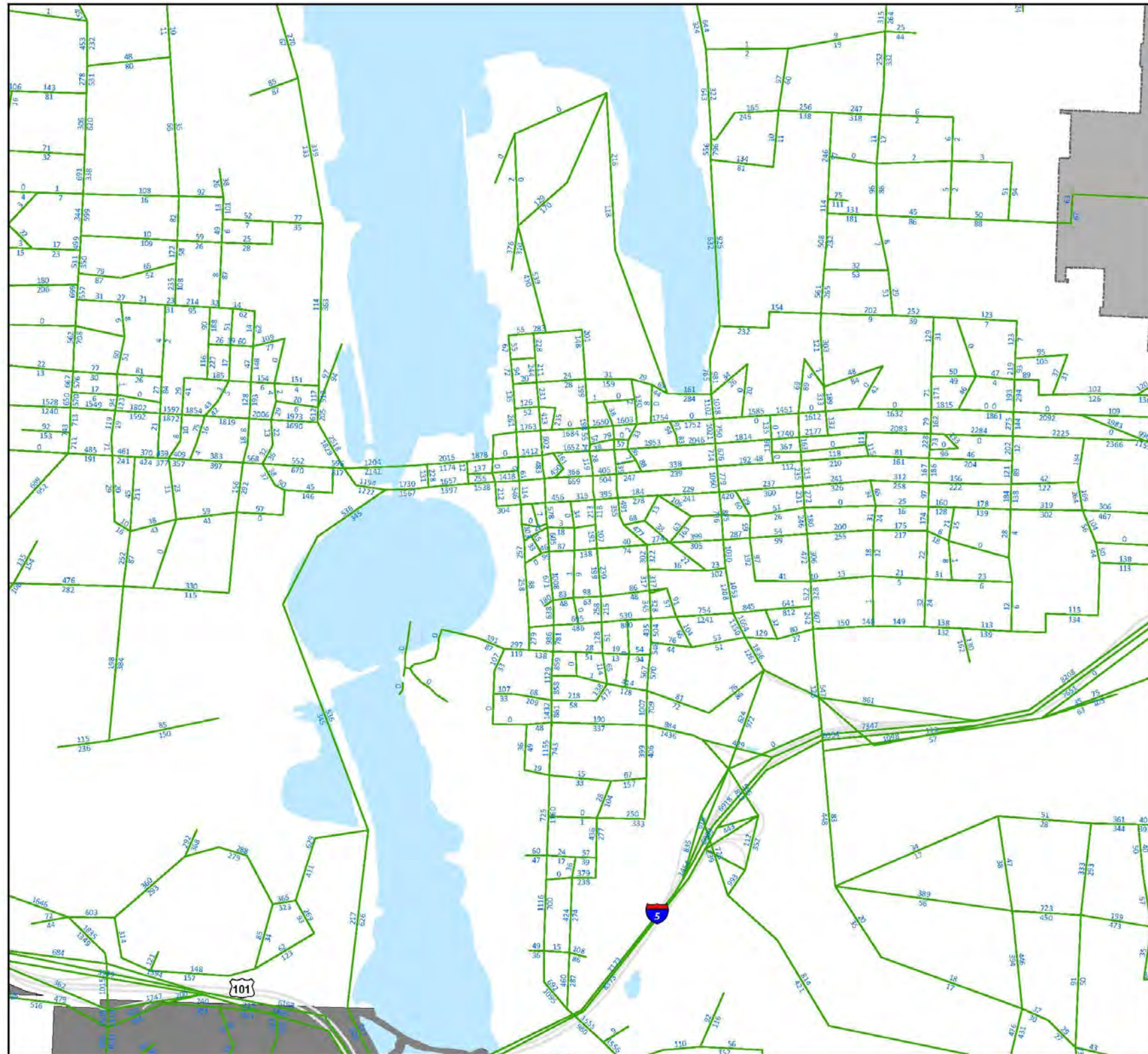
2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Downtown)

- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

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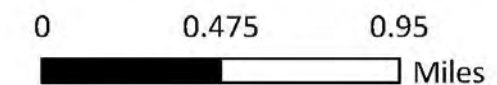
2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Eastside)

- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

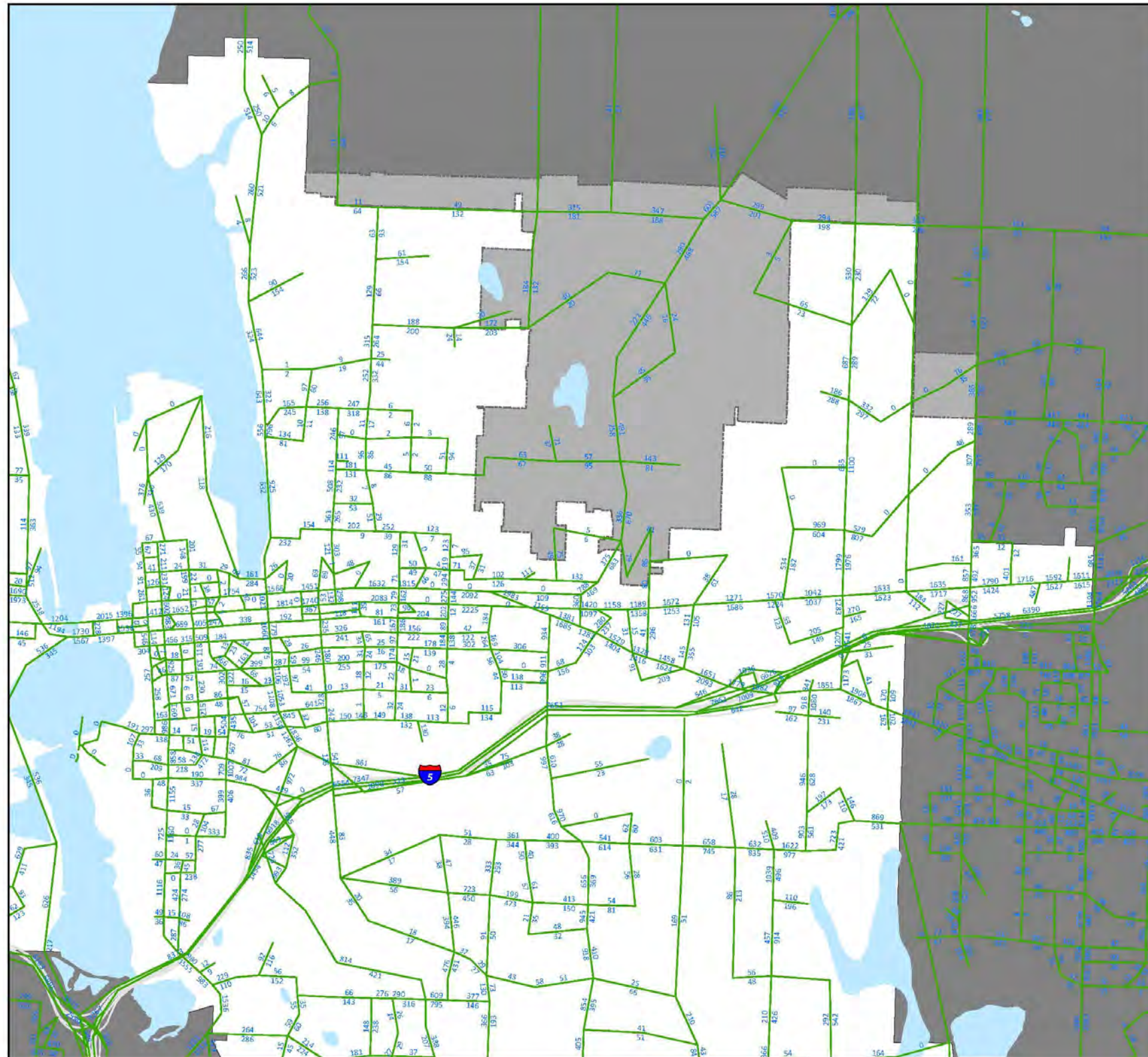
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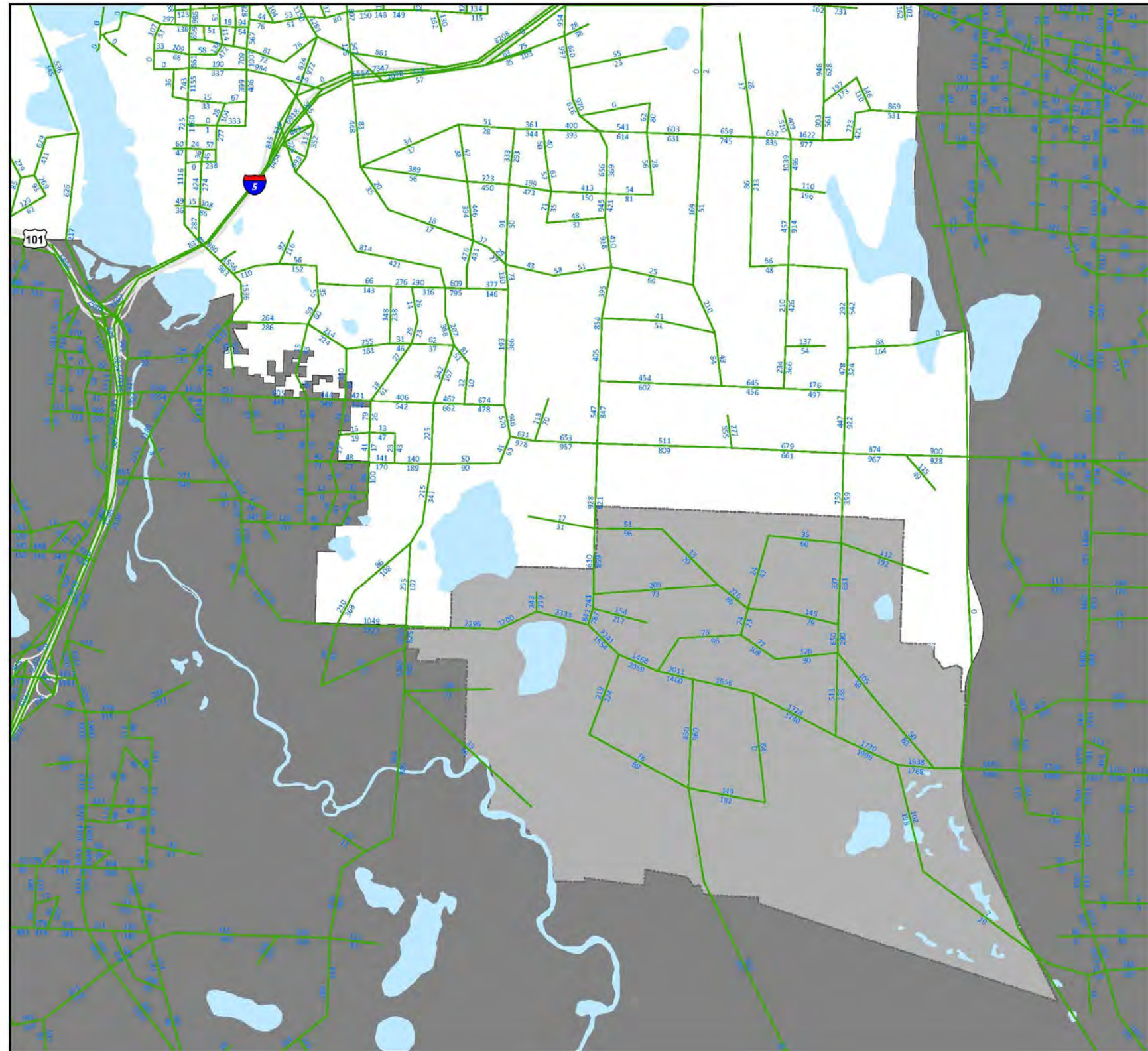
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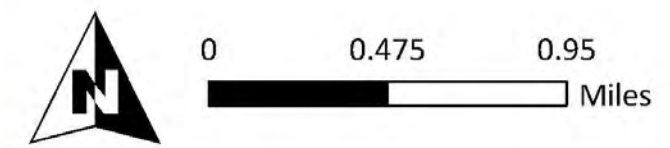




2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Southeast)

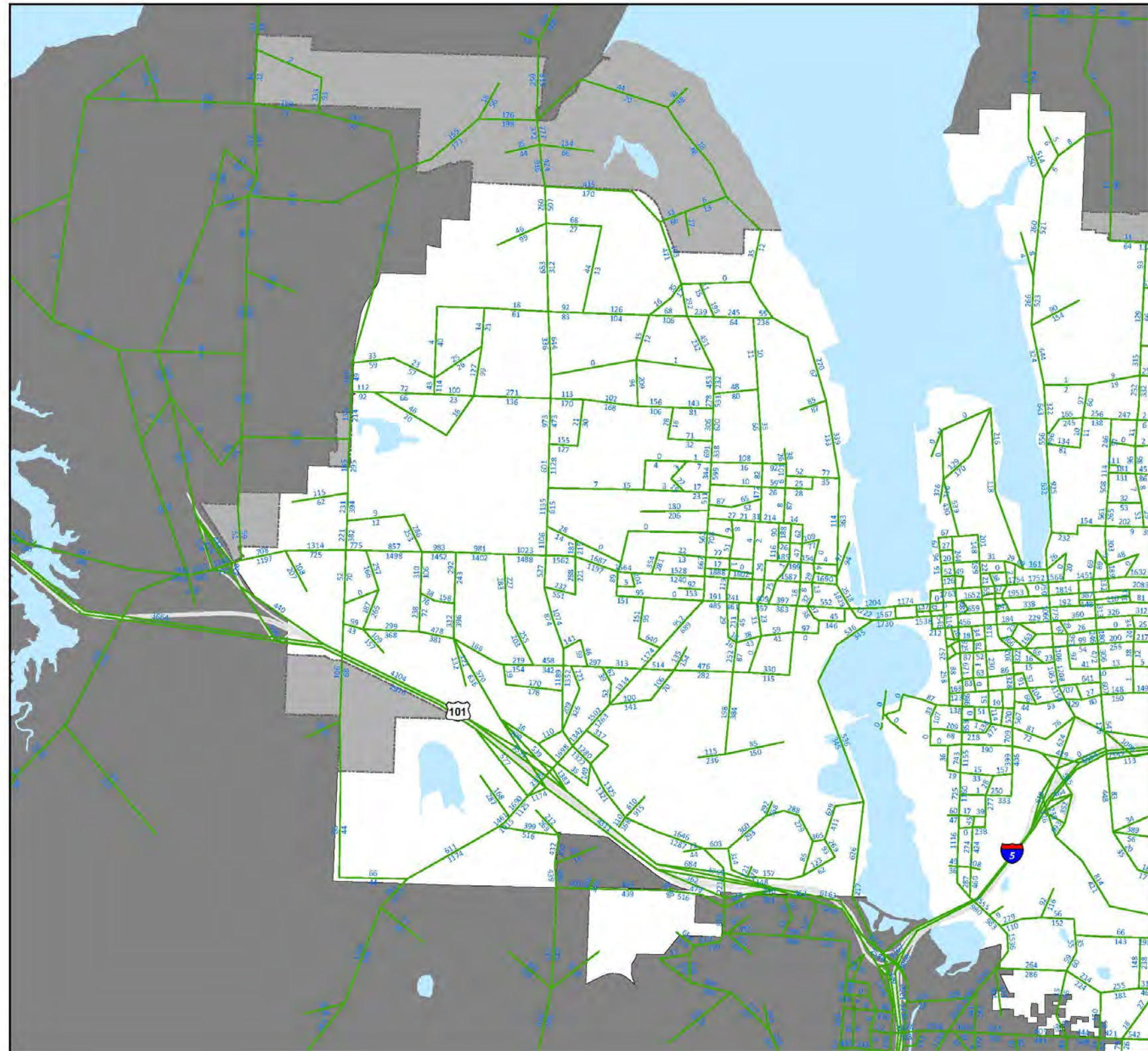
- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

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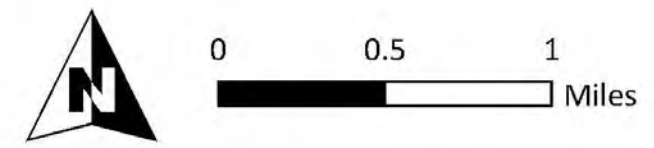
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2030 Projected PM Peak Traffic Volume by Street Segment and Lane Direction (Westside)



- 240 PM Peak Volumes (by direction)
- Urban Growth Area
- City Limits

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Utilities



Public Works utility employees enjoying a day on the job

What Olympia Values:

Olympians value a drinking water supply that is owned and controlled by the City. We want wastewater and stormwater treated effectively before it is discharged into Puget Sound. We understand and value the role that 'reuse, reduction and recycling' plays in our effort to conserve energy and materials.

Our Vision for the Future:

Clean, plentiful water and significant reduction of waste.

Read more in the [Community Values and Vision chapter](#)

Introduction - Utilities Shape the Future

Olympia's future ability to achieve long-term environmental, economic and social balance is influenced by how we deliver utility services to the community. To achieve sustainability, we'll need to shift from a short- to a long-term focus that considers how today's actions will affect future generations. The long-term view will emphasize reducing waste, preventing pollution, engaging the community, and managing our fiscal and environmental resources conservatively.

City utilities include Drinking Water, Wastewater, Storm and Surface Water, and Waste ReSources (garbage, organics, and recycling). Privately-owned utilities such as natural gas and electric, cable service, and telecommunications facilities are regulated locally, especially within city-

owned rights-of-way. Olympia’s future will be shaped, in part, by where and when these facilities are provided.

Olympia’s utilities also provide services that protect nature and conserve resources by reducing pollution and waste, restoring habitat, and conserving water. The City is also partnering with private utilities to provide their Olympia customers with more opportunities to use renewable energy.

Most of the utility programs discussed in this chapter have adopted their own detailed master plans to guide the design and daily administration of their services. This chapter is intended to serve as a bridge between those specific plans and the broader vision of this Comprehensive Plan.

City-Owned Utilities Working Together

City-owned and operated utilities provide the community with essential services and can help shape Olympia’s future in meaningful ways. We take a coordinated, cost-effective approach to managing our utilities and fully consider the economic, social and environmental implications of all our actions.



Drinking water is provided by a City-owned utility.

~~Citizen-Community~~ engagement and involvement is an important component of City utility management. Customers and users help with environmental restoration projects and efforts to reduce pollution and waste. They also can participate in utility management and rate setting. A Utility Advisory Committee (UAC) appointed by City Council reviews programs, policies and rates.

The four City-owned and operated utilities include:

- **Drinking Water.** This utility's mission is to provide and protect healthy drinking water for the community. This involves protecting groundwater and promoting water conservation, as well as ensuring that our drinking water meets federal Safe Drinking Water Act standards.
- **Wastewater.** This utility collects and conveys wastewater to treatment facilities to protect public and environmental health. It also works to reduce the number of septic systems in the City.
- **Storm and Surface Water.** The mission of this utility is to minimize flooding, improve water quality, and protect or enhance aquatic habitat.
- **Waste ReSources.** Provides collection services for residential and commercial garbage, residential recyclables and residential organics (yard debris, food waste and soiled paper), and also encourages waste reduction through educational programs. Its mission is to lead our community toward a waste-free future.



The City collects organics for composting through its Waste ReSources utility.

Over the next 20 years, there will be a growing need for us to manage our utility resources efficiently. Our challenges will include:

- **Repairing and replacing aging systems.** Operation and maintenance needs will continue to expand, as the pipes, pumps, valves, treatment facilities, reservoirs and wells that make up our utility system age. These needs must be met while keeping rates affordable.
- **Protecting the natural environment.** Water quality deterioration and habitat loss will continue to be a concern as development and utilities expand to new areas.
- **Preparing for sea level rise.** In addition to the flooding threat, the City's underground utilities in the downtown area will be jeopardized.

Our utility programs will need to find partnerships and outside resources to help the City face these new challenges.

Goals and Policies

GU1 Utility and land use plans are coordinated so that utility services can be provided and maintained for proposed future land uses.


PU1.1 Require annexation of all properties for which new City wastewater or drinking water services are requested if the property is outside the City, but inside the Urban Growth Area. Or, require property owners to sign a Binding Agreement to Annex when requested by the City.

PU1.2 Require new developments to construct drinking water, wastewater and stormwater utilities in ways that meet the community development, environmental protection, and resource protection goals of this Plan, and that are consistent with adopted utility plans and extension policies.

PU1.3 Evaluate land use plans and utility goals periodically to ensure growth is guided by our knowledge of current environmental constraints and the latest available utility technology.

PU1.4 Make necessary improvements to utility facilities that do not currently meet minimum standards. Prioritize capital improvements to existing systems based on age, condition, risk of failure, and capacity.

PU1.5 Ensure that public utility and transportation-related facilities constructed in Olympia and its Growth Area meet City standards for safety, constructability, durability and maintainability. (See City of Olympia [Engineering Design and Development Standards](#).)

PU1.6 Annually update the utility portions of the [Capital Facilities Plan](#)  to reevaluate infrastructure priorities.

GU2 Reliable utility service is provided at the lowest reasonable cost, consistent with the City's aims of environmental stewardship, social equity, economic development and the protection of public health.

PU2.1 Ensure that new development projects pay for their own utility infrastructure based on their expected needs for the next 20 years. Also require them to contribute to their portion of existing infrastructure.

Routinely review new-development charges (such as general facility charges) when updating utility master plans, or more frequently as needed.

PU2.2 Ensure that utility fees, such as rates and general facility charges, are structured to reasonably reflect the actual cost of providing services to each customer class. Fees must also encourage customers to conserve water and reduce their demand on our wastewater treatment system.

PU2.3 Provide special rates for low-income senior and low-income, disabled utility customers.

PU2.4 Ensure that adequate funds are generated by the City's utilities to maintain utility services and capital improvement programs.

PU2.5 Use fiscally responsible management practices in order to maintain favorable bond ratings for the City's utilities.

PU2.6 Provide service to existing and new customers consistent with the legal obligation of City utilities to provide service.

PU2.7 Use pricing to encourage utility customers to reduce waste, recycle, conserve water, and help protect our surface water quality.

PU2.8 Use debt financing responsibly to support needed capital facility investments and "smooth" rate impacts.

PU2.9 Use Developer Reimbursement Agreements that include "latecomer fees" and similar tools to enable property owners to recover some of the initial costs of extending infrastructure to serve their developments, when others connect to such extensions at a later date.

PU2.10 Consider the social, economic and environmental impacts of utility repairs, replacements and upgrades.

GU3 Utilities are developed and managed efficiently and effectively.

PU3.1 Coordinate public utility functions (such as operations and maintenance, public education and outreach, and Capital Facilities planning) for drinking water, wastewater, storm and surface water, and waste resources.

PU3.2 Regularly revise the [Olympia Municipal Code](#) and Engineering Development and Design Standards to give detailed guidance on how utility services should be delivered and paid for in accordance with the principles established in this Comprehensive Plan.

PU3.3 Update all utility master plans regularly and in accordance with state law.

PU3.4 Coordinate long-term planning and scheduling of utility capital improvements with neighboring jurisdictions and other local agencies, such as LOTT.

PU3.5 Work with neighboring jurisdictions to provide regionally coordinated utility systems for urban services that benefit from a regional approach.

PU3.6 Locate public and private utilities in public rights-of-way and/or easements on private property in a manner to facilitate safe and efficient operation, maintenance and repair, and to minimize conflicts. Provide guidance within the Engineering Design and Development Standards that shows how and where public and private utilities should be located, including opportunities for co-location.

PU3.7 Evaluate programs for effectiveness and efficiency on a regular basis.

PU3.8 Contribute a portion of utility revenue each year to educational programs for schools, neighborhoods and community organizations to help meet utility goals.

PU3.9 Ensure consistent maintenance, asset management, and emergency management practices for all utilities.


GU4 Use Olympia's water resources efficiently to meet the needs of the community, reduce demand on facilities, and protect the natural environment.

PU4.1 Encourage and allow re-use techniques, including rainwater collection, greywater systems, and use of Class A reclaimed water as alternatives to use of potable water, in order to enhance stream flows or recharge aquifers, while also protecting water quality.

PU4.2 Develop specific targets for reducing potable water use.

PU4.3 Raise community awareness about why and how to conserve water.

PU4.4 Reduce water system leakage as much as possible, at a minimum below the Washington State limit of 10 percent of total water production.

PU4.5 Model best practices in our City operations and the [Olympia Municipal Code](#) .

PU4.6 Advance the use of reclaimed water as defined in Council-adopted policies.

Drinking Water on Tap

Olympians recognize that the water they use comes from groundwater supplies that need to remain plentiful and unpolluted by our “above-ground” activities. The City’s Drinking Water Utility aims not only to preserve the supply of this resource, but to keep it clean – both for us and for the plants, fish and wildlife that also depend on it.




A young Olympian drinks from a new water fountain at Percival Landing.

Every day, the City of Olympia delivers affordable, high-quality drinking water to nearly 55,000 people through about 19,000 connections. This water consistently meets 100% of U.S. Environmental Protection Agency

standards for safe drinking water, and it is pumped to our homes at a fraction of the cost some will pay for unregulated bottled water.

The City also provides transmission and distribution of Class A Reclaimed water to customers in a limited area of downtown Olympia.

Olympia's Drinking Water Utility operates under a permit granted by the Washington State Department of Health's Office of Drinking Water. Information about the City's Drinking Water Utility can be found in [Olympia's Water System Plan](#) .

In the next 20 years, the Utility will face these challenges and issues:

- **Changing water quality regulations.** The Utility must be ready to respond to any changes in water quality regulations and treatment requirements imposed by state and federal agencies.
- **Keeping pace with development.** Fast or slow, the rate of growth will determine how new water sources are developed and when they come on line.
- **Protecting groundwater from contamination.** Risks to groundwater will increase as the population increases, and will require the City to regularly evaluate, monitor, and take action to control sources of pollution.

Goals and Policies

GU5 Adequate supplies of clean drinking water are available for current and future generations and instream flows and aquifer capacity are protected.

PU5.1 Reserve water supply rights for at least 50 years in advance of need, so that supplies can be protected from contamination and they are not committed to lower priority uses.

PU5.2 Develop and maintain multiple, geographically-dispersed sources of water supply to increase the reliability of the system.

PU5.3 Monitor water levels in aquifers and maintain numerical groundwater models.

PU5.4 Coordinate with Lacey, Tumwater, Thurston County and Public Utility District #1 to assure adequate water supplies throughout the City's

Water Service Area, following the provisions of the [Growth Management Act](#), Public Water System Coordination Act, and the Municipal Water Law.

PU5.5 When practical, develop regionally consistent Critical Areas Ordinance regulations, Drainage Manual requirements, and other policies to ensure we are protecting groundwater quantity and quality across jurisdictional boundaries.

GU6 Groundwater in the City's Drinking Water (Wellhead) Protection Areas is protected from contamination so that it does not require additional treatment.

PU6.1 Monitor groundwater quality to detect contamination, evaluate pollution reduction efforts, and to understand risks to groundwater.

PU6.2 Implement programs to change behaviors that threaten groundwater quality, and that raise awareness about aquifers and the need for groundwater protection.

PU6.3 Prevent groundwater contamination in Drinking Water Protection Areas by developing and implementing spill prevention and response plans.

PU6.4 Maintain the City's Critical Areas Ordinance, policies, development review process and program management, to ensure we protect groundwater quality and quantity.

PU6.5 Maintain a contaminant-source inventory that identifies priority pollutants for each water source within Drinking Water (wellhead) Protection Areas, and update them regularly.

GU7 The drinking water system is reliable and is operated and maintained so that high quality drinking water is delivered to customers.

PU7.1 Maintain and update the [Water System Plan](#), [Engineering Design and Development Standards](#) and [Olympia Municipal Code](#) to ensure drinking water utility facilities meet the requirements of the [Growth Management Act](#), North Thurston County Coordinated Water System Plan, Washington Department of Health and Olympia Fire Code.

PU7.2 Maintain 100 percent compliance with all state and federal requirements, and continually improve our water quality management program.

PU7.3 Design Olympia's water supply system to achieve the most favorable and practical fire insurance rating, consistent with adopted service levels.

PU7.4 Continue and improve maintenance management, including preventive maintenance, repairs and replacements.

PU7.5 Prepare for and respond to emergencies and maintain secure facilities.

PU7.6 Continue to improve operations and maintenance program management, including safety, asset management and meter replacement.

PU7.7 Develop and maintain adequate storage, transmission and distribution facilities.

PU7.8 Require private water purveyors that build new systems within Olympia's water service area to build to Olympia's standards so the systems can be integrated in the future.

Managing Wastewater Effectively

The purpose of Olympia's Wastewater Utility is to protect public and environmental health by ensuring that wastewater is collected and conveyed to treatment and disposal facilities with minimal risk.

Olympia provides wastewater collection service to 17.5 square miles of the City and about eight square miles of Urban Growth Area in unincorporated Thurston County. However, many neighborhoods and individual lots within the City are still using septic systems. By 2035, Olympia expects public sewers will be extended to serve most of the Urban Growth Area.



Olympia crew members maintaining the sewer system to ensure proper functioning.

All wastewater collected by Olympia is conveyed to LOTT-owned transmission mains and treatment facilities for treatment and disposal. Treatment and disposal is managed by the [LOTT Clean Water Alliance](#), which is a partnership of the cities of Lacey, Olympia, Tumwater and Thurston County.

Wastewater Utility activities are guided by the [Wastewater Management Plan](#). The [LOTT Clean Water Alliance](#) developed and actively manages its own Plan, known as the [Wastewater Resource Management Plan](#), which it updates every year. The Plan addresses the treatment and disposal needs for all of its partners.

The Wastewater Utility coordinates a number of activities with the [LOTT Clean Water Alliance](#), including maintenance, condition assessments, and pre-treatment program efforts. These activities are all required under the National Pollution Discharge Elimination System (NPDES) Permit, which covers both the City's wastewater collection system and LOTT-owned facilities. This shared responsibility requires continuous communication between the two entities, at both the operation and planning levels.



Installing a deep sewer manhole on Henderson Boulevard as part of a planned capital improvement project.


The Wastewater Utility faces the following key challenges over the next 20 years:

- **Maintaining existing infrastructure.** More than half of the City's wastewater infrastructure has passed its design life or is susceptible to corrosion. Given the need to protect public health, repair and replacement of failing sewer systems typically cannot be deferred.
- **Reducing septic systems.** Many septic systems, especially in older parts of the City, are beyond or approaching their design life. This presents the potential for failure and risk to public and environmental health.

Goals and Policies

GU8 The City and its growth area are served by a City-owned wastewater collection and transmission system that is designed to minimize leakage, overflows, infiltration and inflows so as to provide sufficient capacity for projected demand.

PU8.1 Extend the wastewater gravity collection system through both public and private development projects.

PU8.2 Prohibit new community and individual septic systems within City limits, except when specifically allowed by the [Olympia Municipal Code](#) .

PU8.3 Limit and ultimately phase-out community septic systems in the Urban Growth Area.

PU8.4 Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions and other tools.

PU8.5 Permit new STEP systems only for individual lots in neighborhoods currently served by STEP systems.

PU8.6 Require the conversion of septic systems to the City-owned wastewater collection system upon septic system failure or building use change, whenever feasible.

PU8.7 Separate combined wastewater/stormwater pipes in conjunction with stormwater and road improvements or residential repairs, when economically feasible.

PU8.8 Evaluate the structural integrity of aging wastewater facilities and repair and maintain as needed.

GU9 The Utility will facilitate the implementation and use of new technology and management systems.

PU9.1 Allow conditional use of alternative systems, such as composting toilets and greywater systems when potential benefits are clear and there is not risk to public or environmental health.



Rainfall, Runoff, and Surface Water

The mission of the Storm and Surface Water Utility is to provide services that minimize flooding, maintain or improve water quality, and protect or enhance aquatic habitat. The goals and policies that protect water quality and aquatic habitat are located in the [Natural Environment](#) chapter. This Utility works on reconciling conflicts between protecting our 'built' landscape from flooding and conservation of our water quality and aquatic habitat.



Porous pavement, bioretention and constructed wetlands demonstrate stormwater options for low impact development at Yauger Park.

The Storm and Surface Water Utility maintains more than 130 miles of underground pipe, more than 7,000 storm drains, and 95 stormwater ponds that filter stormwater runoff from roads and rooftops before it reaches our streams and Budd Inlet. The "surface water" for which Olympia's Storm and Surface Water Utility shares responsibility includes nine streams within the City, four lakes, four large wetlands, and about six miles of marine shoreline.

The Stormwater Utility is guided by the [Storm and Surface Water Plan](#)  which outlines its challenges, goals, implementation tools and financial implications. Increasingly, this Utility is affected by state and federal regulatory requirements such as the [Western Washington Phase II Municipal Stormwater Permit](#) .



Kayakers in Budd Inlet as seen from Percival Landing.

Olympia's growth and urbanization have placed increasing demands on our natural systems. Major challenges facing the Storm and Surface Water Utility in upcoming years include:

- **Managing the impact of increasing stormwater runoff.** The cumulative impact of paving and development will increase pollutants in streams and Puget Sound, decrease infiltration to groundwater, and reduce forest habitat.
- **Preparing for sea level rise.** We will need a coordinated effort to protect our downtown from the flooding that could result from a sea rise scenario of 50 inches by 2100.
- **Keeping up with new technology.** As innovative approaches to treating and controlling stormwater rapidly evolve, the Storm and Surface Water Utility must evaluate the effectiveness and long-term implications of new technologies, while also managing risks associated with potential failures.

Goals and Policies

GU10 The frequency and severity of flooding are reduced and hazards are eliminated, except during major storm events.

PU10.1 Improve stormwater systems in areas that are vulnerable to flooding.

PU10.2 Emphasize the importance of emergency preparedness.

PU10.3 Evaluate the structural integrity of aging stormwater pipes and repair as needed.

PU10.4 Inspect private and public stormwater systems to identify required maintenance and repairs.

PU10.5 Inventory and inspect City-owned culverts and ditches and perform maintenance if needed.

PU10.6 Ensure that private pipe and pond systems are maintained.

GU11 The City uses best available information to implement a sea level rise management plan that will protect Olympia's downtown.

PU11.1 Evaluate different scenarios for sea level rise, including varying magnitudes and time horizons, and develop a progression of adaptation and response actions for each scenario.

PU11.2 Develop plans, cost estimates and financing options for addressing sea level rise that include regulatory, engineering and environmentally sensitive solutions.

PU11.3 Maintain public control of downtown shorelines that may eventually be needed to help manage flood water.

PU11.4 Incorporate sea level rise planning into the design of public and private infrastructure where needed.

PU11.5 Use the best available science and the experiences of other communities in formulating plans for sea level rise.

PU11.6 Partner with government entities and other key stakeholders, such as, the federal government, State of Washington, LOTT Clean Water Alliance, Port of Olympia, Squaxin Island Tribe, downtown property owners, businesses and residents, environmental groups, and other interested parties.

PU11.7 Engage the community in a discussion of various sea level rise scenarios, how the City will respond to lessen the impact, and what the costs would be.

PU11.8 Require development to incorporate measures, such as higher finished floor elevations, that will reduce risks and avoid future costs associated with rising sea levels; and to encourage acknowledgment of such risks by state and federal agencies.

Towards Zero Waste

Waste is an expanding global problem caused by a growing population and increasing consumption. Our national economy is based on extracting resources, manufacturing and distributing products; a system that encourages excessive waste and does not take into account the full



environmental and social costs of this activity. The result is increasing depletion of natural resources, increasing greenhouse gas emissions, and deteriorating air and water pollution - all of which are environmentally unsustainable and costly to society.

The amount of waste collected per person each day in Olympia coupled with an increasing population, puts pressure on our already strained regional waste management system. Olympians can help solve these problems through a variety of regional and local actions that seek to reduce the amount of waste generated, and increase the amount recycled and recovered for reuse.



Compost at home to reduce waste.

Olympia's Waste ReSources Utility is responsible for ensuring that all of the City's waste is properly managed, and is directly responsible for providing collection services for residential and commercial garbage, residential recyclables and residential organics.

In June 2006, the Olympia City Council adopted a Zero Waste Resolution, which established a vision for the City and a new direction for the Waste ReSources Utility. This resolution gave rise to a new strategic and operational six-year plan - [Olympia's Waste ReSources Plan](#) - , which focuses on a Zero Waste approach. In fact, [Olympia's Waste ReSources Plan](#)  anticipates a future in which "waste" is viewed as an inefficient use of resources. The Plan is regularly updated.

In the next 20 years, the utility will face the following challenges and opportunities:

- **Reduce sources of waste.** The whole life cycle of a product must be considered as we find ways to reduce waste in both "upstream" production and distribution processes and "downstream" consumer choices and waste management practices.
- **Respond to an ever-evolving waste stream.** Continue adapting to changes in packaging, markets, and product recyclability.
- **Optimize the current collection system.** Continue to increase the portion of waste that is recycled or composted, while maintaining efficient operations.
- **Maximize commercial recycling.** Continue to evaluate the potential for City-provided commercial recycling services.

Goals and Policies

GU12 Solid waste is managed as a resource to provide environmental, economic, and social benefits.

PU12.1 Reduce waste and encourage recycling through the City's purchasing, recycling and disposal policies.

PU12.2 Follow the solid waste management hierarchy established in federal and state legislation, which sets waste reduction as the highest priority management option, followed by reuse, recycling and responsible disposal.

PU12.3 Expand, when practical and feasible, the City's recycling, composting and waste reduction programs to maximize the diversion of material from disposal into remanufacture and reuse.

PU12.4 Support the goals and policies of the Thurston County Solid Waste Management Plan.

GU13 Solid waste is managed in a responsible and cost-effective manner.

PU13.1 Encourage and promote waste reduction and recycling.

PU13.2 Manage waste locally to reduce transfer and disposal costs.

PU13.3 Explore new methods of reducing, reusing, recycling and disposing of solid wastes.

PU13.4 Use technology to create and maintain efficient and effective routing and collection programs.

PU13.5 Develop specific targets for waste reduction in Olympia in utility master plans.

GU14 Environmental impacts caused by solid waste management are minimal.

PU14.1 Handle and dispose of solid waste in ways that minimize land, air and water pollution and protect public health.

PU14.2 Work cooperatively with Thurston County to ensure that the operations of the Thurston County Waste and Recovery Center (WARC) are in compliance with state and federal regulations, and are responsibly managed.

Coordination with Private Utilities

Most private utilities are regulated at the state level by the Washington Utilities and Transportation Commission (WUTC), which ensures that customers receive safe and reliable service at reasonable rates. The Commission regulates the rates and charges, services, facilities and practices of most of Washington's investor-owned gas, electric and telecommunication utilities.

Growth in residential, commercial, or industrial development often requires expanded utility services. Because of this, City land use decisions that affect both density and the location of new development will drive new private utility needs.

In Olympia, private utilities provide these services:

- **Electricity:** Puget Sound Energy (PSE) is the only provider of electricity to Olympia and its Urban Growth Area. PSE is an investor-owned utility providing electricity to nine western and central Washington counties.
- **Natural Gas:** PSE is also the only natural gas provider to Olympia and its Urban Growth Area. PSE serves natural gas customers in six western and central Washington counties.
- **Standard Telephone Service:** The only provider of standard telephone service in Olympia and its Urban Growth Area is CenturyLink Communications International, Inc. (CenturyLink).

CenturyLink is an investor-owned corporation offering local telecommunication services to customers in 14 states. It also provides broadband data and voice (including long-distance) communications services outside their local service area, as well as globally.

- **Telecommunications and Cellular Telephone Service:** Many new telecommunication providers have entered the market and offer options that have created a very competitive environment. These factors make it difficult to accurately assess how future telecommunications will be provided.
- **Cable Services and Programming:** Comcast is the only cable provider serving Olympia. Properties that lie within the UGA are covered under Thurston County's franchise. Currently, cable companies are not regulated by the state, but by local governments and the FCC. Comcast has a 10-year non-exclusive franchise agreement to use public right-of-way to provide cable services within the Olympia city limits. This agreement was adopted by the City Council in 2009.

Goals and Policies

GU15 Cooperation and coordination exists among jurisdictions and private utility providers.

PU15.1 Coordinate utility planning activities with the private utility providers. The City will work with the private utilities to achieve consistency between their facility plans and the City's regulations and long-range plans.

PU15.2 Share information, when requested, with private utilities on current and projected figures for population, employment, development, and utility service demand.

PU15.3 Process permits and approvals for private utility facilities in a fair and timely manner, and in accordance with development regulations that foster predictability.


PU15.4 Ask for input from the private utilities when developing policies that will affect their service and activities, such as street excavation, street obstructions, and fees.

PU15.5 Maintain agreements, where appropriate, with private utilities, updating them as needed to adapt to changing needs and plans.

PU15.6 Olympia and Thurston County will coordinate with each other and with the cities of Lacey and Tumwater to create consistent utility regulations and long-range plans that promote efficient and effective utility services.

PU15.7 Olympia and Thurston County will coordinate with each other and with the cities of Lacey and Tumwater when private, multijurisdictional utility additions and improvements are being planned.

PU15.8 Regarding private utility facilities, make decisions that are consistent and complementary to regional demand and resources and that reinforce an interconnected regional distribution network.

PU15.9 Olympia and Thurston County will coordinate with each other and the cities of Lacey and Tumwater on emergency management related to utility services by following the [Natural Hazards Mitigation Plan for the Thurston Region](#) .

GU16 Private utilities are located underground to protect public health, safety and welfare, and to create a more reliable utility system.

PU16.1 Place new private utility distribution lines underground wherever practicable. This should be based on sound engineering judgment, on consideration of health and safety, and in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.

PU16.2 Encourage placing existing private utility distribution lines underground, in accordance with the regulations and tariffs of the Washington Utilities Transportation Commission and the City's Engineering Development and Design Standards.

PU16.3 Coordinate the undergrounding of both new and existing private utility lines consistent with policies PU 3.1 and PU 3.2.

PU16.4 Apply utility undergrounding requirements to all private development projects.

PU16.5 Develop and maintain a management plan, consistent with the [Olympia Municipal Code](#) and the Engineering Development and Design Standards, for underground and overhead utilities as part of the City's franchise agreements. The management plan also must address undergrounding of the City's aerial facilities, as well as other franchise utilities. (See OMC telecommunications [Chapter 11](#) regarding permitting and leasing)

GU17 Private utility facilities will be located in the same area.

PU17.1 Promote the co-location of new utility distribution and communication facilities when doing so is consistent with utility industry practices and national electrical and other codes. (See policy PU3.6 that recommends a guidance drawing showing utility locations.)

PU17.2 Give private utilities timely notice when road construction is planned, to coordinate utility trenching work.

GU18 Adverse impacts of above-ground utility facilities such as sub stations and cellular towers on surrounding land uses are minimized.

PU18.1 Locate private utility facilities near compatible adjacent land uses. City regulations will specify that approval of new private utility facilities shall be reasonably compatible with the development of the surrounding properties.

PU18.2 Ensure that the City's zoning code includes standards that ensure that new private utility facilities are coordinated and integrated with surrounding land uses so they are reasonably compatible with the natural and built environment. These regulatory standards should also support facility design which minimizes the visual intrusion of facilities in all areas.

PU18.3 Encourage telecommunication utilities to use existing structures, such as existing towers and buildings, where a new installation will not conflict with height restrictions.

GU19 Every resident and business in Olympia has access to affordable cable television and Internet services.

PU19.1 Encourage cable services to incorporate their latest features and improvements for their Olympia-area customers as they become technologically and economically feasible.

PU19.2 Seek to ensure that any cable franchisee serving the Olympia area provides a high quality of customer service, signal transmission, and programming variety.

GU20 Communications between public buildings reflect advances in cable technology.

PU20.1 Ensure cable service to major public buildings allows programs to originate there, as well as to be received there.

GU21 Public educational institutions and governments can air programming on designated channels on the cable system.

PU21.1 Ensure that cable service includes no fewer than four local access channels, which are responsibly and fairly administered in the public interest.

GU22 The City should make provisions in its policies, regulations and Engineering Development and Design Standards for a fiber optic conduit system as part of its municipal infrastructure.

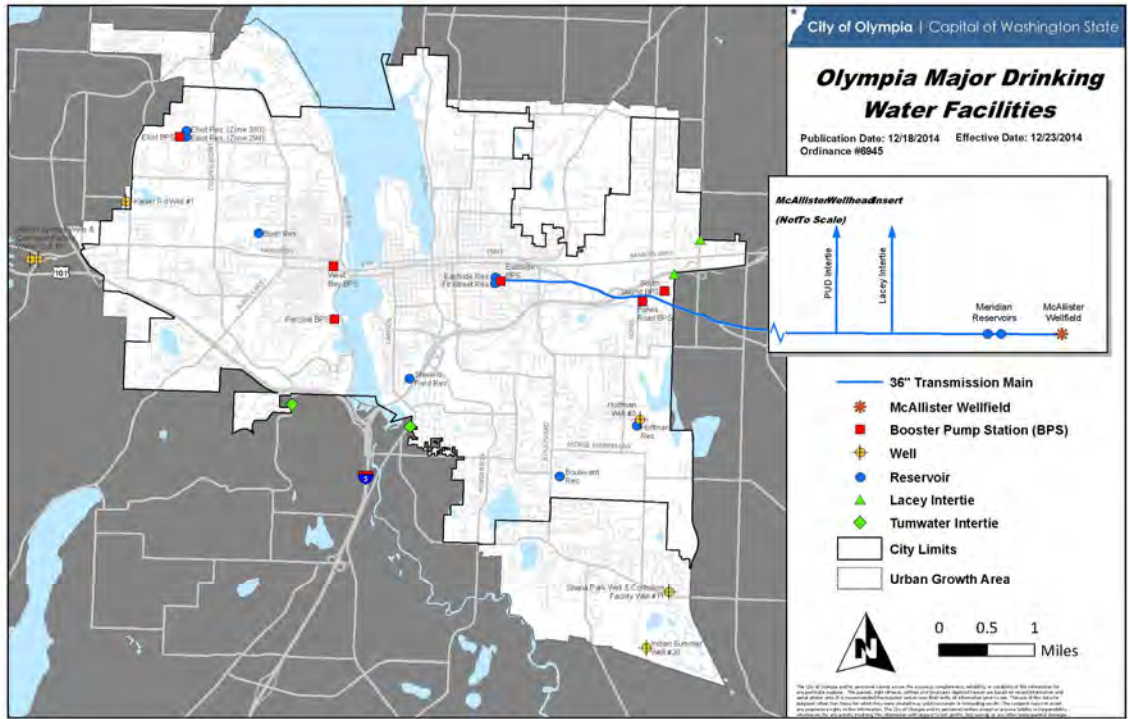
Appendix A: Utilities Inventory and Future Needs

City-Owned Utilities

Drinking Water

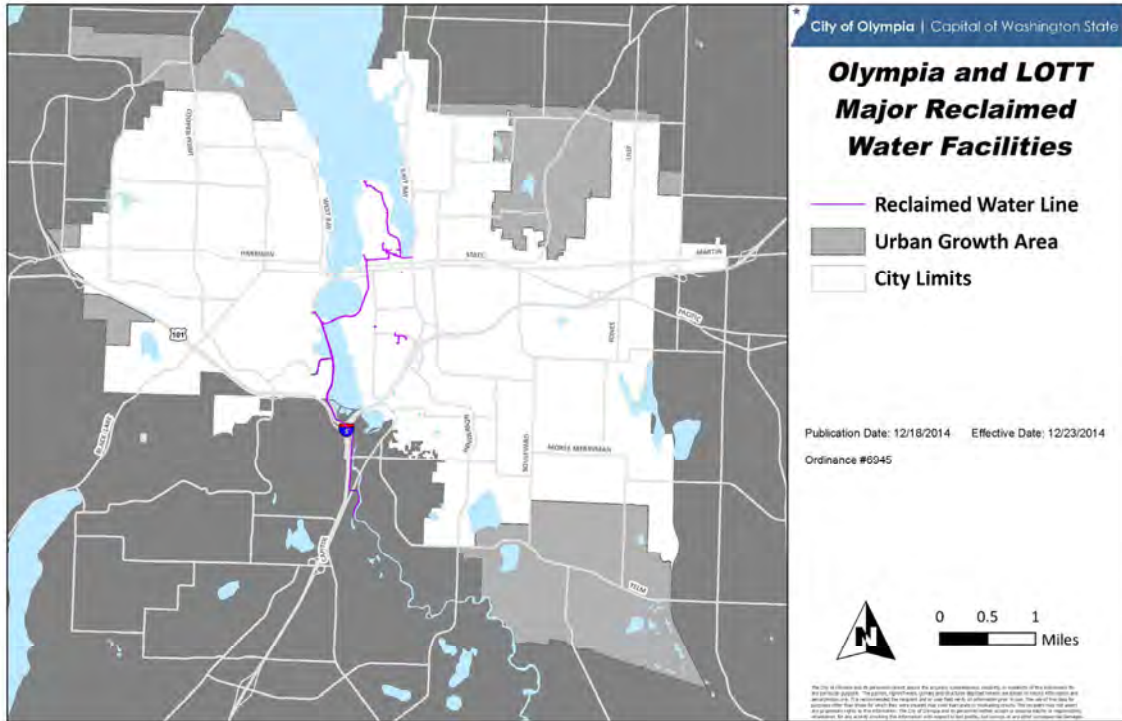
Inventory

A network of springs, wells, pumps, reservoirs and transmission lines supplies water to Olympia's customers. McAllister Springs provides the majority of drinking water for the City. McAllister Springs is unfiltered surface water and therefore subject to more stringent treatment requirements. A 36-inch transmission main moves water from the springs (and the new wellfield) to the Meridian reservoirs, and then on a nine-mile journey into reservoirs at Fir Street. From there, it is pumped and piped throughout the City. The rest of the City's drinking water is provided by six wells (two wells at Allison Springs, and one each at Kaiser, Indian Summer, Shana Park, and Hoffman). The map below shows the major components of Olympia's water system.



Olympia Major Drinking Water Facilities

Class A reclaimed water treatment, production and main distribution facilities are jointly owned and operated by the Lacey, Olympia, Tumwater and Thurston County (LOTT) CleanWater Alliance. Olympia owns and operates a limited distribution system for reclaimed water in the downtown area. Olympia and LOTT Major Reclaimed Water Facilities map shows the major components of both the City's and LOTT's reclaimed water system.



Olympia and LOTT Major Reclaimed Water Facilities

Existing Capacity

Olympia’s water service area boundary map generally follows the Urban Growth Area. Policies related to providing service to this area are defined in Washington’s Municipal Water Law, the North Thurston County Coordinated [Water System Plan](#), and [Olympia’s Water System Plan](#) and municipal code. Olympia has adequate water rights reserved to supply customers within the service area for a minimum of 50 years. Conservation and reclaimed water programs will also help extend Olympia’s water supply.

Eleven storage tanks serve seven pressure zones throughout the City, with a total capacity of 30.88 million gallons. Five are steel and six are concrete. The Meridian Storage Tanks, located west of McAllister Springs, provide 8 million gallons of storage. The transmission and distribution system is a network of 275 miles of pipe, ranging from ¾-inch to 36 inches in diameter and ranging in age from new to nearly 80 years old. The pipes are made of various materials, including galvanized steel, polyvinyl chloride (PVC), asbestos cement, concrete, ductile iron, steel, high-density polyethylene and plastic. The City is divided into seven water pressure zones for distribution throughout the service area.

Future Facilities

Future needs for drinking water will be met by:

- Developing new water sources.
- Repairing and replacing deteriorating pipes, pumps and reservoirs.
- Developing new transmission, distribution and storage facilities to serve the growing community.

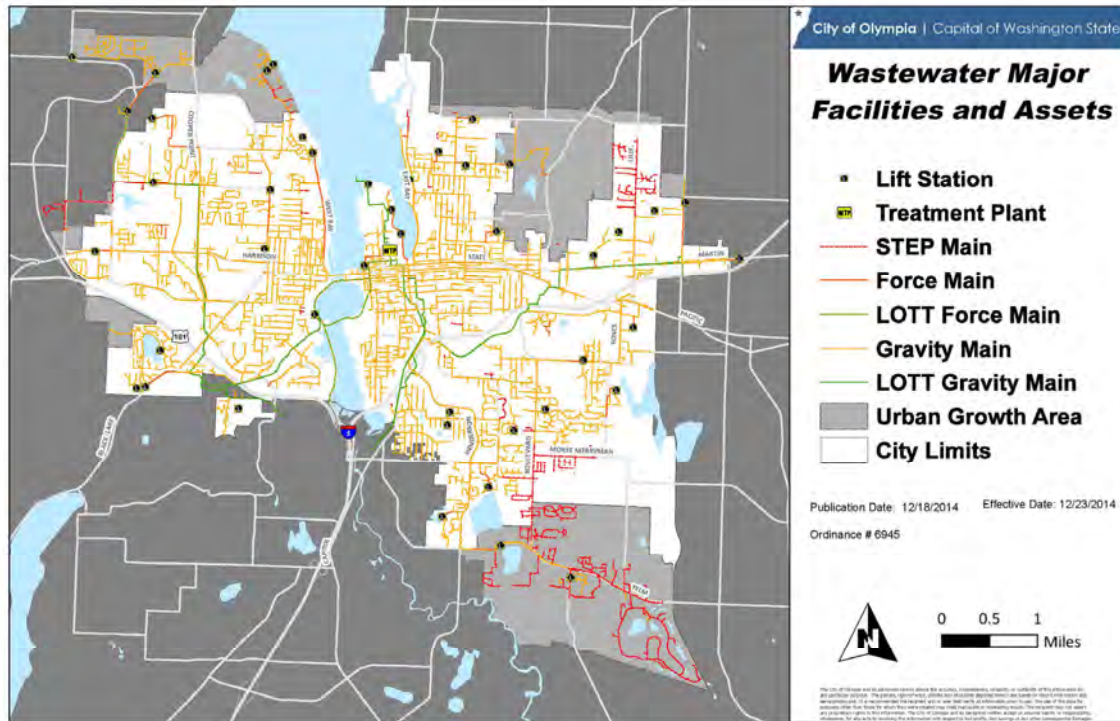
The City is in the final steps of relocating the withdrawal point of its main water source to a new wellfield near McAllister Springs, which will be a more protected and productive supply source. New sources will provide additional system reliability as geographically dispersed sources of water in the future. A new reservoir in southeast Olympia will also be required.

General facilities charges, which are paid by developers, will fund growth-related improvements. Other improvements will be financed through utility rates, often using bonds and low interest loans. The City is also jointly developing a reclaimed water infiltration facility with the City of Lacey for water supply mitigation purposes, outside the City's service area.

Wastewater

Inventory

Within Olympia and its Urban Growth Area, the wastewater system consists of nearly 200 miles of gravity pipes, 30 pump stations and 1,800 STEP systems owned and maintained by the City. There are 4,200 privately owned and maintained septic systems, and regional collection and treatment facilities owned by the LOTT Alliance. Major infrastructure components are shown on the [Wastewater Major Facilities and Assets map](#) below. The way the wastewater system is planned and managed has a major impact on the City's ability to accomplish its land use, environmental, economic development, and growth-management goals.



Wastewater Major Facilities and Assets map

Existing Capacity

Generation rates refer to the amount of wastewater produced by an average customer on a typical day. The Olympia-derived base flow (estimated at approximately 4.2 million gallons per day (MGD)) was divided by the 2006 service population to arrive at the following profile.

- Residents: 63 gallons-per-capita per day, or 170 gallons per-day per Equivalent Residential Unit (ERU).
- Employees: 27 gallons-per-employee per day.

Using these values, the base wastewater generated within the City of Olympia is projected to increase from 4.2 MGD to 7.2 MGD by 2025.

Future Facilities

Computer analysis indicates that, in general, the City's wastewater system has few existing and potential future capacity limitations as long as future flows are carefully routed to appropriate regional collector pipes. Planning for and directing these future flows is a key strategy for optimizing system capacity. Using computer flow simulations, Wastewater Utility staff monitors and manages existing and future flows, tracks the need for long-term improvements, and plans for future construction projects before

reaching capacity. The [LOTT Clean Water Alliance](#) [Wastewater Resource Management Plan](#) addresses future capacity and treatment upgrades to the regional system.

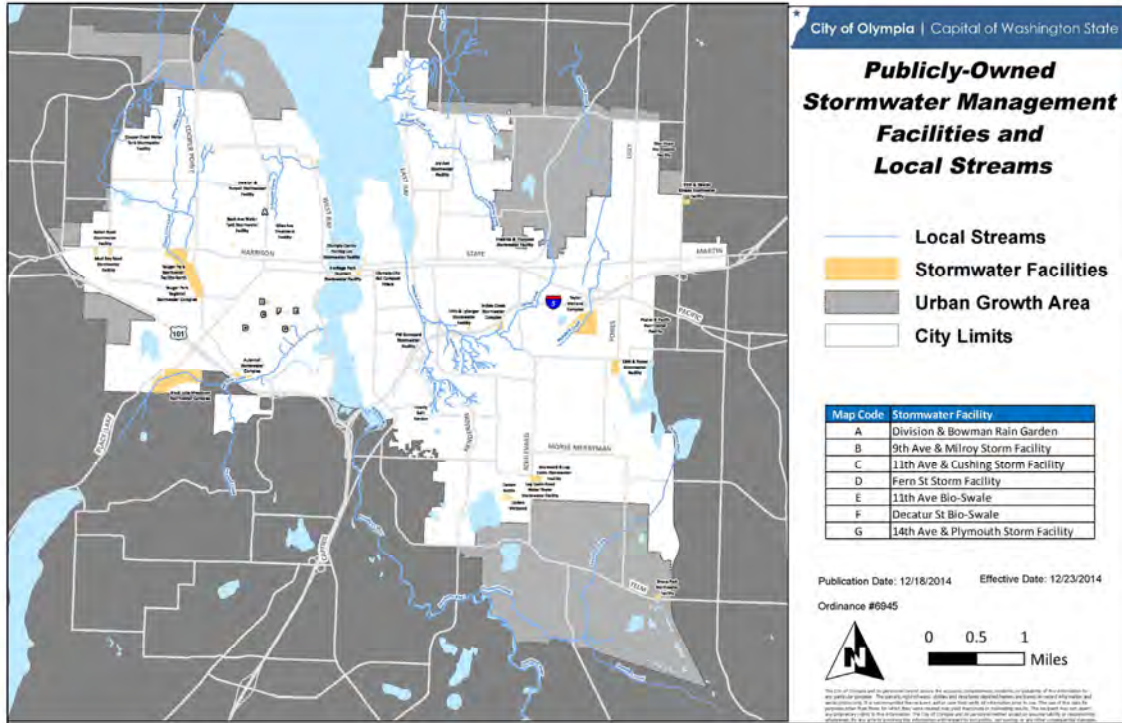
When infrastructure improvements are needed due to new development, future users of the new facilities repay the City through general facilities charges, latecomer fees or other potential cost recovery tools.

The Capital Improvement Program to meet forecasted 6- to 20-year needs is included in the [Wastewater Management Plan](#), and revised and updated in the City's most recently adopted [Capital Facilities Plan](#).

Storm and Surface Water Utility

Inventory

The Utility maintains more than 130 miles of underground pipe, more than 7,000 storm drains, and 95 stormwater ponds that carry storm water runoff from roads and rooftops to our streams and Budd Inlet. The [Storm and Surface Water map](#) shows the location of the City's major storm and surface water facilities. In addition to Olympia's public stormwater infrastructure, the Utility provides technical assistance and performs maintenance inspections on privately-owned stormwater systems throughout the City. A variety of small areas are still served by a combined sanitary/stormwater sewer, which routes flows to the LOTT treatment plant.



Publicly-Owned Stormwater Management Facilities and Local Streams map

Existing Capacity

For the most part, historical flooding problems have been corrected over the past couple of decades. Now, flooding problems are typically smaller in scale and easier to address than in the past. The Utility manages a pipe televising program to assess the condition of underground infrastructure and to schedule maintenance and repairs before serious problems develop.

Many of the older areas of the City were built before stormwater treatment was required. The Utility looks for opportunities to retrofit stormwater treatment in these areas when feasible.

Future Facilities

Olympia's Stormwater Drainage Manual requires new development to infiltrate stormwater onsite whenever possible. The need for existing stormwater facility upgrades or repairs is assessed by the Utility annually as part of the [Capital Facilities Plan](#) update process.

Waste Resources

Inventory

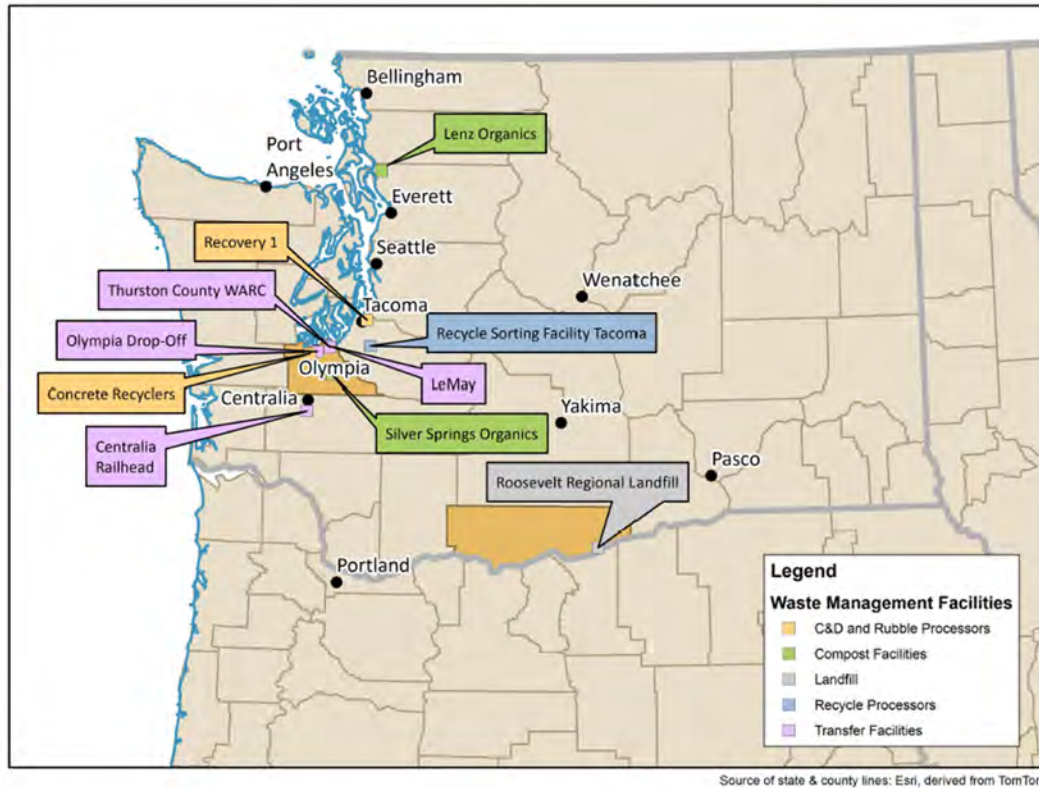
The Waste ReSources Utility has two core programs: Waste Prevention and Reduction, and Collections. The Waste Prevention and Reduction Program is responsible for preparing and periodically updating the Utility's waste management plans, and for developing and implementing policies and programs. This program focuses on reducing overall waste and increasing reuse, recycling and composting.

The Collections Program operates the drop-box and curbside collection services, so waste can be disposed of reliably, with minimal impact on environmental and public health and worker safety. In addition to daily residential and commercial collection, the collections staff empties downtown trash containers, removes waste from community events, and cleans up illegal dump sites. They design collection routes, provide onsite technical assistance and customer service, deliver and remove City-owned waste receptacles, and handle billing for drop boxes and commercial dumpsters.

Existing Capacity

The Collections Program serves about 14,000 single-family residential customers, 150 multi-family buildings, and 1,500 commercial customers within the city limits. Single-family residential waste is collected in carts. Olympia's Waste Resources Collection Area map shows the utility's current and future service areas. Most waste from multifamily customers is collected in carts or dumpsters, and waste from commercial customers in carts, cans, dumpsters and drop boxes.

The map below shows the regional processing facilities the City uses for our materials. Mixed organic waste (yard debris, food scraps and food-soiled paper) and garbage are delivered by City vehicles to the Waste and Recovery Center (WARC) at Hawks Prairie. Thurston County owns the WARC and contracts with Allied Waste Services for transfer, transport and landfilling of garbage - and for the transfer, hauling and composting of organic waste materials. Currently, co-mingled recyclables are taken to a private transfer station near the County's WARC, and then to a regional Materials Recovery Facility in Tacoma, Washington.



Waste Management Facilities

Garbage and non-recyclable construction and demolition debris is compacted into large containers and hauled to a railhead in Centralia. This debris is transported by rail to the Roosevelt Regional Landfill in Klickitat County, which is operated by Rabanco, an Allied Waste subsidiary. Mixed organic waste (yard debris, food scraps and food-soiled paper) is hauled from the WARC to approved composting facilities in the State. Some woody debris and organic waste is taken to industrial sites for burning as hog fuel for energy.

Future Facilities

Future needs for the City's Waste ReSources (solid waste) Utility will be met by adapting programs to an ever-evolving waste stream while considering disposal, transfer, recycling and composting capacities and technologies. The City depends on both public and private facilities to responsibly manage its waste: Olympia's garbage is delivered to the county-owned Hawks Prairie transfer station, then hauled to the privately-owned Roosevelt Regional Landfill in Klickitat County. By 2021, Thurston County's transfer station, paid for by customer fees, may need to expand its capacity. However, landfill capacity at Roosevelt Regional is expected to last another 70 to 80 years.

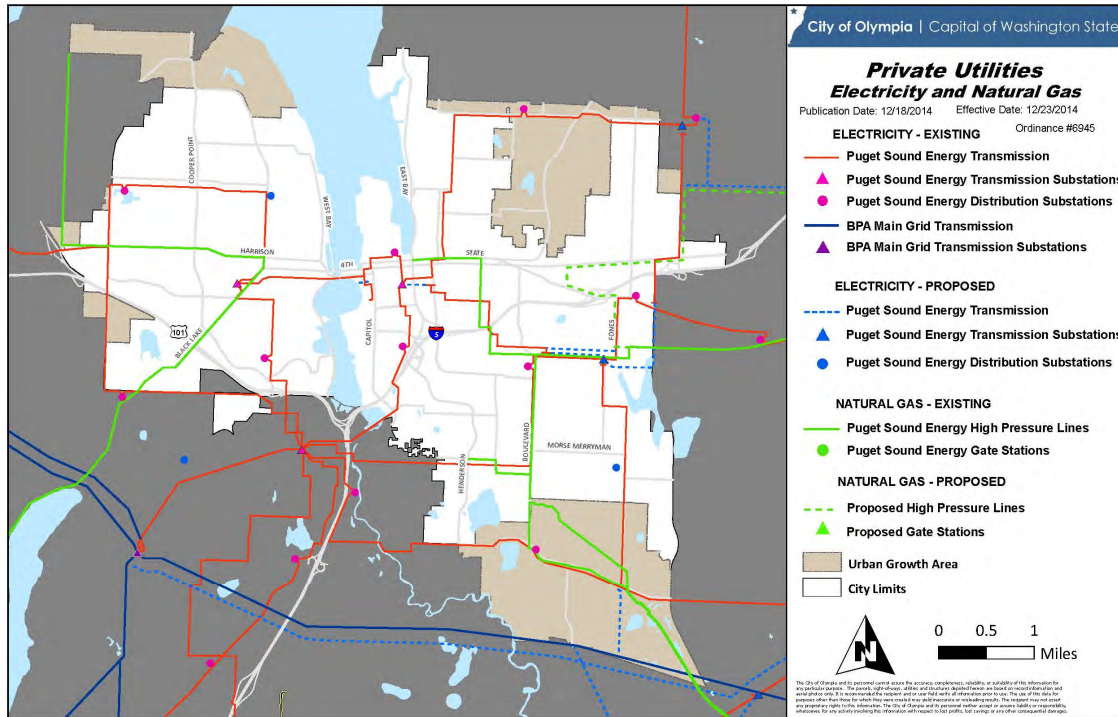
The City also relies on a private transfer operation to deliver its commingled recycling to a regional sorting facility in Tacoma, Washington. A City-owned and operated transfer site could greatly improve the City's position in working with recycle sorting facilities and composting operations. The capacity for composting continues to be an issue because of odors and contamination. This has caused the closure of some local options, which means waste must travel further. The capacity for composting and burning organic waste for energy was recently reduced after the closure of two nearby composting operations and a waste-to-energy plant in Grays Harbor. Waste Resources will need to plan for customer growth as housing density increases and its Urban Growth Areas are annexed.

Description & Inventory of Private Utilities Serving Olympia

Electricity and Natural Gas

Unlike some other private utilities, providers of electricity such as Puget Sound Energy (PSE) must provide electricity upon demand and in accordance with "tariffs" on file with the Washington Utilities and Trade Commission (WUTC). To fulfill its public service obligations, PSE must plan to extend or add to its facilities when needed.

However, this obligation does not apply to the delivery of natural gas, as it is considered a convenience, rather than a necessity, as electricity is. PSE natural gas service is a demand-driven utility and, as such, is prohibited from passing on the cost of new construction to existing customers. Instead, it installs natural gas service for new construction and when customers convert from electricity or oil to natural gas. PSE owns and operates all electrical transmission and distribution stations, as well as the transmission and distribution lines within the City of Olympia. The map below shows existing and proposed major PSE electric and natural gas facilities, but does not show distribution lines.



Puget Sound Energy Electric and Natural Gas Facilities

Telecommunications and Cellular Telephone Service

The volatility and competitiveness of the telecommunications market makes it difficult to accurately assess the way future telecommunications will be provided. The Federal Communications Commission (FCC) regulates cellular providers in each cellular geographic service area, and in Olympia and its Urban Growth Area, there are several FCC-licensed providers. In April 2006, the City adopted the [Olympia Wireless Telecommunications Master Plan](#), which includes information about future expansion needs and probable facility locations. The [Olympia Municipal Code](#) provides guidance on telecommunications permitting and leasing.

At the state level, cellular telecommunications companies are regulated by the WUTC. Although the technology is increasingly used as a reliable backup communication system during times of emergency, the WUTC defines cellular technology as a utility of convenience, not necessity. Therefore, cellular phone providers are not required to provide service upon demand.

There are several dozen antennas for cellular phone service located in Olympia. The cellular phone system depends on a series of these low-powered antennas in a honeycomb pattern of "cells" that invisibly blanket

the service area. Each cell site has a signal radius ranging from a few blocks to a few miles, depending on terrain and capacity.

Standard Telephone Service

As regulated by the WUTC, standard telephone service is considered a necessity. Therefore, CenturyLink Communications International, Inc. (CenturyLink, formerly Quest and AT&T) must provide phone facilities on demand. As communities grow, its facilities are upgraded to ensure adequate service levels and to offer new services.

Standard telephone service has four primary components: central switching offices (two are located in Olympia), main cable routes, branch feeder routes, and local loops. All these components work together to provide a dial tone to every subscriber.

CenturyLink also maintains a broadband telecommunications network over a mix of optical fiber, coaxial cable and copper wire. CenturyLink has said that it plans to continue serving the Olympia area.

Cable Services

Comcast, Inc. is Olympia's sole cable service provider, and its receiver site also serves surrounding communities. The two key components of the cable system are a receiver site – a tower that picks up air and satellite signals - and a fiber-to-the-node cable system. The cable television system is fed directly by coaxial and fiber-optic cable from the receiver site to Comcast's Olympia subscribers.

Cities and counties may grant franchises to cable companies that allow them to locate their lines in the public rights-of-way. In exchange, local governments may require cable companies to provide certain services. Olympia's franchise agreement requires Comcast to:

- Provide service throughout the City, and install the cable underground for all new construction.
- Meet minimum standards for the number of channels provided, variety of programming, quality of customer service, and technical quality of signal transmission.
- Provide a public access studio and facilities that allow programming to originate from a number of public facilities identified by the City.
- Provide free cable service to City buildings.
- Provide financial support for local access television equipment.




Federal law allows local government to charge a franchise fee for use of

the Right-of-Way, currently no more than 5% of gross revenue.

In the Olympia area, the “public access studio and facilities” requirement in the franchise is administered by Thurston Community Television (TCTV), a non-profit organization -- on behalf of Olympia, Lacey, Tumwater, and Thurston County. The City has an annual contract with TCTV for specific government, education, and public television access purposes. Comcast leases the TCTV studio to the City for \$1 per year and makes an additional cash contribution for local access capital purposes.

Each year, Comcast engineers assess whether it needs to expand its Olympia system so it can continue to provide cable hook-ups to customers as demand rises. At this time, the City is adequately served and expects that will continue for at least the next 20 years.

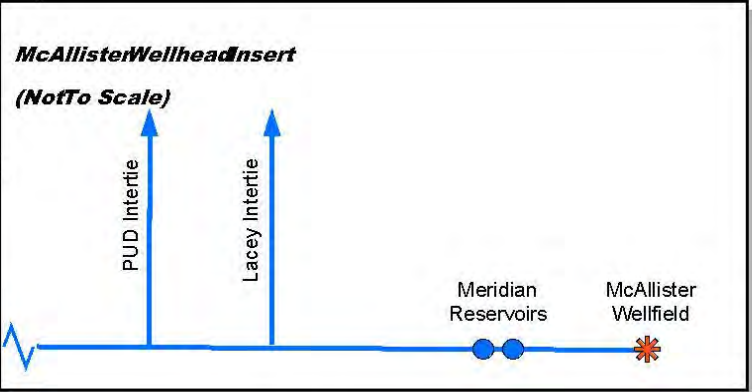
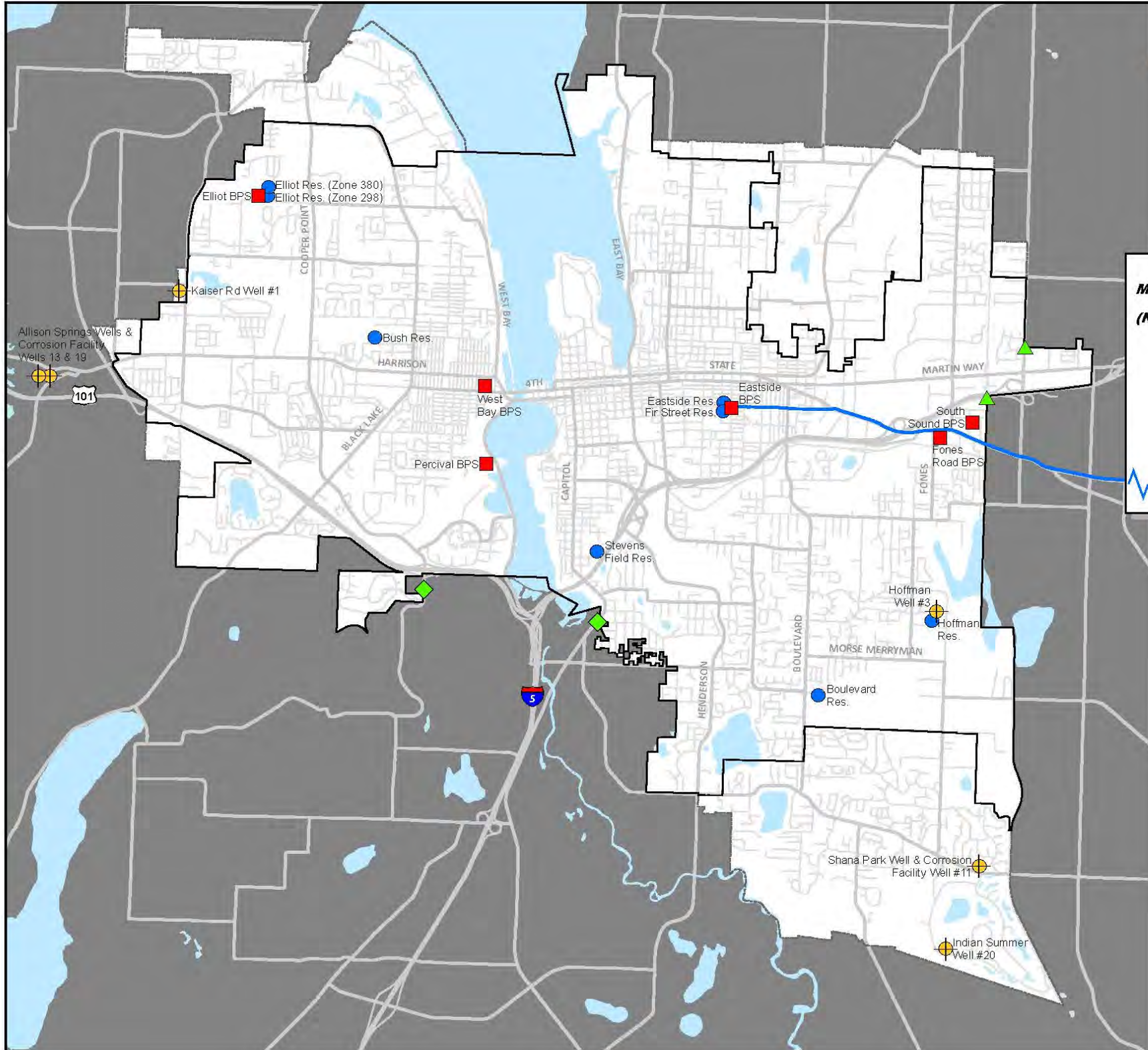
For More Information

- [1996 North Thurston Coordinated Water System Plan](#)  This document outlines the policies and procedures for providing coordinated drinking water services to the North Thurston urban area.
- [1990 General Sewerage Plan for Thurston County](#)  This document outlines the plan for providing sewer services to the unincorporated Urban Growth Areas within Thurston County.
- Thurston County’s [Hazard Mitigation Plan](#)  is a cooperative local government effort to identify and prioritize ways the region can protect itself from its natural vulnerability to hazards such as storms, landslides, earthquakes and flooding.
- Current and past technical analyses and reports regarding sea level rise in Olympia can be reviewed on the City’s Sea Level Rise webpage.

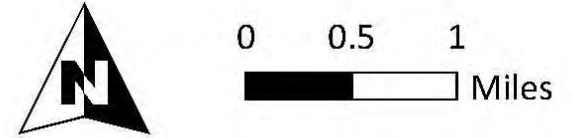
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Olympia Major Drinking Water Facilities

Publication Date: 12/18/2014 Effective Date: 12/23/2014
Ordinance #6945






- 36" Transmission Main
- ✱ McAllister Wellfield
- Booster Pump Station (BPS)
- ⊙ Well
- Reservoir
- ▲ Lacey Intertie
- ◆ Tumwater Intertie
- City Limits
- Urban Growth Area



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Olympia and LOTT Major Reclaimed Water Facilities

-  Reclaimed Water Line
-  Urban Growth Area
-  City Limits

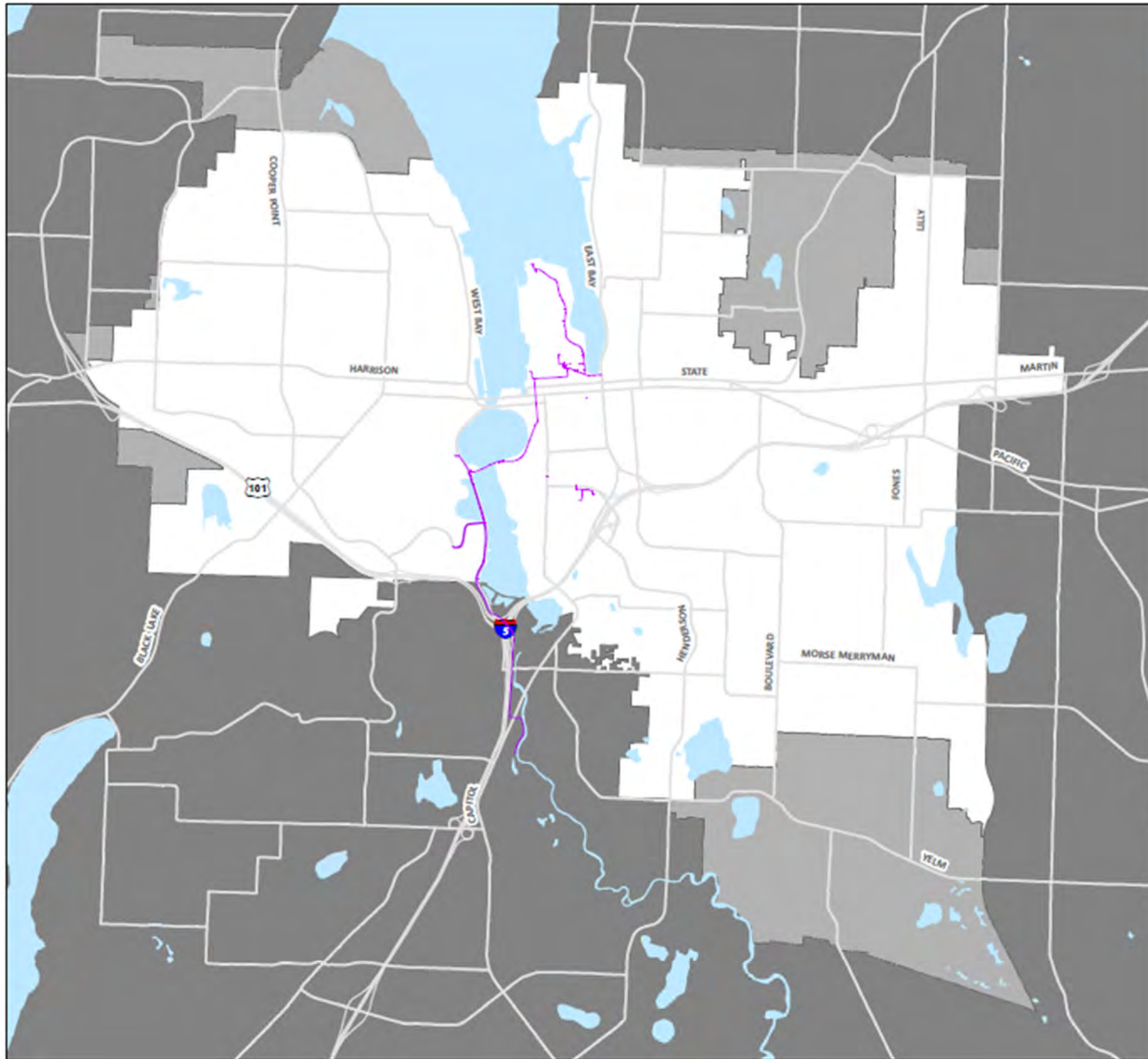
Publication Date: 12/18/2014 Effective Date: 12/23/2014

Ordinance #6945












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Wastewater Major Facilities and Assets

-  **Lift Station**
-  **Treatment Plant**
-  **STEP Main**
-  **Force Main**
-  **LOTT Force Main**
-  **Gravity Main**
-  **LOTT Gravity Main**
-  **Urban Growth Area**
-  **City Limits**

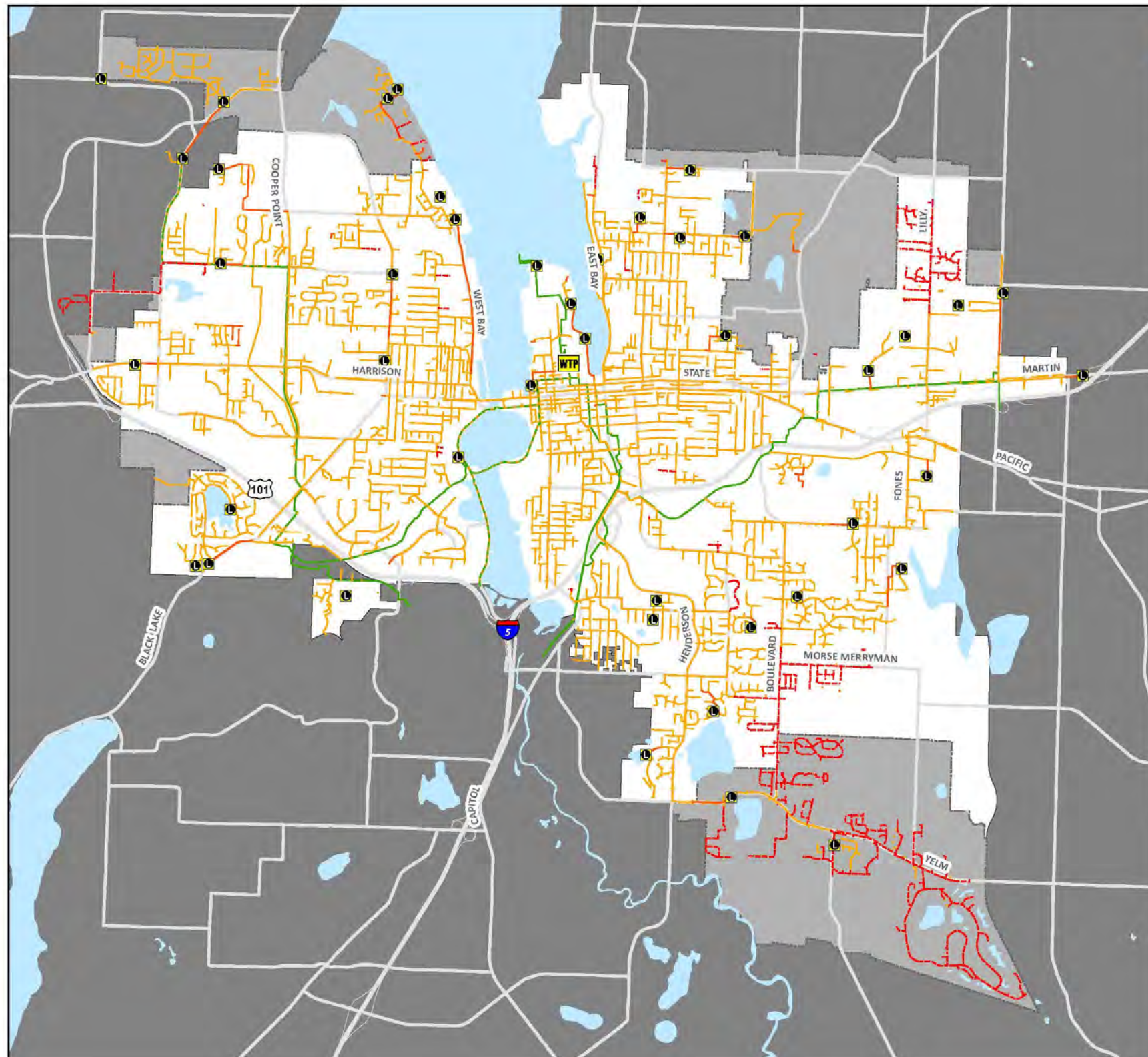
Publication Date: 12/18/2014 Effective Date: 12/23/2014

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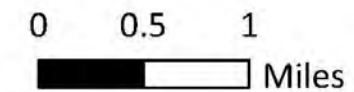
Publicly-Owned Stormwater Management Facilities and Local Streams

-  Local Streams
-  Stormwater Facilities
-  Urban Growth Area
-  City Limits

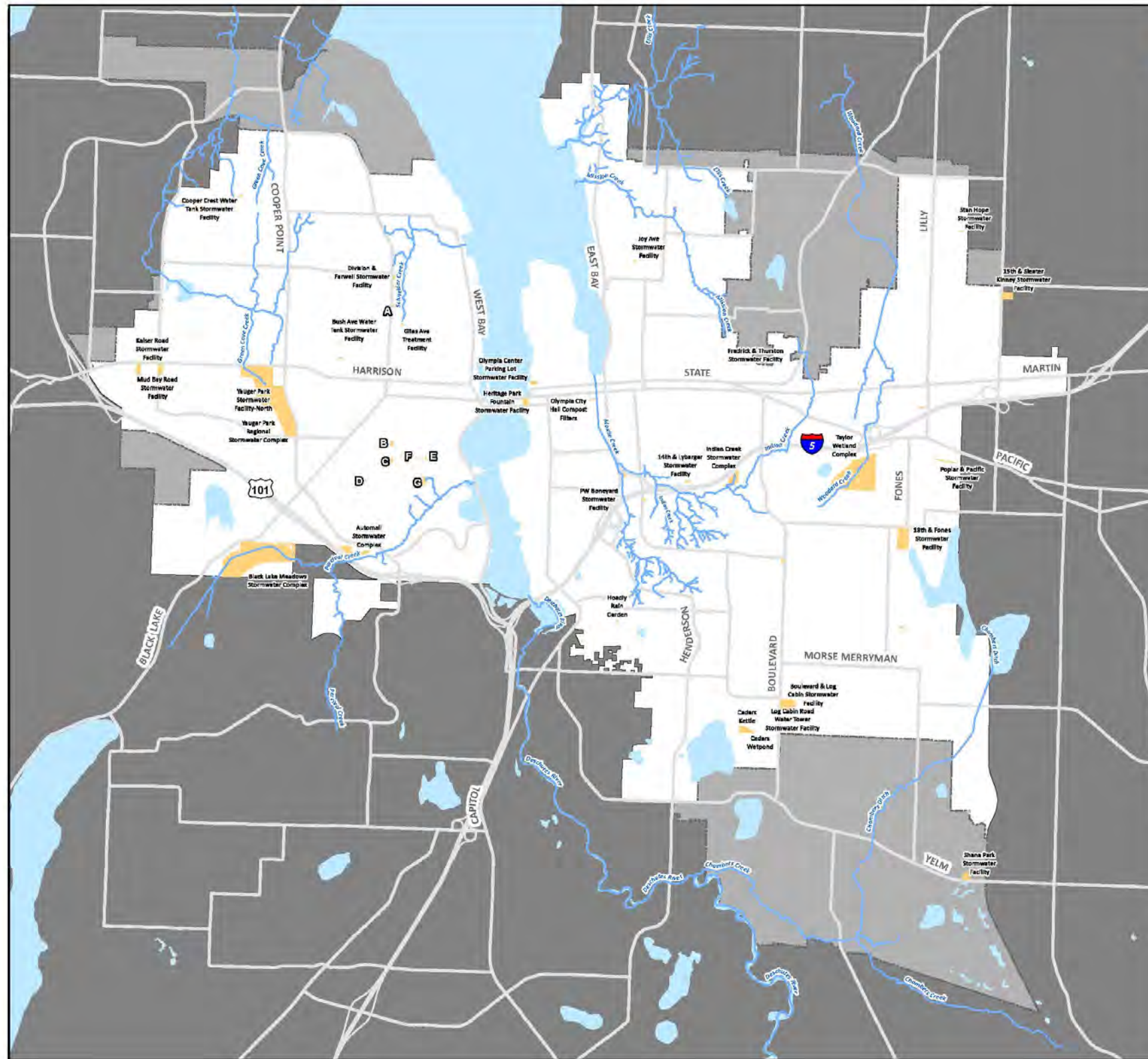
| Map Code | Stormwater Facility |
|----------|------------------------------------|
| A | Division & Bowman Rain Garden |
| B | 9th Ave & Milroy Storm Facility |
| C | 11th Ave & Cushing Storm Facility |
| D | Fern St Storm Facility |
| E | 11th Ave Bio-Swale |
| F | Decatur St Bio-Swale |
| G | 14th Ave & Plymouth Storm Facility |

Publication Date: 12/18/2014 Effective Date: 12/23/2014

Ordinance #6945



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Key Waste Management Facilities

▣ Regional Waste Facilities

Counties with Key Facilities


 Clackamas

 Klickitat

 Thurston

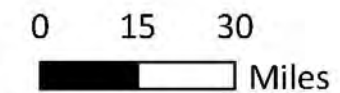
State Boundaries

 Oregon

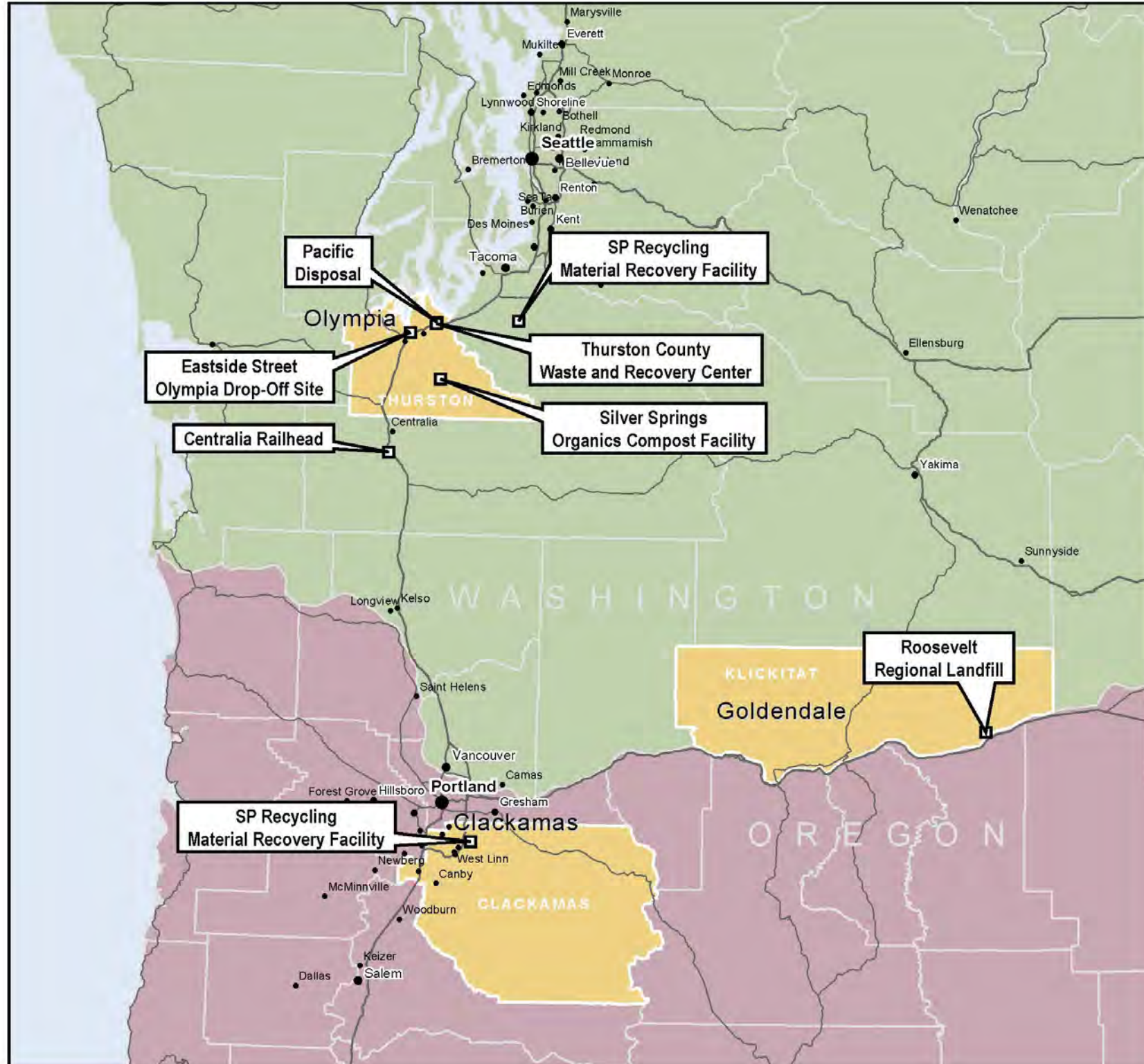
 Washington

Publication Date: 12/18/2014 Effective Date: 12/23/2014

Ordinance #6945



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**Private Utilities
Electricity and Natural Gas**

Publication Date: 12/18/2014 Effective Date: 12/23/2014

Ordinance #6945

ELECTRICITY - EXISTING

- Puget Sound Energy Transmission
- ▲ Puget Sound Energy Transmission Substations
- Puget Sound Energy Distribution Substations
- BPA Main Grid Transmission
- ▲ BPA Main Grid Transmission Substations

ELECTRICITY - PROPOSED

- - - Puget Sound Energy Transmission
- ▲ Puget Sound Energy Transmission Substations
- Puget Sound Energy Distribution Substations

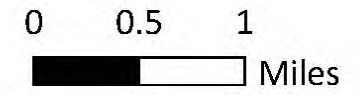
NATURAL GAS - EXISTING

- Puget Sound Energy High Pressure Lines
- Puget Sound Energy Gate Stations

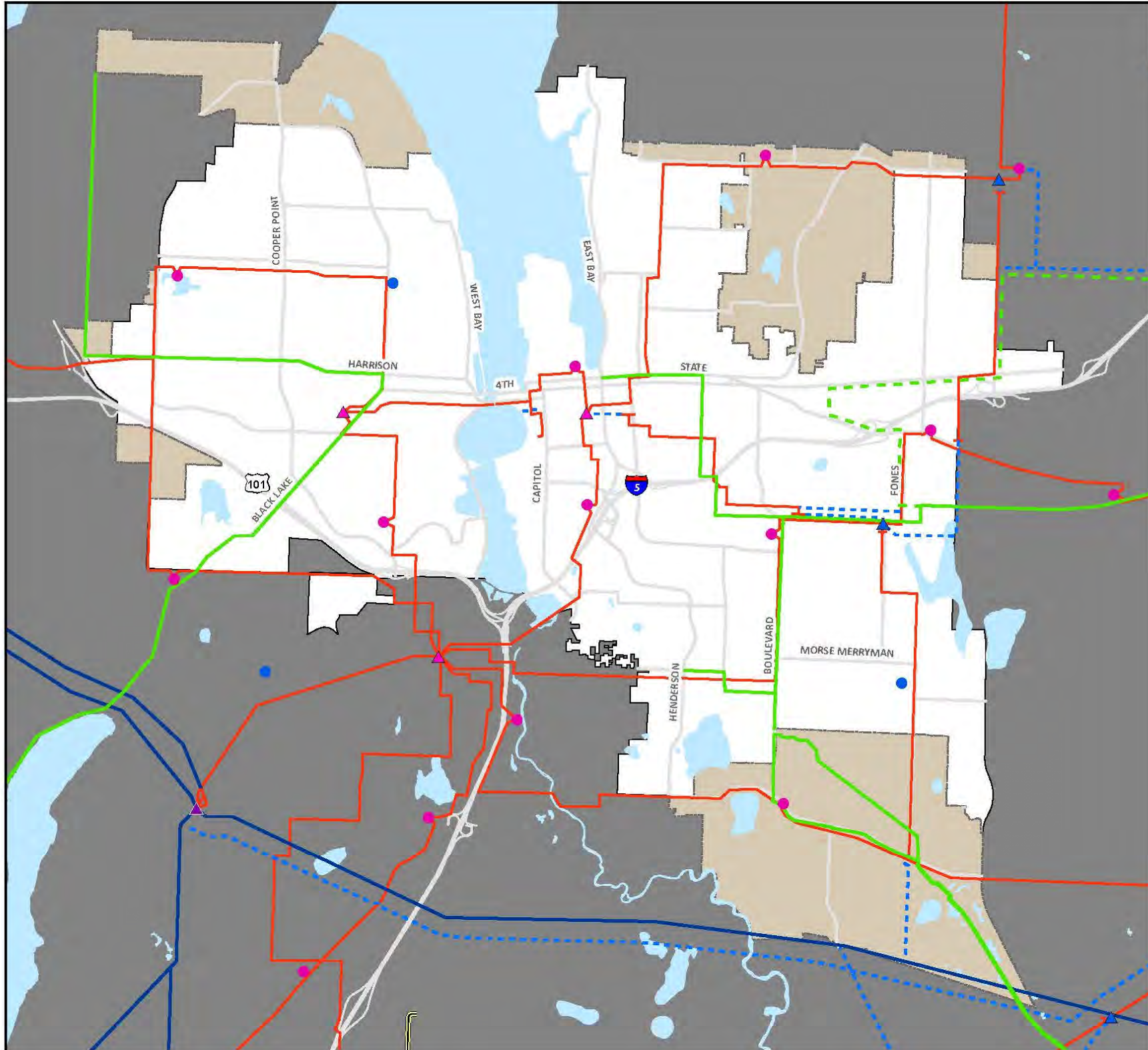
NATURAL GAS - PROPOSED

- - - Proposed High Pressure Lines
- ▲ Proposed Gate Stations

- Urban Growth Area
- City Limits



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Public Health, Arts, Parks and Recreation



Extraordinary parks, arts and recreation provide opportunities for meaningful life experiences.

What Olympia Values:

Olympians value the role parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being.

Our Vision for the Future:

A healthy, fun and enriching place to live.

Read more in the Community Values and Vision chapter

Introduction

Olympia's great parks, vibrant arts community, and many recreation and enrichment programs enrich our lives and strengthen our connection to the community. Public gathering places, whether a small pocket park or large playfield satisfy our need to join with others in the community. One only has to walk to a neighborhood park, search for a new skill to learn, or catch the latest downtown Arts Walk to experience this. The City, community groups, volunteers, and businesses all play a vital role in shaping parks, arts, and recreation. These facilities and programs improve

people's quality of life, promote active lifestyles, create a sense of place and contribute to the local economy. The City of Olympia takes an active role, when appropriate, in influencing regional health policy where it relates to Olympians.

Parks, Arts and Recreation Programs and Facilities

Parks and recreation programs support healthy lives, and those healthy individuals and families help sustain a healthy community. City programs offer opportunities to exercise and reduce stress, as well as support personal growth and emotional well-being.

Some recreational amenities are regional in nature and a regional approach to their implementation can be effective. As it developed this plan, the City looked at opportunities for coordinating with other local and regional governments to develop more parks and recreational facilities. For example, community parks lend themselves to a regional approach, particularly if a potential site is located near a border with Lacey, Tumwater, or Thurston County. Other regional efforts could include an Art Center, a regional trail network, recreational programming, or even an ice skating rink or swimming pool. The City will continue to explore these opportunities.

The following goals and policies apply to all parks, arts and recreation programs, and facilities.

GR1 Unique facilities, public art, events, and recreational programming encourage social interaction, foster community building, and enhance the visual character and livability of Olympia.

PR1.1 Continue to provide extraordinary parks and community programs that contribute to our high quality of life and attract tourism and private investment to Olympia.

PR1.2 Promote City parks, arts, and recreation programs and facilities so they are used and enjoyed by as many ~~citizens~~ community members as possible.

PR1.3 Be responsive to emerging needs for programs, facilities, and community events.

GR2 The City leverages its investments in parks, arts and recreation programs and facilities.

PR2.1 Seek non-profit organization and ~~citizen~~community member partnerships, sponsorships, grants, and private donations for park and facility acquisition, development, operation, programming, and events.


PR2.2 Use creative problem-solving and cost-effective approaches to development, operations, and programming.

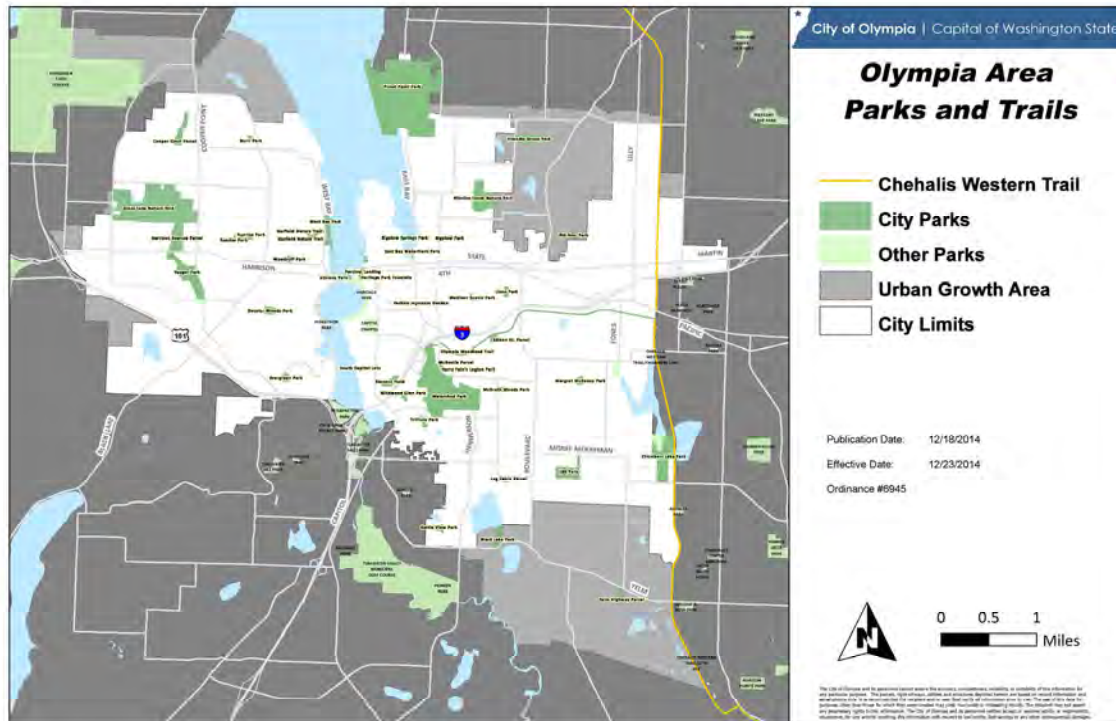
PR2.3 Continue the Joint Use Agreement between the City and the Olympia School District to provide recreation facilities and programming for the community.

PR2.4 Seek opportunities to increase revenues generated by users of park facilities and concessions.

PR2.5 Search for opportunities for mixed-use facilities and public/private partnerships.

Parks

There are 52 parks and open spaces in the City of Olympia that give us a variety of opportunities to enjoy the outdoors from hiking in Watershed Park, to keeping cool in the Heritage Park Fountain, to strolling along Percival Landing, to getting married in the Rose Garden at Priest Point Park. Despite the number of parks we have, however, there are still unmet needs, such as soccer fields, dog parks, community gardens, bike and nature trails, and open space. For a complete inventory of all existing park, recreation and open space lands in Olympia see the [Parks, Arts and Recreation Plan](#) .



View Map – Olympia Area Parks and Trails

Over the next 20 years, Olympia will face a number of challenges as it works to meet the demand for parks and open space:

- **Funding for Large Capital Projects.** Current funding is not adequate to complete the Percival Landing project and the Isthmus gateway, acquire and develop a 40-acre community park, and complete the West Bay Park and Trail. These are all multi-million dollar projects.
- **Acquiring Land for New Parks.** As our population increases we will need more parks and open space to maintain the same level of service standards yet less land and fewer large parcels will be available.
- **Maintaining an Aging Infrastructure.** As Olympia’s park infrastructure ages, it becomes more important, and more expensive, to maintain.

Maintaining the quality of Olympia's parks and recreation system

Level of Service Standards

The Parks and Recreation Plan:

Every six years, the City undertakes an extensive public outreach effort to update its [Parks, Arts and Recreation Plan](#). During this time, citizens community members have an opportunity to share what they want from our park system, and our arts and recreation needs, which are used to update Olympia's park level of service standards. These standards -- the ratio of developed park land per 1,000 residents --- are used to evaluate the need to acquire more park land or build more recreation facilities.

The Capital Facilities Plan:

The [Capital Facilities Plan](#) describes how the City finances new park acquisition and development, which is funded by a variety of sources including the two percent private utility tax, park impact fees, Washington's State Environmental Policy Act (SEPA) mitigation fees, grants and donations. While most of the park projects proposed in the [Parks, Arts and Recreation Plan](#) already have identified funding sources, some do not.

Neighborhood Parks

A Neighborhood Park is usually a small playground and open area designed primarily for non-supervised, non-organized recreational activities. A typical Neighborhood Park might include a children's playground, a picnic shelter, a restroom, and open grass areas for passive and active use. These parks also may include trails, tennis courts, basketball courts, skate courts, public art, and community gardens. Since each Neighborhood Park is unique, residents will often travel throughout the City to experience a variety of them. The service area for Neighborhood Parks is thus the entire City and its Urban Growth Area.



Neighborhood parks such as Lion's Park provide nearby places to be active.

There are currently 26 Neighborhood Parks in Olympia totaling 72 acres. As Olympia's population grows, some of our Neighborhood Parks are nearing capacity. To address this, the City estimates that it needs to acquire ten additional Neighborhood Park sites totaling approximately 20 acres within 20 years. This is also consistent with the goal expressed in the [Parks, Arts and Recreation Plan](#) of having a neighborhood park within walking distance to most residences.

For more information on the Neighborhood Park standard see the [Parks, Arts and Recreation Plan](#).

Community Parks

Community Parks are designed to serve the larger community, and are either athletic fields or sites that have a special focus.

Athletic field space can range from a single field at a park to a multiple-field complex. Large athletic field complexes are the most cost-effective for efficient scheduling and maintenance. Though they are designed for organized activities and sports, individual and family activities are also encouraged. Athletic field complexes bring large groups together and require more facilities, such as parking, restrooms and picnic shelters. Olympia's three existing athletic field complexes are: LBA Park, Yauger Park and Stevens Field. Combined, these parks total 75 acres.

Other Community Parks may have a special focus, such as a waterfront, garden, or water feature. Some examples include the Heritage Park Fountain, Yashiro Japanese Garden, and Percival Landing.




Community parks add to Olympia's vitality (Percival Landing).

Olympia provides athletic fields through a combination of City parks and school fields. But there still is a need for additional rectangular fields. In recent years, soccer groups have been turned away and have used fields available in other jurisdictions. Some athletic fields have been so over-used that they cannot recover for the following season, which is leading to long-term deterioration. While the City will continue its efforts to acquire large parcels for future athletic field complexes, it recognizes that with very few large undeveloped parcels available, it may be necessary to meet the future athletic field need with single fields at multiple parks.


Community Parks also can have special features such as off-leash dog areas, bicycle courses, freshwater swim beaches, waterfront access and community gardens. Based on community needs, Olympia will also need to add additional Community Park acreage to provide for these desired recreational amenities.

For organized sports, it matters less where the player lives, but rather where a game is scheduled. Much like a transit system or library system that is "area-wide", Community Parks serve the entire Olympia urban growth area. Thus the service area for Community Parks is defined as being all of Olympia and all of Olympia's urban growth area.

The City estimates that it needs to acquire an additional 84 acres of community parks to meet the demand for Community Parks within 20 years. For more information on the Community Park standard see the [Parks, Arts and Recreation Plan](#) .

Open Space

Open Space is defined as primarily undeveloped land set aside for ~~citizens~~ community members to enjoy nature and to protect the natural character of Olympia's landscape. It may include trails; wetlands; wetland buffers; stream or river corridors and aquatic habitat; forested or upland wildlife areas; ravines, bluffs, or other geologically hazardous areas; prairies/meadows; and undeveloped areas within existing parks. Trail development to allow passive recreation such as nature observation and hiking is encouraged in these areas, except in cases where wildlife conservation is the primary function. Parking and trailhead facilities such as restrooms, information kiosks and environmental education facilities are also appropriate.

(Note that the term "Open Space" as used in this chapter has a more specific meaning than as used in the [Natural Environment](#) Chapter pursuant to RCW [36.70A.160](#) .



Open spaces such as Mission Creek Nature Park provide opportunities to experience nature within the city.

Research has shown that residents are willing to travel across town looking for the special and unique features associated with one Open Space in particular. For instance, Watershed Park provides walking trails in a stream and wetland complex while Priest Point Park provides saltwater beach access and old growth forests. Much like a transit system or library system that is “area-wide”, Open Spaces serve the entire Olympia urban growth area. Thus the service area for Open Space is defined as being all of Olympia and all of Olympia’s urban growth area.

Open Space has a very high value to Olympia residents. In a series of neighborhood workshops conducted for a recent update to the Parks, Arts and Recreation Plan, one of the most dominant themes was “Buy open space/natural areas – provide nearby access to nature.”[🔗](#)

313 acres of Open Space acquisition are proposed for the next 20 years. These acquisitions will meet the Open Space Level of Service Standard and will address the impact of projected population growth on the Open Space system. For more information on the Open Space standard see the [Parks, Arts and Recreation Plan](#) [🔗](#).

The level of service standards outlined above and the following goals and policies will guide Olympia's park system towards achieving its vision over the next 20 years.

Goals and Policies

GR3 A sustainable park system meets community recreation needs and Level of Service standards.

PR3.1 Provide parks in close proximity to all residents.

PR3.2 Ensure that Olympia's park system includes opportunities for ~~its citizens~~community members to experience nature and solitude as a healthy escape from the fast pace of urban life.

PR3.3 Preserve and enhance scenic views and significant historic sites within Olympia's park system.

PR3.4 Identify and acquire future park and open space sites in the Urban Growth Area.


PR3.5 Beautify entry corridors to our City and our neighborhoods, giving priority to street beautification downtown and along Urban Corridors.

PR3.6 Continue to collect park impact fees within the Olympia City Limits and SEPA-based mitigation fees in the Olympia Urban Growth Areas so new development pays its fair share to the park and open space system based on its proportionate share of impact. Work with Thurston County to devise an alternative system for funding parks and open space in the unincorporated Urban Growth Area.

PR3.7 During development review, if consistent with park level of service standards or other needs, encourage developers to dedicate land for future parks, open space, and recreation facilities.

PR3.8 Develop parks or plazas near Urban Corridors.

GR4 An urban trails system interconnects parks, schools, neighborhoods, open spaces, historical settings, neighboring jurisdictions' trails systems, important public facilities, and employment centers via both on- and off-street trails.

PR4.1 Coordinate with adjacent jurisdictions and State agencies to build a regional trail network and coordinated trail signage program that is consistent with the [Thurston Regional Trails Plan](#) .

PR4.2 Use existing rail, utility, and unopened street rights-of-way, alleys, streams (where environmentally sound), and other corridors for urban trails.

PR4.3 Preserve unimproved public rights-of-way for important open space, greenway linkages, and trails.

PR4.4 Encourage walking and bicycling for recreation and transportation purposes by linking parks to walking routes, streets and trails.


PR4.5 When located in areas where future trails are shown on the adopted map, ensure that new development provides appropriate pieces of the trail system using impact fees, the SEPA process, trail Right-of-Way dedication, or other means.

GR5 A lively public waterfront contributes to a vibrant Olympia.

PR5.1 Complete Percival Landing reconstruction and West Bay Park construction.

PR5.2 Encourage creation of a public shoreline trail as property north of West Bay Park is developed.

PR5.3 Develop a West Bay trail alignment that follows the shoreline and connects to Deschutes Parkway to the south.

PR5.4 Designate waterfront trails and important waterfront destinations as the "Olympia Waterfront Route" as outlined in the [Thurston Regional Trails Plan](#) .

PR5.5 Encourage the acquisition of saltwater shoreline property and easements to create more public access to the waterfront.

PR5.6 Preserve street rights-of-way when they extend to shorelands and install signs that indicate public access.

GR6 Olympia's parks, arts and recreation system investments are protected.

PR6.1 Continue to implement and refine the City-wide Asset Management Program to make sure the City's public facilities remain functional and safe for as long as they were designed for.

PR6.2 Establish a dedicated and sustainable funding source for maintaining City parks, landscape medians, roundabouts, entry corridors, street trees, City buildings, and other landscaped areas in street rights-of-way.

PR6.3 Protect the City's investment from damage by vandalism, encampments, and other misuse in a manner that preserves the intended purpose.

PR6.4 Consider regional approaches to funding major recreational facilities, such as swimming pools, regional trails, art centers, and tournament-level athletic fields.

PR6.5 Establish a strategy for funding maintenance and operation of new park facilities before they are developed.

Arts

Olympia is now home to approximately 2,500 individual artists and almost 100 arts organizations and venues. Our resident artists are musicians, writers, actors, and visual artists who are both nationally known and emerging. Olympia hosts award-winning theater, ground breaking music performances, the Procession of the Species, and a strong visual arts community that ranges from informal artists to those with nationwide gallery representation.



Arts Walk is one of the largest public events in the community and a source of civic spirit and pride.

Over the next 20 years, Olympia will face two challenges:

- **Creating an Arts Center.** In 1989, the City first identified a need for a regional arts center with exhibition space, working studios, and rehearsal space for regional artists.
- **Retaining Artists.** Social and economic factors such as cost of living, affordable housing, and stable economy may make it harder for Olympia to retain its artists.

Goals and Policies

GR7 Permanent and temporary public art is located in parks, sidewalks, roundabouts, public buildings, alleys and other public spaces.

PR7.1 Include diverse works of art.

PR7.2 Ensure opportunities and participation by local, regional and national artists.

PR7.3 Use public art to create unique community places and visible landmarks.

PR7.4 Incorporate art into public spaces such as sidewalks, bridges, parking meters, tree grates, buildings, benches, bike racks and transit stops.

PR7.5 Encourage community participation at all levels of the public art process.

PR7.6 Ensure our public art collection is regularly maintained so it retains its beauty and value.

PR7.7 Encourage art in vacant storefronts.

PR7.8 Encourage neighborhood art studios.

PR7.9 Support art installations that produce solar or wind generated energy.

PR7.10 Help artists, organizations and businesses identify possible locations in commercial areas for studios and exhibition space.

PR7.11 Establish an "art in city buildings" program that would host rotating art exhibits.

GR8 Arts in Olympia are supported.

PR8.1 Pursue a regional community arts center.

PR8.2 Pursue affordable housing and studio/rehearsal space for artists, including support for, or participation in, establishing or constructing buildings or sections of buildings that provide living, work and gallery space exclusively for artists.

PR8.3 Encourage broad arts participation in the community.

PR8.4 Provide opportunities for the public to learn about and engage in the art-making process.

PR8.5 Provide opportunities that highlight the talent of visual, literary and performing artists.

PR8.6 Provide technical support to art organizations.

PR8.7 Establish and promote a theater and entertainment district in downtown Olympia.

PR8.8 Create a range of opportunities for the public to interact with art; from small workshops to large community events.

PR8.9 Encourage early arts education opportunities.

Recreation

The City's recreation programs promote physical and mental well-being, bring ~~citizens~~ community members together in a positive, supportive, and fun atmosphere, and create memorable experiences for individuals and families. The City offers traditional programs such as sports leagues, youth camps and clinics, and special interest classes. It also responds to emerging recreational interests, such as the Ultimate Frisbee league, high-energy dance classes, and community gardens. Each year, approximately 400 teams participate in City sports leagues, more than 4,000 ~~citizens~~ community members take a leisure recreation class, and more than 1,500 youth participate in camp programs. In addition to enhancing participants' wellness, people who participate in these programs also gain a sense of belonging to the community.



Recreation Programs foster community health and wellness ("Kids Love Soccer" Program).

Olympia's recreation programs face the following challenges:

- **Activating our Community.** Our sedentary lifestyles are contributing to health problems. The City must find places and

programs that can compete with the ease and simplicity of TV and computers for our time and attention

- **Connecting with Nature.** Our electronic toys and indoor jobs have created a culture less connected to nature. If our residents are not connected to nature it will become increasingly difficult for them to understand or embrace environmental stewardship
- **An aging population that's ready for action:** Between 2010 and 2030, Olympia's senior population is projected to double. But the seniors of the future are likely to be more active and adventurous than in prior generations. Olympia's recreation programs need to embrace this trend.

Goals and Policies

GR9 Olympians enjoy lifelong happiness and wellness.

PR9.1 Provide opportunities that promote a mentally and physically active lifestyle and healthy food choices, including participation in local food production.

PR9.2 Provide programs and facilities that stimulate creative and competitive play for all ages.

PR9.3 Provide programs, facilities, and community events that support diverse self-expression.

PR9.4 Provide opportunities for bringing balance, relaxation, and lifelong learning into one's life.

GR10 Families recreate together.

PR10.1 Enhance recreation opportunities for the Olympia area's physically and mentally disabled populations.

PR10.2 Provide recreational opportunities for all family structures.




PR10.3 Work towards providing recreation programs that are affordable and available to all ~~citizens~~ community members.

PR10.4 Provide parks and programs to serve people of all ages, and with many different abilities, and interests.

PR10.5 Develop programs and design park facilities that encourage activities people can do together regardless of their age.

PR10.6 Provide convenient, safe, active, outdoor recreation experiences suited for families.

For More Information

- [Parks, Arts and Recreation Plan](#) 
- Olympia's [Capital Facilities Plan](#)  shows how park projects will be funded during a six year period
- For a complete list of all of Olympia's parks and trails, see [Parks and Trails](#) 
- For a comprehensive look at regional trail planning, see the [Thurston Regional Trails Plan](#) 
- Information on the City's Public Art Collection can be found at [Public Art](#)
- In 2007, the Art's Commission participated in an [Arts Center Feasibility Study](#) 
- To learn more about the City of Olympia's recreational programs and classes, see [Recreation](#)

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Olympia Area Parks and Trails

-  Chehalis Western Trail
-  City Parks
-  Other Parks
-  Urban Growth Area
-  City Limits

Publication Date: 12/18/2014

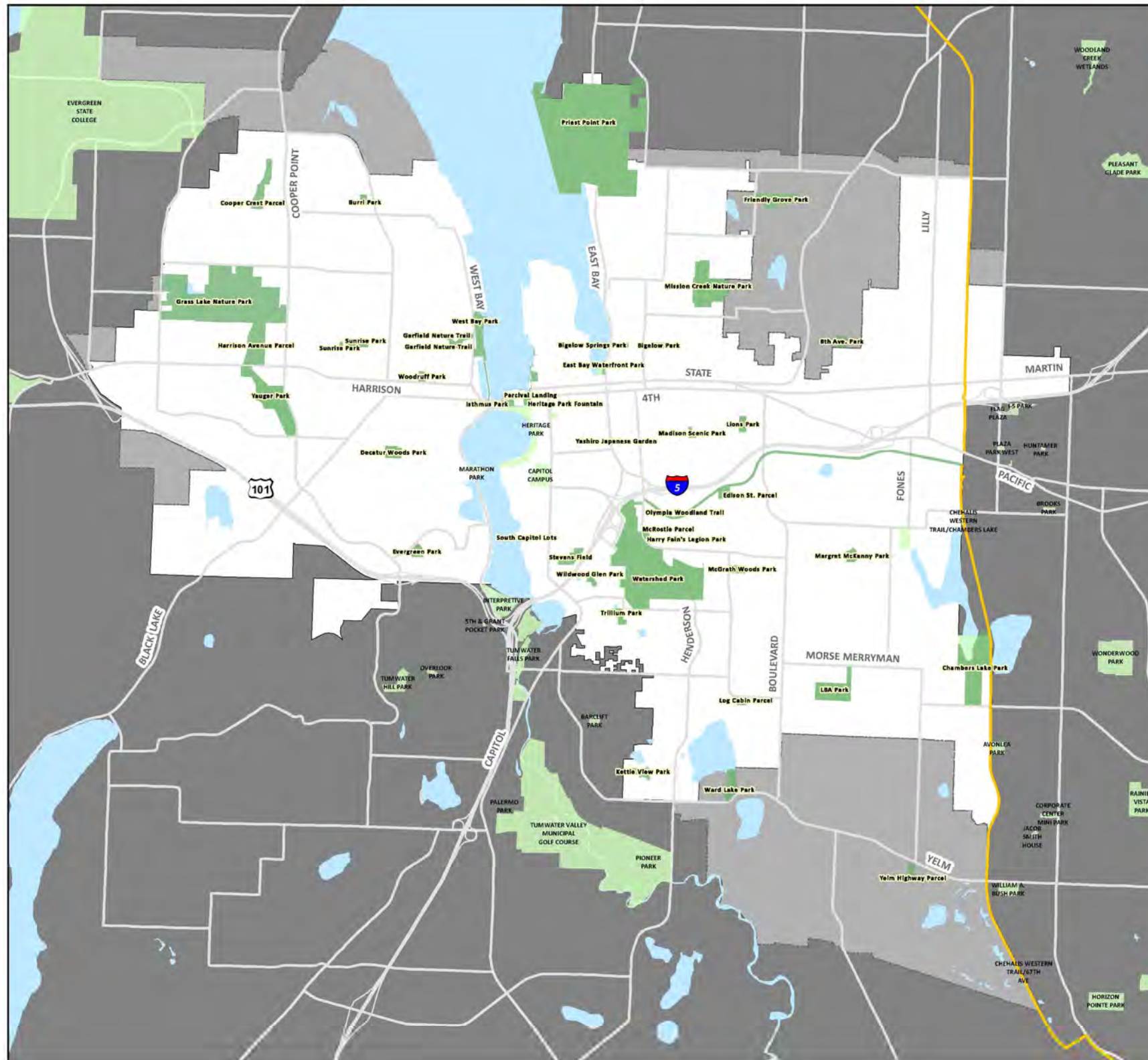
Effective Date: 12/23/2014

Ordinance #6945



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



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Economy



An employee at Olympia local business, Olykraut.

What Olympia Values:

Olympians recognize the value of a healthy economy that is stable and sustainable. The health and welfare of the community depends upon there being a range of employment opportunities so that we are not dependent on just one sector for our economic welfare. Local businesses should have access to quality infrastructure so that they have what they need in order to engage in commerce. ~~Citizens~~ Community Members should have access to a broad range of locally produced goods and services so that they can be assured that their money is spent in ways that sustain our community. Our community should continue to be an active center for arts and recreation – and grow and foster their development. Education and health care are also critical to a stable and sustainable economy – our community is graced with several premier institutions in each of these sectors and we collaborate with them on projects of mutual benefit.

Our Vision for the Future:

Olympia's economy is diverse and balanced. Family wage jobs and career opportunities are available to our ~~citizens~~ community members from multiple sectors, including government and manufacturing, health care, education, and service sector employment. A significant and ever increasing amount of our goods, services and food is locally sourced. We emphasize sustainable business practices and environmentally friendly development.

Read more in the [Community Values and Vision chapter](#)

Introduction

The strength of Olympia’s economy is what determines whether we are able to pay for the public services that help to make our community a great place to live. A diverse and healthy economy provides a reliable tax base that generates revenues sufficient to keep pace with inflation. The quality of the community is the most powerful economic engine we have for attracting and maintaining high quality job opportunities.

We have been told by Olympians they value an economy where:

- There are plentiful living-wage jobs.
- Consumers and the City support local entrepreneurs.
- Residents and businesses want many of their goods and services to come from local sources.
- A highly educated workforce, entrepreneurial spirit and culture of innovation energize our economy.
- Art projects, art events, and support for the arts are integral to the community and its economy.

A healthy economy must provide jobs that pay a living wage, usually defined as a wage that allows a household to meet its basic needs without the need for public assistance. The level of a living wage will vary based on the size and makeup of the household.

See the links in the “For More Information” section at the end of this chapter for more information about what constitutes a living wage in our community, cost burdened households and middle income housing affordability.

Olympia’s Economic Profile

Cities play a critical role in supporting local economic activity. Without municipal services, economic activity and development is simply not possible. In turn the commerce that takes place in our community is responsible for much of the revenue that the City receives by way of taxes and fees that are used to help to support our quality of life. In the economic development arena, Olympia has the following roles:

- Using its land-use authority to provide places for businesses to locate.
- Maintaining an efficient, fair, transparent, and predictable permitting process that reduces business-cost and timeline uncertainties.

- Collaborating with other public and private entities that have a more direct role in economic development, such as ports, business associations, and economic development associations.
- Developing and maintaining the infrastructure healthy businesses and neighborhoods need.
- Investing in traditional infrastructure, such as roads, sewer and water service, as well as in schools, parks, arts, and the natural environment.
- Commissioning reports, such as the "2013 Investment Strategy: Olympia's Opportunity Areas" and the Downtown Olympia "Community Renewal Area Feasibility Study," to provide information for the community to make informed decisions about its economic future.

Olympia's Three Top Employers:

Government:

Olympia is the capital of Washington and seat of Thurston County. The State, County, and City provide many local jobs. Government was the largest employer in Thurston County in 2010, contributing nearly 36,000 jobs. The Olympia School District is one of the largest single employers within the City. Many of these government jobs are tied to our more diverse, statewide economy, which helps to shield our community from economic swings. However, fluctuations in state government affect our local economy.

Given that our state's population is projected to grow significantly, it is very likely that employment with the state of Washington will continue to contribute in a positive way to our local economy in the long-term. State employment helps to sustain our skilled and well educated workforce, which in turn provides an attractive labor force for private sector companies to draw from as they make decisions about where to locate.

The state has also been moving away from leasing private space to house its employees. A new 200,000 square foot office building is in the planning stages for the Capital Campus block located at the northwest corner of Capitol Way and 11th Avenue. This will likely mean that there will continue to be an excess of office space available for rent in the greater Olympia area. Other issues like school funding mandates may also impact the size of the State's workforce and its leasing practices.

The Investment Strategies report calls out that almost a third of state government employees statewide (32%) are over 55 years of age. As these employees retire over the next decade, many of those positions will likely be filled with younger employees. This trend could impact the demand for

residential housing within Thurston County, regardless of the overall size of state government. A younger state workforce could likely lead to a higher demand for multifamily housing that is supported by transit. Data from the Thurston Regional Planning Council's Sustainable Thurston report suggests that the "millennial" generation prefers urban multifamily housing options over suburban life styles. The changing demographics of Olympia's workforce will impact the City in several ways. There will likely be a demand for more downtown multifamily housing as millennials seek housing near their place of employment. Also, a retiring workforce will likely lead to the need and interest in more downtown multifamily housing, senior services and senior-oriented activities. These changes provide opportunities for quality growth in our future.

The Olympia School District is another significant governmental employer with approximately 1,300 employees providing K-12 education to approximately 9,000 students. The school district's Capital Facility Plan includes over \$178,000,000 in construction projects and another \$11,680,000 in small works projects. The Olympia School District's operating budget is over \$92,000,000. Future plans include a new middle school in Southeast Olympia.

Health care:

Olympia is also a regional medical center, serving Thurston, Mason, Gray's Harbor and Lewis counties. Health care is the Thurston County's second largest employment sector, with an estimated 11,595 jobs and is projected to continue growing in the future.

Retail:

Olympia's shopping mall, auto mall, and downtown business core make it the region's largest retail center, providing significant sales tax revenue. Retail provides an estimated 11,076 jobs in 2010 and is the county's third largest employment sector. However, unlike our government and health care employers, retail provides an average living wage that is just under what the City estimates is needed for a single adult in Olympia.

The *Investment Strategy* report adds, "The City of Olympia is projected to accommodate an estimated additional 18,000 jobs by 2035.ⁱ Of those, almost 75% of new jobs in Olympia will be in commercial sectors. Jobs in industrial sectors (10%) and government (15%) will make up the remainder of new employment. Countywide, the sectors with the largest forecasted new jobs are professional and business services. However, Thurston Regional Planning Council's forecasts have construction employment growing substantially with total construction employment more than doubling by 2040 from 5,620 in 2010 to 12,700. Manufacturing employment is also forecasted to increase but at a

much slower rate adding about 500 jobs from 2010 to 2040.”

The Port of Olympia

Olympia is also the only city in Thurston County with a deep water harbor. The Port of Olympia operates a marine import and export terminal, the largest recreational boating marina on South Puget Sound, and a state-of-the-art boatyard. The Port is also the home of many private, marine-related businesses, the Batdorf & Bronson Roasting House, the Olympia Farmers’ Market, and many professional offices and retail businesses.

Among our partners in economic development, the Port of Olympia has the closest relationship to Olympia’s economy, and its mission is to grow the Thurston County economy, move people and goods, and improve the County’s recreation options and environment. The Port is a special-purpose district, and its boundaries are the same as Thurston County’s.

The Port owns 200 acres along Budd Inlet near Olympia’s central business district. The Comprehensive Scheme of Harbor Improvements, the Port’s development plan for its Olympia properties, includes industrial uses in the vicinity of the Marine Terminal, recreational boating uses at the Swantown Marina and Boatyard, and mixed uses in the Market, North Point, and East Bay Districts. Recreational uses are envisioned throughout its mixed-use districts and the Marina. For example, the East Bay District is a significant investment and downtown redevelopment opportunity, home to the Hands On Children’s Museum and East Bay Plaza.

Although a smaller factor in our local economy than state government, the Port’s potential is significant and gives the City an opportunity to further diversify its economy.

Education, Entertainment, and Geography

Olympia is the region’s restaurant, art, and entertainment center. There are three nearby colleges, The Evergreen State College, St. Martin’s University, and South Puget Sound Community College, which have a major impact on the culture of our community and our high average level of education.

As a result of The Evergreen State College, the City of Olympia has become home to many innovative entrepreneurs and artists that were originally attracted to our community to go to school. Evergreen is widely acknowledged as one of the nation’s premier liberal arts institutions and its location here provides an opportunity for continued and expanded collaboration on entrepreneurial

development. Evergreen hosts three masters programs – in public administration, teaching and environmental studies. Each of these programs provides an opportunity to collaborate with the college to attract and foster complementary research and development activities. Our community serves as a learning laboratory for students and potentially an international destination for learning and cultural exchange. The City should continue to seek opportunities for direct partnerships with the college on program development, capital facilities planning and student housing. A physical presence in our downtown could create opportunities for both the City and the College

In addition, Olympia is well-served by its highway network, which includes Interstate 5 and Highway 101, with links to State Route 8 and the Olympic and Kitsap Peninsulas. All of this means Olympia's location provides easy access to a variety of recreational opportunities - from bike trails and kayaking within our city limits, to skiing and hiking in the mountains, to beachcombing along the coast and regional customers for the area's retail businesses and health care providers.

Thurston County benefits from regional economic growth and activity in the Puget Sound region that filters down to the County as the region grows. Joint Base Lewis-McChord has increased demand for housing in the region, particularly in Lacey.

There are growing signs of an urban infill market in Olympia in part driven by a changing demographic oriented towards urban living. In the last ten years, most recent building activity in Olympia has focused on rehabilitation or remodeling of existing space with limited new development. As growth has rebounded, multifamily development has been the first sector to recover. Builders are taking advantage of sites that are easily developable and/or high amenity areas. Continued population growth in the region will generate demand for additional housing and commercial services, such as general services, retail, and health care. To be competitive Olympia must understand the strengths and weaknesses of its market.

A Healthy Economy Enhances our Quality of Life

Olympia enjoys a relatively healthy economy and stable revenue base, making it possible for it to invest in public improvements and services. These include the Washington Center for the Performing Arts, The Olympia Center, Percival Landing, the Farmers Market, new sewer capacity, new roads, and other needed infrastructure. All of this makes Olympia increasingly attractive to private investors, which will further increase our revenue base, and make more

community improvements possible. However, the City should not make these sorts of investments without also considering the long-term maintenance and operations costs it will also incur.

Downtown Olympia

Downtown Olympia is a special place. For many years it has served as Thurston County's only downtown. It has the only urban waterfront in the region, attracting recreational boaters from throughout Puget Sound. It has the only performing arts center, is the region's banking sector and is the recreational hub for the region.

Downtown Olympia is also home to the state's largest farmers operated farmers' market. The Olympia Farmers' Market serves as a link to a substantial network of small family-owned farms and businesses. The market serves as a tourist attraction and destination and a place for local residents to purchase local food. Farmers Markets have proven to be a good way to foster the development and expansion of locally owned businesses. In recent years small neighborhood markets are beginning to appear in Olympia with the hope of fostering more neighborhood centers and even more accessibility to locally grown and produced products.

Thursday, Friday and Saturday evenings see the streets of downtown come alive with theater patrons, diners and live music fans. Recent enhancements such as the Hands on Children's Museum, East Bay Plaza, LOTT Clean Water Alliance's WET Center and Percival Landing reconstruction add to downtown's status as a destination.

The proximity of the Capital Campus to downtown creates a strong relationship between the campus and downtown that is enhanced by the presence of the Dash Shuttle, an Intercity Transit bus that operates on 10 minute headways. This free link between the downtown and the state campus is helpful for downtown commerce and a convenience to workers and visitors that come to Olympia to participate in the State Legislative sessions.

Downtown remains a work in progress and the City has invested heavily from both a capital facilities and services perspective. From 2012 to 2014 the City has used an action oriented program known as the Downtown Project to effect change. The Downtown Project has included key elements such as enhancing the downtown walking patrol, replacing parking pay stations, creating a Downtown Ambassador program, establishing an Alcohol Impact Area, and construction of parklets to name just a few.

The City has initiated a Community Renewal Area (CRA) planning process for downtown. The Community Renewal Area law was created by the state specifically to give communities the tools that they need in order to help areas such as the downtown move forward. Washington law (RCW 35.81) allows cities to establish a Community Renewal Area through the designation of a geographic area that contains blight and the creation of a Community Renewal Plan for addressing that blight. Many Washington cities have used CRA to develop and implement redevelopment plans, including Vancouver, Shoreline, Everett, Bremerton, and Anacortes.

Olympia's downtown is the urban center for the entire region - residents and business owners would all benefit from a more active, vibrant downtown. However, parts of downtown are widely recognized as "blighted", with several condemned or obsolete buildings occupying key properties. Soil contamination, excessive amounts of surface parking, soils subject to liquefaction and rising seas also contribute to the blight. Redevelopment is stuck despite the area's unparalleled assets. The City has an interest in improving the downtown and enhancing its economic productivity in a manner consistent with the rest of this plan. The creation of a CRA may be one way to accomplish this objective.

In 2013 the City initiated an economic development planning process to consider creating a Community Renewal Area in downtown and to provide an assessment of the broader real estate market. This process resulted in the preparation of two key reports: "Investment Strategy: Olympia's Opportunity Areas" and the Downtown Olympia "Community Renewal Area Feasibility Study". These reports will help to refine the City's approach to economic development over the coming years and underpin the City's Community Renewal Area planning process.

The Investment Strategy report provided a community wide assessment of key redevelopment opportunity areas. In addition to downtown, six geographic areas were examined in detail:

- Kaiser/Harrison - Potential for neighborhood commercial/mixed-use/retail district on large single-ownership tract;
- Olympia Landfill - City-owned, potential major retail site adjacent to existing major retail area;
- Division/Harrison - Potential neighborhood center adjacent to established neighborhoods;
- Headwaters - Large multi-ownership parcel with wetland amenity and infrastructure challenges;
- K-Mart Site - (currently vacant) on major close-in retail corridor.

Downtown Focus Area for Community Renewal Area Planning

The Investment Strategy report recommends that the City manage its development area assets as a portfolio that adheres to the community vision. This approach includes: (1) strategically investing in infrastructure improvements, such as roadways, streetscape improvements, and property acquisition; (2) making necessary or desired regulatory adjustments, such as zoning changes; and (3) creating partnerships with developers and property owners to generate development returns that remain sensitive to market demand.

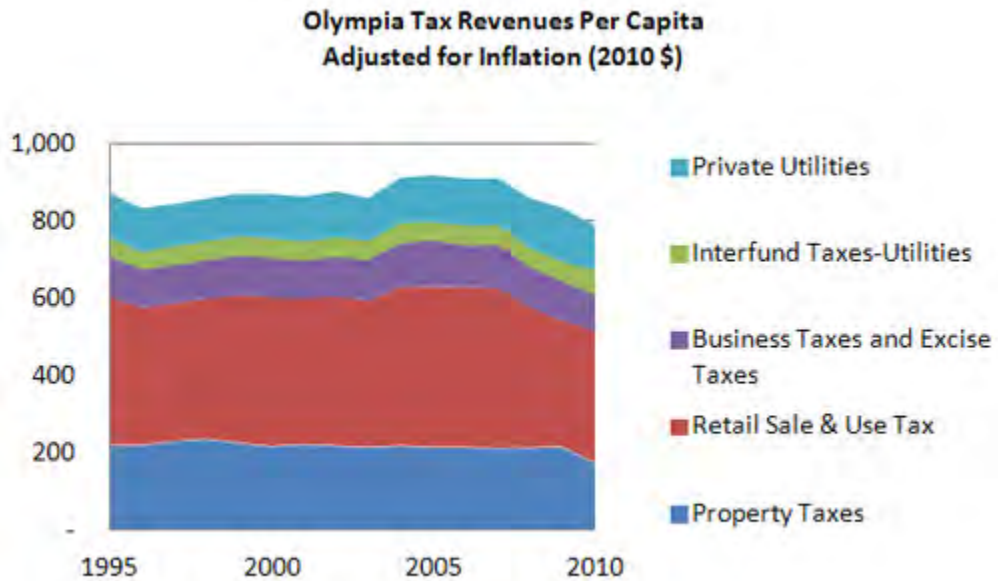
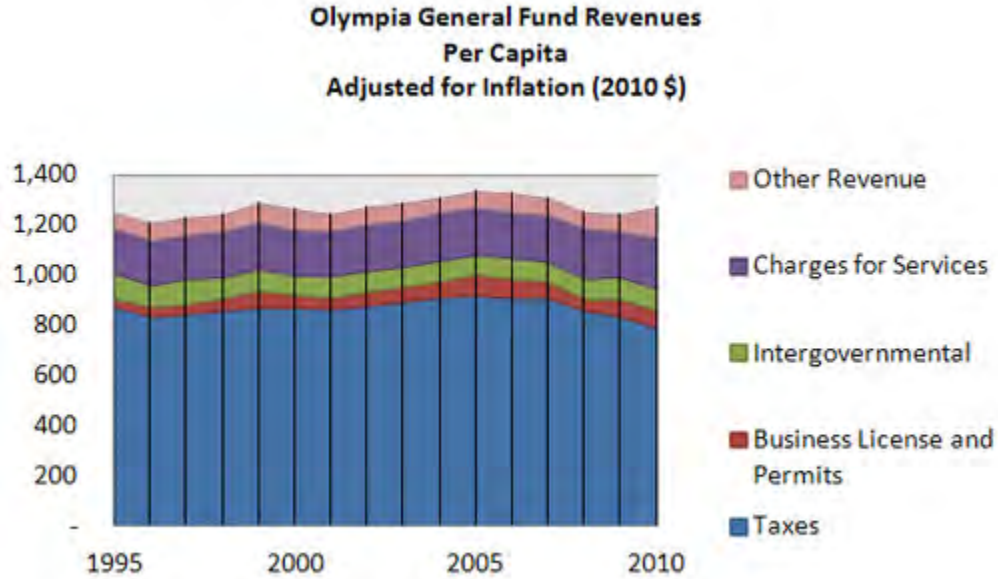
The CRA Feasibility Study provides the outline and support materials for the ultimate creation of a CRA in Downtown Olympia.

Key findings related to downtown from the Feasibility Study include:

- Demand from those users who need to be downtown (such as state government, the Port, and related uses) is not a growing part of the economy.
- The redevelopment hurdle downtown is higher than other locations because of higher land and construction costs.
- Commercial rents are not yet high enough to justify new commercial construction in Downtown Olympia.
- Office rents have decreased as vacancies have increased.
- Retail rents are more stable, but have also decreased.
- Low vacancy rates and modest rent increases for apartments citywide, as well as some anecdotal evidence suggest that there is near-term demand for multifamily housing.
- Over \$100 million of public investment has been made downtown by the City and Port of Olympia in new buildings and parks, including a new City Hall, the Hands On Children's Museum, LOTT Clean Water Alliance offices, East Bay Plaza, and Percival Landing.

Although these public facilities help to improve our quality of life, public facilities cost money to operate and maintain. Unless they directly contribute to commerce they become a burden and are difficult to sustain within the City's general fund budget. In order to protect and enhance our quality of life it will be critically important for the City to make public investments and form public private partnerships that increase commerce in ways that are consistent with the community's values. The City should not make these sorts of investments without also considering the long-term maintenance and operations costs it will incur.

Supporting Revenue Sources Olympia General Fund Revenues Per Capita



Olympia’s revenue comes from a mix of taxes and fees. The Olympia General Fund Revenues Per Capita table shows the sources of the City’s General Fund revenues, over the last 15 years on a per capita basis. Olympia’s largest revenue

source is taxes, which represents well over half of the General Fund's revenue. The Olympia Tax Revenues Per Capita table provides a breakdown of taxes by various categories. Significant tax revenues come from commercial hubs such as the auto mall and regional shopping areas, construction and construction related industries.

While taxes on a per-capita basis have generally increased during the last few decades, our revenue from sales, business and property taxes fluctuates with the economy. Revenue from sales tax falls when consumers spend less. The property tax we collect per capita falls when property tax levies don't keep pace with population growth. In recent years property de-valuation has constrained the City's capacity to incur debt. Finally, property taxes have been limited by Initiative 747, passed by Washington voters in 2001, which limits growth in property tax revenue to 1 percent per year. This is a rate that generally lags well behind the increasing costs of providing those services. According to the Bureau of Labor Statistics the consumer price index for the western United States has averaged 2.27% for the past 10 years.

Major City services depend on these tax revenues. City residents, as well as workers and shoppers coming to Olympia, require maintained streets, police and fire protection, water and sewer service, and more. Growing neighborhoods require these same services, plus parks (provided by the City) and schools (provided by the school district). The challenge is to provide these services at high quality for the best cost, and meet those standards when City revenues decline, by finding new revenue options or cutting services.

Maintaining and improving Olympia's infrastructure puts another large demand on the City's funds, made even more challenging as federal and state assistance has declined. Adequate and dependable infrastructure is critical to our ability to serve residents and businesses.

Community Investment

Private investment can expand a community's economy and strengthen its material prosperity. But basic infrastructure needs to be in place, or underway, in order to interest quality private businesses in locating or expanding in Olympia. For this reason, it's critical for our community to invest resources in capital facilities that will support a healthy local economy and its values and vision for the future.

Recent capital investments have included:

- Olympia's new City Hall and the reopening of Percival Landing (Phase 1) in 2011, together an investment of over \$60 million.
- In the East Bay area, the LOTT Clean Water Alliance's WET Science Center, East Bay Plaza, and the Hands On Children's Museum are providing more family activities downtown.
- New sidewalks and transportation corridors at Boulevard Road and Harrison Avenue now make it easier to get around by foot, bike, bus or car.
- Our new Fire Station 4 has lowered 911 response times.
- Planned upgrades to our water supply will help to ensure an adequate and high quality water supply for decades to come.

All of these projects are examples of how our investments have improved our public spaces and quality of life and have provided the impetus for more private investment to follow.



Crown Beverage Packaging's 115 employees make 1.5 billion beverage cans each year from recycled aluminum. They have been part of Olympia since 1959.

Over the next 20 years, Olympia must continue to make judicious "up-front" investments that bring development to targeted areas, using its partnerships as effectively as possible. To keep them affordable, such investments will need to be located in the downtown, Investment Strategy Report opportunity areas or

Urban Corridors. Projects that "leap-frog" to remote sites outside of our existing infrastructure can be prohibitively expensive to develop.

The Investment Strategy report recommends that the City should proactively:

- **Review changing market dynamics** to identify new barriers and opportunities to allow the City to invest in the most market-feasible projects.
- **Develop relationships with property owners and other stakeholders to learn about their interests and short-term and long-term development goals.** Given the barriers to development described in the report, the City will need to establish new partnerships with property owners and developers if it wishes to achieve development in the opportunity areas that is compatible with the City's Comprehensive Plan. Community and neighborhood stakeholders are also critical to this process.
- **Continue and improve community conversations to better clarify and articulate desired development outcomes and coordinate stakeholders' visions for development.** This work would help to refine the City's policy goals for the opportunity areas and other areas through the comprehensive planning process. Given long-term demographic shifts, the City should support higher density, infill development to achieve multiple public policy goals.
- **Take advantage of opportunities when they present themselves,** which may mean that the City would focus on new opportunity areas, or move forward with actions in existing opportunity areas ahead of schedule.
- **Coordinate funding opportunities with other public stakeholders** (the County, transit agency, the Port of Olympia, the State of Washington, others) with the City's CFP for major infrastructure investments that move the implementation forward.
- **Coordinate with planning and implementation in key opportunity areas.** Some initial steps toward implementation are already underway, including the Martin Way Corridor Study and the Comprehensive Plan update. The Martin Way Corridor Study is evaluating infrastructure investments that can improve access and safety for all transportation modes, and spur higher density development. The City could consider combining subarea planning efforts with the comprehensive planning process for the Kaiser/Harrison and Division/Harrison areas.

In addition to the City's work on the Community Renewal Area Olympia has recently established a Section 108 Loan Program. This program leverages the City's annual CDBG Allocation to create a loan pool to promote economic

development opportunities within our community. These funds must be used in a manner consistent with the Department of Housing and Urban Development's regulations. Generally these funds can be used to support economic development projects that create jobs for low to moderate income people or support reinvestment in areas such as downtown where low to moderate income people live.

Economic development efforts must be consistent with growth management goals and not strain the capacity of our natural resources. They must be consistent with the efficient and appropriate use of land. The impact of new business must not compromise the local environment. While growth can improve a community's quality of life, economic development must be carefully planned. Our investment today in new buildings and streets should not damage the ability of future generations to meet their needs.

Goals and Policies

GE1 Olympia has a stable economy that provides jobs that pay a living wage.

PE1.1 Provide a desirable setting for business investment and activity.

PE1.2 Develop or support programs and strategies that encourage living-wage jobs.

GE2 Olympia has a strong revenue base.

PE2.1 Encourage retail, office, medical and service activities for their value in providing employment and tax revenues.

PE2.2 Identify major revenue-generating sectors and identify actions the City can take to help maintain their economic health.

PE2.3 Ensure that the total amount of land planned for commercial and industrial uses is sufficient for expected demand.

PE2.4 Diversify the local economy in a way that builds on our stable public sector base, and by supporting businesses that can reduce reliance on goods and services from outside the community.

PE2.5 Encourage employers to export goods and services to regional, national or international markets, but keep jobs and dollars in Olympia.

PE2.6 Regularly review the development market to identify changing circumstances that create barriers or opportunities for investment in our community.

PE2.7 Use the City's Section 108 Loan program to promote economic investment and job creation and redevelopment activity that benefits low to moderate income people in our community.

GE3 A vital downtown provides a strong center for Olympia's economy.

PE3.1 Support a safe and vibrant downtown with many small businesses, great public places, events, and activities from morning through evening.

PE3.2 Support lively and active downtown parks and waterfront attractions.

PE3.3 Promote high-density housing downtown for a range of incomes.

PE3.4 Protect existing trees and plant new ones as a way to help encourage private economic development and redevelopment activities.

PE3.5 Support continuation of the Dash Shuttle as a means of linking the Capital Campus and downtown.

PE3.6 Use tools such as the Downtown Project, Community Renewal Area downtown plan and other planning processes and tools to improve the economic and social health of downtown.

GE4 The City achieves maximum economic, environmental and social benefit from public infrastructure.

PE4.1 Plan our investments in infrastructure with the goal of balancing economic, environmental and social needs, supporting a variety of potential economic sectors, and creating a pattern of development we can sustain into the future.

PE4.2 Stimulate and generate private investment in economic development and redevelopment activities as recommended in the Investment Strategy Report.

PE4.3 Make decisions to invest in public infrastructure projects after analysis determining their total costs over their estimated useful lives, and their benefit to environmental, economic and social systems.

PE4.4 Consider whether the public cost of new or improved infrastructure can be recovered through increased revenues the City can expect from the private investment the improvement will attract.

PE4.5 Identify and take advantage of infrastructure grants, loans, and other incentives to achieve the goals of this Comprehensive Plan.

PE4.6 Economic uncertainty created by site contamination can be a barrier to development in downtown and elsewhere in our community; identify potential tools, partnerships and resources that can be used to create more economic certainty for developments by better characterizing contamination where doing so fulfills a public purpose.

PE4.7 Identify where new and upgraded utilities will be needed to serve areas zoned for commercial and industrial use, and encourage the development of utilities to service these areas.

PE4.8 Investigate the feasibility of the City providing telecommunications infrastructure, high speed internet connectivity or other new forms of infrastructure.

PE4.9 Collaborate with public and private partners to finance infrastructure needed to develop targeted commercial, residential, industrial, and mixed-use areas (such as Downtown Investment Strategy Report opportunity areas and along Urban Corridors) with water, sewer, electricity, street, street frontage, public parking, telecommunications, or rail improvements, as needed and consistent with the Comprehensive Plan.

PE4.10 Encourage new development in areas the City has designated for infill before considering proposals to expand land-use areas, or adding new ones.

PE4.11 Serve sites to be designated for industrial or commercial development with required utilities and other services on a cost-effective basis and at a level appropriate to the uses planned for the area and coordinated with development of the site.

PE4.12 Avoiding building lengthy and expensive service extensions that would cost more than could ever be recovered from revenues.

GE5 The City has responsive and efficient services and permitting process.

PE5.1 Maintain the City's high quality customer service and continuously seek to improve it.

PE5.2 Use regulatory incentives to encourage sustainable practices.

PE5.3 Improve the responsiveness and efficiency of the City's permit system, in part by identifying and removing waste, lack of clarity, duplication of efforts and other process inefficiencies that can occur in the development review process.

PE5.4 Create more predictability in development review process to reduce costs, without eliminating protections.

PE5.5 Eliminate redundancy in review processes, and create clearer rules.

PE5.6 Create a review process that is easy for all parties to understand at every stage and that invites input from affected parties as early as possible in the development process.

PE5.7 Use tools such as Form Based Codes, Subarea Plans, Focus Area Plans, Community Renewal Area planning and other proactive planning processes and tools to define and develop a shared redevelopment vision for specific areas within the community such as those identified in the Investment Strategy Report and elsewhere in this plan.

GE6 Collaboration with other partners maximizes economic opportunity.

PE6.1 Support appropriate economic development efforts of our neighboring jurisdictions, recognizing that the entire region benefits from new jobs, regardless of where they are.

PE6.2 Collaborate with neighboring jurisdictions to develop a regional strategy for creating a sustainable economy.

PE6.3 Look for economies of scale when providing services at the regional level.

PE6.4 Prepare preliminary studies for priority development sites (such as Downtown, Investment Strategy Report opportunity areas or Urban Corridors) in advance, so the City is prepared for development applications, and the process can be more efficient.

PE6.5 Collaborate with local economic development organizations to create new and maintain existing living-wage jobs.

PE6.6 Work closely with state and county governments to ensure their offices and facilities are in the City of Olympia, which is both the state's capitol and the county seat. Continue to work with the State of Washington on its Preferred Leasing Areas Policy and collaborate with Thurston County government to accommodate the needs for county courthouse-related facilities.

PE6.7 Collaborate with The Evergreen State College, St. Martin's University, and South Puget Sound Community College on their efforts to educate students in skills that will be needed in the future, to contribute to our community's cultural life, and attract new residents.

PE6.8 Encourage The Evergreen State College, St. Martin's University, and South Puget Sound Community College to establish a physical presence in downtown.

PE6.9 Collaborate with hospitals and other health care providers to identify actions the City could take to support their role in ensuring public health and their vitality as a major local employment base and to establish a physical presence in downtown.

PE6.10 Work with the Thurston Economic Development Council to identify businesses that support the health care sector, and identify what the City can do to help them to succeed.

PE6.11 Support our neighboring jurisdictions in their role as the regional center for other activities, such as manufacturing, freight transportation, and air transportation.

PE6.12 Collaborate with the Port in its role of facilitating economic development, while continuing to exercise regulatory control over Port development and operations.

PE6.13 Balance the Port's need for truck and rail transportation corridors, while minimizing conflicts with other traffic needs and land use goals.

PE6.14 Coordinate funding opportunities with other public stakeholders (the County, Intercity Transit agency, the Port of Olympia, the State of Washington, Olympia School District, others) with the City's CFP for major infrastructure investments to maximize the impact of those investments.

Community and Economy

Several recent studies suggest that a sense of “place” – a sense of authenticity, continuity and uniqueness – is the key to a community’s future economic opportunity. One study found that cities in which residents reported highest levels of attachment to and passion for their communities also had the highest rates of economic growth over time. These studies also discovered that qualities such as a welcome and open feeling, attractiveness, walkability, and a variety of social events and venues all contributed to this emotional bond. Parks and trees, community and historic landmarks, and public art also contributed to that hard-to-define “sense of place.”

In 2009, Olympia was selected as one of the Top 10 Best Cities in the nation, by Kiplinger’s Personal Finance Magazine. While identifying state government as the “keystone of Olympia’s economy,” it called Olympia itself a “cultural diamond in the rough” where a thriving visual and performing arts scene is celebrated. It is our individuality as a community -- and our quirkiness -- that sets us apart from other communities, and which makes Olympia such a great place to live and start a business.

According to the 2011 Thurston County Creative Vitality Index, more than 650 “creative jobs” were added to the community between 2006 and 2009. These include public relations specialists, writers, librarians, photographers, architects, and others in “creative occupations.”



Downtown Olympia’s shops, restaurants and theaters are a draw for citizens residents and visitors alike.

Olympia has received many awards for livability over the years. In 2010, Olympia was recognized as the most secure mid-sized city in the U.S by Farmers Insurance, based on factors that included crime statistics, weather, risk of natural disasters, housing depreciation, environmental hazards, and life expectancy. In 2010, the *Gallup-Healthways Well-Being Index* ranked Olympia in the top 20% of cities in Washington State. Its survey categories included life evaluation, emotional health, physical health, healthy behaviors, work environment, clean water, and general satisfaction with life and work.

Those same qualities that contribute to the strong emotional bonds many residents form with Olympia also appeal to visitors. Visitors contribute to our economy by shopping, dining, taking in a performance in one of our theaters, and spending the night in a hotel. According to the Thurston Visitor and Convention Bureau, in 2013, Thurston County businesses received an estimated \$250 million from visitor spending. This activity generated an estimated \$19 million in state and local taxes that year, and employed an estimated 3,000 people.



According to the Thurston County Creative Vitality Index, Performing Arts revenue grew 1.4% between 2008 and 2009.

Olympia's arts community is also a draw for tourism, and one of its beneficiaries.

Music

According to findings from a study completed by students at The Evergreen State College for the Olympia Arts Commission, the music industry in Olympia generated an estimated \$27 million in total business revenues --including manufacturing, retail, and venue receipts-- in 2008, contributing approximately \$2.5 million in local and state taxes for that year.

Theater

The Arts Alliance of Downtown Olympia determined that in 2009, local theaters brought 167,000 people downtown to attend more than 500 live performances, primarily in the evenings and Sunday matinees. The industry had a \$3.8 million operating budget, and brought in an estimated \$1.6 million to the community in local pay and benefits.

Artists as business owners

As of January 2010, State Senate District 22, which includes Olympia, was home to 410 arts-related businesses that employed 1,374 people, according to a report published by the national organization, *Americans for the Arts*. According to the report, "'Arts-centric' businesses play an important role in building and sustaining economic vibrancy. They employ a creative workforce, spend money locally, generate government revenue, and are a cornerstone of tourism and economic development."

Small businesses

According to the Thurston Economic Development Council, an estimated 14,000 small businesses are registered in Thurston County, and 92% of them employ 10 or fewer people. Small businesses include service providers, small manufacturers, farmers, artists, and many of the retail businesses that set our community apart from others.



Olykraut is a small artisan company, turning local produce into value-added product since 2008.

In order for these businesses to provide a living wage [for their owners and employees], they need a strong customer base. Since 2007, the Olympia-based volunteer organization, *Sustainable South Sound* has hosted a “Buy Local” program, which encourages citizens-community members to shop at local farms and businesses. The program has an education and outreach program that shows people where their dollars go, based on where they shop, and a savings book with incentives to shop at more than 140 participating farms, businesses and organizations. They also help businesses find local sources for the goods and services they need for their own operations. Business training and support is available through our local colleges and university, the Thurston Economic Development Council, and Olympia-based *Enterprise for Equity*, which helps people with limited incomes start and sustain small businesses.

Goals and Policies

GE7 Public and private investors are aware of Olympia’s advantages.

PE7.1 Actively promote economic activities that are consistent with the values expressed in this Comprehensive Plan.

PE7.2 Market Olympia’s advantages to local and out-of-town businesses that may be considering expansions or new facilities in the area.

PE7.3 Define a more active City role in stimulating development, and influencing the design and type of development.

PE7.4 Continue to coordinate and partner with the Thurston County Economic Development Council to promote Olympia’s economic redevelopment opportunities.

GE8 Historic resources are used to promote economic stability in the City.

PE8.1 Strengthen economic vitality by helping to stabilize and improve property values in historic areas through the continued support of the Heritage Commission and planning to protect and promote our historic resources.

PE8.2 Encourage new development to harmonize with existing historic buildings and areas.

PE8.3 Protect and enhance the City’s ability to attract tourists and visitors through preservation of historic resources.

PE8.4 Renovation, reuse and repair of existing buildings is often preferable to new construction and should be done in a manner that protects and enhances the resource when historic properties are involved.

PE8.5 Help low- and moderate-income individuals rehabilitate their historic properties.

GE9 Tourism is a community revenue source.

PE9.1 Provide or support, services and facilities to help visitors enjoy our community’s special events and unique character, and work to fully capture the potential economic benefits of their visits.

PE9.2 Continue to support efforts to restore, maintain and improve Olympia’s local museums and other attractions.

PE9.3 Support continued tree plantings as a way to continually improve on Olympia’s natural beauty and attractiveness to tourists – and to help create a network of scenic roadways and streets.

PE9.4 Implement strategies to enhance heritage tourism opportunities.

GE10 Olympia is a regional center for arts and entertainment.

PE10.1 Continue to provide programs and services that support visual and performing arts activities in Olympia.

PE10.2 Support local art galleries, museums, arts and entertainment facilities, live music venues, arts organizations, and businesses.

PE10.3 Examine the feasibility of establishing an arts center for the community.

GE11 Small businesses contribute to Olympia's economic diversity.

PE11.1 Promote the concept that buying from local businesses is a way to strengthen the local economy.

PE11.2 Provide support for start-up businesses. Develop local awareness of the need for business incubator facilities, and allow for more home-based businesses.

For More Information



- [Knight Soul of the Community Project](#) studies that sense of "place" that attached people to their communities
- [Port of Olympia Comprehensive Scheme of Harbor Improvements](#)
- [Port of Olympia 2013-2025 Strategic Plan Vision 2025](#)
- [The Profile](#) is the Thurston County Regional Planning Council's flagship document that provides demographic, statistical and mapping information
- [Thurston Economic Vitality Index](#) provides both a trend analysis and snapshot of Thurston County's economy based upon a series of key indicators
- [Washington State County Travel Impacts 1991-2009](#) examines the economic significance of the travel industry in the 39 counties of Washington state from 1991-2009
- [Investment Strategy – City of Olympia Opportunity Areas](#)
- [Downtown Olympia Community Renewal Area Feasibility Study](#)
- [Poverty in America Living Wage Calculator](#)

- [Sustainable Thurston's Creating Spaces Preserving Places: A Sustainable Development Plan for the Thurston Region](#)

⁴Source: Washington Department of Personnel, 2013

⁴Thurston County Employment Forecast Allocations, 2013: Thurston Regional Planning Council

Public Services



Olympia Fire Department ladder truck during a training exercise

What Olympia Values:

Olympia residents value the protection our police, fire, and emergency medical services provide. They also support codes that enforce the City's efforts to maintain neighborhood quality, adequate and affordable housing for all residents, community gathering places, and recreational centers.

Our Vision for the Future:

Responsive services and affordable housing for all.

Read more in the [Community Values and Vision chapter](#).

Introduction

A stable community requires only that minimum needs are met for food, shelter, and safety. But for a community to thrive, it must also focus its public services on healthy and educated children, social service needs, responsive public safety systems, and strong neighborhoods. If we are to achieve these goals in Olympia, the City will continue to develop its meaningful partnerships with non-profits, neighborhoods, and regional governments.



Olympia youth eat together at a community food event.

Schools Shape Minds and Neighborhoods

Schools are centers of learning for our children, and their health and vitality can affect the health and vitality of the surrounding neighborhood. While the City doesn't manage schools, it can help ensure the safety of children and work on facility planning with the school districts. In fact, this Comprehensive Plan must identify potential sites for future schools, as they are "lands needed for public purposes."

Olympia is served by Olympia School District No. 111, and a small portion is served by North Thurston School District No. 3. We are also fortunate to have opportunities for continuing education at South Puget Sound Community College, St. Martin's University, and The Evergreen State College.

Goals and Policies

GS1 Schools are well located.

PS1.1 Include the needs of schools, such as pedestrian safety and a quiet environment, when making land-use decisions for nearby areas.

PS1.2 Build schools in central locations within areas they serve and on sites that will allow children to walk safely to school.

PS1.3 Locate schools on (or near) a neighborhood collector street to minimize the impact of school bus and other traffic on the surrounding neighborhoods.

PS1.4 Link new residential developments to school capacity.

PS1.5 Coordinate with school officials when planning and prioritizing sites for future schools and historic preservation efforts.

GS2 Neighborhoods are strong due to partnerships between residents and schools.

PS2.1 Encourage school districts to retain their existing sites, as the schools are critical to maintaining a strong and healthy neighborhood.

PS2.2 Promote sharing school facilities for neighborhood parks, recreation, and open space.

PS2.3 Support safe walking and bicycling routes for students.

Affordable Housing for All

Adequate and affordable housing is critical to a healthy community. It must be located near jobs and services or on bus routes. It also must be safe and well-maintained.

The City addresses housing needs for our most vulnerable ~~citizens~~ community members through its [Consolidated Plan](#), which is updated every three years. The Consolidated Plan identifies Olympia's priority housing, shelter, social service, economic development and public facility

needs. The City works with other jurisdictions, private industry and nonprofit organizations to find solutions to low-income housing needs.

Goals and Policies

GS3 Affordable housing is available for all income levels throughout the community.

PS3.1 Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

PS3.2 Encourage preservation of existing houses.

PS3.3 Take steps to ensure housing will be available to all income levels based on projected community needs.

GS4 Deteriorating residential areas within the City are revitalized.

PS4.1 Support efforts to preserve the historic features or character of historic properties in City housing rehabilitation programs.

PS4.2 Provide assistance and incentives to help low-income residents rehabilitate properties they cannot afford to maintain.

GS5 Special needs populations, such as people with developmental disabilities, the homeless, the frail elderly, and others who have difficulty securing housing, have adequate, safe, and affordable housing.

PS5.1 Disperse housing for low-income, moderate-income, and special-needs residents throughout Olympia and its **Urban Growth Area**, and discourage concentration of such housing in any one geographic area.

PS5.2 Support the *Fair Share Housing* allocation process and work with other jurisdictions to monitor progress toward achieving agreed upon goals.

PS5.3 Evaluate the possibility of providing density bonuses to builders who provide low-income housing in market-rate developments, and of tying the bonus to affordability.

PS5.4 Encourage new housing on transportation arterials and in areas near public transportation hubs.

PS5.5 Encourage self-help housing efforts in which people earn home equity in exchange for renovation or construction work, such as "sweat equity" volunteer programs.

PS5.6 Retain existing subsidized housing.

Social Services Fulfill a Vital Need

There are many reasons why community members may sometimes need extra help. The loss of a job or a serious illness can leave many of our residents without the means to meet their basic needs. Currently, the social safety net in our community is made up of a network of religious and charitable organizations that partner with local government to provide services to vulnerable ~~citizens~~community members.

GS6 Our community is safe and welcoming and social services are accessible to all who need them.

PS6.1 Support non-profit and faith-based charitable organizations that provide funding and/or oversight for social service funding.

PS6.2 Work with other local governments to provide financial support and oversight of social service funding.

PS6.3 Support programs and projects that assist low-income people and those at risk of homelessness with public funding.

PS6.4 Identify barriers to social service, shelter and housing resources for low-income people and those at risk of becoming homeless.

GS7 There is enough emergency housing, transitional housing, permanent housing with supportive services, and independent affordable housing.

PS7.1 Encourage a strong network of emergency shelter resources for homeless and at-risk families with children, childless adults, unaccompanied youth, and victims of sexual and domestic violence.

PS7.2 Take a regional approach with other jurisdictions so that support for a broad range of social services and resources, including shelter and housing, can be maximized.

PS7.3 Encourage businesses, charitable non-profit organizations, and faith-based community organizations to provide shelter and housing services.

PS7.4 Support coordinated service delivery models to maximize the best use of public, charitable, and privately-funded shelter and housing resources.

PS7.5 Support best practices that reflect current standards of care, and incorporate emerging models that optimize the use of public and charitable resources.

PS7.6 Encourage shelter and housing providers and programs to locate in the greater Olympia area, or near transportation arterial hubs, so residents can easily access them.

PS7.7 Work toward making the community more aware of homelessness in Olympia and how it can be prevented as a way to encourage charitable support and involve ~~citizens~~community members.

PS7.8 Use data to continually assess the community's need for shelter and housing and who it is serving. Use this data to continually improve these services.

PS7.9 Revise policies that limit or prevent the community from providing shelter and housing resources.

PS7.10 Coordinate land use, housing, transportation, and capital facility planning to support all aspects of shelter and housing resources, including emergency shelter, transitional housing, permanent housing with supportive services, and low-income housing.

PS7.11 Integrate group homes into all residential areas of the community. Set zoning standards to ensure group home sizes (number of residents and staff) are compatible with allowed densities and that transportation and other services are available.

PS7.12 Evaluate regulations so the City can be more flexible in locating shelters and increasing capacity.

GS8 The existing low-income housing stock is preserved.

PS8.1 Continue to fund the repair and rehabilitation of single-family and multi-family housing using federal, state, and local funding sources.

PS8.2 Support applications by the Housing Authority of Thurston County and other non-profit housing developers to construct or purchase existing units for low-rent public housing.

PS8.3 Support applications from eligible non-profits to federal and state funding sources to build new, or rehabilitate existing housing to meet low-income housing needs.

PS8.4 Encourage and provide technical assistance to private developers and non-profits applying for below-market-rate state or federal loans to construct or rehabilitate low-income, multifamily rental housing.

PS8.5 When Community Development Block Grant or Housing and Urban Development-funded buildings are at risk of being converted to market-rate status, inform the tenants of any purchase and relocation options available. When possible, help the Housing Authority of Thurston County and non-profit organizations buy such housing.

PS8.6 Enforce policies* that provide financial and relocation help to people who are displaced from their homes as a result of construction and development projects using federal funds.

**(Per section 104(d) of the Housing and Community Development Act of 1974 as amended, requiring the replacement of low- and moderate-income housing units that are demolished or converted to another use, in connection with a Community Development Block Grant project.)*

GS9 New low-income housing is created to meet demand.

PS9.1 Continue to support projects funded by low-income tax credits and revenue bonds.

PS9.2 Investigate and support appropriate multi-jurisdictional support for the Housing Authority of Thurston County bond sales.

PS9.3 Promote partnerships between public and private non-profit organizations to increase housing and home ownership opportunities for people with special needs, and for low- and moderate-income households.

PS9.4 Continue to encourage development of single-room occupancy units downtown, along urban corridors, and in other areas where high-density housing is permitted. This could include encouraging alliances between public, private, and nonprofit organizations.

PS9.5 Evaluate the possibility of supporting a program that would allow low-income tenants of manufactured home parks to jointly purchase and renovate permanent sites for their manufactured homes. Consider funding programs to subsidize the interest rates, loan origination fees, and/or other costs of acquiring the land.

PS9.6 Help low-income and special needs residents find ways to purchase housing, such as shared or limited-equity housing, lease-purchase options, co-housing, land trusts, and cooperatives.

PS9.7 Work with jurisdictional partners through the county-wide Home Consortium, to fund affordable housing projects that serve low- and very low-income residents.

PS9.8 Continue to administer the Housing Tax Credit program to develop both market-rate and low-income housing.

PS9.9 Support non-profit and faith-based organizations in their efforts to provide emergency homeless shelters.

Code Enforcement Promotes Neighborhood Livability

Code Enforcement is a City program that allows ~~citizens~~ community members and others to report violations of city code relating to health, safety, and welfare on private property. The program will investigate, for example, complaints about noise, trash, graffiti, signs, abandoned vehicles, overgrown noxious weeds, dangerous buildings, and encampments. As our communities grow, age, and become more dense, the program is becoming increasingly important to maintaining public safety and our high

quality of life. The City expects that Code Enforcement will be collaborating even further in the future with Olympia's Police, Fire, Public Works, Building, and Legal Departments as well as with neighborhood associations, not-for-profit organizations, businesses, and regional government agencies, such as Thurston County Animal Control.

Goals and Policies

GS10 The City rarely resorts to issuing citations as a way to bring code offenders into compliance.

PS10.1 Direct efforts toward compliance first and penalties only when necessary.

PS10.2 Reduce the amount of time ~~citizens~~ community members are allowed to achieve compliance.

GS11 Neighborhoods are involved in effective and efficient code enforcement.

PS11.1 Educate neighborhoods about code enforcement and other City services, and how they can best interact with them.

PS11.2 Communicate regularly with neighborhoods.

GS12 Complaints and resolutions are tracked and reported consistently.

PS12.1 Provide ~~citizens~~ community members who submit complaints with timely information on current code enforcement activities.

PS12.2 Monitor and regularly report on how the program's enforcement practices are working, so they can be improved or refined, if needed.

PS12.3 Communicate with ~~citizens~~ those who submit complaints and alleged violators in a predictable and timely manner.


Fire Services Prevent Harm to People and Property



An Olympia Fire Department vehicle.

The Olympia Fire Department is an organization of highly trained and prepared professionals who use the best technology available to protect the community and themselves.

The City's Fire Department is also a part of the Thurston County Medic One System, whose paramedics and fire fighters can respond to injured ~~citizens~~people within six minutes of an alarm. Normally, Olympia's fire fighters respond just ahead of the paramedic unit then continue to assist. But they also can respond to basic life support calls on their own.

The department's approach to fire prevention and protection is in the [Master Plan for Fire Protection](#)  which identifies the challenges facing the City and recommends specific solutions.



A City of Olympia fire fighter salutes in his formal uniform.

Goals and Policies

GS13 The community has a high level of fire protection, emergency medical services and disaster management services, equal to or exceeding the industry standard.

PS13.1 Continue to manage fire protection functions, paramedic services, and City emergency services by planning, organizing, directing, and controlling the resources available.

PS13.2 Continue to provide a highly skilled and adequately staffed fire fighting force to respond to fire, medical, and hazardous material emergencies, and to protect life and property.

PS13.3 Continue to provide fire prevention and inspection services to minimize damage from fires.

PS13.4 Continue to provide paramedic and basic life support care to the City of Olympia, as part of the Thurston County Medic One System.

PS13.5 Upgrade the fire flow capacity of Olympia's water system where needed to meet current safety standards.

PS13.6 Model best practices in the local fire service community in areas like fire fighter safety, command practices, training and equipment maintenance.

PS13.7 Coordinate the City's preparation, mitigation, response and recovery to disasters through an all-hazard Emergency Management program that includes planning for major catastrophic events.

PS13.8 Continue to serve as the coordinating agency for post-disaster recovery through the coordination of disaster cost recovery, and the facilitation of our community's short- and long-term recovery goals and objectives.

PS13.9 Educate ~~citizens~~ community members on how to sustain their households without outside assistance for a minimum of 72 hours during an emergency event, and that some events, such as a severe earthquake, may require them to sustain themselves for five to ten days or more.

PS13.10 Address the severe and extended impacts of a Cascadia Subduction Zone earthquake in the City's emergency response plans and preparations.

PS13.11 Continue to gather best available information on the impact a Cascadia Subduction Zone earthquake would have on the community, including the potential magnitude, impacts of vertical movements, and tsunamis.

Police Services Promote Public Safety

Public safety is key to our high quality of life. Our most beautiful neighborhoods, streets, and parks would not be desirable if there was always the threat of a crime. We cannot consider our streets to be walkable if people do not feel safe.

There are many ways to deliver police services. Every police organization has an individual "personality." It is shaped by the community's values and expectations, the personal characteristics of its leaders, geography, demographics, and cultural heritage.

The City Council is ultimately responsible for providing the leadership needed to ensure a high quality of policing services. In Olympia, ~~citizens~~ community members tend to be very involved in local government, and leadership comes from them as well.

Goals and Policies

GS14 Police services are delivered in a manner consistent with the values of the ~~citizens~~ community members of Olympia.

PS14.1 Deliver police services in a professional, timely, objective, and impartial manner.

PS14.2 Understand and respect the diversity of our community. Strive to reflect that diversity in the composition of the Police Department.

PS14.3 Interact respectfully with everyone in the community to earn their respect, using force only when needed. All levels of the agency must display the humility, cordiality, and courtesy needed to help community members see themselves as allies of their police force.

PS14.4 Encourage a spirit of cooperation that balances the collective interests of all ~~citizens~~ community members with the personal rights of individuals.

PS14.5 Maintain a departmental environment that is open, accessible, responsive, and seeks feedback in a way that is consistent with the small-town feeling of the community.

PS14.6 Provide strong and effective responses to serious criminal behavior, and use discretion and alternative sanctions for minor offenses.

GS15 The ~~citizens~~ community members of Olympia are empowered as partners in solving community problems.

PS15.1 Form interdisciplinary partnerships with individuals and groups in the community to address policing issues.

PS15.2 Involve ~~citizens~~ community members as we look for ways to reduce repeat crimes, and use education to prevent crime.

PS15.3 Emphasize the need for our police force to have positive, day-to-day interaction with the public that encourages collaboration on problem-solving, rather than responding only to crises. Regular contact between

the police and ~~citizens~~community members helps strengthen working relationships and makes policing more effective.

GS16 Police services are provided in a manner consistent with Olympia's values and that is cost-effective.

PS16.1 Provide a high quality of service in the traditional police agency functions.

PS16.2 Develop alternative ways to respond to calls for service when sworn officers are not required. This will free-up more time for our officers to develop strategies for preventing crime in our community.

PS16.3 Whenever possible, make full use of non-sworn employees, volunteers, and referrals to other agencies so the City can respond to service requests cost-effectively.

PS16.4 Focus on the quality of service provided to ~~citizens~~community members with non-emergency calls, rather than the speed of response.

PS16.5 Use satellite stations and regular patrol beats to improve ~~citizen~~community member access to, and interaction with, the Police Department.

PS16.6 Measure the Department's level of service not by inputs (such as officers per capita), but by outcomes such as problems eliminated and ~~citizen~~community member satisfaction with the quality of officer interaction.

PS16.7 Regularly track how police workloads are generated and find ways to reduce them, or allocate work more efficiently, both in and outside the Police Department. External entities which generate police workload should share responsibility for providing ways to manage it.

PS16.8 Use technology to improve the City's efficiency at completing necessary but time-consuming activities, such as report filing, data management, communication, and administrative tasks.

PS16.9 Use data management technology to improve access to information, both for police personnel and ~~citizens~~community members.

PS16.10 Provide specialized police units and services important to maintaining Olympia's quality of life.

GS17 The community participates in identifying policing priorities and solving policing problems.

PS17.1 Enlist the support of other public agencies and community service groups to help solve policing problems, and to evaluate the effectiveness of police services.

PS17.2 Ensure regular communication and cooperation between the Police Department and other City departments, at both the managerial and line levels.

PS17.3 Maximize the City's efforts to recruit community volunteers and use them effectively.

PS17.4 Communicate with Olympia's diverse population to seek input on how best to meet their needs.

GS18 The effectiveness of Olympia's police services is maximized by communicating openly and by being accessible and responsive to feedback.

PS18.1 Communicate with the public on a regular basis to gain public understanding and consensus on the community's policing needs.

PS18.2 Seek opportunities to inform the public of Police Department programs and activities.

PS18.3 Communicate with the community and the media about incidents on a timely basis.

PS18.4 Provide open and accessible ways for the public to receive information about incidents.

PS18.5 Provide both police personnel and the public with clearly articulated Police Department values that provide a clear sense of the City's focus and direction.

PS18.6 Ensure that the Police Department, and particularly the Chief, is active and visible in City government and in the community.

GS19 The effectiveness of Olympia's police services is maximized by collaborating with other service providers.

PS19.1 Work with social service providers to explore potential mutual strategies to address social problems.

PS19.2 Build good working relationships with other agencies and social service providers, identifying divisions of responsibility and ways to cooperate effectively.

PS19.3 Avoid using jails and the criminal justice system to address non-criminal social problems, whenever possible. Work with the courts to find alternatives to imprisonment, such as dispute resolution, substance abuse treatment, and other strategies that address underlying problems.

PS19.4 Take steps to improve cooperation and communication among police, prosecutors, defenders, judges, and corrections agencies. Work with them on process improvements that will improve the effectiveness of our criminal justice system.

PS19.5 Combine resources with other law enforcement agencies when a joint approach to law enforcement and crime prevention makes sense, such as central dispatch, drug enforcement, and SWAT teams.

PS19.6 Look for creative ways to build relationships with private security firms, Animal Control, and other organizations, so they can help extend the capability of our Police Department.

PS19.7 Build relationships with other police agencies to gain from their experiences and expertise.

GS20 The conduct of police officers is held accountable to defined community expectations.

PS20.1 Ensure that Olympia's accountability system includes accessibility, integrity, legitimacy, learning, and reasonable cost.

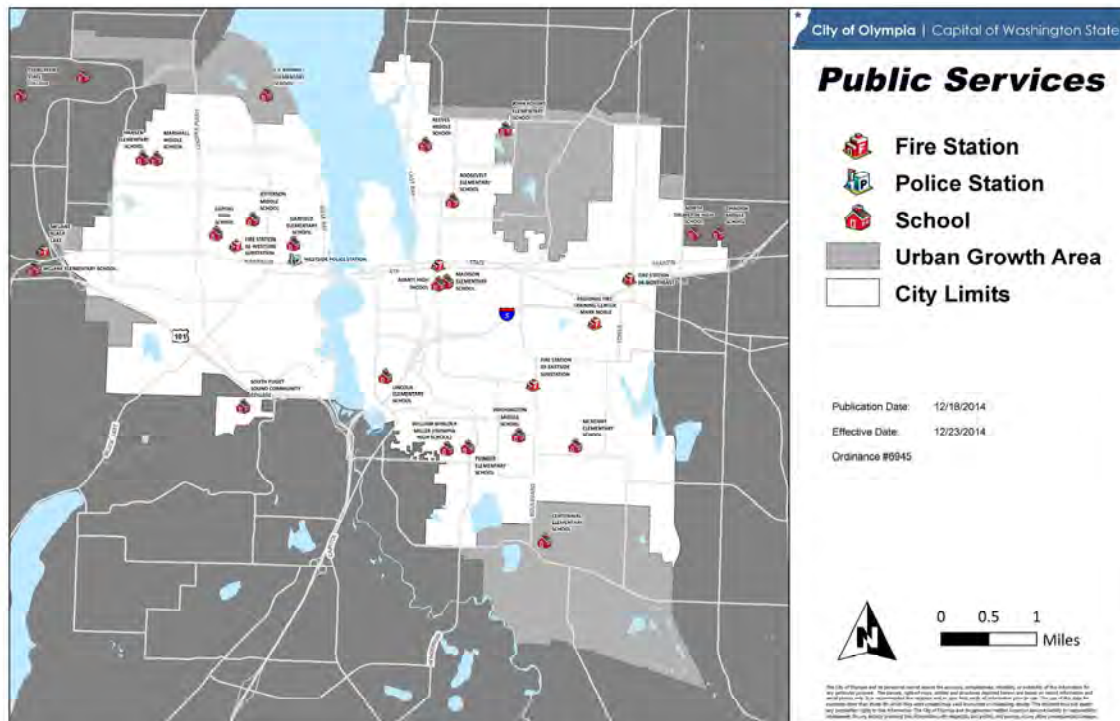
PS20.2 Ensure that Olympia's accountability system meets the interests of the City Council, City Manager, Police Department management, affected labor unions and the community in collaboratively providing accountability and support systems (like training, counseling, and feedback) that meet the policies of the Comprehensive Plan.

GS21 City of Olympia is a model sustainable city.

PS21.1 Use energy-efficient designs and environmentally responsible materials and techniques in City facilities and construction projects. Work to reduce energy usage in existing City facilities.

PS21.2 Use the City's purchasing power to support sustainable business and manufacturing practices, including support for businesses that provide living-wage jobs.

PS21.3 Support local businesses by buying locally whenever possible.

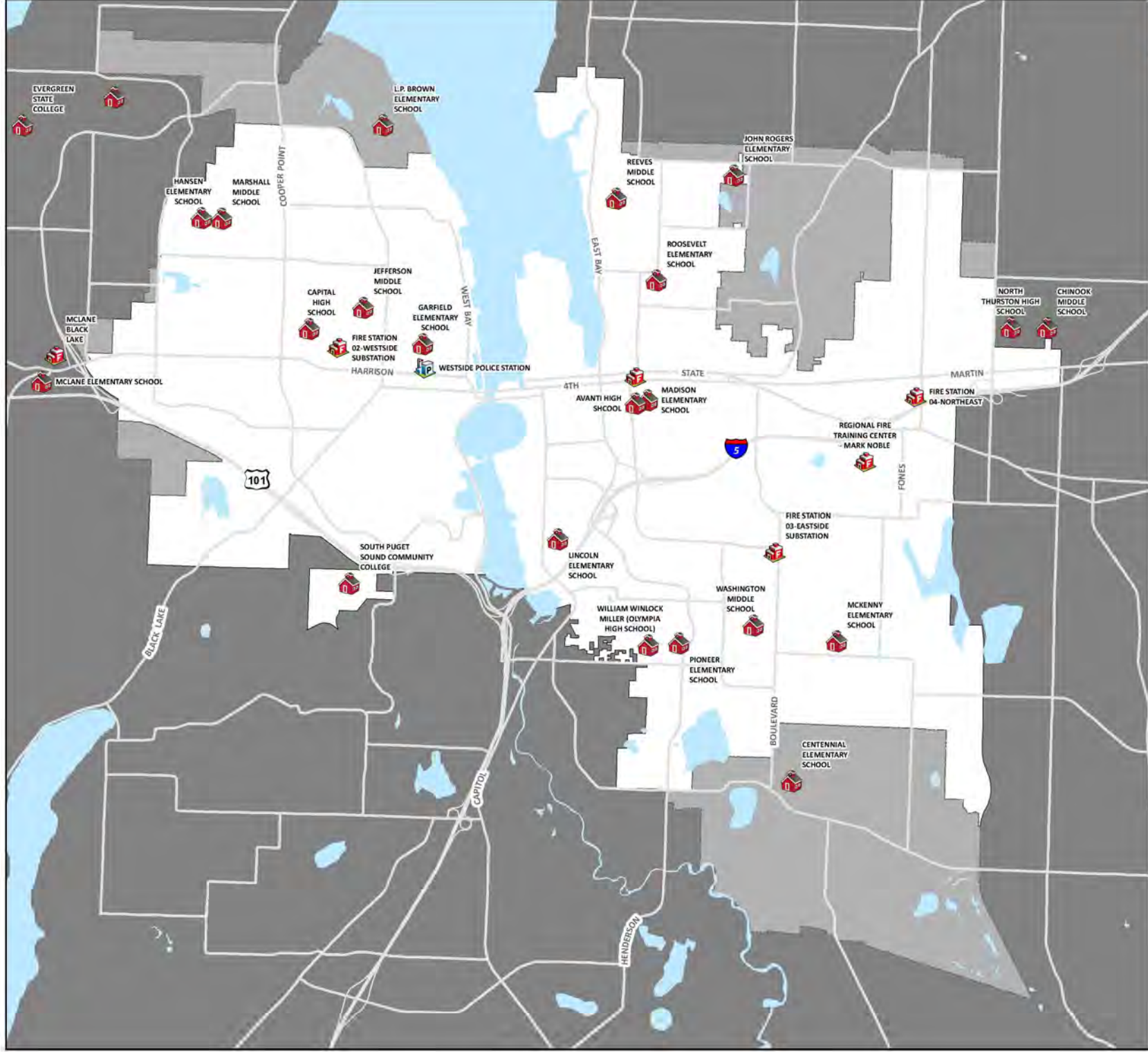


Public Services map

For More Information

- [Thurston Regional Transportation Plan](#)
- [Community Development Block Grant Consolidated Plan](#)
- [Growth Management Act](#)
- [Master Plan for Fire Protection](#)
- [Natural Hazards Mitigation Plan for Thurston Region](#)
- [Olympia School District Master Plan](#)

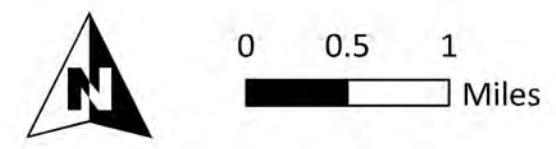
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Public Services

-  Fire Station
-  Police Station
-  School
-  Urban Growth Area
-  City Limits

Publication Date: 12/18/2014
Effective Date: 12/23/2014
Ordinance #6945



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

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Capital Facilities Plan



City project manager checks in on a capital facilities project.

The [Capital Facilities Plan](#) (CFP) is the mechanism by which the City schedules the timing, location, projected cost, and revenue sources for the capital improvements identified for implementation in other Comprehensive Plan chapters. It includes City of Olympia parks, transportation, utilities and general capital projects. The 6-year financing plan for capital projects is amended annually.

Note: This page is NOT the proposed Capital Facilities Plan. The Capital Facilities Plan (CFP) is reviewed and updated annually. It is included as part of the Olympia Comprehensive Plan by reference. View the ~~2018-2023~~ 2021-2026 Capital Facilities Plan.

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Comprehensive Plan Glossary

| Term/Language | Definition |
|---|---|
| Access control | Changing roadway designs to limit the number of driveways and intersections on major streets. |
| Accessory Dwelling Unit (ADU) | A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping. |
| Accountability system | A system in which standards for employee conduct are clearly stated and members of a department are held responsible for meeting those standards. |
| Annexation | The process by which jurisdiction over land within the urban growth area is transferred from the county to the city. |
| Arterial | The largest local streets intended to move the most traffic. |
| Bonded indebtedness | In general, the debt owed after a municipality issues bonds to finance public facilities. This includes the amount of the bond plus interest. |
| Bulb Out | Extensions of the sidewalk into the parking lane, in order to shorten the pedestrian crossing distance. Bulb outs make the pedestrian more visible to drivers and cars more visible to pedestrians. |
| Bus Corridor | The main bus routes in Olympia. Bus corridors are on major streets with high-quality, frequent transit service. |
| Capacity | The maximum level of designed use for a structure (such as a street or utility line). |
| Class A reclaimed water | Reclaimed, or "recycled" water is produced from the water we use and discard every day. It is ideal for many non-drinking purposes. Reclaimed water allows communities to stretch their water supplies and match the type of water they use to actual needs. Class A Reclaimed Water, the highest quality of reclaimed water. |
| Community Development Block Grant | A federally funded program designed primarily to support low- to moderate-income households. |
| Complete Streets | Streets designed to accommodate diverse modes including walking, cycling, and public transit and automobile use. |
| Concurrency (replaces current definition in glossary) | A governmental policy requiring the availability of public services (water, sewer, roads, schools, etc.) before a new development is approved for construction. |
| Conservation Easement | A nonpossessory interest in real property imposing limitations or affirmative obligations, the purpose of which include retaining or protecting natural, scenic, or open space values of real property; assuring its availability for agricultural, forest, recreational or open space use; protecting natural resources; or maintaining air or water quality. |
| Consolidated Plan | A strategic plan that outlines objectives for Community Development Block Grant funding. |
| Crossing Island | Islands in the middle of a street that allow the pedestrian to cross one half of the street at a time. Pedestrians are able to more easily find gaps in traffic, and reduce their exposure to a large number of cars at one time. |
| <u>Culturally Inclusive</u> | <u>Recognizes, supports, and promotes diverse housing types, strong arts and historic preservation; and the contributors of diverse Olympians to the building environment and to our cultural heritage.</u> |
| Engineering Design and Development Standards (EDDS) | Standards used to govern new construction (City and private development) within the city of Olympia. Standards apply to transportation, storm drainage, drinking water, reclaimed water, wastewater, and solid waste facilities. |
| Fair Share Housing | A policy to ensure the availability of affordable housing for all incomes and needs and ensure that each community includes a fair share of housing for all economic segments of the population. |
| General facility charges | One-time permit fees charged for new construction at the time of connection to the public infrastructure system. |
| Greywater | Wastewater obtained from domestic sinks and tubs, but excluding that part of the plumbing waste stream that includes human wastes. |
| Group homes | A place of residence for the handicapped, physically or mentally disabled, developmentally disabled, homeless, or otherwise dependent persons. Group Homes are intended to provide residential facilities in a home-like environment. Such homes range from licensed establishments operated with 24 hour supervision to non-licensed facilities offering only shelter. |

| Term/Language | Definition |
|-------------------------------------|--|
| Growth Management Act (GMA) | A series of laws passed by the Washington State Legislature in the early 1990's to guide population and employment growth in the state. The "GMA" is outlined in RCW 36.70A . |
| Heritage Register | An official list of places (sites, buildings, and structures) important to the history of Olympia and worthy of recognition and preservation. The Register was established in May 1983 by the Olympia City Council, and in 2002 includes more than 200 properties. |
| HOME Consortium | Interlocal Board that receives and administers on behalf of Thurston County federal funds distributed to the County under the HOME Investment Partnership Program. Formed in June 2002 by Intergovernmental Agreement with the cities of Olympia, Lacey, Tumwater, Yelm, Tenino, Bucoda, Rainier, and Thurston County. |
| Human Scale | Design and construction considerations based upon the scale of a human being which imbue occupants and users of the built environment with a sense of comfort and security. |
| Hydrology | A science dealing with the properties, distribution, and circulation of water on and below the earth's surface and in the atmosphere |
| Impervious surface | Pavement, including but not limited to, asphalt, concrete, and compacted gravel, roofs, revetments, and any other built surfaces which substantially impede the infiltration of precipitation. |
| Infill | Land that is largely vacant and underdeveloped within areas that are already largely developed. |
| Latecomer fees | Developer reimbursements that finance infrastructure to support the new development. |
| Level of Service | An indicator of the degree of service provided by a public facility based on the operational characteristics of that facility. |
| Local Access Street | Local access streets carry local traffic within a neighborhood and may provide connections to collectors or arterials. |
| Local Improvement Districts | Local Improvement Districts (LIDs) in the City of Olympia are created to finance development infrastructure such as roads and streets, drainage improvement, and the installation of water or sewer lines. Within the City there is one active Local Improvement District. Not all property within the City is included in this district. |
| Major Collector | Major collectors provide connections between arterials and concentrations of residential and commercial activities. |
| MGD | Million Gallons per Day |
| Mitigation | <p>Mitigation means countering the negative environmental impacts that developing the land can have on wetlands, rivers, streams, lakes, and other habitats in the following order of preference:</p> <ol style="list-style-type: none"> 1. Avoiding the impact altogether by not taking a certain action or parts of an action; 2. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; 3. Rectifying the impact by repairing, rehabilitating or restoring the affected environment; 4. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; 5. Compensating for the impact by replacing, enhancing or providing substitute resources or environments; 6. Monitoring the impact and taking appropriate corrective measures. <p>Mitigation for individual actions may include a combination of the above measures.</p> |
| Mixed Use | The use of a parcel or structure by two or more different land uses, such as a combination of residential, office, manufacturing, retail, public, or entertainment in a single or physically integrated group of structures. |
| Mobility | Mobility refers to the movement of people or goods. |
| Moratorium | A temporary halting or severe restriction on specified development activities. |
| Multimodal | Referring to various modes -- walking, cycling, automobile, public transit, etc. -- and connections among modes. |
| Neighborhood Collector | Neighborhood collectors collect and distribute traffic between a residential neighborhood and an arterial or major collector. |
| Net loss (Shoreline Master Program) | A standard designed to halt the introduction of new impacts to shoreline ecological functions resulting from new development. |
| Pathway | Neighborhood pathways are short connections for bicyclists and pedestrians that connect streets to parks, schools and other streets where no motor vehicle connection exists. |

| Term/Language | Definition |
|--|---|
| Pedestrian Scale (same as human scale) | Design and construction considerations based upon the scale of a human being which imbue occupants and users of the built environment with a sense of comfort and security. |
| Permeable materials | Porous materials that allow rainwater to pass through to soak back into the ground. |
| Planter Strip | A strip planted with trees, shrubs, or other vegetation between the sidewalk and the curb. |
| Sense of Place | A sense of place is a unique collection of qualities and characteristics - visual, cultural, social, and environmental - that provide meaning to a location. |
| STEP systems | STEP stands for Septic Tank Effluent Pump. Most customers' household waste goes directly into our sewer collection pipes; waste from customers on STEP systems doesn't. Instead, household wastewater spends time in a STEP sewer system before heading out to the main sewer collection lines. There is a "STEP in-between" flushing your toilet and wastewater being transported to the treatment plant. |
| Stewardship | Careful and responsible management |
| Strategy Corridors (replaces current definition in glossary) | Streets where widening is not a preferred option to address congestion problems. This may be because the street is already at the maximum five-lane width, or that adjacent land uses are either fully built out or are environmentally sensitive. |
| Street Hierarchy | The system by which roads are classified according to their purpose and the travel demand they serve. |
| Street Spacing | How often different types of streets are planned or built within a street layout. |
| Street Standards | Design standards that guide the uniform development of public streets to support present and future multimodal transportation. Standards define the specific features and dimensions of different classes of streets. |
| Streetscape | The elements that make up a street and that define its character, including building frontage, street furniture, landscaping, awnings, signs and lighting. |
| Sustainable | A sustainable community is one that persists over generations and is far-seeing enough, flexible enough and wise enough to maintain its natural, economic, social and political support systems. <u>Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, reuse, and adaptability of existing buildings.</u> |
| SWAT Teams | A multi-agency "Special Weapons and Tactics" response team that assists with the safe and successful resolution of critical incidents, such as dealing with armed and dangerous subjects, hostage incidents, large public disturbances, barricaded suspects and the execution of high-risk warrants. |
| Taking | Regulating or limiting the use of property under the government's police power authority in such a way as to destroy one or more of the fundamental attributes of ownership, deny all reasonable economic use of the property, or require the property owner to provide a public benefit rather than addressing some public impact caused by a proposed use. |
| Transfer of Development Rights | A process to gain credit for unused development rights that can be sold and transferred to another property. Development rights may be used to allow specific density changes in urban areas. |
| Transit Queue Jump Lanes | A bus lane combined with traffic signal priority enabling buses to by-pass waiting queues of traffic. |
| Transportation Demand Management | Measures that encourage the use of alternatives to driving alone or that reduce the need to travel altogether. |
| Unincorporated | An area within the county that is not within city or town jurisdiction. |
| Urban Corridor | Selected major streets and the planned high-density, mixed land uses that surround them. |
| Urban Growth Area | Area designated by the County, in coordination with cities, within which urban growth is encouraged. "Urban growth" makes intensive use of land for the location of buildings, structures, and impermeable surfaces such that it is incompatible with the primary use of land for agriculture and other rural uses and development, as defined in RCW 36.70A . Growth can occur outside of the "UGA" only if it is not urban in nature. |
| Village | A small, compact center of predominantly residential character but with a core of mixed-use commercial, residential, and community services. A village typically has a recognizable center, discrete physical boundaries, and a pedestrian scale and orientation. Olympia's village sites are shown on the Future Land Use Map. |
| Wayfinding | Signs, markings, maps, electronic devices and other features that help people navigate through an area. |
| Wellhead Area | Surface and subsurface area surrounding a water well or well field supplying a public water supply system. |

The Land Use and Environment Committee (10/21/21) recommends revisions to the “alternative language” proposed by the Planning Commission (10/4/21) regarding the 2021 Comprehensive Plan Amendments. The text below reflects the LUEC revisions of the OPC recommended language:

Values and Vision Chapter

Acknowledgement and Equity excerpts

ACKNOWLEDGEMENT

We acknowledge that Olympia resides within the traditional lands of the Steh-Chass **band of indigenous people of Budd Inlet (aka the Squaxin Island Tribe), who were removed from their land for the settlement that became Olympia.** The Tribe has offered these words for acknowledgement:

“The Squaxin Island Tribe’s habitation of what is now Olympia spans thousands of years. The ancestral families who lived and thrived here named it Steh-Chass, and occupied prosperous villages along the shores. Archeological findings of ancestral artifacts in the area suggest habitation by Squaxin ancestors since the retreat of the glaciers during the last Ice Age. Today, the Squaxin people continue stewardship of these ancestral lands, from the Deschutes watershed and what is now Budd Inlet. The Steh-Chass (Squaxin) continue to call themselves ‘People of the Water’ because of the bounty of the region’s waterways **and artesian waters**, which have sustained the people for millennia.”

The City of Olympia will continue to strengthen our government-to-government relationship with the Squaxin Island Tribe to support our shared environmental, economic, and community goals.

We acknowledge Olympia’s history of racially restrictive covenants, redlining, and displacement of Black, Indigenous, and people of color (BIPOC). We acknowledge that our historic population of Chinese Olympians, who built much of Olympia’s original infrastructure, were actively excluded through anti-Chinese sentiment and restrictive immigration laws, resulting in the loss of Olympia’s once thriving Chinatown and a dwindling Chinese population. These institutional and systemic barriers are still prevalent and have resulted in a lack of equitable access to resources and opportunities. We are dedicated to rebuilding trust through reconciliation and making ongoing efforts to remove these barriers.

EQUITY

What Olympia values:

As evident through the City’s Housing Needs Assessment, our community is becoming more diverse. This includes changes in racial demographics, an increase in the number of aging adults, and changes in average household size and income. Olympians value and respect the identities and lived experiences of our community members, including, but not limited to, race, color, creed, national origin, immigration or refugee status, financial stability, gender, sexual orientation, age, or ability. We believe that embracing equity enhances the livability and vibrancy of our beautiful city for all residents.

Our Vision for the Future:

We envision a future where Olympia has a diverse and inclusive community, a robust and resilient local economy, and a strong multicultural arts and heritage presence for all to enjoy. To build a truly livable and vibrant city, we understand that we must provide equitable access to the necessities of life, including housing, mobility, food, services, education, and meaningful work. We must consider the diverse needs of our residents in planning the long-term growth and development of Olympia, **considering both quantitative and qualitative data from our community to drive decision making**. Giving everyone an opportunity to participate in the civic, economic, and cultural life of the city will lead to greater quality of life and sustainable local economy.

We recognize that equity is essential to all areas of the Comprehensive Plan and are committed to working to eliminate inequity in our community.

~~with the Social Justice and Equity Commission to implement an equity framework during the next Comprehensive Plan update in 2025. All future amendments should be reviewed for consistency with the equity framework.~~

Land Use and Urban Design chapter

Neighborhood character excerpt

Neighborhood character is ~~an amalgam of various~~ made up of a variety of elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical attributes that contribute to its sense of place and identity. These elements may include, but are not limited to, a neighborhood’s land use, urban design, visual resources, and/or historic resources. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parks and open space, provision of City utilities, street grids and connections, and street trees.

Our community considers it essential that all neighborhoods become accessible, sustainable, and culturally inclusive.

- *Accessible: Includes ADA compliancy, multimodal mobility, and housing affordability.*
- *Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.*
- *Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians, past and present.*

*Neighborhood character will be balanced with other plan goals and policies, such as increasing the variety of housing types and providing **pedestrian people-oriented streets places**, and implemented through the City’s development regulations.*

Olympia Planning Commission

October 4, 2021

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Councilmembers:

The Olympia Planning Commission (OPC) is pleased to provide its recommendation on the proposed 2021 Comprehensive Plan Amendments. The OPC conducted a public hearing on August 2, 2021, and considered the written public comments and testimony provided.

The City proposed amendments were considered in three parts, as follows:

- Part A: Text amendments requested by the Public Works Department regarding transportation concurrency.
- Part B: Text and transportation map amendments requested by the Public Works Department regarding street connections in the southeast portion of Olympia, in the area known as “LBA Woods”.
- Part C: Text amendments requested by Council to improve language around equity and inclusion, including defining neighborhood character.

The Commission recommends approval of Part A as proposed; Part B as proposed and with the minor text amendments requested by the Washington State Department of Transportation; and recommends approval of Part C, as summarized below.

1. Accept changing the word “citizen” to “community member” or “resident” throughout the plan.
2. Accept changing all gender references in the plan to gender neutral pronouns.
3. In regard to the proposal to add a definition of Neighborhood Character, as proposed in the Land Use and Urban Design Chapter, the following language is recommended:

Neighborhood character is an amalgam of various elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical attributes that contribute to its sense of place and identity. These elements may include, but are not limited to, a neighborhood’s land use, urban design, visual resources, and/or historic resources. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parks and open space, provision of City utilities, street grids and connections, and street trees.

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- *Accessible: Includes ADA compliancy, multimodal mobility, and housing affordability.*
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- *Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians, past and present.*

Neighborhood character will be balanced with other plan goals and policies, such as increasing the variety of housing types and providing pedestrian oriented streets, and implemented through the City's development regulations.

4. In regard to the equity language proposed in the Community Values and Vision Chapter, the Commission recommends the following language be used in place of the proposed language in the application:

ACKNOWLEDGEMENT

We acknowledge that Olympia resides within the traditional lands of the Steh-Chass of Budd Inlet (aka the Squaxin Island Tribe). The Tribe has offered these words for acknowledgement:

“The Squaxin Island Tribe’s habitation of what is now Olympia spans thousands of years. The ancestral families who lived and thrived here named it Steh-Chass, and occupied prosperous villages along the shores. Archeological findings of ancestral artifacts in the area suggest habitation by Squaxin ancestors since the retreat of the glaciers during the last Ice Age. Today, the Squaxin people continue stewardship of these ancestral lands, from the Deschutes watershed and what is now Budd Inlet. The Steh-Chass (Squaxin) continue to call themselves ‘People of the Water’ because of the bounty of the region’s waterways, which have sustained the people for millennia.”

The City of Olympia will continue to strengthen our government-to-government relationship with the Squaxin Island Tribe to support our shared environmental, economic, and community goals.

EQUITY

What Olympia values:

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creed, national origin, class, gender, sexual orientation, age, or ability. We believe that embracing equity enhances the livability and vibrancy of our beautiful city for all residents.

Our Vision for the Future:

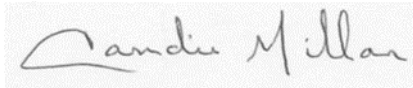
We envision a future where Olympia has a diverse and inclusive community, a robust and resilient local economy, and a strong multicultural arts and heritage presence for all to enjoy.

To build a truly livable and vibrant city, we understand that we must provide equitable access to the necessities of life, including housing, mobility, food, services, education, and meaningful work. We must consider the diverse needs of our residents in planning the long-term growth and development of Olympia. Giving everyone an opportunity to participate in the civic, economic, and cultural life of the city will lead to greater quality of life and sustainable local economy.

The Commission recommends continued discussion of equity and inclusion, including any definition of Neighborhood Character. We recommend the continued discussion become part of the next Periodic Update of the Comprehensive Plan. Public processes, such as a study session, would be helpful to address and discuss the issues further with the community.

The Commission agreed that the proposals, as amended by the Planning Commission recommendation, are consistent with the Final Review and Evaluation Criteria in OMC 18.59.040. Thank you for the opportunity to review and make a recommendation on the proposed annual amendments.

Sincerely,




Candi Millar, CHAIR
Olympia Planning Commission



Aaron Sauerhoff, VICE CHAIR
Olympia Planning Commission

Olympia Planning Commission

MEMORANDUM


TO: Mayor Selby and Honorable City Councilmembers
FROM: Rad Cunningham, Commissioner 
DATE: October 4, 2021
SUBJECT: 2021 Annual Comprehensive Plan Amendments, Part C, Equity and Inclusion

Dissenting Viewpoint

The intent of the proposed comprehensive plan amendments put forward by council was to answer the demand for immediate action on equity in Olympia. If I had the option, I would have voted to adopt them without amendment. In my years as a planning commissioner, I have read many comment letters and listened to hours of testimony where neighborhood character was used to oppose zoning changes that would make affluent single family zoned neighborhoods more inclusive. I think the language adopted in our letter, adapted from a definition of neighborhood character CNA proposed, undermines the intent to define neighborhood character such that it cannot be used as an exclusionary tool. Similarly, I believe the equity language the commission recommended in the Community Values and Vision chapter weakens the language originally proposed by council. Although I could not vote against including additional equity language in the comprehensive plan, I lament leaving out critical pieces like recognizing our history of mortgage discrimination and the commitment to working with the Social Justice and Equity Commission on an equity framework for the upcoming comprehensive plan update.

Olympia Planning Commission

MEMORANDUM

TO: Mayor Selby and Honorable City Councilmembers
FROM: Greg Quetin, Commissioner 
DATE: October 8, 2021
SUBJECT: 2021 Annual Comprehensive Plan Amendments, Part C, Neighborhood Character

I support the definition of “neighborhood character” suggested by the Olympia Planning Commission and particularly the City Council’s intent in bringing forward this amendment. However, I consider moving this amendment forward now as part of an effort to reduce harm and I think that removing “neighborhood character” from the comprehensive plan altogether should be considered in the next Comprehensive Plan update. After considering the definition of “neighborhood character” in relation to this amendment to the Comprehensive Plan it is my conclusion that the amorphous definition of “neighborhood character”, and its history of use as a justification to exclude people in the United States, render the term of little use and considerable harm in our planning documents.

I suggest that we incorporate or highlight more concrete and specific issues into our land use and planning documents in the place of “neighborhood character”. Measurable aspects of our built environment, (for example, public services, affordable housing, transportation, noise, light, pollution, and public health) can serve as grounded points of discussion around which the priorities of the community can be discussed. In concert with these changes, I urge a proactive effort to embrace a process of Equitable Development, defined by the Environmental Protection Agency as an approach for meeting the needs of underserved communities through policies and programs that reduce disparities while fostering places that are healthy and vibrant. This process can work to improve input from across the community, particularly from those with less access to traditional avenues of input, and with consideration for future residents and generations who will call Olympia home.

Thank you for your efforts on these issues.

Olympia Planning Commission

MEMORANDUM

TO: Mayor Selby and Honorable City Councilmembers
FROM: Tracey Carlos, Commissioner
DATE: October 12, 2021
SUBJECT: 2021 Annual Comprehensive Plan Amendments, Pact C, Neighborhood Character

First I would like to say thank you for your commitment to diversity, equity, and inclusion in defining neighborhood character. I was impressed by the council's definition that stripped out all of the various ways that neighborhood character has been used throughout the US to exclude people from being able to live in communities. The issue is much larger than our city, which is evident when you see how many planning documents neighborhood character is referenced in around the US.

I voted to accept the City Council's recommendation with the added section from staff but I do believe it needs further study in future updates. It is my belief that we need to remove the phrase from the Comprehensive Plan completely. While redefining it helps, it is a bandage where surgery is needed. I am hoping to see us have study sessions that delve further into the history of racism in city planning so that we all can understand why this is so important.

I also agree with Commissioner Quetin that we incorporate or highlight more concrete and specific issues in our land use and planning documents in the place of neighborhood character. The arguments that it should remain in the Comprehensive Plan because of all the other documents it is in misses the point. The point of systemic racism is that it is pervasive and needs to be removed everywhere it spread to not ignored because it was successfully spread.

We live in a wonderful community that takes pride in setting trends in how to fix problems like these and I want to see us set the trend here too for Washington State. So again, thank you for bringing this issue forward in the Comprehensive Plan amendments so that we may address it.

Olympia Comprehensive Plan



What is the Comprehensive Plan?

A Comprehensive Plan describes the community's long-term vision and goals. Olympia first adopted a Comprehensive Plan over fifty years ago. In 2014, the City completed a major update of the Plan.

The Comprehensive Plan covers the area of the Olympia City Limits and the urban growth area.

[View the Comprehensive Plan](#)

Annual Comprehensive Plan Amendment Process

2021 amendments

The City made an application to amend text and the Transportation 2030 maps in the Comprehensive Plan. The application consists of three parts, as follows:

- [Part A](#): Text amendments requested by the Public Works Department regarding transportation concurrency.
- [Part B](#): Text and transportation map amendments requested by the Public Works Department regarding street connections in the southeast portion of Olympia, in the area known as “LBA Woods”.
- [Part C](#): Text amendments requested by Council to improve language around equity and inclusion.

The Olympia Planning Commission conducted a public hearing on Aug. 2, 2021. The Commission issued its recommendation to City Council on October 4. The Land Use and Environment Committee (LUEC) considered the Planning Commission recommendation at its meeting on October 21. The LUEC recommends revisions to the Planning Commission alternative language regarding the land acknowledgement and equity language in the Community Values and Vision Chapter and regarding Neighborhood Character in the Land Use and Urban Design Chapter.

The Council will make a decision on the annual Comprehensive Plan Amendments at a future public meeting, tentatively scheduled for November 16, 2021.



- [View the Planning Commission's recommendation letter](#)
- [Comprehensive Plan with recommended changes](#)
- [Land Use & Environment Committee recommended revisions](#)

Comprehensive Plan periodic update

The Periodic Update, which is required by state law, is an opportunity to review and update the Comprehensive Plan and implementing Development Regulations. This will include looking out to the year 2045 to show how the City will accommodate new population and employment growth. It is also an opportunity to make sure the City's Plan and codes meet current state requirements that may have changed since the last major update of the Plan. The City of Olympia will begin the Periodic Update process in 2022.

Because the Periodic Update will involve review of all chapters of the Plan, the City will not accept annual Comprehensive Plan Amendment applications until the Periodic Update is complete. Instead, those seeking Plan Amendments will be invited to participate in the Periodic Update process. The deadline to complete the update is June 30, 2025.



Capital Facilities Plan (CFP)

The CFP is a pending plan that outlines the timing, location, projected cost and revenue sources for the major projects and infrastructure improvements identified in the Comprehensive Plan. The CFP is reviewed and updated annually and can be viewed on the [Budget/Financial Reports web page](#).

Neighborhood Character – Proposed Language

OPC Continued Deliberations

October 4, 2021

This document is provided for the Commission's convenience to see the three proposals under consideration (not including the language proposed in the Commission's Pending Motion). For full context or positioning of these text amendments in the Comprehensive Plan, please see the Council's application materials, staff Character Discussion handout, and the comments submitted by the Council of Neighborhoods Association dated July 15, 2021, and July 22, 2021. These documents are part of the existing record for this application and are available upon request.

New Language as Proposed in the Application Materials (Submitted by City Council)

Our community defines “neighborhood character” as accessible, sustainable, and culturally inclusive neighborhoods. These are defined as:

- Accessible: Includes ADA compliancy, multi-mobility, and housing affordability.
- Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.
- Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.

As proposed by Staff

Our community defines “neighborhood character” as accessible, sustainable, and culturally inclusive neighborhoods. These are defined as:

- Accessible: Includes ADA compliancy, multi-modal mobility, and housing affordability.
- Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.
- Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.
- Physical characteristics of neighborhoods are not stagnant and will change over time. Consideration of neighborhood character will be made for attributes such as design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees. These will be balanced with other plan goals and policies, such as increasing the variety of housing types and providing pedestrian oriented streets, and implemented through the City's development regulations.

Recommendation by Council of Neighborhoods Association

To be included in the *Community Values and Vision* Chapter:

Our community values accessible, sustainable, and culturally inclusive neighborhoods. These are defined as:

- Accessible: Includes ADA compliancy, multi-mobility, and housing affordability.
- Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.
- Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.

To be included in the *Land Use and Urban Design* Chapter:

Neighborhood character is an amalgam of various elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood’s land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.

The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values. (Read more in the Community Values and Vision chapter).

Community Values & Vision

During 2009-2014, the City and public engaged in a broad update to Olympia's Comprehensive Plan. The City held over 30 public meetings and collected over 2,000 comments from community members about what they value in Olympia and their vision for Olympia's future. These community values and visions are distilled below and reflected in the goals and policies throughout the Comprehensive Plan.

Olympians value and respect the intersectional identities and lived experiences of our community members, including but not limited to Black, Indigenous, and people of color (BIPOC), people with disabilities, older adults, youth and younger adults, LGBTQ+, immigrants, and refugees. We believe that embracing equity enhances the livability and vibrancy of our beautiful city for all residents.

We envision a future where Olympia has a diverse and inclusive community, a robust and resilient local economy, with a strong multicultural arts and heritage presence for all to enjoy.

We acknowledge that Olympia resides within the ~~treaty~~ traditional lands of the people of Steh-Chass of the Squaxin Island Tribe. The Tribe has offered these words for acknowledgement:

"The Squaxin Island Tribe's habitation of what is now Olympia spans thousands of years. The ancestral families who lived and thrived here named it Steh-Chass, and occupied prosperous villages along the shores. Archeological findings of ancestral artifacts in the area suggest habitation by Squaxin ancestors since the retreat of the glaciers during the last Ice Age. Today, the Squaxin people continue stewardship of these ancestral lands, from the Deschutes watershed and what is now Budd Inlet. The Steh-Chass (Squaxin) continue to call themselves 'People of the Water' because of the bounty of the region's waterways, which have sustained the people for millennia."

The City of Olympia will continue to strengthen our government-to-government relationship with the Squaxin Island Tribe to support our shared environmental, economic, and community goals.

We acknowledge Olympia's history of racially restrictive covenants, redlining, and displacement of BIPOC. We acknowledge that our historic ~~once-abundant~~ population of Chinese Olympians, who built much of

Olympia's original infrastructure, were actively excluded through anti-Chinese sentiment and restrictive immigration laws, resulting in the loss of Olympia's once thriving Chinatown and a dwindling Chinese population. These institutional and systemic barriers are still prevalent and have resulted in a lack of equitable access to resources and opportunities. We are dedicated to rebuilding trust through reconciliation and making ongoing efforts to remove these barriers.

We understand that in order to build a truly livable and vibrant city, we must provide equitable access to the necessities of life, including housing, mobility, food, services, education, and meaningful work. We must consider the diverse needs of our residents in planning the long-term growth and development of Olympia. Giving everyone an opportunity to participate in the civic, economic, and cultural life of the city translates to greater quality of life and better bottom line benefits, resulting in a thriving and sustainable local economy. As evident through the Housing Needs Assessment, our community is becoming more diverse. This includes changes in racial demographics, an increase in the number of aging adults, and changes in the average household size and income. We will include both quantitative and qualitative data from our community to drive decision making.

We recognize that equity is essential to all areas of the Comprehensive Plan and are committed to working with the Social Justice and Equity Commission to implement an equity framework during the next Comprehensive Plan update in 2025. All future amendments should be reviewed for consistency with the equity framework.

Public Participation and Partners

What Olympia Values:

Olympians value their right to participate in City government, and to engage in meaningful, open and respectful community dialogue regarding decisions that affect our community.

Our Vision for the Future:

Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.

The City of Olympia places a high priority on engaging citizens-community members early and often and regularly demonstrates how the voices of the community are heard. When issues come up, the City's healthy public participation process helps each segment of the community to understand the larger picture and the need to act in the best interest of the City as a whole. Olympia engages the public in major decisions through a variety of methods, including community conversations, public forums, and interest-based negotiation, and makes sure these citizens-community members know how their input was used. Because of this, the City has built trust with the community.

Our Natural Environment

What Olympia Values:

Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.

Our Vision for the Future:

A beautiful, natural setting that is preserved and enhanced.

Olympia's unique natural setting will continue to make Washington State's capital city great. By working closely with surrounding governments we can successfully preserve, protect and restore the natural heritage we share.

As a result of this cooperative effort, Olympia will enjoy a dense tree canopy that will beautify our downtown and neighborhoods, and improve the health, environmental quality and economy of our city. Though our population will increase, our air and water will be cleaner and wildlife habitat will be preserved to maintain a biologically healthy diversity of species. Salmon will return and spawn in the streams where they were born. Seals, sea lions, orcas, and otters will roam the waters of southern Puget Sound.

Land Use and Urban Design

What Olympia Values:

Olympians value neighborhoods with distinct identities; historic buildings and places; a walkable and comfortable downtown; increased urban green

space; locally produced food; and public spaces for ~~citizens~~ community members in neighborhoods, downtown, and along our shorelines.

Our Vision for the Future:

A walkable, accessible, vibrant city.

We envision a capital city of pedestrian-oriented streetscapes, livable and affordable neighborhoods, safe and meaningful street life, and high-quality civic architecture. Through collaboration with other agencies and partners, our urban waterfront will be a priceless asset, eventually running along the Deschutes River from Tumwater's historic buildings, down past Marathon and Heritage parks to Percival Landing and the Port Peninsula.

Capitol Way will be a busy and historic boulevard linking the waterfront and downtown to the Capitol Campus. By creating plazas, expanded sidewalks, and public art in public places, we will stimulate private investment in residential and commercial development, increasing downtown Olympia's retail and commercial vitality.

Olympia will work to create "urban nodes" of higher density and mixed-use development in specific locations along our urban corridor. We will encourage infill projects and remodeling of older structures; in turn we will begin to create a more walkable community, where historic buildings and neighborhoods are valued, preserved, and adapted to new uses.

Well-implemented neighborhood sub-area planning will help us determine unique neighborhood assets to protect and enhance; where and how to increase density and retain green space; and develop safe and convenient access to everything from grocery stores, to schools, neighborhood parks, community gardens and neighborhood gathering places.

Transportation

What Olympia Values:

Olympians want a transportation system that can move people and goods through the community safely while conserving energy and with minimal environmental impacts. We want it to connect to our homes, businesses and gathering spaces and promote healthy neighborhoods.

Our Vision for the Future:

Complete streets that move people, not just cars.

Biking & Walking: Olympians, both young and old, will be able to walk or bike to work, school, shopping, and recreation. Bike lanes and sidewalks will be safely integrated and often buffered from traffic along arterials and collectors throughout the city. Pedestrians and bicyclists will use trails and pathways built through open areas, between neighborhoods, and along shorelines. Sidewalks, both in compact, mixed-use neighborhoods and downtown, will encourage walkers to stop at shops and squares in lively centers near their homes. Trees and storefront awnings will line the streets.

Commuting: We envision a future in which nearly all residents will live within walking distance of a bus stop, and most people will commute by foot, bicycle, transit or carpool. Drivers will use small vehicles fueled by renewable resources. Electric buses will arrive every ten minutes at bus stops along all major arterials.

Parking: Parking lots for car commuters will be located on the edges of downtown, hidden from view by offices and storefronts. Variable pricing of street meters and off-street lots will ensure that parking is available for workers, shoppers and visitors. Short and long-term bike parking will be conveniently located. Throughout town, streets will provide room for both bike lanes and parking, and will be designed to slow traffic.

ADA Compliance: Our transportation system will be accessible to people of all abilities and aligned with the Americans with Disabilities Act.

Safety: Because slower speeds will be encouraged, and crosswalks and intersections will be safer, deaths and injuries from collisions will be nearly eliminated.

Utilities

What Olympia Values:

Olympians value a drinking water supply that is owned and controlled by the City. We want wastewater and stormwater treated effectively before it is discharged into Puget Sound. We understand and value the role that 'reuse, reduction and recycling' plays in our effort to conserve energy and materials.

Our Vision for the Future:

Clean, plentiful water and significant reduction of waste.

Through careful planning, improved efficiency of our drinking water use and rates that encourage conservation, Olympia will be able to meet the water needs of its future population. Our improved water treatment and reduced wastewater and storm water discharge will support abundant aquatic life in Budd Inlet and our local streams.

We will place less pressure on our local landfills, thanks to state and national packaging standards, local solid waste incentives, and the voluntary actions of our [citizenscommunity members](#). A majority of Olympia households will be using urban organic compost on their landscapes. Artificial fertilizers no longer contaminate local water bodies.

Public Health, Parks, Arts and Recreation

What Olympia Values:

Olympians value the role parks, open space, recreation and art play in our lives; as these contribute to our sense of community, and to our physical, spiritual and emotional well-being.

Our Vision for the Future:

A healthy, fun and enriching place to live.

Places where we can move: -The many parks and open spaces throughout our community will be key to maintaining the health of our children, and all Olympians. The Olympia School District will work with the City to allow maximum feasible public use of School District gyms and playgrounds.

Programs that support health: The City's work with school districts and local and state health agencies will foster programs that encourage good nutrition and exercise. These programs will complement other City regulations that are encouraging both urban agriculture and markets for sale of local and regional produce.

A biking city: -Olympia will be continually expanding and upgrading its bicycle facility network and will see major increases in bike use, for both commuting and recreation. In selected areas where cyclists tend to concentrate, the City will provide separated bike facilities.

Olympians walk – everywhere: -We envision a city in which all neighborhoods have sidewalks on at least one side of major collector streets. This, along with more pedestrian crossing improvements and neighborhood pathways, traffic calming devices, and enforcement of traffic laws, will contribute to a dramatic increase of walking in Olympia.

An arts magnet: The City will continue to sponsor and support music and art events and festivals, which attract residents and visitors from throughout the area. The City will take advantage of provisions in state law to fund art throughout ~~the~~ Olympia.

Economy

What Olympia Values:

Olympians recognize the importance of our quality of life to a healthy economy. We value our status as Washington State's capital, as well as our community businesses as a source of family wage jobs, goods and services, and various other contributions that help us meet community goals.

Our Vision for the Future:

Olympia's economy is healthy due to a diverse mix of new and existing employment sectors, in addition to being the center of state government.

Because of our careful planning the Olympia economy will remain stable, especially when compared to similar cities throughout the state and region. The City's investment in the downtown will encourage market-rate housing, many new specialty stores and boutiques, and attract visitors to places such as Percival Landing, the Hands on Children's Museum, and our many theatre and art venues. Its work to strengthen regional shopping nodes, such as the area around Capital Mall, will provide high-density housing, transit, pedestrian and bicycle access, making our state capital a popular destination to live, work, play and study.

Entrepreneurs, attracted to an urban environment with an open and accepting culture, will create new start-ups in Olympia that diversify our job market and economy, making it less vulnerable to downturns in state government.

Meanwhile, on the city's outskirts, small farms will continue to expand. Local food producers will further diversify local employment opportunities and help local residents and businesses be less vulnerable to the rising cost of imported food.

Public Services

What Olympia Values:

Olympia residents value the protection our police, fire, and emergency medical services provide. They also support codes that enforce the City's efforts to maintain neighborhood quality, adequate and affordable housing for all residents, community gathering places, and recreational centers.

Our Vision for the Future:

Responsive services and affordable housing for all.

By adopting "affordable" housing program criteria, the City will help assure all residents can meet their basic housing needs. We believe this will contribute to a regional goal to end homelessness in our community. In turn, this would contribute to reducing the cost of City police and social services and make the downtown more attractive for businesses and

visitors.

The strong code enforcement programs that will emerge from ~~citizen~~
community member involvement in every neighborhood will help protect
the safety and distinct identity of all Olympia neighborhoods.

Community Values & Vision

During 2009-2014, the City and public engaged in a broad update to Olympia's Comprehensive Plan. The City held over 30 public meetings and collected over 2,000 comments from community members about what they value in Olympia and their vision for Olympia's future. These community values and visions are distilled below and reflected in the goals and policies throughout the Comprehensive Plan.

ACKNOWLEDGEMENT

We acknowledge that Olympia resides within the traditional lands of the Steh-Chass of Budd Inlet (aka the Squaxin Island Tribe). The Tribe has offered these words for acknowledgement:

"The Squaxin Island Tribe's habitation of what is now Olympia spans thousands of years. The ancestral families who lived and thrived here named it Steh-Chass, and occupied prosperous villages along the shores. Archeological findings of ancestral artifacts in the area suggest habitation by Squaxin ancestors since the retreat of the glaciers during the last Ice Age. Today, the Squaxin people continue stewardship of these ancestral lands, from the Deschutes watershed and what is now Budd Inlet. The Steh-Chass (Squaxin) continue to call themselves 'People of the Water' because of the bounty of the region's waterways, which have sustained the people for millennia."

The City of Olympia will continue to strengthen our government-to-government relationship with the Squaxin Island Tribe to support our shared environmental, economic, and community goals.

EQUITY

What Olympia values:

As evident through the City's Housing Needs Assessment, our community is becoming more diverse. This includes changes in racial demographics, an increase in the number of aging adults, and changes in average household size and income. Olympians value and respect the identities and lived experiences of our community members, regardless of race, color, creed, national origin, class, gender, age, or ability. We believe that

embracing equity enhances the livability and vibrancy of our beautiful city for all residents.

Our Vision for the Future:

We envision a future where Olympia has a diverse and inclusive community, a robust and resilient local economy, and a strong multicultural arts and heritage presence for all to enjoy.

To build a truly livable and vibrant city, we understand that we must provide equitable access to the necessities of life, including housing, mobility, food, services, education, and meaningful work. We must consider the diverse needs of our residents in planning the long-term growth and development of Olympia. Giving everyone an opportunity to participate in the civic, economic, and cultural life of the city will lead to greater quality of life and sustainable local economy.

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The strong code enforcement programs that will emerge from citizen involvement in every neighborhood will help protect the safety and distinct identity of all Olympia neighborhoods.

From: [Nick Sanders](#)
To: [Joyce Phillips](#)
Subject: LBA Woods
Date: Friday, April 30, 2021 5:14:01 PM

External Email Alert!

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Hello Joyce, I'd like to share my perspective on possible development of the LBA Woods.

Olympia is a great place to live. Retaining natural forests, parks and open spaces for public use is essential in keeping Olympia a great place to live. The LBA Woods is a place my family visits often. Its part of the reason we chose to live in the neighborhood near by. Please leave LBA Woods intact, they way it currently exists, and do not develop it for any reason.

Thank you,

Nick Sanders

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fw: Updated Comprehensive Plan - LBA Park: Request for Removal of Road in Plans
Date: Wednesday, June 02, 2021 2:42:59 PM

Hi Joyce,

I'm forwarding each of the emails individually as it doesn't look like you are copied on any of them.

Candi Millar, AICP

From: ckelpforest@gmail.com <ckelpforest@gmail.com>
Sent: Tuesday, June 1, 2021 9:36 PM
To: Cari Hornbein <chornbei@ci.olympia.wa.us>
Cc: kbraseth@ci.o <kbraseth@ci.o>; Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>
Subject: RE: Updated Comprehensive Plan - LBA Park: Request for Removal of Road in Plans

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FYI- Please see that all current members of the Board receive my comments below. Contact information was not complete on your website and I believe you have several vacant positions, so I am unclear how to contact all relevant staff.

-----Original Message-----

From: Cynthia Stonick <ckelpforest@gmail.com>
Sent: Tuesday, June 1, 2021 8:33 PM
To: kbraseth@ci.olympia.wa.us
Subject: Updated Comprehensive Plan - LBA Park: Request for Removal of Road in Plans

Please forward my comments to the entire Planning Commission Board.

I am opposed to the construction of a new road in LBA park. Putting in a road destroys all the values this park has to offer. My family has been walking this area for over 20 years and it is very important to us. Having a road through the middle of the park will destroy the beauty, serenity, and diversity that this unique park has to offer.

The City recently purchased the newer section for a "park," not a roadway! Please do not sacrifice the park at the expense of new development. Transit, bicycling, walking and other forms of alternative transportation should be encouraged rather than more roads and cars.

This is a unique park with fields, wetlands, and forested uplands. Many

wild animals including birds utilize this area. A roadway will only remove the value and diversity that the LBA Park currently offers, so please remove mention of the road in the updated comp plan.

Thank you,
Cynthia L. Stonick
3418 Donnelly Dr SE
Olympia, WA
(360) 456-7975
ckelpforest@gmail.com

Sent from my iPad

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fw: Follow Through Needed to Stop the Road Through the LBA Woods
Date: Wednesday, June 02, 2021 2:43:30 PM

2nd...

Candi Millar, AICP

From: ZOE CORWIN <zoe88@comcast.net>
Sent: Monday, May 31, 2021 7:28 AM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Fwd: Follow Through Needed to Stop the Road Through the LBA Woods

External Email Alert!

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Hello Everyone,

I hope you are well and happy. This letter is to beg you to Stop the Road through LBA Park. Please do not continue paving the road, installing new roads, or extending the existing road. Please leave this land natural.

The woods in LBA need to be protected, so it remains for everyone to use in the future. If the road is continued, eventually businesses, cars and homes would invade this area. Once the woods are gone, they will be gone forever. Please walk through the forest yourself. You will find it is extremely beautiful. Please do not ruin it. There are not many forests in Olympia where people can walk. Most are owned by rich people who put up no trespassing signs.

Do you have to be rich to walk in a forest? Please, NO. Don't make it possible. Keep this forest and the surrounding lands unchanged for the happiness of all. I know it would be nice for State workers to have the road paved, but the happiness of all is more important than the happiness of a few. So, please do whatever you can to Stop the Road in LBA.

Thank you for your time and consideration.

Zoe Corwin

----- Original Message -----

From: LD <stoptheroadlba@yahoo.com>

To: Larry Jeza <stoptheroadlba@yahoo.com>

Date: 05/30/2021 12:34 PM

Subject: Follow Through Needed to Stop the Road Through the LBA Woods

**"It ain't over till it's over."
- Yogi Berra**

Removing the road through the LBA Park is continuing to proceed. The City's February 9th proposed amendment to the Comprehensive Plan which removes the road is moving to the next step in the process.

After the Planning Commission reviews the City's staff final review and comments on the road removal amendment, they will set a **hearing date** to hear arguments for and against removing the road from the Comprehensive Plan. Following the hearing, the Planning Commission will recommend to the City Council whether the amendment should be adopted.

We need you to contact the Planning Commission by all the usual methods and let them know why we support stopping the road. Planning Commission contact information:

Olympia Planning Commission Members

Candi Millar, Chair - cmillar@ci.olympia.wa.us
Aaron Sauerhoff, Vice Chair - asauerho@ci.olympia.wa.us
Carole Richmond - crichmon@ci.olympia.wa.us
Paula Ehlers - pehlers@ci.olympia.wa.us
Rad Cunningham - rcunning@ci.olympia.wa.us
Tammy Adams - tadams@ci.olympia.wa.us
Greg Quetin - Newly appointed, no email provided yet.
Tracey Carlos - Newly appointed, no email provided yet.
Zainab Nejati – Newly appointed, no email provided yet.

Easy Paste Email Addresses

tadams@ci.olympia.wa.us, rcunning@ci.olympia.wa.us,
pehlers@ci.olympia.wa.us, crichmon@ci.olympia.wa.us,
asauerho@ci.olympia.wa.us, cmillar@ci.olympia.wa.us,
chornbei@ci.olympia.wa.us

Commission Staff Liaison

Cari Hornbein, Senior Planner
Email: chornbei@ci.olympia.wa.us
Phone: 360.753.8048

Mailing Address

City of Olympia
Community Planning and Development Department
PO Box 1967 Olympia WA 98507-1967

Background and Review

The City Council has created a draft amendment to remove the road that reads in part,

"Proposed replacement text to Appendix A:

Log Cabin Road Street Connection: Boulevard Road to Wiggins Road

This comprehensive plan includes specific language and guidance on street connections, and it proposes major street connections in parts of the City. The Log Cabin Road extension was proposed in previous comprehensive plans to connect Boulevard Road to Wiggins Road. This street connection was identified as a need for both the local and regional transportation system. It would serve motor vehicles, pedestrians, bicyclists, and potentially transit.

A 2016 evaluation indicated that the Log Cabin Road street connection is likely not needed until about 2040. In 2021, the City Council removed the Log Cabin extension and other smaller street connections in this vicinity from this plan. Instead, in approximately 2030, the multimodal transportation needs in southeast Olympia will be studied. This in-depth evaluation is needed to understand the transportation and street connection needs in the southeast area. Because the Log Cabin Road street connection was identified as having regional significance, neighboring jurisdictions will also be involved in this evaluation. A public involvement process will be included in this evaluation.”

Source “Final Comprehensive Plan Amendment”. See attached or download the PDF at: <https://ci-olympia-wa.smartgovcommunity.com/Blob/5a70ddbc-7360-4b89-b7f5-16a7227e411f>.

Schedule for Considering Adoption of Amendment to Stop the Road

Here is the general schedule for the remainder of the process, but it can vary depending on complexity and number of comments received:

Staff Report: Staff will complete their analysis near the end of May.

Planning Commission Consideration:

- Public Hearing: July
- Planning Commission Deliberations and Recommendation: July/August

City Council Action:

Typically takes place in October or November

Actions needed by you:

Write to the Planning Commission about why you believe they should recommend stopping the road through the LBA Woods.

The City staff have not changed their Log Cabin project website to reflect the new direction of the city council <https://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/log-cabin-connection.aspx> The City’s website still references the 2016 staff evaluation that says it is needed to avoid additional costs for street widening alternatives. The Council now knows that enabling more traffic throughput encourages more vehicle use and is only, at best, a temporary solution to congestion.

[Getting your voice heard by the City Planning Commission is critical to continue the promising progress we have made so far.](#)

We will let you know when new information becomes available and when the Public Hearing is scheduled.

For more information about the how to stop the road, talking points and an updated LBA Woods map go to <https://tinyurl.com/StopTheRoad> website.

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fw: road
Date: Wednesday, June 02, 2021 2:43:58 PM

3rd...

Candi Millar, AICP

From: JAN SEGUIN <jseguin21@comcast.net>
Sent: Sunday, May 30, 2021 9:54 PM
To: Candi Millar <cmillar@ci.olympia.wa.us>
Subject: road

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st op it ----- where else nearby could my dog and I enjoy the outside
excercise - be happy it's close and friendly with choice distance and pace ! Jan
Seguin

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fw: Olympia Planning Commission re: LBA Park
Date: Wednesday, June 02, 2021 2:44:20 PM

Final...

Candi Millar, AICP

From: ROBERT VADAS <bobesan@comcast.net>
Sent: Sunday, May 30, 2021 5:19 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Olympia Planning Commission re: LBA Park

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5/30/21

Dear Olympia Planning Commission;

Re: LBA Park, it's been a great place to relax & enjoy nature while getting hiking exercise, which I've regularly done before & during the pandemic. The diversity of habitat types (wetlands, hills, forestlands, & fields) here is impressive & often enjoyed by my neighbors. The Olympia City Council now realizes (through public input) that extending Log Cabin Rd. thru there would be a colossal mistake, disturbing both hikers & nearby athletes in the sports fields. That's NOT how public parks should be treated.

Moreover, having lived in the Washington DC area, I'm well aware that building new roads just encourages more development & thus traffic congestion, such that the DC Beltway only temporarily became less-congested w/ each lane expansion. We're a quiet neighborhood in the CRANA area of East Olympia, & I'd like to see it stay that way for the good of people & their pets.

So please drop this proposed road project from your plans, as we find more climate- & nature-friendly ways to transport people around north Thurston Co. Indeed, the Intercity Transit bus system is very popular & I prefer bicycling as my main transportation these days, which is good for both my personal & global health.

Sincerely,

Dr. Robert L. Vadas, Jr. (Bob)

Fish & Wildlife Ecologist

2909 Boulevard Rd. SE

Olympia, WA 98501-3971

Tel. (360) 705-2231 (H), (360) 584-2135 (C)

E-mail bobesan@comcast.net (H)

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fwd: Stop the road through LBA woods
Date: Friday, June 04, 2021 8:20:02 AM

Joyce,
Here's another one. Enjoy the weekend!

Candi
Get [Outlook for iOS](#)

From: Lisa Nezwazky <lisa.nez@gmail.com>
Sent: Thursday, June 3, 2021 6:43:33 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Cc: LD <stoptheroadlba@yahoo.com>
Subject: Stop the road through LBA woods

External Email Alert!

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June 3, 2021

Dear Planning Commission,

The City Council has created a draft amendment to remove the proposed road through LBA woods from the Comprehensive Plan.

I believe you should also recommend stopping the road through the LBA woods.

Your action to move the amendment forward is an opportunity to take real action toward protecting our environment and mitigating climate change.

There are so many reasons why the planned road through the woods is an unacceptable, distressing idea. And so many reasons why removing the road from the plan is a quality idea moving us in the right direction. Here are 3:

First, the circumstances that led to the planning of the road no longer exist. There is no longer a plan for the LBA woods to be cleared and 1000 homes built there. The Road is no longer needed, and the proposed builders will no longer assist in paying for its construction.

It is important to remove this project sooner, rather than later. The longer the project is in the plans, the more investments will be made assuming it will be built and the more difficult it will be to stop.

We know that building more roads encourages more driving. As Thurston Regional Planning Council Director, Marc Daily, said during a Sept. 15, 2020 meeting of the Thurston County Transportation Policy Board, "We cannot build our way out of congestion.... Adding capacity temporarily helps things but in the long term, it induces demand therefore it gets more people out on the roadway." Traffic planners need to start planning for a world with no road through LBA Park.

Second, the value of parks increases as our population becomes denser.

The people taxed themselves to buy the LBA Woods site as a park. The people invested in these woods as a park for its beauty, the availability of nature, recreation, and community access. The Road would deteriorate the value of the Park and the people's investment in their community.

The 2045 Thurston Regional Transportation Plan is entitled "What Moves You." What "moves" our community through the LBA Woods are trails—not roads. Trails move us beneath the closed tree canopy, around wetlands, and among wildflowers and ferns. They connect us to nature, not to traffic circles. They provide peace and tranquility. Trails are for wandering and

exploring, not for spoiling and damaging with cars. They are safe for wildlife and do not cause roadkill. Trails provide mental and physical health benefits and contribute to the well-being of our community.

The road will replace peace and quiet with pollution and traffic noise. The benefits of the woods and being in nature are unmeasurable. There is no metric to gauge the contribution a forest makes to our community's health and well-being.

Third, the park, trails and wildlife habitat will be degraded.

The existing trail network through LBA Woods will be erased: The proposed mile-long extension road would bisect the forested parkland which is already cut in half by the newly completed Morse-Merryman Reservoir Access Road. The proposed road will sever existing trails at 10 separate points. Most of these impacted trails traverse relatively flat terrain and are especially suitable for people with limited mobility.

The LBA Woods is the only Olympia City park with such an abundance and diversity of trails for all fitness levels.

The Road will destroy the contiguity and connectivity of wildlife habitat. The Road harms a valuable ecosystem and causes wildlife road kills, noise, exhaust and light pollution.

Thank you for your consideration,
Please do not allow this road to destroy the beautiful LBA woods,
Lisa

--

Lisa Nezwazky DPT
901-652-3289

From: [Candi Millar](#)
To: [Joyce Phillips](#)
Subject: Fwd: Stop the road through LBA woods
Date: Monday, June 07, 2021 4:34:42 PM

Hi Joyce. Did you receive this email?

Candi
Get [Outlook for iOS](#)

From: Lisa Nezwazky <lisa.nez@gmail.com>
Sent: Monday, June 7, 2021 8:00:00 AM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Cc: LD <stoptheroadlba@yahoo.com>
Subject: Stop the road through LBA woods

External Email Alert!

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June 6, 2021

Dear Planning Commission,

The City Council has created a draft amendment to remove the proposed road through LBA woods from the Comprehensive Plan.

I believe you should also recommend stopping the road through the LBA woods.

Your action to move the amendment forward is an opportunity to take real action toward protecting our environment and mitigating climate change.

There are so many reasons why the planned road through the woods is an unacceptable, distressing idea. And so many reasons why removing the road from the plan is a quality idea moving us in the right direction. Here are 3:

First, planning the road ignores climate emission reduction needs.

This road is moving us in the wrong direction. The goals of the new Thurston Climate Mitigation Plan clearly state that in order to meet the ambitious goals to reduce greenhouse-gas (GHG) emissions, our community must move aggressively in the direction of preserving urban forests, reducing reliance on GHG-emitting vehicles and shifting more trips to zero-emission modes of transportation such as biking and walking. The fact is, if we plan to build for even more traffic, we are planning to fail at the reduction of GHG emissions.

Rather than build this road, the funds for this project (\$8.6 million) should be used for transportation projects that support the city's multi-modal transportation goals.

Second, the park is valuable for carbon sequestration and wildlife habitat. We need healthy urban forests. The Road will destroy a mile-long swath of closed-canopy forest and degrade the integrity of a mature upland forest ecosystem in the LBA Woods. Forests function best in large contiguous blocks, not in isolated fragments created by roadways and clear-cuts and other major disturbances.

Recent scientific studies by the National Audubon Society show that refuges for migratory birds, such as the LBA Woods and other urban forests, are critical for maintaining global biodiversity. The Road will bisect existing contiguous habitat and result in the loss of a closed-canopy forest and degrade a healthy urban forest that is an increasingly important refuge for wildlife in our region.

The City would demonstrate that it is not serious about addressing the impacts of climate change if they continue to plan for this road. Planners and policy makers must consider the environmental impact of clear-cutting and paving a swath of native forest, of rising levels of CO2 from automobile emissions, of the ecosystem services lost, and of the opportunities for carbon sequestration squandered. Every tree sequesters 50 – 100 pounds of carbon every year.

Third, land use has changed since this road was planned. Several land use designations and zoning changes have happened since this road was originally put on the map.

First and foremost, the property that became LBA Woods Park will no longer have 800-1000 homes constructed. This was a major traffic generator source for the road.

Second, the area surrounding Chambers Basin was down zoned following a study in 2006 showing that the flood potential could not sustain urban levels of density. This lower density zoning protects groundwater and prevents flooding. This also reduced the potential for increased traffic in this area.

Third, the City has adopted new wellhead protection zones for drinking water quality that include a portion of the path of the proposed roadway.

Pragmatically, the overwhelming sources within Olympia of potential traffic to use this road have been halted. Any traffic modeling would show that the primary sources of traffic that might use this road are from outside Olympia.

The city should prioritize transportation expenditures that primarily benefit local residents and taxpayers.

Thank you for reading this,
Please do not let a road destroy the beautiful LBA woods,
Lisa

--

Lisa Nezwazky DPT
901-652-3289

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: road through LBA woods
Date: Tuesday, June 08, 2021 9:34:58 AM

From: John Van Eenwyk <jveoly@gmail.com>
Sent: Tuesday, June 08, 2021 9:28 AM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: road through LBA woods

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Please do approve the amendment eliminating the plan to put a road through LBA Woods.

John and Juliet Van Eenwyk

--

The Rev. Dr. John R. Van Eenwyk
PO Box 1961
Olympia, WA 98507

sent from my antediluvian computer

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: Stop the road through LBA woods (more reasons)
Date: Thursday, June 10, 2021 7:56:39 AM

FYI

From: Lisa Nezwazky <lisa.nez@gmail.com>
Sent: Wednesday, June 09, 2021 7:53 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>; LD <stoptheroadlba@yahoo.com>
Subject: Stop the road through LBA woods (more reasons)

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Dear Planning Commission,

The City Council has created a draft amendment to remove the proposed road through LBA woods from the Comprehensive Plan.

I believe you should also recommend stopping the road through the LBA woods.

Your action to move the amendment forward is an opportunity to take real action toward protecting our environment and mitigating climate change.

There are so many reasons why the planned road through the woods is an unacceptable, distressing idea. And so many reasons why removing the road from the plan is a quality idea moving us in the right direction. Here are 3:

First, an alternate route is available. The City and the Region are aiming to reduce travel to reduce GHG emissions. This will allow the Morse Merryman Road and other routes to handle future traffic as they are currently doing. Morse Merryman Road serves one elementary school, and is a major conduit to Washington Middle School. Improvements to Morse Merryman for walking and cycling safety should happen with or without this road. Previous cost estimates for Morse Merryman improvements have been excessive because they assumed large increases in traffic, which is an outcome that the community is not seeking for many reasons including climate mitigation. The cost of needed sidewalk and bicycle lane improvements along Morse-Merryman are much more modest than the \$8.6 million estimated cost of this new road project.

Second, funding for this road is not forthcoming and removal avoids costs. The housing developments planned for this area will not happen and therefore impact fees will not be collected. The budget for this road included expenditure of impact fees to pay for the road. The growth will happen somewhere else in the City and those fees should be used to pay for the related impacts for that growth.

Third, the Log Cabin Extension Road is a bad investment. The longer the road remains in the plans, the more money will go into projects inside Olympia and in adjacent parts of Lacey to connect to this proposed transportation corridor. In 15 to 20 years, the weight of these "investments" and the foregone opportunities for alternative roads will make it more difficult to reprioritize the proper corridor improvements. It is time to stop funding this \$8.55 million road and to plan to use our limited transportation dollars more productively elsewhere.

Thank you for your attention,
Please contribute to saving the beautiful LBA Woods and our planet,
Lisa

--

Lisa Nezwazky DPT

901-652-3289

From: [Liufau, Yvette](#)
To: [Joyce Phillips](#)
Cc: [Engel, Dennis](#); [Turpin, Theresa](#)
Subject: Minor Comments to City of Olympia Comprehensive Plan #2021-S-2592
Date: Thursday, June 10, 2021 3:47:23 PM

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Joyce,

Thank you for giving WSDOT an opportunity to review and provide comments on the City of Olympia's proposed amendments to the Comprehensive Plan. We would like to offer the following minor comments:

- On Page 234 of the Part C – Equity and Inclusion document it states under Appendix E, bullets 3 & 4 “State Route 12” and “State Route 101”. These routes should be identified as United States highway 101 and United States highway 12.
- On Page 235 of the Part C – Equity and Inclusion document it states under Appendix G, bullets 2 & 3 “State Route 5” which should be changed to Interstate 5 and “State Route 101” changed to United States highway 101.

We appreciate the chance to review the City's proposed amendment. Please contact me if you have any questions or wish to discuss our comments further. Thanks,

Yvette Liufau
Senior Transportation Planner
WSDOT Olympic Region Multimodal Planning
360-357-2738
Currently teleworking and available by email, phone, Skype or Teams

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW:
Date: Monday, June 14, 2021 7:45:25 AM

FYI

From: Lisa Nezwazky <lisa.nez@gmail.com>
Sent: Friday, June 11, 2021 7:55 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>; LD <stoptheroadlba@yahoo.com>
Subject:

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Dear Planning Commission,

The City Council has created a draft amendment to remove the proposed road through LBA woods from the Comprehensive Plan.

I believe you should also recommend stopping the road through the LBA woods.

Your action to move the amendment forward is an opportunity to take real action toward protecting our environment and mitigating climate change.

There are so many reasons why the planned road through the woods is an unacceptable, distressing idea. And so many reasons why removing the road from the plan is a quality idea moving us in the right direction. Here are 2 final reasons:

First, there is a lack of capacity west of Boulevard Road.

The current comprehensive plan description for this road includes a statement:

The new street is expected to increase peak-hour traffic by approximately 60 percent on the existing section of Log Cabin Road (west of Boulevard Road), according to a 2011 projection of future peak-hour trips. This is within the capacity of the existing lanes on Log Cabin Road.

While technically a short segment of Log Cabin Road west of the Boulevard roundabout to the intersection/transition to Cain Road has the 'capacity' for increased traffic, the remainder of the street system north and west of that intersection does not

Installing the Log Cabin Road segment will direct traffic west where there are numerous congestion and safety problems. The budget and planning for Log Cabin Road Extension does not show the costs of improvements that would be needed west of Boulevard Road to make the street safe for increased traffic.

And second, the Road would go through the wellhead protection area for the Olympia Water Supply, Hoffman Well. The Road could threaten the groundwater through ongoing runoff from road use as well as a potential accidental spill.

Please do the right thing for our city, our environment, and the planet,

Stop the road,

Lisa

--

Lisa Nezwazky DPT
901-652-3289

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: Re:
Date: Monday, June 14, 2021 7:45:52 AM

FYI

From: LD <stoptheroadlba@yahoo.com>
Sent: Friday, June 11, 2021 11:06 PM
To: Lisa Nezwazky <lisa.nez@gmail.com>; Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Re:

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Thank you.

[Sent from Yahoo Mail for iPhone](#)

On Friday, June 11, 2021, 7:55 PM, Lisa Nezwazky <lisa.nez@gmail.com> wrote:

Dear Planning Commission,

The City Council has created a draft amendment to remove the proposed road through LBA woods from the Comprehensive Plan.

I believe you should also recommend stopping the road through the LBA woods.

Your action to move the amendment forward is an opportunity to take real action toward protecting our environment and mitigating climate change.

There are so many reasons why the planned road through the woods is an unacceptable, distressing idea. And so many reasons why removing the road from the plan is a quality idea moving us in the right direction. Here are 2 final reasons:

First, there is a lack of capacity west of Boulevard Road.

The current comprehensive plan description for this road includes a statement:

The new street is expected to increase peak-hour traffic by approximately 60 percent on the existing section of Log Cabin Road (west of Boulevard Road), according to a 2011 projection of future peak-hour trips. This is within the capacity of the existing lanes on Log Cabin Road.

While technically a short segment of Log Cabin Road west of the Boulevard roundabout to the intersection/transition to Cain Road has the 'capacity' for increased traffic, the remainder of the street system north and west of that intersection does not

Installing the Log Cabin Road segment will direct traffic west where there are numerous congestion and safety problems. The budget and planning for Log Cabin Road Extension does not show the costs of improvements that would be needed west of Boulevard Road to make the street safe for increased traffic.

And second, the Road would go through the wellhead protection area for the Olympia Water

Supply, Hoffman Well. The Road could threaten the groundwater through ongoing runoff from road use as well as a potential accidental spill.

Please do the right thing for our city, our environment, and the planet,
Stop the road,

Lisa

--

Lisa Nezwazky DPT

901-652-3289

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: No LBA Park Road!!
Date: Monday, June 14, 2021 7:46:03 AM

FYI

-----Original Message-----

From: Bob Brunswig <bbrunswig@outlook.com>
Sent: Sunday, June 13, 2021 2:02 PM
To: Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: No LBA Park Road!!

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Please forward this email message to all other members of the City of Olympia Planning Commission. Thank you!

Dear Planning Commission Members,

I am an Olympia resident of 17 years.

I was one of the citizens surveyed prior to the purchase of the LBA Woods purchase. I was asked if I would be willing to have my taxes raised to assist in the purchase of the LBA Woods. I was and continue to be most willing to do whatever's necessary to preserve this community gem!!!...without any roads!!

The trails and beautiful woods are a resource enjoyed by people of all ages. A resource to be envied (and hopefully modeled) by other communities.

Presently, the question I'm most asked is "are the Woods a safe and clean place to walk?" Currently, the answer is "yes, absolutely!" Building a road through this pristine forest could change that quickly. Wheeler St in Olympia is an example...tent city!!

Are we willing to sacrifice the irreplaceable Woods to shave a few minutes off a commute? Hopefully, that's a resounding "NO".

Thanks to the Olympia CityCouncil for voting to remove the road plan for at least 10 years!! Your votes are noticed!!

I urge the Planning Commission Membership to follow suit. In my opinion, there is no good reason to decimate a natural, irreplaceable jewel like these LBA Woods when there are viable alternatives.

Thank you for consideration of my comments. Please walk through these Woods with your families and see what beauty there is for us all to enjoy!

Best Regards....

Bob Brunswig, Olympia Resident

Sent from my iPhone

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: Log Cabin Extension Road
Date: Monday, June 14, 2021 7:46:18 AM

FYI

From: janalynwiley@aol.com <janalynwiley@aol.com>
Sent: Sunday, June 13, 2021 3:15 PM
To: Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Log Cabin Extension Road

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I am writing to ask you to not support the proposal to put a road through a well used and loved park that citizens fought hard to create.

It would be an unnecessary and destructive travesty.

We already have two traffic circles that are handling the vehicle flows in this area. Morse Merryman/Boulevard Road and Boulevard Road and Yelm Highway. They were put in at great expense. I know that they are working because I traverse either Boulevard Road/Morse Merryman or Yelm Highway/Boulevard Road intersections to and from work everyday. I also totally enjoy LBJ Park as a place of respite.

Please consider carefully the long term effects on the well being of your citizens that you theoretically represent.

Jana Wiley
7740 Normandy Street SE
Olympia, WA 98501

Business:
1020 5th Ave SW
Olympia, WA 98502

(that is to say I cruise 5 days a week from the SE regions to the SW area for work and back)

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: LBA Woods
Date: Monday, June 14, 2021 7:46:32 AM
Attachments: [LBA Planning Commission testimony.docx](#)

FYI

From: Al Ewing <alewing49@gmail.com>
Sent: Sunday, June 13, 2021 4:29 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: LBA Woods

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Dear Planning Commission Members

My comments on the proposed road through LBA Woods are attached. Thank you in advance for reading them and giving them your full consideration in your deliberations.

Al Ewing

Al Ewing
3516 Buckingham Ct SE
Olympia, WA 98501
360-402-6906

June 13, 2021

Dear Olympia Planning Commission Members:

I am writing to request that the proposed road through the LBA Woods be removed from the City's Comprehensive Plan and Capital Facilities Plan. The road made sense when it was first proposed to accommodate an 800-unit development, but the people of this community chose to take a different course and it now makes no sense.

Only a few years ago the people of Olympia voted to raise tax revenues to purchase the LBA Woods for a park and advocates for that purchase, including some existing members of the City Council indicated that preserving the park was a top priority. I believe they were right then and preserving the park should still be a top priority. The proposed road would destroy the existing trail system crossing it in at least 10 different locations and destroy the peace and solitude that currently exists in the park but is so difficult to find in this urban environment.

The city indicates that mitigating climate change is a top priority, but that stated priority is inconsistent with cutting a large swath through a mature forest which among other things serves to remove carbon from the atmosphere. Lip service will do nothing to help reverse climate change, but letting the forest continue to live and grow will help.

It is unique to have a wonderful, developed park adjacent to a large expanse of wooded land where one can go from enjoying a baseball game or a picnic to an extended walk in the woods without being disturbed by traffic.

LBA Woods is large enough to provide valuable habitat for birds and other animals. The trail network through the trees provides an escape from the noise of traffic and a solitude that is difficult to find without getting in a car and driving for miles. The trees also serve to reduce greenhouse gasses.

I oppose the road because I value the LBA Woods as they are. As you consider your decision I hope you will ask yourself these questions:

1. Is the road really needed? I know it has been in the Transportation Plan for years, but things have changed dramatically since that plan was created.
2. Is building the road consistent with the Cities goal of reducing greenhouse gasses? Obviously not!
3. Is building the road consistent with increasing public transit ridership?

4. Is building the road consistent with the Cities goal of creating a health and safe community?
5. The city has another goal of increasing housing density and as that goal is achieved the need for places like LBA Woods where one can escape the noise and hub bub of the city becomes increasingly important. The noise associated with a road through the woods would destroy one of its great values.

Please get the proposed road through LBA Woods out of the Comprehensive plan and keep it out!

Thank you for considering my thoughts as you make this important decision.

Sincerely,

Al Ewing

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: LBA Woods
Date: Monday, June 14, 2021 10:27:29 AM

FYI

From: Dr. Zachary Sparer, ND <drzwellness@gmail.com>
Sent: Monday, June 14, 2021 10:15 AM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: LBA Woods

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I am writing to strongly reinforce that **I would NOT like a road through LBA Woods.** It is an amazing park and forest, and the community of Olympia would be tragically ruined by such a road. LBA woods is poised to be an amazing 'Central Park' as the city continues to grow. The forest is very biodiverse and offers wonderful opportunities for all members of the community to benefit. Tree frogs, snakes, huge range of edible berries, countless bird species and a nice mix of medium growth forest plants to name a few of it's denizens.

Please, please, please abandon all thoughts of putting a road through LBA Woods. It would be an irreversible tragedy, and as technology progresses the value of car vehicle traffic through such a small area is likely of minimal value. The forest there would take multiple generations to recover even if surrounding or different land were reconfigured for park/forest land. Think of your future offspring and the generations to come. That is important too!

--

Dr. Z

A to Z Wellness

~Peace, prosperity, health & happiness to all...

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: Log Cabin Extension Road through LBA Woods Park
Date: Monday, June 14, 2021 11:22:24 AM

FYI

From: Gary Wiles <wilesharkey@yahoo.com>
Sent: Monday, June 14, 2021 11:13 AM
To: Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Log Cabin Extension Road through LBA Woods Park

External Email Alert!

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Dear Ms. Hornbein,

We are writing to request that the Planning Commission support the Olympia City Council's proposed amendment to eliminate the Log Cabin Extension Road from the city's Comprehensive Plan and all other city planning documents. The extension road, which would run through LBA Woods Park, is a holdover from the 1990s when the area was expected to be developed, but it is now completely inappropriate given the land's status as a city park. We presume that the longer the extension road remains in the city's planning documents, the more likely it is to be built in the future. Please don't forget that LBA Park was expanded in size just a few years ago, with voters believing that the park would be permanently preserved in its current condition. Thus, retaining the possibility of having the city build a road through the middle of the park is a broken promise to city residents.

LBA Park is a wonderful resource for city residents who are looking for natural walking trails and want to enjoy relatively quiet sports fields, playgrounds, and picnicking sites. The extension road would run through the heart of the park and replace its relative peace and quiet with considerable traffic noise and car activity. It will also severely degrade the current natural feeling of the park and compromise visitor safety if it is ever built. The value to the community of the park in its current condition will only grow in the future as Olympia increases in population size and becomes more congested.

One final comment is that we thought one of the city's goals is to undertake actions that will limit climate change, but this extension road will only encourage more driving through this part of the city. Thank you for allowing us to comment.

Note: We have already sent these comments to the six Planning Commission members with email addresses, but could you please forward

our message to new commission members Tracey Carlos, Greg Quetin,
and Zainab Nejati. Thank you.

Sincerely,

Gary Wiles and Jan Sharkey
521 Rogers St. SW
Olympia, WA 98502
wilesharkey@yahoo.com

From: [Lucy Hannigan-Ewing](#)
To: [Joyce Phillips](#)
Subject: LBA Woods
Date: Wednesday, June 16, 2021 11:00:01 AM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Oh why, oh why is a road through the LBA Woods still being considered? The people of Olympia worked long and hard to have the city buy the LBA Woods rather than have them turned into an 800 unit development. These Woods are cherished by people who live in the area of the Woods as well as by people who live in other parts of town.

When I am out walking the trails, forest bathing, or exploring the trails with my children and grandchildren, I meet people from every corner of Olympia, Lacey, and Tumwater. None of us want to be walking the sidewalks of a busy street...we are there to get away from the hub-bub of traffic and urban noise in general. We are there to listen to the bird song; to feel the wind blow through the mature trees; to spy deer, rabbits, birds, and bugs as we walk; to see trilliums in the spring and leaves changing colors in the fall; to smell wet dirt and leaves rather than wet concrete; and to just “be” with nature.

The city of Olympia Parks Department has been busy over the past few months improving the vast trail system in LBA Woods—and most every day I am over there exploring the new trails they have put in and seeing how they connect to those trails that have been there for years. I live across Boulevard Road from the large water tower and that’s where I enter the Woods. The older I get, the steeper that hill up to the water tower feels, but at 65 my feet continue to scurry up knowing that I’ll soon escape the sounds of traffic and that I will soon be walking on “earth” rather than cement--my feet know the difference and it is a welcome relief. Whether I go into the Woods for 20 minutes while a pot of soup simmers before dinner or for 2 hours in order to walk every inch of every trail...whether by myself or with friends...whether the sun is shining or the rain is pouring...LBA Woods feeds my soul and I am never the only one there.

I want you to know that I oppose the road because I value the Woods as they are. Letting the trees continue to live and grow adds value to our community and benefits our citizens. I’m sure you know the value of mature trees—the fact that they help reduce harmful gases in the atmosphere is well known, but I also believe they improve people’s mental and physical health.

Olympia has a few “pockets” of woods—Garfield Nature Trail, Mission Creek Nature Park, Grass Lake Nature Reserve, Trillium Park, to name a few. But we need to preserve our big wooded parcels for the benefit of our community...Watershed, Priest Point Park, and most especially our LBA Woods—with its miles of trails.

The city of Olympia has a goal of reducing greenhouse gases and science shows that LBA Woods with its vast number of trees helps with that goal.

The city of Olympia has a goal of creating a healthy and safe community and LBA Woods with

its vast trail system for people to walk, run, and bike helps with that goal.
The city of Olympia has a goal of increasing housing density and LBA Woods will give all those people living in cramped and crowded housing/neighborhoods a place to escape the hub-bub of urban noise and room to stretch, to move, to feel earth under their feet and just “be.”

Please, please, please get the proposed road through LBA Woods out of the Comprehensive Plan and keep it out!

Sincerely,
Lucy Hannigan



Virus-free. www.avast.com

From: [Anne Kilgannon](#)
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); carlos@ci.olympia.wa.us; [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)
Cc: [Cari Hornbein](#); [Joyce Phillips](#)
Subject: Addressing the Log Cabin Extension Road plan
Date: Thursday, June 17, 2021 8:58:41 AM

External Email Alert!

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Planning Commission members:

First, thank you for your dedication to the City of Olympia and your willingness to serve the City in this important capacity. I would like to ask you, though, to take a pause from the active work of planning for just a moment, and envision with me how the City might look in ten or twenty years. What would make this City its best self, a place we would all want to live healthy productive lives, raise our families, and contribute to a shared well-being? Parks! Parks filled with verdant forests, flowered prairies, water access, trails for exploration and opportunities for exercise and places to play, to immerse ourselves in nature and rejuvenate body and soul. These places would also support bird and other wildlife and contribute to a healthy Puget Sound and help clean the air. Healthy forests help mitigate climate change, the most challenging prospect now and even more so in the near future. Every tree contributes in myriad ways to this critical need. I can't state this fact strongly enough.

Notice what's NOT on the list of what Olympia needs? Shaving a few minutes off a drive to Lacey. That's what building the Log Cabin Extension road promises. And that's about it. To build this road involves extensive tree destruction through a popular city park, the LBA Woods. We need these woods. We do not need another road that encourages sprawl and more pavement and pollution. The only reason ever offered for this road is that "it was planned." In the 1970s. "It's in the plan." As planners yourself, you know plans change. There is fresh thinking. There is new information, new concepts, technical changes, inventions and social change. All these are in play and yet the road idea does not go away.

But now there is a chance. The City Council had begun to listen, at long last, to citizens who try to draw their attention to this new thinking, to new issues and solutions, to honor their own commitment to facing up to Climate Change and how to meet those challenges. The Council has begun to lose enthusiasm for this road but they need you, the Planning Commission, to join with them in finalizing their amendment to remove the Log Cabin Extension road from the Comprehensive Plan. At long last to realize that this road is not needed, not now, not ever, especially if it means destroying a forest park needed and enjoyed by so many. And putting a road through the park will destroy the peace and respite so many need, will destroy habitat and the trail system, will add nothing important to our transportation system and will betray the City's own commitment to creating a healthy environment.

Please do your part. Say no to the Log Cabin Extension road. Engage fresh thinking. Envision the healthy community your planning aims for. Serve your city.

Thank you,
Anne Kilgannon

From: [Al Ewing](#)
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); carlos@ci.olympia.wa.us; [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)
Subject: Proposed LBA Woods Road
Date: Thursday, June 17, 2021 9:45:20 AM
Attachments: [LBA Woods Testamony.docx](#)

External Email Alert!

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Dear Planning Commission-

Attached are my thoughts regarding the proposed road through the LBA Woods. Please take necessary steps to permanently remove the proposal from the Comprehensive Plan.

Thank you!

Al Ewing

Dear Planning Commission Members:

John Muir, who many consider to be the father of the National Park System once said:

“It is easier to feel than to realize, or in any way explain, Yosemite grandeur. The magnitudes of the rocks and trees and streams are so delicately harmonized, they are mostly hidden.”

Through much effort he was able to achieve park status for Yosemite.

Likewise, through the efforts of Friends of LBA Woods and others, LBA Woods achieved park status.

Now I realize that LBA Woods does not possess many of the attributes of Yosemite, but in a sense, it is our Yosemite.

A few years after Yosemite was created, the city of San Francisco achieve their long-standing goal of damming the Tuolumne River and flooding the Hetch Hetchy Valley, a part of Yosemite Park which John Muir once describe as **“a grand landscape garden, one of Nature’s rarest and most precious mountain temples.”**

The parallel continues – LBA Woods is now our park, but our city leaders are considering degrading it by building a road. It is obvious that those advocating for a road do not appreciate what the LBA Woods mean to this community. **The City Council has taken a good first step. It is now up to the Planning Commission to move to get the proposed LBA Woods road out of the Comprehensive Plan.**

It is unique to have a wonderful, developed park adjacent to a large expanse of wooded land where one can go from enjoying a baseball game or a picnic to an extended walk in the woods without being disturbed by traffic.

LBA Woods is large enough to provide valuable habitat for birds and other animals. The trail network through the trees provides an escape from the

noise of traffic and a solitude that is difficult to find without getting in a car and driving for miles. The trees also serve to reduce green house gasses.

I oppose the road because I value the LBA Woods as they are. As you consider your decision I hope you will ask yourself these questions:

1. Is the road really needed? I know it has been in the Transportation Plan for years, but things have changed dramatically since that plan was created.
2. Is building the road consistent with the City's goal of reducing greenhouse gasses? Obviously not!
3. Is building the road consistent with increasing public transit ridership?
4. Is building the road consistent with the Cities goal of creating a health and safe community? The City has another goal of increasing housing density and as that goal is achieved the need for places like LBA Woods where one can escape the noise and hub bub of the City becomes increasingly important. The noise associated with a road through the woods would destroy one of its great values.

Sincerely,

Al Ewing
3516 Buckingham Ct SE
Olympia, Washington 98501

360-402-6906

From: [Gary Wiles](#)
To: [Joyce Phillips](#)
Subject: Log Cabin Extension Road through LBA Woods
Date: Thursday, June 17, 2021 10:33:58 AM

External Email Alert!

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Dear Ms. Phillip,

We are writing to request that the Planning Commission support the Olympia City Council's proposed amendment to eliminate the Log Cabin Extension Road from the city's Comprehensive Plan and all other city planning documents. The extension road, which would run through LBA Woods Park, is a holdover from the 1990s when the area was expected to be developed, but it is now completely inappropriate given the land's status as a city park. We presume that the longer the extension road remains in the city's planning documents, the more likely it is to be built in the future. Please don't forget that LBA Park was expanded in size just a few years ago, with voters believing that the park would be permanently preserved in its current condition. Thus, retaining the possibility of having the city build a road through the middle of the park is a broken promise to city residents.

LBA Park is a wonderful resource for city residents who are looking for natural walking trails and want to enjoy relatively quiet sports fields, playgrounds, and picnicking sites. The extension road would run through the heart of the park and replace its relative peace and quiet with considerable traffic noise and car activity. It will also severely degrade the current natural feeling of the park and compromise visitor safety if it is ever built. The value to the community of the park in its current condition will only grow in the future as Olympia increases in population size and becomes more congested.

One final comment is that we thought one of the city's goals is to undertake actions that will limit climate change, but this extension road will only encourage more driving through this part of the city. Thank you for allowing us to comment.

Sincerely,

Gary Wiles and Jan Sharkey
521 Rogers St. SW
Olympia, WA 98502
wilesharkey@yahoo.com

From: dwilliams3880@aol.com
To: [Joyce Phillips](#)
Subject: LBA Park Road
Date: Thursday, June 17, 2021 4:24:02 PM

External Email Alert!

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Dear Staff Member:

I write re the LBA Park.

Every day in Lacey and in Olympia, as you drive thru the area, all you see are houses, businesses, schools, and roads and more roads, winding here and there. Seldom does your eye take in the beauty of a park or green space. It is truly depressing.

The LBA Park is a sight for sore eyes. Let's leave it that way. It does not need a road, now or ever.

I fail to understand why those who have the power to do right, so often do wrong. Look around and you will see that what I say is true.

Please - no LBA Park Road.

Thanks.

**Diane Williams
Lacey, WA**

From: [Cari Hornbein](#)
To: [Joyce Phillips](#)
Subject: FW: Road project at LBA Park
Date: Thursday, June 17, 2021 4:50:11 PM

FYI

From: Becky Andrade <becky.andrade@gmail.com>
Sent: Monday, June 14, 2021 8:08 PM
To: Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Road project at LBA Park

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Thank you for listening to the community residents about their desire to protect the LBA Woods from a road project. As you consider future projects at the park, I would ask that you vote for the amendment that you proposed earlier which takes the position that the need of a road to be built through the park will be re-visited in ten years if it is determined that such a road is needed.

Thanks for listening to community residents who use and value this beautiful park. For me, it was my sanity during the COVID restriction weeks/months.

Becky L. Andrade

“Love People. Use things. The opposite never works.”

From: [Larry of Nottingham](#)
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); carlos@ci.olympia.wa.us; [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)
Subject: Comprehensive Plan Amendment - LBA Woods and Log Cabin Road Extension
Date: Saturday, June 19, 2021 11:24:51 AM
Attachments: [image.png](#)
[Pages from trpc 07-10-20 Meeting Materials.pdf](#)

External Email Alert!

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Dear Planning Commission Members,

I urge you to recommend approval of the Council's Amendment to remove the Log Cabin Road Extension from the Comprehensive Plan. I'm proud that our City Council recognizes now is the time for "business as usual" transportation planning to change. Not doing so would only continue to degrade our environment and Thurston County's quality of life.

I sponsored a citizen amendment to the Comprehensive Plan that called for removing the Log Cabin Extension Road. My amendment was not approved by the Council, but I wholeheartedly approve of the amendment that the Council did pass. I know that removing the plan to build a road through the middle of the LBA Woods is the right thing to do for many reasons.

The community strongly believes that the LBA Woods should remain a forested respite from increasing urbanization. I encourage you to click on this link and listen to the November 2nd the [Olympia Council meeting where many of the public spoke](#) on behalf of removing the road from the plan. Also, attached are the 85 pages of written public comments to the Thurston Regional Planning Council (TRPC) hearing on the road from last July.

Many things have changed since the road first entered the City's plan decades ago. We now know that the cost estimate of alternatives to the road was wildly overstated. We now know from TRPC Director, Marc Daily that "we cannot build our way out of congestion". And we now know that addressing climate change requires action, not just words.

Most Olympians know a plan that trades a permanent degradation of our environment and quality of life for short lived commuting convenience is a bad tradeoff, contrary to our values and an abandonment of our obligations to future generations. We know from a recent study (City of Olympia Parks, Arts, and Recreation Needs Assessment: Final Findings – 2021) that hiking trails rated number one in terms of amenities that are most important to households.

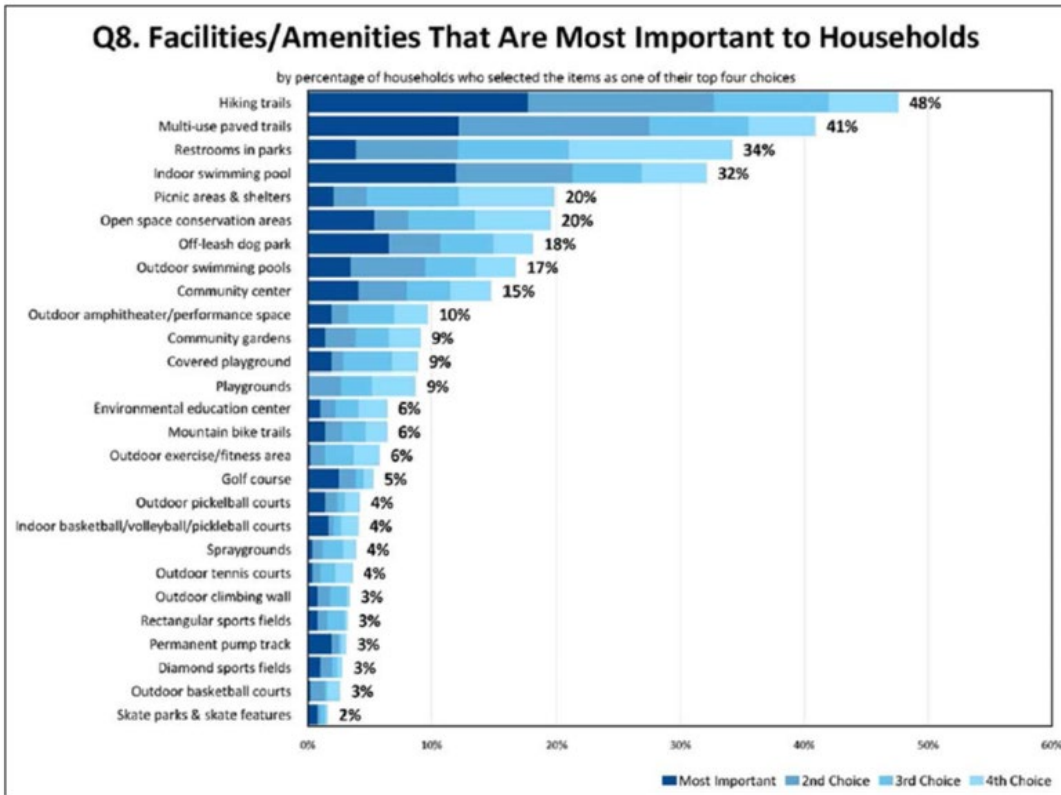


Figure 2

The removal of the road through LBA Woods is a micro-study of how we, as a community, can begin to reverse the “business-as-usual” approach that has brought us to the precipice of climate disaster. We did not reach this crisis point all at once and changing it will come small decision by small decision which brings us to the Planning Commission’s recommendation.

Now is the time for the Planning Commission to support the overwhelming call from the public and groups like the local Sierra Club and Audubon to stop the road through the LBA Woods.

Thank you.

Larry Dzieza

From: [Sally Brennand](#)
To: [Marc Daily](#)
Subject: "What Moves You" comment from taxpayer - no A4
Date: Monday, June 8, 2020 3:42:42 PM

EXTERNAL EMAIL

Dear Mr Daily,

I have lived in Olympia 14 years.

LBA Woods is an unexpected gem in our backyard. We seek refuge there daily and heal from the restorative powers of the forest.

Please do not build the "A4" Log Cabin Project. This road is no longer needed since the Bentrige and Trillium developments did not occur and taxpayers should not be burdened with funding \$8.5 million for an unneeded road. Traffic from this project make Log Cabin road unsafe putting students from Pioneer Elementary, Washington Middle School and Olympia High School at risk.

Thank you,
Sally Brennand
4113 Banbridge Loop SE, Olympia, WA 98501
360-790-3456

Live in the sunshine, swim in the sea, drink the wild air ... Ralph Waldo Emerson

From: [Kathy Jacobson](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Against proposed road through LBA Woods
Date: Wednesday, June 10, 2020 12:13:04 PM

EXTERNAL EMAIL

Hello,

As a former park ranger, and current environmental educator, I have seen first hand the benefits that being in open spaces, forested lands has on the physical, and emotional well-being of Thurston County residents.

We have too few places already in the county where one can escape the noise, and congestion of city life already. Just look at the number of cars parked to visit Watershed Park, or the BFJr. NNWR for example on any given day.

Also, every day, entire wooded habitats are cut down to make room for more housing developments, and warehouses. The loss of our natural environment has been happening rapidly, with little thought to a balance of open spaces, green spaces and development.

Please protect people's health and the health of our natural spaces. Vote no on the construction of road(s) through LBA woods.

Thank you,

Kathy Jacobson

From: [CHERYL SMITH](#)
To: [Marc Daily](#); [Gilman, Clark-2](#)
Subject: Board meeting this morning
Date: Wednesday, June 10, 2020 8:34:57 AM

EXTERNAL EMAIL

Director Daily and CouncilMember Gilman, I have been unable to access this morning's Policy Board meeting at 8 am. I have tried to access via Zoom online and also via phone. No luck.

I wish to register my comments and concerns about the proposed road through LBA Woods. I respectfully request that this email be included as part of the public comment for today's meeting.

I oppose the proposed road and would appreciate the opportunity to have the public work with you on an alternate solution. LBA Woods is one of our area's community treasures. It is an important asset to so many people. I used to live near the woods but my extended family and network of friends use these woods on a regular basis for exercise and recreation. There must be another way!
Please confirm receipt of this email and confirm that these comments will be entered into the record of today's meeting due to lack of access via other methods. Thank you very much. Respectfully Submitted, Cheryl Smith

From: [Dorinda OSullivan](#)
To: [Marc Daily](#); [Veena Tabbutt](#)
Subject: FW: A4 Log Cabin Road Extension - Public Comment, Opposition
Date: Wednesday, June 10, 2020 10:23:03 AM

Public Comment

Dorinda O'Sullivan

Office Specialist III
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7386 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org

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From: Jonathan Lindsay <heidrich.lindsay@gmail.com>
Sent: Wednesday, June 10, 2020 8:29 AM
To: info@trpc.org
Subject: A4 Log Cabin Road Extension - Public Comment, Opposition

EXTERNAL EMAIL

Dear TRPC,

I attended the June 10, 2020 Transportation Planning Committee on Zoom and was unable to participate due to the disruption. Thank you for extending public comment on the A4 Log Cabin Road Extension Project and for receiving additional comments.

We live in the Merriman Place development at 2719 Farmer Way just north of the Log Cabin Road Roundabout and proposed extension. My family accesses LBA Woods at the foot of the water tower almost daily. Our home doesn't have a backyard at all and having a 13 and 6 year old means we rely on the woods to exercise and get outdoors time.

I'm opposed to the Log Cabin Road extension because it will increase traffic, noise and pollution, decrease safety and access to an important community resource which raises the quality of life of our community.

A Log Cabin Road extension will:

-
- **Have negative effects our**
- **our community and decrease the quantity of our lives:**

-
- Decrease access to LBA Woods
- for the community that heavily **utilizes**
- and
- **maintains**
- the woods
-
-
- Increase traffic, which
- already are higher and faster
- since the roundabouts at Log Cabin and Morse Merriman
-
-
- Increase traffic noise in
- the Merriman Place and surrounding housing communities.
-
-
- Increase traffic noise in
- the LBA Park
-
-
- Disrupt wildlife in the
- LBA Woods and ruin the environment with noise, pollution and litter
-
-
- Increase air pollution in
- the LBA woods and surrounding housing communities
-

I request a feasibility study to look at improving and expanding More Merriman Road so that the traffic needs of the area can be met,

I'm grateful for TRPC's openness to receiving additional feedback and thank you for your consideration of my comments.

Thank you for your thoughtful deliberation and service to our region.

Jonathan Lindsay
 2719 Farmer Way SE
 Olympia, WA 98501
 360-359-2215

From: [Dorinda OSullivan](#)
To: [Katrina Van Every](#); [Marc Daily](#)
Subject: FW: No road though LBA
Date: Friday, June 12, 2020 3:16:55 PM

Dorinda O'Sullivan

Office Specialist III
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7386 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)
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From: Travis Schultz <schultzie20@hotmail.com>
Sent: Thursday, June 11, 2020 3:10 PM
To: info@trpc.org
Subject: No road though LBA

EXTERNAL EMAIL

To whom it may concern,

I am writing to strongly voice my disapproval of any proposed extension of Log Cabin Road through LBA Woods Park. This project makes no sense, clearly isn't needed, would be expensive, and totally ruins a park that the City just funded and developed after popular support for a Parks District just a few years ago. Further it is a very important piece of undeveloped property in an area fast becoming more and more dense.

Heaps of people walk and run in LBA myself included. It is about a mile from my doorstep. Being able to have trails so close to our home was a major selling point of living in the Olympia/Tumwater/Lacey area.

Its shocking to me that the City would purchase a large tract of land to develop LBA Woods after very strong public support, then plan to literally dissect it into two tracts a few years later. This is ridiculous, and would be a waste of taxpayer money. The park will go from a nice, quiet, large piece of land accessible from at least four different directions to two narrow slivers of land, both close to constant traffic, with a wide swath of large trees chopped down to make room for the road which again,

nobody wants.

We already paid for the land to make it a park; we don't want to pay again to ruin the park and level a wide swath to run a road literally right down the middle of it...a road few people want, and less need.

Travis Schultz

3624 Hoadly Street

Tumwater WA 98501

From: [Dorinda OSullivan](#)
To: [Katrina Van Every](#); [Marc Daily](#)
Subject: FW: No road through LBA woods
Date: Friday, June 12, 2020 3:16:44 PM

Dorinda O'Sullivan

Office Specialist III
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7386 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org

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From: Jihan Grettenberger <jihangrett@gmail.com>
Sent: Thursday, June 11, 2020 3:09 PM
To: info@trpc.org
Subject: No road through LBA woods

EXTERNAL EMAIL

Dear Thurston Regional Planning Council,

I am writing to strongly voice my disapproval of any proposed extension of Log Cabin Road through LBA Woods Park. It is an extremely important undeveloped property in a county quickly becoming more dense. I grew up in Wilderness Neighborhood with the neighborhood backing up to the LBA woods and my parents still live there. The LBA woods were where I learned to mountain bike and had some of my first trail running experiences. Fast forward 15 years and I am back in Thurston County and live 1.5 mile from an entrance to the LBA woods. These woods still have an important role in my life as I run through those woods for exercise or go walk with family and friends. It is only one of the only spaces in the area with a large network of trails for community members.

A road through the woods would significantly impact the wild space that it offers to families, dog walkers, young bikers, and the natural ecology. Through accessing smaller parks such as LBA we grow and appreciate green space, nature, and feel comfortable heading into more wild, larger spaces. A road through the park will increase risk to the people using the space and wildlife who call LBA woods their home and show to our citizens that cars are more important than the overall wellbeing of the community.

Before LBA Woods was developed, the tract of land was permitted and planned for 500-1000 dwelling units for the Bentrige and Trillium developments. Maybe if those houses had been built and LBA Woods Park didn't exist, the road may have made sense. But that didn't happen. Without the houses, there isn't nearly the traffic need, and adding the road would only ruin the park that citizens fought so hard to acquire and develop. It would additionally be a costly project that does not encourage community. The roads surrounded around the park already have been improved to better move traffic.

I urge you to reconsider this project and work with the City of Olympia. It is not in the public interest, it is not in the interest of the taxpayer, and it is not in the interest of families.

Sincerely,
Jihan Grettenberger

3624 Hoadly St. SE
Tumwater, WA 98501
(360) 790-9848

From: [Katrina Van Every](#)
To: [Marc Daily](#)
Subject: FW: Road through LBA Woods
Date: Wednesday, June 10, 2020 11:29:19 AM

Marc-
Please see below another comment regarding the Log Cabin Road Connection.
-Katrina

Katrina Van Every, Senior Planner
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A
Olympia, WA 98502
Phone: (360) 741-2514
Fax: (360) 956-7815
Website: www.trpc.org

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-----Original Message-----

From: Dorinda OSullivan <OSullivanD@trpc.org>
Sent: Wednesday, June 10, 2020 6:05 AM
To: Katrina Van Every <VanEveryK@trpc.org>; Paul Brewster <brewstp@trpc.org>
Subject: FW: Road through LBA Woods

Is this part of RTP or Call for projects?

Dorinda O'Sullivan
Office Specialist III
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7386 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax) www.trpc.org

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-----Original Message-----

From: Dan Mathis <rundanorun@comcast.net>
Sent: Tuesday, June 9, 2020 8:37 PM
To: info@trpc.org
Subject: Road through LBA Woods

EXTERNAL EMAIL

To whom it may concern,

As a longtime resident of the Olympia area I ask that you stop consideration of constructing a new road through LBA Woods. There is no need for a new road traversing the Woods when Morse-Merryman Road parallels it less

than a quarter mile north. Not only would it be a waste of money, but It would also negatively impact the beautiful and peaceful LBA Woods. Not that long ago the people of Olympia and adjoining Thurston County residents rose up and fought to preserve LBA Woods and the city listened. I now implore you to stop the proposed road and instead use a small portion of those funds to add shoulders to and make safer Wiggins and Morse-Merryman Roads.

Respectfully,

Dan Mathis
6819 Old Forest Lane SE
Tumwater, WA 98501
360-480-4449

From: [JOE MOORAD](#)
To: [Marc Daily](#); info@trpc.org
Subject: Fwd: Against Log Cabin Extension
Date: Wednesday, July 1, 2020 7:37:21 AM

EXTERNAL EMAIL

Date: 06/30/2020 5:48 PM
Subject: Against Log Cabin Extension

to whom it may concern:

My family have lived one block from LBA Woods for the past 17 years. My wife and I enjoy walking through the park 2-3 times a week. Many of our neighbors make use of the walking trails throughout the park. It is an asset to our region where you are minutes from walking through a beautiful forest. It has been particularly beneficial during this difficult time. The ability to walk a quarter mile and escape into this park and put your worries and anxiety away for a time has been priceless.

The park is young; allow it to continue growing and being a place of refuge in our ever growing city. Please modify your regional transportation plan 2020-45 and keep this jewel of a park intact.

Joe and Mylene Moorad

From: [Mark Teply](#)
To: [Gilman, Clark-2](#); [Marc Daily](#)
Cc: stoptheroadlba@gmail.com
Subject: I oppose the Log Cabin Extension
Date: Friday, June 12, 2020 8:48:22 AM

EXTERNAL EMAIL

Councilman Gilman and Director Daily:

I am a frequent user of LBA Woods and I oppose plans, now and in the future, to build the Log Cabin Extension--or any new road for that matter--through LBA Woods. In fact, I was thoroughly disappointed to see the construction of a seriously over-designed road to the new water tower and continue to be disappointed to see the maintenance of a right-of-way that seems way in excess of that needed to maintain and protect the facility. I was asleep at the switch on that one and don't want to make the same mistake twice.

LBA Woods is a not only a forested oasis amidst development, but it is one of the last, best examples of lowland moraine habitat--a unique glacial feature. As development accelerates all around, the woods provide a place of respite in our community--something I know many have taken advantage of in recent months--and provide intact habitat with high biodiversity. A road would degrade this. Even the water-tower road has negatively affected quiet and habitat and the Log Cabin Extension, by splitting the woods and with increased traffic, would adversely impact habitat and quiet disproportionately more than its planned footprint.

My other fear with the proposed road--and with the water-tower road--is that it sets up LBA Woods for future housing development. Though I understand the need for affordable housing, I think there are other options. In any case, development of the woods would be in opposition to the stated initial intent of the City's purchase of the property and, instead, would make the City look like it was in the real estate speculation business. I don't think anyone could argue with a straight face that that thought hasn't crossed the Council's minds. Maybe the City has the right to do this but it would only erode trust.

I know you have many weighty issues before you, so I thank you for your attention to this matter.

Mark Teply

markteply@msn.com

360-915-3480

From: [Marny Howell](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Input on LBA woods
Date: Friday, June 19, 2020 9:34:34 PM

EXTERNAL EMAIL

Dear Thurston County Regional Planning Council and related local city and county council members,

I was not able to attend the Zoom meeting on Weds that got interrupted by someone online.

Please save money and let go of the plan to complete the Log Cabin Road. We "saved" LBA Woods a few times already. We do NOT need a road of cars intersecting this beautiful woods and park. My children routinely bike back there and there is never any worry about getting hit by a car. We run and walk dogs back there, build forts and enjoy this very special park the City and it's residents fought to save from becoming a large tract housing development. This road was part of those plans, which developers were slated to cover most of the costs of construction and doesn't need to be considered. Please vote against this proposal and save our county/city budgets for other more pressing needs in this era of budget shortfalls due to COVID.

By taking out the "A4" Log Cabin project from the Plan will allow for planners to start planning for an approach in tune with the community's values. Increasing traffic along Log Cain Road will decrease car safety and make this key road used by students from three different schools less pedestrian and bicycle friendly.

A City of Olympia study estimated that building the Log Cabin extension would increase traffic by 60%. Increased traffic will result in more noise and more congestion. Worse, as I-5 becomes more congested Google Maps and Waze applications will redirect traffic around the congestion and into nearby neighborhoods.

The project would funnel traffic onto North Street. The North Street corridor, between Cain Road and Henderson Boulevard is already designated as a Mobility Strategy Area, meaning there is no feasible plan to address congestion in this area. It would be unwise and a breach of a commitment to the neighbors to widen North Street.

Marny Howell, Olympia Resident

Sent from my iPhone

From: [BETH Norman](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: LBA Park Road
Date: Wednesday, June 10, 2020 8:31:42 AM

EXTERNAL EMAIL

Please do not put a road through separating LBA park from LBA Woods. Many people use both. Parking is in the park portions and creating a major through street park goes must cross makes no sense. Especially since the housing is not being constructed, there there will be less need for this road. I walk and run in the woods almost daily. Each part is unique with many ecosystems. Please do not destroy this natural area that we work so hard to preserve. Remove this road from your plan. Please fix Morris Merriman and Wiggins with bike lanes and sidewalks instead. It is hard to access the Chehalis western trail from our neighborhoods.

Thank you

Elizabeth Norman

Get [Outlook for iOS](#)

From: [Tracy B](#)
To: [Marc Daily](#)
Subject: LBA Park
Date: Wednesday, June 10, 2020 8:43:20 AM

***EXTERNAL EMAIL ***

Hi Marc,

Don't know if you remember me, but our boys went to 5Cs together a long time ago and we got the boys together a few times over the years after. I'm Tristan and Trevor's mom. Hello! And Hello to Karen and Will from us!

I'm writing to you because I tried to get onto the zoom meeting this morning without success. I just want to register my objection to extending log cabin road through LBA park. It isn't necessary, with Morse-Merryman going the same direction just a few tenths of a mile down. And it would ruin a park that many of us love for walking, jogging, dog walking, etc. it also seems like a poor use of taxpayer dollars since it really is not needed.

I hope that this plan can be reconsidered.

Thank you!

Tracy Bahm

Sent from my iPhone

From: [Janet Wheeler](#)
To: [Marc Daily](#)
Subject: LBA road
Date: Tuesday, June 9, 2020 10:51:35 AM

EXTERNAL EMAIL

Please do NOT build a road through the wonderful woods of LBA Park. In addition to being home to much wildlife it is a truly peaceful area. I find it hard to believe that a road is really needed in this area.

Please take this road out of the city plan.

Thank you for your attention to this matter.

Janet Wheeler
2800 Aberdeen Ct SE
Olympia, Wa 98501

From: [Clayton Kinsel](#)
To: [Marc Daily](#)
Subject: LBA woods and 2045 transportation plan
Date: Monday, June 8, 2020 10:34:11 PM

EXTERNAL EMAIL

Hello,

I'm writing to express concern over something I just heard about, the potential construction of a road that would bisect LBA woods park. This forested Park is very important to me and the surrounding community and has been invaluable as a place of refuge during the COVID-19 ordeal, I have been visiting the park daily as are many other area residents. It is so nice to have a park like this in our community and this is a part of what makes this area a great place to live. Residents of Olympia and Lacey need parks and open space like this for quality of life. Building a road through the park that is enjoyed by so many, is in my opinion a terrible idea. Also I'm not happy with the 8 million dollar price tag that will fall upon taxpayers. The potential traffic impacts are also concerning for me as my home is in the area and my daughter will be walking to school on these streets. Sounds like traffic would increase on North, Cain and Log Cabin as a result of this project. This sounds like a terrible idea for our community. I fully oppose this potential project and wanted to share my concerns. Please oppose this and remove the "A4" Log Cabin project from the Thurston County 2045 regional transportation plan.

Sincerely,
Clayton Kinsel

From: [Stacy](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: LBA Woods Road Extension
Date: Tuesday, June 9, 2020 9:16:25 AM

EXTERNAL EMAIL

To Whom It May Concern,

I am a home owner in the city of Olympia. I live in the Nottingham neighborhood which is accessed off of Log Cabin Road. This email is to express my thoughts and feelings regarding the plan to extend Log Cabin Road through the beautiful woods south of LBA park. I strongly oppose this plan. As you know, these woods are utilized by many folks and families who walk, ride bikes, jog, bird watch, dog walk, and generally experience the bliss of nature on a daily basis for their mental, physical and spiritual health. I walk my two labradors in the woods every day.

The plan to create a parallel roadway between two other access roads (Morse Merriman road and Yelm Highway) will only cause more volume of traffic through our already crowded neighborhood road (Log Cabin). It will also disrupt and likely kill animal species and their habitats.

This road project will scar the beloved woods forever.

Please consider other options for traffic flow and access around our community. I fully support round-a-bouts and maintaining flow of traffic, but the road through the woods will cause more harm than good in my opinion.

Very Sincerely,

Stacy Waterworth

3503 Gainsborough Ct SE
Olympia, WA 98501

From: [John Payne](#)
To: [Marc Daily](#)
Subject: LBA Woods Road Plan
Date: Monday, June 8, 2020 5:28:02 PM

EXTERNAL EMAIL

Dear Mr. Daily,

I am writing this email to voice my strong disapproval for the plan to build an extension of Log Cabin Road through LBA Park. Beyond it being a valued community and city park, the bifurcation of the land would fly in the face of the city's commitment to sustainability, while doing little to achieve what the road expansion was originally intended to do- allow for housing development.

Log Cabin Road was planned when Bentrige and Trillium were expected to add 1,000 dwelling units in this area and that development never happened. The original plan called for the developers to pay for most of the cost of construction. With the preservation of LBA Woods, these developments will not be built, this traffic demand will not occur, and there are no developers to pay the cost.

The cost would now land squarely on Olympia and the region and we have to ask, who really wants this road built through LBA Woods? As taxpayers will have to bear over \$8 million in costs we will be saddled with costs for a project the public doesn't want.

By taking out the "A4" Log Cabin project from the Plan it will allow for planners to start planning for an approach in tune with the community's values. Increasing traffic along Log Cain Road will decrease car safety and make this key road used by students from three different schools less pedestrian and bicycle-friendly.

A City of Olympia study estimated that building the Log Cabin extension would increase traffic by 60%. Increased traffic will result in more noise and more congestion. Worse, as I-5 becomes more congested Google Maps and Waze applications will redirect traffic around the congestion and into nearby neighborhoods.

The project would funnel traffic onto North Street. The North Street corridor, between Cain Road and Henderson Boulevard is already designated as a Mobility Strategy Area, meaning there is no feasible plan to address congestion in this area. It would be unwise and a breach of a commitment to the neighbors to widen North Street.

As a landscape architect, I find the whole notion of destroying valued neighborhood parks, increasing traffic through residential neighborhoods, and increasing the tax

burden on Olympia residents confusing, and highly disappointing. AS the current pandemic has shown, outdoor space if to cherished and supported. Let's give more thought to outdoor space that isn't paved.

Thank you for your consideration.

John Payne

From: [Kate Thedell](#)
To: [Marc Daily](#)
Subject: LBA Woods road proposal
Date: Monday, June 22, 2020 4:24:48 PM

EXTERNAL EMAIL

Hello Mr. Daily,

I'm writing to ask you and the rest of the Thurston Planning Council to abandon plans for the proposed road through LBA Woods, and to remove this road from the traffic plan.

I cannot express to you what it means to have a park of this quality available for walks. I truly think it has saved my sanity during quarantine, and will continue to do so during the remainder of my lockdown as a high risk person.

I have a good friend in Tacoma that literally has NO nearby wooded areas to walk, and I have to say I have been pretty smug as it concerns Olympia. Don't make me eat my words!! We have been visiting many of your parks over the last months and years, and LBA has become a particular favorite. It's not really big, but it is really safe for children and runners, and it is possible to get a good 5 mile walk out of it. The more people in the area, the more non-programmed green space like this is important, and a road would severely disrupt enjoyment of this park.

Another great thing about Oly is the abundance of wildlife, but it all needs green spaces to survive. There are lots and lots of roads, a lot of asphalt, and too many cars. The real future of the town should be encouraging biking, hiking, and public transportation, not more roads for more cars. There are so few places in our area where a person can find quiet because of the freeway and other roads. It used to be quiet in my backyard, until commercial construction put an end to that. LBA woods is pretty quiet.

I will be sending comments to others, too, but I do hope for your support in this.

Sincerely,

Kate Thedell

From: [M. Taylor Goforth](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); info@trpc.org; [Olympia City Council](#)
Subject: LBA WOODS should remain an OLYMPIA CITY woods PARK (NO road)
Date: Sunday, June 28, 2020 4:53:50 PM

EXTERNAL EMAIL

Dear TRPC members and Olympia City Council members,

This letter is to request and strongly encourage you to remove the proposed extension of Log Cabin Road from the City's Capital Facilities Plan. For the new, greener future that Olympia's current and future residents desire and deserve, our traffic planners need to seize opportunities not to build previously planned roads or see roads as the only or best solutions to traffic problems. Neighborhoods should operate with much stronger pedestrian access, de-emphasizing roads and single family cars as best transportation options. Studies show that the construction of new roads for current traffic problems actually INcrease the traffic! Is there a real problem anyway? Or, by presuming this road should be built, are we not delaying the inevitable need to get out of our cars, use public transportation or bicycle and build (or KEEP, in the case of LBA) needed amenities local? The one act of NOT building this road would assist in so many other ways in growing a more enjoyable and sustainable Olympia.

As the population continues to grow in Olympia, and climate change continues to impact the globe, the value of LBA WOODS will increase exponentially. Here in 2020 we should NOT be putting in a road at great expense to so many resources when there are so many other public amenities that would foster a more sustainable and satisfactory experience for residents and visitors alike. Peace, quiet, trees, and safety for children and wildlife are all highly valuable resources that we should steward now to the best of our ability, building our capacity as stewards into the foreseeable future.

Please do your part, and help us do ours, in giving the future of Olympia a greener chance. We will thank you now and future generations will thank you even more!!!

Sincerely,

Mary-Taylor Goforth
Olympia resident since 1997

From: [Amy G](#)
To: [Marc Daily](#)
Subject: LBA Woods
Date: Wednesday, June 10, 2020 1:47:30 AM

EXTERNAL EMAIL

Dear Mr. Daily,

I am writing to urge you to vote against proceeding with the Log Cabin Extension through LBA Woods. I am a regular user of LBA, putting a road through the middle of it would be ruinous to an amazing park. The connection between the park and the woods is one of the great benefits. Having miles of trails connected to a popular park increases my feeling of safety as I walk alone in the woods with my elderly dog. A road would destroy not only that connection but also would destroy the peaceful nature of the woods by shrinking the buffer between the existing surrounding roads. As the housing developments once planned for that area are now off the table, it doesn't make any sense to ruin the park/woods and a big chunk of the taxpayers investment with a road through the middle of it, in addition to the taxpayers now having to foot the bill for the road the developers are no longer paying for. With the new roundabout at Morse-Merryman, it seems more logical to flow traffic along that route rather than through the woods.

Larger parcels of land among the neighborhoods for wildlife and public recreation are becoming more and more rare, let's not destroy one we already have

Thank you for your consideration,

Amy Garrison



Virus-free. www.avg.com

From: [John Van Eenwyk](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: LBA Woods
Date: Sunday, June 7, 2020 9:37:43 PM

EXTERNAL EMAIL

It has come to my attention that there are still plans to put a road through LBA Woods. This is a terrible idea for two reasons:

1) Wilderness ("wild") areas, particularly in cities, are essential for mental health. Not only are wilderness areas necessary for relieving stress, but their complexity also teaches the brain to recognize, engage, and integrate complexity into our lives. In a time when polarization is paralyzing our nation, familiarity and acceptance of complexity is desperately needed. Please see the following report from the University of Washington on this subject:

<https://www.zmescience.com/science/wilderness-cities-happiness-235234/>

2) Increasing the availability of roads increases traffic and encourages single-occupancy vehicles, which--in turn--increases pollution in the general population and danger to pedestrians. This is not the direction in which Olympia should be going. When the covid lockdowns produced a decrease in vehicle traffic, more people rode bikes, pollution decreased, and pedestrian accidents became non-existent.

Putting a road through LBA Woods will produce nothing positive and a great deal negative. Plans for this project must be terminated immediately. Once wilderness is lost, it never recovers.

Please eliminate any and all considerations of putting a road through LBA Woods.

Thank you.

John R. Van Eenwyk

--

The Rev. Dr. John R. Van Eenwyk

sent from my antediluvian computer

From: [Brent Miller](#)
To: [Gilman, Clark-2](#); [Marc Daily](#); [Miller, Malcolm](#)
Subject: LBA
Date: Tuesday, June 9, 2020 6:37:27 PM

EXTERNAL EMAIL

Hello,

I am contacting you to share my interest in keeping the wonderful trails at LBA as they currently are. The park and it's trail system are one of these types of gems that make olympia what it is. Some of those trails on the southern half are the best ones in LBA, there are stretches that could be trails in the Olympics, they are that beautiful and "remote" feeling. But, they are not remote at all. I live close to Yelm Hwy and am an avid trail runner, and I can be on the LBA trails in 3/4 mile (the SE corner). I run there every week, sometimes several times a week. It's amazing to be able to run on trails from home, and the vast trail system at LBA allows you to get in a nice big loop. I run the loop that was used for the Little Backyard Adventure event there last year, which was a great event! I also hike around on these trails with my daughter when my son is at football practice at the park. I've hiked there with my entire family. I always see other individuals and groups out enjoying these trails, and I'm positive all of us would be greatly appreciative if they stay as they are. Thank you so much for your time.

Brent

From: [Bob Brennand](#)
To: [Marc Daily](#)
Subject: Log Cabin Extension "A4" Project Feedback
Date: Monday, June 8, 2020 10:02:16 PM

EXTERNAL EMAIL

Dear Sir,

I am writing to strongly voice my disapproval of any proposed extension of Log Cabin Road through LBA Woods Park. This project makes no sense, clearly isn't needed, would be expensive, and totally ruins a park that the City just funded and developed after popular support for a Parks District just a few years ago.

Its shocking to me that the City would purchase a large tract of land to develop LBA Woods after very strong public support, then plan to literally dissect it into two tracts a few years later. This is ridiculous, and would be a waste of taxpayer money. The park will go from a nice, quiet, large piece of land accessible from at least four different directions to two narrow slivers of land, both close to constant traffic, with a wide swath of large trees chopped down to make room for the road. For the gravel road constructed to service the recently installed water tower, a swath of trees three times as wide as the road was cut out; I can just imagine how wide a swath will be cut out for the proposed road. Just so someone can get to Olympia 30 seconds faster?

This road will also serve to dump more cars into the Olympia/Pioneer School area, which is already congested every school day morning, with plenty of children. Yelm Highway was recently upgraded, and is already two lanes each way with roundabouts from the City border on the east to Cleveland Avenue, and should continue to be the main thoroughfare for traffic accessing or coming from south Lacey.

This seems to be one of those classic cases where the underlying situation has changed, and no one wants to admit a project isn't needed anymore. Before LBA Woods was developed, the tract of land was permitted and planned for 500-1000 dwelling units for the Bentrige and Trillium developments. Maybe if those houses had been built and LBA Woods Park didn't exist, the road may have made sense. But that didn't happen. Based on strong citizen objections, after the City said they didn't have the funds to purchase the land for a Park, local citizens rallied and supported, voted and approved a Metropolitan Parks District to purchase more land for parks. I believe approximately \$6 million was spent to purchase the LBA Woods land, and more money is being spent to develop its trail system. Without the houses, there isn't nearly the traffic need, and adding the road would only ruin the park that citizens fought so hard to acquire and develop. And without developers to pay for the road, who is going to pay for the \$8 million estimated cost?

We already paid for the land to make it a park; we don't want to pay again to ruin the park and level a wide swath to run a road literally right down the middle of it...a road few people want, and less need.

Bob Brennand

bobbrennand@comcast.net

From: [Duncan & Di](#)
To: [Marc Daily](#)
Subject: Log Cabin Extension
Date: Tuesday, June 30, 2020 8:07:39 PM

EXTERNAL EMAIL

We are residents of Nottingham development on Log Cabin Blvd. Currently there is a significant volume of traffic and noise, and pre pandemic rush hours in the morning and afternoon. We vote against extending Log Cabin and the resulting traffic and noise.

Diana and Duncan MacQuarrie

3507 Southampton Ct. SE, Olympia 98501

From: [Lucy Hannigan-Ewing](#)
To: [Marc Daily](#)
Subject: Log Cabin Extension
Date: Saturday, June 6, 2020 1:39:15 PM

EXTERNAL EMAIL

Dear Mr. Daily,

I want to express my strong opposition to the proposed extension of Log Cabin Road through the LBA Woods.

I grew up on Morse Road (off Boulevard Road) and now live in the Nottingham Neighborhood (off Logo Cabin). I remember well when LBA park was established and discovering the LBA woods shortly after that. Once again my world expanded and my walks through the woods returned--you see, the Olympia School district bought the woods behind my childhood home in order to build Washington Middle School thus ending the walks in the woods that I grew up loving. Mr. Daily, we have enough roads in our community and not nearly enough woods for enjoying and exploring. We don't need to put a road through those woods...there are plenty of other options for cars to get from Olympia to Lacey.

Having lived off Log Cabin for 12 years, I can tell you that road is already busy enough. In the morning there are cars backed up halfway up Log Cabin as high school students/families work to get through the 3-way stop at North Street and Cain Road. At the end of the school day, it can be a challenge to get out of my neighborhood (even on my bike if I want to head toward Boulevard Road) because of all of the traffic. We don't need more cars on Log Cabin Road.

We have schools, schools, schools in this area and many students walk and bike to those schools. I believe putting more cars on the roads in this area will be detrimental for those students. Their safety will be at risk with increased traffic--more chances of auto-pedestrian accidents and lowered air quality from car exhaust and fewer trees in the area (since trees will have to be removed from LBA woods to build a road).

I am asking that the Log Cabin extension be removed from the Regional Transportation Plan.

With concern,
Lucy Hannigan-Ewing

From: [Kathleen Snyder](#)
To: [Marc Daily](#); [Gilman, Clark-2](#)
Subject: Log Cabin Road Connection
Date: Monday, June 8, 2020 11:21:38 AM

EXTERNAL EMAIL

Dear Sirs:

I just saw a diagram of the proposed road that will go through the middle of LBA Park. I really feel you should re-think this plan. Two overriding reasons come to mind:

1. No one knows how long this virus will be affecting our activities. Individuals and families may not have full access to indoor facilities (libraries, children's museums, theater) for quite some time. Outdoor recreation is the primary way people are coping and enjoying life at present. Preserving every inch of parkland and improving them should be a top priority for the government.
2. Also, in light of all the lost revenue that municipalities and counties have lost this year, this road does not seem like a good use of tax money. I would rather see that money used for essential services.

Thank you for your consideration,

Kathleen Snyder
1220 Devon Loop NE
Olympia WA 98506

From: [Sherry Feek](#)
To: [Marc Daily](#)
Subject: Log Cabin Road Extension through LBA Woods
Date: Saturday, June 6, 2020 6:06:43 PM

EXTERNAL EMAIL

TRPC Director Marc Daily,

On June 10th you are meeting to consider the approval of the Log Cabin Extension Road. Before you meet, I want to share my thoughts with you.

I am among very many in our community who enjoy our LBA Woods. I walk my dog there and have seen barred owls, coyotes, all manner of birds and beautiful wild flowers and so many, many varieties of native plants. The trails provide such a variety of areas to walk through. I have lived on Van Epps Street S. E. for almost 25 years with my husband. He enjoyed the woods as much as I before he died five years ago. It was very hard to see the water tower road built and the water tower, although I knew it was necessary. It disrupted the animal life and cut off our trails for walking.

This extension road does not seem necessary. Wooded areas in our community are precious. Please do not approve this extension road and ruin this beautiful area. Remove it from the Regional Transportation Plan.

Thank you for considering my request.

Sincerely,
Sherry Feek
360 556-2596
3323 Van Epps St SE
Olympia

Sent from [Mail](#) for Windows 10

From: [Ryan DiCrescenzo](#)
To: [Miller, Malcolm](#); [Gilman, Clark-2](#); [Marc Daily](#)
Subject: Log Cabin Road Extension, please no
Date: Wednesday, June 10, 2020 9:15:24 AM

EXTERNAL EMAIL

Hi there,

My name is Ryan DiCrescenzo. I live at 3701 Wiggins Road SE, Olympia WA 98501 with my wife Sarah McGraw and sons Simon and Morgan. I ran a business in Downtown Olympia for over 21 years, I am on the Olympia Downtown Alliance Board of Directors, and keep active in the community in many ways. I have lived in Olympia for 24 years and have owned and resided in this home for 14. My kids have never lived in another home.

Our home is at the intersection of Wiggins and Herman/37th, one of several houses directly in the way of proposed construction. Our house was built in 1928, so it is nearly 100 years old. It is a beautiful example of a craftsman farmhouse of the time, with old growth oak, fir, and cedar throughout, and it would be a shame to lose such a wonderful piece of architecture.

Yet, I am less concerned with the prospect of losing my home as I am with LBA Woods' wonderful expanse of woods and wildlife. The quarantine has magnified the importance of such an area for all Olympians. Exercise, dog-walking, bird watching, and so many other pastimes are made possible by this last remaining stretch of forest in our city limits.

Last, after the proposed Trillium Development was canceled and the woods converted to public park, we simply don't have the same need to extend the Log Cabin Road any further. Importantly, the high cost of constructing this extension is now not being paid proportionately by the developer (once Trillium), so the tax burden falls even heavier on our home owners-- at the same time that the potential population served by the road has been permanently reduced by the conversion of the woods from development area to park. Meanwhile, this money could be spent on improving other other area roads to handle projected future traffic flows (and some of those improvements are long overdue).

We walk in the LBA Woods literally everyday. My children look forward to it joyfully, and I can't imagine having it torn apart by construction. Olympia and Lacey have done a wonderful job of promoting and maintaining a vibrant parks system, and I hope you realize how important that is to families and the community at large. Losing one of the last remaining natural woodlands, already full of trails and activity, would be a huge loss for our area. Please consider diverting our resources to a different, more pressing project.

After trying to attend your zoom meeting this morning, I understand why you don't make these discussions more publicized. Yet, I would find it much more transparent and democratic if you contacted the affected homeowners directly to allow them to be a part of the discussion, before plans move too far forward.

Thank you very much for your time and consideration,

Ryan DiCrescenzo
Sarah McGraw

Simon DiCrescenzo
Morgan DiCrescenzo

From: [Tim W](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Log Cabin Road Extension
Date: Sunday, June 7, 2020 10:50:29 PM

***EXTERNAL EMAIL ***

Dear City Planners,

I wanted to add my voice to the conversation about the Log Cabin Road extension. I know that you are likely hearing from a lot of people and thank you all for taking the time to read everyones opinions on this. My reasons for opposition are partly personal and partly due to worry traffic flow.

Personally, this park has come to mean a lot to me and my family. Having this amazing wilderness within walking distance has been an absolute life saver during the COVID lockdown. We have had the chance to explore the full extent of the park and enjoy the huge diversity of landscape there. Prior to the lockdown we also used the park frequently to walk and bike to the playground. We live south of the park and the road through the park would cut off this access. Currently our kid attends Centennial - but he will eventually go to Washington Middle - to get there he would have to cross the extension road on his bike - which has me worried if Log Cabin is to become a major thoroughfare.

From a traffic flow point I am worried about Log Cabin becoming busier. It is already a heavily trafficked road and it has a very dangerous 90 degree turn where it becomes Cain Road. This turn is completely blind and people already drive too fast around the bend with no idea what the traffic is like around the corner. When there was construction on North Street in front of the high school - I saw several near misses where people came blasting around the corner just to find traffic backed up at a stand still right around the corner. I want to make sure that this dangerous turn is taken into account in your model of the traffic flow. There is also the disadvantage of directing more traffic right in front of both the high school and the Pioneer Elementary.

Thank you for reading and I wish you luck in making this difficult decision,

Tim West

From: [Al Ewing](#)
To: [Marc Dailey](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Log Cabin Road Extension/LBA Woods
Date: Friday, June 5, 2020 3:43:21 PM

EXTERNAL EMAIL

Marc Dailey/Clark Gilman/Malcom Miller-

I want to express my carefully considered strong opposition to the proposed extension of Log Cabin Road through the LBA Woods.

I live at 3516 Buckingham Ct SE, Olympia, WA 98501 and am a careful observer of the traffic flows on Log Cabin and Boulevard Roads. I don't believe dumping more traffic onto Log Cabin Road, given the fact that it runs past the High School and feeds Cain Road and Henderson roads, both of which have schools on them. The traffic flow on Log Cabin is already poor and during peak traffic periods the build up of tailpipe emissions is already intolerable around the Cain/North street intersection particularly during periods of inversion. I am wondering if carbon monoxide monitoring has been done at that location during critical times. Given that many children walk through this area on the way to and from school it should certainly be monitored to determine the safety of the air quality. There is also the issue of children safety with an increased volume of traffic.

I am an almost daily user of the trails in LBA Woods and it is very clear to me that a road through the Woods as proposed would significantly alter the nature of the Woods. LBA Woods is a very special asset (and a well used asset) for the City of Olympia and I believe it would be a travesty to compromise its unique nature when there is at least one viable alternative.

I realize that the Morse/Merriman alternative is significantly more expensive, but I strongly believe that it is a preferable alternative.

I am asking that the Log Cabin extension be removed from the Regional Transportation Plan.

Thank you for considering my perspective.

Al Ewing

From: [Jean Meyn](#)
To: [Marc Daily](#); [Gilman, Clark-2](#)
Cc: [Jill & Steve](#)
Subject: No Road through LBA Park/Forest
Date: Tuesday, June 9, 2020 9:12:58 PM

EXTERNAL EMAIL

I understand that you are nearing the time to take action on a plan that would ruin the LBA Woods, one of last undeveloped forested areas in the County. I am so very opposed to this; have been a citizen of this county for 40+ years.

Seems to me we just voted to save LBA Park/Woods a couple years ago, agreeing to fund its preservation. I have a vague recollection of this being successful.

So, count me as opposed. I am within 2 miles of LBA Park and visit often on the trails.

Jean Meyn
1934 Parkwood Dr SE
Olympia, WA 98501

From: [Bob Brunswig](#)
To: [Marc Daily](#); [Gilman, Clark-2](#)
Cc: contact@savelbawoods.org
Subject: NO Road Through LBA Woods!!!!
Date: Monday, June 8, 2020 3:41:59 PM

EXTERNAL EMAIL

Gentlemen,

Today I was made aware of potential plans to extend roadway through the recently purchased LBA Woods Park.

As a resident of the immediate area, a taxpayer, and one of the participants in the pre-purchase survey re. parks and open space a few years ago, **I vehemently object to the roadway plan.** As a participant in the survey, I was asked if I would agree to my taxes being increased to facilitate purchase of park land etc. I gladly agreed to an increase!! HOWEVER, the caveat of a throughway/roadway through the LBA Woods was conspicuously absent from the questionnaire.

I have heard that the City of Olympia has historically taxed for one purpose and redirected funds for other causes. Sounds similar to this current road proposal doesn't it?

The LBA Woods Park is a one of a kind wonder for beauty within a city's boundaries. Why destroy what can never be regained for a road?? So many people of all ages find peace and respite in these woods. Building a throughway is stealing from this community and it appears to be an "end run" around its **stated** purpose when the land was purchased.

Please reconsider the proposal to build any roadway through the LBA Woods Park!!! It's a destruction that cannot be undone. Thank you for your consideration of my concerns AND RECONSIDERATION of this plan.

Sincerely,
Bob Brunswig
Olympia Resident
360 480 2819

From: [Maureen Rawlings](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: No road through LBA
Date: Thursday, June 11, 2020 9:07:10 AM

EXTERNAL EMAIL

I am a native Washingtonian, have lived in Olympia 44 yrs. and seen the difficult changes that development and growth have brought. I live off Yelm Highway and deal with the traffic daily. We don't want another road! We don't want more development. I am 76 yrs. old and walk in LBA regularly as well as other wooded parks in Thurston county. We want LBA woods in tact. Leave Log Cabin Road alone! This community has shown over and over that we want LBA woods to remain woods. These woods are part of our community's sanity. Aren't you listening?

My taxes are already ridiculously high. Not only will this ruin our neighborhoods, the safety of kids going to and from school, but we would have to pay for this destruction! Don't ruin our woods for another road!

Maureen Rawlings
5213 Boulevard Extension SE
Olympia, Wa 98501

From: [Linda Huyck](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: NO to A4 Log Cabin Project
Date: Tuesday, June 9, 2020 10:08:53 PM

EXTERNAL EMAIL

Gentlemen,

You have the power to give your community what it wants, what it has worked hard to preserve: a tranquil place out of doors, to be away from cars and pavement, to run and walk and chat, to exercise our dogs, meet with our friends, play with our children. Generations of families have grown up watching their kids play soccer and baseball at the park, and run cross country on the trails. I raced there in high school, thirty years ago, and have been taking my own high school teams there for the past twenty-five. My nieces and nephews participate on community teams that meet there and have been for the past thirteen years. I have met strangers walking dogs on the trails and now have friends to show for it. People can stop on trails and get to know each other. We can look after one another, recruit help for ourselves and our neighbors, and enjoy a sense of community that isn't as by-gone as we sometimes feel. You are in a position to guarantee these experiences continue.

LBA Park was preserved and funded after receiving huge support from voters. So how is that citizens are needing to, once again, write emails like this, when you know that we want a park and not another road? We already voted in support of a Parks District, supporting the spending of nearly \$6,000,000 to buy the wooded land at LBA. So why would anyone think citizens would support the building of an \$8,000,000-\$8,500,000 road to destroy what we voted to buy and preserve? Additional driving routes and relief of traffic congestion is not the answer. Providing another road parallel to Yelm Highway will not reduce congestion, but instead will invite impatient drivers into an area where pedestrians and park users are used to slowing down, to not having to look both ways before crossing a path or emerging from a trail. Yelm Highway already provides a speedy thoroughfare between Lacey and Olympia; let it serve its purpose: prudently carrying the bulk of traffic between cities.

If traffic flow is not the problem you aim to solve, but access to people's homes is, well, then, there is still no reason for the A4 Log Cabin Project. Since the Bentrige and HR Horton developments are no longer in our community's future, there is no longer the need for a road to access the homes and businesses that will now not be built. We voters want a park; we do not want more houses, or roads, or cars. We want dirt trails through trees filled with birds. We want to run with our dogs: Sadie, Dutch, Strider, Izzy, Jet, Berry (yes, with an e), Cora, Freya-- she will greet you with a woo-woosing howl, once she gets to recognizing you, and Bella who will howl with you when you sing her "Happy Birthday." Do you see my point, that people who use LBA Park and its adjoining woods have gotten to know each other? We can do this because a park without a road through the middle of it allows us the pleasure of safely

stopping and talking to one another.

Please, please, please, put your community's needs ahead of development. Please preserve this safe, serene place, away from traffic and pavement. Please honor our votes and our voice: say NO to A4.

Respectfully,

Linda Huyck

From: [Jeff or Pam Marti](#)
To: [Marc Daily](#)
Subject: Opposition to Log Cabin Road extension in Transportation Plan
Date: Tuesday, June 9, 2020 5:50:39 PM

EXTERNAL EMAIL

Hello Mr. Daily,

I reside in the Briarwood neighborhood in SE Olympia. We are extremely fortunate in our neighborhood to be within 10 minutes of walking distance from LBA Park and the LBA Woods.

The LBA Woods represents a great success story of citizens coming together and working through the City of Olympia Parks Planning process and getting a ballot measure on the city ballot to establish a metropolitan parks district -- leading to the purchase of the woods by the City of Olympia.

My wife and I take walks through the woods multiple times each week. During the past few months we have been especially grateful for having the woods nearby to get exercise in a beautiful natural setting while practicing good social distance judgement.

Based upon my own informal observations, it seems that more and more people are coming to know the woods, as it has changed from unofficial open space to city-owned parkland. I see people walking their dogs. Families with children learning the basics of mountain biking and senior citizens with walking sticks. We notice lots of solo walkers and couples, too.

One thing for certain, when we do encounter other visitors, it's smiles all around. You can tell that the woods make people feel great.

It would be a tragic loss to our community to destroy this jewel that so many people worked so hard to preserve.

If there is anything the past few months have taught us, it is that many of use are capable of working from home and avoiding unnecessary travel. And I suspect that many employees will want to continue their telecommuting ways even as the Covid-19 virus subsides.

Let's not plan for commuting practices of the past. Let's plan for what makes communities livable in the future.

Please remove the proposed Log Cabin Road Extension from the transportation plan.

Sincerely,

Jeff Marti

2915 Briarwood Ct SE
Olympia, WA 98501

From: [Alayna Bahr](#)
To: [Marc Daily](#)
Subject: Opposition to road through LBA Woods
Date: Wednesday, June 10, 2020 8:17:26 AM

EXTERNAL EMAIL

Marc Daily:

I am writing to voice my opposition to the road through LBA woods.

This Little Backyard Adventure is one of the last green safe spaces for children and adults to explore in this area. As someone with limited walking abilities, I appreciate the relatively flat, yet still unpaved trails this park offers. I can watch my 4 year old adventure safely and he still feels like he's in the wild.

Likewise, I have seen many school age children 7-13years playing in the space. This is what Washington state is about. I did not move from California to Washington to see all these safe spaces being eliminated by asphalt. Let them play. Don't spend millions of dollars to replace a playground that already exists in its most natural form.

The proposed road would not even provide a major improvement in traffic. This plan appears to funnel the traffic to North St. The corridor between Cain and Henderson is already an area of issue. There is no plan to address the traffic congestion that is ALREADY THERE. Why would you add to this problem? Widening North St will increase danger to the many pedestrians from all the nearby schools.

I don't see how saving ONE minute of drive time justifies the removal of green space for community members and over 80 bird species.

I urge you, please do not cut into the "LBA woods" and build a road or otherwise diminish this already small space.

Please feel free to contact me at ablossombee@gmail.com or 360-350-2226 with any questions or follow up.

Alayna Bahr
Olympia, WA

From: [Juliet VanEenwyk](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Please oppose road through LBA Woods
Date: Tuesday, June 9, 2020 4:39:06 PM

EXTERNAL EMAIL

Dear Councilman Gilman, Councilman Miller and Executive Director Daily,

I am writing to you to urge you to remove the road that bisects LBA Woods from Olympia's comprehensive and regional transportation plans. It is not clear what problem a new road will solve. Building more roads leads to ever more traffic, air pollution, and noise. More and wider roads are, at best, short term fixes to alleviating congestion, if that is, indeed, the problem you are trying to fix. Witness widening Yelm Highway and adding lanes to Interstate 5. Increasing bike and pedestrian paths and improved public transportation are 21st century solutions.

Semi-wild and quiet spaces are at a premium. They are disappearing rapidly and once gone, they are gone forever. Please envision a future of sustainability and do not destroy such a valuable resource for all Thurston County residents.

Many thanks for your consideration of my request.

Yours,
Juliet Van Eenwyk
Thurston County Resident

From: [Ben Mead](#)
To: [Marc Daily](#)
Subject: Please vote against the "A4" Log Cabin project Tomorrow
Date: Tuesday, June 9, 2020 12:56:03 PM

EXTERNAL EMAIL

Mr. Daily,

Please vote against the "A4" Log Cabin project.

We have worked so hard and for so long to preserve the LBA Woods.

As you know, Log Cabin Road was planned when Bentrige and Trillium were expected to add 1,000 dwelling units in this area and that development never happened.

The original plan called for the developers to pay for most of the cost of construction.

With the preservation of LBA Woods, these developments will not be built, this traffic demand will not occur, and there are no developers to pay the cost.

The cost would now land squarely on Olympia and the region and we have to ask, who really wants this road built through LBA Woods?

As tax payers will have to bear over \$8 million in costs we will be saddled with costs for a project the public doesn't want.

By taking out the "A4" Log Cabin project from the Plan will allow for planners to start planning for an approach in tune with the community's values.

Increasing traffic along Log Cain Road will decrease car safety and make this key road used by students from three different schools less pedestrian and bicycle friendly.

A City of Olympia study estimated that building the Log Cabin extension would increase traffic by 60%. Increased traffic will result in more noise and more congestion. Worse, as I-5 becomes more congested Google Maps and Waze applications will redirect traffic around the congestion and into nearby neighborhoods.

The project would funnel traffic onto North Street. The North Street corridor, between Cain Road and Henderson Boulevard is already designated as a Mobility Strategy Area, meaning there is no feasible plan to address congestion in this area. It would be unwise and a breach of a commitment to the neighbors to widen North Street.

Best,

-Ben Mead

From: [Bill Goforth](#)
To: [Selby, Cheryl](#); [Bateman, Jessica](#); [Cooper, Jim](#); [Lisa Parshley](#); [Rollins, Renata](#); [Madrone, Dani](#); [Marc Daily](#); [Gilman, Clark-2](#); info@trpc.org; [Bill Goforth](#)
Subject: PLEASE, NO more roads in LBA Park
Date: Sunday, June 28, 2020 9:13:07 PM

EXTERNAL EMAIL

Dear TRPC and Olympia City Council members,

The re-zoning of LBA woods as a park, and not a housing development, over the last several years has been music to my Olympian ears. After a long process led by such local luminaries as Maria Ruth, my wife and I have enjoyed not only the presence of the trees and associated wildlife, clean air and quiet, but the thought that the City of Olympia made the decision to go in the direction of long-term health for its land and people. In making LBA a park, we made a clear commitment to quality of life for now and into the future.

Because of this, I am disappointed to hear of your continued consideration of a road that would basically bisect the Park. I think we all know what that would mean to the people so happy to have a woods to roam in, and play equipment and tennis courts to play on: the safety and tranquility of this space would be highly compromised with a road carrying the busy traffic of a suburban neighborhood. And what about the wildlife who are so compromised by our human development already?

Please, no road! This is not the place, or the time; not now, not here.

Thank you for reconsidering this proposed action; and please, decide to redirect our community's transportation needs and its funding elsewhere.

Sincerely,
Bill Goforth
(Olympia resident for 68 years)

From: [Kate Benkert](#)
To: [Marc Daily](#)
Subject: Proposed Regional Transportation Plan
Date: Monday, June 8, 2020 4:43:01 PM

EXTERNAL EMAIL

Dear Mr. Daily,

In adopting the Proposed Regional Transportation Plan on June 10, please note that I am opposed to the proposed City of Olympia road which is to transit the recently expanded LBA Woods Park as a "major collector boulevard". The road would connect Boulevard Road with Wiggins Road. I am a resident of Olympia and I use the LBA Woods to walk and escape to nature without having to drive long distances. Fragmentation of this Park with a road will limit its utility as a respite for urban residents, a place of environmental education for local schools, forested habitat for seriously declining migratory bird populations, a wonderland of exploration for children, and more. We have plenty of roads and cars to fill them (and the cars will always arrive to use any road built; hardly a reduction in the City of Olympia's or Thurston County's carbon footprint) but not enough contiguous open space for us to explore, recreate on and enjoy.

I would appreciate your consideration of my request to remove the proposed Boulevard to Wiggins connector road from the Regional Transportation Plan. Thank you.

Kate Benkert
333 Sherman St NW
Olympia 98502

From: [Maria Ruth](#)
To: [Marc Daily](#)
Subject: public comment on Project a-4 in What Moves You 2045 RTP
Date: Monday, June 8, 2020 7:30:37 PM
Attachments: [Screen Shot 2020-06-08 at 7.28.44 PM.png](#)

EXTERNAL EMAIL

Dear Marc,

I am writing to urge you to remove project A-4, the Log Cabin Extension Road (aka Log Cabin Road, Log Cabin Connection) from the draft *What Moves You 2045 Regional Transportation Plan*. Here is why:

The road will ruin one of the community's favorite parks. The site for the proposed road connecting Wiggins Road and Boulevard Road is the LBA Woods—the commonly used name to describe the 133 acres of mature upland forest recently added to LBA Park in Southeast Olympia. Since moving to Olympia in 2006, I have been walking the trails regularly in the LBA Woods. In 2014, I joined the campaign to save the LBA Woods for public parkland. Since 2016, I have served as member of the Friends of LBA Woods, a stewardship group that has hosted or co-hosted 27 volunteer habitat-restoration work parties as well as guided nature walks and other community events in the LBA Woods. These woods are precious not only to me and to the *several thousand* residents of Thurston County who supported our campaign to save forest and who now spend time enjoying the natural beauty and 4-mile network of undeveloped recreational trails through the park.

The landscape has changed. The proposed Log Cabin Extension Road first appeared on regional transportation plans in the 1990s. This road might have made sense back then. It might have made sense as late as 2015 when the 150-acre wooded parcels commonly known as the LBA Woods were owned by developers who planned to clear the forest, build ~1000 homes, and fund most of the road. But with the 2016-2017 purchase of most of the LBA Woods as a City of Olympia Park, this road has become unnecessary and antithetical to what it means to live in a livable city, to act as stewards for our environment, and to prioritize the health and well-being of our community.

Justification for the road is weak. Despite the purchase of 133 acres of the LBA Woods for parkland in 2016-2017, members of Olympia's City Council, Thurston Regional Planning Council, and the Transportation Policy Board have not together seriously discussed or reconsidered the need for the Log Cabin Extension Road. nor the environmental impact to of clear-cutting a swath of forest for a road that keeps showing up on the plans as if by default. "The road has been planned for decades" is a phrase often uttered to by cannot be a justification for this road.

You cannot approve this project and still be serious about addressing climate change. This proposed road is artifact of a time when "climate change, "ecosystem services," and "carbon sequestration," were not on anyone's lips. The construction of the proposed Log Cabin Extension Road would destroy a minimum of 4.91 acres of the woods (the city-owned acreage of right-of-way for this road) and the ecological integrity of the forest. This road will destroy and degrade wildlife habitat; it will diminish much-needed ecosystem services values

such infiltrating rainwater, controlling flooding, purifying and cooling air, and buffering the impacts of climate change. The *What Moves You* transportation plan acknowledges the future impacts of climate change—more flooding, more rainfall in winter by 2050, 22% drop in summer rainfall, summer temperatures averaging a high August temperatures of 94 degrees F (*What Moves You: Regional Transportation Plan 2045*; TRPC, June 2020 draft, p. 36)—but does not actually consider that this paved roadway, which requires the clearcutting of a mature native forest, would exacerbate these impacts. Moving cars more efficiently between Boulevard Road and Wiggins Road—the putative goal of this road—is not a meaningful way to address the impacts of climate change.

The road will permanently damage to “quality of life” for humans, the forest, and wildlife. Both the peace and safety of the forest and the community ballfields will be permanently and negatively impacted by this road. Though the footprint of the proposed road is estimated at 49.1 acres, it only takes one walk around Olympia’s new Morse-Merryman Reservoir (the “water tank”) and access road to see what collateral damage a 5-acre project does to a forest and its wetlands. Like the water tower, the road will forever diminish the quality of the closed-canopy forest and connectivity of trails for park-goers and wildlife alike. Unlike the passive water tank, the proposed road will be a place where the sight, sounds, smells, and dangers of automobile traffic will be ever-present.

What Moves You? What “moves me” between Wiggins Road and Boulevard Road is *not* the vision of a road. What moves me is the gentle trails through the LBA Woods. What moves me is...the mature upland forest—the last largest such parcel in the city limits. What moves me are the firs, red-cedars, big-leaf maples, hemlocks, and dogwood. It's the salmonberry, thimbleberry, trailing blackberry, osoberry, saskatoon, ocean spray, salal, and trillium. It's the pileated woodpeckers, wrens, warblers, owls the other 80 bird species seen and heard in these woods over the seasons. It's the quiet trails, the peace, the beauty of nature.

This road is an idea whose time has come and gone.

Please do not feel compelled to approve plans hatched in 1990s and now seemingly etched in stone. They are on paper and can be erased.

Please do not approve the draft *What Moves You 2045 Regional Transportation Plan*.

Please make a move to remove the Log Cabin Extension Road from this plan and consider discussing and exploring other options such as widening Morse Merryman Road.

Sincerely,



Maria Ruth

Olympia WA

From: [Julian Beattie](#)
To: [Marc Daily](#); [Gilman, Clark-2](#)
Subject: Public comment re: A4/proposed Log Cabin Road Extension
Date: Monday, June 8, 2020 2:48:29 PM

EXTERNAL EMAIL

To Thurston County and City of Olympia transportation planners:

Please accept this public comment for your upcoming 6/10 Regional Transportation Planning policy board meeting, or please let me know where I can properly submit a formal comment.

I oppose the proposed extension of Log Cabin Road through LBA woods.

Let me say that I am a public employee, and I know what it's like to be in your position. I generally defer to people like you because you have studied the issue and have the expertise. I am not here to second guess everything you've worked on. But I do know from personal experience that the government sometimes gets it wrong, and sometimes gets so focused on the details that it has trouble seeing the big picture.

Here, there is really no reasonable way to defend destroying irreplaceable urban habitat to build a connector road. Our environment cannot suffer even this relatively small further loss, given the increasing pressures on ecosystems imposed by climate change. It is well known that roads are harmful because of the way they divide habitat and because of the water pollution they promote.

If you are worried about increased pressure on Boulevard Rd, surely the solution is to increase the level of resources devoted to that road. You are the expert, but I have a hard time believing that you've done all you can to maximize the level of service on that road.

Further, I am skeptical that this project pencils out from a cost perspective. With projected shortfalls due to the pandemic, I cannot imagine your capital budgets won't be cut. You'll surely want to focus on maintaining existing infrastructure.

Thank you for listening. I am sure you are reasonable, thoughtful people, but we all have blind spots and sometimes make bad decisions. As a fellow public employee, thanks for what you do.

Julian Beattie
Olympia

From: [Larry of Nottingham](#)
To: [Veena Tabbutt](#); [Marc Daily](#)
Subject: Re: I would like to know how to make a public comment call-in for the June 10th meeting
Date: Wednesday, June 10, 2020 8:38:14 AM

EXTERNAL EMAIL

Very disappointed about the poor management of the Zoom meeting and the result being that we were denied an opportunity to speak to the decision makers and hear from our community members in a civic forum. Written comments do not allow for the same kind of input.

You should reconvene the meeting before taking action and use best practices to avoid the Zoom bombing.

Here is my prepared statement:

My name is Larry Dzieza. While you point out the comment period is over, its not too late for the assembled officials to hear and to take to heart the will of the community to stop the road.

I am frustrated about the runaround I get from the elected officials and staff when I ask about how to stop the bad idea of putting a road through the LBA Woods. This has been the playbook to date:

- First you tell us the road in the regional plan reflects the local plans.
- Then we comment on the local plans and the locals say they have an 'obligation' to live up to the regional plan.
- When we comment on the regional plan we are told again to talk to our local jurisdiction about their plan.
- When we comment at the local level they tell us everyone has agreed at the regional level to this road.

And around and around we go like a traffic circle with no exit.

When we plead with our local officials to take action, they try to placate us by saying “don’t worry, the road is not in the six-year budget”. But I’ve been around budgeting long enough to know that when the time comes for you to build the road, and we object, you will say, “golly, it’s been in the plan for decades. The time to have changed it was many years ago because now we have allowed development and made investments based on the road being there”.

The time has come for the TRPC to start planning. Planning for this road not to happen. The sooner you start to acknowledge that an active citizenry is going to standup to the degradation of a precious resource of forest canopy within an urban setting the better it will be for all of us.

I’d like to say something to the professional Planners: Thank you for your work but recognize you are trapped by your training and modelling to look at population growth narrowly as an input to your traffic models. Those models are about how to manage the flows that come from increased population. That engineering perspective of population growth can blind you to a different dynamic: As the population and density increases, the importance to the eco-system and the value of the park in the public’s heart increases.

Perhaps some have strategized that time is on your side. You may be thinking that years from now, a thankful citizenry will praise your foresight to cut a road through the park to reduce road congestion, shaving several minutes off a commute. But you are going to be proven wrong.

Wrong because your model does not really align with the values of your constituents. Priorities for open space, recreation and a chance to be in nature will only increase as the region becomes more dense and the consequences of climate change brings more environmental consciousness to the public.

We, who are opposed to the road, may not succeed today or even tomorrow but we are not going away.

So do the planning that you do so well but with an expanded perspective: increases in population make preservation of natural places even more valuable. I know your models don't have human and natural values as part of their algorithm, but as human beings who also share in our community, I suggest that you begin to create a sustainability and quality of life dimension to your decision making.

Thank you.

On Mon, Jun 8, 2020 at 11:18 AM Veena Tabbutt <tabbutv@trpc.org> wrote:

That's fine. We'll ask him to send it to us. Veena

R. Veena Tabbutt, Deputy Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.741.2550 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)

www.trpc.org tabbutv@trpc.org

This e-mail and any attachments are for the use of the addressed individual. If you have received this e-mail in error, please notify our systems manager. TRPC has taken responsible precautions to ensure no viruses are present in this e-mail, however we do not accept responsibility for loss or damage arising from the use of this e-mail or attachments.

From: Larry ofNottingham <larryofnottingham@gmail.com>
Sent: Monday, June 8, 2020 10:43 AM
To: Veena Tabbutt <tabbutv@trpc.org>
Subject: Re: I would like to know how to make a public comment call-in for the June 10th meeting

EXTERNAL EMAIL

Thanks for your help on this. Not knowing the best email address to use I ended up using the TRPC Executive Director Marc Daily at dailym@trpc.org. I assume that he will be able to share what he receives with you and the rest of the Board?

On Mon, Jun 8, 2020 at 8:36 AM Veena Tabbutt <tabbutv@trpc.org> wrote:

You can send it directly to me or to Karen Parkhurst (cc'd on this email) who manages the Transportation Policy Board agenda.

Thank you for your interest in our agency.

Veena

R. Veena Tabbutt, Deputy Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.741.2550 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)

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From: Larry ofNottingham <larryofnottingham@gmail.com>

Sent: Saturday, June 6, 2020 12:56 PM

To: Veena Tabbutt <tabbutv@trpc.org>

Subject: Re: I would like to know how to make a public comment call-in for the June 10th meeting

EXTERNAL EMAIL

What is the best email address to use?

Thanks.

On Fri, Jun 5, 2020 at 7:44 AM Veena Tabbutt <tabbutv@trpc.org> wrote:

Hi,

You can make your public comment during the zoom meeting (using the link or call in number) or email it to us in advance.

Thanks,

R. Veena Tabbutt, Deputy Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.741.2550 (Direct) | 360.956.7575 (Main) | 360.956.7815 (Fax)

www.trpc.org tabbutv@trpc.org

This e-mail and any attachments are for the use of the addressed individual. If you have received this e-mail in error, please notify our systems manager. TRPC has taken responsible precautions to ensure no viruses are present in this e-mail, however we do not accept responsibility for loss or damage arising from the use of this e-mail or attachments.

From: Larry ofNottingham <larryofnottingham@gmail.com>

Sent: Thursday, June 4, 2020 9:01 PM

To: info@trpc.org

Subject: I would like to know how to make a public comment call-in for the June 10th meeting

EXTERNAL EMAIL

It is not clear from the agenda whether I can provide my verbal comments via Zoom or

do I need to call-in on a separate phone number.

Thanks.

Larry Dzieza

360.556.6070

From: [BETH Norman](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: Re: LBA Park Road
Date: Wednesday, June 10, 2020 10:27:26 AM

EXTERNAL EMAIL

I did try to participate in the public comment but after the meeting was hijacked, I decided to email comments. I fully agree with Christana's statement at the beginning.

Get [Outlook for iOS](#)

From: BETH Norman
Sent: Wednesday, June 10, 2020 8:31:34 AM
To: dailym@trpc.org <dailym@trpc.org>; cgilman@ci.olympia.wa.us <cgilman@ci.olympia.wa.us>; mmiller@ci.lacey.wa.us <mmiller@ci.lacey.wa.us>
Subject: LBA Park Road

Please do not put a road through separating LBA park from LBA Woods. Many people use both. Parking is in the park portions and creating a major through street park goers must cross makes no sense. Especially since the housing is not being constructed, there there will be less need for this road. I walk and run in the woods almost daily. Each part is unique with many ecosystems. Please do not destroy this natural area that we work so hard to preserve. Remove this road from your plan. Please fix Morris Merriman and Wiggins with bike lanes and sidewalks instead. It is hard to access the Chehalis western trail from our neighborhoods.

Thank you
Elizabeth Norman

Get [Outlook for iOS](#)

From: [Maria Ruth](#)
To: [Marc Daily](#)
Subject: Re: public comment on Project a-4 in What Moves You 2045 RTP
Date: Wednesday, June 10, 2020 8:19:45 AM

EXTERNAL EMAIL

Marc—

This is Maria Ruth. I signed up to give public comment today at the Transportation Policy Board meeting.

Many of us on the call were there to give comment on the Log Cabin Extension. I am not sure how “Zoom Bombers” work but I am disgusted by what happened this morning and please know that the offensive caller was not affiliated with the group of community members who either submitted letters or were on the call to comment on the TRPC plan.

So sorry the meeting was shut down.

Maria Ruth

On Jun 8, 2020, at 7:30 PM, Maria Ruth
<MARIARUTHBOOKS@COMCAST.NET> wrote:

Dear Marc,

I am writing to urge you to remove project A-4, the Log Cabin Extension Road (aka Log Cabin Road, Log Cabin Connection) from the draft *What Moves You 2045 Regional Transportation Plan*. Here is why:

The road will ruin one of the community’s favorite parks. The site for the proposed road connecting Wiggins Road and Boulevard Road is the LBA Woods—the commonly used name to describe the 133 acres of mature upland forest recently added to LBA Park in Southeast Olympia. Since moving to Olympia in 2006, I have been walking the trails regularly in the LBA Woods. In 2014, I joined the campaign to save the LBA Woods for public parkland. Since 2016, I have served as member of the Friends of LBA Woods, a stewardship group that has hosted or co-hosted 27 volunteer habitat-restoration work parties as well as guided nature walks and other community events in the LBA Woods. These woods are precious not only to me and to the *several thousand* residents of Thurston County who supported our campaign to save forest and who now spend time enjoying the natural beauty and 4-mile network of undeveloped recreational trails through the park.

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made sense back then. It might have made sense as late as 2015 when the 150-acre wooded parcels commonly known as the LBA Woods were owned by developers who planned to clear the forest, build ~1000 homes, and fund most of the road. But with the 2016-2017 purchase of most of the LBA Woods as a City of Olympia Park, this road has become unnecessary and antithetical to what it means to live in a livable city, to act as stewards for our environment, and to prioritize the health and well-being of our community.

Justification for the road is weak. Despite the purchase of 133 acres of the LBA Woods for parkland in 2016-2017, members of Olympia’s City Council, Thurston Regional Planning Council, and the Transportation Policy Board have not together seriously discussed or reconsidered the need for the Log Cabin Extension Road, nor the environmental impact to clear-cutting a swath of forest for a road that keeps showing up on the plans as if by default. “The road has been planned for decades” is a phrase often uttered to by cannot be a justification for this road.

You cannot approve this project and still be serious about addressing climate change. This proposed road is artifact of a time when “climate change,” “ecosystem services,” and “carbon sequestration,” were not on anyone’s lips. The construction of the proposed Log Cabin Extension Road would destroy a minimum of 4.91 acres of the woods (the city-owned acreage of right-of-way for this road) and the ecological integrity of the forest. This road will destroy and degrade wildlife habitat; it will diminish much-needed ecosystem services values such infiltrating rainwater, controlling flooding, purifying and cooling air, and buffering the impacts of climate change. The *What Moves You* transportation plan acknowledges the future impacts of climate change—more flooding, more rainfall in winter by 2050, 22% drop in summer rainfall, summer temperatures averaging a high August temperatures of 94 degrees F (*What Moves You: Regional Transportation Plan 2045*; TRPC, June 2020 draft, p. 36)—but does not actually consider that this paved roadway, which requires the clearcutting of a mature native forest, would exacerbate these impacts. Moving cars more efficiently between Boulevard Road and Wiggins Road—the putative goal of this road—is not a meaningful way to address the impacts of climate change.

The road will permanently damage to “quality of life” for humans, the forest, and wildlife. Both the peace and safety of the forest and the community ballfields will be permanently and negatively impacted by this road. Though the footprint of the proposed road is estimated at 49.1 acres, it only takes one walk around Olympia’s new Morse-Merryman Reservoir (the “water tank”) and access road to see what collateral damage a 5-acre project does to a forest and its wetlands. Like the water tower, the road will forever diminish the quality of the closed-canopy forest and connectivity of trails for park-goers and wildlife alike. Unlike the passive water tank, the proposed road will be a place where the sight, sounds, smells, and dangers of automobile traffic will be ever-present.

What Moves You? What “moves me” between Wiggins Road and Boulevard Road is *not* the vision of a road. What moves me is the gentle trails through the LBA Woods. What moves me is...the mature upland forest—the last largest such parcel in the city limits. What moves me are the firs, red-cedars, big-leaf maples, hemlocks, and dogwood. It's the salmonberry, thimbleberry, trailing blackberry, osoberry, saskatoon, ocean spray, salal, and trillium. It's the pileated

woodpeckers, wrens, warblers, owls the other 80 bird species seen and heard in these woods over the seasons. It's the quiet trails, the peace, the beauty of nature.

This road is an idea whose time has come and gone.

Please do not feel compelled to approve plans hatched in 1990s and now seemingly etched in stone. They are on paper and can be erased.

Please do not approve the draft *What Moves You 2045 Regional Transportation Plan*.

Please make a move to remove the Log Cabin Extension Road from this plan and consider discussing and exploring other options such as widening Morse Merryman Road.

Sincerely,

<Screen Shot 2020-06-08 at 7.28.44 PM.png>

Maria Ruth

Olympia WA

From: [Julian Beattie](#)
To: [Marc Daily](#)
Cc: [Katrina Van Every](#)
Subject: Re: Public comment re: A4/proposed Log Cabin Road Extension
Date: Monday, June 8, 2020 8:14:53 PM

EXTERNAL EMAIL

I appreciate that. Take care.

On Mon, Jun 8, 2020, 4:25 PM Marc Daily <dailym@trpc.org> wrote:

Thank you for taking the time to comment on the Log Cabin Road Boulevard/Wiggins connection, a City of Olympia project included in the draft Regional Transportation Plan for the Thurston Region. The decisions to implement individual projects included in the plan are made by each jurisdiction – in this case, the City of Olympia. I have forwarded your message to City of Olympia staff leadership to help ensure that your input is considered. Thank you again and please let me know if Thurston Regional Planning Council can be of assistance. Take care... Marc Daily

Marc Daily, Executive Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575 (Main) | 360.956.7815 (Fax)

www.trpc.org dailym@trpc.org

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From: Julian Beattie <beattie.julian@gmail.com>
Sent: Monday, June 8, 2020 2:48 PM
To: Marc Daily <dailym@trpc.org>; Gilman, Clark-2 <cgilman@ci.olympia.wa.us>
Subject: Public comment re: A4/proposed Log Cabin Road Extension

EXTERNAL EMAIL

To Thurston County and City of Olympia transportation planners:

Please accept this public comment for your upcoming 6/10 Regional Transportation Planning policy board meeting, or please let me know where I can properly submit a formal comment.

I oppose the proposed extension of Log Cabin Road through LBA woods.

Let me say that I am a public employee, and I know what it's like to be in your position. I generally defer to people like you because you have studied the issue and have the expertise. I am not here to second guess everything you've worked on. But I do know from personal experience that the government sometimes gets it wrong, and sometimes gets so focused on the details that it has trouble seeing the big picture.

Here, there is really no reasonable way to defend destroying irreplaceable urban habitat to build a connector road. Our environment cannot suffer even this relatively small further loss, given the increasing pressures on ecosystems imposed by climate change. It is well known that roads are harmful because of the way they divide habitat and because of the water pollution they promote.

If you are worried about increased pressure on Boulevard Rd, surely the solution is to increase the level of resources devoted to that road. You are the expert, but I have a hard time believing that you've done all you can to maximize the level of service on that road.

Further, I am skeptical that this project pencils out from a cost perspective. With projected shortfalls due to the pandemic, I cannot imagine your capital budgets won't be cut. You'll surely want to focus on maintaining existing infrastructure.

Thank you for listening. I am sure you are reasonable, thoughtful people, but we all have blind spots and sometimes make bad decisions. As a fellow public employee, thanks for what you do.

Julian Beattie

Olympia

From: [Dawn Eychaner](#)
To: [Marc Daily](#); [Veena Tabbutt](#); [Karen Parkhurst](#); [Ryder, Andy](#); [Madrone, Dani](#)
Subject: Regional Transportation Plan - opposition to Log Cabin Road Connection
Date: Wednesday, June 10, 2020 8:51:11 AM

EXTERNAL EMAIL

Good morning,

I tried to participate in the public comment period of this morning's meeting of the Transportation Policy Board before the meeting was hijacked by an unwelcome participant! I am writing to you to express my concern about the Log Cabin Road Connection project (Project A4) in the proposed Regional Transportation Plan. As I'm sure you are aware, this project would adversely impact the LBA Woods which were preserved from development in recent years. It's my understanding that this proposed road connection was planned before the LBA woods were preserved as green space for our community by the city of Olympia in 2017. In fact, acquisition of the land to preserve the LBA woods was the most frequently requested project by community members when the city conducted outreach to adopt its 20-year Parks and Recreation Plan in 2016. Improvements to the trails in the LBA woods are currently included in the city's own 2018-2023 Capital Facilities Plan. Extending this road runs counter to these plans and to the input already received from Olympia residents.

I strongly urge you to **remove the Log Cabin Road Connection project** from the proposed regional plan.

Thank you for your time and consideration.

Dawn Eychaner
603 Garrison St NE
Olympia, WA 98506

From: [Heather Ashbaugh](#)
To: [Marc Daily](#)
Subject: Remove the Log Cabin Road Extension plan
Date: Wednesday, June 10, 2020 8:40:25 AM

EXTERNAL EMAIL

Hello Mr. Daily

I was hoping to make comments in the Zoom call today. My name is Heather Ashbaugh and I live at 2920 Shelburne Way SE. I am respectfully asking for you and your board to please remove the Log Cabin Rd extension from your plans.

When I saw the plans to put a road through the LBA Woods, I was brought to tears. I am in tears as I write this. I am not one to ever speak up, let alone take time off work to speak up at a city meeting. But I cannot stand by and let this happen.

These woods are so very important to me and my family. Every single day my daughter and I walk together through that exact patch of land. She absolutely loves the trees and is always asking to visit "the forest." It is one of the few peaceful places to visit when we need some space away from our busy lives. I know I am not alone in this as the woods are always a buzz with families on their walks, dog walkers and the like.

For my daughter and I, we love to walk along looking for wildlife. We sometimes stop to count the ants to sing "The Ants Go Marching" song. We also like mixing up the routes we go and finding new trails. In a world where there is so much screen time, it is imperative for kids to get outside! Please don't take away another place they can go.

I think about how our walks will progress as she ages. She won't always be counting ants, but later we could jog, or maybe just walk and talk about her day at school.

Whenever friends and family visit, we go visit the woods too! And what do you think they say when they walk in the woods? "WOW. This is so beautiful. What a magical place." Truly.

That's because the LBA woods are an Olympia treasure. They are so beautiful and calming, especially for those that struggle with mental health issues. They are a haven for those that need a safe, relaxing place to get outside.

As you have seen from other emails that I am sure you are receiving, the woods are an institution. It may seem weird that people can become attached to a bunch of trees. But it is more than that. As I said before, for me, it is where so many of my memories with my daughter were made. It's such an important part of our day. To others it is a place to get exercise and be able to relax in nature.

I am not alone in thinking that the millions planned for this could be better spent in other areas of Olympia or perhaps in reworking Morse Merryman? The round about greatly helped that area and it makes me wonder if this new road is really needed.

Also, regarding the new road. I can only imagine the people speeding through that causing a very dangerous situation for children playing in the park or the neighborhood bordering the back of the woods.

I am very confused also as there were recent surveys and the like to update the trails and make changes to make walking in the trails easier. Why is this plan going on at the same time as plans for a road right through it?

Please reconsider and please listen to us. It is heartbreaking to think this place will soon not exist.

I challenge everyone on the board to go take a walk in the LBA Woods when you can. Go and see why we feel so strongly as to send you these emails.

Thank you for your time,
Heather Ashbaugh

From: [Peggy Bruton](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Olympia City Council](#)
Subject: Road through LBA Woods
Date: Tuesday, June 30, 2020 8:45:51 PM

EXTERNAL EMAIL

TRPC Executive Director Marc Daily

Dear Mr. Daily, Mr. Gilman and Olympia Mayor and Council members:

I am writing to urge mostly strongly that you remove the proposed road through the LBA Woods from the active list in the city's Capital Facilities Plan.

I will leave to others more familiar with travel, traffic and development patterns in this part of town to discuss details of the design. For my part, I find it difficult to comprehend how and why such a project remains on the city's and county's planning boards. It should surprise no one that adding vehicular traffic capacity increases automotive traffic and encourages development that is car dependent. (This reality was well understood back in the 1960s, when I became a community activist opposing urban freeway construction in Washington D.C.)

I do not believe Olympia residents wish to sacrifice the LbA Woods for the sake of a road that appears to have little planning rationale to justify its construction. More to the point, however, is the fact that global warming is progressing way faster than scientists have been predicting for the last several decades, and the transportation sector is a major CO2 contributor. Every new road is a nail in the planet's coffin, at least as it provides a home for human society. More roads? More airports? Destroyed natural areas? Really?

Please. Honor the many Olympia citizens who love this natural area, who have worked to protect it, and whose children deserve to enjoy natural areas such as the LBA Woods — not to mention a future on Planet Earth.

Thank you for your attention. Please do the right thing.

Peggy Bruton
1607 East Bay Drive
Olympia WA 98506

360 866 7165

From: [Peggy Bruton](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Olympia City Council](#)
Subject: Road through LBA Woods
Date: Tuesday, June 30, 2020 8:45:51 PM

EXTERNAL EMAIL

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I am writing to urge mostly strongly that you remove the proposed road through the LBA Woods from the active list in the city's Capital Facilities Plan.

I will leave to others more familiar with travel, traffic and development patterns in this part of town to discuss details of the design. For my part, I find it difficult to comprehend how and why such a project remains on the city's and county's planning boards. It should surprise no one that adding vehicular traffic capacity increases automotive traffic and encourages development that is car dependent. (This reality was well understood back in the 1960s, when I became a community activist opposing urban freeway construction in Washington D.C.)

I do not believe Olympia residents wish to sacrifice the LbA Woods for the sake of a road that appears to have little planning rationale to justify its construction. More to the point, however, is the fact that global warming is progressing way faster than scientists have been predicting for the last several decades, and the transportation sector is a major CO2 contributor. Every new road is a nail in the planet's coffin, at least as it provides a home for human society. More roads? More airports? Destroyed natural areas? Really?

Please. Honor the many Olympia citizens who love this natural area, who have worked to protect it, and whose children deserve to enjoy natural areas such as the LBA Woods — not to mention a future on Planet Earth.

Thank you for your attention. Please do the right thing.

Peggy Bruton
1607 East Bay Drive
Olympia WA 98506

360 866 7165

From: [Maureen Damitio](#)
To: [Marc Daily](#)
Subject: road through LBA woods
Date: Tuesday, June 9, 2020 1:26:35 PM

EXTERNAL EMAIL

Mr. Daily,

I am not the type of person who usually speaks out on issues but the recent proposal to put a road through LBA woods has given me no choice but to voice my dissatisfaction. I am a para educator, a mother of three, and have been a resident of the Newcastle neighborhood off of Boulevard Road for close 20 years. The LBA Woods are a critical part of what makes the neighborhoods in the area desirable for people of all ages.

LBA is the last green space within walking distance for myself and my neighbors. The woods are place where kids can play, a meeting space for friends young and old, a refuge for nature enthusiasts, and a quiet place for people to go to just get outside of the house. I enjoy these woods on a daily basis, either walking the dog or running in a serene place with clean air. The barrier for noise pollution alone is a selling point of these woods, and a road would compromise that beyond repair.

I worry what the negative impact of a large through street on our community would include less local traffic, more noise pollution, and faster speeds. There are also 3 public schools within a half of a mile, extending down Boulevard road and I worry one more road will lead to more students being at risk of speeding cars/distracted drivers as they walk or bike to school.

On top of all of those factors, I am disappointed in the city council's broken promises for even funding such a road. When originally proposed, the road was supposed to service a new development and be paid for by the developing company. But now, why should I, as a taxpayer pay more to destroy one of the greatest amenities the city has to offer in my area?

I urge you to vote against this project. It is not in the public interest, it is not in the interest of the taxpayer, and it is not in the interest of families.

Regards,

Maureen E. Damitio

From: [Stephanie Shorin](#)
To: [Marc Daily](#)
Subject: Road Through LBA
Date: Saturday, June 13, 2020 12:58:25 AM

EXTERNAL EMAIL

Dear Executive Director Daily,

I am a resident of Olympia, Washington and I am writing to you to express my concern about the city's plan to construct a road through LBA park. LBA park means a great deal to me, and many others in the community. It would be an understatement to say that building a road through this beautiful park would be a tragic loss for the city and those of us who spend time there regularly, not to mention the disruption to the wildlife, and nearby residents, it would cause. As a person who commutes daily on the roads surrounding LBA park, I find this proposed change to be absolutely unnecessary and not at all beneficial to the residents living near the park, as our roads nearby are already in fine condition and it takes nearly no time at all to get around town when driving. Additionally, many house owners have LBA's woods as their own backyard, and it would simply be disruptive to people's daily lives when thinking about how long construction would take place. I hope you take my email to heart, as I know many other people in our city would not be pleased with the proposed plans you have in mind.

Thank you for your time, I hope this email finds you well.

-Stephanie Shorin
360-790-3625

From: [Stephanie Shorin](#)
To: [Marc Daily](#)
Subject: Road Through LBA
Date: Saturday, June 13, 2020 12:58:25 AM

EXTERNAL EMAIL

Dear Executive Director Daily,

I am a resident of Olympia, Washington and I am writing to you to express my concern about the city's plan to construct a road through LBA park. LBA park means a great deal to me, and many others in the community. It would be an understatement to say that building a road through this beautiful park would be a tragic loss for the city and those of us who spend time there regularly, not to mention the disruption to the wildlife, and nearby residents, it would cause. As a person who commutes daily on the roads surrounding LBA park, I find this proposed change to be absolutely unnecessary and not at all beneficial to the residents living near the park, as our roads nearby are already in fine condition and it takes nearly no time at all to get around town when driving. Additionally, many house owners have LBA's woods as their own backyard, and it would simply be disruptive to people's daily lives when thinking about how long construction would take place. I hope you take my email to heart, as I know many other people in our city would not be pleased with the proposed plans you have in mind.

Thank you for your time, I hope this email finds you well.

-Stephanie Shorin
360-790-3625

From: [Bonnie Wood](#)
To: [Marc Daily](#)
Subject: Road through LBA
Date: Tuesday, June 9, 2020 10:02:22 AM

EXTERNAL EMAIL

Dear Mr. Daily:

I write to implore you to revise the City of Olympia's Transportation Plan and take out the plan to build a road through the LBA Woods.

Surely by now the City of Olympia concedes that the LBA Woods is valuable intact and contiguous - a huge benefit for the quality of life in Southeast Olympia. Many residents enjoy its paths, its peace, its separation from traffic, noise and fumes. Other important values include its ecological diversity and protection of groundwater. To build a road through, whenever in the future, jeopardizes all of these purposes.

Please take this road out of the plan!

Thanks for your attention.

Bonnie Wood
2800 Aberdeen Court S.E.
Olympia, Washington 98501

From: [Mike Ruth](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: STOP FUNDING THE LOG CABIN EXTENSION ROAD (Please!)
Date: Tuesday, June 9, 2020 7:40:42 PM

EXTERNAL EMAIL

To:

TRPCs Executive Director Marc Daily at dailym@trpc.org
Olympia City Councilman Clark Gilman at cgilman@ci.olympia.wa.us
City of Lacey's Councilman Malcolm Miller at mmiller@ci.lacey.wa.us

From:

Mike Ruth, Citizen
(2520 Wedgewood Ct Olympia 98501)

Return email: mikeruthgis@hotmail.com

I am writing to ask you to please STOP FUNDING THE LOG CABIN EXTENSION ROAD!

It is A Zombie Idea:

This road is a failed concept, and a hangover from the 1990's planning concept, when planners thought that everyone should be able to drive everywhere, anytime, with no delays, essentially for free. The Log Cabin Extension is an expensive, destructive, unnecessary road. One failure of the idea is that the road may move most of its cars onto North Street, which is already congested and cannot be widened. Paying millions of dollars for a road to a traffic jam, while destroying a park ... does that really make sense?

But it's been on the plan!

The plan is just a document based on decades-old assumptions about growth, economics, and the environment. The point of a plan is to allow graceful change and adaptation. So, **just change the plan!**

The road will pretty much kill the quality of two parks, LBA ballparks as well as LBA woods. Is that really worth the cost? Who benefits from paying for destruction of local quality of life? Single car drivers, that's who.

An alternative vision:

Imagine a pedestrian-friendly trail through a lovely park, including a bike trail. These transportation features enable people to move safely on foot, while emitting zero pollution, and gaining exercise and health and social benefits. Imagine saving millions of taxpayer dollars into the bargain.

Olympia and Thurston County should be focused on **preserving** open spaces, not destroying a lovely widely used large park for cars. Quality of life in the 2040's will be better if parcels of open land, like the LBA woods are RETAINED and nurtured for public use.

Roads are Killing the Planet

The ethic of making the world safe for single driver automobiles has wreaked havoc on communities

and, indeed, the world. It is possible that the planners who drew a blue line onto the Thurston long-term planning map in the early 1990's had no awareness of the destruction of the atmosphere through vehicle emissions.

We need to eliminate the "frame" that encouraging driving is progress. Real progress means making communities more livable and active. Get people out of their cars! Increasing public transport will result from *discouraging* cars not building more urban road capacity. Mass transit is lower in cost per mile traveled and in carbon emissions per person-mile than roads and cars.

Transportation planners (of course) care about cars. They predicate their projections for more roads essentially on projections of population growth. But as we continue to grow in population density, the remaining open spaces will become ever more valuable. We should be planning to preserve open forest lands and parks as a much higher value for Olympia's future population.

Where will the Cars go?

In the specifics, the Log Cabin Extension is foolish, even if you reject the idea of maintaining parks for quality of life for a more dense, hot, polluted future generation.

In the specifics, the Log Cabin Extension will run its traffic largely on (or from) North Street. North Street, as I understand, cannot be widened, by legal agreement between Olympia and Tumwater. The effect of the Log Cabin Extension will largely cause traffic build up on already cramped North Street. What is the purpose? What will North Street be able to carry in 20+ years from now? For million of dollars the "plan" is to cause a traffic jam on already over-used North Street?

Too Expensive!

Financially, the Log Cabin Extension is a fiscal loser. The entire concept was planned on the grounds that developers of large dense housing complexes would agree to pay for the road.

There is much more our community could do with \$8 million (which will be much much more by 2040).

Just Stop Funding the Log Cabin Extension Studies

Sinking any funding into a doomed and stupid extension, which only detracts from our community, is a silly decision. The City and County and Regional authorities need to stop funding this zombie idea, now.

An Alternative?

Can Morse Merriman Road be improved? Where is the engineering study and cost analysis for that alternative. Fund that before you fund the destruction of LBA park.

If there is a need for some east-west increased capacity between Lacey and Olympia the city should think about re-engineering Morse Merriman. I know I know, Wiggins intersection, and the "jog" between 37th and Wiggins. Transportation planners can figure those out, they're engineers! The transit through 37th to Wiggins to Morse Merriman might, in the end be a few minutes slower to arrive to Boulevard. But at least the two parks can be saved for quality of life. Single car drivers (which make up the majority of the planned trips) can spend a few minutes and make a couple of turns. Who knows, they might even decide it's more pleasant to just bike through the beautiful park and get a breath of fresh air on their way to or from Lacey!

Thanks for reading (if you made it this far ;>)

-Mike Ruth

From: [Diane Roberts](#)
To: [Marc Daily](#)
Subject: Stop the Road
Date: Wednesday, June 10, 2020 7:17:19 AM

***EXTERNAL EMAIL ***

Hello Mr. Daily

I am writing to express my objection for a road through LBA park.

The development of land for homes is destroying our quality of life. Urban growth is not a measure of a successful or healthy community.

There are enough studies proving the deleterious health effects of conducting sports near roads due to the exposure to car exhaust. Kids will be playing closure to that exposure point.

Thank you.

Diane Roberts
360.951.8264

From: [Mre](#)
To: [Marc Daily](#); [Gilman, Clark-2](#); [Miller, Malcolm](#)
Subject: TRPC Log Cabin Road A-4 project
Date: Tuesday, June 9, 2020 9:34:17 PM

EXTERNAL EMAIL

RE: Log Cabin Road A-4 project

To each of you on the TRPC Board,

I believe that the LBA Park is an invaluable asset in multiple ways and should be preserved, and, therefore, the Log Cabin Road A-4 should NOT be constructed. The land has already been purchased. It is time to focus on protecting the amazing natural woods and trails that is the heart of the LBA magic.

The LBA Park is loved and used by many people. In addition to the sports fields and playgrounds the walking trails and woods provide a truly unique walking (and biking) experience for Thurston County residents.

1. Trail benefits include
 - Walking in a quieter natural setting (unlike Watershed Park
 - Comfortable elevations in trails for seniors like us. (unlike Priest Point and Burfoot)
 - Three plus miles of mostly natural trails.
 - Walking for healthy living is a FREE activity. (unlike public marina, gas station too and airport)
 - Running in the woods helps kids and others flourish!
 - Includes walking, birding, geocaching, biking, art, photography, mediation, childrens activities...for example
2. Wildlife and nature protection matters.
 - This park is so unique and rare. We live fairly close and often go there for walking and nature.
 - Parks contribute to biodiversity
 - Provide habitat for wildlife
 - Parks give wildlife a place to live alongside us.
 - And so much more!
3. Thurston County Growth
 - Accessible by public transportation
 - Protect what little we have left. We see the many story buildings going up in downtown Olympia and developments growing all around us.
 - Population growth ...for quality of life and for a healthier planet earth these public parks must be protected! LBA is a gem in our world.

Please join us in protecting the LBA Park for generations to come. In a

world of constant consumption of land for profit it is critical that we save this property for the free and fun use of a beautiful and precious woods and sports park.

Thank you,

Marie Schneider
Phil Mizell
5049 Viewridge Dr SE
Olympia, WA

TRPCs Executive Director Marc Daily at dailym@trpc.org
Olympia City Councilman Clark Gilman at cgilman@ci.olympia.wa.us
City of Lacey's Councilman Malcolm Miller at mmiller@ci.lacey.wa.us
Thurston County Commissioner Tye Menser via this form
<https://www.thurstoncountywa.gov/email/pages/default.aspx...> (done
6.9.2020)

From: [Marc Daily](#)
To: [Burlina Montgomery](#)
Subject: Fw: Against Log Cabin Extension
Date: Thursday, July 2, 2020 10:38:31 AM

Marc Daily, Executive Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org dailym@trpc.org

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From: Marc Daily
Sent: Wednesday, July 1, 2020 8:46 AM
To: JOE MOORAD <mmkjsdad@comcast.net>
Subject: RE: Against Log Cabin Extension

Mr. Moorad,

Thank you for providing your written comment on the City of Olympia's Log Cabin Road connection, which is included in Thurston Regional Planning Council's Regional Transportation Plan. City of Olympia staff have noted that this project was analyzed following the purchase of the LBA Woods properties and determined that this project, while not needed now, could be needed in the next 15 to 20 years. As the Regional Transportation Plan is a 20-year plan and this project is consistent with the goals and policies of the regional plan, it is included in the draft. I have forwarded your comments to the City of Olympia. Olympia staff have voiced their commitment to work with the community when deciding whether to implement the Log Cabin Road connection. Additionally, all Thurston Regional Planning Council and Transportation Policy Board members will receive your written comments. Thank you again for taking the time to provide your input... Marc Daily

Marc Daily, Executive Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org dailym@trpc.org

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From: JOE MOORAD <mmkjsdad@comcast.net>
Sent: Wednesday, July 1, 2020 7:37 AM
To: Marc Daily <dailym@trpc.org>; info@trpc.org
Subject: Fwd: Against Log Cabin Extension

EXTERNAL EMAIL

Date: 06/30/2020 5:48 PM
Subject: Against Log Cabin Extension

to whom it may concern:

My family have lived one block from LBA Woods for the past 17 years. My wife and I enjoy walking through the park 2-3 times a week. Many of our neighbors make use of the walking trails throughout the park. It is an asset to our region where you are minutes from walking through a beautiful forest. It has been particularly beneficial during this difficult time. The ability to walk a quarter mile and escape into this park and put your worries and anxiety away for a time has been priceless.

The park is young; allow it to continue growing and being a place of refuge in our ever growing city. Please modify your regional transportation plan 2020-45 and keep this jewel of a park intact.

Joe and Mylene Moorad

From: [Marc Daily](#)
To: [Burlina Montgomery](#)
Subject: Fw: Road through LBA Woods
Date: Thursday, July 2, 2020 10:37:53 AM

Marc Daily, Executive Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org dailym@trpc.org

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From: Peggy Bruton <gimletheye@comcast.net>
Sent: Wednesday, July 1, 2020 8:49 AM
To: Marc Daily <dailym@trpc.org>
Subject: Re: Road through LBA Woods

EXTERNAL EMAIL

And thank you, Mr. Daily, for your response, much as I am saddened and disturbed by your statements justifying this destructive project, especially in light of present day knowledge of human and planetary needs. pb

On Jul 1, 2020, at 8:45 AM, Marc Daily <dailym@trpc.org> wrote:

Ms. Bruton,

Thank you for providing your written comment on the City of Olympia's Log Cabin Road connection, which is included in Thurston Regional Planning Council's Regional Transportation Plan. City of Olympia staff have noted that this project was analyzed following the purchase of the LBA Woods properties and determined that this project, while not needed now, could be needed in the next 15 to 20 years. As the Regional Transportation Plan is a 20-year plan and this project is consistent with the goals and policies of the regional plan, it is included in the draft. I have forwarded your comments to the City of Olympia. Olympia staff have voiced their commitment to work with the community when deciding whether to implement the Log Cabin Road connection. Additionally, all Thurston Regional Planning Council and Transportation Policy Board members will receive your written comments. Thank you again for taking the time to provide your input... Marc Daily

Marc Daily, Executive Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575 (Main) | 360.956.7815 (Fax)
www.trpc.org dailym@trpc.org

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From: Peggy Bruton <gimleteye@comcast.net>
Sent: Tuesday, June 30, 2020 8:46 PM
To: Marc Daily <dailym@trpc.org>; Gilman, Clark-2 <cgilman@ci.olympia.wa.us>;
Olympia City Council <citycouncil@ci.olympia.wa.us>
Subject: Road through LBA Woods

EXTERNAL EMAIL

TRPC Executive Director Marc Daily

Dear Mr. Daily, Mr. Gilman and Olympia Mayor and Council members:

I am writing to urge mostly strongly that you remove the proposed road through the LBA Woods from the active list in the city's Capital Facilities Plan.

I will leave to others more familiar with travel, traffic and development patterns in this part of town to discuss details of the design. For my part, I find it difficult to comprehend how and why such a project remains on the city's and county's planning boards. It should surprise no one that adding vehicular traffic capacity increases automotive traffic and encourages development that is car dependent. (This reality was well understood back in the 1960s, when I became a community activist opposing urban freeway construction in Washington D.C.)

I do not believe Olympia residents wish to sacrifice the LbA Woods for the sake of a road that appears to have little planning rationale to justify its construction. More to the point, however, is the fact that global warming is progressing way faster than scientists have been predicting for the last several decades, and the transportation sector is a major CO2 contributor. Every new road is a nail in the planet's coffin, at least as it provides a home for human society. More roads? More airports? Destroyed natural areas? Really?

Please. Honor the many Olympia citizens who love this natural area, who have worked to protect it, and whose children deserve to enjoy natural areas such as the LBA Woods — not to mention a future on Planet Earth.

Thank you for your attention. Please do the right thing.

Peggy Bruton
1607 East Bay Drive
Olympia WA 98506

360 866 7165



123 4th Ave W. #419
Olympia, WA 98501

June 21, 2021

City of Olympia
Community Planning and Development Department
PO Box 1967
Olympia, WA 98507-1967

Dear Members of the Olympia Planning Commission:

The South Sound Group of Sierra Club representing over 2,700 members and supporters living in the City of Olympia opposes existing plans for the Log Cabin Extension Road through the LBA Woods and calls on the Olympia Planning Commission to remove it from its Comprehensive Plan.

The LBA Woods was slated to be clear-cut and turned into housing developments. However, a truly grassroots movement of concerned citizens arose and worked for several years to raise awareness throughout the City of Olympia about the environmental damage, flooding and loss of habitat that would occur with the destruction of this valued urban forest. These citizens were then instrumental in raising money through a special tax assessment to acquire the property. Olympia residents changed their priorities to value parks and nature over roads.

Sierra Club supports the proposed amendment to the Comprehensive Plan approved by the Olympia City Council on February 9th which removes all references to the road, and calls on the Olympia Planning Commission to remove the Log Cabin Extension Road in the final comprehensive plan amendment review process.

Sincerely,

A handwritten signature in black ink that reads "George Watland". The signature is written in a cursive, flowing style.

George Watland
Chair, South Sound Group
Sierra Club Washington State Chapter

Olympia Planning Commission Members:

Candi Millar, Chair

Aaron Sauerhoff, Vice Chair

Carole Richmond

Paula Ehlers

Rad Cunningham

Tammy Adams

Greg Quetin

Tracey Carlos

Zainab Nejati

cc:

Cari Hornbein, Senior Planner

From: [CityCouncil](#)
To: [marti walker](#)
Cc: [Councilmembers](#); [Jay Burney](#); [Keith Stahley](#); [Debbie Sullivan](#); [Kellie Braseth](#); [Leonard Bauer](#); [Joyce Phillips](#)
Subject: RE: Proposed Comprehensive Plan Revisions
Date: Thursday, June 24, 2021 1:37:30 PM

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Assistant to the City Manager
City of Olympia | P.O. Box 1967 | Olympia WA 98507
360-753-8244 sgrisham@ci.olympia.wa.us

[Sign up for a City of Olympia Newsletter](#)

Please note all correspondence is subject to public disclosure.

From: marti walker <mewalk22@yahoo.com>
Sent: Thursday, June 24, 2021 11:17 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Proposed Comprehensive Plan Revisions

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

I am writing in support of the current Comprehensive Plan specifically as it defines "neighborhood character. **The current Comp Plan mandates that: “development in established neighborhoods to be of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.”**

Also in the current Comp Plan: “Olympians want to preserve the unique qualities and familiarity of our community. We draw a sense of place from the special features of our city: walk-able neighborhoods, historic buildings, views of the mountains, Capitol and Puget Sound, and our connected social fabric. These features help us identify with our community, enrich us, and make us want to invest here socially, economically and emotionally.”

I strongly agree with the current Comprehensive Plan and do not want to see any changes made to this well thought out plan in the upcoming meeting scheduled for July 19th.

Thank you,

Martha Walker
Olympia Taxpayer

From: [Ellen Silverman](#)
To: [Joyce Phillips](#); [CityCouncil](#)
Subject: Comprehensive Plan Definitions
Date: Monday, July 12, 2021 5:19:26 PM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

I am writing to voice my concerns about proposed definition amendments to the comprehensive plan. In order to ensure a vibrant, inclusive, and livable Olympia, I strongly urge you to not eliminate “a sense of place” and “neighborhood character/character of the neighborhood/established neighborhoods”.

The proposed additional language changes, while laudable for inclusion of very important considerations, should be **added** rather than allow for the elimination of important language about neighborhood character.

Because of the diversity in housing, our lower cost neighborhoods currently allow for more cultural and economic inclusivity. Striking the neighborhood character language will lead to a generic town, without character, without a sense of place. In other places, drastic changes such as an increase in high density housing has resulted in increased housing costs and economic disparities with displacement, congestion, lack of parking, loss of sense of place, etc. The neighborhoods make Olympia special. The proposed language which would eliminate a sense of place and character serves only to make things more convenient for developers to degrade neighborhoods in favor of cheaply made generic housing.

Do not remove “a sense of place” and “neighborhood character/character of the neighborhood/established neighborhoods” from the comprehensive plan.

Any changes should NOT ignore any sense of any sense of place, unique assets, architecture, or livability standards in a neighborhood. In fact, the proposed changes which remove to this definition severely limits any defense a neighborhood has to maintain reasonable parking, building sizes and style, traffic, noise, and other impacts on quality of life and uniqueness.

Again, do not eliminate the “sense of place” and “neighborhood character/character of the neighborhood/established neighborhoods” language in the comprehensive plan.

Additionally, please provide public notice to all property owners to ensure that everyone knows about proposed changes.

Sincerely, Ellen

1212 Olympia Ave NE

Sent from [Mail](#) for Windows 10

From: [mart walker](#)
To: [Joyce Phillips](#)
Subject: Comp Plan Amendments
Date: Tuesday, July 13, 2021 9:42:24 AM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

The purpose of this email is to oppose the proposed revisions to the Comprehensive Plan as it relates to the terms neighborhood character and sense of place. These terms should remain in the Comprehensive Plan as defined by the Plan's current glossary.

Martha Walker
619 Central St SE
Olympia, WA

From: kelleymannon@comcast.net
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); carlos@ci.olympia.wa.us; [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)
Subject: LBA Woods
Date: Wednesday, July 14, 2021 8:48:07 PM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Dear elected City Council Planning officials,

As a resident of neighboring Newcastle neighborhood, I am writing today urging you to remove the text about the extension of Log Cabin Road between Boulevard and Wiggins Roads and to take the future street connections shown in the area of LBA Woods off of the Transportation 2030 Maps included in the Transportation Chapter of the Comprehensive Plan. When Olympia acquired LBA Woods as a park, it was such a win for the city and greater community. Walking through and around the woods, we see deer and other wildlife; hawks and eagles soar overhead. There is no need for a road here. In fact, putting a road through the park would devalue the amazing acquisition that the City made several years ago. It was meant to be a park. It was meant to be green space. Please leave it as such.

Thank you,
Kelley Mannon
Newcastle neighborhood homeowner

From: [Oly CNA](#)
To: [Joyce Phillips](#)
Cc: [Melissa Allen](#)
Subject: Suggested Changes from the CNA working group on Neighborhood Character
Date: Thursday, July 15, 2021 2:53:16 PM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

It was the group's consensus that some changes to your proposed additional bullet is worthy. Please let me know if you would like to discuss further. -- Thanks.

Suggested Revisions

"Our community defines "neighborhood character" as to include accessible, sustainable, and culturally inclusive neighborhoods.

- *Accessible: Includes ADA compliancy, multi-mobility, and housing affordability.*
- *Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.*
- *Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.*

Added Bullet

Neighborhood character is an amalgam of various elements that give a neighborhood its distinct "identity." Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include a neighborhood's land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.

The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole.

--

Larry Dzieza, Chair
CNA
cna.olympia@gmail.com

From: [Jean Meyn](#)
To: [Joyce Phillips](#)
Subject: NO road through LBA Park; YES Council Amendment
Date: Friday, July 16, 2021 8:53:00 PM

External Email Alert!

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City Planner Phillips: (I sent the following to each Commissioner member) --

"I live near LBA Park, one block from the corner of 22nd Avenue and Cain Road. I strongly object to breaking up LBA woods. We have so little undeveloped, accessible public land left in Olympia, we and the wild animals cannot afford to lose the precious amount we have left. Getting to another part of town by a more direct route is not worth the sacrifice.

Not that long ago, we citizens voted to preserve as much public park land as possible. This proposal is contrary to the intent of that ballot measure and a betrayal to us members of Olympia.

So, for now, please vote to finalize The City Council's Amendment that removes the Log Cabin Extension from Comprehensive Plan maps and text and substitutes the provision of a study in 10 years to examine the need for street connections in the SE area."

Thank you for your public service as City Planner,
Jean Meyn, Olympia area resident for 40+years
1934 Parkwood Dr SE, 98501

From: [Julie Schaeffer](#)
To: [Joyce Phillips](#)
Subject: Comp Plan Revisions
Date: Monday, July 19, 2021 10:43:34 AM

External Email Alert!

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Great photo examples. Very helpful to explain the issues.

From: [Ellen Silverman](#)
To: [Joyce Phillips](#)
Cc: [CityCouncil](#); [Jay Burney](#); [Keith Stahley](#); [Leonard Bauer](#)
Subject: Re: Comprehensive Plan Definitions
Date: Monday, July 19, 2021 10:56:31 AM

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Thank you Joyce, I appreciate your looping back with me.

What I am suggesting is that any new definition should retain language about new construction approximating the size, scale, and architecture of the existing neighborhood. In established neighborhoods, historic properties, historic plaque or not, should be preserved, and unique characteristics creating a sense of place should be kept.

Other factors that affect quality of life should also be considered, like sidewalks, traffic and parking, views, noise, ample daylight and little night-time light pollution, runoff/flooding, ensuring that there are trees and natural ground cover throughout the neighborhoods—not just in parks. There are other issues that should be considered such as out-of-proportion housing compared to nearby established housing....

Additionally, I am concerned that the proposed language paves the way for developers and corporations to take over our neighborhoods reducing home/property ownership as well as concerns listed above.

**Thank you,
Ellen**

On Jul 13, 2021, at 2:46 PM, Joyce Phillips <jphillip@ci.olympia.wa.us> wrote:

Hi, Ellen.

Thank you for taking the time to provide comments on the proposed amendments to the Comprehensive Plan. I have added your comments to the project file and will share your comments with the Planning Commission prior to the public hearing. All comments received will also be shared with the City Council once the Planning Commission recommendation is forwarded to the City Council for consideration, which will probably occur in October.

Please note that the existing references to character, neighborhood character, and sense of place used throughout the Plan are proposed to remain in place. The proposed language is in addition to the existing references.

I wanted to let you know that the public hearing on the proposed Comprehensive Plan Amendments is scheduled for August 2, 2021. The Planning Commission meeting will begin at 6:30 p.m. Because you provided comments, I have added you as a "Party of Record"

for these amendments and will email you a copy of the public hearing notice with the details for how to participate. You should receive the notice Thursday or Friday of next week.

Please feel free to contact me if you would like to discuss these proposed amendments in more detail. You can also review the proposed language and see the general review process for Comprehensive Plan Amendments on the City's webpage at olympiawa.gov/compplan.

Joyce

Joyce Phillips, AICP, Principal Planner
City of Olympia | Community Planning and Development
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: Ellen Silverman <Ellen_Silverman@msn.com>
Sent: Monday, July 12, 2021 5:19 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>; CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Comprehensive Plan Definitions

External Email Alert!

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I am writing to voice my concerns about proposed definition amendments to the comprehensive plan. In order to ensure a vibrant, inclusive, and livable Olympia, I strongly urge you to not eliminate "a sense of place" and "neighborhood character/character of the neighborhood/established neighborhoods".

The proposed additional language changes, while laudable for inclusion of very important considerations, should be **added** rather than allow for the elimination of important language about neighborhood character.

Because of the diversity in housing, our lower cost neighborhoods currently allow for more cultural and economic inclusivity. Striking the neighborhood character language will lead to a generic town, without character, without a sense of place. In other places, drastic changes such as an increase in high density housing has resulted in increased housing costs and economic disparities with displacement, congestion, lack of parking, loss of sense of place, etc. The neighborhoods make Olympia special. The proposed language which would eliminate a sense of place and character serves only to make

things more convenient for developers to degrade neighborhoods in favor of cheaply made generic housing.

Do not remove *“a sense of place”* and *“neighborhood character/character of the neighborhood/established neighborhoods”* from the comprehensive plan.

Any changes should NOT ignore any sense of any sense of place, unique assets, architecture, or livability standards in a neighborhood. In fact, the proposed changes which remove to this definition severely limits any defense a neighborhood has to maintain reasonable parking, building sizes and style, traffic, noise, and other impacts on quality of life and uniqueness.

Again, do not eliminate the *“sense of place”* and *“neighborhood character/character of the neighborhood/established neighborhoods”* language in the comprehensive plan.

Additionally, please provide public notice to all property owners to ensure that everyone knows about proposed changes.

Sincerely, Ellen

1212 Olympia Ave NE

Sent from [Mail](#) for Windows 10

From: [Brenda Paull](#)
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)
Subject: LBA Park Comprehensive Plan amendment
Date: Wednesday, July 21, 2021 8:35:42 AM

External Email Alert!

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I am writing regarding the proposed road through LBA Park. This is a very bad idea. This park is an Olympian treasure and must be preserved for future generations. My husband and I walk on the park's trails very often and enjoy the quiet beauty, the magnificent trees and the various wildlife therein.

I urge you to approve the Olympia City Council's amendment to the Comprehensive plan. Please change the default setting from "we plan for a road to be built" to "we'll study if one is needed 10 years from now." Please let no road ever be built through the LBA woods.

Thank you for your kind attention to this very important matter.

Yours truly,
Brenda Paull
2310 Woodfield Loop SE
Olympia 98501

From: [Mre](#)
To: [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)
Subject: Road through the LBA Wood
Date: Thursday, July 22, 2021 10:56:52 AM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

To all of you on the Olympia City Council and Planning Commission

The time is now to protect the future of LBA park. I am asking you to vote for removing the road from all future plans.

Protecting the environment and preserving the existing land is one more critical piece of local environmental protection. The aggressive development of previously open spaces in Thurston County must be mitigated in order to protect the quality of life here.

Please vote to protect LBA as well instruct your staff to work diligently to have the Log Cabin Road extension removed from the regional transportation plan or any other plan it appears in.

You vote and support matters.

Thank you,

~~~ Marie Schneider  
5049 Viewridge Dr SE, Olympia, WA 98501  
520 548 4347



**From:** [Oly CNA](#)  
**To:** [Joyce Phillips](#); [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#)  
**Cc:** [Melissa Allen](#)  
**Subject:** CNA Recommended and Suggested Changes to "Neighborhood Character"  
**Date:** Thursday, July 22, 2021 1:52:02 PM

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The following is the result of the CNA Neighborhood Character committee's work on the subject.

**Recommendation**

The CNA expresses concerns about the Council's proposed definition that would leave out important aspects and utility of the concept. As the suggested change proposed by Planning staff recognizes, there are additional factors that contribute to neighborhood character.

The committee met to work on the language for a proposed recommendation. That recommendation is to modify the Council wording and place it in the Values and Vision section of the Comprehensive Plan as follows:

*Our community values defines "~~neighborhood character~~" as accessible, sustainable, and culturally inclusive neighborhoods. These are defined as:*

- Accessible: Includes ADA compliancy, multi-mobility, and housing affordability.*
- Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.*
- Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.*

The committee felt the CNA's recommended change achieved the goal of recognizing the Council's proposed definition did not provide guidance about what attributes distinguish one neighborhood from another. Instead, the Council's definition spoke to the city as a whole about what all Olympians value and should be placed in the "Values and Vision" section of the Comprehensive Plan.

The Committee also suggested that the additional bullet proposed by staff be modified and placed in the Land Use and Urban Design section of the Comprehensive Plan. Starting with the specifics in Joyce Phillips' proposed bullet as the base, the committee suggested modifications to add more specificity regarding

what attributes should be among those included in consideration of “neighborhood character”.

The committee suggested the following:

(Note: The existing Comp Plan language, before and after proposed addition, is shown below to provide helpful context).

*Olympia was once a port-oriented community with a central business district and compact single-family neighborhoods. Now, its land-use pattern is more suburban, with commercial development taking place outside of downtown, and lower-density neighborhoods with fewer street connections. Over the next 20 years, as Olympia becomes a more urban place, the pattern of land use and design of urban areas will change as we accommodate an expanding population while retaining our community’s character and heritage.*

*Neighborhood character is an amalgam of various elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood’s land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.*

*The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values. (Read more in the Community Values and Vision chapter).*

*This Plan envisions gradually increasing densities in Olympia accompanied by attractive streets and buildings arranged for the convenience of pedestrians. The location, mix and relationship of land uses to each other and to our streets will be crucial as will be the character of commercial and residential areas, parks, and open spaces. The Plan envisions new development that will reinforce the community’s identity, urban design preferences, and historic form. Selected major streets will gradually transform into attractive, higher density, mixed residential and commercial “urban corridors” with frequent transit service.*

Thank you for the opportunity to share our input.

--

Larry Dzieza, Chair

CNA

[cna.olympia@gmail.com](mailto:cna.olympia@gmail.com)

**From:** [SUE RUDISILL @ MIKE STAPLETON](mailto:SUE.RUDISILL@MIKE.STAPLETON)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** LBA Woods  
**Date:** Thursday, July 22, 2021 5:18:34 PM

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**External Email Alert!**

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

To Members of the City of Olympia's Planning Commission:

Please stop the road through the LBA Woods. If nothing else, this pandemic has illustrated how incredibly important our woodlands and park areas are to the health of the human spirit. This road is not needed, and will not be needed in the future. These woodlands are precious spaces where people can play and relax, getting a break from the city and experiencing the natural environment. Medical science has proven that humans who get out into nature are healthier, more in balance mentally and emotionally, and they live longer.

These woods provide habitat for wildlife, flora and fauna, insects—amazing beings whose presence balance the ecosystem and keep it whole. A road running through this space will destroy this equilibrium, exterminating various life forms that call this woods home. You cannot allow this to happen; Olympia should be leading the way to create more green spaces, more wild lands, not destroying the ones we have.

Please pass legislation that will permanently stop any roads through LBA Woods, a precious space loved and appreciated by many people. Future generations should be able to bring their children to these woods. Do the right thing.

Sincerely,

Dr. Amanda Sue Rudisill  
P.O. Box 13196  
Olympia, WA 98508

[Stapleton23@q.com](mailto:Stapleton23@q.com)  
360-352-0599

**From:** [Jana Gedde](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** No road through LBA Woods!  
**Date:** Friday, July 23, 2021 10:10:10 AM

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External Email Alert!

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I'd like to voice my opinion about the possible Log Cabin Extension Road through the LBA Woods- No, please!! The extension is not necessary and would have a huge environmental impact on the area, as well as disrupting the enjoyment of the many people and pets who frequent it. Vote Green!!! Thanks.

Jana Gedde

Sent from my iPhone

**From:** [Stacy](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Cc:** [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Stop the Road Through LBA Park  
**Date:** Friday, July 23, 2021 11:32:56 AM

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**External Email Alert!**

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To All on the City Planning Commission,

I am a 20 year resident of Olympia and live in the Nottingham neighborhood off Log Cabin Road in east Olympia. I am strongly *against* building a road through the beautiful LBA woods. I truly believe this is a decision which will have longing negative effects for not only the residents in this area but also scar a beloved natural resource for our city.

I walk the trails in LBA park every day with my two labradors. We enjoy this wonderful natural park for its beauty and also its size. I walk a variety of trails to change up my route every day. If a road is raked through the middle of the woods, the natural home for native plants and animals will never be the same. Climate change is real, and these woods are a priceless resource for our community to enjoy.

A road cannot be undone.

These woods are hanging in the balance. I urge you to **remove the plan for a road off of the Comprehensive Plan** and readdress the issue in 10 years.

For the love of Olympia,

Stacy Waterworth

**From:** [Casey Schaufler](#)  
**To:** [Joyce Phillips](#); [Sophie Stimson](#)  
**Cc:** [Nicole Floyd](#)  
**Subject:** Log Cabin Road Extension Project - Citizen Objection  
**Date:** Monday, July 26, 2021 8:28:11 AM

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Good morning, Joyce and Sophie –

I received a planning counter customer call from Mr. Merlin Smith last Friday who wanted to express his objection on the record to the Log Cabin Connection project. He indicated he received or saw public notice posting for an upcoming hearing, but I am not sure who to route his concern. Nicole Floyd indicated you both might be the appropriate contacts for this project. If either of you aren't the correct person for tracking this, please let me know.

He didn't request a call back, but he is located at 2712 Log Cabin Road and can be reached by phone at 360-789-1937. The basis for his objection is that he doesn't want to see changes to the park and increased traffic in areas where children play.

Thank you and kind regards,  
Casey Schaufler | Assistant Planner  
City of Olympia | Community Planning and Development  
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967  
360.753.8254 | [cschauf@ci.olympia.wa.us](mailto:cschauf@ci.olympia.wa.us)

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Stop the Log Cabin extension through LBA Woods  
**Date:** Tuesday, July 27, 2021 8:44:23 AM  
**Attachments:** [Black Hills Audubon Comment on Log Cabin Road Extension final.docx](#)

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FYI

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**From:** Robert Wadsworth <rwadsrk@gmail.com>  
**Sent:** Monday, July 26, 2021 4:48 PM  
**To:** Tammy Adams <tadams@ci.olympia.wa.us>; Rad Cunningham <rcunning@ci.olympia.wa.us>; Paula Ehlers <pehlers@ci.olympia.wa.us>; Carole Richmond <crichmon@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Stop the Log Cabin extension through LBA Woods

**External Email Alert!**

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Members of the Olympia Planning Commission

Attached is the statement that Black Hills Audubon submitted to the City Council last January opposing the Log Cabin road extension through LBA Woods.

Retaining the road as part of the Comprehensive Plan only encourages others to assume the road will one day be built. The road would cause great damage to one of Olympia's great treasures, the LBA Woods. We urge you to remove the road from the plan.

Robert Wadsworth  
Black Hills Audubon

Preview attachment Black Hills Audubon Comment on Log Cabin Road Extension.docx



A Washington State Chapter of the National Audubon Society  
P.O. Box 2524, Olympia, WA 98507  
(360) 352-7299 [www.blackhills-audubon.org](http://www.blackhills-audubon.org)

*Black Hills Audubon Society is a volunteer, non-profit organization of more than 1,300 members in Thurston, Mason, and Lewis Counties whose goals are to promote environmental education and protect our ecosystems for future generations.*

**January 28, 2021**  
**Olympia City Council Members**

**Black Hills Audubon Society urges the City of Olympia to remove the Log Cabin extension road through the LBA Woods from its long-term plans.**

**Why Black Hills Audubon opposes construction of this road:**

**Why the park?** A primary reason for the City's acquisition of LBA Woods was to provide a retreat for wildlife in an urban area. The park's forest and shrublands are rich in birdlife with at least 78 species identified. The woods provide habitat for winter migratory songbirds, summer migratory nesting birds and a large number of year-round residents.

**Recent changes.** Since the park's purchase, a 5-acre area was cleared of all vegetation for a water tank and access road. Soon work is likely to begin to clear and build high-density housing in a 10-acre shrubland which supports the greatest concentration of birds in the park. The relentless march of urbanization and industrialization of the landscape make the remaining natural parcels such as the LBA Woods ever more critical. Such parcels in an urban setting not only serve as a refuge for wildlife but also provide visitors an escape into the natural world. Plans to build the Log Cabin Extension road through the middle of the Woods is the next insult to this preserve. Though the current projection is that the road wouldn't be built for another 20 years, this is deceptive because other players will develop their plans on the assumption that the road will, in fact, be built. At that point there will be no turning back. The road will be built.

**Impacts to birds.** A road through a forest has many impacts, some more visible than others. Bird populations often bear the brunt of impacts. Birds are already suffering from the effects of climate change and habitat conversion. The online interactive document by the National Audubon Society, *Survival by Degrees: 389 Bird Species on the Brink*, published in 2014, points to a number of birds found in the LBA Woods that are at risk from climate change.

**Road impacts to wildlife habitat.** A natural area is one that has a minimum of human manipulation. Such areas are increasingly more difficult to find and when an existing natural area is degraded through human activities, society suffers. From various research sources we can identify a number of risks of damage to an ecosystem due to a traversing road. This damage can extend hundreds of yards into the adjacent forest in the following ways:

- Partitions the habitat. A number of forest bird species depend on a contiguous woodland for their foraging and nesting activities. A road that breaks up a contiguous woodland threatens those species dependent on being away from a forest edge. Some bird species



have not evolved strategies to deal with outside predators, such as crows and jays, that raid their nests, or cowbirds which lay their own eggs in other bird nests resulting in a loss of the other bird's offspring.

- Provides entry points for non-native plants and animals that would not normally be inside a forest. Not only do these plants and animals become established along the road edge but they encroach into the center of the forest. Wildlife have evolved in conjunction with native plants and insects. Invasive species disrupt this relationship by replacing native foods with incompatible foods.
- Blocks animal travel routes – animals ranging from frogs and other amphibians to deer and other large mammals follow travel routes through the forest. Cut off by a new road, their travel is interrupted and vehicle collisions increase.
- Disrupts water flow – during heavy rainfall water drainage follows many paths that could be interrupted by a road. Often, the solution is to install culverts that channel the water but this also concentrates the flow to create backups and other disruption to water flow.
- Increases pollution and noise. Motor vehicles emit noise and pollution which change the environment of the surrounding animals and plants.
- Affects the surrounding temperature, wind, humidity. Paved roads heat up and affect the surrounding atmosphere which in turn creates adverse conditions for existing animals and plants.
- Opens a wind corridor making trees along a road more susceptible to windthrow.
- Lighting by street lamps changes the day length perceived by surrounding animals and plants. Day length is essential in regulating the seasonal growth and reproductive patterns of plants and animals. Migratory birds can lose their way when road lighting competes with starlight to guide them. Plants can start growing early in the spring become more susceptible to late frosts. Nocturnal animals such as owls and mammals have their activities disrupted by the additional night lighting.
- Reduces nesting success along road. Birds that nest near the road now face all the impacts described in this document including an altered habitat and probability of vehicle collision, particularly with young animals, not experienced with moving vehicles.

**Road Impact to/from humans.** Humans using the new road or park trails also suffer from the combination of impacts of a road through a forested area. Following are some of these:

- Vehicle collisions with animals attempting to cross the road ranges from major damage to vehicle and occupants from collisions with deer to the anguish of having killed a fox or raccoon. Examples of high incidence of vehicle/wildlife collisions include
  - Priest Point Park – needed to put up an otter crossing sign, apparently triggered by past collisions.
  - Evergreen Parkway -- surrounded by forest, has collisions and near misses with deer, possums, coyotes, foxes and raccoons.
  - Henderson Blvd through Watershed park -- is another site of animal-crossing collisions and near misses.
- Increased noise and smell from vehicles – disruption of the peace and quiet while taking a walk through the woods.
- Danger to walkers close to the road – increased danger from sharing space with fast moving motor vehicles and bicycles while awaiting to cross to trails on the other side.

- More difficult access to park trails from one side of the road to the other– current trails cross the various road rights of way. Park users would be faced with crosswalks, or the city would need to build bridges, such as at Priest Point Park. By contrast the west side of Watershed Park is essentially unused because of Henderson road bisecting the park.
- Establishment of homeless camps – roads through forests are a magnet for homeless camps. Examples include the Woodland Trail and Deschutes Parkway.
- Greater access by criminals – a road through a park provides multipoint access which increases the risk of quick entry and escape by criminals.

Sincerely,

Robert Wadsworth, Director of Avian Science

A handwritten signature in cursive script that reads "Sam Merrill". The signature is written in black ink and is positioned below the typed name of Robert Wadsworth.

Samuel Merrill, Chair of Conservation Committee

**From:** [STEPHEN GEAR](#)  
**To:** [Rad Cunningham](#); [Tammy Adams](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** LBA Woods - protect our wild spaces plea  
**Date:** Tuesday, July 27, 2021 7:48:06 PM

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**External Email Alert!**

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Dear City Of Olympia Planning Commission Members

I am writing this email to plead with you to not approve the connector road through the existing LBA woods. I have been a frequent (twice weekly) user of this space since moving to Olympia in 2003. There are too few wonderful natural areas in our city and this space is a particular gem. Splitting it with a road would destroy the space and represent a tragic loss to the community. As an avid mountain biker I have often thought how this space could be developed as a bike trail park to rival those in Tacoma, Gig Harbor, Port Orchard, Black Diamond and Issaquah. I travel to at least those trail parks once a week and I would love to see an equitable bike park built in Olympia. Olympia is a great place to live and we all need to do our part to protect the things that make living here so special. This email is my contribution to that effort and I hope you can all do the right thing to represent not just your constituents but also your families if they also live in Olympia.

Sincerely,

Stephen Gear

5744 Red Alder Dr NE

Olympia 98516

**From:** [Maria Ruth](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Comprehensive Plan  
**Date:** Friday, July 30, 2021 12:50:11 PM

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**External Email Alert!**

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Greetings—

I am writing to express my support of the proposed Comprehensive Plan Amendment to remove the Log Cabin Extension Road (aka Log Cabin Connector) from the Comprehensive Plan.

While the 2017 City of Olympia's purchase of the right-of-way for this proposed road was discrete from the purchase of the LBA Woods as public parkland, the only real merit to including this road in any current or future plans is to avoid breaking a promise made between Olympia and Lacey.

This promise, made to accommodate increasing vehicular traffic between the two municipalities may have made sense on paper, back in the 1990s when the reality of climate change impacts was unimagined.

In the four years since the purchase of the LBA Woods as parkland, the negative impacts of climate change have become a daily reality. The loss of several acres of closed-canopy mature native forest goes against current science showing the existential need for such forests—the trees, understory, and soil--to sequester carbon, produce oxygen, store water, reduce flooding, cool and purify the air. Doubly insulting is the total clearing of this native forest required by this proposed project *and* the paving over of the soil that would otherwise nurture future forests and protect wildlife.

The goals of the *Thurston Climate Mitigation Plan* clearly support retaining forest cover and supporting public and carbon-free transportation options and infrastructure. Keeping the Log Cabin Extension Road out of the Comp Plan is a sign that the City of Olympia is serious about reducing the impacts of climate change.

Thank you for considering my comments.

Gratefully,

Maria M. Ruth  
Olympia WA

**From:** [John Van Eenwyk](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Road through LBA Woods  
**Date:** Saturday, July 31, 2021 2:32:26 PM

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**External Email Alert!**

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Please approve the amendment that halts the planned construction of a road through LBA woods. LBA woods is a priceless addition to green spaces in Olympia. We are all aware that what few greens spaces now exist are rapidly being developed. Please do not allow a road through LBA woods.

--

The Rev. Dr. John R. Van Eenwyk  
PO Box 1961  
Olympia, WA 98507

sent from my antediluvian computer

**From:** [jhawk@gglbbs.com](mailto:jhawk@gglbbs.com)  
**To:** [Candi Millar](#); [Aaron Sauerhoff](#); [Carole Richmond](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Stop the Road!  
**Date:** Saturday, July 31, 2021 2:50:19 PM

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**External Email Alert!**

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Hello all,

I wanted to make sure I've registered my strong support for **stopping** the road plan through LBA Woods.

I was active in helping stop the Trillium and Bentrige developments so we could HAVE a beautiful uninterrupted stand of forest in our urban setting...with trails, wildlife habitat, shade, stormwater retention, sequestration, play, and pleasure.

Now, we MUST not bisect and devastate that park with a road.

The water tower really did a lot more damage than I'd hoped, and it's unfortunate.

A road is simply unacceptable~ ~at a time when we do not need it, the need for it has changed dramatically, and to keep this in the plan is 180 degrees in the wrong direction.

Thank you for doing the right thing on Monday....and voting to **change the default setting from "we plan for a road to be built" to "there is no road planned but we'll study if one is needed 10 years from now"**.

Cheers,

JJ Lindsey  
Olympia

**From:** [Juliet VanEenwyk](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Please no road through LBA woods  
**Date:** Sunday, August 01, 2021 12:48:20 PM

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**External Email Alert!**

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Dear Members of the Planning Commission,

I urge you to Approve the City Council's amendment to the Comprehensive Plan that would change the default "we plan to build a road through LBA Woods" to "we'll study if a road is needed 10 years from now."

I urge this action for three reasons.

- 1) Our quiet places are rapidly disappearing and with that our quality of life deteriorates as well. A walk through the woods in relative quiet is a markedly different experience from a walk through the woods with the sounds of traffic whizzing by. LBA Woods is one of the few places left in Olympia where such a walk is possible.
- 2) A road will disrupt what little habitat is left for the earth's dwindling species diversity.
- 3) Roads do not solve the problem of single occupancy vehicle transportation glut and associated air pollution. Increased public transportation to serve new and existing development on existing roads is the answer.

Thank you for considering removing the road from the Comprehensive Plan.

Yours sincerely,

Juliet Van Eenwyk  
4440 Frontier Dr. SE  
Olympia, WA 98501

**From:** [Mark Teply](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Cc:** [LD](#)  
**Subject:** Please approve the City Council's amendment to remove the Log Cabin Road Extension  
**Date:** Sunday, August 01, 2021 3:05:39 PM

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**External Email Alert!**

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Commission Members...

Please approve the Olympia City Council's amendment to remove the Log Cabin Road Extension from the City's Comprehensive Plan.

Over the past year or so I've provided I-don't-know-how-many public comments to the City Council that cover a range of concerns--those about process, the need for a new road, impacts to the environment, assumptions that had been used to make earlier decisions, etc. Many were specific. These, and those provided by others concerned with the road, are in the public record and I encourage you to review them lest we rehash and backslide into unproductive debate. To their credit, the Council listened and voted to amend the plan, removing the Log Cabin Extension.

Now, I hope you support this amendment because, for me, it would further signal hope that leaders are looking into the future to bend the arc of pollution and destruction that, arguably, has led us to the point we are today. Heat bubbles--who would have thought? Fifty years ago, I recall such predictions from a growing environmental movement, painting orange- and black-tinted dioramas of desolation. Nutjobs? That's how they were portrayed and we were lulled into an "everything will be okay" mindset. Well, here we are. I wish we had listened. We still have time.

We've given you many reasons to push back on the Log Cabin Extension. They may have seemed to some to have been backyard, self-centered promotion of neighborhood interests. That's inaccurate. Instead, they reflect this larger global thinking. Isn't that how real global change happens? Locally? Where we live? That's where our opposition to the road has root.

Frankly, I'd hope others in the community would speak up about road plans in their neighborhoods. The Comprehensive Plan uses "build" 51 times in the Transportation section--is that really the direction we should be focused on? So, even with this amendment, there is still work to do to bend the arc. But removing the Log Cabin Road Extension would be a great start.

Please approve the amendment to remove the road from your plans.

Thank you.

**Mark Teply**

markteply@msn.com

360-915-3480





**From:** [Stephen Daniels-Brown](#)  
**Subject:** Please remove road through LBA Woods from comp plan  
**Date:** Sunday, August 01, 2021 7:27:36 PM

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**External Email Alert!**

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Hello:

My thanks to each of you for your public service and your thoughtful approach to planning for our city and transportation future.

I would like to encourage you to support an amendment that would remove the proposal to build a very expensive road through LBA woods from the comprehensive plan. We live in Olympia for its unique natural settings. Cutting a new transportation corridor through the middle of it would be a big loss for our community and the great work that has been done previously by the city to preserve this jewel.

If we wanted to live in a Lacey type atmosphere, we would move there. Please retain the unique qualities of the quiet neighborhoods that surround this area by opposing a road through LBA Woods.

Thank you for your consideration.

Stephen Daniels-Brown  
2516 Cedar Park Loop SE  
Olympia

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**From:** [Raul Silva](#)  
**To:** [Candi Millar](#); [Aaron Sauerhoff](#)  
**Cc:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Please stop the road through LBA Park/Log Cabin Road Extension  
**Date:** Monday, August 02, 2021 8:11:56 AM

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**External Email Alert!**

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Hello Ms. Millar,

As a resident and avid user of our beautiful LBA Park and woods, which is one of the few serene and greenscape preserves in our area that is accessible to people of all ages, religions, genders and ethnicity, there are few communities in our area that are blessed to have such a beautiful and accessible greenspace available. You see, all the wildlife and nature request in return for enjoying a few moments in their environment is to have people to act as their stewards and preserve their environment, we all have grown to thoroughly enjoy. You can not walk out of the woods without being de-stressed and decompressed from our daily routines.

It is for these reasons that I am asking for your assistance to pursue the Log Cabin Road extension amendment to the City's Comp Plan that was proposed on February 9, by the City Council's leadership.

Removing the commitment to build the log cabin extension road through the LBA Park from the Comp Plan and instead, add revised language that would allow for a feasibility study of a road in 10 years, would enable our community to continue to enjoy the woods and wildlife within the LBA park, as nature originally intended.

Therefore, I would appreciate your efforts to pursue the language amendment as recommended by the City Council in revising the City's Comp Plan.

Respectfully,  
Raul Silva

4022 Patrick Ct Se  
Olympia, WA 98501

**From:** [jandsoly@aol.com](mailto:jandsoly@aol.com)  
**To:** [Joyce Phillips](#)  
**Subject:** LBA Woods road  
**Date:** Monday, August 02, 2021 9:12:33 AM

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**External Email Alert!**

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Mr. Phillip

The southeast portion of Olympia continues to grow and human density is increasing. The LBA woods provides a respite for humans, pets, wildlife and recreation in this congested world. Please vote to keep this area free of any road. That would be a wonderful legacy gift for the future. Thank you.

Sonya Smith-Pratt  
2515 Morse Ct SE  
Olympia 98501  
360-790-8774

**From:** [Karen Messmer](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#)  
**Cc:** [Joyce Phillips](#)  
**Subject:** Comments for August 2, 2021 Hearing on Comprehensive Plan Amendments  
**Date:** Monday, August 02, 2021 12:45:39 PM  
**Attachments:** [Log Cabin Comp Plan Amendment Attachment Reasons 11 20 2020.pdf](#)

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**External Email Alert!**

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Planning Commission members, (the ones I have city email addresses for)

I am submitting the attached document that details the reasons for removing Log Cabin Road from the Comprehensive Plan text and maps. This document was submitted as part of the preliminary application process when this was a citizen requested amendment. The City Council decided to make the amendment proposal their own, so the earlier documents were not part of your preparation materials. These are being submitted as my personal comments for why the amendment should be approved.

You will find a detailed description for each of the following topics.

- **It is timely to remove the road from the plan.**
- **The value of parks increases as our population grows denser.**
- **The park, trails and wildlife habitat will be degraded.**
- **Planning the road ignores climate emission reduction needs.**
- **The park is valuable for climate sequestration and for wildlife habitat.**
- **Land use has changed since this road was planned.**
- **An alternate route is available.**
- **Funding for this road is not forthcoming and removal avoids costs.**
- **There is a lack of capacity west of Boulevard Road.**
- **The road would go through the Wellhead Protection Area for Olympia water supply, Hoffman Well.**

Thank you for your service on Planning Commission.

Karen Messmer

--

Karen Messmer  
360-357-8364

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has."  
-Margaret Mead

# **Preliminary Comprehensive Plan Amendment Supplemental Information**

## **November 20, 2020**

### **Reasons for No Roads in LBA Park**

Topics – (underlined as titles in text below)

- It is timely to remove the road from the plan.
- The value of parks increases as our population grows denser.
- The park, trails and wildlife habitat will be degraded.
- Planning the road ignores climate emission reduction needs.
- The park is valuable for climate sequestration and for wildlife habitat.
- Land use has changed since this road was planned.
- An alternate route is available.
- Funding for this road is not forthcoming and removal avoids costs.
- There is a lack of capacity west of Boulevard Road.
- The road would go through the Wellhead Protection Area for Olympia water supply, Hoffman Well.

### **It Is Timely To Remove The Road From The Comprehensive Plan.**

The landscape in this geographic area of Olympia has changed—literally and figuratively. When the Log Cabin Extension first appeared on regional transportation plans in the 1990s, the LBA Woods was slated to be cleared for 800-1000 homes. The developers of the Bentrige and Trillium parcels were expected to directly bear the cost of this roadway extension for most of its distance. And these developers were expected to pay approximately \$3 million in transportation impact fees to assist the City with its share of the project costs. These homes will not be built, these fees will not be paid, and this traffic will not be generated.

Now, instead of moving automobile traffic through a heavily developed landscape, the proposed transportation corridor would move traffic through the heart of 133 acres of mature upland forest that is now public park land. The 800 to 1,000 housing units are expected to be built elsewhere in the City, generating traffic issues in those other areas.

It is important to remove this project sooner, rather than later. The longer the project is in the plans, the more investments will be made assuming it will be built and more difficult to stop. As long as it is a possibility, the city may be less motivated to invest in needed improvements along Morse-Merryman Road.

We know that building more roads induces (encourages) more driving. As Thurston Regional Planning Council Director, Marc Daily, said during a Sept. 15, 2020 meeting of **the Thurston County Transportation Policy Board**, “**We cannot build our way out of congestion.... Adding capacity temporarily helps things but in the long term, it induces demand therefore it gets more people out on the roadway.**” Traffic planners need to start planning for a world with no road through LBA Park

## **The Value Of Parks Increases As Our Population Becomes Denser.**

When the site was to be used for an 800-1000-unit development, the road was perhaps necessary and **valuable. A “plus sign” in terms of value. But now, because the development has been scrapped, and people taxed themselves to buy the site as a park, the road is a huge “minus sign” subtracting from the value of the Park.**

What Moves You is the title of the 2045 Thurston Regional Transportation Plan. To **answer this literal question figuratively, what really “moves” our community through the LBA Woods are trails—not roads.** Trails move us beneath the closed tree canopy, around wetlands, and among wildflowers. They connect us to nature, not to traffic circles. They provide peace and tranquility. Trails are for wandering and exploring, not for spoiling with a car. They are safe for wildlife and do not cause road kill. Trails provide mental and physical health benefits and contribute to the well-being of our community.

The road will replace peace and quiet with pollution and traffic noise. Sadly, there is no metric to gauge **the contribution a forest makes to our community’s health and well-being.**

## **The Park, Trails and Wildlife Habitat Will Be Degraded.**

The existing trail network through LBA Woods will be erased: The mile-long extension road bisects the forested parkland already bisected by the Morse-Merryman Reservoir Access Road. The proposed road will sever existing trails at 10 separate points. Most of these impacted trails traverse relatively flat terrain and are especially suitable for people with limited mobility. LBA Woods is the only Olympia City park with such an abundance and diversity of trails for all fitness levels.

It will destroy the contiguity and connectivity of wildlife habitat. The road harms a valuable eco-system and causes wildlife road kills, noise, exhaust and light pollution.

## **Planning The Road Ignores Climate Emission Reduction Needs.**

This road is moving us in the wrong direction. The goals of the new Thurston Climate Mitigation Plan clearly state that in order to meet the ambitious goals to reduce greenhouse-gas (GHG) emissions, our community must move aggressively in the direction of preserving urban forests, reducing reliance on GHG-emitting vehicles and shifting more trips to zero-emission modes of transportation such as biking and walking.

For many years the City and the Region have expressed an intention to reduce motor vehicle use. This was originally a goal because the expense of new roads was not sustainable. Now, an even more compelling reason is the need to reduce GHG emissions to stop climate change.

Rather than build this road, the funds for this the project (\$8.6 million) should be used for transportation projects **that support the city’s multi-modal transportation goals.**

[The city is in the midst of a process to change its level of service standards – the very standard used to justify construction of this road – to a multi-modal level of service methodology.]

The Comprehensive Plan does not yet reflect the (currently draft) Climate Mitigation Plan. It does, however include the commitment to reduce GHG emissions. *Simply put, if we plan to build for even more traffic, we are planning to fail at the reduction of GHG emissions.*

In the Comprehensive Plan Natural Environment Chapter:

**GN8 Community sources of emissions of carbon dioxide and other climate-changing greenhouse gases are identified, monitored and reduced.**

**PN8.1 Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by 45 percent below 2015 levels by 2030 and by 85 percent below 2015 levels by 2050.**

### **The Park Is Valuable For Climate Sequestration And Wildlife Habitat.**

We need healthy urban forests. This road will destroy a mile-long swath of closed-canopy forest and degrade the integrity of a mature upland forest ecosystem in the LBA Woods. Forests function best in large contiguous blocks, not in isolated fragments created by roadways and clear-cuts and other major disturbances.

Recent scientific studies by the National Audubon Society show that refuges for migratory birds, such as the LBA Woods and other urban forests, are critical for maintaining global biodiversity. This major collector will bisect existing contiguous habitat and result in the loss of a closed-canopy forest and degrade a healthy urban forest that is an increasingly important refuge for wildlife in our region.

The City would demonstrate that it is not serious about addressing the impacts of climate change if they continue to plan for this road. Planners and policy makers must consider the environmental impact of clear-cutting and paving a swath of native forest, of rising levels of CO<sub>2</sub> from automobile emissions, of the ecosystem services lost, and of the opportunities for carbon sequestration squandered. Every tree sequesters 50 – 100 pounds of carbon every year.

The Natural Environment Chapter of the Comprehensive Plan includes the following goals and policies:

**GN1 Natural resources and processes are conserved and protected by Olympia's planning, regulatory, and management activities.**

**PN1.4 Conserve and restore natural systems, such as wetlands and stands of mature trees, to contribute to solving environmental issues.**



**GN3 A healthy and diverse urban forest is protected, expanded, and valued for its contribution to the environment and community.**

**PN3.2 Measure the tree canopy and set a city-wide target for increasing it through tree preservation and planting.**

### **Land Use Has Changed Since This Road Was Planned.**

Several land use designations and zoning changes have happened since this road was originally put on the map.

First and foremost, the property that became LBA Woods Park will no longer have 800-1000 homes constructed. This was a major traffic generator source for the road.

Second, the area surrounding Chambers Basin was downzoned following a study in 2006 showing that the flood potential could not sustain urban levels of density. This lower density zoning protects ground water and prevents flooding. This also reduced the potential for increased traffic in this area.

Third, the City has adopted new wellhead protection zones for drinking water quality that include a portion of the path of the proposed roadway.

Pragmatically, the overwhelming sources within Olympia of potential traffic to use this road have been halted. Any traffic modeling would show that the primary sources of traffic that might use this road are from outside Olympia. The city should prioritize transportation expenditures that primarily benefit local residents and taxpayers.

### **An Alternate Route Is Available**

The City and the Region are aiming to reduce travel to reduce GHG emissions. This will allow the Morse Merryman Road and other routes to handle future traffic as they are currently doing.

Morse Merryman road serves one elementary school, and is a major conduit to Washington Middle School. Improvements to Morse Merryman for walking and cycling safety should happen with or without this road. Previous cost estimates for Morse Merryman improvements have been excessive because they assumed large increases in traffic, which is an outcome that the community is not seeking for many reasons including climate mitigation. The cost of needed sidewalk and bicycle lane improvements along Morse-Merryman are much more modest than the \$8.6 million estimated cost of this new road project.

### **Funding For This Road Is Not Forthcoming And Removal Avoids Costs**

The housing developments planned for this area will not happen and therefore impact fees will not be collected. The budget for this road included expenditure of impact fees to

help pay for the road. The growth will happen somewhere else in the City and those fees should be used to pay for the related impacts for that growth.

The Log Cabin Extension Road is a bad investment. The longer the road remains in the plans, the more money will go into projects inside Olympia and in adjacent parts of Lacey to connect to this proposed transportation corridor. In 15 to 20 years, the weight **of these “investments” and the foregone opportunities for alternative roads will make** it more difficult to reprioritize the proper corridor improvements. It is time to stop funding this \$8.55 million road and to plan to use our limited transportation dollars more productively elsewhere.

### **There Is A Lack Of Capacity West Of Boulevard Road**

The current comprehensive plan description for this road includes a statement:

**The new street is expected to increase peak-hour traffic by approximately 60 percent on the existing section of Log Cabin Road (west of Boulevard Road), according to a 2011 projection of future peak-hour trips. This is within the capacity of the existing lanes on Log Cabin Road.**

While technically a short segment of Log Cabin Road west of the Boulevard roundabout to the intersection/transition to Cain Road **has the ‘capacity’ for** increased traffic, the remainder of the street system north and west of that intersection does not. Installing the Log Cabin Road segment will direct traffic west where there are numerous congestion and safety problems. The budget and planning for Log Cabin Road Extension does not show the costs of improvements that would be needed west of Boulevard Road to make the street safe for increased traffic.

The following segments of roadway west of the Boulevard Roundabout are predicted to receive increased traffic from the Log Cabin Road Extension but have serious congestion and safety issues that would result from this traffic.

- Cain Road north to 22<sup>nd</sup> Avenue – sidewalk on only one side, not bike lanes.
- Cain and North Street T-intersection – mini roundabout planned, limited right of way
- North Street west of Cain to Henderson – sidewalk on only one side
- North Street and Henderson intersection – currently congested at peak times.
- North Street west of Henderson – passes high school, ends in Tumwater at highly congested area near Cleveland Avenue / Tumwater Safeway. Geographic constraints in this area will make it very difficult to manage even more traffic than is already moving through.
- North Street currently experiences morning and evening congestion, particularly when Olympia High School is in session. Olympia High School traffic is not destined for the receiving area of this road and will not benefit from it – the receiving area is in Lacey, which is in the North Thurston School District.

- Henderson Boulevard north of North Street – passes an elementary school. City staff have struggled to reduce speeds in this area and have had limited success with existing traffic volumes. Increased traffic volumes will mean increased driver frustration, which can lead to more aggressive driving. This is precisely the wrong result.

**The Road Would Go Through The Wellhead Protection Area For Olympia Water Supply, Hoffman Well.**

The Natural Environment Chapter of the Comprehensive Plan includes the following goals and policies:

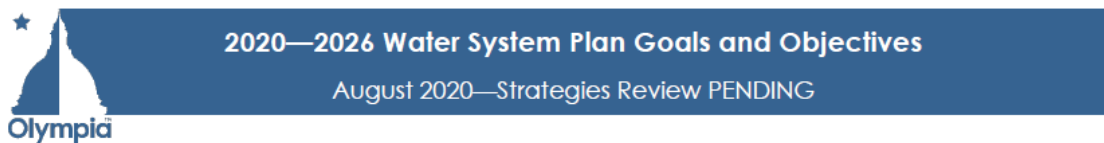
**Goal 5** Ground and surface waters are protected from land uses and activities that harm water quality and quantity.

PN5.1 Reduce the rate of expansion of impervious surface in the community.

PN5.6 Limit or prohibit uses that pose a risk to water supplies in Drinking Water (Wellhead) protection areas based on the best scientific information available and the level of risk. Require restoration of any such areas that have been degraded.

Further, the Draft Goals and Objectives for the 2020-2026 Water System Plan indicate the City intends to strengthen protection of groundwater. A road could threaten the groundwater through ongoing runoff from road use as well as a potential accidental spill.

See Hoffman Wellhead protection area map below, with a general indication of the proposed road location added in red.



|                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 5. Groundwater quality is protected to ensure clean drinking water for present and future generations and to avoid the need for expensive replacement or treatment facilities. (Chapter 7)</b> |
| Objective 5A. Prevent contamination of groundwater through surveillance and response.                                                                                                                  |
| Objective 5B. Strengthen and exercise partnerships with citizens and state/local agencies.                                                                                                             |
| Objective 5C. Improve program policies, procedures and tools to enhance the effectiveness of groundwater protection efforts.                                                                           |

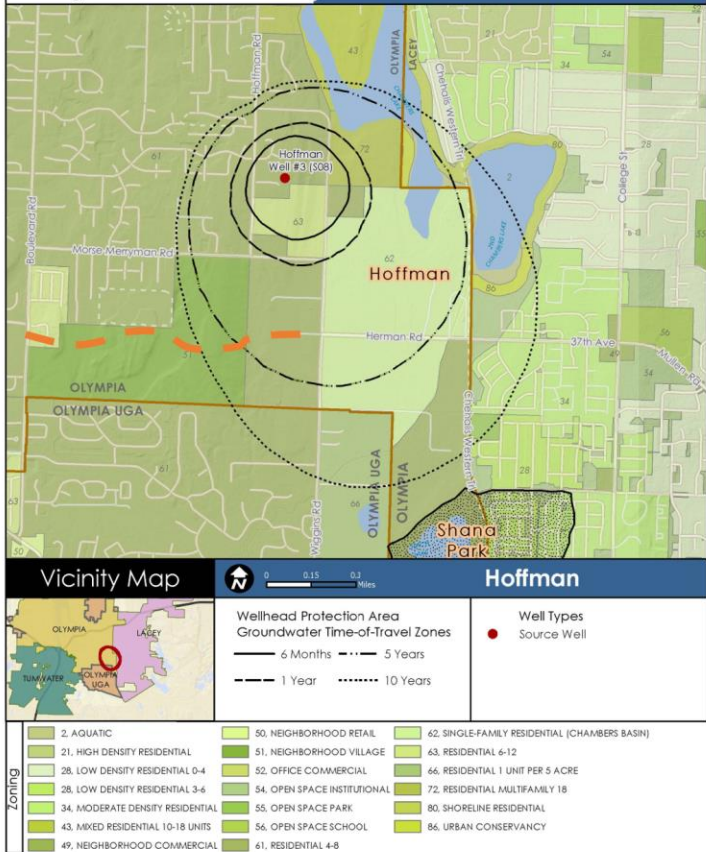


Figure 7.5 I

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Reminder: Olympia Planning Commission starts in 1 day  
**Date:** Monday, August 02, 2021 1:30:05 PM  
**Attachments:** [Lazar Log Cabin Amendment Written Comment.pdf](#)  
[Log Cabin Extension Lazar Planning Commission.pptx](#)

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FYI

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**From:** Jim Lazar <jim@jimlazar.com>  
**Sent:** Monday, August 02, 2021 1:17 PM  
**To:** Anastasia Everett <aeverett@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Re: Reminder: Olympia Planning Commission starts in 1 day

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I have attached two items.

The first is my written comment for tonight's public hearing on the Log Cabin Road Removal comprehensive plan amendment. Please convey this immediately to the members of the Planning Commission.

The second is a one-slide Powerpoint, that I would appreciate be displayed during my testimony this evening. My experience is that the City does not directly allow citizens to Share Screen, so please do this for me. In a live meeting, I could simply print it out and pass it around. The goal of a Zoom meeting is to emulate as best we can the function of a live meeting.

Thank you in advance.

Jim

On 8/1/2021 6:13 PM, Anastasia Everett wrote:

Hi Jim,

This is a reminder that "Olympia Planning Commission" will begin in 1 day on:  
Date Time: Aug 2, 2021 06:30 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

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International numbers available: <https://us02web.zoom.us/j/kuhugEZs5>

You can cancel your registration at any time.

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Jim Lazar  
1907 Lakehurst Dr. SE  
Olympia, WA 98501  
360-786-1822

"Don't tell me what you value.  
Show me your budget, and I'll tell you what you value."

-- Joe Biden

August 2, 2021

Olympia Planning Commission  
Box 1967  
Olympia, WA 98501

RE: Log Cabin Road Extension Comprehensive Plan Amendment

I am the former Chair of the Olympia Bicycle and Pedestrian Advisory Committee, and was heavily involved in developing both the Bicycle Facilities Program and the Sidewalk Program in the 1990s. Since that time, we have completed almost 70% of the planned bicycle facilities, and are making significant progress on what was once a 300-year backlog of sidewalk projects.

I support the removal of the Log Cabin Road extension from the Comprehensive Plan transportation map. There are several important reasons for this:

- 1) It is not needed to serve Olympia transportation needs.
- 2) It is not affordable to build a major road in this location.
- 3) It is undesirable because it would severely damage the tranquility of LBA Woods Park.
- 4) The improvements needed to Morse Merryman road to improve walking and bicycling safety are minimal. They should be scheduled for completion soon.

**1) The road is not needed to serve Olympia transportation needs.**

This road was originally planned when the Trillium and Bentrige developments were planned, with 1,000 dwelling units in what is now LBA Woods Park. Those dwellings would have created demand for an East/West major collector, and this project was planned at that time; extending it to Wiggins made sense under those circumstances, to give the new residents the choice of departing to the East.

Most of the cost was to be borne by the developers, with Olympia responsible for the cost of only a short portion between LBA Woods Park and Wiggins Road. With the abandonment of those developments, that traffic growth will not occur, and that developer funding will not exist. So we are left with the entire cost of the project, and no new traffic demand that requires the project.

There is very little traffic originating in Olympia with destinations on College Street and beyond. That which does exist primarily uses Pacific Avenue and Yelm Highway, the arterials. We want our traffic mostly on arterials. A bit of local traffic does go East on Herman Road, but it is quite trivial.

There is more traffic coming FROM the Lacey area INTO the Olympia area, but even that amount is quite small. The most recent [traffic counts](#) posted on the City web site show only about 3,000 vehicles per day Westbound on Herman Road. This is less than one-third of the capacity of Herman Road.

Olympia already has more than adequate East/West major collector roads in this area. Between 14<sup>th</sup>/18<sup>th</sup> avenue to the north and Yelm Highway to the South, we have three connections, shown in green, while Lacey has only one connection, shown in blue

- 26th/30<sup>th</sup>
- Morse Merryman Road
- Wilderness Drive (in UGA)

Lacey has only one connection, feeding these three connections, shown in red. Currently traffic into Olympia from Lacey travels west on Herman Road, and disperses when it reaches Wiggins. Some of this traffic continues West on each of the three connections, depending on the ultimate destination.



Each of these three Major Collector connections can carry about 10,000 vehicles per day in the current configuration. The current traffic on Herman Road is less than one-third of this amount.

There is very little developable property in the Olympia portion of Chambers Basin, because this area is very wet. Most of it is zoned for very little development, and the remaining parcels are relatively small. The R-4 Chambers Basin zone requires a minimum lot size of 12,000 square feet, and then only if a special type of drainage plan is approved; otherwise it is a 1-acre minimum lot size. This was the result of great planning commission work in the 1990s, after extensive flooding was observed in this area. It means that there will be very little new traffic generated in this portion of Olympia.

So, the bottom line in terms of need is that there is absolutely no need for this road to serve Olympia-originating traffic, and there is more than adequate capacity in the THREE East/West



roads in this area to comfortably handle all of the Lacey-originating traffic. If Lacey were to widen Herman Road, perhaps that would bring enough traffic to Olympia to need more capacity. But there is no such project in the regional transportation plan.

## **2) It is not affordable.**

The Olympia Capital Facilities Plan has had a serious imbalance of funding and projects for decades. For example, the three intersection improvements along Boulevard Road at Log Cabin Road, Morse Merryman Road, and 22<sup>nd</sup> Avenue were included in the 1990 CFP for completion in 1996. None of the projects was completed prior to 2010.

The Log Cabin Road project was last estimated to cost \$7 million. This is far beyond the financial capacity of the City for a project that serves virtually no Olympia needs.

## **3) The project is undesirable because it would harm the tranquility of LBA Woods Park.**

The 2002 Olympia Parks Plan called for acquisition of about 500 acres of property, primarily in the form of open space. This was needed because the Olympia Comprehensive Plan calls for increasing housing density, and in order to keep the community livable, we need parks and open space for people in dense housing areas to visit for a natural experience.

In 2004, the voters overwhelmingly approved the Parks and Sidewalks tax, to pay for acquiring these lands. This was augmented by the 2015 vote approving the formation of a metropolitan parks district.

Together these measures, plus a commitment by the City of 11% of general fund moneys, allows Olympia to move forward with the parks plan.

The “open space” designation requires little development. The trails through the area are a place to hear the birds, see the chipmunks, and contemplate the aggravations of modern life. A road through an open space is a contradiction in terms.

## **4) The improvements needed to Morse Merryman road are minor and should be implemented.**

Morse Merryman Road has sidewalks and bike lanes from Boulevard Road to the Sugarloaf Road area, more than half the distance to Wiggins Road. It needs sidewalk and bike lanes along the remaining stretch.

A staff presentation to Council presented a \$47 million cost for the Morse Merryman alternative. They have since walked that back, but it still makes no sense to me. It apparently assumed acquisition of several existing homes for a widening that is inconsistent with the City’s street

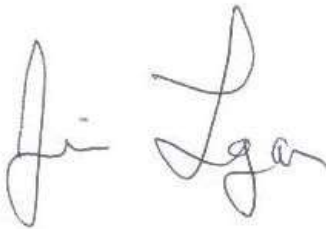
standards for a major collector roadway. Images shown at the end of this letter show the entire project area in segments. **Not one** single home need be encroached on to widen the roadway profile to the standard for this type of street.

That cost estimate seems to be anticipating something like a 5-lane arterial, something that is not needed, not intended, not desired, and totally out of scale. What is needed is a turn pocket at Hoffman Road, and some sidewalk and bike lane improvements East of Scotch Meadow, about a quarter-mile total. The City already owns the land for the turn pocket, and the sidewalk and bike lane would not encroach on any existing development.

### **Summary**

The proposed Comprehensive Plan Amendment should be approved. The road should be removed from the map. The City will continue to own LBA Woods Park, and can make a different decision in the future. I am confident that will not be necessary, because there is no need for this road to serve Olympia traffic, and there is ample capacity for any Lacey-originating traffic.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Lazar". The signature is written in a cursive style with a large initial "J" and "L".

Jim Lazar  
1907 Lakehurst Dr. SE  
Olympia, WA 98501

## Appendix: Morse Merryman Road Improvements

Street Segments of Morse Merryman Road needed to meet the City Major Collector Standard. The width of the street standard (sidewalk, planter strip, bike lane, travel lanes) is 61 feet for two-lane roads, widening to 71 feet at major intersections (of which Kaiser is the only one) for a turn pocket, and the City already has ownership of the South side of the road at that location. See the EDDS drawing below.

### Boulevard to Van Epps



### Van Epps to Margaret McKenny



### Margaret McKenny to Scotch Meadow



## Scotch Meadow to Hoffman



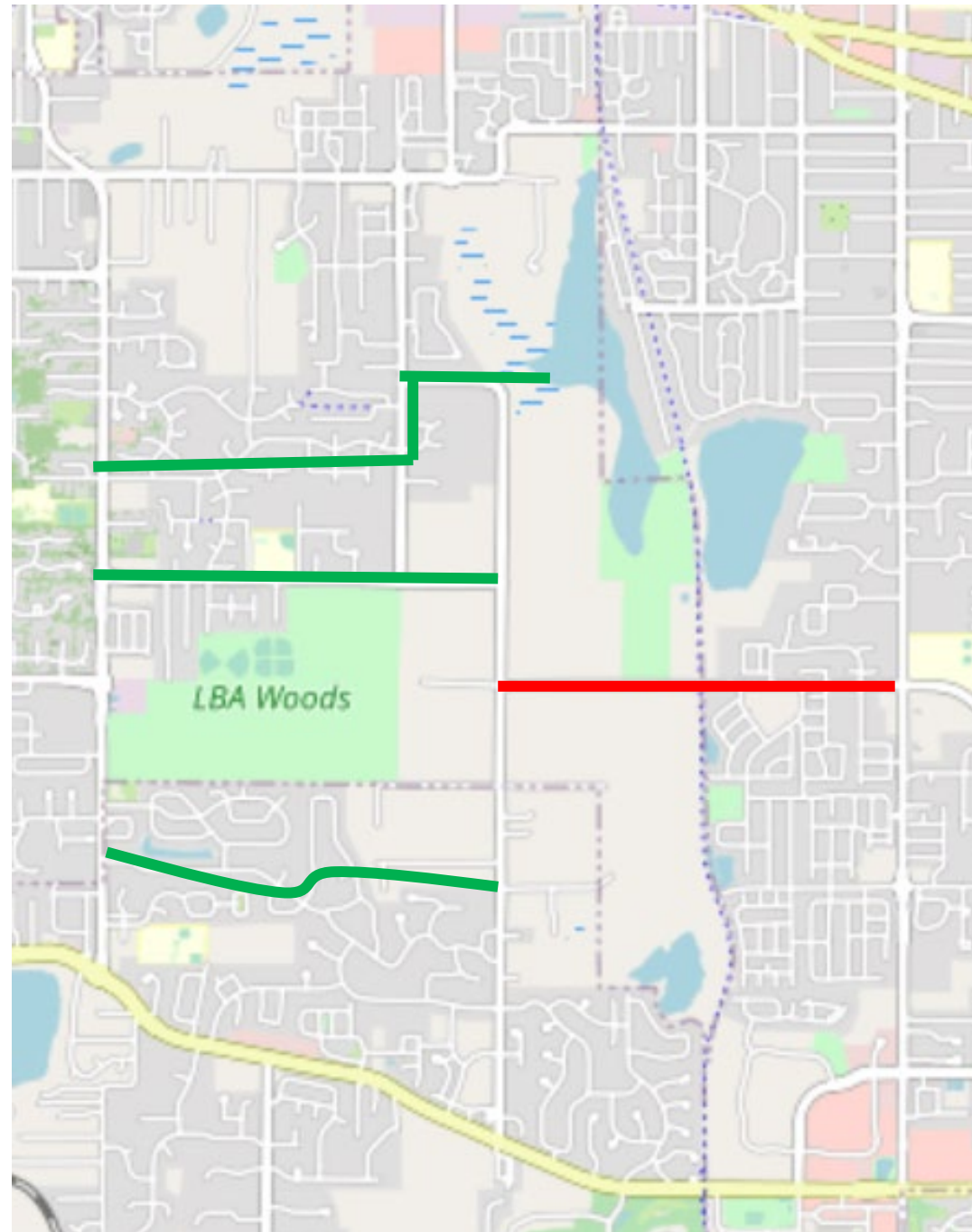
## Hoffman to Wiggins



The Street Standard, Drawing 4-2G for a Major Collector

| APPROVED BY<br>FRAN R. EIDE, PE<br>CITY ENGINEER | REVISION DATE<br>8/10/2015 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |           |                |                     |                |                     |                     |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
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| DIMENSIONS = FEET                                |                            | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">NUMBER OF LANES</th> <th>SIDEWALK</th> <th>PLANTING</th> <th>BIKE LANE</th> <th>LEFT TURN LANE</th> <th>R/W BEHIND SIDEWALK</th> <th>CURB</th> <th>CLEAR ZONE</th> <th>RIGHT OF WAY</th> <th rowspan="2"></th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>2 LANES</td> <td>6</td> <td>8</td> <td>5</td> <td>10</td> <td>0</td> <td>1</td> <td>0.5</td> <td>4</td> <td>60</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">           SEE MINIMUM STREET DESIGN STANDARDS TABLE FOR ADDITIONAL DESIGN ELEMENTS         </td> </tr> <tr> <td>3 LANES</td> <td>6</td> <td>8</td> <td>5</td> <td>10</td> <td>11</td> <td>1</td> <td>0.5</td> <td>4</td> <td>71</td> </tr> <tr> <td>4 LANES</td> <td>6</td> <td>8</td> <td>5</td> <td>10</td> <td>0</td> <td>1</td> <td>0.5</td> <td>4</td> <td>80</td> </tr> <tr> <td colspan="9"></td> <td style="text-align: center;">           ADT<br/>           3,000-14,000         </td> </tr> </tbody> </table> | NUMBER OF LANES | SIDEWALK  | PLANTING       | BIKE LANE           | LEFT TURN LANE | R/W BEHIND SIDEWALK | CURB                | CLEAR ZONE                                                               | RIGHT OF WAY |  | A | B | C | D | E | F | G | H | 2 LANES | 6 | 8 | 5 | 10 | 0 | 1 | 0.5 | 4 | 60 | SEE MINIMUM STREET DESIGN STANDARDS TABLE FOR ADDITIONAL DESIGN ELEMENTS | 3 LANES | 6 | 8 | 5 | 10 | 11 | 1 | 0.5 | 4 | 71 | 4 LANES | 6 | 8 | 5 | 10 | 0 | 1 | 0.5 | 4 | 80 |  |  |  |  |  |  |  |  |  | ADT<br>3,000-14,000 |
| NUMBER OF LANES                                  | SIDEWALK                   | PLANTING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | BIKE LANE | LEFT TURN LANE | R/W BEHIND SIDEWALK | CURB           | CLEAR ZONE          | RIGHT OF WAY        |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
|                                                  | A                          | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | C               | D         | E              | F                   | G              | H                   |                     |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
| 2 LANES                                          | 6                          | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5               | 10        | 0              | 1                   | 0.5            | 4                   | 60                  | SEE MINIMUM STREET DESIGN STANDARDS TABLE FOR ADDITIONAL DESIGN ELEMENTS |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
| 3 LANES                                          | 6                          | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5               | 10        | 11             | 1                   | 0.5            | 4                   | 71                  |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
| 4 LANES                                          | 6                          | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5               | 10        | 0              | 1                   | 0.5            | 4                   | 80                  |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
|                                                  |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |           |                |                     |                |                     | ADT<br>3,000-14,000 |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |
| CITY OF OLYMPIA<br>MAJOR COLLECTOR               |                            | STD. DWG. NO.<br>4-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |           |                |                     |                |                     |                     |                                                                          |              |  |   |   |   |   |   |   |   |   |         |   |   |   |    |   |   |     |   |    |                                                                          |         |   |   |   |    |    |   |     |   |    |         |   |   |   |    |   |   |     |   |    |  |  |  |  |  |  |  |  |  |                     |

Olympia has THREE separate E/W Major Collectors serving the Herman Road source of traffic to this area



All of the traffic coming into this area comes across Herman Road, which has only about 3,000 vehicles/day according to the traffic count information on the City website.

**From:** [jacobsoly@aol.com](mailto:jacobsoly@aol.com)  
**To:** [Joyce Phillips](#)  
**Subject:** Comments for Public Hearing re Comp Plan  
**Date:** Monday, August 02, 2021 4:08:49 PM

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**External Email Alert!**

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Hi Joyce --

Here are my comments for this evening's Planning Commission hearing on Comp Plan Amendments:

Planning Commission:

Please recommend that the Comp Plan be amended to remove all references to the "Log Cabin Road Extension" thru LBA Woods Park.

Putting a street thru LBA Woods would have extremely strong negative consequences. This is a natural area that is intended for mostly passive activities like bird watching and walking.

In addition, any need for this street connection evaporated when LBA Woods was established, removing nearly 1,000 planned houses in this area and their associated vehicle trips.

Thank you,

Bob Jacobs  
360-352-1346  
720 Governor Stevens Ave. SE  
Olympia 98501

**From:** [JUDITH BARDIN](#)  
**To:** [Joyce Phillips](#)  
**Subject:** Comments for Comprehensive Plan Amendments Hearing Item C  
**Date:** Monday, August 02, 2021 4:20:53 PM  
**Attachments:** [Comp Plan Amendments - Neighborhood Character 08-02-21.docx](#)

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Hi Joyce,

Attached are my comments for the Hearing on the Comprehensive Plan amendments item C, related to neighborhood character. Could you please forward them to the OPC.

Sorry, these are coming in at the last minute.

Judy

Judy Bardin  
1517 Dickinson Ave NW  
Olympia, WA 98502  
360-401-5291



Comments on the Planning Commission's 8/2/21 Hearing on Comprehensive Plan Amendments on Part C, Relating to Neighborhood Character

I am a member of the Coalition of Neighborhoods (CAN) and I was on the Planning Commission for the most recent Comprehensive Plan update. I oppose the redefinition of "neighborhood character" in the comprehensive plan and advise moving the proposed language over to the Values and Vision Chapter where it is a better fit. I know the comprehensive plan very well because I was involved with its drafting, and would like to take time to discuss the concept of neighborhood character as used in the Plan.

Comprehensive Plans are mandated by the Growth Management Act must be periodically reviewed. The last update of the 1994 Comprehensive Plan was completed in 2014 and is coming due to be revised again. The process took five years. It started with an Elway survey, followed by Imagine Olympia, a series of community visioning meetings. It then had a very extensive review by both the Planning Commission and the City Council.

The concept of "neighborhood character" is woven into the Plan and is mentioned in most chapters. It is used 160 times in the plan. Although not explicitly defined, there are paragraphs that allude to it by example, such as:

*The City embraces our Comprehensive Plan as an opportunity to enhance the things Olympians care about. As we grow and face change, Olympians want to preserve the unique qualities and familiarity of our community. We draw a sense of place from the special features of our city: walk-able neighborhoods, historic buildings, views of the mountains, Capitol and Puget Sound, and our connected social fabric. These features help us identify with our community, enrich us, and make us want to invest here socially, economically and emotionally.*

*Much of our community is already built. Many of our neighborhoods are more than 50 years old and our downtown is older still. These established neighborhoods provide the 'sense of place' and character of Olympia. To preserve this character, new buildings incorporated into the existing fabric must reflect both their own time-period and what's come before. We will acknowledge the importance of historic preservation by protecting buildings and districts and celebrating the people and events that shaped our community. We will conserve natural resources by keeping historic buildings properly maintained and in continuous use, thereby avoiding decay and demolition which would waste resources used to create these structures.*

City staff apply the concept of “neighborhood character” in planning, mainly as a way to consider impacts and evaluate whether an action is going to affect something that is important to how people relate to a place.

The proposed definition of “neighborhood character” does not fit with widely recognized national or international planning and policy norms. “Neighborhood character” is what distinguishes one neighborhood from another. It has to do with a sense of place and neighborhood identity. For example, I live in Northwest Olympia. I would describe my neighborhood as having eclectic buildings, limited sidewalks with people walking in the streets, multiple deep ravines, a close-by food co-op, nature trails, and being quiet at night. The description of Downtown or even South Capitol neighborhood would be different from mine.

The concept of character is neutral – the whole idea is not to say what is “good” or “bad” character, but to say, look at the place where the action will happen, and figure out if city actions will cause some significant change to what people consider distinctive or important about that place. Restricting the concept of “neighborhood character” to three elements, and then defining those three elements narrowly, has a very substantial impact on how city staff can perform their work. It puts a limit on how they can consider impacts. It limits the ability of the City to interact with people in places where city actions might have an impact.

Since it is such an integral part of the plan, why rush to define or actually redefine it. The next comprehensive update is slated to begin soon.

Accessibility, sustainability, and equity are laudable goals that should shape city policies and actions, but they do not fit the use of the concept of neighborhood character. They are universal values that we would want in all neighborhoods. They are overarching goals based on values. Therefore, the CNA asked that Council wording be placed in the Values and Vision Chapter, and not be used to define neighborhood character. The Coalition proposed that Neighborhood Character be defined as:

*Neighborhood character is an amalgam of various elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood’s land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.*

*The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values.*

Judy Bardin  
1517 Dickinson Ave NW  
Olympia, WA 98502

Public Comment to Olympia Planning Commission on Proposed Revisions to Comprehensive Plan  
August 2, 2021

I support the recommendation of the Coalition of Neighborhood Associations to remove the proposed revision of “neighborhood character” language and move it to the Values and Vision in the Comprehensive Plan. As a member of CRANA, I participated in that deliberation and was a member of the subcommittee assigned to develop the recommended alternative.

Personally, I would like to see more expansive use of the concept neighborhood character, rather than constriction and restriction. I’d like to see socio-economic attributes critical to equity included among the examples provided. I’d like recognition that the value of sustainability means that planning is not just about the built environment but also about what might be called “green infrastructure” or “ecosystem services” present in our city. I’d like examples of how communities of people exist in relation to each other and in relation to the community resources they want or need to access based on where they live, work, or recreate.

Accessibility, sustainability and equity are great values that the tool of neighborhood character can help to open up. But as we know, the regulatory use of definitions is to limit and restrict. There is no value in revising the plan to say that the tool should be put away under all but a very limited set of circumstances. It’s a loss, not a gain.

As I will illustrate with a couple of examples, I would like to see recognition of how open and creative use of the planning tool of “neighborhood character” can actually enhance the public good encompassed by the values and goals of accessibility, sustainability and equity. Overly-restrictive definition

### **What use is “neighborhood character”?**

There are good reasons why the concept of neighborhood character is commonly employed in government planning around the world, and there are also good reasons why it is not limited to specific definitions. You don’t have to know exactly what you are opening next, in order to decide you want to have a can opener available.

As a policy tool, neighborhood character gets down to the question of how to identify uniqueness, relative difference, or user values in a place. Use of this policy tool is triggered by change or proposed change. It helps to identify where to pay attention, and how to publicly engage.

Since it is a tool that is used in relation to change, including responding to unforeseen change or considering whether proposed changes will be a net benefit to the public good, then it is clear that restrictive, inadequate or outdated definitions of “neighborhood character” may miss important facts and exclude necessary voices.

“Neighborhood character” is fundamentally a ground-truth tool. In the Comprehensive Plan it is used many times, and in different ways. For example, it is a reference point for city staff to evaluate actions and policies against significant socio-economic and geographical elements, as those elements have taken unique form in the City of Olympia. For another example, it provides a way for the city to decide when some form of public involvement is called for. By whatever ground-truth method is used, policies or actions may be found to interact with a significant or unique aspect of a place that people will care about.

For that public participation phase, the concept of neighborhood character is structurally linked to Registered Neighborhood Associations in the Comprehensive Plan as a form of public involvement. The CNA was developed, in turn, as a way to help implement the public involvement relationship between the city and neighborhoods.

The current discussion around this question of revising “neighborhood character” language is an example of the Comprehensive Plan doing its work as a living document. Although late to the party, the CNA engaged with the city quite extensively on this issue. After considerable work, the CNA has concluded that improving engagement with the city under the current terms of the plan, while supporting the inclusion of language supporting the common values of accessibility, sustainability and equity as part of the city’s values and vision, is arguably a better solution than including a restrictive revision of the “neighborhood” part of the plan as originally suggested.

### **Public Involvement Improves Policy**

Engagement of the CNA is contributing to a better outcome in this process. Unfortunately, council members who wrote the revisions, and the City of Olympia, missed the opportunity to optimize solutions earlier on by communicating directly or at least clearly with the RNAs/CNA. This would have been a logical step under the Comprehensive Plan and made it necessary to play a bit of catch-up. As a result, there has not been as much opportunity to share ideas and improve the proposal as there might have been.

In particular, in my perception at least, there is still not full clarity about why the proposed revisions to define neighborhood character were deemed necessary in the first place. This makes it a bit more difficult to respond to in the most effective way possible. Other than that fundamental difficulty, engagement with the city has been exemplary.

I hope that this comment has addressed at least one element of concern on the part of at least one council member, which I understand to be a certain level of discomfort with the absence of a formal definition of criteria for “neighborhood character” in the Comprehensive Plan, by suggesting that it is a tool. It’s the can opener, not the can. The outcome of good use of the “neighborhood character” tool is good public involvement and good policy — not freezing neighborhoods forever into one particular configuration.

The US Environmental Protection Agency provides a very useful, agency-oriented synthesis of public involvement in its [Public Participation Guide](#). It clarifies that, ultimately, the purposes of correctly-targeted public involvement are to improve the quality of the final policy or action, and to increase the legitimacy of the agency’s action.

Presumably, the hoped for outcome of this revision process, is to have an improved Plan that enhances the City’s ability to address change and growth in ways that best serve the public, while avoiding unintended consequences or perverse incentives. Better highlighting accessibility, sustainability and equity as values and vision makes sense as an act of leadership. It is easy for everyone to understand and unite toward. Trying to turn them into the definition of “neighborhood character,” on the other hand, sews confusion.

### **How to Use Difference**

I would like to provide two examples of how those values can be engaged by using the ground-truthing tool of “neighborhood character” in more open, creative ways.

For this illustrative exercise, I used just one source: US census data compiled at [censusreporter.org](http://censusreporter.org). I want to show how looking for “character” difference in different parts of the city can help to “ground truth” application of values and goals, and do it in ways that would not necessarily make the cut if definitions were overly-restrictive.

#### *Example 1: Language Spoken at Home*

Census Tract 106 roughly corresponds with what is commonly regarded as the Olympia West Side neighborhood. It stands out from the rest of the city in numerous ways. Although the margin of error is very great for this kind of statistic, one of them appears to be that it is an area where 20% of the population of children aged 5 to 17 do not speak English-only at home. City-wide, 11% of children do not speak English-only, so this is an aspect where the West Side is differentiated from the city as a whole. Looking closer, more than twice the number of children speak either an “Indo-European” language or an “Asian/Islander” language than in the city as a whole.

Census Tract 103 roughly corresponds with the East Olympia neighborhood. It also stands out as a place where a relatively large number of children are not speaking English-only at home: 23%. But the “non-English” language in East Olympia is, uniquely for the city, almost entirely Spanish.

From a policy perspective, it may be appropriate to consider how this aspect of “neighborhood character” can help the city to better apply its values of accessibility and equity in the neighborhoods of East and West Olympia. Targeted neighborhood engagement could be a useful public involvement tool to utilize in order to identify the particular needs of multi-lingual families, but also to help those neighborhoods to recognize and expand their own sense of uniqueness and cultural contribution to the fabric of the city. This may be an aspect of “neighborhood character” that neighborhood residents don’t realize they have until the city engages with them to improve the experience of those families.

#### *Example 2: Fertility Rates*

Census Tract 107, which covers Cain Road to Wiggins, has a fertility rate of 8.7% (of women 15-50 who gave birth during the past year), which is double that of the city as a whole and high (1.5 times) even for the county as a whole.

Census Tract 104, which roughly includes the East Olympia neighborhoods near Olympia High School on down to Wheeler Street, has an even higher fertility rate at 9.5%, which is more than double the city and almost double the county rate, with a greater trend toward younger adult women than Tract 107.

On the west side, only Census Tract 120, which might be called the Evergreen/North Cooper Point Tract, shows a slightly higher than average fertility rate.

There are many aspects of the “neighborhood character” of relative high fertility of east Olympia neighborhoods to consider. If federal support for child care infrastructure ever becomes a reality, it’s obviously important to know where there is an especially dense concentration of moms and to engage with them regarding childcare needs.

Another example would be to use the fertility rate data to address climate mitigation goals. This aspect of “neighborhood character” can show where to place a relatively strong focus on sidewalks and multi-modal access to schools. Parents drive their kids to school out of concern for safety. Parental and neighborhood engagement could help to identify family needs and

parental concerns about high danger zones such as particular crossings, high speed auto traffic, blind corners, etc.; as well as the most acceptable and adoptable solutions.

I hope these examples show how the tool of “neighborhood character” can optimize public involvement by guiding appropriate targeting, thus improving quality and public acceptance. I hope they also illustrate why it is important not to over-define the parameters of when or how it should be utilized.

Helen Wheatley  
CRANA member

**From:** [Phyllis "Booth](#)  
**To:** [Joyce Phillips](#)  
**Subject:** Comp Plan Revisions  
**Date:** Monday, August 02, 2021 5:30:23 PM

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August 2, 2021

Dear Olympia Planning Commission:

I am interested in the definition of neighborhood character because I based my decision on where I wanted to live on how the neighborhood was designed. I wanted to have space to have a flower garden and grow some vegetables. I wanted a quiet place for our children to ride their bikes and use chalk on the street or play with neighborhood children. I did not want on street parking as little children hide behind cars and sometimes get run over and I have had two friends that that happened too.

Furthermore, I am interested in neighborhoods where more trees are allowed. When I ran for Olympia City Council in 2005, I listened to a local developer tell me that he wanted to keep more trees in the neighborhood but the Growth Management Act interfered with that happening with its one size fits all density requirements. I think the Ken Lake neighborhood is a terrific design for keeping trees and should be encouraged more.

Thank you for considering my comments. I have testified for nearly 30 years and no one has really listened, but at least these comments are on public record.

Phyllis Booth  
2509 Caitlin Ct SE  
Olympia, WA 98501  
360 753 3736



**From:** [Phyllis "Booth](#)  
**To:** [Phyllis "Booth](#); [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Stop the Road Planning to Cut Through LBA Park  
**Date:** Monday, August 02, 2021 5:41:36 PM

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August 2, 2021

Dear Olympia Planning Commission:

Please protect a jewel of Olympia called LBA Park. I live near the park and it has provided so much pleasure with its numerous much needed baseball fields, shady trees, and walking paths. It is the most walkable park in the Southeast neighborhood that hundreds of neighbors walk to without a car. I walk about 2 miles to get to the park and it is safe to walk because of the current landscape.

For many years, I thought the goal of our city was to REDUCE traffic. My family has used the bus, walked and used one car during our 26 years living within the city limits and that is among mostly four people. Our sons ages 31 and 23 have never owned a car. So good conservation and good planning can be implemented in today's society.

Please consider global warming and implement good city policies that encourage less consumption, simple living and respect for our environment. Keep our jewel LBA Park free from more traffic.

Phyllis Booth  
2509 Caitlin Ct SE  
Olympia, WA 98501  
360 753 3736

**From:** [Anna Schlecht](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Gregory Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Zainab Nejadi](#); [Tracey Carlos](#)  
**Cc:** [Joyce Phillips](#)  
**Subject:** Strong Support for Olympia Planning Commission  
**Date:** Tuesday, August 03, 2021 1:20:42 PM

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**External Email Alert!**

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Greetings!

I write to express my strong support for the proposed changes to our Comprehensive Plan. As a long time - as in 44 year resident of the Eastside Neighborhood - these proposed changes will support the kind of community I want to grow old in. Your work reflects a depth of insight on DEI (Diversity, Equity & Inclusion) and offers a framework for the sort of neighborhood character that is important to me. I received an email summarizing these proposed changes as follows:

- Removed references to "single family zoning" and swapped for "low density residential"
- Removed "established" where it occurs in front of neighborhood
- Defined "neighborhood character" to include accessibility, sustainability, and culturally inclusivity
- Where it said "walkable" they added "walkable and accessible"
- Change "citizen" to "community member"
- Added an equity statement and values in support of equity
- Added a land acknowledgement for Squaxin
- Added the text that physical characteristics of neighborhoods are not static over time
- Added an acknowledgment of racist land use practices in the past.

Please proceed with your proposed changes & keep up the most excellent work!

Sincere regards,

**Anna Schlecht**  
[annaschlecht@gmail.com](mailto:annaschlecht@gmail.com)  
(360) 402-0170

**From:** [Mike McCormick](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Gregory Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tracey Carlos](#); [Tammy Adams](#); [Zainab Nejadi](#)  
**Cc:** [Joyce Phillips](#); [CityCouncil](#); [Leonard Bauer](#)  
**Subject:** Comprehensive Plan Updates  
**Date:** Tuesday, August 03, 2021 3:07:34 PM

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External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

I am writing to you to encourage you to adopt the proposed changes to the Olympia's Comprehensive Plan.

I have had a chance to review all the proposed language. As a retired professional planner and a 50-year resident of Olympia I strongly support these timely changes. We are faced with any number of challenges—both as residents and as community members. These changes acknowledge some of these, as difficult, controversial and unpleasant as they are. Racism, NIMBYism and equity are important issues to be included. Recognizing that things don't stay static and change over time—and that we can direct that change in a positive direction. The acknowledgement of our connection to the Squaxin Tribe is most welcome.

Please move forward quickly and forward the plan with its proposed changes to the Council for adoption.

Thank you.

Michael J. McCormick, FAICP  
2420 Columbia St. SW  
Olympia, WA 98501  
360.754.2916

**From:** [Janae Huber](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Gregory Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Zainab Nejadi](#); [Tracey Carlos](#)  
**Cc:** [Joyce Phillips](#); [CityCouncil](#)  
**Subject:** Support for Comprehensive Plan Updates  
**Date:** Tuesday, August 03, 2021 9:23:35 PM

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**External Email Alert!**

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Dear Members of the Planning Commission -

I am writing with enthusiastic support for the proposed updates to the Comprehensive Plan. I particularly want to highlight my strong support for:

- Changing references to "citizens" to "community members/residents"
- Including a land acknowledgement for the Squaxin Island Tribe, as well as a stated goal of improving government-to-government relations.
- Acknowledging that housing discrimination in the form of red-lining, racially restrictive covenants, and forced displacement happened here.
- Providing a definition for neighborhood character AND the proposed definition itself.
- Focusing on capacity through concurrency and network completeness in transportation.

These are exactly the changes we need now. And, I look forward to additional changes to come through the work of the Social Justice and Equity Commission, including an Equity Framework.

My thanks to you for the opportunity to comment and for the work you are doing to align our Comprehensive Plan with our aspirations of being an inclusive and welcoming community.

Janae Huber

---

**JANAE HUBER**  
[janae.huber@gmail.com](mailto:janae.huber@gmail.com)

**From:** [Jo-Anne Huber](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Gregory Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Zainab Nejati](#); [Tracey Carlos](#)  
**Cc:** [Joyce Phillips](#); [CityCouncil](#)  
**Subject:** Comprehensive Plan  
**Date:** Wednesday, August 04, 2021 3:21:49 PM

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**External Email Alert!**

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The proposed changes to the Comprehensive Plan are fully supported by my husband, John C Huber and myself, Jo-Anne B Huber.

We applaud the effort to make sure that everyone is included in the plan.

Regards,

Jo-Anne B Huber

1009 Eskridge Blvd SE

Olympia, 98501

360-943-1947

**From:** [Jordan Bell](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** \*preservation\* of LBA Woods  
**Date:** Thursday, August 05, 2021 3:14:52 PM

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**External Email Alert!**

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hi all!

I am sorry that I was unavailable for the August 2nd Planning Commission public meeting. I am writing to encourage y'all to conserve this wonderful local wooded park and to please dismiss any city plans to build a road through this precious habitat. I have attended past meetings and have spoken out then. I have also participated in work parties at the park. I live in the Wilderness neighborhood and walk through these woods as often as I can. I have taken many friends & family members to the park and they are so glad for the experience, and jealous of my proximity to LBA. I hold a Master's degree in Wildlife Biology; I am passionate about wildlife. I teach yoga at the YMCA; I am passionate about the (huge!) role that Nature plays in one's wellbeing.

thank you for your time, and for all the good work that you do for our lovely city.

be well,

Jordan Bell  
206.890.8327

**From:** [Glen Anderson](#)  
**To:** [Glen Anderson](#)  
**Subject:** I implore you to FULLY PROTECT the LBA Woods Park area.  
**Date:** Thursday, August 05, 2021 3:41:07 PM

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**External Email Alert!**

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I learned about this a few years ago.  
I walked through the LBA Woods to get a "feel" for the place.  
WE ABSOLUTELY MUST FULLY PROTECT this area!!!  
I implore you to FULLY PROTECT it!!!

Thank you.

"Is there a spiritual reality, inconceivable to us today, which corresponds in history to the physical reality which Einstein discovered and which led to the atomic bomb? Einstein discovered a law of physical change: the way to convert a single particle of matter into enormous physical energy. Might there not also be, as Gandhi suggested, an equally incredible and undiscovered law of spiritual change, whereby a single person or a small community of persons could be converted into an enormous spiritual energy capable of transforming a society and a world?"  
—James W. Douglass, *Lightning East to West*

Glen Anderson (360) 491-9093 [glenanderson@integra.net](mailto:glenanderson@integra.net)  
See information and resources on a wide variety of topics at my blog, [www.parallaxperspectives.org](http://www.parallaxperspectives.org)



This email has been checked for viruses by Avast antivirus software.

[www.avast.com](http://www.avast.com)

**From:** [CityCouncil](#)  
**To:** [oly43515@gmail.com](mailto:oly43515@gmail.com)  
**Cc:** [Councilmembers](#); [Jay Burney](#); [Keith Stahley](#); [Debbie Sullivan](#); [Kellie Braseth](#); [Leonard Bauer](#); [Joyce Phillips](#)  
**Subject:** RE: Comp Plan update  
**Date:** Thursday, August 05, 2021 3:54:30 PM

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Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Assistant to the City Manager  
City of Olympia | P.O. Box 1967 | Olympia WA 98507  
360-753-8244 [sgrisham@ci.olympia.wa.us](mailto:sgrisham@ci.olympia.wa.us)

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Please note all correspondence is subject to public disclosure.

-----Original Message-----

From: [oly43515@gmail.com](mailto:oly43515@gmail.com) <[oly43515@gmail.com](mailto:oly43515@gmail.com)>  
Sent: Thursday, August 05, 2021 9:18 AM  
To: Aaron Sauerhoff <[asauerho@ci.olympia.wa.us](mailto:asauerho@ci.olympia.wa.us)>; Candi Millar <[cmillar@ci.olympia.wa.us](mailto:cmillar@ci.olympia.wa.us)>; Carole Richmond <[crichmon@ci.olympia.wa.us](mailto:crichmon@ci.olympia.wa.us)>; Gregory Quetin <[gquetin@ci.olympia.wa.us](mailto:gquetin@ci.olympia.wa.us)>; Paula Ehlers <[pehlers@ci.olympia.wa.us](mailto:pehlers@ci.olympia.wa.us)>; Rad Cunningham <[rcunning@ci.olympia.wa.us](mailto:rcunning@ci.olympia.wa.us)>; Tammy Adams <[tadams@ci.olympia.wa.us](mailto:tadams@ci.olympia.wa.us)>; Zainab Nejati <[znejati@ci.olympia.wa.us](mailto:znejati@ci.olympia.wa.us)>; Tracey Carlos <[tcarlos@ci.olympia.wa.us](mailto:tcarlos@ci.olympia.wa.us)>  
Cc: CityCouncil <[citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us)>  
Subject: Comp Plan update

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Dear Planning Commissioners,

I am writing in support of the following changes to the Comp Plan:

- Changing references to "citizens" to "community members/residents"
- Including a land acknowledgement for the Squaxin Island Tribe.
- Acknowledging that housing discrimination in the form of red-lining, racially restrictive covenants, and forced displacement happened here.
- Providing a definition for neighborhood character AND the proposed definition itself.
- Focusing on capacity through concurrency and network completeness in transportation.

While I acknowledge there are widely divergent opinions on this Comp Plan update I continue to believe that Olympia at its core is an inclusive and fair-minded place to live. These updates reflect that. The voices opposing the update may be loud, but I do not believe they represent the majority of Olympians.

Thank you for your good work on this and your service to our community.

Sincerely,  
Darren Mills





**From:** [M. Taylor Goforth](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Stop the Road, Leave LBA "the Woods"  
**Date:** Friday, August 06, 2021 7:33:55 AM

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**External Email Alert!**

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Dear Commissioners,

I have written my thoughts about the proposed road through LBA woods before and have heard all of them plus others voiced during the recent public hearing session. There is nothing more substance to say, I feel, except, Please Remove the Road from the Comprehensive Plan! The citizens of Olympia have spoken, and spoken clearly and well.

In these days of such divisiveness and derision, it must be wonderful to have such clarity and unified purpose behind your decision to remove the road from the Plan. What a pleasure!

Seize the day!!

Thank you,  
Taylor Goforth

**From:** [Emmett O'Connell](#)  
**To:** [Aaron Sauerhoff](#); [Candi Millar](#); [Carole Richmond](#); [Gregory Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Zainab Nejadi](#); [Tracey Carlos](#)  
**Cc:** [Joyce Phillips](#); [CityCouncil](#)  
**Subject:** Thank you for making "neighborhood character" more inclusive  
**Date:** Sunday, August 08, 2021 3:01:09 PM

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**External Email Alert!**

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

I wanted to send you a note to let you know I appreciate the work you have done to make references to "neighborhood character" in the comprehensive plan more inclusive. For far too long, we have allowed these values of defending neighborhood character and "established" neighborhoods get in the way of making Olympia a home for everyone. I especially appreciate the change from referring to "single-family" neighborhoods to "low density" residential to reflect the changes we have made to allow more housing options in our city.

For the past 40 year, too much of our expectations in planning and growth management in Olympia have led with the expectations that some neighborhoods will not change and will not need to grow or accept new residents. This has led to racial segregation in our city and "protecting" established, wealthy and predominantly white neighborhoods. These changes you are now considering are a small step to correct these wrongs.

Thanks,  
Emmett

--

[twitter.com/emmettoconnell](https://twitter.com/emmettoconnell)  
[olympiatime.com](http://olympiatime.com)

**From:** [ROBERT VADAS](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** FYI re: neighborhood character from an East Olympia citizen  
**Date:** Saturday, August 14, 2021 5:10:06 PM

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Dear Olympia Planning Commission (8/14/21);

I must comment further on Joyce Phillip's call to eliminate citizens (who pay taxes for your services) from being able to preserve their neighborhood character at the last OPC meeting. Her rationale that neighborhoods are inherently "racist" was offensive, misleading, and cynical. Rather, neighborhood associations are inclusive of everyone who wants to join and help with activities, including keeping our living spaces comfortable and safe for us.

I believe that Joyce is playing the "racism card", much like happened to force the unconstitutional Missing Middle through in the guise of "helping" poorer folks find housing. Instead, that has led to continued gentrification in Olympia (Vadas 2020), which ironically is the real racism. Think about how hard that African Americans have had to work to recover their home district in Seattle after similar gentrification.

Hence, I can only conclude that Joyce's proposal is similar to what we got from Donald Trump as president, i.e., less citizen input into political decisions via a top-down approach. But this is taxation without representation. Frankly, many of us citizens don't want party rentals in our neighborhoods that bring loud music (into the night) and increased Covid-19 risks, especially likely to be a problem with absentee landlords who likely won't handle mold (health) problems well either (cf. Vadas 2020).

In sum, Joyce should curtail this attempted "end run" around citizen participation, respecting that people around LBA Woods and other undeveloped areas really do like their neighborhoods as is, without some dictator coming into to "put us in our place". Thanks in advance for considering my concerns, as a long-time Thurston County (especially Olympia) resident, aquatic ecologist, and social and environmental activist.

Dr. Robert L. Vadas, Jr. (Bob)  
East Olympia

Vadas, B. Jr. 2020. The future of Olympia's urban zoning in the face of covid-19 and climate change. Works In Progress (Olympia, WA) 31(3): 14 (<https://olywip.org/the-future-of-olympias-urban-zoning>).

**From:** [ROBERT VADAS](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Re: FYI re: neighborhood character from an East Olympia citizen (2 corrections)  
**Date:** Saturday, August 14, 2021 6:11:18 PM

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*From the transcript, this was my statement (my last name is Vadas, not Davis; who's got dyslexia?):*

### **Robert Davis**

Um, yeah, I did speak before but I just wanted to want to add, add one comment, based on what was presented that I hadn't heard before and yeah I think it's a slippery road to change neighborhood character and assume that you know that it becomes a top down rather than a bottom up approach and. And so that that change, and I and other people make suggestions constructive suggestions on how to fix that to a more, put it in a better place and I agree with that. So thanks.

*And I've made some revisions (in color) to my letter below, to spread the blame more equitably (now that I've got the transcript from the online mtg.):*

On 08/14/2021 5:09 PM ROBERT VADAS <bobesan@comcast.net> wrote:

Dear Olympia Planning Commission (8/14/21);

I must comment further on **Joyce Phillips and 2 commissioners' (Carlos and Najini) collective call** to eliminate citizens (who pay taxes for your services) from being able to preserve their neighborhood character at the last OPC meeting. **The** rationale that neighborhoods are inherently **"non-inclusive"** and "racist" was offensive, misleading, and cynical. Rather, neighborhood associations are inclusive of everyone who wants to join and help with activities, including keeping our living spaces comfortable and safe for us.

I believe that **Carlos, etc. are** playing the "racism card", much like happened to force the unconstitutional Missing Middle through in the guise of "helping" poorer folks find housing. Instead, that has led to continued gentrification in Olympia (Vadas 2020), which ironically is the real racism. Think about how hard that African Americans have had to work to recover their home district in Seattle after similar gentrification.

Hence, I can only conclude that this **"inclusion by non-inclusion"** proposal is similar to what we got from Donald Trump as president, i.e., less citizen input into political decisions via a top-down approach. But this is taxation without representation. Frankly, many of us citizens don't want party rentals in our neighborhoods that bring loud music (into the night) and increased Covid-19 risks, especially likely to be a problem with absentee landlords who likely won't handle mold (health) problems well either (cf. Vadas 2020).

In sum, **Carlos, etc.** should curtail this attempted "end run" around citizen participation, respecting that people around LBA Woods and other undeveloped areas really do like their neighborhoods as is, without some dictator coming **in** to "put us in our place". Thanks in advance for considering my concerns, as a long-time Thurston County (especially Olympia) resident, aquatic ecologist, social and environmental activist, **and minority.**

Dr. Robert L. Vadas, Jr. (Bob)  
East Olympia

Vadas, B. Jr. 2020. The future of Olympia's urban zoning in the face of covid-19 and climate change. Works In Progress (Olympia, WA) 31(3): 14 (<https://olywip.org/the-future-of-olympias-urban-zoning>).

**From:** [Karly Jones](#)  
**To:** [Joyce Phillips](#)  
**Subject:** Please No Road - Preserve and Protect LBA Woods  
**Date:** Monday, August 16, 2021 8:34:09 AM

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Good morning,

We live in Olympia and the PNW because of the beautiful natural surroundings. These beloved woods are special to our family - I run through there almost every morning, and we take my dog for a walk through there every evening. The neighborhood children spend countless hours there. Our community needs natural spaces like LBA woods for us to thrive as human beings - nature is key to our happiness and well being. PLEASE protect LBA woods and the last remaining public outdoor spaces of Olympia that have not been developed. Thank you for your leadership.

Sincerely,

Karly Jones and Jerrod Einerwold

**From:** [Jake Meulink](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Log Cabin Connection  
**Date:** Monday, August 16, 2021 11:17:20 AM

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To Whom It May Concern:

I am a frequent user of the LBA woods. I couldn't believe it when I found it. A trail system and park so nice in a developed area. I take my daughter on walks to the park to the north. I walk my dog frequently. I see others enjoying it just the way I do. WTA has been doing so much good work in the park. The road connection would change all of this. This would increase traffic noise, and road lock the baseball fields. Let's keep this place special, and keep the kids safe in the meantime.

Sincerely,

Jake Meulink



**From:** [Holly Gadbow](#)  
**To:** [Aaron Sauerhoff](#); [Carole Richmond](#)  
**Cc:** [Greg Quetin](#); [Paula Ehlers](#); [Rad Cunningham](#); [Tammy Adams](#); [Zainab Nejadi](#); [Tracey Carlos](#); [Leonard Bauer](#); [Joyce Phillips](#)  
**Subject:** Comprehensive Plan Aendments  
**Date:** Monday, August 16, 2021 5:20:01 PM

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Dear Planning Commissioners,

I am writing to support the comprehensive plan amendments that support the policies for the missing middle regulations. You recommended these regulations and the council have adopted them to allow a diversity of housing choices to single-family neighborhoods and hopefully will make more housing affordable. Now it is necessary to incorporate policy language in the comprehensive plan to support them. I also like the proposed policies on equity and acknowledge past racist land use practices. The Heritage Commission and the WA Department of Archeology and Historic Preservation have reviewed the changes and attest that they will not detract from the historic character of Olympia's neighborhoods.

Here is summary of the changes I support:

- Removed references to "single family zoning" and swapped for "low density residential"
- Removed "established" where it occurs in front of neighborhood
- Defined "neighborhood character" to include accessibility, sustainability, and culturally inclusivity
- Where it said "walkable" they added "walkable and accessible"
- Change "citizen" to "community member"
- Added an equity statement and values in support of equity
- Added a land acknowledgement for Squaxin
- Added the text that physical characteristics of neighborhoods are not static over time
- Added an acknowledgment of racist land use practices in the past.

Thank you for considering my comments. Thank you for serving on the Planning Commission, an important and difficult job. Thanks too to the staff for their hard work,

Best regards,

Holly Gadbow

1625 Sylvester St. SW

Olympia, WA 98501

(360) 789-3616

[hollygadbow@comcast.net](mailto:hollygadbow@comcast.net)

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: TO: Planning Commission: Please Approve Comp Plan Amendment Proposal B to Remove Log Cabin Extension Road from Comprehensive Plan  
**Date:** Monday, August 16, 2021 5:55:46 PM

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FYI

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**From:** Mike Ruth <mikeruthgis@hotmail.com>  
**Sent:** Monday, August 16, 2021 5:55 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** TO: Planning Commission: Please Approve Comp Plan Amendment Proposal B to Remove Log Cabin Extension Road from Comprehensive Plan

Hello, to Cari Hornbein and the Planning Commission,

I was a speaker at the recent planning commission meeting of August 2<sup>nd</sup>, where you considered comprehensive plan amendments.

Along with every other resident who spoke during the public comments period, I also urge the Planning Commission to accept the Comprehensive Plan amendment (Proposal B) that removes the Log Cabin Extension road from the Comprehensive Plan. Please take action tonight to prevent the damage – significant and irreparable – which this road would cause, to the detriment of the LBA Woods Park.

You do not need a reiteration of the points which many other speakers presented during last week's hearing. Specific arguments have been heard many times before, in many community and government meetings over the past two years of community objection to the Log Cabin Extension road. There are clearly valid technical, financial, environmental, and quality-of-life objections to this road which cannot be ignored.

For my part, I want to highlight:

- The City Staff presented their opinion that the amendment is compatible with City of Olympia development goals
- The removal of the road is in accordance with the Thurston Climate Mitigation Plan in several ways, by preventing destruction of mature tree canopy cover and avoidance of asphalt and automobiles, and their effects.
- The amendment to take out the road makes a statement that “business as usual” need not be the over-riding concern when a plan leads to destruction of park lands.
- Open park lands will become ever more valuable at the population of urban Olympia grows in coming decades, as projected.
- The road was planned in the early 1990's. Much has changed since that line was drawn on a planning map. In practical terms, the 900 homes that were to be built on the adjacent parcels were not built and are off the plan. Thus the local demand for the road extension is no longer a concern. Today we are more aware of the dangers of human degradation of natural assets - in ways that were almost unheard of when the road was planned.

I teach Geographic Information Systems (at Evergreen) and I am familiar with the power of a “line on the map”. I have seen how difficult it can be for organizations to remove a line from a published map. Your choice to accept the amendment to remove the Log Cabin Extension road will demonstrate that Thurston’s cities and county governments are capable of implementing climate mitigation priorities, even when this means changing a planned development. Your decision to accept this amendment will provide encouragement for other climate mitigation actions. You are demonstrating to residents your leadership for climate mitigation by taking a concrete action that conforms with your visionary document (the Thurston Climate Mitigation Plan).

By removing this road from the Comp Plan, you will also be preserving the recreational and habitat asset value of LBA Woods and supporting the quality-of-life that so many Olympia residents clearly cherish.

Thanks for your consideration, willingness to hear citizen comments, and, hopefully, your decision to remove the Log Cabin Extension from the Comprehensive Plan.

-Mike Ruth (2520 Wedgewood Ct, Olympia WA 98501)

**Dear Planning Commission Members,**

**I'm writing about your consideration of a proposal to eliminate or redefine "neighborhood character" in the Olympia Comprehensive Plan.**

**"Neighborhood Character" (NC) has never clearly been defined in the Comp Plan, except by implied association with quality-of-life standards, like design review, unit density, parking, compatible uses, traffic, noise and light pollution, views, green space, local amenities, etc. So this term does need to be better-defined, and not just made meaningless.**

**By meaningless, I mean the Council's suggestion that NC should mean only "Accessible, Sustainable, and Culturally Inclusive". Although these essential principles should characterize all of our neighborhoods and City policies, they don't deal with quality-of-life issues that benefit everyone in every neighborhood.**

**I think the context of the past few years is what makes this new proposed redefinition significant. The trend in the past 5 years, locally, and at the State level, has been to eliminate any power the general public has to influence how its living areas will be developed.**

**Citizens can no longer appeal Council development decisions, which purport to follow State laws 1023 and 2343. Design review for anything under a 5-plex is now left to the Planning Department. The Council directs who can/can not be on the citizen-volunteer Commissions. City Code Enforcement has become increasingly unwilling to legally confront egregious repeat offenders (at the direction of the City Attorney). Council members generally don't question the Planning Department's decrees about Missing Middle, Housing Options, and other plans that contradict the Comp Plan, but they instead rubber-stamp them. Vacation air BnB proposals will allow up to 20 unrelated people to live on a 1/8 acre lot in neighborhoods, with only 1 off-street parking spot, while eliminating permanent housing inventory. And now, the Comp Plan itself is being sanitized to remove any grounds for protest that citizens might have to police their City's actions.**

**So, emasculating the definition of neighborhood character, by making it mean nothing, is one of the final steps to remove any legal standing for any citizen or group trying to stop damaging or illegal actions by the Planning Department. Instead, increasing the tax base by turning our neighborhoods into profit engines, instead of livable respites, is an explicit announcement to the public, that the City will support developers instead of the living conditions of Olympia residents.**

**The fact that real estate investment firms have changed their focus from commercial to residential real estate since 2007, coupled with the dearth of new house construction until 2016, is a driving force behind the nationwide trend to open neighborhoods to big investors. Up to 15% of residential homes were bought by corporate investment**

groups this year (<https://www.wsj.com/articles/if-you-sell-a-house-these-days-the-buyer-might-be-a-pension-fund-11617544801>). Why make it any easier for them to skimp as they redevelop residential properties?

But what's wrong with this trend? Don't we need more rental properties, and aren't investors with big pockets the fastest way to accomplish this? Yes, if you want apartments that rent for more than half of current Olympians can afford. Yes, if you are planning to accommodate commuters from Tacoma and Seattle, who can't afford housing there. Yes, if you stop caring about eliminating assets in neighborhoods that keep people wanting to stay in our neighborhoods. No, if you are attempting to accommodate the needs of Olympia's population.

As every real estate survey will tell you, most Americans still want single-family housing, not because they want to exclude the poor, renters or certain races, but because it's a lifestyle they enjoy, and it's one of the only ways they can build equity, instead of paying rent to create profit for LLCs, which have actively eliminated single-family house inventory.

But isn't single-family housing with green space very inefficient, increasing car travel and contributing to global warming? Yes, but it doesn't stop people from wanting or needing it. Instead of either-or, how about both-and. It's possible to dramatically increase density along arterials, without sacrificing neighborhood assets. As former Council member Julie Hankins said: "Don't destroy one kind of housing to create another".

Olympia still has a large amount of under-utilized land along its arterials, where compact development should happen. COVID has broken the tradition of people working away from home in designated offices. How many large, obsolete office buildings could be converted to housing? As the Comp Plan suggests, increased density should come through densification of commercial and under-utilized properties along these corridors and in urban centers, along with compatible development in neighborhoods.

Does "compatible development" mean eliminating the cheapest single-family housing from our inventory to replace it with large 4-plex or 6-plex buildings, or turning them into rentals that most Olympians can't afford? Of course not. That's killing the golden goose: the assets that make Olympia neighborhoods healthy. I am all in favor of rentals. We need them. My neighborhood is 75% rentals. But trading green space and quiet for large, multi-family buildings in our neighborhoods is not smart. Does everyplace have to be the same to achieve equity?

So what should our definition for neighborhood character be? I think explicitly tying it to those quality-of-life characteristics that draw people to continue to want to live in neighborhoods is important.

- **Adhere to low-density limits of 12 units per acre in neighborhoods**
- **Limit the maximum size of multi-family buildings in neighborhoods to 2 units, and require larger set-backs when they are built**
- **For vacation short-term rentals, significantly reduce the maximum number of occupants, and increase off-street parking spots**
- **Prioritize compact development on arterials, not in neighborhoods.**
- **Require a certain percentage of affordable housing for any development receiving a City property tax break**
- **Just as roof-top solar power for each home is the simplest way to reduce greenhouse gases associated with heating, cooling and lighting, green space associated with each home is the simplest way to prevent runoff and resulting waterway pollution. We should not be trying to eliminate green space in neighborhoods**
- **Explicitly protect qualities of neighborhoods that give them unique personality: architecture, mass, scale, setbacks, visual resources, parking.**
- **Incentivize architecturally-appropriate ADUs, duplex conversions, and other lower-cost living options in neighborhoods.**

**Although I probably just sound like someone who is merely afraid of change, I am concerned with preserving the assets of existing near-town low-density neighborhoods, which make Olympia a desirable place to live, and actually prevent suburban sprawl by preserving these assets in-town.**

**The history of redefining, rezoning, tax breaks and “urban renewal” in the US over the last century reveals countless mistakes that incentivized the destruction of unique neighborhoods, and damaged or displaced the established residents to the benefit of investors. Do not dismiss the importance of neighborhood character.**

**Jay Elder**

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: OPC Public Comment Testimony for Sept. 20 re Neighborhood Character  
**Date:** Friday, September 17, 2021 4:47:21 PM

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FYI

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**From:** jacobsoy@aol.com <jacobsoy@aol.com>  
**Sent:** Friday, September 17, 2021 4:31 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Cc:** jacobsoy@aol.com  
**Subject:** OPC Public Comment Testimony for Sept. 20 re Neighborhood Character

Hi Cari --

I have signed up to give testimony at next Monday's Planning Commission meeting under "Public Comments" regarding neighborhood character.

While I hope to be able to give this testimony personally, I may not be able to do so because of another meeting.

Therefore I am submitting this email to assure that my thoughts get on the record. Please provide this email to the Planning Commission for me.

Thank you,

Bob Jacobs

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Planning Commission Members:

I have been following the "neighborhood character" issue and would like to comment.

Accessibility, Sustainability, and Cultural Inclusivity are positive values which I hope we all share. And they certainly belong in the Comprehensive Plan as values to which our community and city government aspire in all we do.

But I don't see them as definitions of neighborhood character. I'll hazard a guess that when people ask about the characteristics of a neighborhood, they are thinking about more mundane issues like traffic, noise, and parks. Commissioner Adams can provide real-world experience on this.

If someone asked me about the characteristics of my neighborhood, this is how I would respond:

- 1) My neighborhood association area is composed of 101 houses and a number of internal Accessory Dwelling Units. It is characterized by diversity in a number of ways: We have residents of all ages; We have a variety of house styles (no two the same); also a variety of house sizes from 1BR to 5 BR; and a variety of lot sizes.
- 2) Our location is convenient for access to schools (Kindergarten thru 12th grade), also to shopping, employment, and I-5.
- 3) Our neighborhood is very well connected to surrounding areas for walking and is heavily used for that purpose.
- 4) We are adjacent to two glacial potholes, one of which includes Trillium Park, a natural area with a trail and wildlife.
- 5) On the downside, we do have the constant hum of I-5 and US 101. Not to mention the executive jets and military helicopters that frequently fly low over us because we are directly below the approach to the airport.

I hope these thoughts will prove helpful to you as you deliberate on the neighborhood character issue.

Bob Jacobs  
360-352-1346  
[jacobsoly@aol.com](mailto:jacobsoly@aol.com)

720 Governor Stevens Ave. SE  
Olympia 98501



**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Neighborhood Character input  
**Date:** Monday, September 20, 2021 8:22:38 AM

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FYI

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**From:** Beverly Torguson <bevtor@comcast.net>  
**Sent:** Saturday, September 18, 2021 12:08 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Neighborhood Character input

Please pass on my comments to the planning commission.

I support the Coalition of Neighborhood Associations'(CNA) definition of neighborhood character. The CNA should have been consulted on the City's proposed definition of neighborhood character in the first place. "Neighborhood character" or "character" appears 106 times in the Comprehensive Plan. It appears in many chapters of the plan and is woven into the plan.

Here is the definition the CNA's work group came up with:

*Neighborhood character is an amalgam of various elements that give a neighborhood its distinct "identity." Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood's land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.*

*The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values. (Read more in the Community Values and Vision chapter).*

Why the rush? The City should wait for the Comprehensive Plan update, which will start next year, to discuss this so that the community can have greater input into the definition.

Our single family neighborhoods are being vilified. First, they are not exclusively single family. This is a misnomer. For a long time we have allowed ADUs, cottages, townhomes, tiny houses and manufactured homes in single family neighborhoods. Secondly, if you are looking to bring equity into Olympia, then why is the city subsidizing luxury and market rate apartments in downtown? How does that invite equity into Olympia? Our close in neighborhoods are the most diverse and

have a mix of varied housing and income levels.

Sincerely,  
Beverly Torguson

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Please include Comments on Definition of Neighborhood Character in Land use & Urban Design/Comprehensive Plan  
**Date:** Monday, September 20, 2021 8:23:00 AM

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FYI

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**From:** Esther Grace Kronenberg <wekron@gmail.com>  
**Sent:** Saturday, September 18, 2021 3:06 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Please include Comments on Definition of Neighborhood Character in Land use & Urban Design/Comprehensive Plan

Hello Planning Commission,

I write to support the Council of Neighborhood Associations' definition of neighborhood character in the Land Use and Urban Design chapter of the Comprehensive Plan.

The proposed Comprehensive Plan's attributes of neighborhood character absolutely need to be part of the definition. Accessibility, sustainability and inclusivity are values on which we all agree. But they are just that - values - and so belong in the Comprehensive Plan's Values and Vision chapter, not as a definition of neighborhood character.

My house sits on the Westside of Olympia near Harrison Ave. It is a diverse neighborhood with modest single family homes, tiny houses, townhomes, ADU's and multifamily developments. It already has the attributes of neighborhood character proposed in the definition. But it is more than that. It is a community of neighbors who enjoy the small town ambience, the beauty and the peacefulness of the area.

I get at least 1 call a week from out of town real estate investors wanting to buy my very modest home on the Westside. These people are not interested in maintaining neighborhood character, but in making as large a profit as they can. So I imagine they would tear down my modest house and put up a duplex in its place, one that would be totally out of character with the neighborhood, and worse, units that would not be affordable, as my current house is now.

I rent my house for \$850/month. There's no way any replacements would be that affordable.

I see this re-defining of neighborhood character as a green light for outside investors to cash in on an impossibly and shamefully inadequate housing supply. Housing is a serious problem that will require state and national intervention to correct. The City's attempts to increase density no matter what, no matter how, no matter who, will only empower real estate speculation, will not help our lower income neighbors, and will end by damaging the neighborhood character that makes Olympia so attractive.

I also have concerns about the loss of green space and attendant increase in stormwater runoff. We already have difficulties with our stormwater system, and predicted increased rain events will make them worse. Our green spaces protect and nurture our neighborhoods, and their preservation should be the primary consideration when building. There is plenty of buildable land in the three nodes of downtown, east of Ralph's Thriftway and the Capital Mall to allow high density development where there would be no loss of green space at all. Why ruin our neighborhoods with urban density when an alternative is clearly available?

I fear that our City is being improperly influenced by real estate investors to the detriment of its citizens. The research on affordable housing is clear that the policies the City has been pursuing primarily benefit these investors, not the people the City is supposed to serve, and certainly not those with lower incomes.

The rush to make this change now instead of during the usual update of the Comprehensive Plan due in 2022 when fuller community participation could take place also raises my suspicions as to why this is now being proposed.

I urge you to support our neighborhoods and reject the proposed definition of neighborhood character in the Comprehensive Plan.

Thank you.

Esther Kronenberg

Comments for the Planning Commission's 9/20/21 Meeting on Comprehensive Plan Amendments Part C, Relating to Neighborhood Character

I urge you to support the Coalition of Neighborhood Association (CNA) definition of Neighborhood character. At a very minimum, change the wording of Council's proposed definition to say that "accessible," "sustainable," and "culturally inclusive" should be *included* in the definition of neighborhood character rather than limited to those three elements. Accessibility, sustainability, and cultural inclusivity are values and therefore logically fit in the Values and Vision chapter of the Comprehensive Plan.

Staff's recommendation for a fourth bullet does not expand the Council's proposed definition. The reason why it does not is because the language specifically limits the definition to only three elements – "accessible," "sustainable," and culturally inclusive – and then goes on to further define those three elements. The fourth bullet suggested by staff does not change the scope of the Council's definition. To allow staff's bullet to assist in defining "neighborhood character", it is necessary to open up the three elements limit to other elements. This can be easily done by simply changing the language to say that neighborhood character includes but is not limited to "accessible," "sustainable," and "culturally inclusive".

The wording of the Council's amendment using basic statutory language principles excludes other meanings. Without provision of flexible or open-ended clauses ("such as", "may be defined as", "including", "for example" or "also") the Council's definition of neighborhood character is absolute and unmodifiable.

The CNA meets monthly with various City members. Surprisingly the CNA was never consulted about this new proposed definition, despite it being the only recognized City group with "neighborhood" in their name.

The Comprehensive Plan was developed in 1994 and updated in 2014. Neighborhood character is woven into the plan. Although neighborhood character is not strictly defined, it is a term that is recognized both nationally and internationally. It is mentioned extensively in other Cities' planning documents including, those of Seattle. Our own comprehensive plan in its introduction, gives an eloquent statement related to neighborhood character about the importance of "**Preserving Our Sense of Place and Connections**":

*The City embraces our Comprehensive Plan as an opportunity to enhance the things Olympians care about. As we grow and face change, Olympians want to preserve the unique qualities and familiarity of our community. We draw a sense of place from the special features of our city: walk-able neighborhoods, historic buildings, views of the mountains, Capitol and Puget Sound, and our connected social fabric. These features help us identify with our community, enrich us, and make us want to invest here socially, economically and emotionally.*

In Seattle, Chinatown, the Central District, and Queen Anne neighborhoods all have their own individual character. Similarly in Olympia, Downtown, the Capitol, Northeast, and West Olympia are all distinctly different. Neighborhood character is a neutral term, and yet it is being politicized to have a negative connotation. Let's preserve the integrity of our Comprehensive Plan and think carefully about defining this important concept.

Judy Bardin  
1517 Dickinson Ave NW  
Olympia, WA 98502

**From:** [Walt Jorgensen](#)  
**To:** [Cari Hornbein](#)  
**Cc:** [Joyce Phillips](#)  
**Subject:** Please Share These Comments with the Planning Commission Members for Tonight's 9-20-21 Meeting  
**Date:** Monday, September 20, 2021 4:24:26 PM

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Thank you. How long do we have for oral comments?

I support the Council of Neighborhood Associations' (CNA) definition of neighborhood character below.

Neighborhood *character* is an amalgam of various elements that give a neighborhood its distinct "identity." Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood's land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.

The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values. (Read more in the Community Values and Vision chapter).

The City proposes laudable points that are related to overarching values and therefore belong in the Values and Vision chapter of the Comprehensive Plan. We should embrace these values as City citizens, not just as neighborhood residents.

I have grown weary of being vilified for where I live and the house I own. I am indeed an older white senior person. I also own rental properties and have tenants. I am not racist, classist or elitist. I do not dislike renters. I am and have been an advocate for renters rights. Over the years, based on their appearance, politics, gender, religion, philosophies and multi-ethnicity, my tenants could have come straight from Ellis Island. Many tenants have become friends.

If you truly want to counter any discrimination experienced by some people in the housing market and implement inclusiveness, require that a significant percentage of the units be offered, either for sale or rent, at a substantially lower, affordable rate than the rest of the market-rate units, including single family housing developments, not just apartment buildings and other multi-unit structures. Drop the huge tax breaks on new luxury housing downtown and add another tax to our already burgeoning property tax bills to pay for it. At least this element would be for a good cause.

Walt

Walter R. Jorgensen

823 North St SE  
Tumwater, WA 98501-3526  
[waltjorgensen@comcast.net](mailto:waltjorgensen@comcast.net)  
360-819-0678 (cell)

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” --  
Aristotle

“Don't tell me what you value. Show me your budget, and I'll tell you what you value.”  
-- Joe Biden

“We are conditioned to believe, not to understand.” -- Marcelina Cravat

“It's easier to fool people than it is to convince them that they have been fooled.” --  
Mark Twain

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Neighborhood Character  
**Date:** Monday, September 20, 2021 4:38:07 PM

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FYI

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**From:** Valerie Krull <vkrull@hotmail.com>  
**Sent:** Monday, September 20, 2021 4:25 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Neighborhood Character

Hello,

I am writing to express my thoughts and concerns about the City of Olympia's definition of "Neighborhood Character".

I applaud the City's inclusion of "accessible, sustainable, and culturally inclusive" as a *part* of the definition of Neighborhood Character.

I agree that accessibility including ADA compliance, multi-mobility, and housing affordability are essential. I am concerned that the definition of

"sustainable" especially promoting a "healthy environment" is too vague. I also am concerned that there is a lack of definition of what is meant in practice by a diverse and local economy. There is also no clear definition of affordable.

I believe that while moving toward more accessible, sustainable, and culturally inclusive neighborhoods that the natural environment first and foremostly be protected at all costs, and that the ways in which neighborhoods change respect the neighbors, especially those with longstanding roots in the community.

This means not building tall buildings directly adjacent to gardens, where they block the sun, or allowing corporate developers to tear down existing homes (many of which are, despite the outward appearance, housing people who do not fall within the definition of single family housing.)

As far as the language used to define Neighborhood Character, I believe it is important to add the addition of accessible, sustainable, and culturally inclusive with language that describes these as a *part* of the definition of Neighborhood Character which ought to also include the other important



aspects of Neighborhood Character as defined by the Council of Neighborhood Associations, and as such respect the neighbors and neighborhoods in the process.

Sincerely,  
Valerie Krull

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Comments for the 9-20-2021 Planning Commission Meeting  
**Date:** Monday, September 20, 2021 4:38:32 PM

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FYI

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**From:** Bradford <c\_brad@comcast.net>  
**Sent:** Monday, September 20, 2021 4:31 PM  
**To:** Cari Hornbein <chornbei@ci.olympia.wa.us>  
**Subject:** Comments for the 9-20-2021 Planning Commission Meeting

I wish to submit comments for today's Planning Commission Meeting about redefining Neighborhood Character in the Comprehensive Plan. You may recognize these comments as similar to comments already submitted by another person; however, I found them so in step with my own concerns and opinions, that I cannot put these any better. My comments are as follows:

City staff apply the concept of "neighborhood character" in planning, mainly as a way to consider impacts and evaluate whether an action is going to affect something that is important to how people relate to a place. However, the proposed definition of "neighborhood character" does not fit with widely recognized national or international planning and policy norms. Rather, "Neighborhood character" is what distinguishes one neighborhood from another. It has to do with a sense of place and neighborhood identify. For example, I live in Southeast Olympia. I would describe my neighborhood as having eclectic buildings, limited sidewalks with people walking in the streets, multiple deep ravines, nearby stores and restaurants, nature trails, and being quiet at night. The description of Downtown or even South Capitol neighborhood would be different from mine.

The concept of character is neutral – the whole idea is not to say what is "good" or "bad" character, but to say, look at the place where the action will happen, and figure out if city actions will cause some significant change to what people consider distinctive or important about that place. Restricting the concept of "neighborhood character" to three elements, and then defining those three elements narrowly, has a very substantial impact on how city staff can perform their work. It puts a limit on how they can consider impacts. It limits the ability of the City to interact with people in places where city actions might have an impact.

Accessibility, sustainability, and equity are laudable goals that should shape city policies and actions, but they do not fit the use of the concept of neighborhood character. They are universal values that we would want in all neighborhoods. They are overarching goals based on values. Therefore, the Coalition of Neighborhood Associations (CAN) asked that Council wording be placed in the Values and Vision Chapter, and not be used to define neighborhood character. The CNA proposed that Neighborhood Character be defined as:

*Neighborhood character is an amalgam of various elements that give a neighborhood its distinct "identity." Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood's land*

*use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.*

*The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values.*

Since it is such an integral part of the Comprehensive Plan, why rush to define or actually redefine it. The next comprehensive update is slated to begin soon.

Sincerely,

Colleen Bradford  
(360) 709-9842  
[c\\_brad@comcast.net](mailto:c_brad@comcast.net)



Virus-free. [www.avg.com](http://www.avg.com)

**From:** [ROBERT VADAS](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Neighborhood Character comments  
**Date:** Monday, September 20, 2021 6:42:11 PM

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## The Importance of 'Neighborhood Character' for Protecting LBA Woods for Olympia Citizens

I must comment on Joyce Phillips and 2 commissioners' (Carlos/Nejati) collective call to eliminate citizens (who pay taxes for City services) from being able to preserve their neighborhood character at the last Olympia Planning Commission meeting. The rationale that neighborhoods are inherently "non-inclusive" and "racist" was offensive, misleading, and cynical. Rather, neighborhood associations are inclusive of everyone who want to join and help with activities, including keeping our living spaces comfortable and safe for us.

I believe that Carlos, etc. are playing the "racism card", much like happened to force the unconstitutional Missing Middle through in the guise of "helping" poorer folks find housing. Instead, that has led to continued gentrification in Olympia (Vadas 2020), which ironically is the real racism. Think about how hard that African Americans have had to work to recover their home district in Seattle after similar gentrification.

Hence, I can only conclude that this "inclusion by non-inclusion" proposal is similar to what we got from Donald Trump as president, i.e., less citizen input into political decisions via a "top-down" approach. Frankly, many of us citizens don't want party rentals in our neighborhoods that bring loud music (into the night) and increased Covid-19 risks, especially likely to be a problem with absentee landlords who likely also won't handle mold (health) problems well (cf. Vadas 2020).

Regarding LBA Park, it's been a great place to relax and enjoy nature while getting hiking exercise, which I've regularly done before and during the pandemic. The diversity of habitat types (wetlands, hills, forestlands, and fields) here is impressive and often enjoyed by my neighbors. The Olympia City Council now realizes (through public input) that extending Log Cabin Road through there would be a colossal mistake, disturbing both hikers and nearby athletes in the sports fields. That's NOT how public parks (including its important foot-transport function between neighborhoods) should be treated.

Moreover, having lived in the Washington DC area, I'm well aware that building new roads just encourages more development and thus traffic congestion, such that the DC Beltway only temporarily became less-congested with each lane expansion. We're a quiet neighborhood in the CRANA area of East Olympia, and I'd like to see it stay that way for the good of people and their pets. The main problem has been frequent speeding by citizens along Boulevard Road, which the City of Olympia hasn't taken seriously so far.

So please drop this proposed Log Cabin Road project from your plans, as we find

more climate- and nature-friendly ways to transport people around northern Thurston County. Indeed, the Intercity Transit bus system is very popular and I prefer bicycling as my main transportation these days, which is good for both my personal and global health.

In sum, Carlos, etc. should curtail this attempted "end run" around citizen participation, respecting that people around LBA Woods and other undeveloped areas really do like their neighborhoods as is, without some dictator coming in to "put us in our place". Thanks in advance for considering my concerns, as a long-time Thurston County (especially Olympia) resident, aquatic ecologist, social and environmental activist, and minority.

Dr. Robert L. Vadas, Jr. (Bob)

Vadas, B. Jr. 2020. The future of Olympia's urban zoning in the face of covid-19 and climate change. *Works In Progress* (Olympia, WA) 31(3): 14 (<https://olywip.org/the-future-of-olympias-urban-zoning>).

**From:** [Cari Hornbein](mailto:Cari.Hornbein@ci.olympia.wa.us)  
**To:** [Joyce Phillips](mailto:Joyce.Phillips@ci.olympia.wa.us)  
**Subject:** FW: Public Comments on "Neighborhood Character" definition for 9/20 Planning Commission  
**Date:** Friday, September 24, 2021 9:13:15 AM

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I rarely check, but this email from Jeff Jaksich was in my spam folder, hence the delay in getting it to you.

-----Original Message-----

From: eastbay4@comcast.net <eastbay4@comcast.net>  
Sent: Tuesday, September 21, 2021 12:30 AM  
To: Cari Hornbein <chornbei@ci.olympia.wa.us>  
Subject: RE: Public Comments on "Neighborhood Character" definition for 9/20 Planning Commission

Dear Kerri,

This e-mail got away from me before I edited it.

Sorry.

The public testimonies captured what needed to be said.

Jeff Jaksich

From: eastbay4@comcast.net <eastbay4@comcast.net>  
Sent: Tuesday, September 21, 2021 12:01 AM  
To: 'chornbei@ci.olympia.wa.us' <chornbei@ci.olympia.wa.us>  
Cc: 'eastbay4@comcast.net' <eastbay4@comcast.net>  
Subject: Public Comments on "Neighborhood Character" definition for 9/20 Planning Commission

September 20, 2021

To: Kerri Hornbein      chornbei@ci.olympia.wa.us <<mailto:chornbei@ci.olympia.wa.us>>

From: Jeffrey J. Jaksich      eastbay4@comcast.net <<mailto:eastbay4@comcast.net>>

Subject: Public Comments on "Neighborhood Character" definition and timing for 9/20 Planning Commission Hearing

I testified tonight against the poorly written definition of "neighborhood character". This "2021 Comprehensive Plan Amendment Application Part C" definition requires replacement by the Olympia Coalition of Neighborhood Associations (CNA) definition, as a good starting point.

I suggest that the Olympia Planning Commission and Olympia planning staff take more time to refine and enhance the CNA "neighborhood character" definition. This is essential, in order to better capture each neighborhood's unique "neighborhood character". The "neighborhood character" concept terms were mentioned about 106 times in the current Olympia Comprehensive plan. This concept was not made useful by Olympia planning staff in an operational sense. It like making a business case for a City policy. This definition was also skimpy and did not

address all aspects of “... Part C” definition. The CNAA definition was better written and made more sense to me as an experienced Olympia Planning Commission member, East Bay Drive Neighborhood Association. (EBDNA) member and President, etc.

These terms used in the “... Part C” definition means different things to Olympia residences, staff, neighborhoods, etc. They all perceive “neighborhood character” from their personal and neighborhood perspective. The “neighborhood character” shares lots in common among Olympia neighborhoods and their respective unique “neighborhood character”. This is not a static concept and needs to change as the neighborhood reality changes and City Changes and identify deviances from the mean among and between different aspects and elements within each Olympia neighborhood.

Olympia’s neighborhoods and groupings of them could drive prior City Councils, Planning Commissions, business interests, and other Olympia interest groups in tangible ways that influenced some influential high powered Olympia short and long-term TRPC/Olympia planners in the late 80’s and especially the early 90’s planners. Olympia City Councils, Olympia Planning Commissions, and many Olympia planners listened, learned, and acted in a timely manner.

The City staff “... Part C” definition was not only poorly timed. but poorly written. The City “... Part C) Comprehensive Plan Amendment is likely to hamper and confuse public and citizen involvement n ways that will delay the upcoming Olympia Comprehensive planning efforts. Most Olympians are going to have challenges figuring out what “neighborhood character” means for their respective neighborhood. The proposed definition reflects glaring planning problems and higher errors that will impede communications as well as staff and public’s involvement with the new City of Olympia Comprehensive Plan.

A major error is City staff not working with or through the Olympia Coalition of Neighborhood Associations (CNA) as encouraged in the Olympia and CNA MOU. This is a gross mistake in public process. It violates some State and/or local laws and the spirit and language in the original CNA Memorandum of Understanding (MOU). This proposed definition is inappropriate, reflects Olympia staff mendacity, and is a failure to respect Olympia’s residents and their neighborhoods.

While neighborhoods share their subtle and special differences, they share much in common, like providing housing. They have much in common and are able to appreciate differences in ‘Neighborhood Character” and want it compared and contrasted as the City Council makes new City-wide policies and procedures. Neighborhood disagreements will stem from subjective differences that will hamper and limit planning Olympia strategic visions. The Olympia Comprehensive Plan will likely subordinate neighborhood aspirations and projects that have led to new neighborhood parks and view areas, like the Madison Park, East Bay Drive View area in partnership with the Port of Olympia, consistent with past Olympia strategic plan visions, values, and priorities desired by neighborhoods over the next five years.

As a longtime resident of Olympia and a long-time member of the Olympia Planning Commission from 1984 to 1992; I have seen this dynamic play itself out. As a member of the East Bay Drive Neighborhood Association (EBDNA) since 1988, my neighbors and I have worked on numerous initiatives, and/or referendums to get needed policy changes from the Olympia City Council. As a past EBDNA neighborhood president and member, former chair of Olympia Coalition of Neighborhood Presidents with and through other civic, community, and other related groups, we have successfully passed city initiative to raise utility taxes to fund Olympia City Sidewalks, future parks land, and fund new park development with Olympia General Funds, and/or federal sources. I have continued to volunteered for numerous governmental advisory groups, intended to help elected officials make better policy on a variety of local and State issues.

Thurston County Regional Planning staff did the short-term and long-range planning for all the cities and Thurston County by capturing public input from local neighborhoods, public meetings, and Olympia neighborhoods had a big say in both the strategic visions and goals in the Olympia Comprehensive Plans in the 80’s and early 90’s. This was not the case in the Olympia Comprehensive Plan completed in 2014.

The definition of “neighborhood character” is critical to fully understanding Olympia’s neighborhoods. This information help form criteria for examining Olympia’s measurable successes. As written in 2021 this Comprehensive Plan definition will create confusion in the mind of the public, neighborhoods, and while planning

the Comprehensive Planning process. The proposed elements of this definition: Accessible, Sustainable, and Culturally inclusive, is inadequate. This City staff proposed definition is going to be a source of problems that will shape bad Comprehensive Plan goals that may deform City policies and actions. The elements of the proposed definition "... Part C." belong elsewhere in the future Comprehensive Plan in the Values and Vision Chapter.

"The proposed definition of "neighborhood character" does not fit with widely recognized national or international planning and policy norms. "Neighborhood character" is what distinguishes one neighborhood from another. It has to do with a sense of place and how Olympia neighborhood identify. For example, I live in East Bay Drive Neighborhood, which is part of the whole Northeast neighborhoods (quadrant grouping) with its mix of single homes, duplexes, multi-family; entry level, middle level, and more expensive housing which pays a higher portion of property taxes, which is critical along with fair business taxes to sustain and enhance Olympia's quality of life and levels of City services for all interested residents in Olympia. The income levels, numbers of renters, single home owners, duplex and/or multi-family housing units can be converted into indices and/or useful ratios to like on a dashboard to monitor and manage for results by Olympia elected officials and hold appointed staff accountable, which as been missing for decades.

My EBDNA neighborhood is part of the broader Northeast neighborhood quadrant that works with the other groupings of neighborhoods and the CNA to improve and enhance the current and future City of Olympia Comprehensive plans and informs the Olympia staff of opportunities and efficiencies of working with and through all three cities that make up the northern part of Thurston County. Olympia is a city that works in so many ways and has in large part due to the planning we did in the 80's and 90's. The neighborhoods and their "neighborhood character" are measurable can be integrated into a functional and effective city that works for the vast majority of the Olympia real community, which supplies most of the social services for the three cities that make up north County and serve most of Thurston County and often adjacent rural counties. In the 80's and 90's, Olympia was the City that could and did do it with comprehensive planning and a "can-do" attitude within the City government, but mostly the involvement of neighborhood citizens, private donations, community fund rising effort, and excellent City and TRPC staff work to help Olympia the community that could work together. It wasn't the elected officials alone and City staff, it was the all of us working together to create what was judge in Money Magazine the number 1 small City in the United States. The Olympia neighborhoods were the key in dealing with housing problems, having working on many Olympia Housing Committees, passing local initiatives, and citizens helping our elected official and staff hustle money from the State and federal government for parks, family service center, Children's Hands-On Museum, sidewalk plan. The Downtown has had several renaissances in the 80's, 90's, and beyond. and one of the highest low-income housing opportunities per capita in the State of Washington. It is still very good. The challenge is keeping up with low-cost housing for those attracted to Olympia from all over the State of Washington and the nation, who at one time were more migratory and now more permanent because of our levels of social services relative to other places and states.

As other Planning Commission Alums have said, the "concept of character is neutral – the whole idea is not to say what is "good" or "bad" character, but to say, look at the place where the action will happen, and figure out if city actions will cause some significant change to what people consider distinctive or important about that place. Restricting the concept of "neighborhood character" to three elements, and then defining those three elements narrowly, has a very substantial impact on how city staff can perform their work. It puts a limit on how they can consider impacts. It limits the ability of the City to interact with people in places where city actions might have an impact." "Since it is such an integral part of the plan, why rush to define or actually redefine it. The next comprehensive update is slated to begin soon."

A good place for the current Olympia Planning Commission (OPC) to start is to make "neighborhood character" more operational by defining it the way CNA does, as clarified in the original CNA/City of Olympia: Memorandum of Understanding. The Coalition of Neighborhood Association (CNA) did a much better job than the City staff in their proposed conceptual definition of "neighborhood character". This has been done in ways that can be quantified so as to make operational the "neighborhood character" concept in measurable terms.

"Accessibility, sustainability, and equity are laudable goals that should shape city policies and actions, but they do not fit the use of the concept, "neighborhood character". Therefore, the CNA asked that Council wording be placed in the Values and Vision Chapter, and not be used to define neighborhood character. The Coalition proposed that Neighborhood Character be defined as:



Neighborhood character is an amalgam of various elements that give a neighborhood its distinct “identity.” Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood’s land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.

The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values.

I support the Coalition’s proposal to use the directly aforementioned definition of “Neighborhood Character”.

**From:** [Cari Hornbein](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Stop the road through LBA woods!  
**Date:** Friday, September 24, 2021 9:13:56 AM

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Another one that was in my junk folder.

-----Original Message-----

From: Pam Finn <pamelafinn@comcast.net>  
Sent: Thursday, September 16, 2021 7:08 PM  
To: Cari Hornbein <chornbei@ci.olympia.wa.us>; Candi Millar <cmillar@ci.olympia.wa.us>; Aaron Sauerhoff <asauerho@ci.olympia.wa.us>  
Subject: Stop the road through LBA woods!

Dear Planning Commission,

Please approve the City Council's amendment to the comprehensive plan and vote to stop the road through LBA woods or delay it 10 years! I feel compelled to write and voice my opinion about this matter. It has become more important than ever that we protect the woods. Trails and spaces like this are becoming more precious than ever before to our physical and mental health. During this pandemic, most of us realize that having a place like this close to our homes is priceless. A place to connect to nature in peace and quiet, observing woodpeckers, owls, deer, song birds, uplifts all of us! This will only get more important as the area develops more housing.

The City cannot be serious about addressing the impacts of climate change if they support this road. Consider the environmental impact a road would have clear cutting a swatch of native forest, of rising levels of CO2 from automobile emissions, of eco-systems lost. There is an opportunity to preserve a special sanctuary where people can go to reset, revive, and breathe in the sights and sounds of nature. Do this for the future generations, be visionary, SAVE the Woods at LBA!

Sincerely,  
Pamela Finn

**From:** [Oly CNA](#)  
**To:** [Joyce Phillips](#)  
**Cc:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Quetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Melissa Allen](#)  
**Subject:** CNA Input on the Neighborhood Character Discussion  
**Date:** Saturday, October 02, 2021 11:14:22 AM  
**Attachments:** [Gmail - CNA Recommended and Suggested Changes to Neighborhood Character .pdf](#)  
[Neighborhood characteristics are useful.docx](#)

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Please find attached input on the neighborhood character discussion and I apologize for the length. But as you all know from your meetings, this topic is complex and tends to expand.

I hope our contribution to your deliberations is helpful in several ways, including thoughts on why we are struggling so much on this topic.

As I state in the letter, I believe we need a better process to get to what I believe is a lot more shared common ground than we may think.

With best regards,

--

Larry Dzieza, CNA Chair

[cna.olympia@gmail.com](mailto:cna.olympia@gmail.com)

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## CNA Recommended and Suggested Changes to "Neighborhood Character"

1 message

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Oly CNA <cna.olympia@gmail.com>

Thu, Jul 22, 2021 at 1:51 PM

To: Joyce Phillips <jphillip@ci.olympia.wa.us>, tadams@ci.olympia.wa.us, rcunning@ci.olympia.wa.us, pehlers@ci.olympia.wa.us, Carole Richmond <crichmon@ci.olympia.wa.us>, asauerho@ci.olympia.wa.us, cmillar@ci.olympia.wa.us, gquetin@ci.olympia.wa.us, tcarlos@ci.olympia.wa.us, znejati@ci.olympia.wa.us, chornbei@ci.olympia.wa.us

Cc: Melissa Allen <bhna.506.pres@gmail.com>

Bcc: Helen Wheatly <hwheatley22@comcast.net>, Judy Bardin <judybardin@comcast.net>

The following is the result of the CNA Neighborhood Character committee's work on the subject.

### **Recommendation**

The CNA expresses concerns about the Council's proposed definition that would leave out important aspects and utility of the concept. As the suggested change proposed by Planning staff recognizes, there are additional factors that contribute to neighborhood character.

The committee met to work on the language for a proposed recommendation. That recommendation is to modify the Council wording and place it in the Values and Vision section of the Comprehensive Plan as follows:

*Our community ~~values defines "neighborhood character"~~ as accessible, sustainable, and culturally inclusive neighborhoods. These are defined as:*

- *Accessible: Includes ADA compliancy, multi-mobility, and housing affordability.*
- *Sustainable: Promotes a healthy environment, a diverse and resilient local economy, and historic preservation, including, reuse, and adaptability of existing buildings.*
- *Culturally inclusive: Recognizes, supports and promotes diverse housing types, strong arts and historic preservation, and the various contributions of diverse Olympians past and present.*

The committee felt the CNA's recommended change achieved the goal of recognizing the Council's proposed definition did not provide guidance about what attributes distinguish one neighborhood from another. Instead, the Council's definition spoke to the city as a whole about what all Olympians value and should be placed in the "Values and Vision" section of the Comprehensive Plan.

The Committee also suggested that the additional bullet proposed by staff be modified and placed in the Land Use and Urban Design section of the Comprehensive Plan. Starting with the specifics in Joyce Phillips' proposed bullet as the base, the committee suggested modifications to add more specificity regarding what attributes should be among those included in consideration of "neighborhood character".

The committee suggested the following:

(Note: The existing Comp Plan language, before and after proposed addition, is shown below to provide helpful context).

*Olympia was once a port-oriented community with a central business district and compact single-family neighborhoods. Now, its land-use pattern is more suburban, with commercial development taking place outside of downtown, and lower-density neighborhoods with fewer street connections. Over the next 20 years, as Olympia becomes a more urban place, the pattern of land use and design of urban areas will change as we accommodate an expanding population while retaining our community's character and heritage.*

*Neighborhood character is an amalgam of various elements that give a neighborhood its distinct "identity." Neighborhood characteristics are not stagnant and will change over time. Consideration of neighborhood character will vary by the unique features of a neighborhood and includes its physical, social and economic attributes that contribute to its sense of place and identity. These elements may include, for example, a neighborhood's land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise. This includes design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees.*

*The City will balance its goals and policies by considering potential impacts to the unique geography, character or historical context of a residential neighborhood to provide the best outcome for the community as a whole and consistent with our values. (Read more in the Community Values and Vision chapter).*

*This Plan envisions gradually increasing densities in Olympia accompanied by attractive streets and buildings arranged for the convenience of pedestrians. The location, mix and relationship of land uses to each other and to our streets will be crucial as will be the character of commercial and residential areas, parks, and open spaces. The Plan envisions new development that will reinforce the community's identity, urban design preferences, and historic form. Selected major streets will gradually transform into attractive, higher density, mixed residential and commercial "urban corridors" with frequent transit service.*

Thank you for the opportunity to share our input.

--

Larry Dzieza, Chair

CNA

[cna.olympia@gmail.com](mailto:cna.olympia@gmail.com)

I am writing today to the Planning Commission as the Chair of the CNA to recommend the Commissioners review the CNA suggested language regarding “neighborhood character” in the Annual Comprehensive Plan Amendment, and to address some of the assertions and misperceptions that have been expressed during the discussion on this issue to date. I also want to comment and make recommendations on process issues which, I believe, have detracted from creating the kind of community discussion and understanding likely to strengthen and improve our community.

Attached you will find the email sent to Joyce Phillips about our suggested language. I urge you to read it again. I want to make several points about it up front.

1. The CNA endorses the **values** expressed by the City Council in their definition and believe they are so important that they should be elevated to apply to the entire city without regard to neighborhood boundaries. That is why we recommended it be placed in the Values and Vision section of the Comprehensive Plan.
2. Neighborhood character is universally used in planning regarding the aspects of a neighborhood’s unique identity. As our Comprehensive Plan currently states, “Although neighborhoods will have some common features, each is unique. Recognizing this, the City envisions a public process where the needs of specific neighborhoods can be individually addressed.” Defining neighborhood character to only mean three values that are universal in application removes the concept of “uniqueness” from the definition.
3. The CNA’s position has sometimes been mischaracterized as trying to freeze in place a neighborhoods current condition despite our recommendations stating, **“Neighborhood characteristics are not stagnant and will change over time”**. In fact, many CNA meetings have been about how to accelerate change such as moving forward with “Neighborhood Centers”.
4. It sounded like several Commissioners thought that city planner Joyce Phillips’ added “fourth bullet” was in response to the CNA submittal; I want to clear up any confusion on this. It is the other way around -- the CNA subcommittee used Joyce Phillips’ fourth bullet as a base for its suggested definition of neighborhood character attributes.
5. As Joyce Phillips recognized, the Council’s language needed to be added to assure that the Comprehensive Plan will continue to be useful in practice for city planning and policy making as the term “character” is used 106 times in the Comprehensive Plan. Joyce Phillips also recommended that the definition include physical characteristics such as, “design elements of buildings (mass, scale, materials, setting, and setbacks), parking, parks and open space, provision of City utilities, street grids and connections, and street trees”.
6. Both the CNA and Joyce Phillips allowed the listing of characteristics to be an **open-ended and non-exclusive definition**. Reflecting this, Joyce Phillips fourth

bullet includes the phrase “attributes such as” and the CNA uses “may include” in its listing of potential attributes.

7. The CNA modifications to the fourth bullet captured additional non-physical attributes of neighborhood character commonly used worldwide. Specifically, the CNA additions to Joyce Phillips’ fourth bullet were based on research from other cities and experts and attempted to describe some of the factors commonly looked at in discussing and analyzing neighborhood character. A key section of the suggested language was borrowed from [New York City’s CEQR Technical Manual](#) definition of neighborhood character<sup>1</sup>.

I think a primary reason the Commission and public is having a struggle with the concept and language of neighborhood character is that the discussion often jumps between speaking about neighborhood character as a normative value (an ideal of what we want) instead of as a set of neutral (without value judgement) descriptors for understanding the neighborhood as it is.

Therefore, the CNA recommended that the Council laudable language stating their definition of aspirational values about neighborhoods should be placed in the Values and Vision section of the Comprehensive Plan.

Neighborhood character is useful when it describes attributes that distinguish one neighborhood from another. It is also a neutral term, identifying what measurable attributes are considered and not specifying the level or degree of presence that the measure *ought to be*. It does not assign a normative value to a particular characteristic’s measurement as positive or negative.

The City Council contributed to tangling up the normative versus descriptive use of the term when it framed neighborhood character as a value statement, “At the heart of this discussion is the question: what are the **desirable** characteristics of our neighborhoods?<sup>2</sup>”. While the Council is not wrong about what is at the heart of the neighborhood character question, neighborhood character exists independent of what is “desired”. This neutral Neighborhood character concept allows us to have a common language for the “discussion” about what is desired.

Whether we feel positively or negatively about a particular characteristic’s level or presence in a neighborhood depends on the context and perspective of the engaged party. How we as human beings perceive and feel about these objective measures of character is what causes us to say that neighborhood character is subjective.

Thus, while a commonly used neighborhood characteristic such as “traffic” can be objectively measured (vehicle count, speed etc.) how we “feel” about traffic is

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<sup>1</sup> Page 21-1, “100. DEFINITION - Neighborhood character is an amalgam of various elements that give neighborhoods their distinct “personality.” These elements may include a neighborhood’s land use, urban design, visual resources, historic resources, socioeconomics, traffic, and/or noise.”

<sup>2</sup> August 9, 2021 Council Letter to the Planning Commission.

subjective. Traffic as a metric can range from a lot to a little and either the “lot” or the “little” traffic could be *desired* or *unwelcomed* depending upon the current state of traffic in a particular neighborhood and the perspective of parties. A neighborhood in a commercial area may very well welcome changes that result in more traffic while a neighborhood of cul-de-sacs and children would likely prefer the same or less. This is where we, as a community gets – consistent with the traffic example – “wrapped around the axle” in our discourse.

In short, neighborhood characteristics are the yard sticks for measurement that describe our current state, not aspirational goals. I believe using the term “neighborhood character” interchangeably, --- both as a measurement and a value-laden aspirational goal -- is at the root of a lot of unfortunate misunderstanding and division I observed in the past Planning Commission meetings.

### **The State of the Dialog**

My hope is that a caring and courageous community conversation can happen to bridge the gap and forestall further polarization. As it is, the sporadic opportunities to speak with 2- or 3-minute one-way statements is a recipe for maximum feasible misunderstanding. Our city's staccato public engagement process on Comprehensive Plan amendments has basically incorporated aspects of Twitter and other social media that has so degraded our public dialog. Olympia should be better than that. **We need to have a better process in which share and learn from each other.**

I really believe there is more common ground in our visions for our community and world than many participants at the last Commission meeting would acknowledge to each other. We need a public process with the opportunity to build a virtuous cycle of understanding and will be constructive in helping us build a healthy community for all.

Unfortunately, the abbreviated Annual Comprehensive Plan Amendment process hasn't proven to be such an opportunity. Do we not have a better model for constructive community engagement in making changes to the Comprehensive Plan?

### **What Characteristics Should We Look At?**

Despite both Joyce Phillips and CNAs open-ended, non-exhaustive list of neighborhood attributes, some Commissioners had problems with some of the listed characteristics. Some, like “parking” was in Joyce Phillips fourth bullet language and CNA's. In general, the CNA included non-physical attributes such as “socioeconomic” measures and “views”, both of which are also generally recognized by planners and are in the Comprehensive Plan. Excerpted from page 102, “Create desirable neighborhoods with a variety of housing opportunities, different lifestyles and income levels, and a sense of community” and “Protect views and features of the community's landscape valued by the public”.

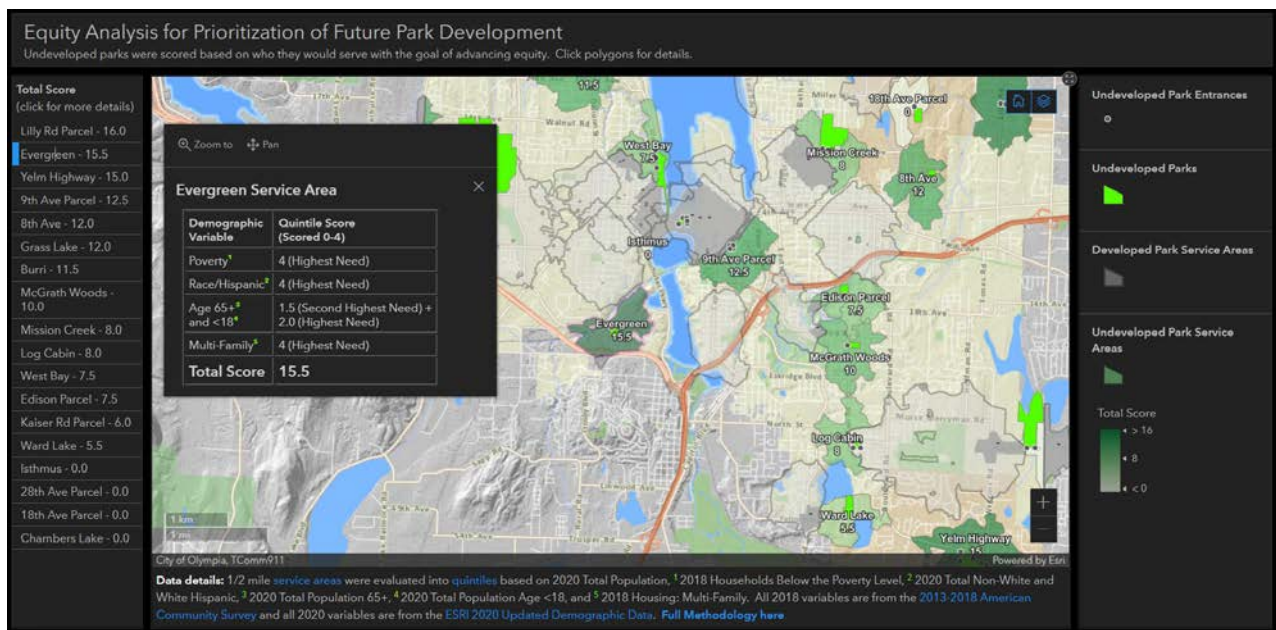


Again, I believe the definition needs to be open-ended allowing for a more comprehensive set of characteristics as part of the definition. Reflecting this, Joyce Phillips bullet includes the phrase “attributes such as” and the CNA uses “may include” in its listing of potential attributes. The better a neighborhood’s relevant characteristics can be objectively described, the more opportunities there are for having a foundation to decide on what to improve upon and what to preserve. For example, consider socioeconomic factors of race, income, and age and other Census data.

Some Commissioners expressed particular concern over including “socioeconomic” in the CNA’s non-exhaustive list of character measures. I want to point out that **Olympia currently uses socioeconomic characteristics to guide policy now.**

For example, Olympia uses socioeconomic data to **inform efforts to further social equity.** Our Olympia Parks department created this interactive map that analyzes our city in socio-economics in terms of Race/Hispanic population, age, income (poverty), and housing type to provide information to policy makers on prioritizing where new parks are needed.

<https://olympiawa.maps.arcgis.com/apps/dashboards/9ffb10dae28c47208e629d7b1e743722>



Knowing what exists in neighborhoods today is useful for policymakers and the public to understand what changes are underway now and what policy alternatives exist in the future.

To ignore socioeconomic attributes is to deliberately keep ourselves from knowing where we are now and more importantly, where we are headed.

## The Role of Neighborhoods

Statements by some at the recent Commission meetings question what role those living in neighborhoods today should have in how their neighborhood develops in the future.

This is a questioning of a role that is deeply embedded in the current Comprehensive Plan that includes language such as: "Olympia's neighborhoods provide housing choices that fit the diversity of local income levels and lifestyles. They are shaped by thorough public planning processes that involve citizens, **neighborhoods**, and city officials."

In addition, a neighborhood role is explicit in the Memorandum of Understanding (MOU) between the city and Council of Neighborhood Associations. As the MOU states, "Olympia Municipal Code ("OMC") 18.86.040 et seq. established the Recognized Neighborhood program and the rights and responsibilities of the parties. This code provides that neighborhoods will actively participate in City decision-making processes and this agreement clarifies how the parties will collaborate on city-wide issues through dialogue and discussion."

The voice in our civic life of those living in neighborhoods today is not something that should be discounted or delegitimized. If this is not true, then we not only need to rewrite a lot more of the Comprehensive Plan and the OMC, but we also very much need a deep discussion about the value of participatory democracy.

## **Closing**

In summary, as Chair of the CNA, I am strongly urging the Commission to use this opportunity to find a way to foster a meaningful, community strengthening dialog.

It is correct and needed to acknowledge past systemic racism in housing finance, real estate "steering", appraisal, and rental practices. Where it continues today it needs to be called out and these illegal practices fully prosecuted.

As CNA Chair, I am also deeply concerned about the assertions at past Commission meetings about neighborhood associations and that neighborhood character is being used as, "a tool for exclusionary zoning" that "have specifically excluded people of color". If that is happening now, I ask those making those assertions to provide the CNA with the information about which neighborhoods this is happening in and what means is used to do it because this is completely against all the values and what the CNA represents.

Again, I believe there is less that divides us than we might think.

The CNA strongly endorses what the City Council wrote about their intent for their amendment when they stated, "*We recognize that "neighborhood character" is important and can be used to build a stronger, more inclusive Olympia that will help us realize the goals of our Comprehensive Plan.*" We urge the Planning Commission to work together to find a process to get us there.

I look forward to speaking with you and the Commissioners further about this and other recommendations to build bridges of understanding.

Sincerely,

Larry Dzieza  
Chair, Council of Neighborhood Association

**From:** [Leonard Bauer](#)  
**To:** [Joyce Phillips](#)  
**Subject:** FW: Neighborhood Character  
**Date:** Monday, October 04, 2021 8:12:36 AM

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Another comment sent to city council.

Leonard Bauer, FAICP  
Community Planning & Development Director  
City of Olympia  
PO Box 1967  
Olympia, WA 98501  
(360) 753-8206  
[www.olympiawa.gov](http://www.olympiawa.gov)  
Remember: City e-mails are public records.

Working Together To Make A Difference

-----Original Message-----

From: ComcastIMAP <[mike.mccormick@comcast.net](mailto:mike.mccormick@comcast.net)>  
Sent: Saturday, October 2, 2021 5:30 PM  
To: CityCouncil <[citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us)>  
Cc: Leonard Bauer <[lbauer@ci.olympia.wa.us](mailto:lbauer@ci.olympia.wa.us)>; Holly Gadbow <[hollygadbow@comcast.net](mailto:hollygadbow@comcast.net)>; Kathy McCormick <[kathy.mccormick@comcast.net](mailto:kathy.mccormick@comcast.net)>; Janae Huber <[janae.huber@gmail.com](mailto:janae.huber@gmail.com)>  
Subject: Neighborhood Character

Dear Council members,

A recent Olympian article on the planning commission's discussion about neighborhood character drew quite a reaction from me. I complimented the journalist who wrote the article. This included my brief summary of the term and it's inappropriateness in our plans and ordinances. Here's what I said—

“As a planner who has labored in this swamp for close to half a century, I've come to the conclusion that it's time for subjective terms like neighborhood character to be stricken from the books. I think Olympia has more than enough specific details in their plans and ordinances currently.

The concept has been used too often to exclude, preclude and resist change. There are enough barriers to maintaining the vitality of our community now and in the future without arguing about neighborhood character. “

It's time to eliminate this term. It's always going to be too subjective. It doesn't add any positive aspects to the debate on future development in our community. Please reconsider and quickly take the appropriate steps to retire this term.

Thank you, Mike

Mike McCormick  
360.754.2916

Comment on the Definition of Neighborhood Character for the Planning Commission's 10/4/21 Meeting.

I applaud the Commission for taking the time to come up with a definition for neighborhood character. The concept of neighborhood character is integral to Olympia's Comprehensive Plan. Words really do matter.

During the last September 20<sup>th</sup> meeting, the Commission worked on a definition that blended together the Council's, the staff's and the CNA's proposed definitions of neighborhood character. At that time, the Commission removed four words used in the CNA's definition ("socioeconomic," "noise," "traffic," and "parking") from their draft definition of neighborhood character. Some Commissioners said that use of these terms have been and would be misused to foster exclusion. However, these words are actually neutral and merely describe the dynamic characteristics of a neighborhood at a point in time.

There are two fallacies in eliminating these words. First, these aspects of a neighborhood character are a neutral description of what and who is in a neighborhood it is not making a value statement about what or who is not in the neighborhood. By saying that including socioeconomic facts about a neighborhood, like the age, income and employment of residents, enables unjustly excluding people indicates a presumption about Olympians that is unworthy, unsubstantiated and not factual. What it does is create a baseline to measure and project what impact changes to the neighborhood might have.

For example, in New York City knowing the socioeconomic condition is important in analyzing the effect of projects. Cities are now facing the fact that it has been the lowest income areas have often been victimized in bearing the brunt of environmental pollution, highway projects and zoning changes. Cities like [NYC and San Diego analyze](#) the income levels to make policy makers aware of any disproportionate impact on low-income residents.

[http://www.nyc.gov/html/oec/downloads/pdf/2014\\_cegr\\_tm/05\\_Socioeconomic\\_Conditions\\_2014.pdf](http://www.nyc.gov/html/oec/downloads/pdf/2014_cegr_tm/05_Socioeconomic_Conditions_2014.pdf)

This citation shows how socioeconomic is a neutral term:

The socioeconomic character of an area includes its population, housing, and economic activity. Socioeconomic changes may occur when a project directly or indirectly changes any of these elements. Even when socioeconomic changes would not result in impacts under CEQR, they are disclosed if they would affect land use patterns, low-income populations, the availability of goods and services, or economic investment in a way that changes the socioeconomic character of the area. In some cases, these changes may be substantial but not adverse. In other cases,

these changes may be good for some groups but bad for others. The objective of the CEQR analysis is to disclose whether any changes created by the project would have a significant impact compared to what would happen in the future without the project.

The second fallacy is that the definition lists characteristics in a "such as" or "includes" and is not limited to a fixed set of characteristics. And that is important to preserve because there are many aspects of a neighborhood character that could be considered. Imagine the identity of your town or neighborhood is from something you cannot even see or feel? Have you ever heard people refer to the Tacoma Aroma?

"Socioeconomic" characteristics like income, employment, housing, age of population are important to inform policies. How many people live in each unit? Are there many multi-generational families living together? Is it an area with high or low educational attainment? The idea that this information which cities around the world and Olympia uses in its policy analysis would be used perniciously is improbable in a progressive community like Olympia.

Traffic and noise are also characteristics of neighborhoods. Much of SE Olympia has the constant din of I5, whereas other sections of Olympia are much quieter. In terms of traffic, Downtown will have a lot more traffic than many other neighborhoods and maybe that is seen as a positive value for merchants. But it might also be information that might inform Intercity transit of a need for more frequent busses and planners for making a more bike and pedestrian accessibility.

Parking is also descriptive. The Capitol neighborhood has a lot of on-street parking because of its proximity to the Legislature and the era in which much of the housing was built whereas in other parts of SE Olympia, parking is more readily available and the employment factors are unlike that of the Capitol neighborhood (lobbyists and tourists).

Although smaller individual multifamily units don't require a SEPA review, larger developments of many multifamily units may well require one. SEPA clearly addresses neighborhood character in its review and includes: socioeconomics, noise, parking and traffic as review topics in the first assessment it requires, the SEPA checklist.

See the following items from the SEPA checklist:

Questions related to socioeconomics: Land and Shoreline Use, B-8(i-j)

- Approximately how many people would reside or work in the completed project?
- Approximately how many people would the completed project displace?
- Proposed measures to avoid or reduce displacement impacts, if any:

Questions related to socioeconomics: Housing B-9

- Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- Proposed measures to reduce or control housing impacts, if any:

Questions related to Noise: 7-b Noise

- What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
- Proposed measures to reduce or control noise impacts, if any:

Questions related to parking and traffic: B-14 Transportation

- How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?
- How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Please reconsider adding "socioeconomics," "noise," "parking," and "traffic," which are already called out by SEPA via its Checklist. These are important elements in the definition of neighborhood character.

Judy Bardin  
1517 Dickinson Ave NW  
Olympia, WA 98502

**From:** [Esther Grace Kronenberg](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Thank you  
**Date:** Wednesday, October 13, 2021 3:37:24 PM

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Dear Planning Commission,

Thank you for your vote to remove the Road from LBA Woods. I very much appreciate your willingness to listen to and consider the public's position.

All the best,  
Esther Kronenberg



**From:** [Al Ewing](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejati](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Log Cabin Extension  
**Date:** Wednesday, October 13, 2021 5:05:53 PM

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Dear Planning Commission Members-

Thanks for listening and acting on this issue as you did. I must say that getting the City bureaucracy to rethink an issue and change directions generally seems to be an impossible task, but you listened and considered the views of the public. Based on what I have heard in City Council meetings the views of the public were opposite of what City staff were advising. I know it takes courage to override staff recommendations, but I feel very strongly that you were able to see the big picture view and acted in the best long term interest of this community.

Thank you!

Al Ewing

**From:** [Jeff Marti](#)  
**To:** [Tammy Adams](#); [Rad Cunningham](#); [Paula Ehlers](#); [Carole Richmond](#); [Aaron Sauerhoff](#); [Candi Millar](#); [Gregory Ouetin](#); [Tracey Carlos](#); [Zainab Nejadi](#); [Cari Hornbein](#); [Joyce Phillips](#)  
**Subject:** Log Cabin Road Extension Decision - Thank you!  
**Date:** Thursday, October 14, 2021 8:59:30 AM

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Good morning, Olympia Planning Commission Members,

I want to express my profound gratitude for your decision to remove the proposed Log Cabin Road Extension from the regional transportation plan. I live about a 10 minute walk from the LBA woods and walk there nearly every day. Often twice a day. Recently, I've heard great horned owls hooting in the early evening. Two weeks ago I managed to see a pair of them together. So beautiful and so wise! Just like your decision. Thank you.

Sincerely,

Jeff Marti  
2915 Briarwood Ct SE, Olympia, WA 98501

## Joyce Phillips

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**From:** Gary Wiles <wilesharkey@yahoo.com>  
**Sent:** Thursday, October 14, 2021 3:02 PM  
**To:** Tammy Adams; Rad Cunningham; Paula Ehlers; Carole Richmond; Aaron Sauerhoff; Candi Millar; Gregory Quetin; Tracey Carlos; Zainab Nejati; Cari Hornbein; Joyce Phillips  
**Subject:** road through LBA Woods

Dear Olympia Planning Commission members,

We just wanted to drop you a quick email to say that we appreciate your recent vote to remove the Log Cabin Extension Road from the city's Comprehensive Plan and all other city planning documents. Protecting LBA Woods park will be much appreciated by the city's residents for decades to come. Thank you!

Gary Wiles and Jan Sharkey  
521 Rogers St. SW  
Olympia

## Joyce Phillips

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**From:** SUE RUDISILL @ MIKE STAPLETON <stapleton23@q.com>  
**Sent:** Saturday, October 16, 2021 12:48 PM  
**To:** Tammy Adams; Rad Cunningham; Paula Ehlers; Carole Richmond; Aaron Sauerhoff; Candi Millar; Gregory Quetin; Tracey Carlos; Zainab Nejati; Cari Hornbein; Joyce Phillips  
**Cc:** Cari Hornbein; Joyce Phillips  
**Subject:** Thank You: Preserving LRA Woods

To All of You,

I wish to express my profound appreciation for your vote to stop the road construction through LBA Woods. This piece of nature is very important to the community, to the species that call it home and to the preservation of the environment and ecosystem. We need more such undisturbed areas, not fewer. It is my hope that this road will be permanently removed from all future planning.

Thank you very much for listening to the wishes of the community you represent.

In appreciation,

Dr. Amanda Sue Rudisill  
P.O. Box 13186  
Olympia, WA 98508

## Joyce Phillips

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**From:** Mark Teply <markteply@msn.com>  
**Sent:** Sunday, October 17, 2021 2:04 PM  
**To:** Tammy Adams; Rad Cunningham; Paula Ehlers; Carole Richmond; Aaron Sauerhoff; Candi Millar; Gregory Quetin; Tracey Carlos; Zainab Nejati; Cari Hornbein; Joyce Phillips  
**Cc:** LD  
**Subject:** Thank you for removing the Log Cabin Extension!

Commissioners,

Thank you so much for unanimously approving the amendment to remove Log Cabin Extension. We'll definitely be watching for other upcoming planning document updates to ensure protection of LBA woods from new road building remains the case. Heard the flycatchers that nest and feed high in the firs near the statue at the entrance the woods from the ballfield, right where the road would have gone, and they thank you as do their future progeny.

Thanks!

**Mark Teply**  
markteply@msn.com  
360-915-3480

## Joyce Phillips

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**From:** Lucy Hannigan-Ewing <hannigan@ewi.ng>  
**Sent:** Tuesday, October 19, 2021 8:12 AM  
**To:** Joyce Phillips  
**Subject:** Log Cabin Road extension

I just came across the video showing the discussion and unanimous vote to remove the Log Cabin Road extension from the city's comprehensive plan. Bravo to our planning commission for recognizing the need to keep our LBA woods a priority over another road!

I am saddened to know that this road extension will be revisited in 10 years--and hope I am still around to once again speak out in favor of green space over roads. Please know that I will continue to do my part to reduce the need for roads/cars by biking and riding public transportation whenever possible.

Thank you for all you did to save LBA woods.

Lucy Hannigan-Ewing

## **Joyce Phillips**

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**From:** dwilliams3880@aol.com  
**Sent:** Tuesday, October 19, 2021 9:16 AM  
**To:** Tammy Adams; Joyce Phillips  
**Subject:** LBA Road

**Thanks for your vote re stopping the LBA road.  
The environment has won. A good thing and not often enough.**

**Pls do all you can to improve Olympia roads. They are not a compliment  
to our beautiful Capitol.**

**Diane Williams, Lacey**

## Joyce Phillips

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**From:** Dani Madrone  
**Sent:** Thursday, October 21, 2021 2:11 PM  
**To:** Joyce Phillips  
**Subject:** FW: LUEC Consideration of Neighborhood Character Definition

FYI!

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**From:** jacobsoly@aol.com <jacobsoly@aol.com>  
**Sent:** Wednesday, October 20, 2021 9:58 PM  
**To:** Clark Gilman <cgilman@ci.olympia.wa.us>; Dani Madrone <dmadrone@ci.olympia.wa.us>; Yến Huỳnh <yhuynh@ci.olympia.wa.us>  
**Subject:** LUEC Consideration of Neighborhood Character Definition

Councilmembers:

I will be unable to attend tomorrow's LUEC meeting due to a PRAC meeting at the same time.

I have been following the debate about defining Neighborhood Character in our Comp Plan.

Briefly, my thoughts on this issue are as follows:

- 1) Smart people have struggled to understand the council proposal, including the Planning Commission which spent several meetings on it. It is not clear how this proposed language would work in practice. More community dialogue is needed and should precede action. I suggest you postpone action at this time and include this issue as part of the Comp Plan update process that is about to start.
- 2) If you feel a need to act now, I suggest you use the Planning Commission version. It has elements of the original council proposal, the Council of Neighborhood Associations draft, and staff suggestions. It would provide a reasonable interim definition until further consideration as part of the Comp Plan update process.

Thanks for listening,

Bob Jacobs  
360-352-1346

720 Governor Stevens Ave. SE, Olympia



October 21, 2021

Charlotte Persons  
903 Glass Ave. NE  
Olympia, WA 98506

Land Use and Environment Committee  
City of Olympia

RE: Definition of Neighborhood Characteristics

Dear Committee Members:

I moved to Olympia a little over 3 years ago, and deliberately chose to buy a small 1903 house in northeast Olympia, a neighborhood with a mix of single-family housing, duplexes and apartments in a variety of styles. Most residences were built between 1890 and 1990.

Because of this mix of older housing, the neighborhood has a range of incomes, ages, and cultures. Because of relatively quiet streets and our proximity to downtown, transit, and other amenities, we have foot and bicycle traffic all day long. Despite our lack of street trees, because of the mature shrubs and trees within the yards of both houses and apartment buildings, we enjoy an intensely beautiful natural landscape.

I wholeheartedly believe that Olympia needs to become more dense. This is the best solution to our warming world and predicted regional growth in population. However, I believe that the Planning Commission's current definition of neighborhood characteristics will not be enough to guide planning and permitting to allow housing density and at the same time preserve what makes my neighborhood and others like it so desirable – diversity of income as well as ethnicity, calm streets, relative quiet, and beautiful greenspaces.

I most fear is gentrification. What will prevent the older housing stock from being replaced by expensive housing that will not be affordable to my neighborhood's current residents?

At a minimum, the definition should include these four characteristics of neighborhoods, characteristics that can be described accurately:

- To prevent gentrification, please include "socioeconomics".
- To keep our streets welcoming to foot and bicycle traffic, include "the amount of traffic".
- To keep our neighborhoods relatively quiet, include "noise levels".
- To encourage neighborhood greenery, include the "amount of yard landscaping" as well as street trees.

While I am lucky to live right now in a neighborhood that has all these characteristics to a large degree, during my life I have owned houses in both undesirable and desirable neighborhoods. I have also rented apartment units of many types – old and new, expensive and economical, in bank-owned complexes and single-owner houses.

Believe me, in all those neighborhoods I would have wanted planning and permitting to keep in mind the neighborhood characteristics mentioned in the current definition – and also taken into account

socioeconomic factors, noise levels, levels of traffic, and gardens and yards. All our citizens, renters and homeowners, deserve the best possible neighborhoods as our city grows and changes.

Finally, the definition should not include the last section about balancing neighborhood characteristics with other city goals. Instead, make it clear that our city prizes above all what makes our neighborhoods accessible, sustainable, culturally diverse – and desirable places to live.

Please postpone the approval of the current definition of neighborhoods until the regular Comprehensive Plan update process when there can be more community input and discussion.

Thank you for reviewing these comments.

Sincerely,

A handwritten signature in cursive script that reads "Charlotte C. Persons".

Charlotte Persons



chilling of dialog and vilification of our neighbors turns on its head what community engagement is about. If this thinking is accepted, it has grave implications for what democracy means in the City of Olympia.

The assertions about lack of equity and inclusion are being made without objective data or even anecdotal evidence to back them up. In fact, according to the recent census data, Olympia has become more diverse with the proportion of white people falling from 80% to 71%, or close to an 11% change in just 10 years.

Are the policies we are promoting going to increase equity? Last week I sent out a Washington Post podcast about a project in Chicago that was promoting home ownership for minorities as a way to increase equity and build inter-generational wealth. People were given mortgage down payments and government-guaranteed loans to purchase housing along with tutelage on all the intricacies of acquisition and caring for a residential property. This model could be extended to purchase various forms of multifamily housing. I urge that we explore this as a City and use your lobbyists to push for the State to put their greater financial strength towards it.

We have a legal obligation, codified in OFM's population forecasts and the GMA's buildable lands inventory, to accommodate people who want to move here from out of the area. And we also have a compelling duty to all residents of our increasingly diverse neighborhoods who live here now to ensure they have an equal opportunity to have a voice in the community in which they live.

I think we need to bridge the gaps that are dividing our community and come up with some real solutions that will improve the social equity and economic status of our minorities and our less advantaged neighbors, especially around affordable housing. Olympia is a creative, caring community, but we are in dire need of a better process with more research to formulate solutions that will work for everyone who lives in our City.

Judy Bardin  
1517 Dickinson Ave NW  
Olympia, WA 98502  
360-401-5291

## Joyce Phillips

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**From:** Dani Madrone  
**Sent:** Thursday, October 21, 2021 2:43 PM  
**To:** Joyce Phillips  
**Subject:** FW: Your proposal to change "Neighborhood Character" language in the 2014 Comp Plan

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**From:** Melissa Allen <melissa.allen1@icloud.com>  
**Sent:** Thursday, October 21, 2021 2:18 PM  
**To:** Clark Gilman <cgilman@ci.olympia.wa.us>; Dani Madrone <dmadrone@ci.olympia.wa.us>; Yến Huỳnh <yhuynh@ci.olympia.wa.us>  
**Subject:** Your proposal to change "Neighborhood Character" language in the 2014 Comp Plan

I'm sorry I cannot attend tonight's LUE meeting so am sending this email instead.

Neighborhoods and "neighborhood character" are referenced multiple times in the current Comp Plan. Many parts of the plan speak to the importance of neighborhoods in city planning and governance.

I have attended (via Zoom) several meetings in recent months where there was lengthy debate about the "correct" language to describe neighborhoods. One side says the current language is exclusionary, racist, and needs to change. Another side says the language is about fostering a sense of neighborhood identity that welcomes, not excludes, newcomers.

I know the Planning commission spent many hours on this subject resulting in compromise language to bridge the above perspectives.

I request that Council defer the "neighborhood character" language change to the next Comprehensive Planning process (2022?) and residents can be engaged.

If you decide an action is needed immediately, please use the Planning Commission rewrite in the interim.

Thank you,

Melissa Allen  
1702 Prospect Ave NE  
360-357-7055

Sent from my iPad



## City Council

### Capital Facilities Plan Update and Discussion with Advisory Committee Chairs

**Agenda Date:** 11/16/2021  
**Agenda Item Number:** 6.B  
**File Number:** 21-1085

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

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#### **Title**

Capital Facilities Plan Update and Discussion with Advisory Committee Chairs

#### **Recommended Action**

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

Not referred to a committee.

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

Receive an update on the Preliminary Capital Facilities Plan and have a discussion with representatives from City Advisory Committees.

#### **Report**

##### **Issue:**

Whether to receive an update on the Preliminary Capital Facilities Plan and have a discussion with representatives from City Advisory Committees.

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

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

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

Joyce Phillips, Principal Planner, Community Planning and Development  
Cullen Stephenson, Utility Advisory Committee Chair  
Maria Ruth, Parks and Recreation Advisory Committee Chair  
Samuel Gacad-Cowan, Bicycle and Pedestrian Advisory Committee Chair  
Rad Cunningham, Planning Commission Finance Subcommittee Chair

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

The Capital Facilities Plan (CFP) is a Chapter in the City's 20-year Comprehensive Plan. The CFP portion of the Plan is updated annually.

The CFP identifies which capital facilities are necessary to support development and/or growth, as well as major capital investments needed for city infrastructure. Most projects listed are directly related to the applicable master plan or functional plan, such as the Parks, Arts and Recreation Plan; the Storm and Surface Water Plan; Transportation Master Plan; and other similar plans.

The Comprehensive Plan covers a 20-year time horizon; however, the Preliminary CFP 2022-2027 Financial Plan is primarily a 6-year financial plan. Projects for years 7-20 are identified but cost estimates and funding sources are less certain. The CFP is required by the Growth Management Act and includes specific projects, cost estimates, funding sources and strategies to implement the plan.

Each year City staff works closely with the Utility Advisory Committee; Parks & Recreation Advisory Committee; the Bicycle and Pedestrian Advisory Committee; and Planning Commission to identify and prioritize projects in the Preliminary CFP, 2022-2027 Financial Plan. These committees provide comments to the City Council.

#### Preliminary CFP Revisions

Additionally, some changes are made to the Preliminary CFP between when it is published in early August and when it is brought before Council for adoption in December. This is in response to updated revenue projections, anticipated project cost changes, status of capital projects under construction in the current year, or changes in priorities. A few such changes are being proposed and will be summarized at the meeting. When such changes are proposed, staff works closely with our Finance Department to ensure the budget balances and that any additional funds needed are available.

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

The CFP addresses the provisions of essential City services and is of broad community interest. It addresses a wide variety of issues, including Parks, Arts, and Recreation projects; Transportation projects; General Capital Facilities projects; Fire projects; Drinking Water projects; Wastewater projects; Storm and Surface Water projects. It also incorporates projects from other service providers such as the Olympia School District.

#### **Options:**

1. Receive an update on the Preliminary Capital Facilities Plan and have a discussion with representatives from City Advisory Committees.
2. Do not receive an update on the Preliminary Capital Facilities Plan and have a discussion with representatives from City Advisory Committees.
3. Receive an update on the Preliminary Capital Facilities Plan and have a discussion with representatives from City Advisory Committees at another time.

#### **Financial Impact:**

The six-year financial plan outlines investments totaling over \$212 million. Funding in 2022, representing the City's preliminary Capital Budget of approximately \$39.1 million, including projects for parks, arts, and recreation; transportation; general capital facilities; drinking water; wastewater; storm and surface water; and waste resource improvements.

#### **Attachments:**

Link to Budget Webpage  
Utility Advisory Committee Comment Letter  
Parks and Recreation Advisory Committee Comment Letter  
Bicycle and Pedestrian Advisory Committee Comment Letter  
Planning Commission Comment Letter

# Budget/Financial Reports



## Explore the City budget online

The City's operating budget shows how much revenue we expect for the year, where it comes from, and how we plan to spend that money for our day to day expenses.

You can now view the City's real-time budget and financial information online, anytime at OlyFinance.

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## How the City budget is developed

In Olympia, we Budget Different. The City budget isn't developed behind closed doors. Instead, we use a unique process called PPI (Priorities, Performance and Investments).





We start by gathering the community's Priorities, then we continually evaluate our Performance so that we can adjust our Investments as necessary to achieve the community's vision.

[Learn more about the PPI budget cycle](#)





October 14, 2021

Olympia City Council  
PO Box 1967  
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

**SUBJECT: UAC 2022 Utility Rates, GFCs and 2022-2027 CFP Recommendations**

Thank you for the opportunity to provide citizen committee recommendations on 2022 City of Olympia utility rates, general facility charges (GFCs) and the 2022-2028 Capital Facilities Plan (CFP). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee. The UAC also understands and supports the important public and environmental health work of the City's four utilities.

The UAC believes that City staff work hard to use resources wisely thereby minimizing customer costs. And we realize that rate increases must occur in order to maintain the level of service demanded by the community, to meet regulatory requirements and to account for changes in costs beyond the utilities' control.

When considering usage rates and GFCs, the UAC seriously considers the impact these increases may have on community members. The UAC recognizes that the current coronavirus pandemic is causing financial hardship for many utility customers. When considering GFCs, the UAC also considers analyses provided by staff regarding the financial value of the existing utility infrastructure and the benefits of the infrastructure to new development since GFC charges are imposed at the time of initial development. GFC revenues are dedicated to capital budgets.

**Summary of Proposed Rates and GFCs**

For budgetary purposes, the City's Water Resources utilities assume a growth for 2022 of one percent revenue and Waste ReSources utility assumes a growth of one-half percent revenue. Ongoing growth-related revenue increases help offset rate changes. The proposed rates, along with cash on hand for the Wastewater utility, are expected to cover 2021 expenditures, including a City staff cost-of-living adjustments.

The UAC recommends the following utility revenue increases in 2022:

- Storm and Surface Water 5.0%
- Wastewater 6.0%
- Drinking Water 1.0%
- Waste ReSources 0.0%

We understand that City staff also support these specific increases. In addition, the LOTT Board of Directors has also approved rates and capacity development charges (CDCs) for 2022, which will both increase 3.0 percent. Including the LOTT rate increase, the combined, weighted rate increase would be approximately 1.94 percent (\$5.30/bi-monthly bill) for a typical single-family residence.

## **Storm and Surface Water**

### *Utility Rate: 5.0% increase*

The Storm and Surface Water utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expenses to increase by about \$289,000 above current expenditures. This reflects fixed increases in salaries, benefits, City administration, rent and insurance. It also reflects a 10 percent increase for inflation in materials and services and a \$130,000 increase in capital funding consistent with a financial consultant's recommendations.

The UAC also supports the proposed \$22,500 enhancement to hire an intern. This enhancement will support GIS mapping, data quality control, analysis of Stormwater Utility operations to improve level of service, and maintenance of sediment collection pattern and quantity records.

### *Restructured Rates*

The UAC supports the Storm and Surface Water utility's revised rate structure for 2022. The proposed rate structure is possible because of new technology (such as computer mapping and aerial imagery) and new ways of managing data. Rate categories for commercial customers will be based on the level of stormwater management provided onsite rather than on the year of development. Typical residential customers will realize a rate decrease of about 1.3 percent (\$0.21 per month). Rate changes for commercial customers will vary based their new rate category. Some commercial customers will see rate decreases while others will see rate increases. Overall, the new rate structure will be more equitable since it will be based on actual, not assumed conditions.

### *GFC rate: \$284 increase per single family residence*

The UAC supports increasing the Storm and Surface Water GFC in 2022 to \$1,428 per equivalent residential unit and \$9.09 per vehicle trip. The financial analysis performed for the Storm and Surface Water Plan justifies increasing the Stormwater GFC to \$2.383 per equivalent residential unit and \$19.04 per vehicle trip.

## **Wastewater**

### *Utility Rate: 6.0% increase*

The Wastewater utility is responsible for safe conveyance of sewage from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. The utility deferred a rate increase in 2021 and instead bought down rates with cash on hand (resources above reserves) to help customers with economic hardships through the pandemic. In 2022, the utility anticipates total expenses to increase by about \$439,000 above current expenditures. This reflects fixed increases (salaries, benefits, rent, insurance, etc.), a \$111,000 increase in municipal and excise taxes, and a 10 percent increase for inflation in materials and services. The utility will not be increasing capital funding but anticipates the need to do so in future years.

### *GFC rate: \$74 increase per single family residence*

The UAC supports increasing the Wastewater GFC in 2022 to \$3,754 per equivalent residential unit. The financial analysis performed for the Wastewater Management Plan (Plan), justifies increasing the Wastewater GFC to \$4,999.

### **Drinking Water**

*Utility Rate: 1.0% increase*

The Drinking Water utility provides and protects healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment. The Drinking Water utility anticipates total expenses to be \$467,000 greater than current expenditures in 2022. Similar to the other utilities, this reflects fixed increases (salaries, benefits, rent, insurance, etc.), and a 10 percent increase for inflation in materials and services. The utility will not be increasing capital funding but anticipates the need to do so in future years.

*GFC rate: No change*

Drinking Water GFCs were consistently increased between 2015 and 2018. An increase is currently not warranted in 2022. The new Water System Plan, to be adopted in 2022, will inform future adjustments to the Drinking Water GFCs.

### **Waste ReSources**

*Utility Rate: No change*

Waste ReSources projected revenues are up approximately 1.8% and overall expenses are up 2.1 percent. However, revenue to expense remains positive by 0.3 percent. While recycle markets have improved since 2019, they have not reached pre-China National Sword numbers. Nevertheless, outlook for 2022 remains positive. Based on budget projections the UAC is supportive of staff's recommends for no rate increases in 2021 for Waste ReSources.

### **Capital Facilities Plan 2021-2026**

On August 12, 2021, staff presented the proposed preliminary 2022-2027 CFP to the UAC and we unanimously approved it. We find it guided by and consistent with the utility management plans, which were developed to be reflective of the growth and development objectives established in the City's Comprehensive Plan. In general, the CFP (pertinent to the utilities) anticipates that current projects can be funded with the estimated revenues. However, the UAC is aware of the capital project funding challenges faced by all the utilities.

Thank you again for the opportunity to provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure while remaining cognizant on the impact rate increases may have upon community members.

Please contact me at [cstephe@ci.olympia.wa.us](mailto:cstephe@ci.olympia.wa.us) if you have any questions. Thank you.

Sincerely,



**CULLEN STEPHENSON**

Chair

Utility Advisory Committee


CS/EC:lm

ec: UAC Members

Gary Franks, Waste ReSources Director

Eric Christensen, Water Resources Director



**TO:** Olympia City Council  
**FROM:** Maria Ruth, Chair   
Parks and Recreation Advisory Committee (PRAC)  
**DATE:** September 17, 2021  
**SUBJECT:** Recommendation on Preliminary 2022-2027 Capital Facilities Plan (CFP)

Greetings, Council Members--

During the September 16, 2021, meeting of the Parks and Recreation Advisory Committee (PRAC), committee members voted unanimously to approve the Parks, Arts, and Recreation chapter of the *2022-2027 Preliminary Capital Facilities Plan (CFP)* and \$7,863,399 in appropriations therein for 2022.

We are pleased to see continuous progress on ADA upgrades to Lions and Yauger Park in 2022 and in LBA Park, McGrath Woods, Bigelow Park, Percival Landing in subsequent years.

The \$200,000/year for these ADA upgrades as well as the \$750,000 /year for of our Capital Asset Management Projects (CAMP) in this draft CFP are funded through the Olympia Metropolitan Park District (OMPD). We appreciate the continued dedication of these reliable, taxpayer-generated funds to projects that help ensure Olympia's parks are safe, accessible, and enjoyable to everyone and every body in our growing and diverse community.

It is very exciting to see funding allocated in 2022 in this draft CFP for the redesign of the Armory Creative Campus/Arts Center, and Yelm Highway Community Park Master Plan and Design as well as funding for the acquisition and development of the Peace & Healing Park (at Fertile Grounds). These projects reflect two great strengths of Olympia's Parks, Arts, and Recreation Department—its ability to work steadfastly over decades to realize long-held community goals and its ability to respond swiftly to emerging needs in our community.

Thank you considering PRACs recommendation in your CFP review process. Please contact me at (360) 350-8583 or [mruth@ci.olympia.wa.us](mailto:mruth@ci.olympia.wa.us) if you would like to discuss PRAC's recommendation.

Maria Ruth, Chair  
Parks, Arts, & Recreation Department

CC: Olympia Planning Commission



**To:** Mayor Selby and Members of the Olympia City Council

**From:** Rebecca Brown, Vice Chair, Bicycle and Pedestrian Advisory Committee (BPAC)

**Date:** October 1, 2021

**Subject:** 2022-2027 Preliminary Capital Facilities Plan (CFP); Bicycle/Pedestrian Facilities

Thank you for providing the BPAC the opportunity to review and comment on the Preliminary 2022-27 CFP. This letter is a result of a BPAC subcommittee's draft letter and the full BPAC's discussion. Our perspective is through the lens of individuals who use bicycle/pedestrian facilities frequently and have personally experienced the hostile environment of car-centric urban planning.

### Safety and mobility

Safety for people walking and biking on our streets remains our biggest concern. There are many places in our city where pedestrians and bicyclists are forced to use busy streets that have no sidewalks or bike lanes. As new development occurs, we hope to see sidewalks and bike lanes being built to support the increased density that comes with that development. Pedestrian infrastructure can empower individuals to engage with our city without depending on dangerous, expensive, and polluting vehicles.

We are especially concerned about the safety of the people who will be moving into the old Quality Inn site. A higher percentage of our unhoused neighbors walk and bike places, and that site is very close to the Plum Street interchange. We want to ensure that these people have safe options to bike and walk, and we want to make sure that they are included in the metrics used to understand how people move around our city.

### Equity

We note that there is no reference to equity in the CFP. We recommend including a section explaining how equity has informed the projects included in the CFP. We suggest adopting a tangible, specific tool that illustrates how the CFP projects will make Olympia more equitable. Those who are dealing with systemic oppression need to see accountability in all aspects of the City's processes.

We look forward to seeing the results of the efforts of the Social Justice and Equity Commission founding members. We hope next year's CFP will reflect some of that work.

### Small projects

Our city has a number of gaps in the current bike system, such as the abrupt ends of the bike lanes on State Avenue by the railroad tracks and on 4<sup>th</sup> Avenue by the Martin Way Y. These gaps are often small but important for users. We would like to see a mechanism for low-cost fixes to improve navigation in places where bike lanes end. These fixes could include signs and other wayfinding tools, or changes to lane striping, for example. These small changes would make a big difference for people using the bike lanes.

## Development

The city spends a lot of taxpayer dollars to correct development decisions made in previous generations. For example, many of the pathways listed in the CFP connect cul-de-sacs or neighborhoods that were not built with a gridded street system. We support development codes that encourage a street grid at the time of development and that consider future conditions and needs as our city grows.

When a full street cannot be built, we support making a pedestrian and bicycle connection at the time of development. For example, a new development being built on the westside has a street stub with a sign that says “Future Street Connection.” The BPAC recommends that this and other developments include a pedestrian and bicycle connection at the time of development, in anticipation that it will be replaced with the street connection later.

Similarly, we are aware of a new development planned near the intersection of 22<sup>nd</sup> Avenue and Cain Road, across the street from NOVA Middle School. There is no roundabout in the CFP for this intersection, but we believe one will be necessary with the new development that will result in more people walking and driving in the neighborhood. A roundabout here will help people cross both 22<sup>nd</sup> Avenue and Cain Road and improve traffic flow.

### Eastside Street/22<sup>nd</sup> Avenue sidewalk

We also want to emphasize the importance of Policy 23.2 from the comprehensive plan, “Raise driver awareness of pedestrians at crosswalks on wide, high-volume streets using blinking lights, flags, signs, markings, and other techniques.” This is especially important for plans to extend a sidewalk on Eastside Street/22<sup>nd</sup> Avenue from Fir Street to I-5. According to the Street Safety Plan, drivers here regularly drive more than 10 mph over the speed limit. With a new, highly-needed sidewalk, we anticipate that more pedestrians will use this street. Signs, flags, markings, and other techniques may be required to remind drivers to slow down and anticipate people walking and potentially crossing the street.

### Better integration with parks projects

The BPAC recognizes the importance of parks to the neighborhoods and the city at large. Olympia’s exciting improvements to Parks and Recreation areas will create greater traffic in the surrounding neighborhoods. These neighborhoods may already be experiencing parking scarcity. The Lions Park sprayground, the repurposed Legion Way Armory, and the Kaiser Woods Park are all examples of parks that will create more car, bike, and pedestrian traffic through neighborhoods. We recommend that the Parks and Recreation department coordinate with Public Works Transportation to prioritize bicycle and pedestrian access. This will serve two purposes: improve traffic safety and alleviate traffic congestion and parking demand in surrounding neighborhoods.

## Metrics

We urge metrics for CFP programs that do not have them currently. Monitoring progress through clear metrics is crucial to ensuring desired outcomes. We noticed inconsistencies between the projects in this year’s CFP and those listed and prioritized in the Transportation Master Plan (TMP). We feel the prioritization score maps from the TMP are good and should be used to make our city safer for vulnerable walkers, cyclists and rollers. We recommend including the prioritization score for projects in the CFP. We request greater transparency for decisions that deviate from the TMP prioritization, such as recognizing which projects the city committed to before the TMP was finalized.

### Let's realize our Comprehensive Plan

This year's CFP highlights the need for safe and functional mobility as Olympia's population continues to grow. We support the Comprehensive Plan's first goal, "All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving." Improving pedestrian infrastructure is one step towards addressing the socioeconomic and environmental challenges Olympia currently faces. Prioritizing alternative transportation options ensures that people who choose a healthier, greener, and cheaper form of transportation are supported, safe, and rewarded for their decision. Those without access to a car and those who use assisted mobility have a right to dignified and safe means of transportation.

We look forward to seeing these projects come to life and hope that our input can guide the City of Olympia toward meeting the goals outlined in the Comprehensive Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Brown', with a long horizontal flourish extending to the right.

Rebecca Brown  
Vice Chair  
Bicycle & Pedestrian Advisory Committee

cc: Michelle Swanson, AICP, Associate Planner, Public Works | Transportation  
BPAC Members



## Olympia Planning Commission

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October 4, 2021

Olympia City Council  
PO Box 1967 Olympia  
WA 98507-1967

Dear Councilmembers:

SUBJECT: Preliminary 2022-2027 CFP Recommendations

The Olympia Planning Commission appointed a Capital Facilities Plan Subcommittee to review the 2022-2027 Capital Facilities Plan for consistency with Olympia's Comprehensive Plan.

We would like to recognize the City of Olympia staff for consistently striving to improve the content, layout, and accuracy of the CFP. This year they added information about debt servicing which was responsive to previous comments by the OPC.

A common refrain on budgeting is that 'your budget is your values'. We have noticed that despite efforts of staff there has been little public involvement or interest in the CFP document over the years. We recognize that this document builds upon planning efforts such as the transportation master plan that included public involvement, so that involvement is to some extent 'baked in' to the projects and recommendations. Regardless, we believe that additional engagement on the CFP itself would help us assure that Olympia is investing in its values.

Olympia's comprehensive plan's Community Values and Vision section describes Olympia's values on public participation like this:

*Olympians value their right to participate in City government, and to engage in a meaningful, open, and respectful community dialogue regarding decisions that affect our community.*

We believe that there are opportunities to advance this community value through the capital facilities planning process by making the values advanced by investments in the CFP more accessible. For example, Olympians expressed their transportation vision as '*complete streets that move people, not just cars*'. It is difficult to read the CFP and understand the extent to which we are advancing that value versus investing in the status quo. We believe that we can increase community engagement with the CFP by continuing to improve the links between the

CFP and the plans that shape it. We hope that making this linkage would allow residents reading the plan to understand what values we are investing in and aid in a level of engagement that other documents the OPC reviews have.

Although it is not part of the comprehensive plan Olympia has committed to:

*'Continuing to learn and take action to dismantle all forms of oppression within our City government and its operations by lifting up and including the voices of our marginalized community members in decision making...'*

Investments in projects across City government are clear opportunities to operationalize this value. There are a variety of ways in which the city is advancing their DEI values, for example through efforts to have a more equitable contracting process, but it is not evident in reading the CFP where we are advancing this value and where we have more room to grow.

Over the last two years the CFP has included a list of comprehensive plan goals that are being advanced in each chapter. This is a good step towards identifying how we are advancing these values, but they are detached from specific projects or dollar amounts and can be difficult to contextualize for even an experienced CFP reader.

In the pursuit of transparency, we also believe the City could do a better job of connecting the CFP to Operating Budgets and the impacts the two budgeting documents have on each other. We appreciate that this is a stated consideration of the budgeting process but could be more specific. For example, the City's purchase of a second street sweeper to decrease run off pollution is exciting, however it is unclear what impacts a second street sweeper will have on the operating budget once the grant funding ends.

In addition, though it is noted in transportation planning, it is unclear in the CFP that current investments in maintenance are not sufficient to maintain the road system in good condition and that there is the potential for decline to levels that require more costly reconstruction rather than repair. Tracking the condition of our infrastructure is laudable but we need to clearly connect our investments to whether or not we are succeeding at our goals.

The Commission encourages the City Council to continuing to consider these documents, and how their focus might change, in light of the recently adopted Transportation Master Plan and Climate Mitigation Plan. These plans will have impacts to our community and budgets for years to come and the investments detailed in the CFP will be critical in meeting our goals.

The Olympia Planning Commission recommends adoption of the 2022-2027 CFP and applauds the efforts of staff to continue to improve the content and readability of the document.

We believe that to better engage Olympians on the content of the CFP we need to more clearly communicate how we are succeeding or failing to invest in our values. We believe that this will

benefit not just residents but also help city staff and officials see the extent to which we are or are not investing in the future we have envisioned for our city.

Best,

A handwritten signature in blue ink, appearing to read 'Rad Cunningham', with a stylized flourish at the end.

Rad Cunningham  
Chair, Finance Subcommittee