



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Agenda City Council

Monday, November 4, 2013

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [13-0917](#) Preview of the City's New Online Survey Tool (Oly Speaks) to Gain Input for a New Bike Map

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except 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. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [13-0899](#) Approval of October 22, 2013 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [13-0933](#) Approval of October 29, 2013 Special Meeting with Coalition of Neighborhood Associations (CNA) Meeting Minutes

Attachments: [Minutes](#)

- 4.C** [13-0916](#) Approval of Bills and Payroll Certification

Attachments: [Bills & Payroll Cert](#)

- 4.D** [13-0863](#) Approval of Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair

Attachments: [Interlocal Agreement](#)

- 4.E [13-0865](#) Approval of Lease Agreement between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use the TCFPD#3 Vehicle Repair Facility.

Attachments: [FD #3 Lease 2013](#)

- 4.F [13-0897](#) Consideration of 2014 Annual Comprehensive Plan Amendment Docket - Do Not Accept Privately Initiated Amendments

SECOND READINGS

- 4.G [13-0819](#) Approval of Ordinance Concerning State-Licensed Marijuana Producers, Processors, and Retailers ("Recreational Marijuana") and Partial Repeal of Existing Moratorium

Attachments: [Ordinance](#)

[Zoning Map](#)

[Map Detail - Eastside](#)

[Map Detail - Westside](#)

[Proposed Ordinance \(Public Hearing version\)](#)

- 4.H [13-0485](#) Approval of Ordinance Amending OMC 13.24, Reclaimed Water

Attachments: [Ordinance](#)

[Summary of Ordinance Revisions](#)

[UAC Letter](#)

[Hyperlink to Current OMC 13.24](#)

- 4.I [13-0832](#) Approval of Amendment to OMC 4.44.040, Compliance Agreement (Reclaimed Water)

Attachments: [Ordinance](#)

FIRST READINGS - None

5. PUBLIC HEARING

- 5.A [13-0900](#) Community Development Block Grant (CDBG) Annual Report (CAPER)

Attachments: [PY2012 Draft CAPER](#)

6. OTHER BUSINESS

- 6.A [13-0906](#) Continued Discussion of the 2014 Operating Budget

Attachments: [Lodging Tax Recommendations](#)
[UAC Letter](#)
[Proposed Rate Increases](#)
[Residential Bill](#)
[General Facilities Charge](#)
[Impact Fees](#)
[Olympia School District CFP](#)

7. CONTINUED PUBLIC COMMUNICATION

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Secretary 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 of Olympia

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

City Council

Preview of the City's New Online Survey Tool (Oly Speaks) to Gain Input for a New Bike Map

Agenda Date: 11/4/2013

Agenda Number: 2.A

File Number: 13-0917

File Type: recognition

Version: 1

Status: Recognition

..Title

Preview of the City's New Online Survey Tool (Oly Speaks) to Gain Input for a New Bike Map

..Report

Presenter(s):

Melynda Schmidt, IT Services Supervisor, 360.753.8225

Cathie Butler, Communications Manager, 360.753-8361

Background and Analysis:

The City recently purchased a module for the City's Granicus program which allows citizens to take part in on-line surveys. Staff will provide a brief, visual overview to accompany the launch Monday of a survey seeking user input for a new bike map.



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Minutes - Draft City Council

Tuesday, October 22, 2013

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Karen Rogers

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

Councilmember Langer moved, seconded by Councilmember Hankins, to approve the agenda as amended. The motion carried by the following vote:

Aye: 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Rogers

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMUNICATION

Mr. Jim Reeves spoke of an impending earthquake.

SafePlace Community Services Coordinator Britt Pomush announced October is Domestic Violence Awareness Month.

Northwest Ecobuilding Guild Education Coordinator Chris van Daalen, 3203 Lorne St, issued an invitation to Saturday's Vision to Action Symposium.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

Councilmember Rogers thanked Ms. Pomush and Mr. Reeves for speaking.

Councilmember Langer urged people to attend the Vision to Action Symposium.

4. CONSENT CALENDAR

4.A 13-0890 Approval of October 15, 2013 City Council Meeting Minutes

The minutes were adopted.

- 4.B 13-0839** Approval of an Interlocal Agreement with State Department of Enterprise Services for Vehicle and Equipment Repair and Maintenance Services

The contract was adopted. Mayor Pro Tem Jones abstained from voting on this item to avoid an appearance of conflict since he works for the Department of Enterprise Services.

- 4.C 13-0861** Approval of Letter to Washington State Investment Board

The decision was adopted.

- 4.D 13-0866** Approval to Use \$75,000 from Asset Forfeiture Funds for Jail Video System

The decision was adopted.

SECOND READINGS

- 4.E 13-0630** Approval of the Proposed Cooper Point Area (County Island) Annexation Ordinance

The ordinance was adopted on second reading.

- 4.F 13-0764** Approval of Appropriation Ordinance in the Amount of \$39,298 for Code Enforcement Property Demolition and Cleanup.

The ordinance was adopted on second reading.

FIRST READINGS

- 4.G 13-0819** Approval of Ordinance Concerning State-Licensed Marijuana Producers, Processors, and Retailers ("Recreational Marijuana") and Partial Repeal of Existing Moratorium

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

Approval of the Consent Agenda

Councilmember Langer moved, seconded by Councilmember Hankins, to adopt the Consent Calendar, with Mayor Pro Tem Jones abstaining on item 4B. The motion carried by the following vote:

Aye: 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Rogers

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A 13-0881 Presentation on New Parking Meters

Community Planning and Development Business Manager Karen Kenneson updated Council on the change out of the pay stations to parking meters. She noted the Council acted on citizen input. She said communication among the Council, staff, and members of the PBLA helped make this change successful. She reviewed upcoming changes which will include:

- The redesign of signage in the City's leased lots,
- New uniforms for the parking staff
- For the second year, there will be 12 days of free parking during the holiday season
- The upgrade of software capabilities for parking services
- Implementing a calendar year renewal for residential parking
- A pilot program for an electric vehicle charging station
- A parking meter token program which allow businesses to reward customers for their patronage

The report was received.

6.B 13-0887 Presentation of the 2014 Preliminary Operating Budget

City Manager Steve Hall introduced this item. He said this year's theme is "We are on the right path but not out of the woods." He said there are no major program or service cuts, no employee lay offs, and no major tax increases. He noted there are new services in public safety using new revenue.

Mr. Hall then reviewed the key messages of the document, past cuts that were necessary, and steps taken to survive those cuts.

Administrative Services Director Jane Kirkemo reviewed key features the budget focuses on and said the Operating Revenues total is \$117,301,114, with 87% of revenues coming from taxes and charges. The General Fund Revenues is \$64,602,834, with 43% coming from property and sales tax.

She also reviewed the amount and use of the 1/10 percent criminal justice sales tax, and proposed utility rate increases which amounts to an increase for a typical single family residential bi-monthly bill of \$9.82, or 4.8%.

Ms. Kirkemo reviewed the steps taken to balance the budget, including the following:

- An increase in the general sales tax
- A voter approved increase in public safety sales tax

- A decrease in the estimate for health insurance costs
- An increase in estimates for development related fees
- Moved the cost for fire flow to the water utility
- Increased efficiencies
- New construction in property taxes
- Energy savings from installing LED lights
- Implementation of Insurance 2 for new employees
- Elimination of the longevity pay and Commute Trip Reduction incentive
- Conducted a dependent eligibility audit

She reviewed major efficiencies taken and changes to the budget process. She said this year a Budget Summary was brought back after years of absence due to budget cuts.

Mr. Hall summarized saying the economy appears to be improving but we still have major unfunded liability in maintenance and our future operating budget is in jeopardy. He then reviewed the budget calendar.

Councilmembers asked clarifying questions and thanked staff for an excellent budget document.

The report was received.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Mayor Pro Tem Jones reported on highlights of the Thurston Regional Planning Council and Intercity Transit Authority Board meetings. He said he attended a meeting at the Port regarding the fueling station.

Councilmember Hankins reported on highlights of the Lodging Tax Advisory Committee and said the recommendation will come to Council on November 4.

Councilmember Cooper reported on highlights of the Health and Human Services Committee meeting on Friday.

Councilmember Langer noted former Fire Chief Jim Rambo died this past weekend.

Mayor Buxbaum reported highlights of the Ad Hoc Community Renewal Area Committee, Sustainable Thurston Task Force meeting, and noted next week is a Special City Council meeting to meet with the Coalition of Neighborhood Associations.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall noted former Fire Chief Jim Rambo worked for the City for 37

years. He also reported the City's Executive Team met with members from Joint Base Lewis McChord.

Mayor Buxbaum said he attended the Legislative Collaboration meeting last night. He also noted the Council's retreat is set for January 10 and 11 and will be held at Fire Station #4 on Stoll Road on the east side.

Mayor Buxbaum reiterated there will be no City Council business meeting next week and the next meeting is scheduled for Monday, November 4.

9. ADJOURNMENT

The meeting adjourned at 8:58 p.m.



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Meeting Minutes - Draft City Council

Information: 360-753-8447

Tuesday, October 29, 2013

6:00 PM

Council Chambers

Special Meeting with Coalition of Neighborhood Associations (CNA)

1. ROLL CALL

Present: 6 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer and Councilmember Jeannine Roe

Excused: 1 - Councilmember Karen Rogers

2. BUSINESS ITEM

2.A 13-0892 Meeting with the Coalition of Neighborhood Associations (CNA)

CNA Steering Committee Chair Bob Jones welcomed everyone and reviewed the agenda for the evening. He recognized the hard work of the City in organizing the meeting and acknowledged Councilmembers at the table.

Mayor Buxbaum highlighted the strengthening relationship between the City Council and neighborhoods. He discussed the budget being a 365-day, year-round process and noted the importance of public participation. He touched on budget documents and public involvement opportunities on the City's website and briefly discussed how the budget goes hand in hand with the Comprehensive Plan.

Mayor Buxbaum indicated tonight's meeting is to engage in dialogue between the City and neighborhood associations for the proposed 2014 budget.

Administrative Services Director Jane Kirkemo gave a brief demonstration on how the public can access 2014 budget documents from the City's website and highlighted the budget dashboard. She discussed components of the budget including revenues, expenditures, services, current financial outlook, potential programs at risk in the future and upcoming meetings on the budget.

Discussion Included:

- How State legislation impacts City budget decisions.
- Litigation costs.
- Councilmanic debt.
- City building maintenance deficiencies.
- Comparison of City budget with cities of similar size.
- Affordable Health Care Act impact on City health insurance cost estimates.

- Process for selecting funded projects.

City Manager Steve Hall discussed the continuing issue of expenses increasing faster than revenue. He indicated conversations for future budgets will include efficiencies, benefit costs, partnerships, labor costs, and regionalization to create new revenue streams in order to achieve a sustainable budget.

Discussion Included:

- Consider providing monthly financial reports to better inform the public and create more valuable public input on budget/program priorities.
- Reach out to community experts to consider budget details, such as creation of a budget advisory committee.
- Council direction has been to listen year-round to budget input from all citizens rather than creation of a budget advisory committee.
- In addition to educating the public on the budget, engage the City advisory committees on the budget at a deeper level.
- Impact of lost online sales.
- Performance measurements and performance-based budgets.
- Peer reviews by outside agency peer groups to increase efficiencies.

Mayor Buxbaum closed the meeting by encouraging continued partnering with neighborhood associations and the larger community.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 7:48 p.m.

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 9/15/2013 THROUGH 9/21/2013
 FOR A/P CHECK NUMBERS 338551 THROUGH 338894
 FOR ELECTRONIC PAYMENTS 8/1/2013 THROUGH 8/31/2013

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

September 24, 2013

Jane Riikimo

TOTAL APPROVED FOR PAYMENT
FUND

\$1,002,506.86	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$2,215.08	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$4,969.52	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$540,429.80	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$7,035.07	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$290.69	134	PARKS AND REC SIDEWALK UT TAX
\$849.78	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$59,517.82	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$52,984.92	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$372.76	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$187,917.58	401	WATER
-\$9,486.63	402	SEWER
\$341,891.11	403	SOLID WASTE
\$6,380.97	404	STORM AND SURFACE WATER
\$80,799.45	434	STORM AND SURFACE WATER CIP
\$1,707,067.15	461	WATER CIP FUND
\$5,123.03	462	SEWER CIP FUND
\$7,691.90	501	EQUIPMENT RENTAL
\$16,493.18	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$3,281.89	504	INS TRUST FUND
\$86,464.28	505	WORKERS COMPENSATION
\$466.49	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$169,385.42	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$4,274,648.12		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD 9/22/2013 THROUGH 9/28/2013
 FOR A/P CHECK NUMBERS 338895 THROUGH 339059
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

September 30, 2013

ADMINISTRATIVE SERVICES DIRECTOR

Janekikemo

TOTAL APPROVED FOR PAYMENT
FUND

\$469,276.30	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$11,226.83	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	025	WASHINGTON CENTER
\$110.18	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$337.69	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$7,035.07	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$60,472.82	137	CHILDREN'S HANDS ON MUSEUM
\$74.98	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$56,246.77	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$15,003.12	401	WATER
\$4,318.21	402	SEWER
\$163.37	403	SOLID WASTE
\$1,541.42	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
-\$88.52	461	WATER CIP FUND
\$215,923.36	462	SEWER CIP FUND
\$1,358.73	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS
\$843,000.33		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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FOR PERIOD	<u>9/29/2013</u>	THROUGH	<u>10/5/2013</u>
FOR A/P CHECK NUMBERS	<u>339060</u>	THROUGH	<u>339387</u>
FOR ELECTRONIC PAYMENTS	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

October 9, 2013

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$503,294.99	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$17,058.44	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	025	WASHINGTON CENTER
\$6.83	026	MUNICIPAL ARTS FUND
\$472,700.91	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$89,294.26	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$16,986.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$27,251.71	401	WATER
\$19,821.74	402	SEWER
\$958.44	403	SOLID WASTE
\$27,574.33	404	STORM AND SURFACE WATER
\$41,819.69	434	STORM AND SURFACE WATER CIP
\$43,410.67	461	WATER CIP FUND
\$39,686.43	462	SEWER CIP FUND
\$65,416.35	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$2,570.50	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$2,148.00	701	PARKS-NEIGHBORHOOD
\$8,160.00	702	PARKS-COMMUNITY
\$3,156.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$7,976.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,389,291.29 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 10/6/2013 THROUGH 10/12/2013
 FOR A/P CHECK NUMBERS 339388 THROUGH 339633
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

October 15, 2013

Jane Kulemo

TOTAL APPROVED FOR PAYMENT
FUND

\$198,574.83	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$2,467.69	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$18,703.97	025	WASHINGTON CENTER
\$15.19	026	MUNICIPAL ARTS FUND
\$169,568.66	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$4,360.81	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$348.17	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$239.36	136	FARMERS MRKT REPAIR/REPLC
\$119,035.64	137	CHILDREN'S HANDS ON MUSEUM
\$132.49	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$12,724.04	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$5,484.62	401	WATER
\$899,191.64	402	SEWER
\$4,462.95	403	SOLID WASTE
\$12,325.07	404	STORM AND SURFACE WATER
\$1,917.79	434	STORM AND SURFACE WATER CIP
\$52,950.00	461	WATER CIP FUND
\$184,559.30	462	SEWER CIP FUND
\$41,881.82	501	EQUIPMENT RENTAL
\$283,076.56	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$1,094.64	504	INS TRUST FUND
\$36.05	505	WORKERS COMPENSATION
\$865.44	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$1,088.88	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$62,150.35	720	SCHOOLS
\$2,077,255.96		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>10/13/2013</u>	THROUGH	<u>10/19/2013</u>
FOR A/P CHECK NUMBERS	<u>339634</u>	THROUGH	<u>339976</u>
FOR ELECTRONIC PAYMENTS	<u>9/1/2013</u>	THROUGH	<u>9/30/2013</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

October 23, 2013

Jane Raymond Kirkemo

TOTAL APPROVED FOR PAYMENT
FUND

\$1,417,883.67	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$79,761.43	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$318.28	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$830.90	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$33,831.54	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$657.91	134	PARKS AND REC SIDEWALK UT TAX
\$786.30	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$68,516.18	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$127,153.84	401	WATER
\$26,577.47	402	SEWER
\$315,934.26	403	SOLID WASTE
\$160,083.21	404	STORM AND SURFACE WATER
\$27,887.58	434	STORM AND SURFACE WATER CIP
\$56,268.45	461	WATER CIP FUND
\$92,070.98	462	SEWER CIP FUND
\$3,911.07	501	EQUIPMENT RENTAL
\$1,077.12	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$88,493.65	505	WORKERS COMPENSATION
\$602.70	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$412.67	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$2,503,059.21 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 10/20/2013 THROUGH 10/26/2013
 FOR A/P CHECK NUMBERS 339977 THROUGH 340186
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

October 28, 2013

ADMINISTRATIVE SERVICES DIRECTOR



TOTAL APPROVED FOR PAYMENT

FUND		
\$122,073.90	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$4,867.38	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$5,702.01	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$429,741.45	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$25,875.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$488.77	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$4,393.57	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$8,536.15	401	WATER
\$676.29	402	SEWER
\$723.94	403	SOLID WASTE
\$3,482.04	404	STORM AND SURFACE WATER
\$25,392.42	434	STORM AND SURFACE WATER CIP
\$612,467.52	461	WATER CIP FUND
\$84,876.03	462	SEWER CIP FUND
\$15,074.27	501	EQUIPMENT RENTAL
\$2,118.97	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$755.68	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$2,284.44	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,349,529.83 GRAND TOTAL FOR WEEK

City of Olympia

City Council

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Approval of Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair

Agenda Date: 11/4/2013

Agenda Number: 4.D

File Number: 13-0863

File Type: contract

Version: 1

Status: Consent Calendar

..Title

Approval of Intergovernmental Agreement with Thurston County Fire Protection District #3 (Lacey) for Vehicle Repair

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve and authorize the Mayor to sign the Interlocal Agreement between the City of Olympia and Thurston County Fire Protection District #3 for fire apparatus repair.

..Report

Issue:

This Interlocal Agreement continues to allow the Olympia Fire Department (OFD) mechanic's to provide repairs for Thurston County Fire Protection District #3 vehicles, fulfilling a portion of their business model.

Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466

Presenter(s):

None. Consent Calendar item.

Background and Analysis:

OFD has set a high safety standard for all emergency response vehicles in the fleet - to be maintained by highly skilled and competent mechanics. This high standard has paid off in safer and more reliable front line and back up vehicles for Olympia, Thurston County Medic One, Tumwater Fire Department and other local departments. They realize OFD's specialized level of service using a team of mechanics who are certified in Master Fire Apparatus and Emergency Vehicles, along with experience, are difficult to find at a private repair facility. Most repair facilities are not solely specialized in repair of only emergency vehicles and cannot deliver the level of service needed.

This Interlocal Agreement continues to allow the OFD Mechanic's to provide repairs for Thurston County Fire Protection District #3 vehicles.

Agenda Date: 11/4/2013

Agenda Number: 4.D

File Number: 13-0863

Thurston County Fire Protection District #3 will reimburse the City of Olympia for this service based on the provisions in the attached Interlocal Agreement.

Neighborhood/Community Interests (if known):

N/A

Options:

Accept the Interlocal Agreement. This joint effort provides benefits to both Olympia and Thurston County Fire Protection District #3 in the goal for community and firefighter safety.

When Thurston County Fire Protection District #3 is assisting OFD during mutual aid responses, the apparatus that is travelling within our community is repaired at the highest safety level possible.

Financial Impact:

Contract defines revenue to the City of Olympia Fire Department from Thurston County Fire Protection District #3. The Department expects to receive +/- \$210,000.00 from the District. Approximately \$60,000.00 will cover the leasing of the mechanics shop in the District where the work is done. See File Number 13-0865, Lease Agreement between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use the TCFPD#3 Vehicle Repair Facility.

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND THURSTON COUNTY FIRE PROTECTION
DISTRICT #3
FOR
FIRE DEPARTMENT VEHICLE REPAIR**

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia and Thurston County Fire Protection District #3 agree as follows:

I. Purpose/Objective

The purpose of this Agreement is to allow the City of Olympia Fire Department (OFD) to provide repair services to Thurston County Fire Protection District #3 (TCFPD#3) at TCFPD #3's request, for Apparatus owned and operated by the TCFPD#3. TCFPD#3 does not have sufficient resources to provide such services and desires to have such services performed at set forth below. OFD currently maintains appropriate facilities and sufficient personnel to perform limited repair services, and agrees to extend this service to TCFPD#3 as OFD time allows, under the terms and conditions specified in this Agreement.

II. Definitions

In this Agreement, the following words shall have the meanings set forth below:

Interlocal Agreement between City of Olympia
and Thurston County Fire Protection District #3 2013-2018

Apparatus Fire department owned vehicle used for the purpose of responding to fire or medical emergencies, or other fire department functions and staff vehicles.

Fluids Motor oil, antifreeze, transmission fluid, brake fluid, gear oils, grease, and washer fluids.

Front Line Apparatus The primary designated staffed vehicle first in line to respond.

III. Scope of Agreement/Work

A. Responsibilities of OLYMPIA shall be as follows:

1. **OFD Repair Responsibilities** Modifications and repairs shall be scheduled and performed on a priority basis by OFD or its chosen service provider. Repairs and modifications will be charged at the hourly shop rate established herein, in addition to any other applicable charges authorized in this Agreement.

2. **Work performed by Outside Service Providers** OFD will provide notice to LCPD#3 prior to work being performed by other service providers.

3. **Repair Limitations OFD** agrees to attempt to complete all repair requests within the time TCFPD#3 requests or has scheduled with OFD. TCFPD#3 is aware that there may be times when OFD cannot meet the desired timeline. OFD will make every attempt to maintain or repair all Front Line Apparatus as scheduled.

4. **Equipment covered** OFD agrees to maintain any and all fire Apparatus presented to OFD by TCFPD#3 for repair, in addition to certain mechanical equipment used for fire department purposes such as fixed and mobile generators. OFD retains the right to refuse to repair any Apparatus or equipment presented, if the vehicle or equipment is deemed unsafe to repair or the OFD mechanics do not possess the knowledge, skills, abilities, tools or facilities to make such repair.

5. **Hours of Work OFD's** Fleet Service's normal working hours are from 7:00 am to 4:00 pm, Monday through Friday except holidays.

6. Documentation and Safety Concerns OFD shall supply to TCFPD#3 all records of work performed at the time of billing. If TCFPD#3 does not authorize additional repairs that OFD recommends, OFD shall state so on the repair documentation. Items discovered that are safety concerns shall be documented (as above) and notification provided to TCFPD#3. If the level of safety concern meets National Fire Protection Association's (NFPA) criteria as determined by OFD, OFD may make a recommendation directly to TCFPD#3's Fire Chief and OFD will seek direction to proceed with the recommended repair(s). OFD makes no representation that it will discover any safety issue or defect, actual or potential.

7. Pick-up and Delivery of Apparatus This may be a joint effort between TCFPD#3 and OFD with TCFPD#3 as the party ultimately responsible for pick-up and delivery. TCFPD#3 remains responsible for any costs associated with pick-up and delivery.

B. Responsibilities of THURSTON COUNTY FIRE PROECTION DISTRICT #3 shall be as follows:

1. Notification of Repair: TCFPD#3 will notify OFD when their Apparatus is in need of repair. TCFPD#3 agrees that it is their intent to maintain the Apparatus to NFPA 1911 Standard for the inspection and maintenance of in-service automotive fire apparatus. If OFD determines that the Apparatus is not being maintained to this standard, OFD may notify the Fire Chief of TCFPD#3.

2. Authorized Representative: TCFPD#3 agrees to provide the name and telephone number of a TCFPD#3 authorizing representative who can, in a timely manner, provide any necessary direction to OFD to approve additional repairs, if OFD determines such repairs are recommended or required.

3. Response to Safety Concerns: If OFD has occasion to notify TCFPD#3 the level of safety concern meets NFPA's criteria as determined by OFD, the Fire Chief of TCFPD#3 is responsible for a timely response to OFD's recommendation.

4. Pick-up and Delivery of Apparatus: OFD and TCFPD#3 shall coordinate all pick-up and delivery of apparatus with TCFD#3 as the party ultimately responsible for pick-up and delivery. TCFPD#3 is responsible for any costs associated with pick-up and delivery.

IV. Payment (or Funding/Costs/etc.)

A. Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The 2013-2018 shop rate for service is \$118.00 per hour which is inclusive of documentation and reporting of all service work. The shop rate will be reviewed by OFD staff in January of each year and the Fire Chief for OFD may authorize an increase under this Agreement of up to ten percent (10%) so long as TCFPD#3 receives notification of the increase at least 30 days prior to implementation of the new labor rate. Fees do not include Washington State sales tax, which will be added to each invoice. In addition, TCFPD#3 agrees to pay OFD for all service and parts provided by OFD and any costs associated with fluids and pick-up and delivery.

B. Expenses outlined herein shall be paid by TCFPD#3 in the manner set forth below:

1. Costs of any parts that OFD does not have in-stock will be directly billed by the vendor to TCFPD#3.
2. Service that OFD does not provide but that OFD authorizes another entity to provide will be directly billed by the vendor to TCFPD#3.
3. All labor services provided by OFD and the cost of parts OFD has in-stock will be directly billed by OFD to TCFPD#3.
4. Fluids used and replaced will be billed at the normal rates paid by OFD as well as fluid accountability requirements and any required disposal charges incurred by OFD.
5. Pick up and delivery charges will be directly paid by TCFPD#3 to the entity providing such services. For example, if towing is required, TCFPD#3 will pay the towing company directly.

V. Method of Payment

A. OFD will submit a monthly itemized invoice to TCFPD#3 for all OFD in-stock parts, fluid replacement, labor for repair services provided by OFD and any other services provided under this Agreement.

B. Upon completion of the work set forth in the invoice, TCFPD#3 will make payment within thirty (30) days of receipt of an invoice.

VI. Amendments/Term Extensions

Either party to this Agreement may request an amendment or term extension. Any amendment shall be negotiated and agreed to by both parties prior to implementation, except labor costs which can be increased by OFD as provided in this Agreement. Certain updates are expressly authorized to be made by the OFD or TCFPD#3 Fire Chiefs under this Agreement and, when so authorized, must be made in writing and attached hereto.

Any other amendments to this Agreement shall be made in writing and shall be presented to each party's governing authority for approval prior to implementation.

VII. Indemnification

THURSTON COUNTY FIRE PROTECTION DISTRICT #3 and the CITY OF OLYMPIA each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement.

VIII. Warranty

The CITY OF OLYMPIA gives no express or implied warranty for the services provided by OFD under this Agreement.

IX. Duration of Agreement

This Agreement shall be effective until November 1, 2018 unless otherwise terminated or extended in the manner described under the pertinent sections of this Agreement.

X. Termination of Agreement

Should either party choose to terminate this agreement, the party desiring to terminate the agreement must provide thirty (30) days advance written notice to the other party, unless otherwise set forth in this Agreement.

XI. Joint Board/No Separate Legal Entity Created/Property

No joint board and no separate legal entity are created under this Agreement. Each party shall maintain ownership of its own property.

XII. Entire Agreement

This Agreement along with the Exhibits incorporated by reference sets forth all terms and conditions agreed upon by OFD and TCFPD#3, and supersedes any and all agreements oral or otherwise with respect to the subject matter addressed herein.

XIII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XIV. Notice

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn: Fire Chief

Re: Interlocal Agreement with Thurston County Fire Protection District #3#

PO Box 1967

Olympia, WA 98507-1967

THURSTON COUNTY FIRE PROTECTION DISTRICT #3

Attn: Fire Chief

Re: Interlocal Agreement with Olympia

1231 Franz Street SE

Lacey, WA 98503

XV. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

XVI. Dispute Resolution

In the event of a dispute between the parties arising by reason of this Agreement, or any obligation hereunder, the dispute shall first be referred to a representative designated by parties to have oversight over the administration of this Agreement. Said representatives

Interlocal Agreement between City of Olympia
and Thurston County Fire Protection District #3 2013- 2018

shall meet within fourteen (14) calendar days of either party's request for a meeting, and the parties shall make a good faith effort to attempt to achieve a resolution of the dispute. In the event that the parties are unable to resolve the dispute under the procedure set forth, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

XVII. Effective Date

This Agreement shall take effect as of the date of the last authorizing signature affixed hereto. Any work performed prior to the effective date that falls within the scope of this Agreement and is consistent with its terms is hereby ratified and confirmed.

CITY OF OLYMPIA

**THURSTON COUNTY FIRE
PROTECTION DISTRICT #3**

Mayor

Fire Chief

Date: _____

Date: _____

Approved as to Form:



City Attorney (ACA)

City of Olympia

City Council

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Approval of Lease Agreement between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use the TCFPD#3 Vehicle Repair Facility

Agenda Date: 11/4/2013

Agenda Number: 4.E

File Number: 13-0865

File Type: contract

Version: 1

Status: Consent Calendar

..Title

Approval of Lease Agreement between the City and Thurston County Fire Protection District #3 (Lacey) to allow the Olympia Fire Department to use the TCFPD#3 Vehicle Repair Facility

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve and authorize the Mayor's to sign the lease agreement to allow Olympia Fire Department (OFD) to use TCFPD3's vehicle repair facility.

..Report

Issue:

This lease agreement continues OFD's use of TCFPD3's vehicle repair facility. Utilizing this facility provides OFD mechanics the capacity to work on multiple vehicles at one time utilizing their business model for revenue.

Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466

Presenter(s):

Greg Wright

Background and Analysis:

This lease agreement continues OFD's use of TCFPD3's vehicle repair facility. Utilizing this facility provides OFD mechanics the capacity to work on multiple vehicles at one time. The vehicle repair facility was designed and built with 3 interior bays, of which one is doubled in length, for the sole purpose of repairing and maintaining fire apparatus. Additionally, the facility has an outdoor drive-thru covered bay. Allowing OFD fire mechanics to continue to use this building ensures their efficiency and productivity.

OFD has set a high safety standard for all emergency response vehicles in the fleet; to be maintained by highly skilled and competent mechanics. This high standard has paid off in safer and more reliable front line and back up vehicles for Olympia,

Agenda Date: 11/4/2013

Agenda Number: 4.E

File Number: 13-0865

Thurston County Medic One, Tumwater Fire Department, Thurston County Fire Protection District 3, and other local departments.

They realize OFD's mechanics are comprised of a team of experienced mechanics who are certified in Master Fire Apparatus and Emergency Vehicles. The mechanics specialized certifications, along with their experience in working on fire apparatus and medic vans, are difficult to find at a private repair facility. Most repair facilities are not solely specialized in repair of only emergency vehicles and cannot deliver the level of service needed.

Neighborhood/Community Interests (if known):

N/A

Options:

Accept the continuation of the lease agreement. This lease agreement allows OFD Mechanics to repair apparatus at the TCFPD3's vehicle repair facility.

This lease agreement provides benefits to OFD in utilizing a vehicle repair shop designed for fire apparatus that will allow OFD fire mechanics to work on multiple fire apparatus at one time.

Financial Impact:

The cost to the City for using this facility is +/- \$60,000.00 and is offset by the revenue generated by being able to work in this facility.

LEASE AGREEMENT

(Modified Gross)

THIS LEASE AGREEMENT ("Lease") is made as of the date set forth below between **Fire Protection District No. 3, Thurston County**, a Washington municipal corporation ("Landlord"), and the **City of Olympia**, a Washington municipal corporation ("Tenant"). Landlord and Tenant hereby agree:

BASIC LEASE TERMS

1) BASIC LEASE INFORMATION AND EXHIBITS. The following terms as used herein shall have the meanings provided in this Section 1, unless otherwise specifically modified by provisions of this Lease:

- a) Commencement Date: November 1, 2013
- b) Tenant: City of Olympia
- c) Address of Tenant:
City of Olympia
Attn: Fire Chief
100 Eastside St NE
Olympia, WA 98506-4081
- d) Landlord: Fire Protection District No. 3, Thurston County
- e) Address of Landlord:
Fire Protection District No. 3, Thurston County
1231 Franz St SE
Lacey, WA 98503
- f) Premises:
The vehicle maintenance and repair building (the "Building") located at 8407 Steilacoom Road SE, Olympia, Washington 98513 having approximately 7,676 square feet which is situated on the land legally described in Exhibit A attached hereto.
- g) Initial Term:
Five years commencing on the Commencement Date, and terminating at midnight on the day before the Fifth (5th) anniversary of the Commencement Date (the "Termination Date").
- h) Extension Term(s):
Automatic annual extensions of one (1) year per Section 6.
- i) Basic Rent:
\$59,400 annually during the Initial Term, which is subject to increase for each Extension Term as set forth in Section 6.
- j) Additional Rent:
All other costs, other than Basic Rent, payable by Tenant to Landlord hereunder.

- k) Security Deposit: n/a
- l) Permitted Use: Fire protection vehicle, apparatus and equipment maintenance and repair facility; vehicle part storage; emergency medical staff and associated facility office use, and for no other use or purpose without Landlord's prior consent.
- m) Party Responsible for Janitorial Services: Tenant
- n) Exhibits: Exhibit A – Legal Description of Land

GENERAL LEASE TERMS

- 2) PREMISES. Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord, upon the terms and conditions set forth herein, the Premises described in Section 1, located on the land legally described on Exhibit A attached hereto. Landlord represents to Tenant that (i) fee title in the Premises is vested in Landlord, and (ii) Landlord has the authority to enter into this Lease.
- 3) COMMENCEMENT AND TERMINATION DATES. The Initial Term of this Lease shall commence on the Commencement Date set forth in Section 1 above. Landlord and Tenant hereby acknowledge that Tenant has been in possession of the Premises prior to the Commencement Date pursuant to a Lease Agreement between The City of Olympia and Thurston County Fire Protection District #3, and that Tenant's use and occupancy of the Premises prior to the Commencement Date is governed by that Agreement. The Initial Term of the Lease shall expire on the Termination Date set forth in Section 1 above.
- 4) RENT. Tenant shall pay Landlord without notice the Basic Rent stated in Section 1 in quarterly installments in arrears commencing on the first day of the second calendar quarter of the Initial Term, and thereafter on the first day of each subsequent calendar quarter of the Initial Term; for every Extension Term thereafter, Tenant shall pay Basic Rent as increased under Section 6 below. Basic Rent and Additional Rent (together "Rent") for any partial quarter shall be prorated in proportion to the number of days in such quarter.
- 5) ADDITIONAL RENT.
 - a) Modified Gross Lease. It is the intention of Landlord and Tenant that this Lease is a modified gross lease, so that all costs of owning, operating and maintaining the Building and Premises shall be borne by Landlord except as set forth herein. As provided in Section 7 below, Tenant shall be responsible for all utility expenses and janitorial expenses, and shall pay for such service directly to the provider. Notwithstanding the foregoing, Tenant shall remain responsible for, and shall pay all costs of repair of damage caused by Tenant's negligence or misuse of the Premises, which shall be deemed Additional Rent hereunder, and shall be payable to Landlord upon demand.
 - b) Personal Property Taxes. Unless exempt, Tenant shall also pay, prior to delinquency, all personal property taxes payable with respect to all property of Tenant located on the Premises, Building or Land, including any improvements paid for by Tenant, and promptly, upon request of Landlord, shall provide written proof of such payment or exemption.
- 6) AUTOMATIC EXTENSION OF TERM. Provided that Tenant is not in default of this Lease, upon the expiration of the Initial Term, and subsequently upon the expiration of the then-effective term of this Lease, the term hereof shall automatically be extended for a period of one (1) year (each, an "Extension Term") upon the same terms and conditions herein, except that Basic Rent may be increased annually for each Extension Term, effective and payable on the first day of the Extension Term (each, an "Adjustment Date"). Landlord shall provide Tenant written notice of any adjustment of Basic Rent not less than one hundred twenty (120) days prior to the applicable Adjustment Date, and Landlord's failure to provide such notice within such time period shall be deemed a waiver of Landlord's right to adjust the Basic Rent for any applicable term. Notwithstanding the foregoing, either party may void the automatic extension of any term hereof by providing the other party written notice thereof not later than ninety (90) days prior to the end of the then-effective term, in which case the then-effective term shall end upon the

Termination Date of the then-effective term and there shall be no automatic extension thereof. The foregoing automatic extensions are personal to Tenant and shall be ineffective if the Lease has been assigned, voluntarily or involuntarily, to any person or entity other than Tenant.

7) SERVICES AND UTILITIES.

- a) Standard Services. Landlord shall furnish the Premises with electricity service and water and other utilities. Tenant shall be responsible for the cost of all utility services used at the Premises, including but not limited to electricity, water, trash removal, hazardous waste removal, sewer or septic, and oil/water separation and treatment. If not already separately metered, the parties acknowledge that Landlord may have the Premises separately metered at Tenant's expense for one or more utilities. Tenant shall pay directly to the service provider the costs of any separately metered utility service. Janitorial services to the Premises are to be provided by the party identified in the Basic Lease Terms.
- b) Interruption of Services. Except to the extent caused by the gross negligence or intentional misconduct of Landlord or its agents, employees or contractors, failure by Landlord to any extent to furnish or cause to be furnished the utilities or services described in this Lease, or any cessation or interruption thereof, resulting from any cause, including without limitation, mechanical breakdown, overhaul or repair of equipment, strikes, riots, acts of God, shortages of labor or material, compliance by Landlord with any voluntary or similar governmental or business guidelines, governmental laws, regulations or restrictions, or any other similar causes, shall not render the Landlord liable in any respect for damages to either person or property, for any economic loss or other consequential damages incurred by Tenant as a result thereof, be construed as an eviction of Tenant, result in an abatement of rent, or relieve Tenant from its obligation to perform or observe any covenant or agreement contained in this Lease.
- c) Provision of Utility Services. Landlord shall have the right to select and change utility providers from time to time providing service to the Building, and may elect to provide one or more such utility services itself.

8) SECURITY DEPOSIT. There is no Security Deposit requirement under this Lease.

9) USES. The Premises are to be used only for the Permitted Uses set forth in Section 1 above and for no other business or purpose. Tenant shall not commit any act that will increase the then existing rate of insurance on the Building and will immediately pay any such increase to Landlord as Additional Rent. Tenant shall not use the area around the Premises for parking vehicles for extended periods. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance or other act which is unlawful. Tenant shall, at Tenant's expense, comply promptly with all applicable statutes, ordinances, rules, regulations, orders and requirements, including without limitation laws and regulations prohibiting discrimination on the basis of race, gender, religion, national origin, age or disability, in effect during the term hereof, including without limitation the Americans With Disabilities Act, regulating the use, occupancy or improvement of the Premises.

10) IMPROVEMENTS. Upon expiration or sooner termination of this Lease, all improvements and additions to the Premises, except Tenant's trade fixtures, shall be deemed the property of Landlord.

11) ACCEPTANCE OF PREMISES. Tenant hereby accepts the Premises and the Building "as-is" in their condition existing as of the date of the execution hereof, and that Landlord shall have no obligation of any kind to alter, repair, improve, or rebuild the Premises in connection with Tenant's occupancy thereof except to the extent specifically set forth elsewhere in this Lease.

Tenant acknowledges that neither Landlord nor Landlord's agent has made any representation or warranty as to the suitability of the Premises for the conduct of Tenant's business, and Tenant hereby waives any rights, claims or actions against Landlord under any express or implied warranties of suitability.

- 12) CARE OF PREMISES. Landlord shall maintain the structural portions of the Building in reasonably good order and condition, except for damage occasioned by act or omission of Tenant or its contractors, agents, invitees, licensees or employees, the repair of which damage shall be paid by Tenant. Tenant shall, at Tenant's sole cost and expense, keep every other part of the Premises in good condition and repair, damage thereto from causes beyond the reasonable control of Tenant and ordinary wear and tear excepted. If Tenant fails to perform Tenant's obligations under this Section, Landlord may at Landlord's option enter upon the Premises after ten (10) days' prior notice to Tenant and put the same in good order, condition and repair and the cost thereof together with interest thereon at the rate of 12% per annum shall be due and payable as Additional Rent to Landlord together with Tenant's next installment of Basic Rent. All structural repairs required to be made by Landlord shall be those reasonably determined by Landlord as necessary to maintain the structural integrity of the Premises and the Building.
- 13) ALTERATIONS AND ADDITIONS.
 - a) Tenant shall not make any alterations, improvements, additions, or utility installations in or about the Premises (collectively, "Alterations") without first obtaining the written consent of Landlord and, where appropriate, in accordance with plans and specifications approved by Landlord. Any alterations required to be made to the Premises by any applicable building, health, safety, fire, nondiscrimination, or similar law or regulation shall be made at Tenant's sole expense and shall be subject to the prior written consent of Landlord. Tenant shall reimburse Landlord for any sums expended for examination and approval or architectural or mechanical plans and specifications of the Alterations. Landlord may require a lien and completion bond for such construction, or require the improvements be removed at the expiration of the Term. Landlord's approval of the plans, specifications and working drawings for Tenant's alterations shall create no responsibility or liability on the part of Landlord for their completeness, design sufficiency, or compliance with all laws, rules and regulations of governmental agencies or authorities.
 - b) Tenant shall pay, when due, all claims for labor or materials furnished to or for Tenant at or for use in the Premises, which claims are or may be secured by any mechanics' or materialmen's liens against the Premises or any interest therein.
 - c) Unless Landlord requires their removal, all Alterations (other than trade fixtures and movable equipment) made on the Premises shall become the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the term.
- 14) ACCESS. Tenant shall permit Landlord and its agents to enter the Premises at all reasonable times for the purpose of inspecting, repairing, altering or improving the Premises or the Building. Landlord may temporarily close any portion of the Building or Premises without liability to Tenant by reason of such closure, and such closure shall not constitute an eviction of Tenant or release Tenant from any Rent hereunder.
- 15) DAMAGE OR DESTRUCTION. If all the Premises or such portions of the Building as may be required for the reasonable use of the Premises are damaged by fire or other casualty, this Lease shall automatically terminate as of the date of such casualty. In the event of casualty to a material part, but less than all, of the Building, where Landlord shall determine that the remaining portions of the Building cannot be economically and effectively used by it (whether

on account of physical, economic, aesthetic or other reasons) or where Landlord determines the Building should be restored in such a way as to materially alter the Premises, Landlord shall forward a written notice to Tenant of such determination not more than sixty (60) days after the date of such damage. The term of this Lease shall expire upon such date as Landlord shall specify in such notice but not earlier than sixty (60) days after the date of such notice. If this Lease is not terminated as aforesaid, it shall continue in full force and effect and the Rent shall be equitably reduced during such reconstruction, unless the casualty was due to the negligence or intentional misconduct of Tenant, in which event Rent shall not be abated. If this Lease is terminated as aforesaid, no damages, compensation or claim shall be payable by Landlord for inconvenience, loss of business or annoyance arising from any damage or destruction to any portion of the Premises or the Building. Landlord will not carry insurance of any kind on any improvements paid for by Tenant or on Tenant's furniture, furnishings, fixtures, equipment or appurtenances of Tenant under this Lease and Landlord shall not be obligated to repair any damage thereto or replace the same.

16) CONDEMNATION.

- a) Entire Taking. If all of the Premises or such portions of the Building as may be required for the reasonable use of the Premises are taken by eminent domain, this Lease shall automatically terminate as of the date title vests in the condemning authority. In the event of a taking of a material part, but less than all, of the Building, where Landlord shall determine that the remaining portions of the Building cannot be economically and effectively used by it (whether on account of physical, economic, aesthetic or other reasons) or where Landlord determines the Building should be restored in such a way as to materially alter the Premises, Landlord shall forward a written notice to Tenant of such determination not more than sixty (60) days after the date of taking. The term of this Lease shall expire upon such date as Landlord shall specify in such notice but not earlier than sixty (60) days after the date of such notice. In the case of taking of a part of the Premises, or a portion of the Building not required for the reasonable use of the Premises, then this Lease shall continue in full force and effect and the Rent shall be equitably reduced based on the proportion by which the floor area of the Premises is reduced.
- b) Awards and Damages. Landlord reserves all rights to damages to the Premises for any partial, constructive, or entire taking by eminent domain, and Tenant hereby assigns to Landlord any right Tenant may have to such damages or award, and Tenant shall make no claim against Landlord or the condemning authority for damages for termination of the leasehold interest or interference with Tenant's business. Tenant shall have the right, however, to claim and recover from the condemning authority compensation for any loss to which Tenant may be put for Tenant's moving expenses or taking of Tenant's personal property, provided that such damages may be claimed only if they are awarded separately and not out of or as part of the damages recoverable by Landlord.

17) INDEMNIFICATION.

- a) Indemnity. Tenant shall indemnify, defend and hold Landlord harmless from and against all loss, cost and expense, including attorney's fees, arising from any act, omission, or negligence of Tenant or its officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors in or about the Building, Premises or Land or arising from any injury or damage to any person or property, occurring in or about the Building, Premises or Land as a result of any act, omission or negligence of Tenant, or its officers, contractors, licensees, agents, employees, guests, or visitors or arising from any breach or default under this Lease by Tenant. The foregoing provisions shall not be construed to make Tenant

responsible for loss, damage, liability or expense resulting from injuries to third parties caused solely by the negligence or misconduct of Landlord, or its officers, contractors, licensees, agents, employees, invitees or other tenant of the Building.

- b) Exemption of Landlord from Liability. As a material part of the consideration to Landlord, Tenant hereby agrees that, notwithstanding anything to the contrary in Section 17(a) above, Landlord shall in no event be liable for injury to Tenant's business or assets or any loss of income therefrom or for damage to Tenant's employees, invitees, customers, or any other person in or about the Premises, whether such damage, loss or injury results from conditions arising upon the Premises or upon other portions of the Building of which Premises are a part, or from other sources or places, and regardless of whether the cause of such damage, loss or injury or the means of repairing the same is inaccessible to Tenant. Tenant further agrees that notwithstanding anything to the contrary in Section 17(a) above, Landlord shall in no event be liable for any injury or damage to any person or property of Tenant, Tenant's employees, invitees, customers, agents or contractors arising from any act or neglect of any tenant or occupant of the Building or any other third person. The foregoing provisions shall not be construed to make Tenant responsible for loss, damage, liability or other expense resulting from injuries to third parties caused solely by the negligence or misconduct of Landlord, or its officers, contractors, licensees, agents, employees, invitees or other tenant of the Building.
 - c) Waiver of Subrogation. Landlord and Tenant each waive any and all rights to recover against the other, or against the officers, directors, shareholders, partners, joint ventures, employees, agents, customers, invitees or business visitors of such other third party, for any loss or damage to such waiving party arising from any cause covered by any property insurance required to be carried pursuant to this Lease or any other property insurance actually carried by such party. Landlord and Tenant, from time to time, will cause their respective insurers to issue appropriate waiver of subrogation rights endorsements to all property insurance policies carried in connection with the Building or the Premises or the contents of either.
 - d) Industrial Insurance Act Waiver. Solely for the purpose of effectuating Tenant's indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of Tenant), Tenant specifically and expressly waives any immunity that may be granted it under applicable federal, state or local Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts. Furthermore, the indemnification obligations under this Lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts. The parties acknowledge that the foregoing provisions of this Section have been specifically and mutually negotiated between the parties.
- 18) HAZARDOUS SUBSTANCES. Tenants shall be solely responsible and liable for, and shall indemnify, defend and hold harmless Landlord for, from and against any and all Hazardous Substances existing on the Premises, or present in or on the air, ground water, soil, buildings or other improvements or otherwise in, on, under or about the Premises or any other property, resulting from the handling by Tenant of any Hazardous Substance during the period of Tenant's occupancy or use of the Premises. Without limiting the generality of the foregoing, Tenant shall, at any time during the term of the Lease and at the end of the term of the Lease, perform all work necessary to render the Premises or any other property "clean" and free of all Hazardous Substances handled by Tenant, in accordance with all present and then-applicable laws. As used herein, the term "Hazardous Substance" means any hazardous, toxic or dangerous

substance, waste or material which is or becomes regulated under any federal, state or local statute, ordinance, rule, regulation or other law now or hereafter in effect pertaining to environmental protection, contamination or cleanup, including without limitation any substance, waste or material which now or hereafter is designated as a "Hazardous Substance" under the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. § 9601 et seq.), or under any local or state rule or regulation. Without limiting the foregoing, Hazardous Substances shall include, but not be limited to, any substance which after being released into the environment and upon exposure, ingestion, inhalation, or assimilation, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavior abnormalities, cancer and or/genetic abnormalities. In addition, Tenant agrees to indemnify, defend and hold harmless Landlord against any and all loss, cost and expense (including, without limitation, consultant fees, attorneys' fees and disbursements) which may be imposed on, incurred or paid by, or asserted against Landlord or the Building, Premises or land by reason of, or in connection with (i) any misrepresentation, breach of warranty or other default by Tenant under this Lease, or (ii) the acts or omissions by Tenant under this Lease, or (ii) the acts or omissions of Tenant, or any sublessee or other person for whom this Tenant would otherwise be liable, resulting in the release of any hazardous waste or materials.

19) INSURANCE.

- a) General. Tenant shall, throughout the term of this Lease and any renewal or extension hereof, and at its own expense, keep and maintain in full force and affect the following:
 - i) Commercial general liability insurance on an occurrence basis with at least Five Million Dollars (\$5,000,000) per occurrence limit and Ten Million Dollars (\$10,000,000) general aggregate limit;
 - ii) Property insurance covering its leasehold improvements to the Premises, furniture, fixtures, equipment, inventory and other personal property located on the Premises in an amount which is not less than one hundred percent (100%) of the insurable replacement value with no coinsurance penalty;
 - iii) Fire Legal Liability coverage in the amount of \$1,000,000, and
 - iv) Garage Liability and Garage Keepers Legal Liability coverage in the amount of \$1,000,000.
- b) Policy Requirements. Coverage may be achieved through the use of Washington Cities Insurance Authority risk pool, which meets the requirements of this Section. Tenant shall deliver to Landlord an "Evidence of Coverage" letter prior to delivery of the Premises to Tenant, for all insurance required to be carried by Tenant hereunder. All policies of insurance provided for herein shall not contain a deductible greater than \$1,000 or any self-insured retention unless expressly approved in writing by Landlord. All liability and property policies of Tenant shall be written as primary policies, not contributing with, and not in excess of coverage which Landlord may carry, and in no event shall the policy limits of such insurance policy or policies be deemed to limit the liability of Tenant thereunder. As often as any such policy shall expire or terminate, renewal or additional policies shall be procured and maintained by Tenant pursuant to the terms of this Section so that at no time shall the insurance coverage required hereby lapse. All policies of insurance delivered to Landlord must contain a provision that the company writing such policy will give to Landlord and/or Landlord's property manager at least thirty (30) days' notice in writing in

advance of any cancellation or lapse or the effective date of any reduction in the amount of or other material change of insurance.

- c) Adequacy of Insurance. Landlord makes no representation or warranty to Tenant that the amount of insurance to be carried by Tenant under the terms of this Lease is adequate to fully protect Tenant's interests. If Tenant believes that the amount of any such insurance is insufficient, Tenant is encouraged to obtain, at its sole cost and expense, such additional insurance as Tenant may deem desirable or adequate. Tenant acknowledges that Landlord shall not, by the fact of approving, disapproving, waiving, accepting, or obtaining any insurance, incur any liability for or with respect to the amount of insurance carried, the form or legal sufficiency of such insurance, the solvency of any insurance companies or the payment or defense of any lawsuit in connection with such insurance coverage, and Tenant hereby expressly assumes full responsibility therefor and all liability, if any with respect thereto.
- d) Landlord's Right to Obtain Insurance. If Tenant fails to acquire or maintain any insurance or provide any certificate or policy required by this Section, Landlord may, but shall not be required to, obtain such insurance for Landlord's benefit and Tenant shall reimburse Landlord for the costs of the premiums of such insurance within ten (10) days of receipt of a written request for reimbursement from the Landlord. Such amounts shall be Additional Rent payable by Tenant hereunder and in the event of non-payment thereof, Landlord shall have rights with respect to such non-payment as it has with respect to any other non-payment of rent hereunder.

20) ASSIGNMENT AND SUBLETTING. Neither this Lease nor any interest therein may be assigned, mortgaged, transferred or encumbered, nor shall all or any part of the Premises be sublet except with the prior written consent of Landlord, which may be withheld in Landlord's sole and absolute discretion. Any assignee or subtenant (each, a "Transferee") shall assume all of Tenant's obligations under this Lease and be jointly and severally liable with Tenant hereunder. No assignment, mortgage, transfer, encumbrance or sublease, whether consented to by Landlord or not, shall effect any release of Tenant's liability hereunder.

21) LIENS AND INSOLVENCY. Tenant shall keep its interest in this Lease and any property of Tenant (other than unattached personal property) and the Premises, the land and the Building free from any liens arising out of any work performed or materials ordered or obligations incurred by or on behalf of Tenant and hereby indemnifies and holds Landlord harmless from any liability from any such lien. Tenant shall have no right or authority to cause or allow the Premises, Building or land to be subjected to any such lien. Tenant shall provide Landlord written notice of intended construction, alteration or repair work at least twenty (20) days before the commencement thereof to afford Landlord an opportunity to post notices of non-responsibility.

22) DEFAULT.

- a) Default By Tenant. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by Tenant: (i) the abandonment of the Premises by Tenant or the vacating of the Premises for more than thirty (30) consecutive days; (ii) the failure by Tenant to make any undisputed payment required to be made by Tenant hereunder, and such failure continues for more than five (5) days after written notice from Landlord (provided that a dispute not giving rise to a default hereunder is made in good faith); (iii) the failure by Tenant to observe or perform any of the other covenants, conditions or provisions of the Lease, where such failure shall continue for a period of twenty (20) days after written notice from Landlord, provided, however, if more than 20

days are reasonably required for its cure then Tenant shall not be deemed to be in default if Tenant commences such cure within said 20-day period and thereafter diligently prosecutes such cure to completion; (iv) the making by Tenant of any general assignment or general arrangement for the benefit of creditors; (v) the filing by or against Tenant of a petition to have Tenant adjudged bankrupt or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days; (vi) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in the Lease, where possession is not restored to Tenant within thirty (30) days; (vii) the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days, or (viii) the assignment or other transfer of all or any interest of Tenant in this Lease, or the subletting of all or any portion of the Premises, in either case which is in violation of Section 20 above. All notice and cure periods set forth above are in lieu of and not in addition to any notice required pursuant to applicable unlawful detainer/eviction statutes.

- b) Landlord's Remedies upon Tenant Default. All rights and remedies of Landlord herein enumerated shall be cumulative, and none shall exclude any other right or remedy allowed by law or in equity, and all of the following may be exercised with or without legal process as then may be provided or permitted by the laws of the state in which the Premises are situated:
- i) Upon any default under this Lease, Landlord may reenter the Premises and remove or put out Tenant or any other persons found therein. No such reentry shall be construed as an election on Landlord's part to terminate this Lease unless a written notice of such intention is given to Tenant.
 - ii) Landlord may elect to re-let the Premises or any part thereof upon such terms and conditions, including rent, term and remodeling or renovation, as Landlord in its sole discretion may deem advisable. To the fullest extent permitted by law, the proceeds of any reletting shall be applied: first, to pay Landlord all costs and expenses of such reletting (including without limitation, costs and expenses incurred in retaking or repossessing the Premises, removing persons or property therefrom, securing new tenants, and, if Landlord maintains and operates the Premises, the costs thereof); second, to pay any indebtedness of Tenant to Landlord; and third, the residue, if any, shall be held by Landlord and applied in payment of other or future obligations of Tenant to Landlord as the same may become due and payable, and Tenant shall not be entitled to receive any portion of such revenue.
 - iii) Landlord may also elect to terminate the Lease and all rights of Tenant by giving notice to Tenant of such election. If Landlord elects to terminate the Lease, Landlord shall have the right to reenter the Premises and remove all persons, and to take possession of and remove all equipment and fixtures of Tenant in the Premises. Tenant hereby waives all damages that may be caused by Landlord's reentering and taking possession of the Premises or removing or storing the property thereof, and Tenant shall save Landlord harmless therefrom, and no such reentry shall be considered a forcible entry. If Landlord so elects to terminate the Lease, Landlord may also recover from Tenant any amount necessary to compensate the Landlord for all the detriment proximately caused by the Tenant's failure to perform its obligations under the Lease or which in the ordinary course of things would be likely to result therefrom and at Landlord's election,

such other amounts in addition to or in lieu of the foregoing that may be permitted from time to time by applicable law.

- c) Nothing in this Section 22 shall be deemed to affect Landlord's right to indemnification for liability or liabilities arising prior to termination of this Lease for personal injury or property damage under the indemnification provisions or other provisions of this Lease.

23) This paragraph has been deleted and left blank.

24) SURRENDER OF POSSESSION. Subject to the terms of Section 15 relating to damage and destruction, upon expiration of the term of this Lease, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises to Landlord "broom-clean" and in as good condition as when received by Tenant from Landlord or as thereafter improved, reasonable use, wear and tear excepted. Tenant shall remove all of its personal property and trade fixtures from the Premises at the expiration of the term; any property not so removed shall be deemed abandoned and may be sold or otherwise disposed of as Landlord deems advisable.

25) NON-WAIVER. Waiver by Landlord of any term, covenant or condition herein contained or any breach thereof shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant, or condition herein contained.

26) LANDLORD'S LIABILITY. Anything in this Lease to the contrary notwithstanding, covenants, undertakings and agreements herein made on the part of Landlord are made and intended not as personal covenants, undertakings and agreements for the purpose of binding Landlord personally or the assets of Landlord except Landlord's interest in the Premises and Building, but are made and intended for the purpose of binding only the Landlord's interest in the Premises and Building, as the same may from time to time be encumbered.

27) TRANSFER OF LANDLORD'S INTEREST. In the event of any transfer of Landlord's interest in the Premises or in the Building, the transferor shall be automatically relieved of any and all obligations and liabilities on the part of Landlord accruing from and after the date of such transfer and such transferee shall have no obligation or liability with respect to any matter occurring or arising prior to the date of such transfer. Tenant agrees to attorn to the transferee.

28) RIGHT TO PERFORM. If Tenant shall fail to pay any sum of money required to be paid by it hereunder or shall fail to perform any other act on its part to be performed hereunder, and such failure shall continue for ten (10) days after notice thereof by Landlord, Landlord may, but shall not be obligated to do so, and without waiving or releasing Tenant from any obligations of Tenant, make such payment or perform any such other act on Tenant's part to be made or performed as provided in this Lease.

29) GENERAL.

- a) Headings. Titles to Sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.
- b) Successors and Assigns. All of the covenants, agreements, terms and conditions contained in this Lease shall inure to and be binding upon the Landlord and Tenant and their respective administrators, successors and assigns.
- c) Authority. Each individual executing this Lease on behalf of Tenant represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Tenant, and that this Lease is binding upon Tenant in accordance with its terms.

- d) No Brokers. Tenant represents and warrants to Landlord that it has not engaged any broker, finder or other person who would be entitled to any commission or fees in respect of the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Landlord against any loss, cost, liability or expense incurred by Landlord as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Tenant.
- e) Entire Agreement. This Lease is the final and complete expression of Landlord and Tenant relating in any manner to the leasing, use and occupancy of the Premises, to Tenant's use of the Building and other matters set forth in this Lease. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by both Landlord and Tenant.
- f) Severability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.
- g) Force Majeure. Except for the payment of Rent, Additional Rent or other sums payable by Tenant to Landlord, time periods for Tenant's or Landlord's performance under any provisions of this Lease shall be extended for periods of time during which Tenant's or Landlord's performance is prevented due to circumstances beyond Tenant's or Landlord's control, including without limitation, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife.
- h) Notices. All notices under this Lease shall be in writing and delivered in person or sent by registered or certified mail, postage prepaid, to Landlord and to Tenant at the addresses provided in Section 1 (provided that after the Commencement Date any such notice shall be mailed or delivered by hand to Tenant at the Premises) and to the holder of any mortgage or deed of trust at such place as such holder shall specify to Tenant in writing; or such other addresses as may from time to time be designated by any such party in writing. Notices mailed as provided herein shall be deemed given on the date of such mailing.
- i) Costs and Attorney's Fees; Waiver of Jury Trial. If Tenant or Landlord shall bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Landlord for the recovery of Rent, Additional Rent or other payments hereunder or possession of the Premises each party shall, and hereby does, to the extent permitted by law, waive trial by jury and the losing party shall pay the prevailing party a reasonable sum for attorneys fees in such suit, at trial and on appeal, and such attorneys fees shall be deemed to have accrued on the commencement of such action. If Landlord retains an attorney in connection with the default of Tenant hereunder, Tenant shall pay Landlord's reasonable attorneys fees whether or not suit is filed.
- j) Governing Law; Venue. This Lease shall be governed by and construed in accordance with the internal laws of the State of Washington. The venue for any action arising under the Lease shall be the Superior Court of Washington in Thurston County.
- k) Recording. Tenant shall not record this Lease or a memorandum hereof without Landlord's prior written consent and such recordation shall, at the option of Landlord, constitute a non-curable default of Tenant hereunder.
- l) Waivers. No waiver by Landlord of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Tenant of the same or any other provision. Landlord's consent to or approval of any act shall not be deemed to render

unnecessary the obtaining of Landlord's consent to or approval of any subsequent act by Tenant. The acceptance or Rent hereunder by Landlord shall not be a waiver of any preceding breach at the time of acceptance of such Rent.

- m) Time of Essence. Time is of the essence for the performance of all of the obligations specified hereunder.
 - n) Quiet Enjoyment. Subject to other terms of this Lease, Landlord covenants that Tenant shall, and may peacefully have, hold and enjoy the Premises for the Term free of any claims by any party claiming by, through or under Landlord, provided that Tenant pays the rent to be paid by Tenant under this Lease and performs all of Tenant's covenants and agreements herein provided.
 - o) Merger. The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, shall not work a merger and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all such subtenancies.
- 30) Ratification. The parties recognize that occupancy commences prior to full execution of this lease. Once the lease has been fully executed, it is effective as of the Commencement Date noted in Section 1, so long as such occupancy is consistent with the terms of this lease.

IN WITNESS WHEREOF this Lease has been executed the day and year first above set forth.

LANDLORD: **FIRE PROTECTION DISTRICT No. 3, THURSTON COUNTY,**
a Washington Municipal Corporation

By: _____

Name: _____

Its: _____

TENANT: **CITY OF OLYMPIA,** a Washington Municipal Corporation

By: _____

Name: _____

Its: _____

Approved as to form:

By:  _____

Assistant City Attorney

[**Attach notary acknowledgement blocks for each signatory if required**]

EXHIBIT " A "

Parcel "A" of Boundary Line Adjustment No. BLA-0931 as recorded under Auditor's File No. 9006260006, Thurston County records, situated in Section 14, Township 18 North, Range 1 West, Willamette Meridian, Thurston County, Washington.

City of Olympia

City Council

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Consideration of 2014 Annual Comprehensive Plan Amendment Docket - Do Not Accept Privately Initiated Amendments

Agenda Date: 11/4/2013

Agenda Number: 4.F

File Number: 13-0897

File Type: decision

Version: 1

Status: Consent Calendar

..Title

Consideration of 2014 Annual Comprehensive Plan Amendment Docket - Do Not Accept Privately Initiated Amendments

..Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to not accept privately initiated proposals for a 2014 comprehensive plan amendment docket.

..Report

Issue:

The City Council has set the schedule for adopting the Olympia Comprehensive Plan update for June 2014 (or earlier in 2014). State law and city code prevent considering amendments to the comprehensive plan more than once per calendar year.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development,
360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development (CPD)

Background and Analysis:

The City Council has set the schedule for adopting the Olympia Comprehensive Plan Update for June 2014 (or earlier in 2014). RCW 36.70A.130 and OMC 18.59.070 prohibit the city from considering amendments to the comprehensive plan more than once per calendar year, with a few specific exceptions. Therefore, any privately initiated proposals for comprehensive plan amendments in 2014 must be brought forward to the City Council as part of the scheduled Comprehensive Plan Update public process. To date, CPD staff received one inquiry about a possible comprehensive plan amendment in 2014. The interested party indicated willingness to bring this minor proposal forward for consideration as part of the Comprehensive Plan update process.

Neighborhood/Community Interests (if known):

Agenda Date: 11/4/2013

Agenda Number: 4.F

File Number: 13-0897

There has been a high level of public interest throughout the comprehensive plan update process.

Options:

1. Move to accept no privately initiated proposals for a 2014 comprehensive plan amendment docket.
2. Move to further delay the current Comprehensive Plan Update until December 2014 and set a deadline for accepting privately initiated comprehensive plan amendments by March 31, 2014, so they can be considered together with the Comprehensive Plan Update.

Financial Impact:

None for the City Manager recommendation.

Option 2 would require additional staff resources to set the docket of privately initiated proposals, review and analyze the proposals, and present the docket to the planning commission and city council. This process would require an estimated .5 FTE in place of other CPD work program items. The financial impact would be approximately \$50,000 of estimated staff time.

City of Olympia

City Council

City Hall
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360-753-8447

Approval of Ordinance Concerning State-Licensed Marijuana Producers, Processors, and Retailers (“Recreational Marijuana”) and Partial Repeal of Existing Moratorium

Agenda Date: 11/4/2013

Agenda Number: 4.G

File Number: 13-0819

File Type: ordinance

Version: 3

Status: Second Reading

..Title

Approval of Ordinance Concerning State-Licensed Marijuana Producers, Processors, and Retailers (“Recreational Marijuana”) and Partial Repeal of Existing Moratorium

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on second reading the Interim Zoning Regulations on proposed regulations concerning recreational marijuana.

..Report

Issue:

Shall the Council approve on second reading a proposed interim zoning ordinance regulating recreational cannabis production, processing, and sales?

Staff Contact:

Chris Grabowski, Code Enforcement Officer, CP&D, 360.753.8168

Presenter(s):

Chris Grabowski, Code Enforcement Officer
Darren Nienaber, Deputy City Attorney

Background and Analysis:

[Same Background Information as October 22, 2013 report]

On October 15, 2013, the City Council conducted a public hearing on interim zoning regulations concerning State licensed recreational cannabis producers, processors, and retailers. Based on public testimony at the hearing, Council directed staff to move the ordinance forward to first reading at its next meeting (October 22). The ordinance (Attachment #1) is updated to reflect that the Public Hearing was held.

On May 7, 2013, the City Council adopted a moratorium on any new marijuana related establishments. The moratorium was due in part to the rapid proliferation of marijuana associated land uses without sufficient time for staff to analyze appropriate conditions of approval of such land uses.

Agenda Date: 11/4/2013

Agenda Number: 4.G

File Number: 13-0819

Meanwhile, in response to Initiative 502, the State Liquor Control Board has adopted regulations for the licensing of recreational marijuana production, processing and retail. The Liquor Control Board will begin processing applications for production, processing and retail establishments. However, the Liquor Control Board does not have control over or enforce local zoning regulations. Accordingly, it is appropriate for the City Council to consider the appropriate location of such uses as well as appropriate conditions of approval.

A draft ordinance is attached that addresses zoning as well as conditions of approval that staff consider appropriate. Some key features of the ordinance are:

- A conditional use permit would be required for all cannabis related uses - retail, production and processing. The conditional use permit would be reviewed by the Hearing Examiner after a public hearing.
- Retail sales would only be allowed in the High Density Corridor-4 (HDC-4) and General Commercial (GC) zones.
- Production and processing would be allowed only in the Light Industrial (LI) zone.
- As with the State rules, on premises consumption of cannabis products is prohibited.
- Retail hours are limited from 8 am to 9 pm.
- Associated uses, like a dance venue, are prohibited.
- As with the State rules, cannabis related uses must maintain a security system including video camera surveillance.
- That part of the moratorium concerning recreational retail, production, and processing will be repealed. All other new cannabis uses, such as medical collective gardens, remain prohibited under the moratorium adopted by Council.

Staff developed a map of the City of Olympia indicating areas that, under Washington State law, would be excluded from having cannabis sales locations due to their being located within 1,000 feet (measured in a direct line) of an elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, library or arcade where admission is not restricted to those age 21 and older. It also shows those areas in which cannabis production, processing, and sales would be allowed under the proposed interim ordinance. The map and detailed views are attached.

Neighborhood/Community Interests (if known):

Staff submitted a SEPA checklist on September 13, 2013. The 21 day comment period expired on October 4, 2013. No public comment was received.

Options:

Agenda Date: 11/4/2013
Agenda Number: 4.G
File Number: 13-0819

1. Move to approve the ordinance on second reading.

Financial Impact:
None anticipated.

ORDINANCE NO. _____

AN INTERIM ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON RELATING TO STATE-LICENSED MARIJUANA PRODUCERS, PROCESSORS, AND RETAILERS; ADOPTING A NEW CHAPTER 18.51 OF THE OLYMPIA MUNICIPAL CODE; AND DECLARING AN EMERGENCY.

WHEREAS, since 1970, federal law has prohibited the manufacture and possession of marijuana as a Schedule I drug; and

WHEREAS, Initiative Measure No. 692, approved by the voters of Washington State on November 30, 1998, and now codified as chapter 69.51A RCW, created an affirmative defense for "qualifying patients" to the charge of possession of marijuana (cannabis); and

WHEREAS, the intent of Initiative 692 was that qualifying "patients with terminal or debilitating illnesses who, in the judgment of their physicians, would benefit from the medical use of marijuana, shall not be found guilty of a crime under state law" (RCW 69.51A.005), but that nothing in the law "shall be construed to supersede Washington state law prohibiting the acquisition, possession, manufacture, sale, or use of marijuana for non-medical purposes" (RCW 69.51A.020); and

WHEREAS, the Washington State Legislature passed ESSSB 5073 in 2011; and

WHEREAS, on April 29, 2011, former Governor Christine Gregoire vetoed all of the provisions of E2SSB 5073 relevant to medical marijuana dispensaries but left the provisions relating to cultivation of marijuana for medical use by qualified patients individually and in collective gardens; and

WHEREAS, RCW 69.51A.085 permits qualifying patients "to create and participate in collective gardens for the purpose of producing, processing, transporting, and delivering cannabis for medical use," provided no more than ten qualifying patients participate in a collective garden, a collective garden does not contain more than 15 plants per patient up to a total of 45 plants per collective garden, and the collective garden does not contain more than 24 ounces of useable cannabis per patient, up to a total of 72 ounces of useable cannabis; and

WHEREAS, under RCW 69.51A.060(1), it is a class 3 civil infraction to display medical cannabis in a manner or place which is open to view of the general public, which would include growing plants; and

WHEREAS, RCW 69.51A.140 authorizes cities to adopt and enforce zoning requirements, business licensing requirements, health and safety requirements, and business taxes pertaining to the production, processing, or dispensing of cannabis or cannabis products within their jurisdiction and that nothing in chapter 181, Laws of 2011 is intended to limit the authority of cities to impose zoning requirements or other conditions upon licensed dispensers, so long as such requirements do not preclude the possibility of siting licensed dispensers within the jurisdiction; and

WHEREAS, Initiative Measure No. 502, approved by the voters of Washington State on November 6, 2012, calls for the establishment of a regulatory system licensing producers, processors, and retailers of recreational marijuana for adults 21 years of age and older, legalizes the possession and private recreational use of marijuana, and requires the Washington State Liquor Control Board to adopt procedures and criteria by December 1, 2013, for issuing licenses to produce, process, and sell marijuana; and

WHEREAS, the City of Olympia adopted Ordinance No. 6851 on May 7, 2013, imposing a moratorium on the establishment of medical cannabis collective gardens and other establishments involved in the sale, manufacturing, distribution, or use of marijuana because of the potential impact on the public health, safety, and welfare; and

WHEREAS, the Washington State Liquor Control Board has announced that it will adopt its rules pertaining to the licensing of marijuana producers, processors, and retailers by October 16, 2013, with an effective date of November 16, 2013, and begin accepting applications for license types on November 18, 2013; and

WHEREAS, there is insufficient time between the effective date of the Liquor Control Board's rules and the Board's date for accepting marijuana applications for the City to go through the normal Growth Management Act development regulation adoption process; and

WHEREAS, the City currently does not have specific zoning regulations pertaining to state-licensed producers, processors, and retailers of state-licensed recreational marijuana; and

WHEREAS, the City Council conducted a public hearing on June 25, 2013, as required by Ordinance No. 6851, to take public testimony regarding the establishment of the moratorium; and

WHEREAS, the City Council has studied the potential land use impacts associated with state-licensed marijuana producers, processors, and retailers and has now prepared this Interim Ordinance to address these impacts; and

WHEREAS, the City Council conducted a public hearing on October 15, 2013, to take public testimony regarding interim regulations pertaining to state-licensed producers, processors, and retailers of state-licensed recreational marijuana; and

WHEREAS, the City Council finds that it is necessary to adopt this Interim Ordinance to avoid unanticipated negative impacts on the community and the public health, safety, and welfare associated with state-licensed marijuana producers, processors, and retailers; and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, interim zoning map, interim zoning ordinance, or interim official control, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for no longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal;" and

WHEREAS, interim zoning controls enacted under RCW 35A.63.220 and/or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, this Ordinance is also adopted pursuant to Article 11, Section 11, of the Washington State Constitution; and

WHEREAS, this Ordinance is supported by the staff report and attachments and documents on file with the City of Olympia and also by the professional judgment and experience of City staff; and

WHEREAS, by adopting this interim chapter to Olympia Municipal Code Title 18, the same penalties that apply elsewhere in Title 18 will also apply to this interim chapter; and

WHEREAS, the City Council finds that the restrictions and requirements established by this Ordinance are necessary for the immediate preservation of the public peace, health, or safety and for the immediate support of city government and its existing public institutions;

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

Section 1. Adoption of OMC 18.51. There is hereby adopted a NEW CHAPTER 18.51 to Title 18 of the Olympia Municipal Code to read as follows:

**Chapter 18.51
STATE-LICENSED MARIJUANA PRODUCERS, PROCESSORS, AND RETAILERS
REGULATIONS**

18.51.000 Chapter

Sections:

- 18.51.010 Findings
- 18.51.020 Purpose
- 18.51.030 Definitions
- 18.51.040 State-Licensed Marijuana Producers, Processors and Retailers Requirements
- 18.51.050 Nuisance Abatement

18.51.010 Findings

The City Council finds that nothing in this chapter 18.51 OMC shall be construed to supersede Washington State or federal law pertaining to the acquisition, possession, manufacture, sale or use of marijuana.

18.51.020 Purpose

The purpose of these regulations of state-licensed marijuana producers, processors, and retailers is to mitigate potential impacts on nearby properties of marijuana producers, processors, or retailers licensed by the State of Washington Liquor Control Board and to promote the public health, safety, and welfare.

18.51.030 Definitions

- A. "Marijuana" shall have the definition as provided in RCW 69.50.101 (s) as it currently states or as may be amended.
- B. "Marijuana processor" shall have the definition as provided in RCW 69.50.101 (t) as it currently states or as may be amended.
- C. "Marijuana producer" shall have the definition as provided in RCW 69.50.101 (u) as it currently states or as may be amended.

D. "Marijuana retailer" shall have the definition as provided in RCW 69.50.101 (w) as it currently states or as may be amended.

18.51.040 State-Licensed Marijuana Producer, Processor and Retailer Requirements

A. General requirements.

A marijuana producer, processor, or retailer licensed by the State of Washington Liquor Control Board shall be required to comply with all applicable regulations established by the City including, but not limited to, all building and fire code regulations and zoning regulations and shall be required to provide a copy of the state-issued license to the City upon request. A marijuana producer, processor, or retailer licensed by the State of Washington Liquor Control Board shall also be required to comply with all applicable state regulations and all requirements set forth in the state-issued license.

B. Premises Requirements.

A recreational producer, processor, or retailer must operate in compliance with the following conditions:

1. From a public right-of-way, there shall be no exterior display of marijuana or marijuana cultivation visible outside of the premises.
2. The marijuana of a retailer, producer, or processor shall be entirely within a permanent enclosed structure with a roof. The structure shall comply with all applicable code requirements.
3. Areas where marijuana is grown, stored, or dispensed must be provided with ventilation systems so that no odors are detectable off the premises.
4. All premises must comply with the noise control requirements of the Olympia Municipal Code.
5. No minors shall be permitted on marijuana producer, processor, or retailer premises unless accompanied by a parent or guardian.
6. Consumption of marijuana, products containing marijuana or alcohol on the premises is prohibited, as are any other associated uses such as a smoking room, dance or performance space, private club, open-to-the-public nightclub, cabaret, tavern, or similar establishment.
7. All premises must have an operating security and alarm system that is monitored twenty-four (24) hours a day and that includes a video recording system that monitors production, storage, and point of sale areas. All video recordings must be continuously recorded twenty-four (24) hours a day and must be kept for a minimum of forty-five (45) days on the licensee's recording device. All videos are subject to inspection by the Olympia Police Department upon request.
8. A recreational retailer may be open only between the hours of 8 a.m. and 9 p.m.

C. City Zoning

1. State-Licensed Marijuana Retailers

- i. No person may conduct business within the City of Olympia as a state-licensed marijuana retailer unless they are located within a HDC4 or GC Zone in accordance with OMC Title 18, Unified Development Code and licensed under this chapter.
- ii. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.
- iii. A retailer is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

2. State-Licensed Marijuana Producers and Processors

- iv. No person may conduct business within the City of Olympia as a state-licensed marijuana producer or processor unless it is located within a light industrial zone in accordance with OMC Title 18, Unified Development Code, and licensed under this chapter.
- v. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.
- vi. A producer and/or processor is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

18.51.050 Nuisance Abatement

In addition to any other available remedy or penalty, any violation of this chapter, is declared to be a public nuisance per se, and may be abated under the applicable provisions of the Olympia Municipal Code and state law.

Section 2. Effective Date and Duration.

- A. This Ordinance shall be effective five (5) days after publication.
- B. This Ordinance shall be effective for one (1) year, unless subsequently extended by the City Council.

Section 3. Repeal of Moratorium. The moratorium imposed by Ordinance No. 6851 is repealed only to the extent that the activity is covered by this Ordinance, which addresses recreational sales, processing, and production of marijuana. Accordingly, the moratorium no longer applies to state-licensed retailers, producers, or processors of recreational marijuana. All other uses, including medical marijuana establishments, continue to be prohibited by the moratorium.

Section 4. Severability. If any provision of this Ordinance, or its application to any person, entity, or circumstance, is for any reason held invalid, the remainder of the Ordinance, or the application of the provisions to other persons, entities, or circumstances, is not affected.

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. Findings. The City Council adopts the recitals to this Ordinance as findings of fact in support of the enactment of this Interim Ordinance. The work plan is for staff to prepare and submit a draft set of regulations to the Olympia Planning Commission for their consideration and recommendation. City staff will then transmit its recommendation and the Planning Commission's recommendation to the City Council. Given the Planning Commission's full schedule with the implementation stage of the Comprehensive Plan Update and with more meetings than its historical average, it is appropriate and necessary that this Ordinance be effective for one (1) year.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darra Nienaber

DEPUTY CITY ATTORNEY

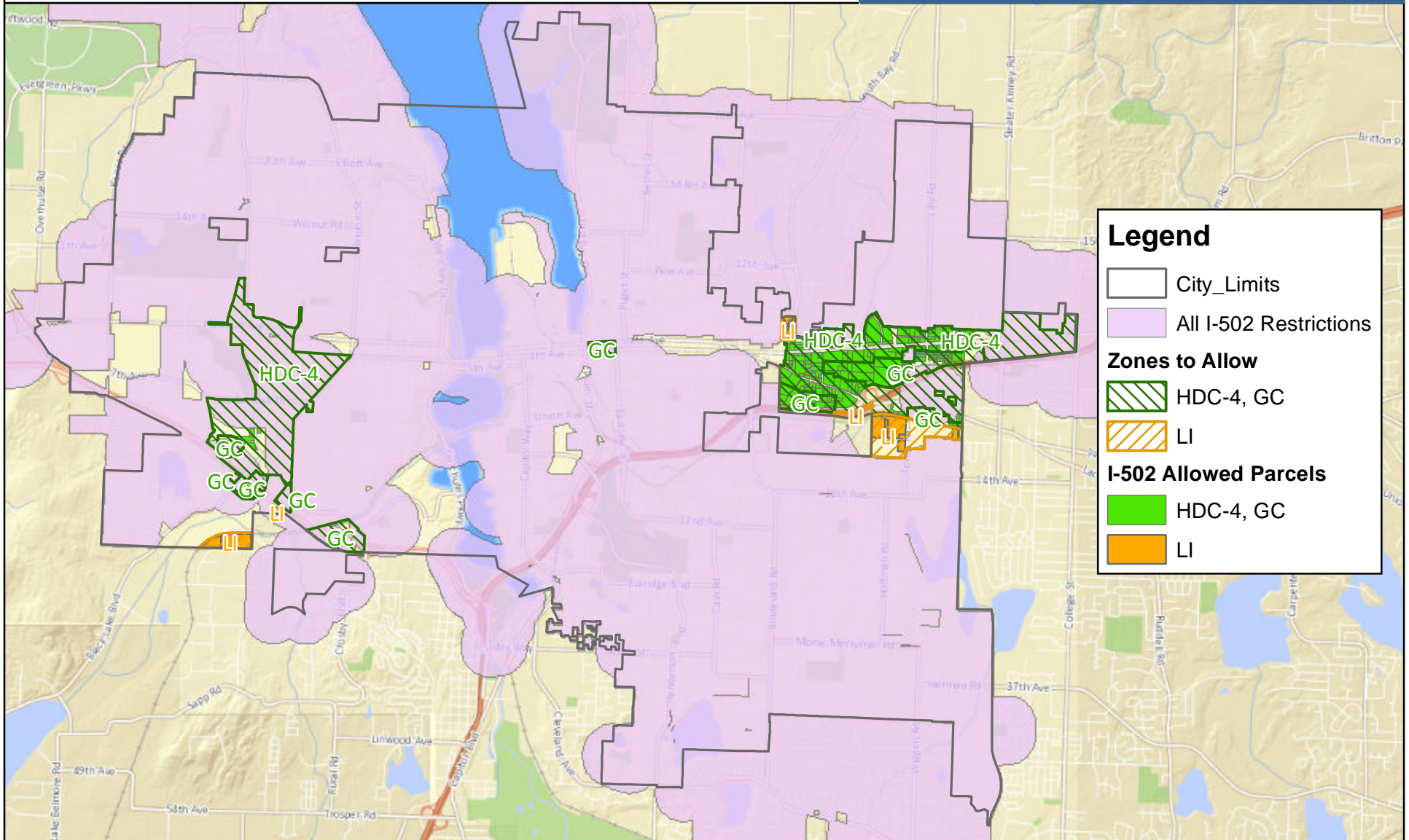
PASSED:

APPROVED:

PUBLISHED:

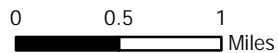
I-502 Zones Under Discussion - Overview

City Zones to Allow: HDC-4, GC, LI



Legend

- City_Limits
- All I-502 Restrictions
- Zones to Allow**
- HDC-4, GC
- LI
- I-502 Allowed Parcels**
- HDC-4, GC
- LI



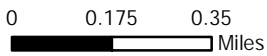
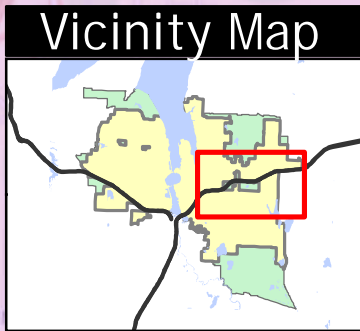
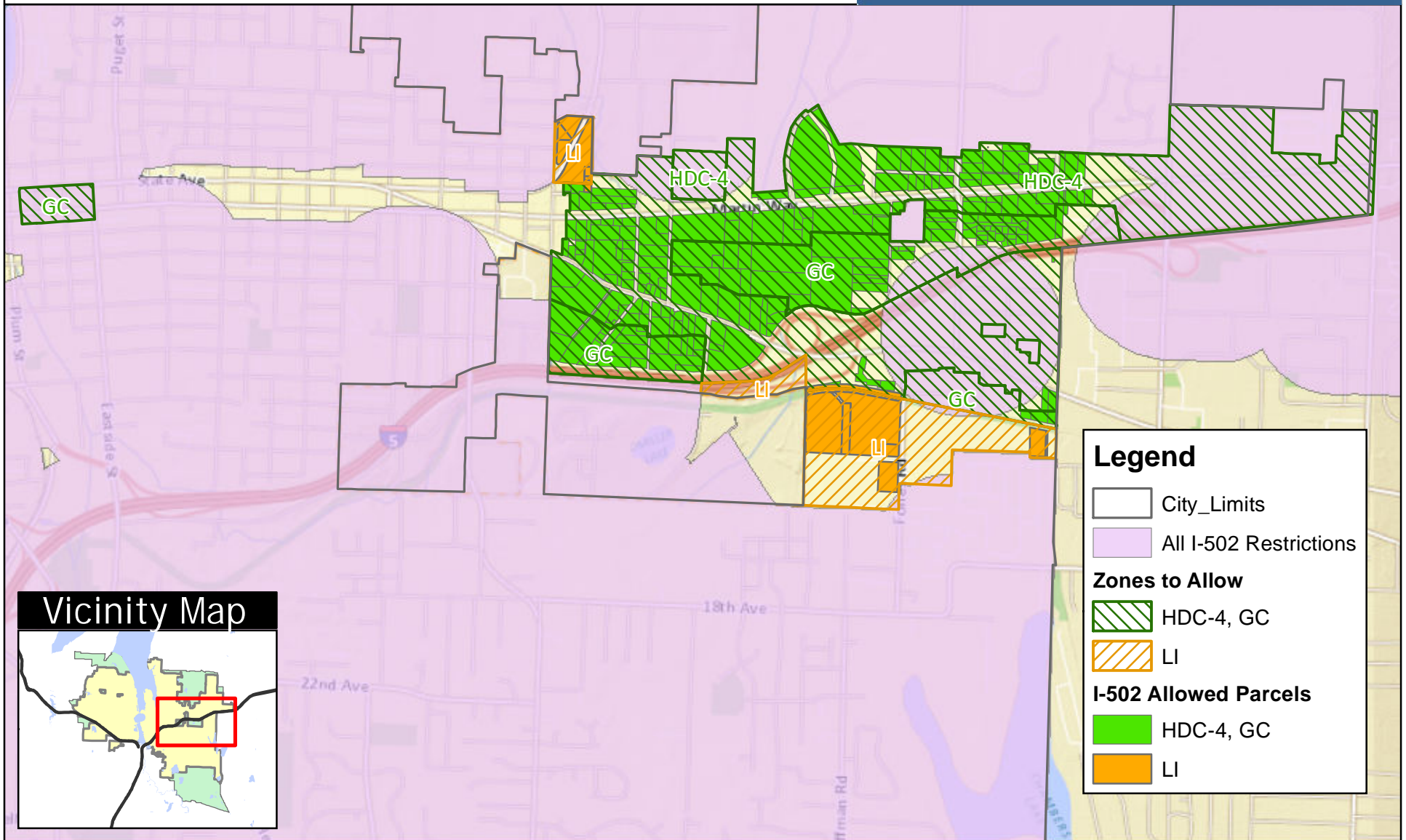
Map created Oct 7, 2013
For questions, please contact:
Chris Grabowski, Code Enforcement Officer
cgrabows@ci.olympia.wa.us
(360) 753-8168

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.



I-502 Zones Under Discussion - Detail A

City Zones to Allow: HDC-4, GC, LI



Map created Oct 7, 2013
 For questions, please contact:
 Chris Grabowski, Code Enforcement Officer
 cgrabows@ci.olympia.wa.us
 (360) 753-8168

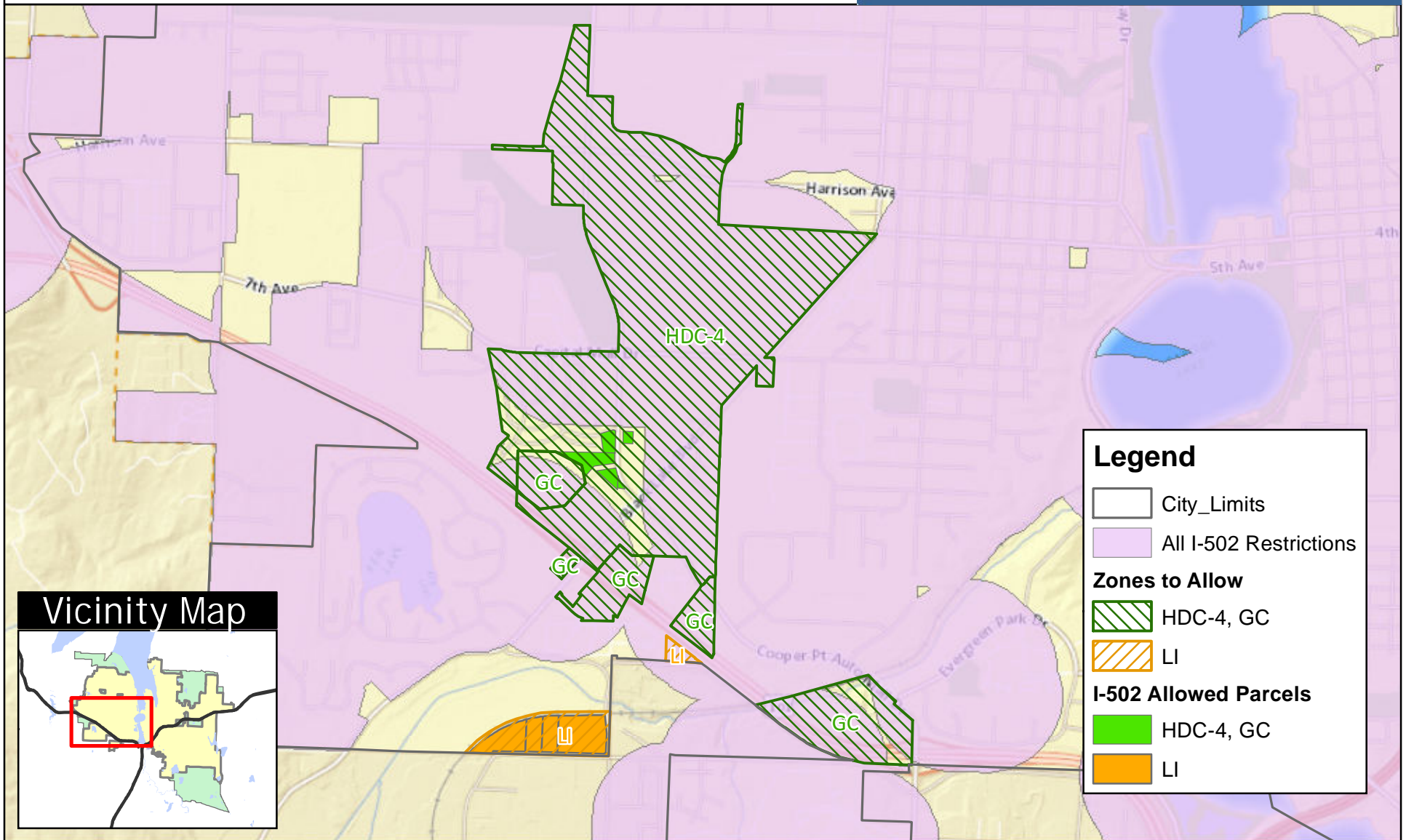
Derivation of Data:
 I-502 restrictions include both city zoning classified as residential, as well as a 1000 ft buffer around restricted parcels. These parcels include public and private schools, recreation facilities, licensed child care centers, public parks, the public transit center, the library, and game arcades, as of Sept 9, 2013.
 Parcels allowed under I-502 restrictions must be wholly outside of the 1000' buffer region.

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.



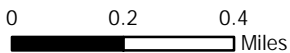
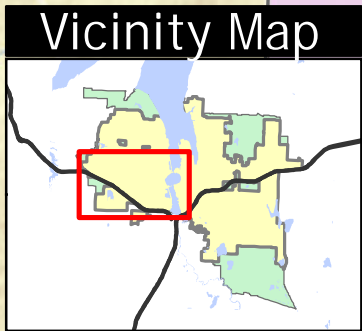
I-502 Zones Under Discussion - Detail B

City Zones to Allow: HDC-4, GC, LI



Legend

- City_Limits
- All I-502 Restrictions
- Zones to Allow**
- HDC-4, GC
- LI
- I-502 Allowed Parcels**
- HDC-4, GC
- LI



Map created Oct 7, 2013
For questions, please contact:
Chris Grabowski, Code Enforcement Officer
cgrabows@ci.olympia.wa.us
(360) 753-8168

Derivation of Data:
I-502 restrictions include both city zoning classified as residential, as well as a 1000 ft buffer around restricted parcels. These parcels include public and private schools, recreation facilities, licensed child care centers, public parks, the public transit center, the library, and game arcades, as of Sept 9, 2013.
Parcels allowed under I-502 restrictions must be wholly outside of the 1000' buffer region.

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.



ORDINANCE NO. _____

AN INTERIM ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON RELATING TO STATE-LICENSED MARIJUANA PRODUCERS, PROCESSORS, AND RETAILERS; ADOPTING A NEW CHAPTER 18.51 OF THE OLYMPIA MUNICIPAL CODE; PROVIDING FOR A PUBLIC HEARING WITHIN SIXTY DAYS; AND DECLARING AN EMERGENCY.

WHEREAS, since 1970, federal law has prohibited the manufacture and possession of marijuana as a Schedule I drug; and

WHEREAS, Initiative Measure No. 692, approved by the voters of Washington State on November 30, 1998, and now codified as chapter 69.51A RCW, created an affirmative defense for "qualifying patients" to the charge of possession of marijuana (cannabis); and

WHEREAS, the intent of Initiative 692 was that qualifying "patients with terminal or debilitating illnesses who, in the judgment of their physicians, would benefit from the medical use of marijuana, shall not be found guilty of a crime under state law" (RCW 69.51A.005), but that nothing in the law "shall be construed to supersede Washington state law prohibiting the acquisition, possession, manufacture, sale, or use of marijuana for non-medical purposes" (RCW 69.51A.020); and

WHEREAS, the Washington State Legislature passed ESSSB 5073 in 2011; and

WHEREAS, on April 29, 2011, former Governor Christine Gregoire vetoed all of the provisions of E2SSB 5073 relevant to medical marijuana dispensaries but left the provisions relating to cultivation of marijuana for medical use by qualified patients individually and in collective gardens; and

WHEREAS, RCW 69.51A.085 permits qualifying patients "to create and participate in collective gardens for the purpose of producing, processing, transporting, and delivering cannabis for medical use," provided no more than ten qualifying patients participate in a collective garden, a collective garden does not contain more than 15 plants per patient up to a total of 45 plants per collective garden, and the collective garden does not contain more than 24 ounces of useable cannabis per patient, up to a total of 72 ounces of useable cannabis; and

WHEREAS, under RCW 69.51A.060(1), it is a class 3 civil infraction to display medical cannabis in a manner or place which is open to view of the general public, which would include growing plants; and

WHEREAS, RCW 69.51A.140 authorizes cities to adopt and enforce zoning requirements, business licensing requirements, health and safety requirements, and business taxes pertaining to the production, processing, or dispensing of cannabis or cannabis products within their jurisdiction and that nothing in chapter 181, Laws of 2011 is intended to limit the authority of cities to impose zoning requirements or other conditions upon licensed dispensers, so long as such requirements do not preclude the possibility of siting licensed dispensers within the jurisdiction; and

WHEREAS, Initiative Measure No. 502, approved by the voters of Washington State on November 6, 2012, calls for the establishment of a regulatory system licensing producers, processors, and retailers of recreational marijuana for adults 21 years of age and older, legalizes the possession and private recreational use of marijuana, and requires the Washington State Liquor Control Board to adopt procedures and criteria by December 1, 2013, for issuing licenses to produce, process, and sell marijuana; and

WHEREAS, the City of Olympia adopted Ordinance No. 6851 on May 7, 2013, imposing a moratorium on the establishment of medical cannabis collective gardens and other establishments involved in the sale, manufacturing, distribution, or use of marijuana because of the potential impact on the public health, safety, and welfare; and

WHEREAS, the Washington State Liquor Control Board has announced that it will adopt its rules pertaining to the licensing of marijuana producers, processors, and retailers by October 16, 2013, with an effective date of November 16, 2013, and begin accepting applications for license types on November 18, 2013; and

WHEREAS, there is insufficient time between the effective date of the Liquor Control Board's rules and the Board's date for accepting marijuana applications for the City to go through the normal Growth Management Act development regulation adoption process; and

WHEREAS, the City currently does not have specific zoning regulations pertaining to state-licensed producers, processors, and retailers of state-licensed recreational marijuana; and

WHEREAS, the City Council conducted a public hearing on June 25, 2013, as required by Ordinance No. 6851, to take public testimony regarding the establishment of the moratorium; and

WHEREAS, the City Council has studied the potential land use impacts associated with state-licensed marijuana producers, processors, and retailers and has now prepared this Interim Ordinance to address these impacts; and

WHEREAS, the City Council finds that it is necessary to adopt this Interim Ordinance to avoid unanticipated negative impacts on the community and the public health, safety, and welfare associated with state-licensed marijuana producers, processors, and retailers; and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, interim zoning map, interim zoning ordinance, or interim official control, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for no longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal;" and

WHEREAS, interim zoning controls enacted under RCW 35A.63.220 and/or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 both authorize the enactment of a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing; and

WHEREAS, this Ordinance is also adopted pursuant to Article 11, Section 11, of the Washington State Constitution; and

WHEREAS, this Ordinance is supported by the staff report and attachments and documents on file with the City of Olympia and also by the professional judgment and experience of City staff; and

WHEREAS, by adopting this interim chapter to Olympia Municipal Code Title 18, the same penalties that apply elsewhere in Title 18 will also apply to this interim chapter; and

WHEREAS, the City Council finds that the restrictions and requirements established by this Ordinance are necessary for the immediate preservation of the public peace, health, or safety and for the immediate support of city government and its existing public institutions;

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

Section 1. Adoption of OMC 18.51. There is hereby adopted a NEW CHAPTER 18.51 to Title 18 of the Olympia Municipal Code to read as follows:

Chapter 18.51
STATE-LICENSED MARIJUANA PRODUCERS, PROCESSORS, AND RETAILERS
REGULATIONS

18.51.000 Chapter

Sections:

- 18.51.010 Findings
- 18.51.020 Purpose
- 18.51.030 Definitions
- 18.51.040 State-Licensed Marijuana Producers, Processors and Retailers Requirements
- 18.51.050 Nuisance Abatement

18.51.010 Findings

The City Council finds that nothing in this chapter 18.51 OMC shall be construed to supersede Washington State or federal law pertaining to the acquisition, possession, manufacture, sale or use of marijuana.

18.51.020 Purpose

The purpose of these regulations of state-licensed marijuana producers, processors, and retailers is to mitigate potential impacts on nearby properties of marijuana producers, processors, or retailers licensed by the State of Washington Liquor Control Board and to promote the public health, safety, and welfare.

18.51.030 Definitions

- A. "Marijuana" shall have the definition as provided in RCW 69.50.101 (s) as it currently states or as may be amended.
- B. "Marijuana processor" shall have the definition as provided in RCW 69.50.101 (t) as it currently states or as may be amended.
- C. "Marijuana producer" shall have the definition as provided in RCW 69.50.101 (u) as it currently states or as may be amended.

D. "Marijuana retailer" shall have the definition as provided in RCW 69.50.101 (w) as it currently states or as may be amended.

18.51.040 State-Licensed Marijuana Producer, Processor and Retailer Requirements

A. General requirements.

A marijuana producer, processor, or retailer licensed by the State of Washington Liquor Control Board shall be required to comply with all applicable regulations established by the City including, but not limited to, all building and fire code regulations and zoning regulations and shall be required to provide a copy of the state-issued license to the City upon request. A marijuana producer, processor, or retailer licensed by the State of Washington Liquor Control Board shall also be required to comply with all applicable state regulations and all requirements set forth in the state-issued license.

B. Premises Requirements.

A recreational producer, processor, or retailer must operate in compliance with the following conditions:

1. From a public right-of-way, there shall be no exterior display of marijuana or marijuana cultivation visible outside of the premises.
2. The marijuana of a retailer, producer, or processor shall be entirely within a permanent enclosed structure with a roof. The structure shall comply with all applicable code requirements.
3. Areas where marijuana is grown, stored, or dispensed must be provided with ventilation systems so that no odors are detectable off the premises.
4. All premises must comply with the noise control requirements of the Olympia Municipal Code.
5. No minors shall be permitted on marijuana producer, processor, or retailer premises unless accompanied by a parent or guardian.
6. Consumption of marijuana, products containing marijuana or alcohol on the premises is prohibited, as are any other associated uses such as a smoking room, dance or performance space, private club, open-to-the-public nightclub, cabaret, tavern, or similar establishment.
7. All premises must have an operating security and alarm system that is monitored twenty-four (24) hours a day and that includes a video recording system that monitors production, storage, and point of sale areas. All video recordings must be continuously recorded twenty-four (24) hours a day and must be kept for a minimum of forty-five (45) days on the licensee's recording device. All videos are subject to inspection by the Olympia Police Department upon request.
8. A recreational retailer may be open only between the hours of 8 a.m. and 9 p.m.

C. City Zoning

1. State-Licensed Marijuana Retailers

- i. No person may conduct business within the City of Olympia as a state-licensed marijuana retailer unless they are located within a HDC4 or GC Zone in accordance with OMC Title 18, Unified Development Code and licensed under this chapter.
- ii. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.
- iii. A retailer is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

2. State-Licensed Marijuana Producers and Processors

- iv. No person may conduct business within the City of Olympia as a state-licensed marijuana producer or processor unless it is located within a light industrial zone in accordance with OMC Title 18, Unified Development Code, and licensed under this chapter.
- v. Waste products must be disposed of in a secure manner that would prevent exposure to the public or create a nuisance.
- vi. A producer and/or processor is required to obtain a conditional use permit approved by the Hearing Examiner pursuant to chapter 18.48 OMC.

18.51.050 Nuisance Abatement

In addition to any other available remedy or penalty, any violation of this chapter, is declared to be a public nuisance per se, and may be abated under the applicable provisions of the Olympia Municipal Code and state law.

Section 2. Effective Date, Duration and Public Hearing.

- A. This Ordinance shall be effective five (5) days after publication.
- B. This Ordinance shall be effective for one (1) year, unless subsequently extended by the City Council.
- C. Pursuant to RCW 36.70A.390, the City Council shall conduct a public hearing on the interim regulations within sixty (60) days of the adoption of this Ordinance.

Section 3. Repeal of Moratorium. The moratorium imposed by Ordinance No. 6851 is repealed only to the extent that the activity is covered by this Ordinance, which addresses recreational sales, processing, and production of marijuana. Accordingly, the moratorium no longer applies to state-licensed retailers, producers, or processors of recreational marijuana. All other uses, including medical marijuana establishments, continue to be prohibited by the moratorium.

Section 4. Severability. If any provision of this Ordinance, or its application to any person, entity, or circumstance, is for any reason held invalid, the remainder of the Ordinance, or the application of the provisions to other persons, entities, or circumstances, is not affected.

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. Findings. The City Council adopts the recitals to this Ordinance as findings of fact in support of the enactment of this Interim Ordinance. The work plan is for staff to prepare and submit a draft set of regulations to the Olympia Planning Commission for their consideration and recommendation. City staff will then transmit its recommendation and the Planning Commission's recommendation to the City Council. Given the Planning Commission's full schedule with the implementation stage of the Comprehensive Plan Update and with more meetings than its historical average, it is appropriate and necessary that this Ordinance be effective for one (1) year.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

City of Olympia

City Council

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Approval of Ordinance Amending OMC 13.24, Reclaimed Water

Agenda Date: 11/4/2013

Agenda Number: 4.H

File Number: 13-0485

File Type: ordinance

Version: 3

Status: Second Reading

..Title

Approval of Ordinance Amending OMC 13.24, Reclaimed Water

..Recommended Action

Committee Recommendation:

The Utility Advisory Committee, Land Use and Environment Committee, and Planning Commission support this amendment and the related change to OMC 4.44.040, Compliance Agreement.

City Manager Recommendation:

Move to approve on second reading amendments to the Reclaimed Water Ordinance, OMC 13.24.

..Report

Issue:

Whether to adopt the proposed amendments to OMC 13.24, Reclaimed Water. [The change to the Compliance Agreement ordinance is a separate action.]

Staff Contact:

Donna Buxton, Reclaimed Water Senior Program Specialist, Public Works Water Resources, 360.753.8793

Presenter(s):

None - Consent Calendar item

Background and Analysis:

[Same Background and Analysis as 1st Reading]

The current Reclaimed Water Ordinance OMC 13.24 was adopted in 2005 when reclaimed water was first generated by LOTT Clean Water Alliance and provided to reclaimed water customers by the City. At that time, reclaimed water was used only by LOTT (in the treatment plant) and for outdoor irrigation. The ordinance established a rate for irrigation only; no other fees or charges were specified. Also, the ordinance language was fashioned after the then-current Water Ordinance (OMC 13.04) given the similarity of the two water distribution systems.

Over the last 5 years, reclaimed water has expanded to include indoor use such as toilet flushing and indoor heating/cooling. The proposed code amendments to the 2005 Reclaimed Water Ordinance will now more clearly address indoor use and parallel the current, recently updated Water Ordinance. The 2005 Reclaimed Water

Agenda Date: 11/4/2013

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File Number: 13-0485

Ordinance was significantly reorganized to make it more consistent with the Water Ordinance and easier to reference. Therefore, we replaced the ordinance entirely with the proposed amendments. A version showing all the changes to the 2005 language is not available for review.

The more substantive proposed code amendments include:

- Updated language to provide consistency with the drinking water cross-connection control requirements to protect the public from direct exposure to reclaimed water.
- Clarifying metering requirements to allow for more types of reclaimed water uses.
- Allowing reclaimed water customers to provide reclaimed water to their tenants/renters.
- Prohibiting reclaimed water use outside City limits.
- Establishing reclaimed water system construction and service charges and rates for indoor use.

Neighborhood/Community Interests (if known):

In 2011 and 2013, staff informed reclaimed water customers, the business community, neighboring jurisdictions, LOTT Clean Water Alliance, and the Squaxin Island Tribe about the proposed code amendments. Staff received a few responses, all of which supported the amendments.

Options:

1. Move to approve on second reading the amendments to the Reclaimed Water Ordinance, OMC 13.24.

The amendments clarify the rules and regulations governing reclaimed water use and address policies associated with fees, charges, and rates.

2. Recommend staff to modify or further develop the proposed code amendments prior to the second reading on November 4.

This would result in implementing the current ordinance which does not address all reclaimed water uses, nor include fees, charges, and rates. We estimate needing approximately one year to work with stakeholders, re-write language, and adopt the revised amendments.

3. Retain the current versions of the Reclaimed Water Ordinance (OMC 13.24) and the Compliance Agreement (OMC 4.44.040).

The current Reclaimed Water Ordinance does not fully or clearly address current reclaimed water use nor does it include fees, charges, and rates to cover the City's cost of providing this service.

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File Number: 13-0485

Financial Impact:

The City can implement the proposed code amendments with existing staff resources ; there is no need for additional Utility funds. The amendments include new fees, rates, and charges to cover the City's cost of providing reclaimed water service which are being recommended through the annual utility rate adjustment process.

ORDINANCE NO. _____

AN ORDINANCE of the City of Olympia, Washington, relating to reclaimed water; repealing and replacing Chapter 13.24 of the Olympia Municipal Code.

WHEREAS, the Olympia City Council adopted Ordinance No. 6359 in May 2005 pertaining to Reclaimed Water, Olympia Municipal Code (OMC) Chapter 13.24, to meet the requirements of the General Interlocal Agreement with the LOTT Clean Water Alliance (LOTT) partners and LOTT's National Pollutant Discharge Elimination System (NPDES) Waste Discharge and Reclaimed Water Permit, and to implement what is now the current reclaimed water program; and

WHEREAS, this ordinance brings up-to-date terminology and practices which are consistent with OMC 13.04 Water, the Olympia Engineering Design and Development Standards (EDDS), and Chapter 246-290-490 of the Washington Administrative Code; and

WHEREAS, this ordinance clarifies and expands various authorities of the City to control reclaimed water use; and

WHEREAS, this ordinance is supported by all staff reports and materials related to City Council and Committee discussions associated with it, and all documents on file with the City, including the Public Works Department, related hereto; and

WHEREAS, this Ordinance is adopted pursuant to RCW 36.70A and Article 11, Section 11 of the Washington State Constitution and all other applicable legal authority;

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

Section 1. Olympia Municipal Code 13.24 as currently written is hereby repealed and replaced in its entirety by this ordinance.

Section 2. Olympia Municipal Code 13.24 shall provide as follows:

**Chapter 13.24
RECLAIMED WATER**

13.24.000 Chapter Contents

Sections:

- 13.24.010 Purpose
- 13.24.020 Definitions
- 13.24.030 Reclaimed water is part of the Drinking Water Utility
- 13.24.040 Authority of the City Engineer

13.24.050	Authority of the Public Works Director
13.24.060	Ownership, operation, and maintenance of the reclaimed water system
13.24.070	City authority required to work on reclaimed water system
13.24.080	Access to Premises
13.24.090	Application for service
13.24.100	End User Service Agreements – General requirements
13.24.110	End User Service Agreements with other governmental units
13.24.120	Reclaimed water service – General requirements
13.24.130	Extension of mains
13.24.140	Main frontage requirements
13.24.150	Oversizing mains
13.24.160	Location of reclaimed water system from sanitary sewers and potable water mains
13.24.170	Displacement of reclaimed water service
13.24.180	Additional services or reconnection or transfer of service
13.24.190	Temporary reclaimed water service
13.24.200	Reclaimed water for construction purposes
13.24.210	Reclaimed water for groundwater recharge in City limits [RESERVED]
13.24.220	Reclaimed water service outside Service Area
13.24.230	All Premises, service connections, and uses to be metered
13.24.240	Cross connections and backflow prevention
13.24.250	Turning reclaimed water on or off
13.24.260	Temporary service interruptions
13.24.270	City discontinuation of reclaimed water service
13.24.280	Prohibitions
13.24.290	Fees, rates, and charges
13.24.300	Local improvement district – Assessment rates
13.24.310	Cash deposit for reclaimed water service
13.24.320	Charges to become lien
13.24.330	Occupant turning on reclaimed water – Fine
13.24.340	Payment of reclaimed water bills – Delinquency notification – Service discontinued for nonpayment – Past due fees
13.24.350	Failure to comply – Violations – Penalties
13.24.360	Allocation of funds

13.24.010 - Purpose

This chapter sets forth requirements for the City’s distribution of reclaimed water and the use of reclaimed water by the City and its customers, as allowed by the Reclaimed Water Permit issued to LOTT. These requirements are intended to be and shall be construed so they are consistent with provisions of Chapter 90.46 RCW Reclaimed Water Use, the State Standards, the Reclaimed Water Permit, the OMC, the City EDDS, and the General Agreement as defined in 13.24.020.

13.24.020 - Definitions

For purposes of this chapter, the words or phrases defined below shall have the following meanings:

"Air gap" as defined in WAC 246-290-010 means a physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the Washington State Department of Health, the separation must be at least: 1) twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and 2) three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

"Appurtenance" means an accompanying part or feature of the reclaimed water infrastructure system. Examples include, but are not limited to, any pipe, fitting, meter, meter box, valve, valve box, blow-off assembly, meter setter, coupling, or curb stop.

"Backflow prevention assembly" as defined in WAC 246-290-010 means a reduced pressure backflow assembly (RPBA), reduced pressure detector assembly (RPDA), double check valve assembly (DCVA), double check detector assembly (DCDA), pressure vacuum breaker assembly (PVBA), or spill-resistant vacuum breaker assembly (SVBA) of make, or a model, and size that is approved by the Washington State Department of Health.

"City" means the City of Olympia, Washington, or as indicated by the context, may mean the Public Works Department, the Community Planning and Development Department, the Drinking Water Utility, the Public Works Director, the City Clerk, the City Engineer, the City Treasurer, or other City employee or agent representing the City in the discharge of his or her duties.

"City Council" means the City Council of the City of Olympia. "All its members" or "all council members" mean the total number of council members holding office.

"City EDDS" means the City Engineering Design and Development Standards (EDDS). The EDDS are the technical standards that govern all new construction and modification of City public works facilities, and apply to City and private development projects. The EDDS are approved and adopted by the City Council.

"City Engineer" means the City Engineer for the City of Olympia or his/her authorized designee.

"City Permit" means a permit issued by the City to construct, enlarge, alter, repair, move, or demolish a building or structure; change the use of a building; or erect, install, enlarge, alter,

repair, remove, convert or replace any plumbing system, including such used for the conveyance of reclaimed water.

"Consumer's water system" means any potable water supply and/or industrial water system that begins at the point of delivery from the City's water system and is located on the consumer's Premises. The consumer's water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the consumer.

"Cross connection" means any actual or potential connection between the City's public water system or the consumer's water system, and any source of non-potable liquid, solid, or gas that could contaminate the City's potable water supply by backflow. Cross connections are further defined in Chapter 246-290 WAC as low health cross connection hazards or high health cross connection hazards.

"Director" means the Director of the Public Works Department or his/her authorized designee.

"End User" means a person or entity that puts reclaimed water to one or more End Uses. End Users may include the City or a person or entity that receives reclaimed water from the City.

"End User Service Agreement" means the reclaimed water service contract between the City and an End User, in substantially the form established under the LOTT Supply Agreement. The End User Service Agreement is also known as the "Reclaimed Water Service Agreement" in the City EDDS.

"End Uses" means the permissible beneficial uses for which reclaimed water may be used consistent with the State Standards and Reclaimed Water Permits including, but not limited to, commercial and industrial uses, irrigation, aquifer recharge, stream flow augmentation, water right mitigation, and environmental enhancement or mitigation. End Use does not include the use of reclaimed water for human consumption.

"Frontage/fronting/fronts" means the area of a lot that directly abuts the boundary of a public or private street right-of-way.

"General Agreement" means the "General Interlocal Agreement between the LOTT Wastewater Alliance, Thurston County and the Cities of Lacey, Olympia and Tumwater for Distribution and Use of Reclaimed Water," January 16, 2004, and as hereafter amended.

"Local Improvement District" means a public improvement provided to a specific area that benefits that area and that is usually paid for by a special assessment for the benefit of property owners.

"LOTT" means the LOTT Clean Water Alliance. "LOTT" is an acronym for "Lacey, Olympia, Tumwater, and Thurston County" meaning the wastewater management partnership operating

the water pollution control facility serving the cities of Lacey, Olympia, and Tumwater and the urban portions of northern Thurston County.

"LOTT Supply Agreement" means the "Reclaimed Water Supply Agreement between the LOTT Alliance and the City of Olympia Regarding the Budd Inlet Reclaimed Water Facility", June 14, 2005, as amended, which provides for the terms of use of reclaimed water by the City.

"Mains" means reclaimed water pipelines designed or used to convey reclaimed water to serve more than one Premises.

"Makeup water" means potable water that replaces reclaimed water at a Use Area when the reclaimed water supply to that Use Area is temporarily interrupted and not available.

"Master meter" means a common meter which provides water service to a community or number of individual users.

"OMC" means the Olympia Municipal Code.

"Person," "Customer," "Owner," "Occupant," "Consumer" or "Agent" shall be held to include natural persons of either gender, associations, co-partnerships, or corporations whether acting by themselves or by a servant, agent, or employee. The singular number shall be held to include the plural and the masculine pronoun to include the feminine.

"Potable water" means water that is supplied through the City's municipal potable water supply system for human consumption. Reclaimed water is not potable water.

"Premises" means a continuous tract of land, building, or group of adjacent buildings under a single control with respect to use of water and/or reclaimed water, and responsibility for payment therefore. Subdivisions of such use or responsibility shall constitute a division into separate Premises as defined in this section.

"Reclaimed water" means reclaimed water that meets Washington State Class A criteria established in the State Standards, as amended, and the definition set forth in RCW 90.46.010. Reclaimed water is water derived in any part from wastewater with a domestic wastewater component that has been adequately and reliably treated, so that it can be used for beneficial purposes. Reclaimed water is not considered wastewater.

"Reclaimed Water Permit" means the reclaimed water permit issued to LOTT pursuant to RCW 90.46.030 and RCW 90.46.040 including, but not limited to, "National Pollutant Discharge Elimination System Waste Discharge and Reclaimed Water Permit" (currently No. WA0037061), issued to LOTT by the Washington State Department of Ecology, effective October 1, 2011, as the same may be amended, extended, or renewed from time to time.

"Reclaimed water system" means reclaimed water mains, service connections, and appurtenances that are operated and maintained by the City, which are located within public streets or utility rights-of-way or easements.

"Reuse" means the use of reclaimed water for a direct beneficial use in compliance with Washington Departments of Health and Ecology regulations and State Standards.

"Service Area" means the incorporated City limits; however, service area does not include unincorporated portions of the Urban Growth Area.

"Service connection" means that portion of the City reclaimed water supply system connecting the reclaimed water supply system on a Premises to the City reclaimed water main, including the tap into the reclaimed water main, the reclaimed water meter and appurtenances, and the reclaimed water service line from the main to the meter, and from the meter to the property line. Service connections include connections for outdoor use, such as irrigation, and indoor use, and commercial and industrial uses.

"State Standards" means the Water Reclamation and Reuse Standards promulgated by the Washington State Department of Health and Department of Ecology (Publication #97-23, September 1997), as currently adopted or hereafter amended.

"Use Area" means any facility, building, or location approved by the City for reuse and consistent with regulations adopted by the Washington State Departments of Health and Ecology for such use.

"WAC" means Washington Administrative Code.

13.24.030 - Reclaimed water is part of the Drinking Water Utility

The City's Reclaimed Water Program shall be considered part of the City's Drinking Water Utility. The City elects to exercise all lawful powers necessary to design, construct, maintain, and operate the reclaimed water conveyance system, and to regulate, control, use, and distribute reclaimed water by requiring compliance with this chapter and the State Standards, Reclaimed Water Permit, General Agreement, LOTT Supply Agreement, City EDDS, End User Service Agreement, Uniform Plumbing Code, and all other applicable laws and regulations.

13.24.040 - Authority of the City Engineer

For purposes of the City's reclaimed water system, the City Engineer's duty and authority pertains to the planning, designing, permitting, and construction of reclaimed water system infrastructure.

13.24.050 - Authority of the Public Works Director

A. The Public Works Director is responsible for establishing policies and procedures consistent with this chapter, to obtain, regulate, control, use, and distribute reclaimed water.

B. The Director has the authority to implement and enforce the payment, collection, and remittance of reclaimed water fees, charges, and rates.

C. Except for End User Service Agreements with other governmental entities, which require approval of the City Council pursuant to Chapter 39.34 RCW and OMC 13.24.110, the Director is authorized to enter into End User Service Agreements. The Director is authorized to enforce all End User Service Agreements in accordance with this chapter and all applicable laws and regulations.

13.24.060 - Ownership, operation, and maintenance of the reclaimed water system

A. Ownership of the reclaimed water system in public streets and rights-of-way shall be vested solely in the City, and the persons, contractors, or corporations responsible for the construction of such reclaimed water system mains, service connections, and appurtenances shall relinquish by bill of sale all interest in ownership to the City; provided, however, that reclaimed water systems constructed by other governmental entities, including, but not limited to LOTT, the Port of Olympia, and the State of Washington, shall remain under the ownership of the entity that constructed the reclaimed water system, unless it has been dedicated to and accepted by the City under the provisions of this chapter.

B. The City will operate and maintain all City-approved and accepted reclaimed water mains, service connections, and appurtenances up to and including the meter in public streets or utility rights-of-way or easements within the Service Area.

13.24.070 - City authority required to work on reclaimed water system

Only City employees or qualified contractors duly authorized by the Director or City Engineer are allowed to perform work on or in connection with the City's reclaimed water system. This shall not apply to members of LOTT or any other agency duly authorized by law to access the City's reclaimed water system; provided that, except in emergency situations, authorized agencies must give prior notice of any such work to the City.

13.24.080 - Access to Premises

Authorized employees of the public works department, properly identified, shall have free access at reasonable hours of the day, to all parts or Premises or within buildings thereon to which Reclaimed Water is supplied for the purpose of checking conformity to these Regulations.

13.24.090 Application for service

All applications for reclaimed water service connections to and/or the use of reclaimed water within any Premises or Use Area shall be made at the office of Community Planning and Development or at such other place or places as the City may designate. Every such application shall be made by the owner of the property to be furnished, or by his authorized agent, and the applicant shall state fully and truly all the purposes for which the reclaimed water may be

required, and must agree to conform to the regulations and rules established from time to time as the condition for the use of the reclaimed water.

13.24.100 - End User Service Agreements – General requirements

An approved End User Service Agreement is required before connection to the City’s reclaimed water system. End User Service Agreement roles and responsibilities are described in the City EDDS. The person who signs the End User Service Agreement represents all End Users subject to the End User Service Agreement and is responsible for the Terms and Conditions of Service as specified in the End User Service Agreement. The End User Service Agreement is also known as the Reclaimed Water Service Agreement in the City EDDS.

13.24.110 – End User Service Agreements with other governmental units

The City Council may, at its discretion, enter into an End User Service Agreement with any other municipal corporation or governmental unit for the purpose of obtaining or providing any service relating to reclaimed water supply as allowed by law. The terms of such agreements will be established by the City Council, and shall require compliance with the LOTT Supply Agreement, the Reclaimed Water Permit, State Standards, the City EDDS, and other applicable laws or regulations.

13.24.120 – Reclaimed water service – General requirements

A. The End User shall ensure the construction, operation, and maintenance of the End User’s reclaimed water facilities, infrastructure, and equipment, and the uses of the reclaimed water meet all requirements of the Reclaimed Water Permit, State Standards, City EDDS, and other applicable laws and regulations.

B. The City reserves the right to deny any application for or disapprove any proposed use of reclaimed water, including, but not limited to, denial of any use allowed by the Washington State Departments of Health and Ecology, the LOTT Supply Agreement, the Reclaimed Water Permit, State Standards, and City EDDS.

C. No person shall install, connect to, or repair any part of the City’s reclaimed water system, without first procuring a City Permit and receiving prior approval by the City for such work.

D. When a City Permit has been obtained from the City for the installation of reclaimed water service, and the required End User Service Agreement as provided in OMC 13.24.100 and OMC 13.24.110 has been executed between the City and the End User, the City Engineer will authorize the Premises described in the City Permit to be connected to the reclaimed water system in accordance with the City EDDS.

E. The property owner, in applying for reclaimed water service, shall pay to the City the actual cost to cover the expense for installation by the City. This requirement will also apply where exchanges in size of service are made at the request of the property owner.

13.24.130 Extension of mains

Any main extension of the City's reclaimed water system must be approved by the Public Works Department, and all extensions must conform to requirements of the Washington State Department of Health, the North Thurston Coordinated Water System Plan, the City of Olympia Water System Plan, the Olympia Fire Department, and the City EDDS.

13.24.140 – Main frontage requirements

A. Except as expressly provided elsewhere in this chapter, no Premises shall be connected to the City's reclaimed water system unless a City-owned reclaimed water main fronts the lot.

B. Whenever a potential End User requests reclaimed water service to a Premises or Use Area with no reclaimed water main fronting the Premises or Use Area, a reclaimed water main must be installed as a prerequisite to connection to the City's reclaimed water system. The reclaimed water main must conform to the State Standards and City EDDS, and must be installed along the entire frontage of the lot or lots that comprise the Premises or Use Area served.

C. A reclaimed water main may be installed by any of the following methods:

1. The main may be installed at the expense of the End User, the property owner, or the property owner's authorized agent, by a competent contractor approved by the City Engineer, in which case the City will contract with the owner to provide for the reimbursement of such owner, his successors, or assigns for a period of ten (10) years by any owner of real estate who did not contribute to the original cost of such reclaimed water main, and who subsequently taps into the main for service, of a fair pro rata share of the cost of construction of the main. The contract shall be recorded in the office of the Thurston County Auditor upon acceptance of construction of the main by the City Council. Assessments after the expiration of the contract shall revert directly to the City. See EDDS Chapter 2.080 Reimbursement Areas and OMC Title 4 Chapter 4.04 Latecomer Reimbursement Contract.

2. The End User or property owner may also elect to have the reclaimed water main installed by the formation of a Local Improvement District as prescribed by state law, City ordinances, and OMC 13.24.300.

13.24.150 – Oversizing mains

Whenever the City requires a reclaimed water main to be sized larger than would be required to serve the adjacent property or, in the case of a subdivision or development, sized larger than required to serve that development, the City may participate in the cost of the reclaimed water main to the extent of the additional size required, provided the amount of such participation is established by the City Engineer prior to the commencement of construction.

13.24.160 – Location of reclaimed water system from sanitary sewers and potable water mains

In accordance with the Reclaimed Water Permit, State Standards, City EDDS, Uniform Plumbing Code, and other applicable laws and regulations, all reclaimed water mains, service connections, and appurtenances shall be located a sufficient distance, both horizontally and vertically, from any sanitary sewer and potable water mains to prevent contamination, infiltration, and/or inflow. The locations of all waterworks facilities connected to the City's reclaimed water system are subject to the approval of the City Engineer.

13.24.170 - Displacement of reclaimed water service

A. When necessary due to the grading or re-grading of public streets, the City Engineer may relocate reclaimed water services on the Premises to conform to the grade or slope occasioned by the street grading.

B. All persons, contractors, and corporations performing construction work in streets or utility rights-of-way, such as grading, re-grading, filling, trenching, or paving, shall give the Drinking Water Utility ten (10) days written notice in case it becomes necessary during the work to move, remove, displace, or change any reclaimed water mains, service connections, and/or appurtenances that may interfere with the performance of such work.

13.24.180 – Additional services or reconnection or transfer of service

A. The Director or City Engineer has the right to require the installation of additional reclaimed water service connections from the reclaimed water main to one or more buildings or Use Areas located on the Premises already served.

B. When a new building is to be erected on the site of an old one and the City receives a request to increase the size of or change the location of the existing reclaimed water service connection, or where a reclaimed water service connection to any Premises or Use Area is abandoned or no longer used, the City Engineer may require the modification or removal of such service connection. Should a new reclaimed water service connection be required for the Premises or Use Area, the owner or his authorized agent must complete an application for a City Permit and pay for a new connection pursuant to this chapter and OMC Title 4 Fees and Fines.

C. When the reclaimed water service connection of any Premises or Use Area is located in a place other than the main that fronts the Premises or Use Area, once a new main is laid in front of the Premises or Use Area, after notifying the owner or tenant, the Drinking Water Utility may transfer the reclaimed water service connection to the new main without charge. Upon transfer of the service to the new main, the City shall disconnect or remove the old service connection.

13.24.190 - Temporary reclaimed water service

Upon City approval, reclaimed water service may be supplied to a Premises or Use Area on a temporary basis as long as requirements for adequate backflow prevention are met. Application

for temporary service shall be made by the End User and approved only upon payment of all required fees and assessments, along with execution of an End User Service Agreement as provided in this chapter. This application shall state the purpose(s) for which reclaimed water is desired, the circumstance(s) that require reclaimed water service by temporary means, the duration for which temporary service is necessary, and the quantity desired. All costs necessary to install and remove the temporary service shall be paid by the End User.

13.24.200 – Reclaimed water for construction purposes

Any End User intending to use reclaimed water in the course of the construction of any building, street, utility, or similar application shall apply to the City on forms provided for that purpose. Reclaimed water for construction purposes will be furnished by the City only upon application and will be charged at the rate and frequency set forth in Chapter 4.24 OMC, Utility Charges, and no less frequent than every six months. All delinquent charges therefore shall become a lien upon the property supplied with the reclaimed water and will be collected in the same manner as other delinquent and unpaid charges.

13.24.210 – Reclaimed water for groundwater recharge in City limits [RESERVED]

13.24.220 – Reclaimed water service outside Service Area

Reclaimed water service and the use of reclaimed water provided by the City, including but not limited to for example, trucking water from a reclaimed water filling station for use in dust control, is prohibited outside the Service Area. Violation of this section shall be cause for immediate discontinuance of reclaimed water service by the City.

13.24.230 – All Premises, service connections, and uses to be metered

A. All Premises served by and all service connections to the City's reclaimed water system and all uses of reclaimed water shall be metered according to the State Standards and City EDDS. The City will install and maintain reclaimed water meters to provide accurate measurement of the quantity of reclaimed water supplied under an End User Service Agreement. All meters shall remain the property of the City. Any meter may be exchanged with another meter of similar kind, at any time, as deemed necessary by the City Engineer.

B. The City Engineer may require each separate building or each separate Use Area on the same Premises to have its own reclaimed water meter and/or connection.

13.24.240 – Cross connections and backflow prevention

A. The provisions of WAC 246-290-490, as now enacted or hereafter amended, relating to cross connection control and elimination and the use of backflow prevention assemblies, when such are required or considered to be advisable, are hereby adopted and made a part of this chapter. All applicable provisions of Chapter 246-290 WAC may be applied by the City in determining

when cross connections are prohibited and when backflow prevention assemblies shall be required and tested under the City's Cross Connection Control Program.

B. The design and installation of any cross connection control protection on the End User's reclaimed water service connection and meter must be approved and inspected by the City cross connection control specialist prior to reclaimed water use.

C. The City's cross connection control specialist shall evaluate the degree of potential health hazard to the potable water supply which may be created as a result of conditions existing in a Consumer's Water System or an End User's Premises or Use Area. The City, however, shall not be responsible for abatement of cross connections which may exist within the Consumer's Water System or End User's Premises or Use Area; such abatement is the responsibility of the person signing the End User Service Agreement.

D. The type of protection that shall be provided to prevent backflow of reclaimed water into the City's potable water supply shall be commensurate with the degree of hazard that exists in the Consumer's Water System or an End User's Premises or Use Area. The End User may choose a higher level of protection than required by the City's cross connection control specialist.

E. The installation or maintenance of any uncontrolled cross connection is prohibited. Any such cross connection now existing or hereafter installed is declared unlawful and shall be abated immediately. Abatement includes, but is not limited to, the discontinuance of potable water service and/or reclaimed water service, or the installation of an approved backflow prevention assembly that is equal to the degree of hazard, as determined by the City's cross connection control specialist. If potable water service is discontinued for this reason, potable water service will not be reestablished until the Director of the Public Works Department has confirmed compliance with the rules and regulations referenced in this chapter, Title 4 Fees and Fines, and Chapter 13.04 OMC, Water.

F. The End User shall install a state-approved reduced-pressure principle backflow prevention device or an approved air gap separation at the potable water service connection to the Premises or Use Area served by reclaimed water. Backflow prevention assembly installation and testing is the responsibility of the End User, who shall bear all costs to perform such activities.

G. Where both reclaimed water and potable water are supplied inside a building or buildings, the respective water systems shall be installed, separated, protected, and labeled according to regulations set by the Washington State Departments of Ecology and Health, the State Standards, the Uniform Plumbing Code, the City EDDS, and other applicable laws and regulations.

H. Potable water supplied as makeup water for reclaimed water uses shall be protected against back-pressure and back-siphon through the incorporation of an air gap separation system. The End User is responsible for incorporating the air gap separation system where reclaimed water is used indoors. The air gap shall be for the protection of the potable water supply.

I. The End User is responsible for backflow prevention assembly testing of the potable water service upon initial installation and annually thereafter. The End User is required to provide proof of installation and proof of a passing backflow prevention assembly test to the Director by the annual due date.

J. The Director will assign a test due date for each backflow prevention assembly. The due date for annual testing shall be based on the installation date of the assembly.

K. Potable water service will be discontinued to any Premises, Use Area, or End User for failure to comply or failure to allow entry upon the Premises by authorized City personnel for purposes of cross connection control inspection and/or testing.

13.24.250 – Turning reclaimed water on or off

A. No person will be allowed to turn the reclaimed water supply on or off without the prior permission of the Director or City Engineer.

B. When the End User desires to use or cease using reclaimed water, he/she shall request that the City turn the reclaimed water supply on or off. Upon proper notice and application, the City will then disconnect or turn off the reclaimed water supply, and restore it if necessary, without charge, during normal business hours.

C. Requests for reclaimed water non-emergency turn on or turn off performed after normal business hours will be subject to charges set forth in Chapter 4.24 OMC, Utility Charges.

13.24.260 – Temporary service interruptions

A. End Users are hereby on notice that temporary interruptions in reclaimed water service to the End Users may occasionally occur due to:

1. Unavailability or limited quantities of reclaimed water.
2. Emergencies requiring repair or replacement of the reclaimed water conveyance system, facilities, equipment, or appurtenances.
3. Routine repair or replacement of reclaimed water conveyance system, facilities, equipment, or appurtenances.
4. The need for LOTT to take action to comply with its Reclaimed Water Permit (for example, and without limitation to, addressing treatment upsets).
5. As a result of regulatory or judicial orders.
6. Other circumstances beyond the control of LOTT or the City.

B. The City will attempt to provide notice to the End User of any substantial interruption, but is not obligated to do so and shall not be liable for any resulting consequence of failing to notify.

C. Where reclaimed water is the only source of water supply to a Premises or Use Area and the reclaimed water supply is interrupted to the extent that reclaimed water is temporarily unavailable to the Premises or Use Area, the End User shall make the Premises or Use Area unavailable for public and private use until the service is restored.

13.24.270 – City discontinuation of reclaimed water service

The City reserves the right to temporarily or permanently discontinue reclaimed water service at any time in accordance with the End User Service Agreement.

13.24.280 – Prohibitions

A. Use of reclaimed water beyond what is specified in the End User Service Agreement is prohibited without prior written consent of the City.

B. The sale, lease, gift, transfer, or conveyance of reclaimed water by the End User to any other Premises or Use Area is prohibited, except for conveyance to a direct tenant of the End User with prior approval by the City.

C. Extension of reclaimed water facilities, infrastructure, and equipment beyond what is authorized in the End User Service Agreement is prohibited without prior written consent of the City.

D. Interconnection of reclaimed water systems or facilities with any public or private potable water supply is prohibited.

E. No person shall allow reclaimed water to be wasted. Waste of reclaimed water is defined as:

1. Applying reclaimed water to a Use Area in sufficient quantity to cause significant runoff or accumulation of that reclaimed water, or to allow significant overspray onto non-Use Areas.
2. Allowing pipes, valves, closets, faucets, or other fixtures or appurtenances to leak without correcting such leak in a timely manner.
3. Allowing pipes, valves, closets, faucets, or other fixtures or appurtenances to run open to prevent the service from freezing or for any other reason.

F. In no case shall an owner, agent, officer, or employee of any Premises have the right to remove or change any part of the reclaimed water system without the prior approval of the City Engineer.

G. It is unlawful for any person to open, close, turn, interfere with, or connect to, or attempt to perform any of the foregoing actions to, any main, service connection, or appurtenance belonging to the City reclaimed water system unless authorized by the City Engineer in writing.

H. It is unlawful for any person, contractor, or corporation to willfully disturb, deface, or damage any reclaimed water main, service connection, appurtenance, structure or improvements belonging to or connected with the City reclaimed water system.

I. It is unlawful for any person to place any potential or known source of contamination, garbage, or deleterious matter of any kind or description, into or upon any part of the City's reclaimed water system.

J. Whenever the owner or occupant of any Premises or Use Area supplied by the City reclaimed water system prohibits or restricts authorized City employees from making necessary inspections and surveys as allowed under OMC 13.24.080, the City may immediately discontinue reclaimed water service to the Premises and/or Use Area.

K. Master meters are not allowed in the conveyance or use of reclaimed water.

L. Discharge or release to any watercourse or water body or stormwater collection or conveyance facility is prohibited, unless as expressly authorized by the City.

13.24.290 – Fees, rates, and charges

Reclaimed water service and use fees, rates, and charges including, but not limited to, application, reviews, permitting, construction, installation, inspection, metering, and use to be assessed reclaimed water customers shall be as set forth in OMC Title 4 Fees and Fines; more specifically:

A. Fees. Fees for reclaimed water infrastructure including, but not limited to, applications, reviews, permits, and inspections, are specified in OMC 4.04 Engineering Fees, OMC 4.36 Building Code Review and Permit Fees, and OMC 4.40 Land Use Application Review Fees.

B. Rates and Charges. Reclaimed water rates and charges are outlined in OMC 4.24.

13.24.300 - Local Improvement District – Assessment rates

When any reclaimed water main is installed by the Local Improvement District method, the assessment rates to be charged to the properties specially benefitted will be established by the City Council.

13.24.310 - Cash deposit for reclaimed water service

Reclaimed water meter customers may be required to make a cash deposit with the City, based upon the estimate of regular consumption through the reclaimed water meter, as set forth in OMC Title 4, Fees and Fines. The deposit shall be held pursuant to City policy.

13.24.320 - Charges to become lien

The City shall have a lien against Premises to which reclaimed water has been furnished, which lien shall be in the amount and to the extent allowed by RCW 35.21.290 or as otherwise provided by law.

13.24.330 - Occupant turning on reclaimed water – Fine

Should the City discover that reclaimed water to the Premises or Use Area has been restored by other than the City after being turned off by the Drinking Water Utility, the reclaimed water service may be turned off by the Drinking Water Utility, and the owner or occupant of the Premises or Use Area may be charged a fine as set forth in OMC Title 4, Fees and Fines.

13.24.340 - Payment of reclaimed water bills – Delinquency notification – Service discontinued for nonpayment – Past due fees

Monthly and bimonthly statements of charges for reclaimed water service shall be due and payable to the City on the date established by the Director of Administrative Services as authorized in OMC 4.24.050. The statements shall cover service charges for the period shown thereon and shall be issued and forwarded by mail to the customer as soon as practical after the service period.

Delinquency and nonpayment of one or more reclaimed water service charges shall be sufficient cause for the City to discontinue reclaimed water service by turning off the reclaimed water service to the Premises or Use Area notwithstanding the existence of any deposits made as provided in the End User Service Agreement or in this chapter. Reclaimed water service will not be turned on again until all rates, charges, and fees, together with penalties set forth in OMC Title 4, Fees and Fines, for turning off and turning on the reclaimed water and for delinquency notification and nonsufficient funds, are paid, or an agreement satisfactory to the City for payment of delinquent charges, fees, and penalties has been made.

13.24.350 - Failure to comply – Violations – Penalties

A. The Director shall have the authority to terminate reclaimed water service under an End User Service Agreement for any breach of such agreement, including failure to pay for service.

B. Reclaimed water service to any Premises or Use Area, and to any End User receiving its reclaimed water supply from the City's reclaimed water system, is contingent upon compliance with all City requirements pertaining to such reclaimed water service. Reclaimed water service

may be discontinued to any Premises, Use Area, or End User for failure to comply with such requirements and discontinued service will not be re-established until the Director is satisfied that compliance has been achieved.

C. As an additional concurrent penalty, any person, firm, or corporation who knowingly violates or fails to comply with any term or provision of this chapter shall be deemed to have committed a misdemeanor and, if found guilty, shall be subject to a fine not to exceed One Thousand Dollars (\$1,000) and/or to imprisonment not to exceed ninety (90) days or to both such fine and imprisonment. Each day shall be a separate offense. In the event of a continuing violation or failure to comply, the second and subsequent days shall constitute a gross misdemeanor punishable by a fine not to exceed Five Thousand Dollars (\$5,000) and/or to imprisonment not to exceed three hundred and sixty-five (365) days or both such time and imprisonment. Continuing violation shall mean the same type of violation which is committed within a year of the initial violation.

D. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate or fail to comply with any term or provision of this chapter. Each day shall be a separate infraction. A person, firm, or corporation found to have committed a civil infraction shall be assessed a monetary penalty as follows:

1. First offense: Class 3 (\$50), not including statutory assessments.
2. Second offense arising out of the same facts as the first offense: Class 2 (\$125), not including statutory assessments.
3. Third offense arising out of the same facts as the first offense: Class 1 (\$250), not including statutory assessments.

See also Chapter 4.44 OMC, Uniform Civil Enforcement.

E. In the event a reclaimed water End User or property owner refuses to allow authorized City personnel to enter onto private property to accomplish the purposes stated in this chapter, the Director is empowered to seek assistance from any court of competent jurisdiction to obtain a court order allowing entry. If such court order is required to obtain access, the reclaimed water End User or property owner refusing to allow the City entry is responsible for all costs of the City that are reasonably attributable to obtaining a court order.

F. The Court may also order a person found to have committed a violation of this chapter to make restitution.

13.24.360 - Allocation of funds

A. Any funds received by the Director of Administrative Services in payment of water, reclaimed water, sewer, garbage and/or stormwater charges shall be applied against said charges, if applicable, in the following order of priority:

1. Stormwater
2. Garbage
3. Sewer
4. Reclaimed water
5. Water

B. No amount received shall be applied against any charge unless all higher priority charges are paid in full.

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 publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

OMC Chapter 13.24 Reclaimed Water
Summary of Revisions
June 13, 2013

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
MAIN GIST OF CHANGES TO OMC 13.24 RECLAIMED WATER	<p>Closed regulatory gaps</p> <ul style="list-style-type: none"> - Used OMC 13.04 Water and OMC 4.24.010.A Utility Charges as primary models for consistency and completeness - Expanded requirements for clearer application to indoor use of RW - Expanded fees, rates, charges to empower the City to collect funds consistent with the Water Utility <p>Eliminated redundancies and conflicting language</p> <p>Added definitions (terms and definitions copied from RCW, WAC, OMC, and EDDS, edited appropriately)</p> <p>Reorganized to group similar topics (which resulted in Repeal & Replace due to extensiveness of edits)</p>	Not Applicable	Not Applicable
General	<p>Consistent use of lower and upper capital letters for certain definitions.</p> <p>Consistent use of “Premises”, “End User”, “Use Areas”, etc.</p> <p>Replaced terms – for example, from “water department” to “Drinking Water Utility”, from “water purveyor” to “Director”, from “Utility Billing/CP&D/Clerks Office/etc” to “the City”</p>	Not Applicable	Not Applicable
13.24.000 Chapter Sections and Titles	<p>Renamed Section titles to match Section content; omitted lead-in “Reclaimed Water” for simplicity</p> <p>Changed Table of Contents Section titles to match new Section titles.</p> <p>Reorganized Sections to group similar topics.</p>	Not Applicable	Not Applicable

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.010 Reclaimed Water; Purpose	<p>Changed “uniform procedures and policies” to “requirements”.</p> <p>Added reference to the requirement to meet City EDDS.</p> <p>Added reference to “the OMC” to clarify the applicability of the Uniform Plumbing Code, which is adopted via OMC 16.04.020.A.4.</p>	13.24.010 – Purpose	13.04.010 Purpose
13.24.020 Reclaimed water – Definitions	<p>General: Definitions were made consistent with OMC 13.04 Drinking Water and other OMCs.</p> <p>Corrected references regarding authority (for example, identified the City Engineer as the authority for planning and construction; identified the Public Works Director as the authority for operations and use).</p> <p>Added lead-in text to be consistent with Drinking Water OMC 13.04.</p> <p>Added new terms and definitions: Air gap, Appurtenance, Backflow prevention assembly, City EDDS, City Permit, Consumer’s water system, Cross connection, End User Service Agreement, Frontage/fronting/fronts, Local improvement district, LOTT Supply Agreement, Makeup water, Master meter, OMC, Reclaimed Water Permit, Reclaimed water system, Reuse, Service area, State Standards, Use area, and WAC.</p> <p>Expanded or corrected existing terms and definitions (for example): LOTT, Reclaimed water</p> <p>Changed “Standard specifications” to “City EDDS” for clarity.</p> <p>Changed “Reclaimed Water Service Agreement” to “End User Service Agreement” to be consistent with agreement language/title.</p> <p>Changed “Permits” to “Reclaimed Water Permit” for clarity.</p> <p>Changed “Supply Agreement” to “LOTT Supply Agreement” for clarity.</p> <p>Changed “Standards” to “State Standards” for clarity.</p> <p>Eliminated “Standard or permanent mains” and “Substandard or temporary mains” because they were not used in the text.</p>	13.24.020 - Definitions	13.04.020 Definitions

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.030 Reclaimed Water is Part of Water Utility	Eliminated second paragraph (about “rates and charges”) because that’s covered in new OMC 13.24.250.	13.24.030 Reclaimed water is part of the Drinking Water Utility	Not applicable
13.24.040 Reclaimed Water Metering	<p>Expanded metering requirement to include premises and uses, according to the City EDDS and State Standards.</p> <p>Proposed .190 A addresses the metering of all premises and service connections and uses of reclaimed water.</p> <p>Proposed .190 B addresses the possible need to meter additional service connections associated with a single premise.</p>	13.24.190 – All Premises, service connections, and uses to be metered	<p>13.04.200 Service connections--General requirements</p> <p>13.04.310 All services to be metered</p>
13.24.050 Reclaimed Water; Authority of Director	<p>Broke proposed .040 into subsections A, B, and C for clarity.</p> <p>Omitted the words “When authorized by the City Council” and indicated the authority of the Director to execute Supply Agreements, thereby eliminating authorization by City Council to grant such authority to the Director.</p>	13.24.040 Authority of the Director	13.04.030 Rules for administration and enforcement--Copy filing--Noncompliance
13.24.060 Reclaimed Water; Reclaimed Water Service Agreements authorized	<p>Section A (construction/O&M and uses) was moved to proposed 13.24.100.A Reclaimed water service-General requirements.</p> <p>Section B (uses) was moved to proposed 13.24.100.A Reclaimed water service-General requirements.</p> <p>Section B was also expanded in proposed .100.A to include applicable regulating references and is addressed in new 13.24.010.</p> <p>Section C (human consumption) is included in 13.24.010 Definition of “End Uses” and “Potable water”. (Also, the Standards say reclaimed water shall not be used for human consumption.)</p> <p>Section D (use area) is covered in proposed 13.24.030 under End User Service Agreements and proposed .240.A.</p>	13.24.070 – End User Service Agreements – General requirements	<p>13.04.060 Application for service</p> <p>13.04.070 Use of water must be for purposes stated in application</p> <p>13.04.120 Use of nonconforming connection material prohibited</p>

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
	<p>Section E (access by City representatives) was moved to new 13.24.060 Access to Premises.</p> <p>Section F was expanded to allow further conveyance to direct tenants; it is captured in 13.24.240.B Prohibitions to indicate further conveyance must be approved by City.</p> <p>Section G was moved to 13.24.240.L Prohibitions.</p> <p>Section H was moved to 13.24.240.C Prohibitions.</p> <p>Section I was moved to 13.24.240.D Prohibitions.</p> <p>Section J was moved to 13.24.230.</p> <p>Section K (identify reclaimed water system components) was moved to 13.24.070 as a requirement of the End User.</p> <p>Section L (LOTT as 3rd party beneficiary) is addressed in 13.24.070 as a requirement of the End User.</p>		<p>13.04.180 Ownerships of mains and service connections</p> <p>13.04.200 Service connections--General requirements</p>
13.24.070 Fees and Charges for Reclaimed Water	Added to proposed .250, subsections A (fees), B (rates), and C (charges) to refer to specific sections of Title 4, Fees and Fines.	13.24.250 – Fees, rates, and charges	<p>13.04.375 GFC</p> <p>13.04.380 Water meter rates--Inside city limits</p> <p>13.04.390 Water meter rates--Outside city limits</p>
13.24.080 Reclaimed Water, Continued service and temporary interruptions	First sentence omitted because “continued service” requirements are addressed under 13.24.010 (which generally mandates adherence to requirements as condition of reclaimed water use) and 13.24.100 Reclaimed water service-General requirements.	13.24.220 - Temporary service interruptions	13.04.130 Emergency and/or maintenance interruption of service

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
	<p>Specific instances of interruptions in current .80 A-F were retained in 13.24.220.A.1-6</p> <p>City's notice to End User is addressed in proposed 13.24.220.B.</p> <p>Proposed .220.C calls for the closure of a reclaimed water facility when reclaimed water is the only water supply available.</p>		
13.24.090 Discontinuation of Service	<p>Expanded to include temporary or permanent discontinuations.</p> <p>Replaced "... with 30 days prior written notice to the End User" with "... in accordance with the End User Service Agreement".</p>	13.24.230 – City discontinuation of reclaimed water service	13.04.440 Failure to Comply--Violations--Penalties, Section A
13.24.100 Cross-connections prohibited	<p>Replaced entire section 13.24.100 with section 13.04.110 Water Cross-connections and backflow prevention, and tailored as needed to address special considerations appropriate to reclaimed water.</p> <p>Expanded and tailored as appropriate to emphasize requirements in situations where potable water is supplied as backup water to reclaimed water, and for protecting the potable water supply from backflow of reclaimed water.</p>	13.24.200 – Cross connections and backflow prevention	13.04.110 Cross-connections and backflow protection
13.24.110 Use of Water Must be for Purposes Stated in Reclaimed Water Service Agreement	<p>Omitted as a separate section; is included instead in proposed 13.24.070-End User Service Agreements-General requirements.</p> <p>Included in new 13.24.240.A Prohibitions</p>	13.24.240 – Prohibitions (Section A)	13.04.070 Use of water must be for purposes stated in application
13.24.120 Waste of Water Prohibited	<p>Generally retained as is and moved to 13.24.240.E Prohibitions.</p> <p>Broadened applicability from "landscape" to "use area".</p> <p>Rewrote phrase to omit the term "puddling".</p>	13.24.240 – Prohibitions (Section E)	13.04.080 Waste of water prohibited

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.130 Damaging or interfering with reclaimed water system prohibited	<p>Generally updated to be consistent with OMC 13.04.090 Water.</p> <p>Section A was retained in new 13.24.240.H.</p> <p>Section B was retained in new 13.24.240.G. Allowance by LOTT or others duly authorized to access the City's reclaimed water system was retained in new 13.24.055-City authority required to work on reclaimed water system.</p> <p>Section C was retained in new 13.24.240.I and expanded to include "... any potential source of contamination, or garbage ..."</p>	13.24.240 – Prohibitions (Section H)	13.04.090 Damaging or interfering with water system prohibited
13.24.140 Use of nonconforming connection material prohibited	Section was eliminated because it is addressed via new 13.24.010-Purpose and 13.24.070-End User Service Agreements-General requirements. These new sections require compliance with State and City standards, which in turn prohibit use of nonconforming materials.	None	<p>13.04.120 Use of nonconforming connection material prohibited</p> <p>13.04.200 Service connections--General requirements</p>
13.24.150 Displacement of waterworks appurtenances	<p>Increased notification requirement from 8 to 10 working days to be consistent with Engineering Design and Development Standards section 6.010(12) for water.</p> <p>Last sentence pertaining to "damaging the RW system" was moved to new 13.24.310.F-Failure to comply-Violations-Penalties that says restitution may be ordered by the Court.</p>	13.24.140 – Displacement of reclaimed water service (Section B)	<p>13.04.140 Displacement of waterworks appurtenances</p> <p>13.04.200 Service connections--General requirements</p>
13.24.160 Access to premises for inspection	<p>First paragraph retained as new 13.24.060.</p> <p>Second paragraph retained as new 13.24.240.J-Prohibitions.</p>	13.24.060 – Access to premises	13.04.150 Access to premises for inspection

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.170 City employees to work on mains and service connections	<p>Section retained in new 13.24.055.</p> <p>Broadened reference from Public Works Department to City employees</p> <p>Included exclusion of LOTT or other agencies duly authorized by the City.</p>	13.24.055-City authority required to work on reclaimed water system	13.04.160 City employees to work on mains and service connections
13.24.180 Mains and services - Location from sanitary sewers	<p>Section retained in new 13.24.130.</p> <p>Expanded to specify placement requirements relative to potable water mains.</p>	13.24.130 – Location of reclaimed water system from sanitary sewers and potable water mains	13.04.170 Mains and services--Location from sanitary sewers
13.24.190 Ownerships of mains and service connections	<p>First paragraph retained as new 13.24.050.A.</p> <p>Second paragraph retained as 13.24.050.B and specifies “within Service Area”.</p> <p>Second paragraph, second sentence: new 13.24.240.F-Prohibitions.</p> <p>Third paragraph, first sentence (permit required): retained as new 13.24.100.C.</p> <p>Third paragraph, second sentence (\$25 fee): Omitted reference to a fee for a permit because this type of fee is no longer charged.</p>	13.24.050 – Ownership, operation, and maintenance of the reclaimed water system	13.04.180 Ownerships of mains and service connections
13.24.200	(This section number .200 does not exist in the current OMC 13.24.)	Not Applicable	Not Applicable
13.24.210 Service connections - General requirements	<p>Section A retained as new 13.24.110.A. Changed “adjacent to” to “fronts the lot” to be consistent with OMC 13.04 Water and the Building Code.</p> <p>Section B retained as 13.24.100.D. Omitted reference to outdated service installation practices (e.g., “right angle” and “stopcock”) and referred more generally to “City Standard Specifications”.</p> <p>Section C was retained and worded more broadly in new 13.24.190-All Premises, service connections, and uses to be metered.</p>	<p>Addressed in:</p> <p>13.24.100 – Reclaimed water service – General requirements</p> <p>13.24.110 – Main frontage requirements</p>	<p>13.04.200 Service connections--General requirements</p> <p>(Note: Subsection F. references conformance to EDDS and to UPC for indoor use [on premises])</p>

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
	<p>Section D retained as new 13.24.150.A-Additional services or reconnection or transfer of service, and new 13.24.190-All Premises, service connections, and uses premises to be metered.</p> <p>Section E retained as new 13.24.100.E.</p> <p>Section F omitted because it is addressed in new 13.24.010-Purpose.</p> <p>Section G omitted because it is an outdated service installation practices; the gist of the old requirement is also captured in the Engineering Design and Development Standards (EDDS).</p> <p>Section H retained in new 13.24.140.A-Displacement of reclaimed water service. Statement about “charge the expense to the owner of the service” was omitted because the City doesn’t charge the owner if the City is the one who relocates services in public streets.</p>	<p>13.24.140-Displacement of reclaimed water service</p> <p>13.24.150-Additional services or reconnection or transfer of service</p> <p>13.24.190-All Premises, service connections, and uses to be metered</p>	<p>13.04.310 All services to be metered</p> <p>13.04.350 Service reconnection or transfer of service</p>
13.24.220 Temporary service connections	<p>First paragraph was retained in new 13.24.160 – Temporary reclaimed water service</p> <p>Second paragraph was omitted because the City will not always necessarily require a temporary service to become permanent.</p>	13.24.160 – Temporary reclaimed water service	13.04.210 Temporary service connections
13.24.230 Service connection-wholesale consumer	<p>Entire Section has been omitted because City does not allow wholesale consumers of reclaimed water, or a master meter.</p> <p>The prohibition of master meters (Section B) is included in 13.24.240.K-Prohibitions.</p>	<p>No new Section specific to wholesaling.</p> <p>13.24.240.K-Prohibitions (applies to metering)</p>	13.04.220 Service connection--Master meters
13.24.240 Service agreements with other governmental units	Essentially retained as is. Moved to be closer to new 13.24.070-End User Service Agreements-General requirements	13.24.080 – End User Service Agreements with other governmental units	13.04.230 Service agreements with other governmental units
13.24.250 Water service outside city limits	Section modified not to allow the use of reclaimed water outside the Service Area. This prohibition was established to control the use of reclaimed water by allowing its use only within the City’s jurisdiction of enforcement authority.	13.24.180 – Reclaimed water service outside Service Area	13.04.240 Water service outside city limits

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.260 Service connection -No main in street	<p>Section A retained as new 13.24.110.B.</p> <p>Section B.1 retained as new 13.24.110.C.1.</p> <p>Section B.2 retained as new 13.24.110.C.2.</p>	13.24.110 – Main frontage requirements	<p>13.04.200.A Service connections--General requirements</p> <p>13.04.280 Service connection--No main in street</p>
13.24.270 Main assessment rates	<p>First paragraph, first sentence retained in 13.24.260.</p> <p>First paragraph, second sentence omitted because it is addressed in 13.24.250-Fees, rates, and charges.</p> <p>Second paragraph retained as new 13.24.120 – Oversizing mains</p>	<p>13.24.260 – Local improvement district – Assessment rates</p> <p>13.24.120 – Oversizing mains</p>	<p>13.04.290 Local Improvement District--Assessment rates</p> <p>13.04.295 Oversizing of mains</p>
13.24.280 All services to be metered	Section retained as new 13.24.190.A.	13.24.190 – All Premises, service connections, and uses to be metered	<p>13.04.200 Service connections--General requirements</p> <p>13.04.310 All services to be metered</p>
13.24.290 Turning on reclaimed water	<p>First sentence retained as new 13.24.210.B. Text was expanded to also include turning reclaimed water off and allowing for possible disconnection, as well. This section states no charge during normal business hours.</p> <p>Second sentence was omitted because leaving a trench open is an outdated practice.</p>	13.24.210 – Turning reclaimed water on or off	<p>13.04.320 Turning on water</p> <p>13.04.340 Notice required to have water discontinued and other charges for requests that water be turned on or turned off</p>

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
13.24.300 Permission required to connect or turn reclaimed water on or off	<p>First part of sentence regarding “connection” was omitted because it is addressed in 13.24.055-City authority required to work on reclaimed water system.</p> <p>Last part of sentence regarding “turn on or off” was retained as new 13.24.210.A.</p>	13.24.210 – Turning reclaimed water on or off	13.04.330 Permission required to connect or turn water on or off
13.24.310 Notice required to have reclaimed water discontinued	<p>Section retained as new 13.24.210.B</p> <p>Second sentence regarding “no charge for turn on/off” was expanded to include “no charge during business hours” (new 13.24.210.B) and “a charge for after hours” (new 13.24.210.C).</p>	13.24.210 – Turning reclaimed water on or off	<p>13.04.320 Turning on water</p> <p>13.04.340 Notice required to have water discontinued and other charges for requests that water be turned on or turned off</p>
13.24.320 Service reconnection or transfer of service	<p>First sentence retained as new 13.24.150.B.</p> <p>Second sentence retained as new 13.24.150.C.</p>	13.24.150 – Additional services or reconnection or transfer of service	13.04.350 Service reconnection or transfer of service
13.24.330 Charges to become lien	Section retained as new 13.24.280.	13.24.280 – Charges to become lien	13.04.370 Charges to become lien
13.24.340 Payment of reclaimed water bills- -Delinquency Notification- -Service discontinued for nonpayment – Past due fees	<p>Section retained as new 13.24.300</p> <p>Replaced “office of the clerk-treasurer” with “the City”.</p> <p>Identified specific OMC (rather than referring generally to OMC 4.24)</p>	13.24.300 Payment of reclaimed water bills – Delinquency notification – Service discontinued for nonpayment – Past due fees	13.04.430 Payment of water bills--Delinquency Notification--Service discontinued for nonpayment--Past due fees

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
	Added "Use Area" (in addition to premises). Regarding payment to, replaced "water division" with "the City".		
13.24.350 Cash deposit for water service	Sections retained as new 13.24.270 Changed "water department" to "the City".	13.24.270 Cash deposit for reclaimed water service	13.04.420 Cash deposit for water service
13.24.360 Reclaimed Water, Remedies for violations of Reclaimed Water Service Agreements	Section A retained as new 13.24.310.A. Section B retained as new 13.24.310.C. Section C retained as new 13.24.310.D.	13.24.310 – Failure to Comply – Violations – Penalties	13.04.440 – Failure to Comply—Violations-- Penalties
13.24.370 Allocation of funds	Section retained as new 13.24.320.	13.24.320 – Allocation of funds	13.04.460 Allocation of funds

ADDITIONAL CHAPTERS IN OMC 13.04 WATER AND HOW THEY WERE HANDLED FOR THE PROPOSED OMC 13.24 RECLAIMED WATER CHANGES

Water 13.04.040 Water system plan—Contents	A reclaimed water system plan is not a state requirement, so an equivalent section is not needed. (The Reclaimed Water Program is part of the Drinking Water Utility, so is included in the City's Water System Plan.)	None	Not Applicable
Water 13.04.190 Private distribution systems to conform to city standards	The City's reclaimed water system will be controlled by the City in partnership with LOTT as required under the General Local Agreement. This section does not apply.	None	Not Applicable
Water 13.04.240 Water service outside city limits	This section does not apply because the City does not provide reclaimed water service outside the Service Area, per new 13.24.180.	13.24.180 – Reclaimed water service outside Service Area	

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
Water 13.04.242 Water service outside city limits-Agreements to run with the land	This section does not apply because the City does not provide reclaimed water service outside the Service Area, per new 13.24.180.	13.24.180 – Reclaimed water service outside Service Area	-
Water 13.04.244-Water service outside city limits-Other sections not affected	This section does not apply because the City does not provide reclaimed water service outside the Service Area, per new 13.24.180.	13.24.180 – Reclaimed water service outside Service Area	-
Water 13.04.270 Extension of mains	Section is addressed in new 13.24.105 and 13.24.240.C	13.24.105 – Extension of mains 13.24.240 – Prohibitions	-
Water 13.04.295 Oversizing of mains	Section carried over to new reclaimed water OMC as new 13.24.120.	13.24.120 – Oversizing mains	-
Water 13.04.440 Failure to Comply--Violations--Penalties	Section A. Discontinuance of Water Service was carried over to new 13.24.310 as Section B. Section B was carried over as 13.24.310.C Section C was carried over as 13.24.310.D Section D was carried over to new 13.24.310 as Section E.	13.24.310 – Failure to comply – Violations – Penalties	-
Water 13.04.360 Occupant turning on water--Penalty	Section carried over to new reclaimed water OMC as new 13.24.290. Changed “Penalty” to “Fine” to be consistent with Title 4, Fees and Fines.	13.24.290 – Occupant turning on reclaimed water - Fine	-
Water 13.04.375 Water general facility charge (GFC)	This section does not apply to reclaimed water because a GFC is not collected for reclaimed water connections. Not collecting a GFC is part of the financial incentive provided by the City to encourage expansion of the reclaimed water system by developers.	None	-
Water 13.04.390 Water meter rates—Outside city limits	This section does not apply to reclaimed water because reclaimed water use (and therefore service) is not allowed outside the Service Area per new 13.24.180.	None	-

Current Chapter and Title	General Description of How It Was Updated	Proposed Chapter and Title	OMC 13.04 Water Cross-Reference
Water 13.04.400 Charges for hydrants and fire protection outside city limits	This section does not apply to reclaimed water because RW service is neither provided outside the Service Area (per 13.24.180) nor is reclaimed water allowed to be used for fire suppression per EDDS Chapter 10.15 (which is included in the definition of “City EDDS” in 13.24.020.F).	None	-
Water 13.04.410 Water for construction purposes	Section carried over to new 13.24.170.	13.24.170 – Reclaimed water for construction purposes	-
NEW SECTIONS ADDED (SPECIFIC) TO OMC 13.24 RECLAIMED WATER			
	New section 13.24.035 clarifies authority of City Engineer as different from 13.24.040, the authority of the Public Works Director	13.24.035 – Authority of City Engineer	None
	New section 13.24.065 clarifies application process and responsibility of applicant	13.24.065 – Application for service	13.04.060
	New section 13.24.100.B enables the City to deny any proposed use of reclaimed water.	13.24.100 – Reclaimed water service – General requirements	None
	New section 13.24.105 clarifies approval needed and requirements to meet	13.24.105 – Extension of mains	13.04.270
	New section 13.24.175 is reserved for addressing reclaimed water infiltration to groundwater within City limits. We are reserving (and not developing) this section at this time because the new state reclaimed water rule isn’t yet final and the Thurston County Critical Areas Ordinance currently prohibits reclaimed water infiltration in areas of County jurisdiction. The City may want to specify regulations for reclaimed water infiltration within areas of City jurisdiction in the future, but is not prepared to develop such regulations at this time.	13.24.175 – Reclaimed water for groundwater recharge in City limits [RESERVED]	None
	New section 13.24.220.C enables the City to require closure of a public or private premises or Use Area if an interruption of the reclaimed water supply will result in a public health risk. This section was established to address, for example, reclaimed water used to flush public toilets: if reclaimed water is not available and a backup supply of water is not provided, and the toilets cannot be flushed, then the bathroom will be required to be closed to public and private use.	13.24.220 – Temporary service interruptions, Section C.	None



May 20, 2013

Olympia City Council and Planning Commission
PO Box 1967
Olympia, WA 98507-1967

Dear Council and Commission Members:

SUBJECT: Reclaimed Water Ordinance Revisions

This letter conveys the Utility Advisory Committee's (UAC's) support of proposed revisions to the Reclaimed Water Ordinance, OMC 13.24. Donna Buxton with the City's Reclaimed Water Program led a discussion of the proposed revisions with UAC members on May 2, 2013. At the end of her presentation, Ms. Buxton requested the UAC's recommendations and support of the proposed revisions to the Reclaimed Water Ordinance.

The proposed revisions expand and clarify the current ordinance by closing regulatory gaps; establishing engineering fees, service charges, and consumption rates; and eliminating redundant and inconsistent language.

The UAC supports moving the ordinance forward through the adoption process. One member is particularly concerned about the outdoor use of reclaimed water because of the potential for impacts to groundwater quality, but does support indoor use of reclaimed water. As staff noted, Washington State Departments of Health and Ecology regulations and standards currently allow for both indoor and outdoor use of Class A reclaimed water (Class A is the highest quality of reclaimed water approved for reuse, except drinking).

We appreciate the LOTT Clean Water Alliance's decision to conduct a multi-year Groundwater Recharge Scientific Study. This study is exploring the science of infiltrating reclaimed water and the potential for personal care and pharmaceutical products to affect our region's groundwater resources. We encourage the City to stay engaged in LOTT's study efforts and to continue its current cautious approach regarding infiltration of reclaimed water within City limits. In particular, we support the City's retention of discretionary authority to deny a proposal for a state-approved beneficial reuse of reclaimed water, and would like to see staff develop a process to guide decisions when considering case-by-case prohibitions.

The UAC recognizes the substantial potential value of reclaimed water for non-potable uses; if it can be used without significant environmental risks, it will contribute to conserving the City's water supply, ensuring availability during periods of drought, and benefitting Puget Sound water quality by reducing discharge to Budd Inlet. The carefully managed use of reclaimed water is in the best interest of the City and we will work with the

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Olympia City Council and Planning Commission

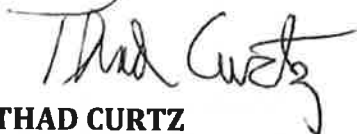
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Drinking Water Utility to track the LOTT study and to pursue development and funding opportunities. In the near future, the UAC will be working with the Drinking Water Utility on the Reclaimed Water Program financial structure and facilities as part of the 2015-2020 Water System Plan update.

Thank you for the opportunity to comment. Please let me or Barbara Day, UAC Vice Chair, know if you have any questions.

Sincerely,



THAD CURTZ

Chair

Utility Advisory Committee

TC/Imm

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ec: UAC Members

Steven R. Hall, City Manager

Rich Hoey, P.E., Director of Public Works

Clark Halvorson, Director of Water Resources

**Municipal Code (Current)** > **Title 13 PUBLIC SERVICES** > **Chapter 13.24 RECLAIMED WATER****Browse**

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**Mobile Version****Revised** marks sections affected by recently codified ordinances.

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(2012 July Draft)
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Development Standards
- + **Olympia Policies**
- + **Olympia Labor Agreements**

Chapter 13.24 RECLAIMED WATER

13.24.000 Chapter Contents

Sections:

- [13.24.010](#) Reclaimed Water; Purpose.
- [13.24.020](#) Reclaimed Water; Definitions.
- [13.24.030](#) Reclaimed Water is Part of Water Utility
- [13.24.040](#) Reclaimed Water Metering.
- [13.24.050](#) Reclaimed Water; Authority of Director.
- [13.24.060](#) Reclaimed Water; Reclaimed Water Service Agreements authorized
- [13.24.070](#) Fees and Charges for Reclaimed Water.
- [13.24.080](#) Reclaimed Water, Continued service and temporary interruptions.
- [13.24.090](#) Discontinuation of Service.
- [13.24.100](#) Cross-connections prohibited.
- [13.24.110](#) Use of Water Must be for Purposes Stated in Reclaimed Water Service Agreement.
- [13.24.120](#) Waste of Water Prohibited.
- [13.24.130](#) Damaging or interfering with reclaimed water system prohibited.
- [13.24.140](#) Use of nonconforming connection material prohibited.
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- [13.24.190](#) Ownerships of mains and service connections.

- [13.24.210](#) Service connections –General requirements.
- [13.24.220](#) Temporary service connections.
- [13.24.230](#) Service connection –Wholesale consumers.
- [13.24.240](#) Service agreements with other governmental units.
- [13.24.250](#) Water service outside city limits.
- [13.24.260](#) Service connection –No main in street.
- [13.24.270](#) Main assessment rates.
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- [13.24.350](#) Cash deposit for water service.
- [13.24.360](#) Reclaimed Water, Remedies for violations of Reclaimed Water Service Agreements.
- [13.24.370](#) Allocation of funds.

(Ord. 6359 §1, 2005).

13.24.010 Reclaimed Water; Purpose



This chapter sets forth uniform policies and procedures for the City of Olympia's distribution of reclaimed water and the use of reclaimed water by the City and its customers, as required by the State Reclaimed Water Permits issued to the LOTT Alliance. The policies and procedures are intended to be and shall be construed so that they are consistent with provisions of Chapter [90.46](#) RCW, the Standards, the Permits, and the General Agreement.

(Ord. 6359 §1, 2005).

13.24.020 Reclaimed Water; Definitions



"City" means the City of Olympia, Washington, or as indicated by the context, may mean the Public Works Department, the City Clerk, City Engineer, or other city employee or agent representing the city in the discharge of his or her duties.

"City Council" means the City Council of the City of Olympia.

"City engineer" means the City Engineer of the City of Olympia or his/her designee.

"Director" means the Director of the Public Works Department for the City of Olympia or his/her designee.

"End User" means a person or entity that puts reclaimed water to one or more End Uses. End Users may include the City or a person or entity that receives reclaimed water from the City.

"End Uses" means the permissible beneficial uses for which reclaimed water may be used consistent with the Standards and State Reclaimed Water Permits including, but not limited to, commercial and industrial uses, irrigation, aquifer recharge, stream flow augmentation, water right mitigation, and environmental enhancement or mitigation. "End Uses" do not include use of Reclaimed Water for human consumption.

"General Agreement" means the General Interlocal Agreement Between the LOTT Alliance, Thurston County and the Cities of Lacey, Olympia and Tumwater for Distribution and Use of Reclaimed Water.

"LOTT" means the LOTT Alliance.

"Mains" means Reclaimed Water lines designed or used to serve more than one premises.

"Permits" means the State Reclaimed Water Permits issued to LOTT under RCW [90.46.030](#) and [90.46.040](#), including but not limited to Permit No. ST 6159 issued on February 13, 2004, as the same may be amended, extended or renewed from time to time.

"Person," "customer," "owner," "occupant," or "agent" shall be held to include natural persons of either sex, associations, co-partnership's and corporations whether acting by themselves or by a servant, agent or employee; the singular number shall be held to include the plural and the masculine pronoun to include the feminine.

"Premises" means a continuous tract of land, building or group of adjacent buildings under a single control with respect to use of water and responsibility for payment therefor. Subdivisions of such use or responsibility shall constitute a division into separate premises as defined in this section.

"Potable Water" means water that is not Reclaimed Water and that is supplied through the City's municipal water system for human consumption.

"Reclaimed Water" means reclaimed water that meets State Class A criteria established in the Standards, as amended, and the definition set forth in RCW [90.46.010](#) (4).

"Reclaimed Water Service Agreement" means the Reclaimed Water Contract between the City of Olympia and an end use customer, in substantially the form established under the Supply Agreement and approved by the Washington State Departments of Health and Ecology.

"Service connection" means that portion of the city Reclaimed Water supply system connecting the supply system on a premises to the city Reclaimed Water distribution main including the tap into the main, the water meter and appurtenances and the service line from the main to the meter and from the meter to the property line.

"Standards" means the Water Reclamation and Reuse Standards promulgated by the Washington State Department of Health and Department of Ecology, as amended.

"Standard or permanent mains" means mains conforming to the standard specifications of the city with respect to materials and minimum diameter.

"Standard specifications" means those standard specifications for public works construction which have been adopted by the Director.

"Substandard or temporary mains" means mains which do not conform to the standard specifications of the city with respect to materials and/or minimum diameter.

"Supply Agreement" means the agreement entered into between the City of Olympia and LOTT which provides for the terms of use of Reclaimed Water by the City.

(Ord. 6359 §1, 2005).

13.24.030 Reclaimed Water Is Part of Water Utility



The use of Reclaimed Water under this chapter shall be considered part of the City's water utility, and the City elects to exercise all lawful powers necessary to maintain, operate, regulate, control, use and distribute Reclaimed Water as such

authority exists and may be amended in the future.

The rates and charges to be assessed customers under Reclaimed Water Service Agreements shall be those established by ordinance of the City Council.

(Ord. 6359, §1, 2005).

13.24.040 Reclaimed Water Metering




All use of Reclaimed Water shall be metered. The City shall install and maintain reclaimed water meters on the outlet side of the City's conveyance system to provide accurate measurement of the quantity of reclaimed water supplied under a Reclaimed Water Service Agreement. All meters shall remain the property of the City; provided, however, that any meter may be exchanged with another meter of similar kind as deemed necessary by the Director.

(Ord. 6359, §1, 2005).

13.24.050 Reclaimed Water; Authority of Director



When authorized by the City Council, the Director may execute, on behalf of the City, Supply Agreements for the acquisition of Reclaimed Water from LOTT and make use of reclaimed water for City purposes. The Director shall establish policies and procedures, consistent with this Chapter, to receive, use and/or sell reclaimed water, to implement and enforce the payment, collection, and remittance of the rates defined in this Chapter, and shall be the authority in charge of implementing the conditions set forth in the Supply Agreements and the policies and procedures. Except for Reclaimed Water Service Agreements with other governmental entities (which require approval of the City Council pursuant to RCW [39.34](#) ) , the Director is also authorized to execute and enforce Reclaimed Water Service Agreements in accord with this Chapter, the Permit, the Standards and applicable laws and regulations.

(Ord. 6359, §1, 2005).

13.24.060 Reclaimed Water; Reclaimed Water Service Agreements authorized



Reclaimed Water Service Agreements are hereby authorized to implement the terms and provisions of this Chapter. The agreements shall be substantially in the form described under the Supply Agreement and as the same are approved by the Washington State Departments of Health and Ecology. The following conditions shall apply to all

use of reclaimed water, and shall be made binding through Reclaimed Water Service Agreements:

A. Following receipt of Reclaimed Water from the City, the End User shall ensure that construction, operation, and maintenance of reclaimed water facilities and equipment, and uses of the Reclaimed Water meet all requirements of the Standards;

B. The lawful use(s) to which the Reclaimed Water may be put shall be specified and shall be consistent with this Chapter, the Standards, the Permits, and other applicable law;

C. The End Use Customer shall not use Reclaimed Water for human consumption or other uses inconsistent with the Standards and the Permits;

D. The lawful use area shall be specified and shall be consistent with LOTT's Permits;

E. The End Use Customer shall allow an authorized representative of the City/ , or the Washington State Departments of Health or Ecology, at reasonable times and upon reasonably advance notice, except in cases of emergency, and upon the presentation of credentials, to enter upon the premises and to inspect facilities, equipment, meters, records, or premises involved in the distribution and use of the Reclaimed Water, and to take samples of the Reclaimed Water or soil, and make copies, at reasonable cost, of records;

F. Sale, lease, gift, transfer, or conveyance of reclaimed water by the End User to any other party is prohibited;

G. Discharge or release to any watercourse or water body or stormwater collection or conveyance facility is prohibited, unless expressly authorized by the City, the Standards, and other applicable law and/or regulation;

H. Extension of Reclaimed Water systems or facilities authorized in the Reclaimed Water Service Agreement is prohibited without prior written consent of the City;

I. Interconnection of Reclaimed Water systems or facilities with any public or private potable water system is prohibited.

J. The City has authority to terminate service for breach of the Reclaimed Water Service Agreement or for noncompliance with the Standards, the Permits, or applicable law or regulation;

K. The End User shall post standard notification signs, and shall tag, label and/or color-code purple all reclaimed water piping, valves, storage facilities and outlets consistent with specifications provided by the City.

L. The LOTT Alliance shall be recognized as a third party beneficiary of Reclaimed Water Service Agreements.

(Ord. 6359, §1, 2005).

13.24.070 Fees and Charges for Reclaimed Water



Fees and charges for receipt and use of Reclaimed Water shall be as set forth in this ordinance, and in Chapter [4.24](#) of the Olympia Municipal Code, as the same may be amended by the Olympia City Council from time to time.

(Ord. 6359, §1, 2005).

13.24.080 Reclaimed Water, Continued service and temporary interruptions



Continued service will be conditioned on the End User's use of reclaimed water in full and continuous compliance with the Standards, other applicable law and regulations, this chapter, the Permits and the Reclaimed Water Service Agreement.

Temporary interruptions in service to the end user may occur, with no liability to the City, due to:

- A. Unavailability or limited quantities of reclaimed water;
- B. Emergencies requiring repair or replacement of Reclaimed Water facility or conveyance system equipment;
- C. Routine repair or replacement of Reclaimed Water facility or conveyance system equipment;
- D. The need for the LOTT Alliance, in its professional judgment, to take action to comply with its Permits (for example and without limitation to address treatment upsets);
- E. As a result of regulatory or judicial orders; or
- F. Other circumstances beyond the control of LOTT or the City.

While the City shall attempt to provide notice of interruptions, the end user waives the notice requirement in the above circumstances.

(Ord. 6359, §1, 2005).

13.24.090 Discontinuation of Service




The City reserves the right to permanently discontinue service at any time with 30 days prior written notice to the End User.

(Ord. 6359, §1, 2005).

13.24.100 Cross-connections prohibited



A. All cross-connections between any Reclaimed Water system, on the one hand, and any private water supply or the municipal Potable Water supply of the city (as that term is defined in WAC [248-54-480](#) ) , on the other, are prohibited, regardless of whether or not such cross-connections are controlled by automatic devices, such as check valves, or by hand-operated mechanisms, such as gate valves or stopcocks. In addition to any penalties provided by this chapter, failure on the part of persons, firms, or corporations to discontinue the use of any and all cross-connections and to physically separate such cross-connections will be sufficient cause for the discontinuance of the Reclaimed water public water service to the premises on which the cross-connection exists. It is further unlawful to maintain any plumbing or arrangement or interconnection whereby, in the judgment of the Director, the city Potable Water supply system either on or off the premises may be contaminated.

The Director shall, in cooperation with the health officer, make periodic inspections of premises served by the Olympia municipal Potable Water supply system to check for the presence of cross-connections. Any cross-connections found in such inspection shall be ordered removed by the Director. If any immediate hazard to health is caused by the cross-connection, Potable Water services to the premises shall immediately be discontinued until it is verified that the cross-connection has been removed and the hazard abated.

B. Where both Reclaimed Water and potable water are supplied to a Reclaimed Water use area, a reduced pressure principle backflow prevention device or an approved air gap separation shall be installed at the potable water service connection to the use area.

(Ord. 6359, §1, 2005).

13.24.110 Use of Water Must be for Purposes

Stated in Reclaimed Water Service Agreement.



It is unlawful for any person supplied with Reclaimed Water from the city's Reclaimed Water supply system to use the Reclaimed Water for purposes other than those named in the Reclaimed Water Service Agreement, or to use it in violation of any provision of this chapter.

(Ord. 6359, §1, 2005).

13.24.120 Waste of Water Prohibited



No person shall waste Reclaimed Water or allow it to be wasted. Waste of Reclaimed Water is defined as: applying Reclaimed Water to a landscape in sufficient quantity to cause significant runoff of that Reclaimed Water to impervious areas or to allow significant overspray onto non-landscaped areas; applying Reclaimed Water to a landscape in sufficient quantity to cause substantial puddling of that Reclaimed Water at the ground surface; allowing leaking valves, pipes, closets, faucets, or other fixtures; or allowing any pipes or faucets to run open to prevent the service from freezing or for any other reason. This section shall apply only to use of Reclaimed Water from the City of Olympia Reclaimed Water distribution system.

(Ord. 6359, §1, 2005).

13.24.130 Damaging or interfering with reclaimed water system prohibited



A. It is unlawful for any person to willfully disturb, break, deface, or damage any Reclaimed Water meter, gate valve, Reclaimed Water pipe or other Reclaimed Waterworks appurtenance together with the buildings, grounds, and improvements thereon belonging to or connected with the Reclaimed Water system of the city in any manner whatsoever.

B. It is unlawful for any person to open, close, turn or interfere with, or attempt to, or to connect with any valve, or pipe that is part of the City's Reclaimed Water system unless authorized by the Director in writing; provided, this rule shall not apply to members of the LOTT Alliance, city public works department or such other department of a municipal or state agency duly authorized to operate a Reclaimed Water system while acting in such capacity.

C. It is unlawful for any person to throw refuse, deleterious matter or any other substance into or upon any part of the city's Reclaimed Water supply system.

(Ord. 6359, §1, 2005).

13.24.140 Use of nonconforming connection material prohibited



It is unlawful for any person to use any material not conforming to the standard specifications and the regulations of the city to connect any premises or buildings with the city Reclaimed Water system.

(Ord. 6359, §1, 2005).

13.24.150 Displacement of waterworks appurtenances



All persons, contractors, corporations, and other municipal departments performing construction work in streets or Utility rights-of-way, such as grading, regrading, filling, trenching, or paving shall give the Director eight days' written notice in the event it becomes necessary during the work to move, displace, or change any Reclaimed Water mains, pipes, fittings, meters, valves, or other Reclaimed waterworks appurtenances that may interfere with the prosecution of such work. Damage to any part of the Reclaimed Water system shall make such person, contractor, corporation, or municipal department liable to the water department for the cost of necessary repairs and replacements.

(Ord. 6359, §1, 2005).

13.24.160 Access to premises for inspection



Authorized employees of the public works department, properly identified, shall have free access at reasonable hours of the day, to all parts or premises or within buildings thereon to which Reclaimed Water is supplied from the city Reclaimed Water system for the purpose of checking conformity to these regulations. In addition, such personnel are authorized, from time to time, to survey Reclaimed Water customers as a means to update customer lists and status in a responsible and reasonable manner.

Whenever the owner or occupant of any premises supplied by the city Reclaimed Water system restrains authorized city employees from making the necessary inspections and surveys, water service may be immediately discontinued to the premises.

(Ord. 6359, §1, 2005).

13.24.170 City employees to work on mains and service connections



Only employees of the Public Works Department or qualified contractors duly authorized by the Director or City Engineer shall be allowed to do any work in connection with the city Reclaimed Water mains or service connections.

(Ord. 6359, §1, 2005).

13.24.180 Mains and services –Location from sanitary sewers



In accordance with the Standards, the Permits, and other applicable law, all mains, service lines and other waterworks appurtenances which carry Reclaimed Water shall be located a sufficient distance, both horizontally and vertically, from any sanitary sewer and potable water mains to prevent contamination, infiltration and/or inflow, and all locations of waterworks facilities which are connected to the city Reclaimed Water system are subject to the approval of the City Engineer.

(Ord. 6359, §1, 2005).

13.24.190 Ownerships of mains and service connections



The ownership of all Reclaimed Water mains, service connections, and appurtenances in public streets or utility rights-of-way shall be vested solely in the City of Olympia, and the person responsible for the construction of such mains shall relinquish, by bill of sale, all interest in the ownership of such mains upon acceptance by the city; provided, however, that all Reclaimed Water systems constructed by other governmental entities, including but not limited to the LOTT Alliance, the Port of Olympia and the State of Washington, shall remain under the ownership of the entity that constructed them unless dedicated to and accepted by the City under the provisions of this chapter.

The Public Works Department will operate and maintain all approved and accepted mains in public streets or utility rights-of-way. In no case shall an owner, agent, officer or employee of any premises have the right to remove or change any part thereof without the approval of the Director.

No person shall install or repair a Reclaimed Water main in any street which is or shall be connected to the Olympia Reclaimed Water system without procuring a permit therefor. The Director shall assess a fee for each such permit in the amount of twenty-five dollars.

(Ord. 6359, §1, 2005).

13.24.210 Service connections –General requirements

- A. Except as provided in Sections [13.24.220](#), [13.24.230](#) and [13.24.280](#), no premises shall hereinafter be connected to the Reclaimed Water supply system of the city unless there is an adjacent standard Reclaimed Water main under the ownership and exclusive control of the city.
- B. When a permit has been obtained for the installation of Reclaimed Water service, and a Reclaimed Water Service Agreement as provided in Section [13.24.060](#) of this Code has been executed by the City and the End User applicant, the Director shall cause the premises described in the application to be connected with the Reclaimed Water system by a service pipe extending at right angles from the Reclaimed Water main to the property line, and including a stopcock and water meter placed within the rights-of-way, which connection shall thereafter be maintained by and kept within the exclusive control of the city.
- C. Except as provided in Section [13.24.230](#), every separate premises supplied by city Reclaimed Water must have its own separate meter and the premises so supplied will not be allowed to supply Reclaimed Water to any other premises. The city engineer may require individual buildings on any premises to be separately metered.
- D. When two or more buildings on the same premises are being served unsatisfactorily by one Reclaimed Water service connection, the Director shall have the right to require the installation of additional Reclaimed Water service connections from the Reclaimed Water main to the premises already served. When additional Reclaimed Water service connections are provided for any premises, all Reclaimed Water service to such premises shall be metered and installed in the regular manner.
- E. Service connections shall be installed at the expense of the property owner, the same to be installed by the city and the cost to the city charged therefor. The property owner in applying for service shall pay to the city the then prevailing cost to cover the expense for the installation. All services shall be constructed by the city from the main to the property line and shall include a suitable water meter and appurtenances. This rule shall also apply where exchanges in size of service are made at the request of the property owner.
- F. All persons connecting to city service shall be

required to use only materials conforming to the standard specifications and regulations of the city. Plumbing on premises shall conform to the uniform plumbing code of the city.

G. Before Reclaimed Water will be turned on to the premises connected to city Reclaimed Water mains, the service pipes must be so located that the supply for each separate building shall be controlled by a separate stop and waste cock of standard make with extension handle, approved by the Director, properly protected from the frost and so placed within the premises that all service pipes and fixtures may be thoroughly drained to prevent damage from freezing. All pipes placed underground outside buildings shall be installed at least two feet below finished grade. The connection between the city's pipes at the property line and the service pipes on the premises shall be made with a union.

H. When necessary due to the grading or regrading of public streets, the Director may relocate services on the premises to conform to the grade or slope occasioned by the street grading, and charge the expense to the owner of the service.

(Ord. 6359, §1, 2005).

13.24.220 Temporary service connections



Reclaimed Water service may be supplied to a premises on a temporary basis during the construction of a building on the premises or during the construction of a standard main to serve the premises as long as it meets requirements for adequate backflow prevention. Application for temporary service shall be approved only upon payment of all fees and assessments required by this chapter and execution of a Reclaimed Water Service Agreement as provided in Section [13.24.060](#). This application shall state fully the purposes for which water is desired, the circumstances which require service by temporary means, and the duration for which temporary service is necessary. All costs necessary to install and remove the temporary service shall be paid by the applicant.

Upon completion of the work for which the temporary service was necessary, the owner shall immediately apply for permanent service to the premises and the temporary service shall be removed. Failure to obtain permanent service shall be cause for immediate discontinuance of Reclaimed Water supply to the premises.

(Ord. 6359, §1, 2005).

13.24.230 Service connection –Wholesale consumers



A. The City Council may, at its discretion, authorize Reclaimed Water service to a community or number of individual users to be furnished through a common meter upon finding that service through individual meters is not practical, and upon execution by such community or individual users of a Reclaimed Water Service Agreement as provided by this Chapter. Where communities or a group of individuals are granted service through a common meter, such meter shall be furnished, installed, maintained, and kept within the exclusive control of the city. The cost of the installation including the meter shall be at the expense of the consumer.

B. Where Reclaimed Water service is supplied through a master meter, a company, association, or other form of organization, which is acceptable to the city, shall be responsible for the rates and charges set forth in this chapter.

C. Applications for Reclaimed Water service under the provisions of this section shall be made on the forms furnished for that purpose. The application shall include a detailed description of the premises to be served, the name and nature of the organization which is to be responsible for the service charges, the conditions or circumstances precluding service by individual meters and such other information as the Director may deem necessary. The application shall be accompanied by an executed Reclaimed Water Service Agreement as provided for by this Chapter.

D. Such consumers shall file with the engineering department detailed plans of their systems in such form as specified by the city engineer. Each such consumer shall, prior to commencement of work, submit for the approval of the city engineer similar information with respect to all construction or modifications which add to, reduce, or alter the Reclaimed Water system.

E. Reclaimed Water service, under the terms of this section, shall be limited to those premises described in the application. Service to additional premises, not included in the original application shall require a separate application and approval.

F. The ownership of the Reclaimed Water system beyond the common meter shall be vested in the consumer and the operation, repair, expansion and

renewal of the system shall be the responsibility of the consumer. The city's responsibility shall terminate with the common meter.

G. Any violation of the procedures required by this section shall be cause for immediate discontinuance of service to the system by the city.

(Ord. 6359, §1, 2005).

13.24.240 Service agreements with other governmental units



The City Council may, at its discretion, enter into an agreement with any other municipal corporation or governmental unit for the purpose of obtaining or providing any service relating to Reclaimed Water supply as provided by law. Except as may be required by the Permit, the Supply Agreement, the Standards or other applicable laws or regulations, the terms of such agreements shall be established by the City Council for each agreement.

(Ord. 6359, §1, 2005).

13.24.250 Water service outside city limits



Reclaimed Water service may be provided outside the city limits only as follows:

A. The property must be within the urban growth boundary and contiguous to city limits; and

B. Either:

1. The property for which Reclaimed Water service is sought shall annex to the city as a condition of water connection; or

2. In the alternative, in its sole discretion, the city may elect to defer annexation and require the owners of the property for which Reclaimed Water service is sought to execute an agreement with the city containing a waiver of protest to annexation and the grant to the City Manager of a power of attorney authorizing annexation at such time as the city determines the property should be annexed to the city. The agreement shall contain a provision that the obligations and privileges contained therein shall run with the land and bind future owners of said land in the same manner as the applicant is bound therein. In addition, the agreement shall not be executed prior to the time formal application is made for approval of the project for which utilities are requested. The term of said agreement shall terminate at the time any project application or

approval expires or is revoked for any reason. A new agreement shall also be required for any extension of project applications or approvals or when in the opinion of the Director of Community Planning & Development, a substantial change or addition is made to the project. Following execution, such agreement shall be recorded by the City Clerk in the chain of title for such property in the records of the Thurston County Auditor.

C. Application fees as established by the City Council shall be paid upon the submittal of a signed Utility Extension Agreement requesting Reclaimed Water service for property outside the city; and

D. The cost of the Reclaimed Water extension shall be borne in whole by the applicant for Reclaimed Water services, subject to any provisions in effect at the time of connection for latecomer reimbursement; and

E. The applicant for Reclaimed Water service shall comply with all other provisions of this chapter.

(Ord. 6359, §1, 2005).

13.24.260 Service connection –No main in street



A. Whenever an applicant requests Reclaimed Water service to premises with no main in the adjacent street, a standard main must be installed as a prerequisite to connection to the city reclaimed water system. The standard main must be installed along the complete street frontage of the premises.

B. A standard main may be installed by any of the following methods:

1. The main may be installed at the expense of the owner by a competent contractor under the supervision and approval of the city engineer, in which case the city will contract with the owner to provide for the reimbursement of such owner and his assigns for a period of ten years by any owner of real estate who did not contribute to the original cost of such main and who subsequently taps onto the main for service of a fair pro rata share of the cost of construction of the main. The contract shall be recorded in the office of the Thurston County Auditor upon acceptance of construction of the main by the commission. Assessments after the expiration of the contract shall revert directly to the city.

2. If the premises lies within the corporate limits of the city, the owner may also elect to have the main installed by the formation of a local improvement district as prescribed by state law and the ordinances of the city.

(Ord. 6359, §1, 2005).

13.24.270 Main assessment rates



Whenever any Reclaimed Water main is hereinafter installed by the local improvement district method, the assessment rates to be charged to the property specially benefited shall be established by the City Council. Main assessments for that property not involved in a local improvement district or for those mains installed at city expense without the formation of a local improvement district shall coincide with the assessment rate fixed by the City Council for local improvement districts and the assessment shall be applied in the same manner as local improvement district assessments.

Whenever the city requires a main size larger than would be required to serve the adjacent property or, in the case of a subdivision or development, a main size larger than required to serve that development, the city shall participate in the cost of the main to the extent of the additional size required, provided the amount of such participation shall be established by the city engineer prior to the commencement of construction.

(Ord. 6359, §1, 2005).

13.24.280 All services to be metered



All service connections to the city Reclaimed Water system shall be metered and all meters shall remain the property of the city and any meter may be exchanged with another meter of similar kind as deemed necessary by the city engineer.

(Ord. 6359, §1, 2005).

13.24.290 Turning on reclaimed water



Whenever the owner or occupant of any premises connected with the city's Reclaimed Water system desires to use Reclaimed Water, he/she shall notify the Director after complying with the requirements of this Chapter, and request that the Reclaimed Water be turned onto the premises. The owner shall leave his/her portion of a new service exposed in the trench until the water is turned on by the Director, when he/she shall

immediately properly cover the pipe.

(Ord. 6359, §1, 2005).

13.24.300 Permission required to connect or turn reclaimed water on or off



No plumber or other person will be allowed to make connection with the city mains or make connection with any conduit, pipes, or any fixtures connected therewith, or to connect pipes that have been disconnected, or to turn Reclaimed Water on or off of premises without the permission of the Director.

(Ord. 6359, §1, 2005).

13.24.310 Notice required to have reclaimed water discontinued



Should it be desired to discontinue the use of Reclaimed Water supplied to any premises, notice must be given to the Director. The water will then be turned off and turned on again on application without charge.

(Ord. 6359, §1, 2005).

13.24.320 Service reconnection or transfer of service





When new buildings are to be erected on the site of the old ones, and it is desired to increase the size of or change the location of the old service connection, or where a service connection to any premises is abandoned or no longer used, the director may cut out or remove such service connection after which, should a service connection be required for the premises, a new service shall be placed only upon the owner's making an application and paying for a new tap in the regular manner. When the service connection of any premises does not come from a main in front of the premises, the Director shall, when a main is laid in front of the premises, after notifying the owner or tenant thereof, transfer the service connection to the new main without charge, and at the same time cut out the old service connection.

(Ord. 6359, §1, 2005).


13.24.330 Charges to become lien



The city shall have a lien against premises to which Reclaimed Water has been furnished, which lien shall be in the amount and to the extent allowed by RCW [35.21.290](#)  as the same now exists or may hereafter be amended. The lien shall be enforced in the manner allowed by RCW [35.21.300](#)  as it now

exists or may hereafter be amended.

(Ord. 6359, §1, 2005).

13.24.340 Payment of reclaimed water bills - - Delinquency Notification- -Service discontinued for nonpayment –Past due fees 

Monthly and bimonthly statements of charges for Reclaimed Water service shall be due and payable at the office of the clerk-treasurer, or at such place or places designated by him/her, on the date established by the director of administrative services as set forth in Chapter [4.24](#) of this code. The statements shall cover service charges for the period shown thereon and shall be issued and forwarded by mail to the customer as soon as practical after the service period.

Delinquency and nonpayment of one or more Reclaimed Water service charges shall be sufficient cause for discontinuance of service by turning off the Reclaimed Water service to the premises notwithstanding the existence of any deposits made as provided in the Reclaimed Water Service Agreement or in Section [13.24.350](#). Reclaimed Water service shall not be turned on again until all charges, together with penalties set forth in Title [4](#) of this code for shutting off and turning on the Reclaimed Water and for delinquency notification are paid, or a satisfactory arrangement and agreement for payment of delinquent charges and penalties has been made with the water division.


(Ord. 6359, §1, 2005).

13.24.350 Cash deposit for water service 

Meter consumers may be required to make a cash deposit with the water department, based upon the estimate of the monthly consumption through the meter as set forth in Title [4](#) of this code. The deposit shall be held by the water department until the severance of the contract, and shall be repaid to the customer after all claims against the premises have been fully paid.

Deposits for bimonthly customers, when required, shall be based upon the estimate of the bimonthly consumption.

(Ord. 6359, §1, 2005).

13.24.360 Reclaimed Water, Remedies for violations of Reclaimed Water Service Agreements 

A. The Director shall have the authority to

terminate service under a Reclaimed Water Service Agreement for any material breach of such agreement, including failure to pay for service.

B. As an additional concurrent penalty, any person, firm, or corporation who knowingly violates or fails to comply with any term or provision of this chapter shall be deemed to have committed a misdemeanor, and if found guilty, shall be subject to a fine not to exceed One Thousand Dollars (\$1,000), and/or to imprisonment not to exceed ninety (90) days or to both such fine and imprisonment. Each day shall be a separate offense. In the event of a continuing violation or failure to comply, the second and subsequent days shall constitute a gross misdemeanor punishable by a fine not to exceed Five Thousand Dollars (\$5,000) and/or imprisonment not to exceed three hundred and sixty-five (365) days or both such time and imprisonment. Continuing violation shall mean the same type of violation which is committed within a year of the initial violation.

C. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to violate or fail to comply with any term or provision of this chapter. Each day shall be a separate infraction. A person, firm, or corporation found to have committed a civil infraction shall be assessed a monetary penalty as follows:

1. First offense: Class 3 (\$50), not including statutory assessments.
2. Second offense arising out of the same facts as the first offense: Class 2 (\$125), not including statutory assessments.
3. Third offense arising out of the same facts as the first offense: Class 1 (\$250), not including statutory assessments.

See also OMC Chapter [4.44](#), Uniform Code Enforcement.

(Ord. 6359, §1, 2005).

13.24.370 Allocation of funds



A. Any funds received by the director of administrative services in payment of water, sewer, garbage and/or stormwater charges shall be applied against said charges, if applicable, in the following priority:

1. Stormwater

2. Garbage;
3. Sewer;
4. Reclaimed Water;
5. Water.

B. No amount received shall be applied against any charge unless all higher priority charges are paid in full.

(Ord. 6359, §1, 2005).



The Olympia Municipal Code is current through Ordinance 6871, passed October 22, 2013.

Disclaimer: The City Clerk's Office has the official version of the Olympia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[Olympia's Codification Process](#)

City Website: <http://olympiawa.gov>
[Code Publishing Company](#)
[eLibrary](#)

City of Olympia

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City Council

Approval of Amendment to OMC 4.44.040, Compliance Agreement (Reclaimed Water)

Agenda Date: 11/4/2013

Agenda Number: 4.I

File Number: 13-0832

File Type: ordinance

Version: 2

Status: Second Reading

..Title

Approval of Amendment to OMC 4.44.040, Compliance Agreement (Reclaimed Water)

..Recommended Action

Committee Recommendation:

The Utility Advisory Committee, Land Use and Environment Committee, and Planning Commission support this amendment and the related change to OMC 13.24, Reclaimed Water.

City Manager Recommendation:

Move to approve on second reading the ordinance amending OMC 4.44.040, Compliance Agreement.

..Report

Issue:

Whether to adopt the recommended changes.

Staff Contact:

Donna Buxton, Reclaimed Water Senior Program Specialist, 360.753.8793

Presenter(s):

None. Consent Calendar item.

Background and Analysis:

The proposed code amendment to the City's Compliance Agreement form (OMC 4.44.040) now lists "Reclaimed Water" to be consistent with other utilities, such as water, stormwater, and sewer, which are already included on the form.

See the related Reclaimed Water Ordinance (OMC 13.24) item on tonight's agenda for background information.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve the ordinance amendment. This action relates to the changes to the Reclaimed Water Program, which is a separate ordinance on tonight's agenda.

Agenda Date: 11/4/2013

Agenda Number: 4.I

File Number: 13-0832

2. Do not approve the change.

Financial Impact:

See the related Reclaimed Water Ordinance (OMC 13.24) item on tonight's agenda for background information.

ORDINANCE NO. _____

AN ORDINANCE of the City of Olympia, Washington, relating to Uniform Civil Enforcement and amending Section 4.44.040 of the Olympia Municipal Code.

WHEREAS, reclaimed water service constitutes a condition that could require correction via a Compliance Agreement and therefore should be noted as an optional item to be corrected;

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

Section 1. Amendment to OMC 4.44.040. Section 4.44.040 of the Olympia Municipal Code is hereby amended to read as follows:

4.44.040 Compliance Agreement

Whenever a Notice of Violation is issued pursuant to Section 4.44.030, it shall be accompanied by a compliance agreement which shall be in substantially the following form:

City of Olympia, Washington

COMPLIANCE AGREEMENT

full name; first, middle, last	date of birth	residing address Street, City, State, Zip, Phone Number	property where violation exists Street, City, State, Zip, Phone Number
-----------------------------------	------------------	--	--

condition requiring correction; check all that apply

- | | |
|---|---|
| <input type="checkbox"/> 8.16 Rat Control | <input type="checkbox"/> 16.04 Building |
| <input type="checkbox"/> 8.24 General Nuisances | <input type="checkbox"/> 16.06 Housing |
| <input type="checkbox"/> 8.40 Junk Vehicles | <input type="checkbox"/> 116.08 Mechanical |
| <input type="checkbox"/> 13.12 Garbage | <input type="checkbox"/> 6.10 Unfit/Unsafe Building |
| <input type="checkbox"/> 13.16 Stormwater | <input type="checkbox"/> 16.20 Plumbing |
| <input type="checkbox"/> 13.08 Sewer | <input type="checkbox"/> 16.32 Fire Code |
| <input type="checkbox"/> 13.04 Water | <input type="checkbox"/> 18 Zoning |
| <input type="checkbox"/> <u>13.24 Reclaimed Water</u> | <input type="checkbox"/> Other |

what you need to do to comply with City Code:

8.16 Nuisances

Secure Hazard

Legal Disposal

Demolish Structure
(obtain permit)

Remove/Trim Vegetation

Exterminate
Rodents/Stinging Insects

8.24 Vehicle-Junk/Storage

License, Insure, Operable

Enclose in Building

Remove from Property

Recreational Vehicles
Legally Parked/Stored

**8.40 Property
Maintenance**

Legal Disposal

Enclose from View
Public/Neighbors

8.52 Vegetation

Remove/Dispose

Trim/Dispose Hazardous

18 Zoning

Details with Investigator

Other

IT IS HEREBY MUTUALLY AGREED:

The above named agrees that the conditions set forth in this Agreement must be eliminated as described above on or before _____, 20__.

The undersigned agrees to allow the City to inspect the premises as necessary to determine compliance with this Agreement. This means that you waive your right to require the City to obtain a search warrant from a judge.

This Agreement shall be interpreted in accordance with the laws of the State of Washington.

No amendment or modification of this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Agreement.

Failure to comply with the agreement deadline may result in prosecution for violations of the Olympia Municipal Code and enforcement of this Agreement by any civil and equitable means available to the City.

The undersigned person acknowledges that he/she has read this Agreement, understands it, and has had an opportunity to talk with their attorney.

Accepted by:

Date:

Signature (accepting responsibility for compliance)

Code Enforcement Officer:

Signature

Date:

Section 2. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

City of Olympia

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

City Council

Community Development Block Grant (CDBG) Annual Report (CAPER)

Agenda Date: 11/4/2013

Agenda Number: 5.A

File Number: 13-0900

File Type: public hearing

Version: 1

Status: Public Hearing

..Title

Community Development Block Grant (CDBG) Annual Report (CAPER)

..Recommended Action

City Manager's Recommendation:

Hold a public hearing on the CDBG Program's draft annual report.

..Report

Issue:

Hold a public hearing on the Draft Program Year 2012 CDBG Program Consolidated Annual Performance Evaluation Report (CAPER)

Staff Contact:

M. Anna Schlecht, Housing Program Manager, Community Development & Planning,
360.753.8183

Presenter(s):

M. Anna Schlecht, Housing Program Manager

Background and Analysis:

As required by HUD (U.S. Department of Housing and Urban Development), the public has an opportunity to review and comment on the City's Community Development Block Grant (CDBG) Program's annual report, called the "Consolidated Annual Performance and Evaluation Report" (CAPER).

Tonight's public hearing is part of a 20-day public comment period that runs from October 28, 2013, through 5:00 p.m. on Monday, November 11, 2013. This opportunity allows community members to evaluate the City's CDBG Program accomplishments. At the conclusion of the 20-day public comment period, staff will incorporate all public comments - including comments at the Hearing - into the final CAPER to be approved by the City Council on November 12. The CAPER will then be submitted to the regional office of Housing and Urban Development (HUD) on November 15, 2013.

The CAPER is the annual report for the City of Olympia's Community Development Block Grant Program. It describes the year-end status of all activities by the City in the Program Year 2012 Action Plan, the third year of the three-year Consolidated Plan. It also evaluates accomplishments. The report covers activities between September 1, 2012, and August 31, 2013.

Agenda Date: 11/4/2013

Agenda Number: 5.A

File Number: 13-0900

The draft report is attached and copies of the report are available in the following locations:

- 1) **Online** on the City of Olympia's website, olympiawa.gov
- 2) At **Olympia City Hall**, 601- 4th Avenue, E, Community Planning & Development Department on the second floor;
- 3) At the **Olympia Timberland Library**, 313 - 8th Avenue SE, Olympia, WA 98501; and
- 4) Direct email copy upon request to Heather Reed, hreed@ci.olympia.wa.us

Public Comments:

Comments received by 5:00 p.m. on Monday, November 4 will be photocopied and provided to the City Council at the November 4 public hearing.

Comments to the City Council may be submitted by:

- 1) Email: citycouncil@ci.olympia.wa.us
- 2) Postal Mail: Olympia City Council, PO Box 1967, Olympia WA 98507-1967
- 3) Hand Delivery: Olympia City Hall, 601 - 4th Avenue East, Olympia

Neighborhood/Community Interests (if known):

All neighborhoods with low- and moderate-income residents and community groups that work with low- and moderate-income individuals are affected.

Options:

- 1) Hold the public hearing and receive public comments on the CDBG Program.
Approval of the final CAPER is scheduled for Council's November 12 meeting.

Financial Impact:

Report presents federal CDBG expenditures totaling \$537,818.



Consolidated Annual Performance and Evaluation Report

Third Year of a Three-Year Consolidated Plan
Fiscal Year September 1, 2012 - August 31, 2013
(PY 2012)



Demolition Underway: The CDBG-funded Smith Family Support Center: Smith Building Family Housing Project will provide emergency shelter and supportive services for homeless families with children.

Report Prepared for the
U.S. Department of Housing and Community Development (HUD)
Seattle, Washington

City of Olympia, Washington

DRAFT October 2013

For Information Contact:

Leonard Bauer	360-753-8206	lbauer@ci.olympia.wa.us
Karen Kenneson	360-753-8277	kkenneso@ci.olympia.wa.us
M. Anna Schlecht	360-753-8183	aschlech@ci.olympia.wa.us
Heather Reed	360-753-8436	hreed@ci.olympia.wa.us

**City of Olympia
Consolidated Annual Performance and Evaluation Report
September 1, 2012 - August 31, 2013**

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INTRODUCTION

The **Consolidated Annual Performance and Evaluation Report** (CAPER) is the City of Olympia's annual report on the **Community Development Block Grant** (CDBG) Program. This report provides the information required by the federal Department of Housing and Urban Development (HUD) on the activities proposed by the City for the Program Year 2012 (herein PY 2012) Action Plan (9/1/12 – 8/31/13), the third year of the three-year Consolidated Plan. It also evaluates accomplishments in light of the Consolidated Plan's strategies.

Availability

A draft of this CAPER will be made available for public comment for a two-week period starting on October 28, 2013, and ending on November 11, 2013. All comments received from the public during this process, along with any corrections made to the draft, will be included in the final CAPER, which will be submitted to HUD by November 15, 2013. The final CAPER will be made available on the City's website located at www.olympiawa.gov, and paper copies will be made available upon request by contacting Olympia's Community Planning and Development Department at (360) 753-8314 or contacting any of the staff listed on the cover.

Geographic Area

All City of Olympia CDBG-funded activities occur within the City of Olympia boundaries. This year, the City funded only one project – the Smith Building Family Housing Project – located in the area defined as Olympia's downtown (Census Tract 103, Block 1 and Census Tract 101, Block 1) which are some of the lowest-income Census Tracts in Thurston County with approximately 72%* of the residents at or below 80% of the median family income. The Audible Traffic Signal project involved traffic intersections located at scattered sites through Olympia.

*Source: US Census, American Fact Finder

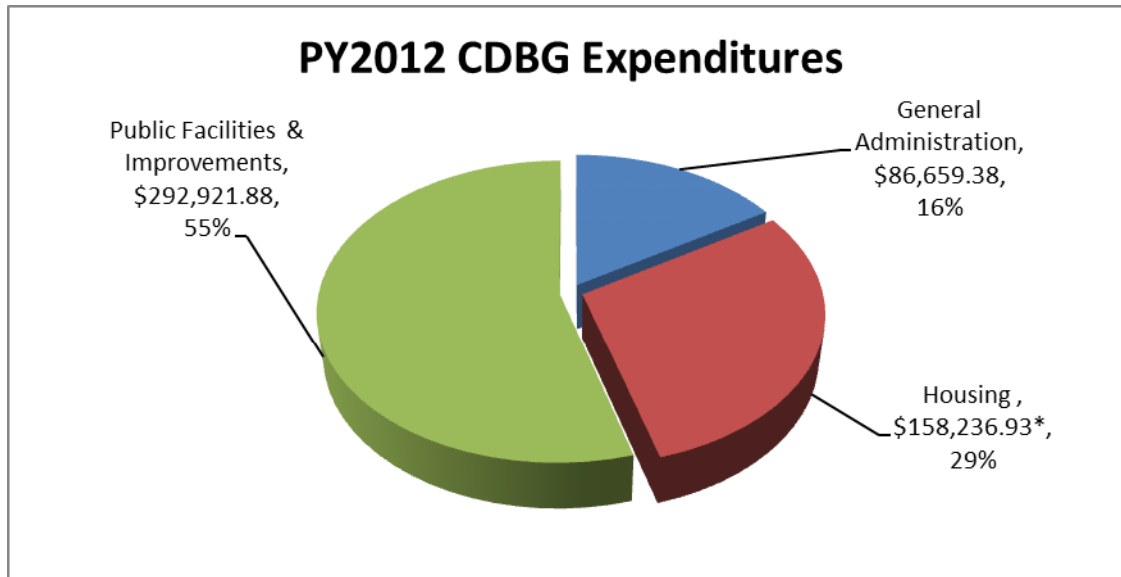
Highlights of the 2012 Program Year

CDBG Program Year 2012 Highlights

CDBG Activity Category	Project / IDIS Activity ID	# Assisted and/or Units	Proposed PY 2012 Award	Amount Expended
Administration/Planning	General Administration (Activity 171) General Administration – Planning (*Consolidated Planning) TOTAL General Administration Costs		\$61,130 \$24,811*	\$61,848 <u>\$24,811</u> \$86,659
Acquisition/Rehabilitation	HomesFirst (Activity 169)		Prior Year Funding	\$1,159
Rehabilitation Administration	New CDBG-Funded Program Delivery Costs (Activities 172 and 176)		\$60,000	\$56,078

CDBG Activity Category	Project / IDIS Activity ID	# Assisted and/or Units	Proposed PY 2012 Award	Amount Expended
Public Facilities (Family Support Center Emergency Shelter)	To develop the Smith Building into an emergency shelter for homeless families with children (Activity 173)	<i>Project underway; not yet completed. Project scheduled for completion PY 2013</i>	\$404,653	\$256,379
Public Facilities	Installation of Audible Signals (Activity 170)	<i>14 intersections with 4 signals per intersection. LMC = 5,157 (246 Hispanic)</i>	Prior year funding	\$36,543
Social Services (Public Services)	Supportive services for homeless families with children (Activity 174)	<i>Social Services for Smith Building Project. Not yet completed.</i>	\$45,847	0
Housing Rehabilitation (Conversion of former office building to new housing units)	To develop the Smith Building into an emergency shelter for homeless families with children (Activity 175)	<i>Still under construction. Project scheduled for completion PY 2013. Linked to Activity 173.</i>	\$101,000	\$101,000
TOTAL PROGRAMS & PROJECTS EXPENDITURES				\$395,081
TOTAL ADMINISTRATION & DELIVERY COSTS <i>(\$86,659 PY 2012 Planning & General Administration and \$56,078 Program Delivery Costs)</i>				\$142,737
PY 2012 TOTAL PROGRAM EXPENDITURES				\$537,818

During PY 2012, the City expended a total of \$537,818. This included \$158,237 for housing rehabilitation projects, acquisition for rehabilitation and rehabilitation administration. It also included \$292,922 for Public Facilities and Improvements; this amount included \$36,543 for the Audible Signals Project which was funded in PY 2011 and completed in PY 2012. The program was supported by an administrative cost of \$86,659. The following chart shows the percentage of PY 2012 expenditures by activity:



*Includes \$56,078 in direct service delivery costs. Data per IDIS Summary of Accomplishments Report (C04PR23)

RESOURCES

The City of Olympia received \$325,612 from the Community Block Grant (CDBG) Program of the federal Department of Housing and Urban Development (HUD). The City also received \$201,622 in revolving loan income (repaid rehabilitation loans), bringing total fiscal resources for the CDBG Program to \$527,234. In addition, the City has unspent prior year funds of \$522,209.

Sources of Funds

Grants: The City receives Community Development Block Grant (CDBG) funds as an entitlement grant from the Department of Housing and Urban Development (HUD). The funds must be used in accordance with detailed regulations to benefit low- and moderate-income households or aid in the elimination of slum or blighted conditions. The CDBG grant in PY 2012 was \$325,612.

Program Income: Housing rehabilitation funding is distributed by the City in the form of loans. These are repaid to the City according to the loan terms and reused for other housing projects that benefit low- and moderate-income households. These funds are called “Program Income” and are used in the City’s “Revolving Loan” Fund. During PY 2012, the City received \$201,622 in CDBG program income.

City General Funds: The City of Olympia contributed a total of \$53,157 from recycled City General Funds (program income from past City general-funded housing projects) to support the CDBG Program. This includes administration costs of \$41,219 and housing rehabilitation project funding of \$11,938 (003-4601 and 003-4608) generated by program income from previous City General Funds.

Table II.A illustrates the difference between the anticipated resources as shown in the PY 2012 Consolidated Plan/Action Plan and those that were actually received. *(Please note that the actual total expenditures of \$537,818 included carryover fiscal activity on projects that began in the previous program year.)* The amount disbursed will be shown in the Financial Summary Information and the Financial Summary Grantee Performance Report.

**Table II.A
CDBG Funding Available in PY 2012**

	<u>Anticipated</u>	<u>Actual</u>
PY 2012 CDBG Grant Allocation	\$305,649	\$325,612
PY 2012 Program Income – CDBG	\$101,000	\$201,622
Unexpended Funds from Previous Years	\$303,000	\$522,209
TOTAL	\$709,649	\$1,049,443

Many projects funded by the City with federal CDBG monies also receive funding from a variety of other sources. They include other federal programs, the State of Washington, Thurston County, City of Olympia and private-sector money.



Demolition Completed: *Family Support Center: Smith Building Family Housing Units Project*
First-floor Demolition Completed Summer 2013

Table II.B: The “Leveraged Federal Spending” table below shows how CDBG expenditures were leveraged by other fund sources to support CDBG-funded activities. Each source of funding is listed below in aggregate for housing, human services and neighborhood revitalization projects completed in PY 2012. The ratio of funding sources shows that the majority of funding comes from state and private sources, with some funding coming from Thurston County. The leverage columns indicate that for every dollar of CDBG funds allocated by the City, project sponsors raised another **\$7.21** from other sources.

**Table II.B
Leveraged Federal Funding**

<u>Source</u>	<u>Total Allocated</u>	<u>% of Total Dollars</u>	<u>Leverage per CDBG Dollar</u>
Federal: CDBG and Program Income	\$527,234	% 14	N/A
Local: City General Fund	\$53,157	% 01	\$.10
Local: City Social Services (HSRC Funds)	\$76,000	% 02	\$.14
State Housing Trust Fund (Smith Building Project)	\$750,000	% 20	\$1.42
Thurston County HOME Funds	\$258,426*	% 07	\$.49
Thurston County Homeless and Affordable Housing Funds (Recording Fee Funds)	\$2,113,180**	% 56	\$4.01
Thurston Co. Homeless Census	\$25,000	<% 01	\$.05
TOTAL	\$3,802,997	100%	\$7.21

*County invested 40% of their housing rehabilitation funds in Olympia (total County rehab dollars = \$646,064). For more info, please see the Thurston County HOME Program PY 2012 CAPER.

**Program funding for service delivery based in Olympia, please see the Thurston County HOME Program PY 2012 CAPER.

Leveraging Resources

The City works to leverage CDBG funds with other public and private funds as possible.

Public Funding: The City works with the HOME Consortium, the Housing Authority and the Community Action Council to leverage additional public funding on housing projects. Because housing development requires a multi-year process, these leveraged funds cannot be reported during the CDBG program year. Locally controlled direct subsidy dollars are provided by loans and grants for rental housing. *Please see Table II.B for more information on how CDBG funds were utilized to leverage other funding during PY 2012.*

- ✓ The City of Olympia allocated \$53,157 in general funds to leverage CDBG dollars on CDBG-funded programs and projects.

- ✓ The City uses property tax exemption resources for affordable housing in targeted urban center districts. However, there were no applications for property tax exemptions during this fiscal year.

Private Funding: The economy continues to negatively impact the City’s CDBG Program in several ways: (1) private lending restrictions and property devaluations reduced the leveraging of private funding; and (2) economy-driven budget cuts have increased competition for limited public funds. Together, these factors affected the City’s ability to leverage CDBG funds with private funds for housing and community development activities. See Attachment 1, “*Financial Summary*” for the Summary of Funds received for Housing and Community Development, September 1, 2012 through August 31, 2013.

ACTIVITY DESCRIPTION AND EVALUATION

PY 2012 Year Action Plan

In the Program Year 2012 Action Plan, the Olympia City Council outlined actions it intended to take in the program year to address issues such as public services and affordable housing. All activities identified in the PY 2012 Annual Action Plan are based on the **City’s Consolidated Plan (2010-2012), a three-year plan that outlines the City’s strategic objectives for CDBG funding**. This matrix presents the Three-Year Consolidated Plan goals, PY 2012 proposed activities, and PY 2012 actual activities completed during the fiscal year of September 1, 2012 through August 31, 2013.

NARRATIVES

The following are narratives for the City of Olympia’s PY 2012 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant for PY 2012 (September 1, 2012 - August 31, 2013).

Fair Housing

In 2006, the City revised its “**Analysis of Impediments to Fair Housing**,” which identified the following impediments:

- **Housing Discrimination:** Housing discrimination primarily affects persons of color, immigrants, the disabled, and families with children. Fair housing testing conducted in 2006 indicated instances of differential treatment against people of color while complaint data at the federal, state, and local level indicate that persons with disabilities and families with children have been directly impacted by discriminatory conduct in Olympia’s housing markets.
 - **Discriminatory Lending Practices:** The 2006 analysis of Olympia-area Home Mortgage Lending data shows that lending institutions deny more loans to African Americans and Hispanics. National lending research indicates that minorities are more likely to encounter predatory lending practices when securing home mortgage financing.
-

- ***Need for Education:*** Although public comment indicates that the public is aware of discrimination occurring in the housing market; the public at large has limited knowledge of protected classes, fair housing laws, and the resources available to them.

Fair Housing Actions in Response

The City has undertaken the following actions to promote fair housing choice:

- ***Fair Housing Education:*** The City partnered with the Human Rights Commission to offer one training in conjunction with the Multi-Family Crime-Free Housing Training on February 20, 2013, which provided fair housing information to the owners and property managers of multi-family housing complexes.
- ***Fair Housing Outreach:*** The City offers its housing rehabilitation flyers in Vietnamese, Cambodian, and Spanish - made available to over thirty social service agencies.
- ***Fair Housing Enforcement:*** The City takes the following actions to support enforcement:
 - The City has a web page that provides fair housing information with referrals to the State Human Rights Commission's Fair Housing Unit.
 - The City has a 24-hour automated information phone line "City Line" with Fair Housing protection information and housing complaint messages (1-360-753-4444, Extensions 3420 and 3440).
 - The City places "Fair Housing" clauses in our contracts with rental owners.
- ***Planning for Fair Share Affordable Housing:*** Participate in regional planning and other public processes regarding the allocation of "Fair Share Affordable Housing" targets to encourage increased supply and geographic distribution of affordable housing.

Continuum of Care

Planning Processes that Address Homelessness: The City of Olympia participates in two overlapping community planning processes that address homelessness.

- 1) ***Planning Process / Continuum of Care:*** The Thurston County "Continuum of Care" is administered by the Thurston County Homeless Coordinator in conjunction with the Thurston County HOME Citizens Advisory Committee (HCAC) as part of its monthly meetings. HUD allocates homeless assistance grants to organizations that participate in local homeless assistance program planning networks called Continuum of Care. The Continuum of Care process allows community-based organizations to develop collaborative and comprehensive countywide strategies that identify homeless populations, needs, resources, and gaps in services. The Continuum of Care strategies include those aimed at:

- ✓ Prevention of homelessness;
 - ✓ Increasing emergency and transitional shelter for homeless individuals and families;
 - ✓ Increasing services for the homeless, including basic needs, legal and medical;
-

- ✓ Building skills of the homeless, including employment training and skills for daily living; and,
- ✓ Assisting in making the transition to permanent housing and independent living, including case management and housing and employment placement.

This Continuum of Care Plan serves as the communitywide annual plan for utilization of federal McKinney Act funds in Thurston County, which in 2012 supported the following programs:

Summary of Continuum of Care Activities in Thurston County

Program Year 2012 Annual Allocations for McKinney Projects - Thurston County		
Community Youth Services	Transitional housing supportive services for youth	\$151,516
Housing Authority of Thurston County	Transitional housing supportive services for homeless families	\$133,921
Low Income Housing Institute – Arbor Manor	Transitional housing for young pregnant or parenting women	\$56,085
Low Income Housing Institute – Fleetwood Building Apartments	Transitional housing for formerly homeless single men & single women	\$31,500
Family Support Center’s Emergency Shelter Network	Supportive Services for homeless families	\$54,810
Catholic Community Services – Drexel House Program	Supportive Services for homeless individuals	\$110,000
Total		\$537,832

In addition to participating in the planning process, the City directly funded several programs and projects to support Continuum of Care strategies. The City provided local funds through the Health & Human Service Committee (HHSC) for homeless prevention activities (see Attachment 6, “*Health & Human Services Committee Allocations*”).

Through participation in the Housing Task Force, the City supported programs that assisted homeless people making the transition to permanent housing through the following programs:

- ✓ The rental assistance programs managed by the Housing Authority are designed to assist homeless people to access housing, including homeless people in transitional housing.
 - ✓ The McKinney SRO Section 8 Mod Rehab Program provides ongoing rent assistance for individuals in the Fleetwood 43-unit SRO apartment.

Shelter, Transitional, and Permanent Supportive Housing Capacities: During PY 2012, Olympia contributed local funds for several programs. The Council awarded **\$76,000 from General Fund monies through HHSC** to support Continuum of Care

goals of homelessness prevention through the direct funding of several programs providing homeless prevention services to at-risk individuals and families. (*Please see: Attachment 6 “Health & Human Services Committee Allocations.”*) In addition, there were a variety of non-profits that provided emergency housing, shelter and case management to families, single adults and homeless youth measured at the following capacities:

Type of Housing	Beds/Night	Beds/Year
Emergency Shelter	214	78,110
Transitional Housing**	232	84,680*
Permanent Supportive Housing	85	31,025*

Source: 2013 Thurston County Homeless Census Report.

**Numbers represent unit-nights for units with multiple beds.*

***Represents Non-profit owned Transitional Housing units. A much larger number of units are made available through various rental assistance programs.*

2) **Planning Process / Ten-Year Plan:** The other community planning process that guides local efforts to address homelessness is the Ten-Year Plan, a planning process required by the state. Managed by the Thurston County HOME Consortium and its HOME Citizens Advisory Board, the purpose of this Ten-Year Homeless Housing Plan is to:

- ✓ Provide information and data on homelessness in Thurston County;
- ✓ Describe our system of providing housing and services to homelessness and those at risk of becoming homeless;
- ✓ Explore the gaps in our system of providing housing and other homeless services;
- ✓ Analyze impacts of homelessness in terms of the financial, social and humanitarian cost; and
- ✓ Outline strategies to reduce homelessness in Thurston County by 50 percent by 2015.



As part of the Ten-Year Plan, the state requires an **Annual Point-In-Time Count of Homeless Persons**, also known as the Homeless Census, to provide a numeric basis for analyzing local needs and resources, which in turn helps to construct a framework to build a comprehensive strategic response to homelessness.

The Homeless Census numbers are reported to the state and federal governments to ensure a proportionate level of public funding for local shelters, transitional housing and other services. The Census also helps track the County’s progress on the ten-year goal to reduce homelessness by 50%.

The 2013 Homeless Census Report found that instead, homelessness has increased by **56%** in the first seven years of the 10-Year Plan. *(For more information, please see “The 2013 Thurston County Homeless Census Report.”)*

Addressing the Special Needs of Persons Who Are Not Homeless

Housing provided to developmentally and physically disabled individuals is based upon a continuum of care concept in which there are varying degrees of structure provided through supervised housing and case management. Funding provided by the jurisdictions for housing development leverages dollars contributed by other community partners. Responsibility of funding and providing support services is shared by the State of Washington, Thurston County, and eight private nonprofit organizations working to serve the needs of disabled individuals. The Housing Authority operates an eight-unit complex for persons with mental health disabilities (Mansfield Apartments).

Addressing Obstacles to Meeting Underserved Needs

In response to decreasing federal subsidies for housing development, the City of Olympia continued to utilize recycled City General Fund monies (program income from previous housing rehabilitation loans) as part of a Low-Income Housing Fund to assist housing development to further its adopted Housing Goals.

- ✓ Olympia and Thurston County General Funds provide outreach services.
- ✓ Mental Health Services provides outreach services to the homeless mentally ill. These services are linked with the Salvation Army, Bread and Roses, Fleetwood Apartments and ten apartments owned and operated by Behavioral Health Resources (BHR).

Fostering and Maintaining Affordable Housing

The City directs a portion of the annual CDBG resources to fund a range of affordable housing activities including housing development, repairs by homeowners, rental rehabilitation, and special needs housing.

Housing Rehabilitation: Support affordable housing through housing rehabilitation programs that make essential repairs to ensure safe, decent and sanitary housing stock is available to low- and moderate-income people. This includes programs for both owner-occupied and tenant-occupied housing.

Acquisition and Rehabilitation: Provide funding for non-profits to acquire and rehabilitate housing to be offered as affordable housing for low- and moderate-income people, formerly homeless people, people with special needs, people with AIDS and the elderly.

Land Acquisition – Tenant Occupied Housing: Increase the availability of affordable rental housing with funding to acquire land for housing development by non-profit organizations.

Land Acquisition – Homeownership: Increase the number of low-income renters who become homeowners by supporting local non-profit organizations like Habitat for Humanity to acquire land to develop owner-occupied housing.

Property Tax Credit Program: In addition to CDBG and General Fund-supported affordable housing activities, the City of Olympia continues to offer a housing-based property tax exemption program that is dedicated to developing rental housing stock. This program offers a 12-year deferral of property tax increases on the valuation of the improvements for affordable housing projects and an 8-year deferral for market-rate housing projects located in specific high-density areas.

From 1998 to 2013 more than 925 units have been developed, rehabilitated, or are in the process of rehabilitation. In recent years, this program has been hindered by the lack of private investment lending.

Removing Barriers to Affordable Housing

The City continues to undertake initiatives to alleviate identified barriers to the development process, including several steps to remove local policy and regulatory barriers to development in general and housing development in particular. The Olympia City Council has adopted amendments to the zoning code broadening the ability to add accessory rental units in all single-family residential zones with the expectation that such units provide additional affordable rental opportunities. The City Council has modified building impact fees for downtown residential projects. The City was successful in getting the Olympia School District to waive school impact fees on multi-family projects for persons 62 years or older and/or occupied by households with incomes at or below 80%. The City is currently revising its Comprehensive Plan, which will contain a housing element that will address ways to incentivize affordable housing.

Overcoming Gaps in the Institutional Structures and Enhancing Coordination

The continuum of care for those who are homeless is managed with an open, participatory citizen process led by the Thurston County Housing Task Force. This committee consists of social service providers, elected officials, homeless persons, community residents, and homeless service providers. The process undertaken by the committee maintains a standard of increased public involvement in developing the application for McKinney funding.

Improving Public Housing and Resident Initiatives

The City of Olympia contains one public housing project, the 60-unit Casa Madrona Apartments, which is owned by the King County Housing Authority. The City has supported rehabilitation efforts and resident initiatives as requested by King County.

Ensuring Compliance with Program and Monitoring

The City monitored all sub-recipients as per established procedures to ensure that all projects and programs funded by CDBG were in full compliance. Housing and public facility projects are subject to Performance Agreements that iterate all applicable rules, regulations, and laws. All public service and micro-enterprise activities are subject to sub-recipient agreements that also provide clear guidelines for compliance. All requests for reimbursement must contain documentation of CDBG-eligible activities. The City conducts onsite monitoring visits for all sub-recipients and documents compliance in a monitoring report.

Lead-Based Paint Hazards

The City of Olympia continues to work with our single-family and multi-family loan program to reduce lead-based paint. The education and outreach component provides educational literature to homeowners rehabilitating their own homes, lead workers, and community residents, while working with other efforts to address lead poisoning issues in the community. The City is implementing our Lead-Based Paint Implementation Plan in coordination with the local Housing Authority. This effort includes referrals to lead paint certification classes to assist construction contractors to become certified to work on government-funded housing projects. They also distribute lead paint hazard information and referrals to other local and state-funded testing and lead hazard remediation services.

Anti-Poverty Strategy

Reducing the Number of Persons Living below the Poverty Level: The City allocated \$76,000 of City of Olympia funding through an inter-jurisdictional funding body called the Health & Human Service Committee (HHSC) for social service agencies that provide services to persons living below the poverty level. The HHSC provided a total of \$221,000 County-wide funds for these services. Services include Behavioral Health Resources supportive childcare program; the Catholic Community Services Community Kitchen and Drexel House Emergency Shelter; Choice Regional Health Network services; Community Youth Services transitional housing, job training and support services, and youth drop-in center, Haven House Shelter; the Crisis Clinic emergency counseling program and provider training; the Family Support Center's homeless family services and emergency overflow shelter program; the Olympia Free Clinic healthcare program; the SafePlace Children's program; Senior Services of South Sound's nutrition and adult day programs; the Thurston County Food Bank's satellite/mobile food bank system; and, YWCA's Other Bank program (**Please see Attachment 6, "*Health & Human Services Committee Allocations*"**).

ASSESSMENT OF PERFORMANCE ACTION PLAN GOALS - YEAR THREE OF THE THREE-YEAR CONSOLIDATED PLAN**The Three-Year Consolidated Plan (2010-2012)**

The Consolidated Plan provides guidance for the City's CDBG Program activities, which must address one of three national objectives:

- ✓ Provide decent housing
- ✓ Provide a suitable living environment
- ✓ Expand economic opportunities

Within those three national objectives, Olympia's Consolidated Plan (2010-2012) established specific goals for housing, public service programs, micro-enterprise activity, and public facilities that benefit low- and moderate-income people. In addition, the Consolidated Plan gave priority to populations with special needs such as the elderly, youth, or disabled.

CDBG Consolidated Plan Priorities

During the Three-Year Consolidated Plan period, the City of Olympia has allocated CDBG funds based upon goals and objectives critical to addressing the priority needs identified in the Consolidated Plan. Housing and shelter needs were identified as the most pressing priority, with the majority of the total CDBG entitlement going toward housing development and housing-related services for low- and moderate-income residents.

Performance Assessment of PY 2012 Activities

In PY 2012, the third and final year of the 2010 – 2012 Consolidated Plan, the City of Olympia CDBG Program funds were primarily utilized for housing rehabilitation (Smith Building permanent supportive housing units), public facilities (both audible traffic signals and the Smith Building homeless shelter) and public services (Family Support Center social services – allocated but not yet spent).

Consolidated Plan Goal One: Provide Safe, Decent, Affordable Housing for Low- and Moderate-Income Persons.

Housing Rehabilitation:

2012 Annual Action Plan Goals: Rehabilitate 5 housing units (tenant-occupied and/or owner-occupied units). Consolidated Plan multi-year total goal of 75 units to be rehabilitated.

Accomplishments: There are seven (7) units of housing rehabilitation underway as funded with CDBG during the fiscal year of PY 2012, household incomes were as follows:

100% or seven (7) household at 30% - 50%

In allocating CDBG funds for housing, the City of Olympia has taken into consideration the housing needs of different kinds of low/moderate-income populations, including renters, potential homebuyers, homeowners, homeless persons and families and individuals with disabilities or special needs. During the 2012 fiscal year, CDBG money was used in conjunction with other funds to provide funding for housing programs based on the needs and priorities stated in the Consolidated Plan.

Also during PY 2012, there was one owner-occupied unit rehabilitated with City general funds (recycled City general fund loan repayments).

**Increase Supply of Owner Occupied and Tenant Occupied Units:**

2012 Annual Action Plan Goals: None for PY 2012. Consolidated Plan multi-year total goal of 15 units to be developed.

Accomplishments: 0 housing units completed during PY 2012.

Consolidated Plan Goal Two: Expand Economic Opportunity for Low- and Moderate-Income Persons.

Microenterprise Activities and Economic Development:

2012 Annual Action Plan Goals: No funds allocated. Consolidated Plan multi-year goal: 105 graduates of Business Readiness Training.

Accomplishments: No funds allocated, no accomplishments attained.

Consolidated Plan Goal Three: Improve Availability and Accessibility to a Suitable Living Environment for Low- and Moderate-Income Persons.

Public Services:

2012 Annual Action Plan Goals: 60 people (13 Households) to receive public or social services in conjunction with the housing and shelter project. Consolidated Plan multi-year goal: 1,500 people to receive public or social services, 27,000 shelter bed nights.

Accomplishments:

Project underway, no public services yet delivered until completion of the housing and shelter project.

Continued Prior Year Projects:

Public Facilities and Infrastructure:

2011 Annual Action Plan Goals: Install audible traffic signals at 14 locations to improve pedestrian safety at crosswalks for sight-impaired pedestrians. Consolidated Plan multi-year goal: to pursue Public Facility, Infrastructure and Accessibility Projects that will benefit low- and moderate-income persons or people with severe disabilities.

Accomplishments: Completed the installation of audible traffic signals at 14 locations to improve traffic safety at crosswalks for sight-impaired pedestrians. (*Prior year project*)



Housing:

HomesFirst Acquisition and Rehabilitation Project: HomesFirst! Acquired and rehabilitated a single-family property for use as housing for up to four (4) developmentally disabled adults. (*Prior year project*)

OTHER CDBG COMPLIANCE ISSUES
CDBG Funding Caps

Administration Expenditures: The City's Community Development Block Grant Program is administered by 1.65 FTE's, funded as follows:

\$61,848	General Administration – PY 2012
\$24,811*	Consolidated Planning (2013 – 2017 Consolidated Plan) (Combined General Administration Funding = \$86,659)
\$56,070	Direct Service Delivery Costs
\$53,157	City General Fund Administrative Support (<i>non-federal dollars</i>)
\$195,886	Subtotal

**Contract to produce Consolidated Plan in conjunction with Thurston County.*

Total CDBG general administration expenditures of **\$86,659** represented **16%** of our PY 2012 budget of **\$527,234** (**\$325,612 PY 2012** allocation and **\$201,622 program income**) under the allowable 20% cap.

Activities Consistent with Consolidated Plan

- The City of Olympia has pursued all the resources it said it would.
- Any entity whose planned activity required a certification of consistency with the Consolidated Plan and requested certification received it.
- The City has actively sought to implement the Consolidated Plan.

Grantee Funds and National Objectives

The City of Olympia has used funds consistent with National Objective No. 1, with 100% of the CDBG-funded activities benefiting low- and moderate-income people.

Section 3 and Minority Business Enterprise Contracts

The City had no direct Section 3 or MBE contracts during this period primarily because the housing rehabilitation loan recipients choose their own contractors directly. The City does NOT select any of the rehabilitation contractors.

Displacement

No displacement activity has occurred during the reporting period.

Consolidated Plan Certifications

There were six requests for Consolidated Plan certificates related to the McKinney Act funding during this period. The organizations were Community Youth Services, the Housing Authority of Thurston County, the Low Income Housing Institute, Bread and Roses, Family Support Center, and Catholic Community Services.

Citizen Comments

A Draft Consolidated Annual Performance Evaluation Report was made available for public review and comment on October 28, 2013, through placement on the City's website (www.olympiawa.gov) and at the Community Planning and Development Office. The general public was informed of the availability of the document for public review and comment through advertisements in *The Olympian*. A public hearing was held on November 4, 2013. Copies of the draft CAPER were emailed directly to all CDBG community partners and to the entire County HOME Consortium mailing list. (**Please note:** *All citizen comments received will be included in the final CAPER for submission to HUD on or before November 15, 2013*).

Self-Evaluation

In PY 2012, the City focused on commencing a single, service enriched project to meet the needs of homeless families with children. Funding challenges for the sub-recipient delayed the start of the project until late in the program year. The City also concurrently conducted its Consolidated Planning process in conjunction with Thurston County to produce the first ever joint Consolidated Plan. The City continued to work collaboratively with the County HOME Program to explore ways to enhance both programs.

Monitoring

- The City did not go through a HUD monitoring visit as a result of good program performance.
- The City did go through a State combined audit which identified no concerns or findings.

ATTACHMENTS



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 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2012
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ATTACHMENT 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	522,209.54
02 ENTITLEMENT GRANT	325,612.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	201,158.90
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	462.85
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,049,443.29

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	451,158.81
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	451,158.81
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	86,659.38
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	537,818.19
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	511,625.10

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	101,000.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	350,158.81
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	451,158.81
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

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

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	325,612.00
33 PRIOR YEAR PROGRAM INCOME	243,377.15
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	568,989.15
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	86,659.38
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	86,659.38
42 ENTITLEMENT GRANT	325,612.00
43 CURRENT YEAR PROGRAM INCOME	201,158.90
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	462.85
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	527,233.75
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.44%



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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2012	5	175	Family Support Center Housing Rehab	14B	LMH	\$101,000.00
Total						\$101,000.00

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2010	10	169	5498688	Homes First Acquisition & Rehab	14G	LMH	\$1,158.61
2011	10	170	5513949	Audible Signals	03	LMC	\$36,542.85
2012	2	172	5498688	Rehab Program Delivery Admin Costs	14H	LMH	\$3,555.47
2012	2	172	5504520	Rehab Program Delivery Admin Costs	14H	LMH	\$4,286.42
2012	2	172	5513949	Rehab Program Delivery Admin Costs	14H	LMH	\$7,439.20
2012	2	172	5527692	Rehab Program Delivery Admin Costs	14H	LMH	\$2,100.51
2012	2	172	5541486	Rehab Program Delivery Admin Costs	14H	LMH	\$1,062.61
2012	2	172	5547976	Rehab Program Delivery Admin Costs	14H	LMH	\$2,582.70
2012	2	172	5563835	Rehab Program Delivery Admin Costs	14H	LMH	\$4,701.66
2012	2	172	5573601	Rehab Program Delivery Admin Costs	14H	LMH	\$8,961.51
2012	2	172	5573607	Rehab Program Delivery Admin Costs	14H	LMH	\$1,922.20
2012	2	172	5578882	Rehab Program Delivery Admin Costs	14H	LMH	\$318.73
2012	2	172	5582264	Rehab Program Delivery Admin Costs	14H	LMH	\$4,147.31
2012	3	173	5547976	Family Support Center Emergency Shelter	03C	LMC	\$6,120.73
2012	3	173	5573607	Family Support Center Emergency Shelter	03C	LMC	\$4,500.00
2012	3	173	5579552	Family Support Center Emergency Shelter	03C	LMC	\$219,574.89
2012	3	173	5595936	Family Support Center Emergency Shelter	03C	LMC	\$26,183.41
2012	6	176	5563835	PY 2012 RL Rehab Program Delivery Costs	14H	LMH	\$4,751.67
2012	6	176	5573601	PY 2012 RL Rehab Program Delivery Costs	14H	LMH	\$859.65
2012	6	176	5578882	PY 2012 RL Rehab Program Delivery Costs	14H	LMH	\$6,448.59
2012	6	176	5582264	PY 2012 RL Rehab Program Delivery Costs	14H	LMH	\$2,940.09
Total							\$350,158.81



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 CDBG Summary of Accomplishments
 Program Year: 2012

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Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Underway Count	Underway Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Economic Development	Micro-Enterprise Assistance (18C)	0	\$0.00	1	\$0.00	1	\$0.00
	Total Economic Development	0	\$0.00	1	\$0.00	1	\$0.00
Housing	Rehab; Multi-Unit Residential (14B)	0	\$0.00	3	\$101,000.00	3	\$101,000.00
	Acquisition for Rehabilitation (14G)	0	\$0.00	1	\$1,158.61	1	\$1,158.61
	Rehabilitation Administration (14H)	0	\$0.00	4	\$56,078.32	4	\$56,078.32
	Total Housing	0	\$0.00	8	\$158,236.93	8	\$158,236.93
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	0	\$0.00	2	\$36,542.85	2	\$36,542.85
	Homeless Facilities (not operating costs) (03C)	1	\$256,379.03	0	\$0.00	1	\$256,379.03
	Total Public Facilities and Improvements	1	\$256,379.03	2	\$36,542.85	3	\$292,921.88
Public Services	Operating Costs of Homeless/AIDS Patients Programs (03T)	1	\$0.00	1	\$0.00	2	\$0.00
	Youth Services (05D)	0	\$0.00	2	\$0.00	2	\$0.00
	Battered and Abused Spouses (05G)	0	\$0.00	1	\$0.00	1	\$0.00
	Total Public Services	1	\$0.00	4	\$0.00	5	\$0.00
General Administration and Planning	General Program Administration (21A)	0	\$0.00	2	\$86,659.38	2	\$86,659.38
	Total General Administration and Planning	0	\$0.00	2	\$86,659.38	2	\$86,659.38
Grand Total		2	\$256,379.03	17	\$281,439.16	19	\$537,818.19



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 CDBG Summary of Accomplishments
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CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Economic Development	Micro-Enterprise Assistance (18C)	Persons	0	12	12
	Total Economic Development		0	12	12
Housing	Rehab; Multi-Unit Residential (14B)	Housing Units	0	79	79
	Acquisition for Rehabilitation (14G)	Housing Units	0	1	1
	Rehabilitation Administration (14H)	Housing Units	0	0	0
	Total Housing		0	80	80
Public Facilities and Improvements	Public Facilities and Improvement (General) (03)	Public Facilities	0	4,512	4,512
	Homeless Facilities (not operating costs) (03C)	Public Facilities	0	0	0
	Total Public Facilities and Improvements		0	4,512	4,512
Public Services	Operating Costs of Homeless/AIDS Patients Programs (03T)	Persons	0	224	224
	Youth Services (05D)	Persons	0	155	155
	Battered and Abused Spouses (05G)	Persons	0	254	254
	Total Public Services		0	633	633
Grand Total			0	5,237	5,237



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 CDBG Summary of Accomplishments
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CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic		Total Hispanic Households
			Persons	Total Households	
Housing	White	0	0	75	0
	Black/African American	0	0	4	0
	Native Hawaiian/Other Pacific Islander	0	0	1	0
	Total Housing	0	0	80	0
Non Housing	White	4,245	246	0	0
	Black/African American	260	0	0	0
	Asian	274	0	0	0
	American Indian/Alaskan Native	149	0	0	0
	Native Hawaiian/Other Pacific Islander	22	0	0	0
	American Indian/Alaskan Native & White	8	0	0	0
	Black/African American & White	10	0	0	0
	Amer. Indian/Alaskan Native & Black/African Amer.	3	0	0	0
	Other multi-racial	186	0	0	0
	Total Non Housing	5,157	246	0	0
	Grand Total	White	4,245	246	75
Black/African American		260	0	4	0
Asian		274	0	0	0
American Indian/Alaskan Native		149	0	0	0
Native Hawaiian/Other Pacific Islander		22	0	1	0
American Indian/Alaskan Native & White		8	0	0	0
Black/African American & White		10	0	0	0
Amer. Indian/Alaskan Native & Black/African Amer.		3	0	0	0
Other multi-racial		186	0	0	0
Total Grand Total		5,157	246	80	0



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CDBG Beneficiaries by Income Category

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

IDIS

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DEVELOPMENT

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PR06 - Summary of Consolidated Plan Projects for Report
Year

Plan IDIS Year Project	Project Title and Description	Program	Project Estimate	Committed Amount	Amount Drawn Thru Report Year	Amount Available to Draw	Amount Drawn in Report Year
2012 1	PY 2012 General Administration/Planning	Overall general administration for PY 2012	\$61,130.00	\$86,659.38	\$86,659.38	\$0.00	\$86,659.38
2	Program Delivery Costs	Provide inspections, energy auditing, preparation of work specifications, project management, underwriting, and processing.	\$60,000.00	\$41,078.32	\$41,078.32	\$0.00	\$41,078.32
3	Family Support Center Emergency Shelter		\$404,653.00	\$404,653.00	\$256,379.03	\$148,273.97	\$256,379.03
4	Family Support Center Social Services		\$45,847.00	\$45,847.00	\$0.00	\$45,847.00	\$0.00
5	Family Support Center Housing Rehab		\$101,000.00	\$101,000.00	\$101,000.00	\$0.00	\$101,000.00
6	PY 2012 RL Program Delivery Costs	Counseling, inspections, work specification preparations, and loan servicing of revolving loan projects.	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00



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CDBG Activity Summary Report (GPR) for Program Year 2012
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PGM Year: 2009
Project: 0004 - Residential Rehab-Rental Housing
IDIS Activity: 145 - Rental Housing Rehab

Status: Completed 10/17/2012 12:00:00 AM
 Location: Citywide Olympia, WA 98501

Objective: Create suitable living environments
 Outcome: Availability/accessibility
 Matrix Code: Rehab; Multi-Unit Residential (14B) National Objective: LMH

Initial Funding Date: 09/29/2009

Description:

Rehabilitation of rental housing for low and moderate-income renters.

Financing

Funded Amount: 450,523.00
 Drawn Thru Program Year: 450,523.00
 Drawn In Program Year: 0.00

Proposed Accomplishments

Housing Units : 75

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	73	0	73	0	0	0
Black/African American:	0	0	4	0	4	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	1	0	1	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	78	0	78	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	44	44	0
Low Mod	0	21	21	0
Moderate	0	11	11	0
Non Low Moderate	0	2	2	0
Total	0	78	78	0
Percent Low/Mod		97.4%	97.4%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2009	RRP-193, 204 4th Ave W, Olympia, WA (29 units) RRP-196, 1010 Franklin St SE, Olympia, WA (6 units) RRP-197, 119 7th Ave SE, Olympia, WA (43 units)	
2010	RRP-193: Projected completed in PY 2009. Accomplishments were reported in PY 2009. RRP-196: Final spending occurred during PY 2010. Accomplishments were reported in PY 2009. RRP-197: No expenditures occurred during PY 2010. Accomplishments were reported in PY 2009. Owners are discussing further repairs to building, which will take place in PY 2011.	
2011	RRP-193: Projected completed in PY 2009. Accomplishments were reported in PY 2009. RRP-196: Final spending occurred during PY 2010. Accomplishments were reported in PY 2009. RRP-197: Final spending occurred during PY 2011. Accomplishments were reported in PY 2009.	

PGM Year: 2010
Project: 0012 - Public Facility: Safeplace
IDIS Activity: 158 - SafePlace Community Ctr

Status: Completed 10/22/2012 12:00:00 AM
Location: 314 Legion Way SE Olympia, WA 98501-1320

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Public Facilities and Improvement (General) (03) **National Objective:** LMC

Initial Funding Date: 10/06/2010

Financing
 Funded Amount: 80,000.00
 Drawn Thru Program Year: 80,000.00
 Drawn In Program Year: 0.00

Description:
 Project scope development expenses for a community services office to be co-located with six low-income housing units for domestic violence/sexual assault programs.

Proposed Accomplishments

Public Facilities : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	1	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	1	0

Female-headed Households:

0

0

0

ATTACHMENT 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	1
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	1
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2010	Funds were utilized for architectural and design work to support a new community center.	
2011	This project was never completed due to the economy. Therefore, no persons were provided services. SafePlace continues to seek additional funding to develop the new community center.	

PGM Year: 2010
Project: 0015 - Housing Rehab: B&B Apartments
IDIS Activity: 160 - B&B Apartments Renovation

Status: Completed 10/22/2012 12:00:00 AM
Location: 2104 State Ave NE Olympia, WA 98506-4784

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Rehab; Multi-Unit Residential (14B) **National Objective:** LMH

Initial Funding Date: 01/06/2011

Description:
 Design and engineering costs to support full rehabilitation and expansions of the B&B Apartments.

Financing

Funded Amount: 44,723.75
 Drawn Thru Program Year: 44,723.75
 Drawn In Program Year: 0.00

Proposed Accomplishments

Housing Units : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	1	0	0	0	1	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0

Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	1	0	0	0	1	0	0	0
Female-headed Households:	0		0		0			

ATTACHMENT 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	1	0	1	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	1	0	1	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2010	Funds were utilized for architectural, design, and geotechnical work to support a rehabilitation project at the existing B&B Apartments.	
2011	The Behavioral Health Resources B&B Apartment project expended 80% of their funding to design a rehabilitation and expansion of their existing B&B Apartment complex. Due to the economy, the project has been put on hold; therefore, this project is being closed. It is hoped that at a later date the agency will resubmit for further funding.	

PGM Year: 2011
Project: 0001 - PY 2011 Administration
IDIS Activity: 161 - PY 2011 Planning & General Admin

Status: Completed 10/22/2012 12:00:00 AM
Location: ,

Objective:
Outcome:
Matrix Code: General Program Administration (21A) **National Objective:**

Initial Funding Date: 09/23/2011

Financing **Description:**
 PY 2011 planning and administration costs

Funded Amount: 90,800.00
 Drawn Thru Program Year: 90,800.00
 Drawn In Program Year: 0.00

Proposed Accomplishments

Actual Accomplishments

<i>Number assisted:</i>	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		

American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0
Female-headed Households:	0								

ATTACHMENT 4

<i>Income Category:</i>				
	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2011
Project: 0002 - PY 2011 Program Delivery Costs
IDIS Activity: 162 - Program Delivery Costs (Direct Admin)

Status: Completed 10/22/2012 12:00:00 AM
Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Rehabilitation Administration (14H) National Objective: LMH

Initial Funding Date: 09/23/2011
Financing
Funded Amount: 37,602.95
Drawn Thru Program Year: 37,602.95
Drawn In Program Year: 0.00

Description:
Administration costs for counseling, inspections, energy auditing, preparation of work specification, and loan underwriting and processing.

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2011
Project: 0003 - Catholic Community Services
IDIS Activity: 163 - CCS-Drexel House

Status: Completed 10/19/2012 12:00:00 AM
Location: 604 Devoe St SE Olympia, WA 98501-2034

Objective: Create suitable living environments
Outcome: Availability/accessibility

Initial Funding Date: 09/23/2011

Financing

Funded Amount: 20,000.00
 Drawn Thru Program Year: 20,000.00
 Drawn In Program Year: 0.00

Description:

Provide emergency shelter housing and supportive services for homeless men for a total of 5,840 bednights/year

Proposed Accomplishments

People (General) : 65

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	176	10
Black/African American:	0	0	0	0	0	0	32	0
Asian:	0	0	0	0	0	0	5	0
American Indian/Alaskan Native:	0	0	0	0	0	0	3	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	2	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	6	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	224	10
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	224
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	224
Percent Low/Mod				100.0%

Annual Accomplishments

2011 Sept 2011: Provided 480 bednights for 19 clients. Oct 2011: Provided 496 bednights for 21 clients. Nov 2011: Provided 480 bednights to 21 clients. Provided 496 bednights for 20 clients. Dec 2011: Provided 496 bednights, serving 20 clients, 65 C.M. meetings and 1 savings plan participant. Jan 2012: Provided 496 bednights for 18 clients and 68 C.M. meetings. Feb 2012: Provided 464 bed nights, serving 21 clients, 65 C.M. meetings and 2 savings plan participants. March 2012: Provided 496 bed nights, serving 20 clients, 72 C.M. meetings, and 3 savings plan participants. April 2012: Provided 480 bednights, serving 20 clients, held 75 C.M. meetings, and 1 savings plan participant. May 2012: Provided 496 bednights, serving 21 clients, held 83 C.M. meetings, and 3 savings plan participant. June 2012: Provided 480 bednights, serving 23 clients, held 90 C.M. meetings, and 3 savings plan participants.

PGM Year: 2011
Project: 0004 - Community Youth Services RISE
IDIS Activity: 164 - CYS RISE

Status: Completed 10/17/2012 12:00:00 AM Objective: Create suitable living environments
 Location: 711 State Ave NE Olympia, WA 98506-3984 Outcome: Availability/accessibility
 Matrix Code: Youth Services (05D) National Objective: LMC

Initial Funding Date: 09/23/2011 **Description:**
Financing Transitional housing for homeless youth ages 18-21 and their dependents

Funded Amount: 12,000.00
 Drawn Thru Program Year: 12,000.00
 Drawn In Program Year: 0.00

Proposed Accomplishments
 People (General) : 50

Actual Accomplishments

<i>Number assisted:</i>	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	72	13
Black/African American:	0	0	0	0	0	0	20	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	2	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	2	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	10	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	3	0
Other multi-racial:	0	0	0	0	0	0	1	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	110	13
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
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Extremely Low	0	0	0	110
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	110
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
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2011 Provided services to 82 low-income young adults and 28 children.

PGM Year: 2011
Project: 0005 - Community Youth Services Rosie's Place
IDIS Activity: 165 - CYS Rosie's Place

Status:	Completed 10/17/2012 12:00:00 AM	Objective:	Create suitable living environments
Location:	711 State Ave NE Olympia, WA 98506-3984	Outcome:	Availability/accessibility
		Matrix Code:	Youth Services (05D)
		National Objective:	LMC

Initial Funding Date: 09/23/2011

Description:
Drop-in center for homeless or street-dependent youth

Financing
Funded Amount: 17,153.00
Drawn Thru Program Year: 17,153.00
Drawn In Program Year: 0.00

Proposed Accomplishments

People (General) : 45

Actual Accomplishments

<i>Number assisted:</i>	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	45	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	45	0

Female-headed Households:

0 0 0

ATTACHMENT 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	41
Low Mod	0	0	0	4
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	45
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2011	On average, provided services to 45 youth/day, including meals, clothing, hygiene products, workshops, and shelter/transitional housing referrals.	

PGM Year: 2011
Project: 0006 - SafePlace
IDIS Activity: 166 - SafePlace Emergency Shelter

Status: Completed 10/17/2012 12:00:00 AM
Location: 314 Legion Way SE Olympia, WA 98501-1320

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Battered and Abused Spouses (05G) **National Objective:** LMC

Initial Funding Date: 09/23/2011

Description:
 Operations and maintenance of a domestic violence shelter for battered and abused spouses.

Financing

Funded Amount: 20,000.00
 Drawn Thru Program Year: 20,000.00
 Drawn In Program Year: 0.00

Proposed Accomplishments

People (General) : 275

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	144	28
Black/African American:	0	0	0	0	0	0	79	0
Asian:	0	0	0	0	0	0	7	0
American Indian/Alaskan Native:	0	0	0	0	0	0	6	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	12	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	6	0

Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	254	28
Female-headed Households:	0		0		0			

ATTACHMENT 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	248
Low Mod	0	0	0	5
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	254
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2011	Sept-Nov 2011: Provided 2194 bednights for 73 new and 27 existing clients. Dec 2011: Provided 709 bednights for 19 new and 25 existing clients. Feb 2012: Provided 604 bednights to 15 new and 23 existing clients. March 2012: Provided 742 bednights to 27 new and 19 existing clients. April 2012: Provided 714 bednights to 20 new and 25 existing clients. May 2012: Provided 383 bednights to 26 new and 24 existing clients. June 2012: Provided 674 bednights to 28 new & 20 existing clients. July 2012: Provided 714 bednights to 22 new and 21 existing clients. Aug 2012: Provided 756 bednights to 13 new and 24 existing clients.	

PGM Year: 2011
Project: 0007 - Enterprise for Equity Microenterprise Training
IDIS Activity: 167 - E4E Microenterprise Training

Status: Completed 10/19/2012 12:00:00 AM Objective: Create economic opportunities
Location: 111 Market St NW #375 Olympia, WA 98501 Outcome: Sustainability
Matrix Code: Micro-Enterprise Assistance (18C) National Objective: LMC

Initial Funding Date: 09/23/2011

Description:

Business training to create new microenterprise businesses

Financing

Funded Amount: 32,500.00
Drawn Thru Program Year: 32,500.00
Drawn In Program Year: 0.00

Proposed Accomplishments

People (General) : 10

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	8	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	4	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0

Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	12	0

ATTACHMENT 4

Female-headed Households: 0 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	8
Low Mod	0	0	0	4
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	12
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefiting
2011	Sept-Oct 2011: Initiated a comprehensive business planning program for 10 city entrepreneurs with graduation set for Dec. 2011. Provided technical business assistance for graduate business owners, 2 business learning circles with 22 participants and provided 5 financial education class series with 50 participants. Nov-Dec 2011: Graduated 6 entrepreneurs. Jan-Feb 2012: Graduated 6 entrepreneurs. Provided business assistance to 3 new and 2 existing businesses.	

PGM Year: 2011
Project: 0008 - PY 2011 RL Program Delivery Costs
IDIS Activity: 168 - PY 2011 RL Rehab Program Delivery Costs

Status: Completed 10/22/2012 12:00:00 AM Objective: Create suitable living environments
Location: 601 4th Ave E Olympia, WA 98501-1112 Outcome: Availability/accessibility
Matrix Code: Rehabilitation Administration (14H) National Objective: LMH

Initial Funding Date: 09/23/2011

Financing **Description:** Counseling, inspections, work specification preparations, and loan servicing of revolving loan projects

Funded Amount: 3,155.22
Drawn Thru Program Year: 3,155.22
Drawn In Program Year: 0.00

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2010
Project: 0010 - Acquisition/Rehab: Homes First!
IDIS Activity: 169 - Homes First Acquisition & Rehab

Status: Completed 11/30/2012 12:00:00 AM
Location: 1812 Sawyer St SE Olympia, WA 98501-3122

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Acquisition for Rehabilitation (14G)

National Objective: LMH

Initial Funding Date: 04/02/2012

Description:

ATTACHMENT 4

Acquisition and renovation of a single-family home for use by developmentally disabled adults

Financing

Funded Amount: 125,000.00
 Drawn Thru Program Year: 125,000.00
 Drawn In Program Year: 1,158.61

Proposed Accomplishments

Housing Units : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	1	0	1	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	1	0	1	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	1	1	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	1	1	0
Percent Low/Mod		100.0%	100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2011	A single-family home was acquired and renovated for use by developmentally disabled adults during PY 2011. Final invoicing will take place during PY 2012.	

PGM Year: 2011
Project: 0010 - Audible Signals
IDIS Activity: 170 - Audible Signals

Status: Completed 10/8/2013 12:00:00 AM
 Location: 601 4th Ave E Various City Sites Olympia, WA 98501-1112

Objective: Create suitable living environments
 Outcome: Availability/accessibility **ATTACHMENT 4**
 Matrix Code: Public Facilities and Improvement National Objective: LMC
 (General) (03)

Initial Funding Date: 06/12/2012

Financing

Funded Amount: 85,000.00
 Drawn Thru Program Year: 85,000.00
 Drawn In Program Year: 36,542.85

Description:

Install up to fourteen (14) audible traffic signals to improve pedestrian safety for sight-impaired citizens.

Proposed Accomplishments

Public Facilities : 14

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	3,799	195
Black/African American:	0	0	0	0	0	0	129	0
Asian:	0	0	0	0	0	0	258	0
American Indian/Alaskan Native:	0	0	0	0	0	0	140	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	6	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	179	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	4,511	195
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	4,511
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	4,511
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2011	14 intersection crosswalk audible signals were installed during PY 2011. Final invoicing will take place during PY 2012.	

PGM Year: 2012
Project: 0001 - PY 2012 General Administration/Planning
IDIS Activity: 171 - 2012 General Administration

Status: Completed 8/31/2013 12:00:00 AM
 Location: ,

Objective:
 Outcome:
 Matrix Code: General Program Administration (21A) National Objective:

Initial Funding Date: 10/15/2012

Description:
 PY 2012 administration and planning charges

Financing

Funded Amount: 86,659.38
 Drawn Thru Program Year: 86,659.38
 Drawn In Program Year: 86,659.38

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0
Female-headed Households:					0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2012
Project: 0002 - Program Delivery Costs
IDIS Activity: 172 - Rehab Program Delivery Admin Costs

Status: Completed 9/30/2013 12:00:00 AM
Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Rehabilitation Administration (14H) **National Objective:** LMH

Initial Funding Date: 11/15/2012

Financing

Funded Amount: 41,078.32
 Drawn Thru Program Year: 41,078.32
 Drawn In Program Year: 41,078.32

Description:

Provide inspections, energy auditing, preparation of work specifications, project management, underwriting and processing.

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0

Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2012
Project: 0003 - Family Support Center Emergency Shelter
IDIS Activity: 173 - Family Support Center Emergency Shelter

Status: Open
Location: 837 7th Ave SE Olympia, WA 98501-1508

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Homeless Facilities (not operating costs) (03C)

National Objective: LMC

Description:

Initial Funding Date: 03/05/2013

Financing

Funded Amount: 404,653.00
 Drawn Thru Program Year: 256,379.03
 Drawn In Program Year: 256,379.03

Proposed Accomplishments

Public Facilities : 28

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0

Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

ATTACHMENT 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2012
Project: 0004 - Family Support Center Social Services
IDIS Activity: 174 - Family Support Center Social Services

Status: Open Objective: Create suitable living environments
Location: 837 7th Ave SE Olympia, WA 98501-1508 Outcome: Availability/accessibility
Matrix Code: Operating Costs of Homeless/AIDS Patients Programs (03T) National Objective: LMC

Initial Funding Date: 03/05/2013

Financing
Funded Amount: 45,847.00
Drawn Thru Program Year: 0.00
Drawn In Program Year: 0.00

Proposed Accomplishments

People (General) : 11,680

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0

Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0

ATTACHMENT 4

Female-headed Households: 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

PGM Year: 2012
Project: 0005 - Family Support Center Housing Rehab
IDIS Activity: 175 - Family Support Center Housing Rehab

Status: Completed 10/15/2013 12:00:00 AM
Location: 837 7th Ave SE Olympia, WA 98501-1508

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Rehab; Multi-Unit Residential (14B) National Objective: LMH

Initial Funding Date: 03/05/2013

Description:

Financing

Funded Amount: 101,000.00
Drawn Thru Program Year: 101,000.00
Drawn In Program Year: 101,000.00

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2012	In 2012, CDBG funds were used for predevelopment and demolition expenses for the rehabilitation and conversion of a former office building (Smith Building) into new housing units. Construction will continue through 2013. Once completed, the Smith Building will provide an emergency shelter for homeless families with children.	

PGM Year: 2012
Project: 0006 - PY 2012 RL Program Delivery Costs
IDIS Activity: 176 - PY 2012 RL Rehab Program Delivery Costs

Status: Completed 9/30/2013 12:00:00 AM
 Location: 601 4th Ave E Olympia, WA 98501-1112

Objective: Create suitable living environments
 Outcome: Availability/accessibility
 Matrix Code: Rehabilitation Administration (14H) National Objective: LMH

Initial Funding Date: 05/14/2013

Financing Description: Counseling, inspections, work specification preparations, and loan servicing of revolving loan projects.

Funded Amount: 15,000.00
 Drawn Thru Program Year: 15,000.00
 Drawn In Program Year: 15,000.00

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

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

Total Funded Amount: \$1,712,695.62
Total Drawn Thru Program Year: \$1,518,574.65
Total Drawn In Program Year: \$537,818.19

PLACEHOLDER FOR PUBLIC COMMENT

2013 Health & Human Service Committee (HHSC) Recommendations

The Thurston County Health & Human Services Committee (HHSC) received 28 applications totaling \$607,500 in requests for the 2013 year. Members noted the increased need levels and the quality of applications but were unable to fund all of the programs with the available revenue of \$221,000. The Committee met Tuesday morning, reviewed the applications and make the following recommendations for funding:

Service Program / Project Title	Organization / Agency	\$ Amount Recommended for Funding	City of Olympia Portion of Recommended Funding
Behavioral Health Resources	Harvest Program Supportive Childcare	\$18,750	\$6,440
Catholic Community Services	Community Kitchen	\$18,750	\$6,440
Catholic Community Services	Drexel House Emergency Shelter	\$18,750	\$6,440
CHOICE Regional Health Care	Thurston County Project Access	\$18,750	\$6,440
Community Youth Services	Rosie's Place	\$18,750	\$6,440
Community Youth Services	Haven House	\$18,750	\$6,440
Crisis Clinic	Crisis & Youth Help Line & Trainings	\$18,750	\$6,440
Family Support Center	Shelter & Homeless Family Services	\$18,750	\$6,440
Olympia Free Clinic	Access to Healthcare	\$7,500	\$2,617
SafePlace	Children's Program	\$8,000	\$2,785
Senior Services for South Sound	Meals on Wheels	\$18,750	\$6,440
Thurston County Food Bank	Satellite/Mobile Food Bank System	\$18,750	\$6,440
YWCA of Olympia	The Other Bank	\$18,000	\$6,197
		TOTAL \$221,000	Olympia TOTAL \$76,000

For more information, contact:

- Gary M. Aden adeng@co.thurston.wa.us
- Anna Schlecht aschlech@ci.olympia.wa.us

City of Olympia

City Council

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Continued Discussion of the 2014 Operating Budget

Agenda Date: 11/4/2013

Agenda Number: 6.A

File Number: 13-0906

File Type: discussion

Version: 1

Status: Other Business

..Title

Continued Discussion of the 2014 Operating Budget

..Recommended Action

Committee Recommendations:

- Finance Committee reviewed utility rate recommendations at its October meeting.
- Utility Advisory Committee reviewed utility rates (letter attached).
- The Lodging Tax Advisory Committee recommends tourism service contracts in the amount of \$230,000 (summary attached).

City Manager Recommendation:

Review and ask questions. Action will be taken later.

..Report

Issue:

Staff's review will focus on Lodging Tax Advisory Committee (LTAC) recommendations, utility rates including general facility charges (GFCs) and impact fees (including school districts). However, any part of the budget may be discussed.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

Julie Hankins, Olympia City Council, Chair, Lodging Tax Advisory Committee

Steve Hall, City Manager

Jane Kirkemo, Administrative Services Director

Rich Hoey, Public Works Director

Jennifer Priddy, Olympia School District

Background and Analysis:

The 2014 Preliminary Budget was presented to the City Council on October 22nd. The City of Olympia's preliminary 2014 Operating Budget is \$117 million. The General Fund portion is \$64 million. The Operating Budget includes increases in utility rates, GFCs, and impact fees (see attachments).

In reviewing the material for tonight's meeting an error in the school impact fee calculation was discovered. A representative from the School District will be present Monday evening to review the school district's CFP and impact fee calculations. The impact fee changes are noted on the attachment.

Agenda Date: 11/4/2013
Agenda Number: 6.A
File Number: 13-0906

The Budget, as well as the Preliminary Capital Facilities Plan (CFP), is posted on the City's website, olympiawa.gov. Additionally, the budget is available for review in the City Clerk's office, Olympia Timberland Library, and Evergreen State College.

Neighborhood/Community Interests (if known):

N/A - Council will hold a public hearing on November 12.

Options:

Discuss, review and request additional information from staff.

Financial Impact:

The total Operating Budget is \$117 million.

Lodging Tax Advisory Committee - City of Olympia WA

Agency	2014 LTAC	2014 Request	2013	2012	2011	2010	2009	2008	2007	2006
Bigelow House Preservation Association		-	-	-	-	-	-	-	-	5,000
Capital City Pride Festival (Rainbow)	5,000	5,000	5,000	5,000	4,000	6,250	7,000	0	5,300	0
Capital Lakefair		-	-	-	0	0	0	6,500	6,750	5,780
Earthbound Productions		-	5,000	14,650	5,000	6,500	0	0	0	0
Greater Olympia Dixieland Jazz Society	14,000	14,000	14,000	14,000	10,000	13,000	13,900	10,000	7,900	9,000
Hands on Children's Museum	60,000	65,000	53,500	50,000	25,000	30,000	35,000	38,717	38,000	40,000
Harlequin Productions		-	-	-	0	0	0	16,762	16,762	9,640
Olympia Downtown Association	10,000	12,000	-	-	0	11,000	0	10,000	0	0
Olympia Film Society	5,000	5,000	5,000	-	0	0	0	0	0	12,000
Olympia-Lacey-Tumwater VCB	100,000	100,000	103,500	100,000	90,000	90,500	112,570	100,000	98,338	90,000
Olympia Symphony Orchestra		-	-	-	0	0	0	0	2,500	2,500
Olympic Flight Museum	6,000	6,000	6,000	6,000	4,000	6,350	6,600	0	0	11,500
Recreation Northwest / Olympia Traverse	6,000	10,000								
Sand Man Foundation		-	-	-	0	0	0	0	0	2,050
St. Martin's / Dragon Boat Festival	4,000	5,250								
WA State Hist Society/State Cap. Museum			2,000	-	-	-	-	-	-	-
Washington State Senior Games	10,000	10,000	10,000	10,000	6,000	7,000	7,500	5,000	0	5,000
Wolf Haven International	10,000	10,000	18,500	15,000	4,000	14,000	25,000	19,000	4,950	0
City - Promotional/Information Brochures		-	-	-	0	0	0	0	0	4,975
City - Wayfinding		-	-	-	0	0	0	0	34,000	60,000
2012 Canoe Journey - City expenses				25,850						
Prior City commitment - HOCM Building			30,000	35,000	35,000	100,000	100,000	50,000	250,000	
Total Proposals/Service Contracts	230,000	242,250	252,500	275,500	183,000	284,600	307,570	255,979	464,500	257,445



October 26, 2013

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Council Members:

SUBJECT: 2014 Utility Rate Recommendations

Thank you for this opportunity to comment on the proposed 2014 utility rates. Over the past few months, the Utility Advisory Committee (UAC) has reviewed detailed financial information about the City utilities from both a capital and operational perspective. We view this as a fundamental part of our role, and as critical information to understand prior to making rate recommendations to the City Council. As always, Public Works staff has been professional and prepared in presenting this information to us, have answered our questions (often anticipating them) and welcomed our input. We appreciate their efforts and attitude.

Once again, we are mindful of the multitude of goals at play:

- keeping rates as low as possible, especially in today's economic environment;
- ensuring growth pays for growth;
- providing the levels of service our customers want and have come to expect;
- continuing to meet ever-increasing regulatory requirements; and
- responsibly managing our existing infrastructure as well as expanding/improving it to meet future needs.

The following are the UAC's recommendations for the 2014 utility rates, which are consistent with the master plans of the respective utilities and the Comprehensive Plan. The overall impact to a typical residential customer for 2014 would be about 4.8 percent or a \$4.91 increase in their bi-monthly bills.

We will review staff recommendations regarding Utility General Facility Charges (GFCs) at our Thursday, November 7 UAC meeting, and forward our recommendations to you after that meeting.

Drinking Water

Seven Percent Increase Proposed for 2014

We concur with staff's recommendation for a revenue requirement increase of 7 percent. Each customer class (residential, non-residential and irrigation) will see an overall increase of 7 percent, although actual increases on customer bills will vary depending on water usage.

Key drivers for 2014 rates include debt service on the McAllister Wellfield and Service Meter Replacement Project, the transfer of the costs of providing extra capacity for fire suppression from the General Fund to the Drinking Water Utility (as allowed in recent State legislation), and inflationary increases in salaries and benefits. Where possible, capital projects have been delayed to reduce rate impacts.

Given the large capital projects currently underway, the UAC remains supportive of continuing the rate “smoothing” approach that calls for modest rate increases over several years, rather than large spikes in rates. We also concur with staff’s recommendation to continue with the third and final year of our phased-in increase in the fixed portion of the utility rate to help stabilize utility revenue.

The UAC also supports expanding reclaimed water charges to include engineering fees and rates for indoor use. Since 2005, a rate for reclaimed water has existed only for irrigation (outdoor use); however, certain indoor uses of reclaimed water are now allowed. The proposed engineering fees are the same as for the Drinking Water Utility. The reclaimed water rates would be 70% of those for drinking water.

The City’s Water System Plan will be updated starting next year for the years 2015-2020, therefore the rates for future years are subject to change based upon plan direction.

Wastewater

Four Percent Increase Proposed for 2014

We concur with staff’s recommendation for a revenue requirement increase of 4 percent. Based on projected 2014 revenue and expenses, staff expects the utility to be out of balance by approximately 9 percent of billed revenue. This is primarily due to rate increases that have been deferred over the past two years during the economic recession through the use of cash above reserve. The UAC appreciates the City’s efforts in recent years to avoid rate increases during these challenging economic times. The staff recommends increasing rates by 4 percent and using \$240,000 in fund balance above required reserves to smooth the needed rate increase over two years and avoid a one-time 9 percent rate increase. The UAC supports this rate smoothing approach. We also want to note that the funds above required reserves are dwindling and may not be available to absorb increasing costs this way in future years. The preliminary operating and capital budgets for the Wastewater Utility are in keeping with the recently completed *2013-2018 Wastewater Management Plan*.

Wastewater Treatment Services - LOTT Clean Water Alliance

The LOTT Clean Water Alliance operates a complex system of facilities worth an estimated \$750 million. LOTT’s budgeting and revenue decisions are largely driven by infrastructure costs, including major upgrades to LOTT’s Budd Inlet Treatment Plant that have been underway for the past several years. The infrastructure investment over the 2013-2018 planning period (capital improvements and debt service) represents 67 percent of LOTT’s total projected expenses, with operating costs representing 33 percent.

LOTT staff recommended a \$1.02 per month increase in the LOTT wastewater treatment charges for 2014, raising the charge to \$35.01 per month for an equivalent residential unit (ERU). This is an inflationary increase of 3 percent in the LOTT treatment charges, and is influenced by construction materials, power and chemical costs.

The UAC also reiterated their support for an evaluation of converting both wastewater treatment and collection rates to volume-based rates rather than a flat fee. Recommendations from the UAC on volume-based rates will come forward in 2014 for possible implementation in 2015.

Storm and Surface Water

Two Percent Increase Proposed for 2014

The UAC concurs with staff's recommendation for a two percent increase in this utility, which would be applied across all rate classes. The preliminary operating and capital budgets for the Storm and Surface Water Utility are in keeping with the *2003 Storm and Surface Water Plan*, updated planning work performed in 2010-2011 with the UAC, and regulatory requirements under the NPDES (National Pollutant Discharge and Elimination System) Phase II permit. The proposed 2014 budget incorporates various inflationary increases, but no major new initiatives or costs.

Waste ReSources

Variable Increases Proposed for 2014

The UAC concurs with staff's recommendation for a variety of rate increases in this utility. Key drivers for the 2014 rates include tipping fees, salaries, benefits, equipment expenses, and an increase in State and City taxes. In addition, average recycle commodity values for all materials have continued to decline over 91 percent since May of 2011 and are projected to fall short of covering processing fees.

Based on projected 2014 revenue and expenses, staff projects the budget will be out of balance by about 9.4 percent of billed revenue. In effort to continue with the Council goal to smooth out and minimize the rate impact to residential customers, the UAC supports staff recommendations to continue using fund balance above the required 10 percent reserve to avoid higher rate increases. As with the Wastewater Utility, the funds above required reserves are dwindling and may not be available to absorb increasing costs this way in future years. We would also continue subsidizing the Organics Program through commercial rates. Staff recommends increasing rates by the amounts shown below. Actual rate increases will vary by service class.

Following is a summary of the proposed 2014 rate increases:

- Drop Box
 - Delivery/Set-up Fee Temporary Box (15 percent increase)
 - Rental Fee/Maintenance – Repair/Replace (3 percent increase)
 - Haul Fee (3 percent increase)
 - Service Fee (1 percent increase)

Olympia City Council

October 26, 2013

Page 4

- Residential (8 percent increase)
- Commercial (5 percent increase)
- Organics (6 percent increase)

Thank you again for the opportunity to comment. Please let me, or Barbara Day UAC Vice-Chair, know if you have any questions.

Sincerely,



THAD CURTZ

Chair

Utility Advisory Committee

TC/lmm

\\Calvin\pw shared workgroup\UAC\2013 - UAC\2013 Correspondence\Rates Recommendation Letter for 2014\TC_UAC 2014 Rate Recommendation Letter_10-26-13_FINAL.docx

ec: UAC Members

Steven R. Hall, City Manager

Rich Hoey, P.E., Director of Public Works

Dan Daniels, Waste ReSources Director

Andy Haub, Interim Water Resources Director

Proposed Rate Increases

		2011	2012	2013	2014
WATER		5.5%	7%	7%	7%
WASTE WATER		5%	-	-	4%
LOTT		5%	5%	3%	3%
STORM WATER		5%	-	6%	2%
WASTE RESOURCES	RESIDENTIAL	8%	-	-	8%
	COMMERCIAL	9.8%	5%	-	5%
	ORGANICS	-	-	-	6%

Water rate increase dependent on customer class and consumption.



Residential Bill

(Typical bi-monthly single-family residential bill)

	2010	2011	2012	2013	2014
Drinking Water	\$33.94	\$33.50	\$36.54	\$39.64	\$42.42
Wastewater	\$35.32	\$37.09	\$37.09	\$37.09	\$38.57
Waste ReSources	\$34.08	\$38.36	\$38.36	\$38.36	\$41.43
Storm water	\$19.58	\$21.17	\$21.17	\$22.44	\$22.89
LOTT	\$60.00	\$63.00	\$66.00	\$67.98	\$70.02
TOTAL	\$182.92	\$193.12	\$199.16	\$205.51	\$215.33
% Increase	3.85%	5.58%	3.1%	3.2%	4.8%
\$ Increase	\$6.78	\$10.20	\$6.04	\$6.35	\$9.82



General Facilities Charge

Utility	2011	2012	2013	2014	% increase
Drinking Water	\$3089	\$3089	\$3209	\$3456	7.7%
Wastewater (ERU)	\$2756	\$3078	\$3198	\$3342	4.5%
Storm & Surface Water	\$962	\$962	\$999	\$1076	7.7%



Impact Fees

City

	2011	2012	2013	2014
Parks (Single Family)	\$4,941	\$5,068	\$4,950	\$5,090
Transportation/trip	\$2,716	\$2,592	\$2,608	\$2,654

Schools

	2011	2012	2013	2014
Single Family	\$659	\$2,969	\$5,179	\$7,526 \$5,895
Multi Family	\$1,152	\$235	\$0	\$2,872 \$1,749
Downtown	\$0	\$0	\$0	\$0

Olympia School District Capital Facilities Plan 2014-2019

October 2013

Executive Summary

The Olympia School District's 2014-2019 Capital Facilities Plan (CFP) has been prepared as the District's principal six-year facility planning document in compliance with the requirements of the Washington State Growth Management Act. This plan is developed based on the District's recent long range facilities master plan work, which looked at conditions of District facilities, projected enrollment growth, utilization of current schools and the capacity of the District to meet these needs for the next 15 years. The master plan report is the result of a volunteer Planning Advisory Committee who worked with the District and a consulting team for nearly a year. In addition to this CFP and the master plan, the District may prepare other facility planning documents, consistent with board policies, to consider other needs of the District as may be required.

This CFP consists of four elements:

1. An inventory of existing capital facilities owned by the Olympia School District including the location and student capacity of each facility.
2. A forecast of future needs comparing student enrollment projections against permanent facility student capacities. The basis of the enrollment forecast was developed by demographer W. Les Kendrick. An updated student generation rate for this plan, developed by demographer Michael McCormick.
3. The proposed locations and capacities of new and expanded facilities anticipated to be constructed or remodeled over the next six years and beyond.
4. A financing plan for the new and expanded facilities anticipated to be constructed over the next six years. This plan outlines the source of funding for these projects including state revenues, local bond revenue, local levy revenue, impact fees, mitigation fees, and other revenues.

The plan contains multiple projects to expand the District's facility capacity and major modernizations. Specifically the plan includes major modernizations for Garfield (with expanded capacity), Centennial, McLane, and Roosevelt Elementary Schools; limited modernizations for Jefferson Middle School; and modernizations for Capital High School. The plan calls for the construction of a new elementary/intermediate school (serving grades 5-8) on the east side of the District and a new building, with expanded capacity, for the Olympia Regional Learning Academy. In addition, in order to nearly double Avanti High School enrollment, Avanti is scheduled to expand to use the entire Knox building; the administration would move to a different building. At Olympia High School, the District would replace 10 portables with a permanent building. Finally, the plan includes a substantial investment in systems modernizations and major repairs at facilities across the District.

This plan is intended to guide the District in providing new capital facilities to serve projected increases in student enrollment as well as assisting the District to identify the need and time frame for significant facility repair and modernization projects. The CFP will be reviewed on an annual basis and revised accordingly based on the updated enrollment and project financing information available.

Capital Facilities Plan 2014-2019

Olympia School District
October 2013

Executive Summary

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I. School Capacity, Methodology and Levels of Service

The primary function of calculating school capacities is to allow observations and comparisons of the amount of space in schools across the Olympia School District (OSD) and plan for growth in the number of students anticipated at each school. This information is used to make decisions on issues such as locations of specialty program offerings, enrollment boundaries, portable classroom units, new construction and the like.

School capacities are a general function of the number of classroom spaces, the number of students assigned to each classroom, how often classrooms are used, and the extent of support facilities available for students, staff, parents and the community. The first two parameters listed above provide a relatively straightforward calculation, the third parameter listed is relevant only to middle and high schools, and the fourth parameter is often a more general series of checks and balances.

The District’s current guideline for the maximum number of students in elementary school classrooms is as follows:

Kindergarten	23 students
Grades 1-2	23 students
Grades 3	25 students
Grades 4-5	27 students

Typically, OSD schools include a combination of general education classrooms, special education classrooms, and classrooms dedicated to supportive activities, as well as classrooms dedicated to enrichment programs such as art, music, language and physical education. Some programs, such as special education, serve fewer students but require regular-sized classrooms. An increased need for these programs at a given school can reduce that school’s total capacity. In other words, the more regular sized classrooms that are occupied by smaller numbers of students, the lower the school capacity calculation will be. Any school’s capacity, primarily at elementary level, is directly related to the programs offered at any given time.

Special education classroom use at elementary level includes supporting the Infant/Toddler Preschool Program, Integrated Kindergarten Program, DLC Program (Developmental Learning Classroom, which serves students with moderate cognitive delays), Life Skills Program (students with significant cognitive delays), LEAP Program (Learning to Engage, be Aware and Play Program for students with significant behavior disabilities) and the ASD Program (students with autism spectrum disorders.) At middle and/ or high level, special education classroom use includes supporting the DLC Program, Life Skills Program, HOPE Program (Help Our People Excel for students with significant behavior disabilities) and the ASD Program.

Classrooms dedicated to specific supportive activities include serving IEP’s (Individual Education Plan) OT/PT services (Occupational and Physical Therapy), speech and language services, ELL services (English Language Learner), PATS services (Program for Academically Talented Students), as well as non-specific academic support for struggling students (primarily Title I of the No Child Left Behind Act.)

Of note, the District has a practice of limiting school size to create appropriately-sized learning communities. The District has a practice of limiting elementary school size to 500 students; middle school size to 800 students; and high school size to 1,800 students.

Methodology for Calculating Building Capacity

Elementary Schools

For the purpose of creating an annual CFP, student capacity at individual elementary schools is calculated by using each school's current room assignments. (e.g. How many general education classrooms are being used, and what grade level is being taught? How many different special education classrooms are being used? How many classrooms are dedicated to supportive activities like the PATS Program, ELL students, etc.?)

Throughout the District's elementary schools, special programs are located according to a combination of criteria including the proximity of students who access these special programs, the efficiency of staffing resources, and available space in individual schools. Since the location of special programs can shift from year to year, the student capacities can also grow or retract depending on where the programs are housed. This fluctuation is captured in what is termed the "Program Capacity" of each school. That is to say that "program capacity" is calculated based on the programs offered at a given school each year, instead of a simple accounting of the number of classroom spaces. (See Table A)

Middle and High Schools

Capacity at middle schools and high school levels are based on the number of "teaching stations" that include general-use classrooms and specialized spaces, such as music rooms, computer rooms, physical education space, industrial arts space, and special education and/or classrooms dedicated to supportive activities. In contrast to elementary schools, secondary students simultaneously occupy these spaces to receive instruction. As a result, the District measures the secondary school level of service based on a desired average class size and the total number of teaching stations per building. The capacities of each secondary school are shown on Table B.

Building capacity is also governed by a number of factors including guidelines for maximum class size, student demands for specialized classrooms (which draw fewer students than the guidelines allow), scheduling conflicts for student programs, number of work stations in laboratory settings, and the need for teachers to have a work space during their planning period. Together these limitations affect the overall utilization rate for the District's secondary schools.

This rate, in terms of a percentage, is applied to the number of teaching stations multiplied by the average number of students per classroom in calculating the effective capacity of each building. The levels of service for both middle and high school equates to an average class loading of 28 students based upon an 80% utilization factor. The only exception is Avanti High School, the District's alternative high school program, which does not consist of any specialized classroom space and has relatively small enrollment, so a full 100% utilization factor was used to calculate this school's capacity

The master plan includes estimates for both current and maximum utilization. In this CFP we have used the current utilization capacity level because it represents the ideal OSD configurations of programs and services at this time. It is important to note that there is very little added capacity generated by employing the maximum utilization standard.

Level of Service Variables

Several factors may impact the District's standard Level of Service (LOS) in the future including program demands, state and federal funding, collective bargaining agreements, legislative actions, and available local funding. These factors will be reviewed annually to determine if adjustments to the District's LOS were warranted. The District is experiencing growth in its special education preschool population and is exploring opportunities to provide other additional or expanded programs to students in grades K-12. This review may result in a change to the standard LOS in future Capital Facilities Plans.

Alternative Learning

The District hosts the Olympia Regional Learning Academy (ORLA), which serves students from both within and outside of the District's boundaries. The program, which began in 2006, now serves approximately 450 students. Each year since 2006 the program's enrollment has increased and the proportion of students from within the Olympia School District has increased. Therefore, over time, the program will have a growing positive impact on available capacity within traditional district schools. As more students from within district schools migrate to ORLA, they free up capacity to absorb projected growth.

The Olympia School District is also committed to serving as this regional hub for alternative education and services to families for non-traditional education. The program is providing education via on-line learning, home-school connect (education for students that are home-schooled), and Montessori elementary education.

Finally, Olympia School District is committed to providing families with alternatives to the traditional public education, and keeping up with the growing demand for these alternatives, and is committed to providing ORLA students and families with a safe facility conducive to learning.

**Table A
Elementary School Capacities (Current Utilization Standard)**

HC = Headcount	Oct HC 2013	Building Capacities with 2010-2011 Program Utilization					Building Capacities with 2010-2011 Program Utilization					Building Capacities with 2010-2011 Program Utilization				
		General Education					Special Education					Specific Supportive Activities				
		# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Total Capacity (including portables)	# of classrooms	Permanent Capacity	# of portables	Portable Capacity	Gen Ed Capacity (including portables)
Elementary Schools																
Boston Harbor	142	8	199	0	0	199	0	0	0	0	0	0	0	2	0	0
Brown, LP	270	13	296	0	0	296	4	32	0	0	32	2	0	0	0	0
Centennial	514	17	417	2	54	471	0	0	1	8	8	0	0	2	0	0
Garfield	331	14	347	1	23	370	2	36	0	0	36	3	0	2	0	0
Hansen	522	17	415	3	74	489	1	18	0	0	18	2	0	3	0	0
Lincoln	297	12	295	0	0	295	0	0	0	0	0	3	0	0	0	0
Madison	204	8	194	0	0	194	2	36	0	0	36	2	0	0	0	0
McKenny	352	14	315	2	54	369	4	46	0	0	46	2	0	2	0	0
McLane	330	13	319	0	0	319	3	30	0	0	30	1	0	2	0	0
Pioneer	442	19	469	0	0	469	0	0	0	0	0	0	0	2	0	0
Roosevelt	373	17	421	0	0	421	0	0	1	18	18	0	0	1	0	0
Elementary School Totals	3,777	152	3,687	8	205	3,892	16	198	2	26	224	15	0	16	0	0

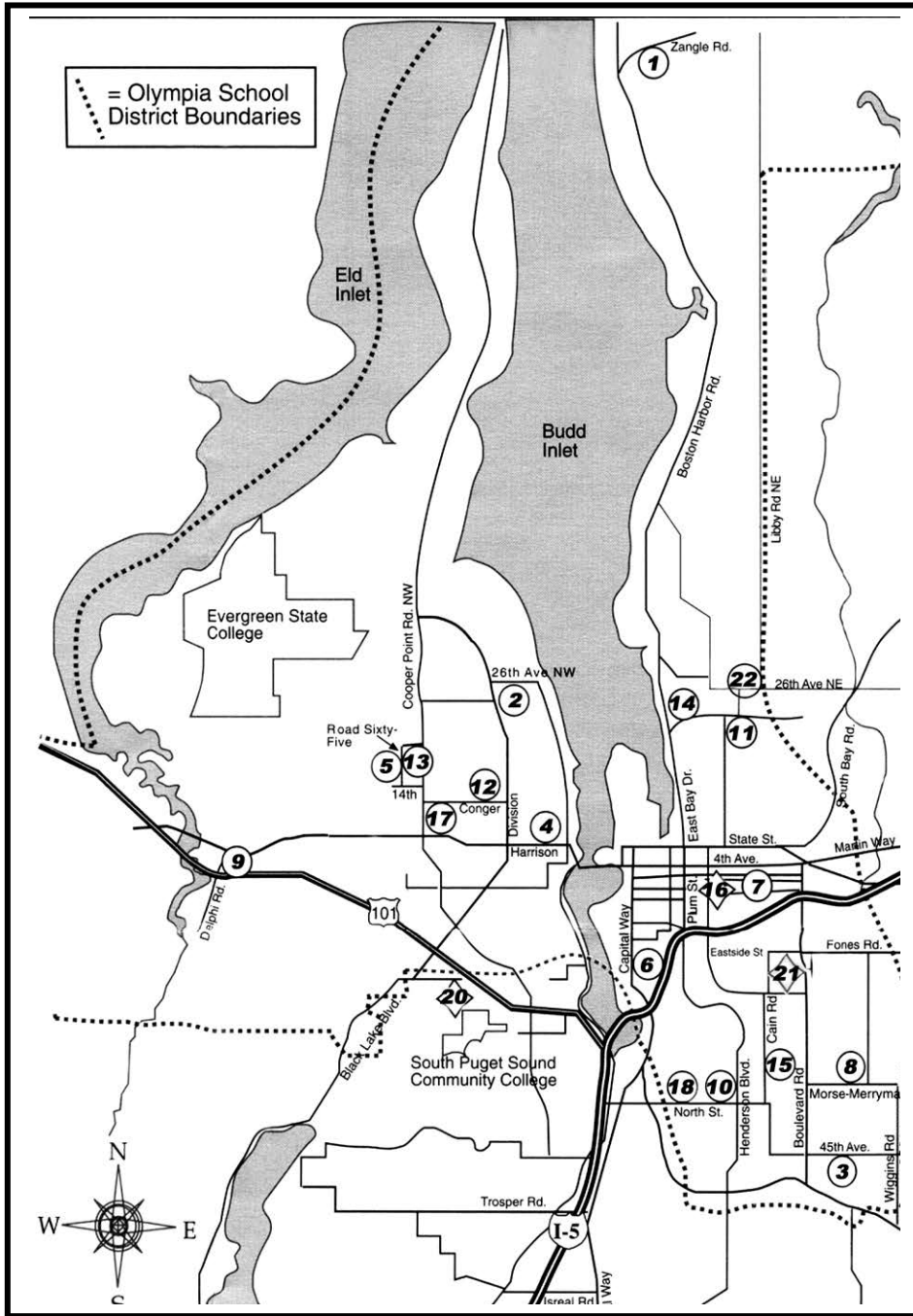
Combined Total Capacity

4, 116

**Table B
Middle and High School Capacities (Current Utilization Standard)**

HC = Headcount	Oct HC 2013	General Education					Total Capacity (including portables)	Special Education					Total Capacity (including portables)	Specific Supportive Activities				Gen Ed Capacity (including portables)
		# of classrooms	Permanent Capacity	# of portables	Portable Capacity	# of classrooms		Permanent Capacity	# of portables	Portable Capacity	# of classrooms	Permanent Capacity		# of portables	Portable Capacity			
Middle Schools																		
Jefferson	400	25	595	0	0	595	3	26	0	0	26	5	0	0	0	0		
Marshall	370	23	550	0	0	550	1	10	0	0	10	3	0	0	0	0		
Reeves	442	24	573	0	0	573	1	8	0	0	8	3	0	0	0	0		
Washington	740	32	752	0	0	752	0	0	0	0	0	4	0	2	0	0		
Middle School Totals	1,952	104	2,470	0	0	2,470	5	44	0	0	44	15	0	2	0	0		
*Utilization Factor for middle schools = 80%																		
*Utilization Factor for Special Needs = 100%																		
High Schools																		
High Schools																		
Avanti	157	7	168	0	0	168	0	0	0	0	0	0	0	0	0	0		
Capital	1,334	63	1,446	2	45	1,491	1	6	0	0	6	5	0	0	0	0		
Olympia	1,703	72	1,648	6	134	1,782	2	12	3	24	36	0	0	0	0	0		
High School Totals	3,194	142	3,262	8	179	3,442	3	18	3	24	42	5	0	0	0	0		
*Utilization Factor for Avanti = 100%																		
*Utilization Factor for comp. high schools = 80%																		
*Utilization Factor for Special Needs = 100%																		
Total Capacity	8,923		9,420			384				260		50			310	0	0	0
Combined Total Capacity Districtwide, All Grades - General & Special Education											10,114							

Olympia School District Building Locations



Elementary Schools

1. Boston Harbor
2. L.P. Brown
3. Centennial
4. Garfield
5. Hansen
6. Lincoln
7. Madison
8. McKenny
9. McLane
10. Pioneer
11. Roosevelt

Middle Schools

12. Jefferson
13. Marshall
14. Reeves
15. Washington

High Schools

16. Avanti
17. Capital
18. Olympia

Other Facilities

19. New Market Voc. Skills Center
20. Transportation
21. Support Service Center
22. Olympia Regional Learning Academy

II. Forecast of Future Facility Needs: Olympia School District Enrollment Projections

Summary

This section of the CFP provides a summary of an enrollment forecast prepared by demographer W. Les Kendrick of Educational Data Solutions for the Olympia School District as part of the master plan process; the Summary is prepared by McGranahan Architects for the District. This forecast is part of a larger master plan process to help the school district forecast capacity needs, address facilities deficiencies and prepare for trends in 21st Century education over the next 15 years.

This enrollment forecast was prepared in 2010 and will be formally updated on a five year basis.

Key findings with regard to the context for enrollment growth in the District are the following:

- Enrollment has fluctuated up and down in the past decade resulting in a relatively flat enrollment trend
- Enrollment did trend up with the completion of various housing projects in recent years
- In the past 2 years enrollment has declined as new housing construction and sales have stalled
- K-12 enrollment in Thurston County has increased gradually in the past 10 years
- Olympia School District's share of the county K-12 enrollment has declined over the past decade primarily due to greater population and housing growth in Yelm and North Thurston when compared to Olympia

Looking forward, enrollment in all Thurston County districts is likely to grow in the coming decade primarily due to larger birth cohorts. The number of women in their child-bearing years has been, and is expected to continue to increase in the coming decade, resulting in more births. As a result kindergarten and elementary enrollment should trend up.

In addition to birth trends, there is also expected to be significant housing and population growth in Olympia and the county in the coming decade. Projections from county planning agencies suggest that the Olympia School District's resident population could grow by another 10,000 residents by 2020 and by another 6,000 residents by 2025.

The following section discusses some of the general enrollment trends in the District and the demographic factors that are contributing to those trends. After this section a forecast of the District enrollment by grade level is presented. The final section allocates the District projection to schools in order to show the differences in growth that might be expected for different parts of the District.

Enrollment Trends

As noted in the introduction the enrollment in the Olympia School District has fluctuated up and down in the past decade but the overall enrollment was about the same in 2010 as it was in

2000. As with most districts Olympia's enrollment is affected by birth trends, by turnover in existing housing, and by new home construction.

One way to get a handle on a district's enrollment is to look at the annual change from year to year by grade level. Over the course of a year, numerous families will move into a district, buying a new or existing home, or finding a place to rent, and other families will move out due to job changes or other factors. If more people move in than out, there is a net gain in enrollment. And if more people move out than in, there is a net loss. In addition, enrollment can be affected by the size of the exiting graduating class compared to the size of the entering kindergarten class.

For the most part, the District experiences small net gains at the elementary grades (more people moving in than out). Most of the averages at the elementary level are greater than one. It also looks like the District frequently sees a small net loss as students transition from 5th grade into 6th. The District also sees a big net gain between the 8th and 9th grade, partially due to the influx of high school students from the Griffin School District into Capital High School. And like most districts, Olympia can also see some net losses at some high school grades, primarily due to dropouts.

There is largely enough net turn-over in existing homes, or construction and sale of new homes to produce gains in enrollment at most grades. In most years, there are more families with children moving into the District than the number moving out. In the past 10 years the District has seen an average annual net gain of about 200 students.

However, over the last 10 years, in the transition from one year to the next, the exiting graduating class has tended to be larger than the subsequent year's incoming kindergarten class. This is not an unusual trend in a district that sees growth as students' progress through the grades. But what this means is that in most years the enrollment gains from new home sales or from the sale of existing homes has been offset by the turnover that occurs when one class graduates and another comes in at kindergarten. In most years the high school graduating class has been larger than the kindergarten class by about 200 students or so, offsetting the growth at other grades driven by home sales.

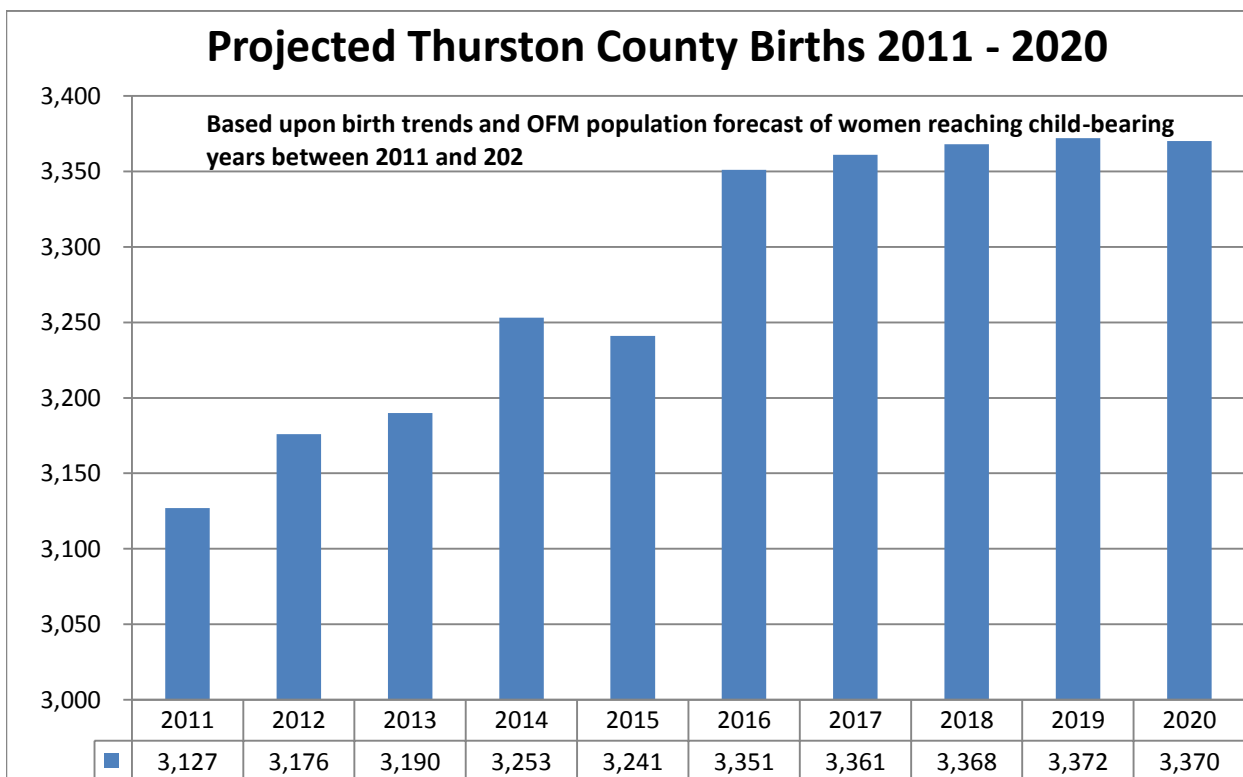
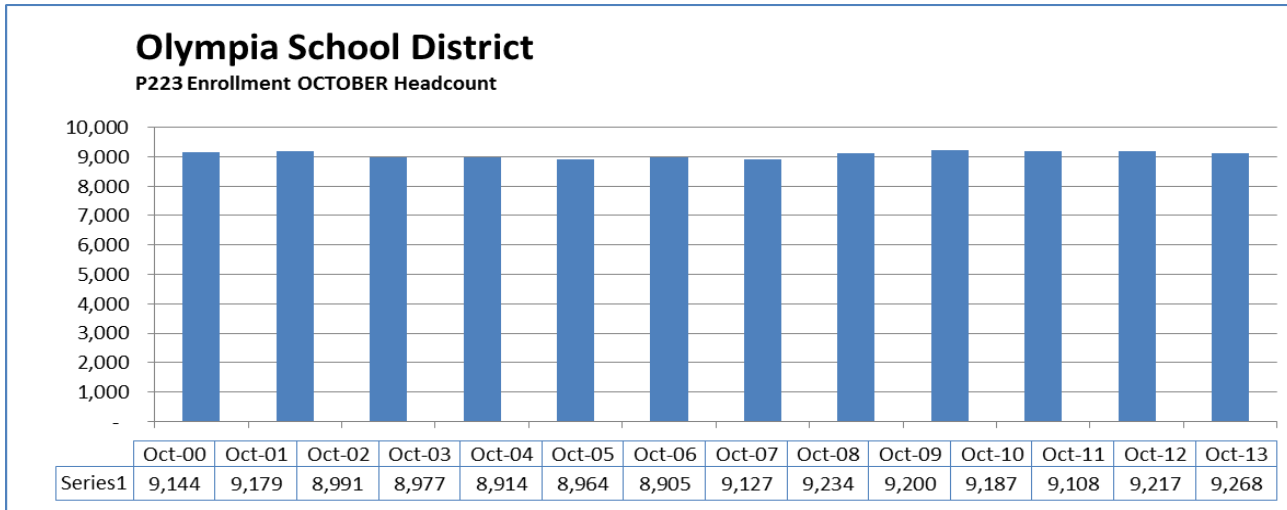
Looking forward the difference between the size of each year's graduating class and the size of the following year's kindergarten class is expected to narrow. Births have been increasing in the past few years and this trend is expected to continue over the next decade. As births increase, kindergarten enrollment will go up and the difference between kindergarten and the graduating 12th grade will start to narrow. Assuming the District still sees enrollment gains at the other grades, there is a possibility of greater enrollment growth in the next decade.

Births and Enrollment

In Thurston County the number of births per year was relatively constant between 1994 and 2002 (2400 to 2500 a year). Since 2003 the number of annual births has been increasing and in the most recent 3 years, births have trended close to, or above, the 3000 mark. Looking forward there will be more births in the next decade than in the previous decade.

The number of women in their child-bearing years is increasing which should result in average annual births of 3100 a year between 2010 and 2015 and 3300 a year between 2015 and 2020. Children born between 2006 and 2020 will be eligible for school between 2011 and 2025. As a result it is likely that kindergarten and elementary enrollment will increase in Olympia and the rest of the Thurston County school districts as well. Based on birth trends and the population forecast, it is likely that K-12 enrollment countywide will increase over the next 10 to 15 years.

Olympia Enrollment Trend
P223 Enrollment OCTOBER 2013 Headcount



Over the past decade, the District's kindergarten enrollment has averaged about 23% of the county birth cohort; comparing kindergarten enrollment to county births 5 years prior to the enrollment year. This percentage is expected to remain relatively stable over the next decade or so, fluctuating up or down in a given year, relative to the amount of new home construction. This assumption is based on the fact that the District's share has averaged about 23% for the past 10 years, taking into account years in which the District saw a lot of new housing growth and years in which it saw very little.

It is possible that the District's share of future kindergarten students and other grades as well could increase in the coming decade. Whether it will or not depends largely on trends in new home construction and sales and the number of students that enroll from these homes relative to construction in other areas of the county.

Population, Housing and Enrollment

Data from the 2000 Census and from estimates created by the State of Washington Office of Financial Management (OFM) data shows that the District's resident population increased by over 6000 in the past decade with an average annual growth rate of 1.2%. During this same time period the District added over 2800 housing units. This means that, on average, the District saw its housing stock increase by about 288 units a year, over the past 10 years.

In addition to looking at specific developments, a comparison was also made between new home construction in the past decade and forecasts of new home construction for the next two decades (2010 to 2020 and 2020 to 2030). This comparison provides a way to see if enrollment growth from new home construction in the coming years will be about the same as in the past decade, or whether it will be significantly lower or higher. This comparison is used to estimate the effect of housing construction and population growth on future enrollment trends.

The permit data cited earlier suggests that about 200 new single family homes were built annually over the past 5 years and about 71 multi-family units (though this number is a little high due primarily to one large project). In addition, the State of Washington data indicates that about 288 new housing units were added annually over the past 10 years, although there is no distinction provided between single and multi-family. There are also indications from the State data that the District may have seen a larger average in the past 5 years (300 units per year), than in the period between 2000 and 2005. These various estimates provide information about past new home sales and construction. But what about the future?

There are several different ways to get a handle on future housing construction. Forecasts from the Thurston Regional Planning Council (TRPC) indicate that the District could see 500 or more new housing units built annually between 2010 and 2020 and between 2020 and 2030. This number is higher, however, than what has occurred in the past decade and it is higher than we might expect given what we know about projects that are currently planned within the District.

Development data collected from the City and County shows that there are currently over 2300 single family units and almost 2100 multi-family units in some stage of development. Some projects are in process and others are still getting started. And still others may be put on hold, or even abandoned. Although we cannot know for sure, it is likely that the majority of these projects

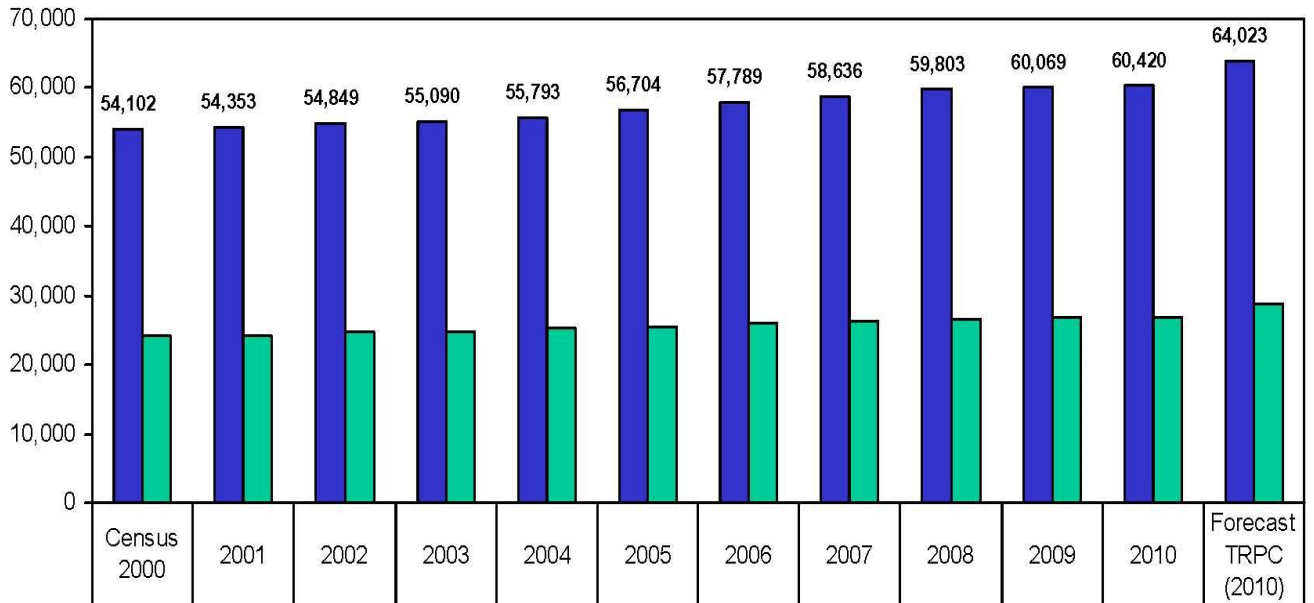
will be completed over the next 5-7 years. On the other hand, the earlier analysis suggests that the District may not see all of the students from these homes in the initial years of completion. As a result, it is likely that the full impact of these projects on enrollment will be felt over the next 10 years. If so the District would be impacted by an average of approximately 440 new housing units annually (230 single family and 210 multi-family). This estimate is lower than the assumptions of the TRPC forecast for the District. But it is also higher than the averages the District has seen over the past estimates for that decade (based on State estimates--- final numbers will not be available until the most recent Census data is released).

This District forecast is based on the assumption that the District will see about 300 new homes built annually between now and 2025. This number is in line with the recent 5 year estimated trend from the State, but below the assumption of more than 500 new homes per year that is assumed by the TRPC forecast. It is also below the 440 or so units per year we can estimate from the District's own tracking of future development. It is worth considering, however, that estimates from the State suggest that in the past decade, it was only in 2004 where the number of housing units added exceeded 400 (Table C). And this was a period in which the region and the nation experienced a housing bubble with construction and development far exceeding the historical averages. The average since 2005 has been for an addition of 289 housing units annually. It seems unlikely that the 2004 conditions will repeat themselves, so a slightly lower estimate of future housing development seems warranted at this time. The estimate of 300 assumes slightly better growth than the past 2 years and slightly better than the average of 2005-2010, but it also allows for the fact that some of the planned developments may be abandoned or not completed.

If the District sees about 300 new housing units annually in the coming decade, then it is likely that the growth trends by grade level (the number moving in or out) will be about the same as the past 5 years. The difference is that the District will see better kindergarten enrollments due to greater numbers of births. This means that enrollment should grow more in the next decade than in the previous decade.

It is also possible that the District could see lower or higher housing and population growth in the next 15 years than in the previous decade. The TRPC forecast, after all, assumes more than 500 new housing units per year. And the earlier cited estimates from the permit data show a lower average number of units between 2005 and 2009 (approximately 250-270 new housing units a year). Since we have differing estimates, a low and high range forecast was created in addition to the medium recommended forecast. The CFP, however, is based on the medium forecast.

**Olympia School District
Housing Population Estimates
2001-2010 State Estimates**



■ Population	54,102	54,353	54,849	55,090	55,793	56,704	57,789	58,636	59,803	60,069	60,420	64,023
■ Housing Units	24,110	24,250	24,611	24,838	25,258	25,626	25,977	26,290	26,661	26,833	26,993	28,946

Forecasts

A low, medium, and high range forecast by grade level was produced for the District. The medium forecast is recommended at this time. The following details the different assumptions of the 3 forecasts.

Low Forecast: Assumes the addition of 250 new housing units annually and population growth of about 8-tenths of a percent annually between now and 2025. This is slightly below the trends of the past decade.

Medium Forecast: This forecast assumes the addition of 300 new housing units annually and population growth of about 1% a year between now and 2025. The population and housing growth estimates are similar to the average trends of the past decade.

High Forecast: This forecast assumes the addition of over 500 new housing units annually and population growth of over 1.5% annually between now and 2025. These figures are derived from the housing forecast numbers provided by the Thurston Regional Planning Council for the Olympia School District. The population and housing growth estimates are higher than the trends of the past decade.

Methodology and Forecasts

The current enrollment for the Olympia School District was extrapolated into the future based on the trends of the past decade. This was done using the cohort survival averages presented earlier. These numbers were then adjusted to account for projected changes in housing and population growth assumed in the different forecasts. At kindergarten, the number of live births (2006 to 2009) and the forecast of county births (2010 to 2020) for each year was multiplied by the District's average share of this population over the past decade (23%). In the medium forecast, this average was assumed to be relatively constant, consistent with the trend of the past decade. In the low and high range forecast the average was assumed to trend down or up slightly in line with the assumed changes in population and housing.

Student Generation Rates and School Forecasts

Forecasts were also created for schools. This involved allocating the District medium projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast. First, development information by service area, provided by the City and County, was used to forecast school enrollments between 2011 and 2017. Student generation rates are based on City and County permits and enrollment data, 2005-2009.

Student Generation Rate Outcomes

Olympia Only (Griffin permits not included in totals)

Based on Cumulative File 2005-2009 Permits

Single Family

<u>Year</u>	<u>Permits</u>	<u>Students</u>	<u>Rate</u>
2005	340	169	0.50
2006	272	94	0.35
2007	181	45	0.25
2008	96	19	0.20
2009	134	30	0.22
Totals	1023	357	0.35
Avg. / Year	205	71	
% by Level			

Rate by Level

<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
75	33	61	0.221	0.097	0.179
43	27	24	0.158	0.099	0.088
19	10	16	0.105	0.055	0.088
10	5	4	0.104	0.052	0.042
18	9	5	0.134	0.067	0.037
165	84	110	0.161	0.082	0.108
46.2%	23.5%	30.8%			

Multi-Family

<u>Year</u>	<u>Units</u>	<u>Students</u>	<u>Rate</u>
2005	26	4	0.15
2006	64	7	0.11
2007	205	2	0.01
2008	32	4	0.13
2009	105	6	0.06
Totals	432	23	0.05
Avg. / Year	86	5	

Rate by Level

<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
2	2	0	0.080	0.080	0.000
2	3	2	0.030	0.050	0.030
1	1	0	0.000	0.000	0.000
2	2	0	0.060	0.060	0.000
5	1	2	0.050	0.010	0.000
12	9	110	0.028	0.021	0.005

Based on this data, the District enrolls about 35 students for every 100 single family homes permitted over a 5-year period. The rate is highest in the most mature developments (50 per 100 units for homes built in 2005). The rates are lowest in the most recent years because it is likely that the District has not yet seen all the students. It is reasonable to assume that the District could see an average of 40 students per 100 homes once the real estate market starts to recover, but this assumption is not used in the school forecasts.

Again using the above data, the District enrolls about 5 students for every 100 multi-family units, but the rate varies considerably from year to year (most likely due to the type of

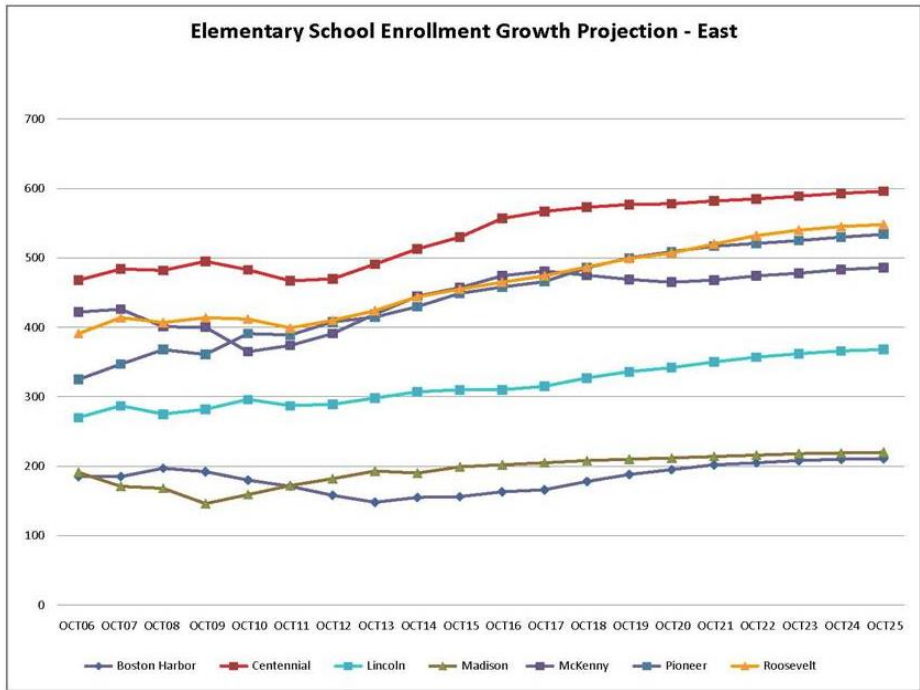
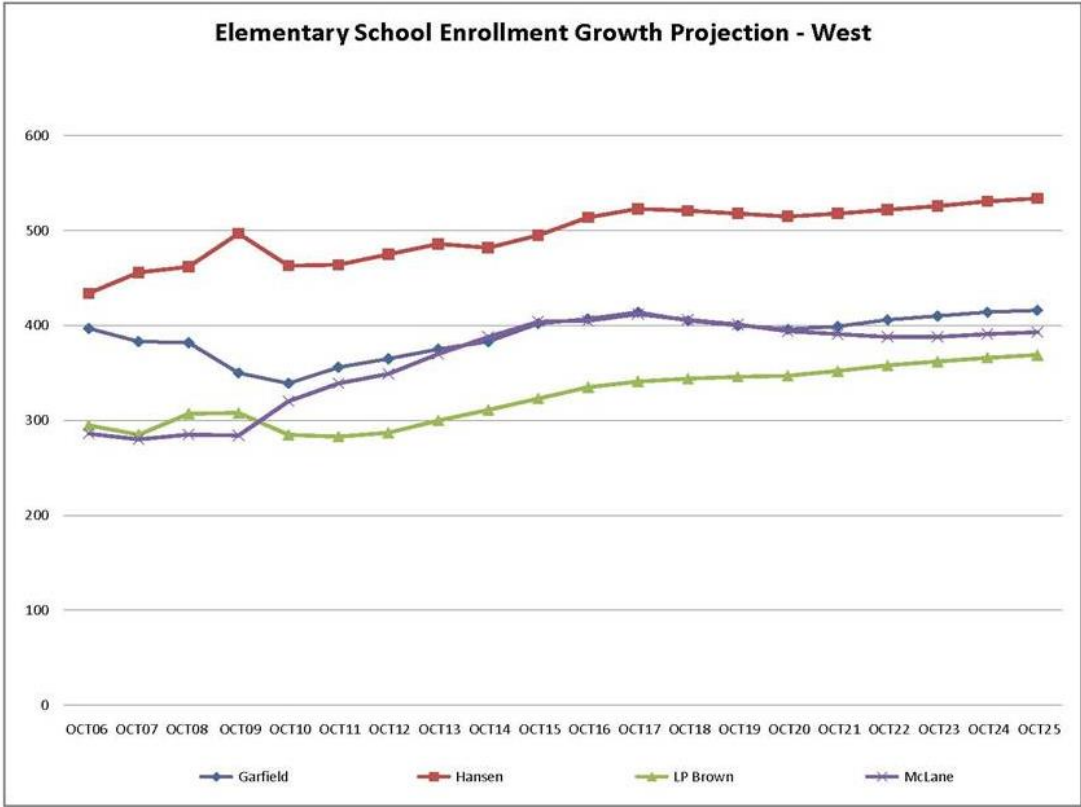
development – rental, condo, townhome and the number of bedrooms of each). Utilizing the 5-year average is probably best practice because it includes enough units and types to provide a reliable measure of growth from multi-family homes. This analysis suggests that the effect of multi-family development on enrollment is minimal unless there are a large number of units being developed.

Once the students generated by development were calculated, the average enrollment trends by grade were then extrapolated into the future for each school. For the period between 2017 and 2025 adjustments to the school trends were based on housing forecasts by service area obtained from the Thurston Regional Planning Council.

For secondary schools, the entry grade enrollment forecasts (grade 6 and 9) were based on enrollment trends and housing, as well as estimates of how students feed from elementary into middle school and middle into high school. For alternative schools and programs it was assumed that their share of future enrollment would be consistent with recent trends. This means that ORLA, for example, would increase its enrollment over time, consistent with the overall growth in the district's enrollment.

In all cases, the final numbers were balanced to the District medium projection which is assumed to be most accurate. This analysis by school allows the District to look at differential growth rates for different parts of the District and plan accordingly. Summary enrollment forecasts by school are charted on the following pages. Elementary schools are grouped into east and west elementary school locations.

Note: The generation rates used for the enrollment forecast are presented on page 14. The calculation of impact fees uses updated student generation rates, which are presented on page 42. The updated student generation rates will be incorporated into the 15-year enrollment forecast once this forecast is updated in 2015.



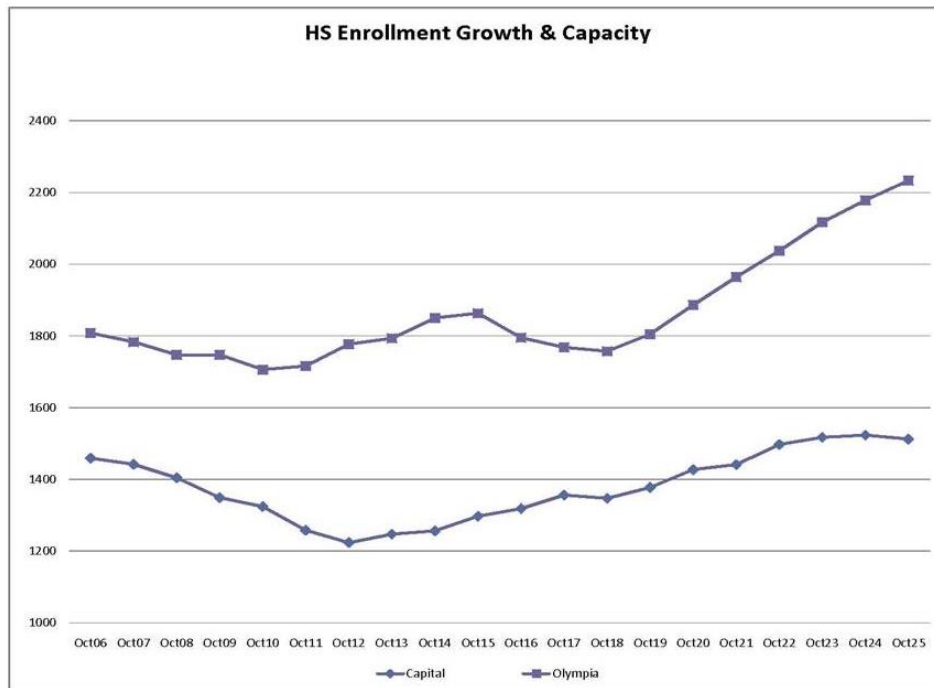
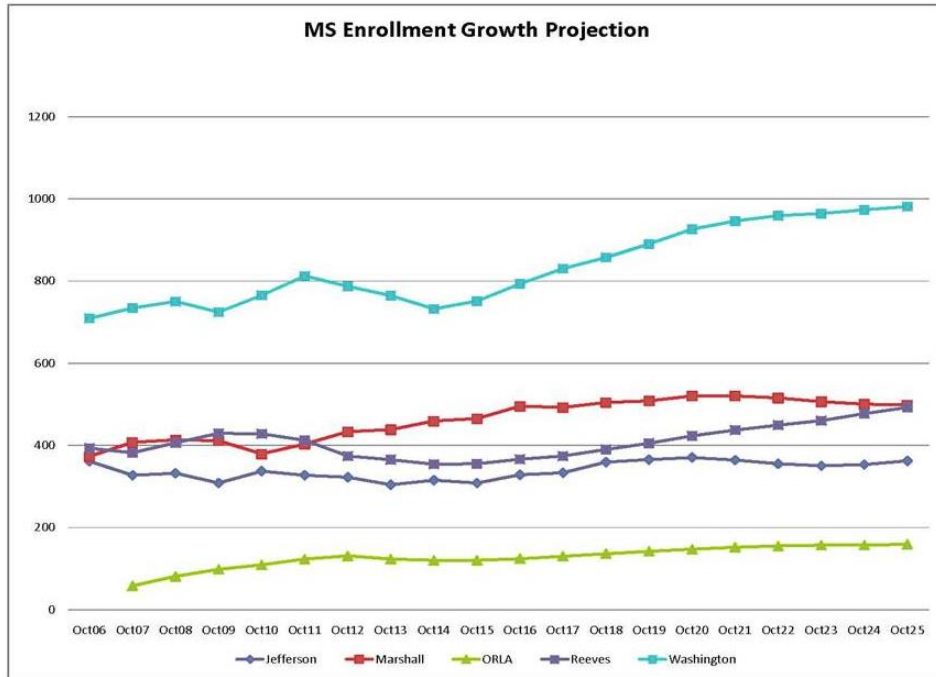


Table C
 Olympia School District Enrollment Projections (Calculated in 2010)

		Oct-12	Oct-13	Oct-14	Oct-15	Oct-16	Oct-17	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22	Oct-23	Oct-24	Oct-25
K		684	707	727	713	719	730	734	748	745	771	773	775	775	775
1		695	720	745	766	751	757	769	773	788	785	812	814	816	817
2		699	709	735	760	782	767	773	785	789	804	801	829	831	833
3		662	709	719	746	771	793	778	785	797	800	816	813	841	843
4		680	675	723	733	760	786	808	793	799	812	816	832	829	857
5		626	689	684	732	743	770	796	819	803	810	823	826	842	839
6		654	617	679	674	721	732	759	784	807	792	798	810	814	830
7		701	665	626	689	684	733	743	770	797	819	804	810	823	827
8		692	712	675	636	700	695	744	755	783	809	832	817	823	836
9		838	864	888	842	794	874	867	929	942	977	1010	1039	1019	1027
10		773	836	862	887	841	792	872	865	927	940	975	1008	1037	1017
11		797	754	816	841	865	820	773	850	844	904	917	951	983	1011
12		791	785	743	804	828	852	808	761	838	832	891	903	937	968
		9292	9442	9622	9823	9959	10101	10224	10417	10659	10855	11068	11227	11370	11480
Change		96	149	180	201	137	142	123	193	240	196	212	159	143	111
% of Change		1.0%	1.6%	1.9%	2.1%	1.4%	1.4%	1.2%	1.9%	2.3%	1.8%	1.9%	1.4%	1.3%	1.0%

Table D
 OSD October Headcount Enrollment History
 October 2013

Grade	Oct-00	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct
K	556	571	552	581	600	591	559	563	600	598	631	618	645	633
1	580	596	574	572	600	633	614	609	603	659	643	644	649	685
2	594	577	591	586	585	617	633	674	642	621	665	646	662	655
3	680	610	597	604	589	583	622	681	671	662	615	661	661	674
4	654	696	608	601	611	609	599	660	699	697	664	620	682	670
5	668	681	685	634	597	624	637	628	673	686	699	663	653	694
6	688	676	659	656	623	605	599	643	635	671	675	675	668	638
7	680	702	662	678	671	629	610	639	662	635	695	688	695	684
8	674	703	710	669	682	671	632	632	686	666	648	693	687	697
9	852	855	871	878	842	851	867	837	805	802	817	816	837	833
10	861	851	832	863	869	857	854	884	856	807	804	806	814	850
11	864	837	839	819	832	865	848	841	848	832	795	782	764	773
12	793	824	811	837	813	829	831	836	854	864	836	796	800	782
Total	9144	9179	8991	8978	8914	8964	8905	9127	9234	9200	9187	9108	9217	9268
Change		35	-188	-14	-63	50	-59	222	107	-34	-13	-79	109	51
% of Change		0.4	-2.0	-0.1	-0.7	0.6	-0.7	2.5	1.2	-0.4	-0.1	-0.9	1.2	0.6

III. Six-Year Planning and Construction Plan

History and Background

In September of 2010 Olympia School District initiated a Long Range Facilities Master Planning endeavor to look 15 years ahead at trends in education for the 21st century, conditions of District facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these future needs. The 15 year planning horizon enabled the District to take a broad view of the needs of the community, what the District is doing well, the challenges the District should anticipate and some solutions to get started on.

The Planning Advisory Committee (PAC), consisting of parents and interested community citizens, was convened in October of 2010 and met regularly through July 2011. They made their presentation of development recommendations to the Olympia School Board on August 8th, 2011. During the course of the master plan process the following activities were conducted as part of the whole endeavor:

- 12 meetings of the Planning Advisory Committee
- 2 community forums (December 15, 2010 & February 16, 2011)
- 2 sessions with school district leadership (at General Administration meetings)
- Interviews with district departmental leaders and community partner institutions
- Community Survey, with participation by nearly 900 people
- Website on Wikispaces to share planning resources and communication among committee members
- School board study session and a subsequent presentation

PAC Recommendations

The Planning Advisory Committee reviewed and ranked the following master plan development recommendations to best meet those needs over the first half of the 15 year planning horizon:

- Build a New Centennial Elementary/Intermediate School
- Replace Garfield ES due to deteriorating conditions
- Full Modernization of three “Prototype” Schools; Centennial, McLane & Roosevelt ES
- Build a New Facility for Olympia Regional Learning Academy (ORLA)
- Expand Avanti High School into the entire Knox Building, relocate District Administration
- Replace 10 portables at Olympia HS with a Permanent Building
- Capital HS Improvements to support Advanced Programs and continued renovations
- Remodel a portion of Jefferson MS to support the new Advanced Middle School
- Small works and minor repairs for remaining schools

Development recommendations in the master plan are major projects that address the most critical needs in the District with respect to building conditions, ability to accommodate projected growth and support for choices in educational models offered by the District. Schools not included in the development recommendations may have minor improvements needed, could contribute to accommodating projected growth and offer well received alternatives in educational models. The Planning Advisory Committee chose a group of development recommendations that

best meet the identified needs for the next 15 years. The PAC assumed a substantial small works investment to address systems modernizations necessary at other schools.

Each of these development recommendations represent single or multiple projects that bundled together would constitute a capital bond package.

The administration has largely agreed with the PAC recommendations. The one exception is that new information leads us to conclude that Garfield ES does not need to be wholly replaced. The gym and possibly the cafeteria must be replaced and the remainder of the school can be modernized and sufficiently address the deterioration identified in 2011. The administration has developed the specifics of the small works roster as the PAC only identified the need for a substantial investment in small works. In the remainder of the CFP the Garfield project scope is for modernization, not full replacement; the administration small works roster is assumed.

The following is a description of each of the capital projects:

New Centennial Elementary/Intermediate School

Enrollment projections show that over the next 15 years, enrollment in the elementary schools and the middle school in the southeast quadrant of the District will exceed the capacity of the schools. The growth in the Centennial boundary is the largest. Solutions need to be found for both elementary school and middle school students. Enrollment at Centennial, McKenny and Pioneer Elementary schools is projected to increase 313 students by 2020. Washington Middle School enrollment is projected to increase 161 students by 2020. In the Washington Middle School enrollment area the projection is for an additional 474 students over 2010 enrollments. Roughly 60% of the elementary school enrollment growth is projected to occur by 2016. Middle school growth occurs primarily in the years between 2016 and 2020. The amount of over enrollment projected at Washington Middle School would not be enough to justify a new middle school. And the elementary over enrollment projections won't generate a new elementary school.

To accommodate projected growth beyond capacity in the Washington Middle School enrollment area, a new Elementary/Intermediate School is recommended to serve fifth thru eighth grade students coming from Centennial Elementary School. The new facility would be located on district-owned property contiguous with Centennial Elementary. The new school will be sized to provide enough capacity to receive the students from Centennial ES who would have attended Washington MS and to house fifth grade students who would otherwise attend Centennial. That enrollment change would give Washington MS capacity to accommodate its own projected growth receiving fifth graders from McKenny and Pioneer ES when growth in those schools occurs. Existing Centennial Elementary would become a PK-4 school with enough room for the projected enrollment growth there.

Partial Remodel at Jefferson Middle School—Completed 2012

The Master Planning Advisory Committee also considered building conditions, utilization and fitness for future models of education for all of the District's schools. The building conditions at Jefferson Elementary are some of the worst in the District, but many issues were addressed in

the recent Capital Levy. The investment to modernize the whole school building in the context of other needs reviewed by the committee was not given a high enough priority to recommend such a large expenditure at this time. The school enrollment is relatively low, and a variety of special programs are housed at Jefferson Middle School. A new program, beginning in the fall of 2011 is Jefferson Advanced Math and Science (JAMS), which focuses on science, technology, math and engineering subjects as the core of a challenging and engaging curriculum. Enrollment in the new program is promising and the committee recommends remodeling a portion of Jefferson Middle School to accommodate these instructional needs.

In this recommendation, the northern portion of the school which houses home economics, shop, art and undersized science labs would be remodeled to provide properly sized science labs, upgrade the shop, potentially repurpose the home economics area and upgrade the learning technology in the classrooms and labs.

The remodel should also consider the future educational needs of students reviewed in the master plan, like these:

- More collaborative hands on projects so students learn how to work in teams and respect others,
- Place for hands-on, project based learning,
- Work with personal mobile technology that individualizes their learning,
- Creating settings for students to work independently,
- Meeting the needs of a diverse range of learning styles and abilities,
- Places for students to make presentations and display their work,
- Teacher planning and collaboration, and
- Fostering media literacy among students and teachers,

The total area of the remodel would be approximately 21,000 square feet. The remodel would be focused in the interior of the building and not upgrade major systems. Some systems upgrades are included in the small works plan.

Prototype Schools: Centennial, Garfield, McLane & Roosevelt Elementary School Modernizations

The four “prototype” schools built in the late 1980’s have some of the worst building condition ratings in the District. The 2009 facility condition survey and interviews with leaders of the schools identified problems with heating and cooling, inconsistent technology, poor air quality, parking and drop off/pick up issues, poor drainage in the playfields, security at the front door and the multiple other entries, movable walls between classrooms that don't work, a shortage of office space for specialists, teacher meeting space that is used for instruction, security at the perimeter of the site, storage and crowded circulation through the school. We have also learned about the frequent use of the pod's shared area outside the classrooms; while it's heavily used, there isn't quiet space for small group or individual activities. These schools also lack a stage in the multipurpose room. The 2010 Capital Levy made improvements to some of these conditions, but a comprehensive modernization of these schools is required to extend their useful life another 20-30 years and make improvements to meet contemporary educational needs.

The master plan is proposing a comprehensive modernization of Centennial, McLane & Roosevelt Elementary Schools to improve all of these conditions. The intent of these projects is to do so as much as is feasible within the footprint of the school. The buildings are not well configured for additions. The exterior finishes of the schools will be refurbished; exterior windows and doors replaced as needed. Interior spaces will be reconfigured to enhance security, efficiency and meet a greater range of diverse needs than when the schools were first designed. Major building systems will be replaced and updated. Site improvements would also be made.

Recent discoveries in the building conditions at Garfield Elementary have led to the recommendation of replacing the existing gym and cafeteria, and modernizing the remainder of the building. The modernized school should include three additional classrooms in permanent space to replace the portables currently on site.

The modernization and replacement projects should also consider aspects of the future educational vision outlined in the master plan, such as these:

- Accommodate more collaborative hands on projects, so children learn how to work in teams and respect others,
- Work with personal mobile technology that individualizes their learning,
- Creating settings for students to work independently,
- Meeting the needs of a diverse range of learning styles and abilities,
- Places for students to make presentations and display their work,
- Teacher planning and collaboration,
- Fostering media literacy among students and teachers,
- Make the building more conducive to community use, while reducing the impact on education and security,
- Support for music/art/science.

Olympia Regional Learning Academy (ORLA)

Founded in 2006, the Olympia Regional Learning Academy offers unique programs that are strongly supported by the District and have been growing. ORLA comprises three programs growing in various ways, with a fourth emerging. The current programs are: Homeschool Connect, iConnect Academy and ORLA Montessori. An emerging program is a concept for ORLA to be the “hub” for eLearning district-wide. Historically the programs at ORLA have drawn students and their families from neighboring school districts. The proportion of Olympia School District students has surpassed those from outside the District and is expected to continue to grow within the District.

Homeschool Connect serves 388 students (322 FTE). On a peak day 270 kids are on site, with 160 parents and 33 staff and community specialists. Homeschool Connect currently uses 17 classrooms, shared by all K-12 students. 20 classrooms are projected to serve future needs.

iConnect Academy currently serves 103 students, many of them are enrolled part time at other schools, so the student count translates to 50 FTE. Students come to the school building for mentoring and testing a couple of times per week for a few hours. Most of their work is done online, so the students don't create a strong physical presence. ORLA is looking at a hybrid model where students would spend more time at the school and less online. ORLA has intentions to grow the program to support 140 – 180 students in the near future. Through scheduling alternatives space in the school could be shared with Homeschool Connect.

The Montessori program is relatively new. The school served 25 Montessori students in the 2010-11 school year, and will serve up to 90 in the 2011-12 school year, with plans to add 30 per year after that as space allows. Ultimately, the plan is to serve 240 students in preschool through 5th grade. In the current facility there are 4 only classrooms available for the Montessori. Future plans are for 8 classrooms total: 2 classrooms with combined preschool/K, 3 classrooms for combined 1-3 multi-grade classes and 3 classrooms for combined 4/5 multi-grade classes.

The “hub” for eLearning district-wide is an initiative to support online learning in all of the District's schools and to support professional development among teachers to take advantage of new modes of meeting students' individual learning styles and aptitudes. ORLA would be the center for that professional development and production of online educational resources for use in the schools.

The growth of ORLA is bounded by the current facility. Future enrollment plans for the different programs are as follows:

- Montessori: ultimately 240 onsite at a time
- Homeschool Connect: 320+ on site at a time, 400 total (200 parents, 40 staff and community specialists)
- iConnect Academy: 80 students on site at a time (may blend with Homeschool or come later in the day)

Facility Considerations

For Homeschool Connect and iConnect Academy, the ORLA facility should provide shared amenities and learning settings they can't get at home or online. Most of these shared amenities can be made accessible to act as a community center, encouraging the public to see the learning that is going on in the school. The facility could include:

- Science/applied technology labs
- Social/collaborative learning (place to work on team projects)
- Study/conference areas for work in small groups and with teachers
- Music, art and technology studios
- Theater/presentation area
- Fitness/recreation
- Library/media literacy services
- District-wide eLearning resources

iConnect Academy has been the catalyst for thinking about these services to students in schools around the District. ORLA can be the "hub" for eLearning across the District. These are some of the thoughts that came out of conversations in the master plan process:

- Record live instruction for students online, could be a district center for online media production
- Sharing instructional personnel across the District, professional development for teachers
- Need place for parents in online and preschool, curriculum resource center, big manipulatives, tech lab and computer check out, students move from class to class like a community college
- Include gym, art, science, theater: spaces that support activities that are hard to replicate at home
- Online learning offers greater flexibility at the secondary level to reach kids. Satellite campuses that offer more mobile learning, learning out in the community. 9th and 10th graders are biding time, waiting to get into running start. They are waiting to get out of the comprehensive situation
- Demonstrate a place for 21st century learning
- Retain students who are leaving for alternative programs at college or skills centers
- Provide a multimedia production/online broadcast center for ORLA and other teachers in the District to record and broadcast classes, also used by students who choose to do the same
- Students learn through projects that encourage them to make contributions toward solving real problems.

New Building for ORLA

ORLA happens to be housed in the facility with the worst building condition rating, the Old Rogers Elementary School. It can only support planned growth of the current programs for a few more years. It was clear to the Planning Advisory Committee that a new facility for ORLA is the

right solution. The OSD Board of Directors determined that ORLA should be built on the former McKinley Elementary School site at Boulevard and 15th Ave SE.

Each of the ORLA programs has particular considerations with respect to location within the District:

- Homeschool Connect parents are with their children at school, they drive and they will go anywhere in the District for the program.
- Many iConnect Academy students don't have cars or come to the school after work and would benefit from a central location tied to Intercity Transit routes. At the current Rogers site the bus comes only once per hour.
- ORLA Montessori draws students from across the District and would benefit parents with a more central location.

Other site considerations include:

- Outdoor amenities such as play equipment like an elementary, a field big enough to play soccer, a trail around the perimeter, separate play area for preschool and for kindergarten.
- Outdoor gathering areas and a garden.
- Parking for up to 160 parents and 40 staff, area for food service delivery and service vehicles.

A preliminary model of the spaces to include in the new building for ORLA demonstrates the need for a 66,278 square foot facility. This can serve a total of 667 students at a time. Because of the varied schedules of the programs and that iConnect Academy students are on site a more limited time (sharing space with Homeschool Connect) the facility can serve many more students than it has capacity for at any given time.

Site work for the new construction will begin in August 2013, with construction beginning in fall 2013.

Avanti High School

Through the master plan process, the District affirmed the importance of Avanti High School and directed that the master plan include options for the future of the school. Avanti has changed its intent in recent years to provide an arts-based curriculum delivery with an entrepreneurial focus. Enrollment will be increased to 250 students with greater outreach to middle school students in the District who may choose Avanti as an alternative to the comprehensive high schools, Olympia and Capital High Schools. The school appreciates its current location, close proximity to the arts & business community downtown and the partnership with Madison Elementary School.

The six classrooms in the building are not well suited to the Avanti curriculum as it is developing and hinder the growth of the school. The settings in the school should better reflect the disciplines being taught through "hands on" learning. The school integrates the arts as a way to get the basics. Avanti creates a different learning culture through personalizing education, keeping students' interest and using their minds well. Avanti focuses on depth over breadth.

Students form good habits of the heart and mind. They don't gear up for summative assessments; formative assessments are provided, students must demonstrate their mastery. Students come together in seminars, so space is needed for "town hall" sessions. The auditorium is too one directional; while it works well for some activities the school needs more options.

Facility Options Considered:

- Take over the Knox Center, move administration to another location
- Expand on the Knox Center site in the District warehouse space, move warehouse to the transportation site
- Find a new site for the school, either in leased space or on district owned property somewhere

Twelve learning settings were identified as an appropriate compliment of spaces with the intent for them all to support teaching visual and performing arts:

1. Drama (writing plays, production) - renovate existing stage/auditorium
2. Music/recording studio (writing songs) - look at renovation of warehouse space
3. Dance (math/rhythm) - look at renovation of warehouse space
4. Painting/drawing
5. Three dimensional art (physical & digital media, game design)
6. Photography/video/digital media (also support science & humanities)
7. Language arts
8. Humanities
- 9/10. Math/math
- 11/12. Science/science – need shop space to build projects, a blend of art and science, look at warehouse space

Additional support spaces: special needs, library, independent study, food service, collaborative study areas, administration/counselors, community partnerships.

This development recommendation proposes that Avanti High School move into the entire Knox Building, including the District warehouse space. Light renovation of the buildings would create appropriate space of the kind and quality that the curriculum and culture of the school need.

District administration would move to a facility where the office environment can be arranged in a more effective and space efficient manner. The Knox Building would return to full educational use. This option was seen by the Planning Advisory Committee to be the most cost effective alternative.

The long-term growth of Avanti High School is also seen as a way, over time, to relieve the pressure of projected enrollment growth at Olympia High School.

Olympia High School: Replace Portables with a Permanent Building

While there are still many physical improvements that need to be made at Olympia High School (HS), one of the greatest needs that the Planning Advisory Committee (PAC) identified is the replacement of 10 portables with permanent space. District policy states that 1,800 students is the desired maximum enrollment that Olympia HS should serve. These 10 portables are part of the high school's capacity for that many students. The PAC's recommendation is that these portables should be replaced with a new permanent building and they considered some options with respect to the kinds of spaces that new permanent area should include:

1. Replicate the uses of the current portables in new permanent space
2. Build new area that operates somewhat separate from the comprehensive HS to offer a new model
3. Build new area that is complimentary to the comprehensive high school, but a distinction from current educational model (if the current educational model has a high proportion of classrooms to specialized spaces, build new area with primarily specialized spaces)

Following some of the themes the PAC considered for future learning environments, these are potential considerations they reviewed for the replacement of portables at Olympia HS with a new building:

- Demonstrate a place for 21st century learning
- Retain students who are leaving for alternative programs at college or skills centers
- Partner with colleges to deliver advanced services
- Create a culture that equalizes the disparity between advanced students and those still needing remediation without holding either group back
- Individualized and integrated assisted by personal mobile technology, a social, networked and collaborative learning environment
- A place where students spend less of their time in classes, the rest in small group and individual project work that contributes to earning course credits.
- All grades, multi grade classes
- Art and science blend?
- Convert traditional shops to more contemporary educational programs, environmental science, CAD/CNC manufacturing, health careers, biotechnology, material science, green economy/energy & waste, etc.
- More informal learning space for work done on computers by small teams and individuals
- Collaborative planning spaces, small conference rooms with smart boards
- A higher percentage of specialized spaces to classroom/seminar spaces
- Focus on labs (research), studios (create) and shops (build) learn core subjects through projects in these spaces. (cross-credit for core subjects)
- Blend with the tech center building and curriculum
- Consider the integration of specialized "elective" spaces with general education. All teachers contribute to integrated curriculum.
- Provide a greater proportion of area in the school for individual and small group project work.
- Support deep exploration of subjects and crafting rich material and media, support inquiry and creativity.

Music and science programs are strong draws to Olympia High School, which also offers an AP curriculum. Conversation with school leaders found support for the idea of including more specialized spaces in the new building. Some of the suggested programs include:

- More science, green building, energy systems, environmental sciences
- Material sciences and engineering
- Art/technology integration, music, dance, recording
- Stage theater, digital entertainment,
- Need place for workshops, presentations, poetry out loud

An idea that garnered support was to combine the development of a new building with the spaces in the school's Tech Building, a relatively new building on campus, detached from the rest of the school. The Tech Building serves sports medicine, health career technician, biotechnology and microbiology. It also has a wood shop that is used only two periods/per day and an auto shop that is not used all day so alternative uses of those spaces should be considered.

A new building could be added onto the east side of the Tech Building to form a more diverse combination of learning settings that blend art and science.

Enrollment projections show that Olympia High School will exceed 1,800 students in the future by more than 400 students later in the 15 year planning horizon. A new building could serve alternative schedules, morning and afternoon sessions to double the number of students served by the building. ORLA at Olympia HS is already a choice many students are taking advantage of. A hybrid online arrangement could serve more students in the Olympia HS enrollment area without needing to serve more than 1,800 students on site at any given time.

If the combination of the Tech Building and this new addition was operated somewhat autonomously from the comprehensive high school, alternative education models could be implemented that would draw disaffected students back into learning in ways that engage them through more "hands on" experiential education.

The development recommendation proposed by the Planning Advisory Committee is a 20,000 square foot addition onto the Technology Building with four classrooms, four science labs, one shop and one studio, with collaborative learning spaces that support all of the specialized learning settings. The addition would be placed on the field to the east of the Tech Building.

Capital High School Modernization and JAMS Pathway

Capital High School has received three major phases of improvements over the last 15 years, but more improvements remain, particularly on the exterior of the building. The majority of the finishes on the exterior are from the original construction in 1975, approaching 40 years ago. Most of the interior spaces and systems have seen improvements made, but some changes for contemporary educational considerations can still bring improvement.

One of the primary educational considerations the Planning Advisory Committee (PAC) explored is driven by the creation of the new Jefferson Advanced Math and Science (JAMS) program,

which is centered around Science, Technology, Engineering and Math (STEM) programs, and the need to provide a continuing pathway for JAMS students in that program who will later attend Capital HS. Relatively small improvements can be made to Capital HS that relate to STEM education and also support Capital High School's International Baccalaureate (IB) focus as well.

The conversations with the PAC and leaders in the school focused on 21st century skills like creative problem solving, teamwork and communication, proficiency with ever changing computing, networking and communication/media technologies.

Offering an advanced program at the middle school was the impetus for the new JAMS program. Career and Technical Education (CTE) is changing at Capital HS to support STEM education and accommodate the students coming from Jefferson. Math and science at Capital HS would benefit from more integration. Contemporary CTE programs are transforming traditional shop programs like wood and metal shop into engineering, manufacturing and green building technologies. Employers are looking for graduates who can think critically and problem solve; mapping out the steps in a process and knowing how to receive a part, make their contribution and hand it off to the next step in fabrication. Employers want good people skills; collaborating and communicating well with others. Increasingly these skills will be applied working with colleagues in other countries and cultures. Global awareness will be important. JAMS at the middle school level, and STEM and IB at high school level can be a good fit in this way.

The JAMS curriculum is a pathway into IB. The school is adjusting existing programs to accommodate IB programs. The JAMS program supports the Capital HS IB program through the advanced nature of the curriculum. 60 students are currently enrolled in IB and it was recently affirmed as a program the District would continue to support. The advanced nature of the JAMS program could increase enrollment in the Capital HS IB program. Leaders in the school intend that all students need to be part of this science/math focus.

At Jefferson, there will be a block schedule for JAMS in the morning, and afternoon will be open for electives. Jefferson students will come to Capital with the integrated /curriculum/learning and it may not be there for them otherwise when they get to Capital HS. Capital High School can start with a math/science block (Olympia HS has humanities block) and grow it over time. The program will start with freshmen and add grades over time.

Capital High School is intentional about connecting to employers and to folks from other cultures through distance learning. The District is working with Intel as a partner, bringing engineers in and having students move out to their site for visits and internships. Currently there is video conferencing in Video Production studio space. College courses can be brought into the high school, concentrating on courses that are a pathway to the higher education. The District is already partnering with universities on their engineering and humanities programs to provide university credits; like with St. Martins University on CADD and Robotics. The University of Washington is interested in offering university credit courses at the high school in foreign language, social studies and English. Comcast is on the advisory committee for communication technologies.

The development recommendation for Capital High School is to remodel the classroom pods to bring back the open collaborative learning areas in the center of each pod. The more mobile learning assistive technologies like laptops and tablet computers, with full time access to a network of information and people to collaborate with are changing the way students can engage with the course material, their teachers and their peers. Further development is also recommended in the shops and adjacent media/technology studios. Minor renovations in these

spaces can greatly enhance their fitness for supporting the contemporary JAMS initiatives. The building area of these interior renovations is estimated to be 10% of the total building area.

Extensive renovation of the original exterior walls, windows, doors and roof areas that have not been recently improved is the other major component of this development recommendation.

Future Small Works Roster

The small works roster is summarized below. The roster represents the facilities projects that must be undertaken in the near future. While we have attempted to plan for a six year small-works list, the new items may be identified during the life of the CFP.

	<i>Proposed Items</i>	<i>Projected Cost</i>
1	Electrical service and new fire alarm systems at up to 10 schools	\$1,951,830
2	Replace controls and/or HVAC at up to 10 schools	\$1,924,810
3	8 Emerging projects	\$1,406,600
4	Interior and/or classroom improvements at 6 schools	\$1,283,305
5	Replace transformers at ORLA and Capital HS	\$1,041,000
6	Flooring at 7 schools	\$713,575
7	Renewable energy projects	\$630,000
8	Failed drainage and irrigation controls at 5 schools/sites	\$628,188
9	Emergency generators at 3 sites	\$573,750
10	Ingersoll concrete, roof, and track maintenance	\$563,500
11	Parking lots and paving at 5 schools	\$533,429
12	Re-roof of 1 school	\$324,000
13	Security cameras at up to 4 schools	\$123,750
14	All other	\$107,542
	Total	\$11,681,929

Utilization of Portables as Necessary

The enrollment projections that serve as the basis of this CFP identify that 9 of 11 elementary schools will experience enrollment growth beyond current capacity. Further, the enrollment growth does not reach a critical mass in any one or two adjacent boundary areas to make building a new elementary school feasible. As such, portable facilities will be used as necessary to address capacity needs at individual schools throughout the District.

At this time, the district expects to invest in 7 portables at the elementary level during the period covered by this CFP. Additional portables may be necessary at the high school levels. (The need for middle school portables is unlikely.)

Middle School

Grades 5-8

Project Name:	Centennial Elementary/Intermediate School New Facility
Location:	2825 SE 45 th Ave, Olympia
Site:	15.11 acres
Capacity: capacity for grades 6-8) (<i>Current Utilization Standard</i>)	450 students (113 new student capacity for 5 th grade level and 337 new student
Square Footage:	65,000 s.f.
Cost:	Total project: \$34.4 million (\$6.4 million new student capacity costs)
Project Description:	A new intermediate/middle school to support matriculating students from Centennial Elementary School. This facility will be built on property adjacent to Centennial Elementary forming a comprehensive K-8 grade campus.
Status:	The District anticipates this facility will be available within the time frame of this CFP.

Middle School

Grades 6-8

Project Name:	Jefferson Middle School Remodel
Location:	2200 Conger Ave NW, Olympia
Site:	25 acres
Capacity: (<i>Current Utilization Standard</i>)	599 students (no new student capacity)
Square Footage:	94,151 s.f.
Cost:	Total project: \$4,074,000 million
Project Description:	Remodel existing wing of school to accommodate the new Advanced Math and Science program, as well as support educational trends.
Status:	The District anticipates this facility will be available in 2012.

Alternative Learning Campus

Grades K-12

Project Name:	Olympia Regional Learning Academy (ORLA) New Facility
Location:	1412 Boulevard Road SE, Olympia
Site:	8.6 acres
Capacity: <i>(Current Utilization Standard)</i>	677 students (152 new student capacity)
Square Footage:	66,278 s.f.
Cost:	Total project: \$28 million (\$6.5 million new student capacity costs)
Project Description:	Build a new facility for ORLA in order to serve the iConnect Academy, Home School Connect, and Montessori programs. This facility will be built on property that was the Old McKinley Elementary School site on Boulevard Road.
Status:	The District anticipates this facility will be available in 2015 or 2016.

Elementary School Modernization / Addition

Grades K-5

Project Name:	Garfield Elementary School Modernization / Addition
Location:	325 Plymouth Street NW, Olympia
Site:	7.7 acres
Capacity: <i>(Current Utilization Standard)</i>	469 students (63 new student capacity)
Square Footage:	57,105 s.f.
Cost:	Total project: \$21.3 million (\$2.4 million new student capacity costs)
Project Description:	Demolition of existing gymnasium, cafeteria, and adjacent covered walkways. Replacement of gymnasium and cafeteria areas, major modernization of remaining existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	The District anticipates this facility will be available in 2014 or 2015.

Elementary School Modernization

Grades K-4

Project Name:	Centennial Elementary School Modernization
Location:	2637 45 th Ave SE, Olympia
Site:	11.8 acres
Capacity: <i>(Current Utilization Standard)</i>	479 students (no new student capacity)
Square Footage:	45,345 s.f.
Cost:	Total project: \$12.2 million
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the District anticipates this facility will be available in 2017.

Elementary School Modernization

Grades K-5

Project Name:	McLane Elementary School Modernization
Location:	200 Delphi Road SW, Olympia
Site:	8.2 acres
Capacity: <i>(Current Utilization Standard)</i>	349 students (no new student capacity)
Square Footage:	45,715 s.f.
Cost:	Total project: \$16.8 million
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the District anticipates this facility will be available in 2018.

Elementary School Modernization

Grades K-5

Project Name:	Roosevelt Elementary School Modernization
Location:	1417 San Francisco Ave NE , Olympia
Site:	6.4 acres
Capacity: <i>(Current Utilization Standard)</i>	439 students (no new student capacity)
Square Footage:	47,616 s.f.
Cost:	Total project: \$16.6 million
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the District anticipates this facility will be available in 2018.

High School Modernization

Grades 9-12

Project Name:	Capital High School Modernization
Location:	2707 Conger Ave NW, Olympia
Site:	40 acres
Capacity: <i>(Current Utilization Standard)</i>	1,496 students (no new student capacity)
Square Footage:	254,772 s.f.
Cost:	Total project: \$19.7 million
Project Description:	Modify classroom pod areas and other portions of the existing school in order to support educational trends and students matriculating from the Jefferson Advanced Math and Science program. Replace older failing exterior finishes and roofing.
Status:	Subject to bond approval, the District anticipates this facility will be available in 2018.

High School Addition

Grades 9-12

Project Name:	Olympia High School Addition / portable replacement
Location:	1302 North Street SE, Olympia
Site:	40 acres
Capacity: <i>(Current Utilization Standard)</i>	will limit to 1,811 students (expected to add 70 new student capacity)
Square Footage:	233,960 s.f.
Cost:	Total project: \$11.9 million
Project Description:	Provide additional permanent building area to replace ten portable classrooms. Support educational trends with these new spaces.
Status:	Subject to bond approval, the District anticipates this facility will be available in 2018.

High School Addition/Admin. Center

Grades 9-12

Project Name: Avanti High School
Addition & Modernization & Re-location of District Administrative Center

Location: Avanti HS:
1113 Legion Way SE, Olympia (currently located on 1st floor of District Administrative Center

District Administrative Center:
To be determined

Site: Avanti HS: 7.5 acres

Capacity: Avanti HS: Will limit to 250 students
(*Current Utilization Standard*)

District Administrative Center: To be determined

Square Footage: Avanti HS: 78,000 s.f.

District Administrative center: To be determined

Cost: Avanti HS : Total project: \$8.5 million
District Administrative Center: Estimated \$5.3 million

Project Descriptions: Avanti HS:
Expand Avanti High School by allowing the school to occupy all three floors of the District Administrative Center. Expanding the school will allow additional programs and teaching and learning options that might not be available at the comprehensive high schools.

District Administrative Center: Provide a new location for administrative offices somewhere in the downtown vicinity.

Status: Subject to bond approval, the District anticipates this facility will be available in 2018.

IV. Finance Plan

Capital Levy Revenue

During the fall of 2008, the Board of Directors authorized the formation of a Facility Advisory Committee (FAC) to analyze the Districts' facility needs. This committee assessed the physical condition of the existing facilities, and surveyed the educational program needs for all three levels; elementary school, middle school, and high school. The FAC brought forward its recommendation to the Board of Directors in November of 2009. The committee indicated their priorities by dividing recommendations into an A, B, and C set of investments.

Major capital improvements were recommended for Capital High School (structural upgrades required by the building department to meet current building code), Jefferson Middle School modernization work, and a three-classroom addition to Pioneer Elementary School. Other system improvements and upgrades were recommended for a variety of other schools in the District and included measures that will make all our facilities safe, dry, and conducive to teaching and learning.

The Board of Directors placed a levy measure on the February 2010 ballot in order to secure local funding for this new capital improvement program. The ballot measure was designed to reach the "A" list projects, as prioritized by the FAC. The ballot measure passed and resulted in authorized local funding for these projects. The total proposed funding for this capital improvement was set to come from two sources:

Facility Levy Funding	\$15.5 million
School Impact and Mitigation Fees	\$1.0 million
 Total Revenue	 \$16.5 million

Funding for these levy capital projects does not include state assistance funds because none of the projects were eligible under state guidelines.

Insurance Reimbursement

In June of 2010, the District learned from our insurance carrier that the required structural upgrades at Capital High School will be covered by the insurance carrier. The levy included \$5.5 million in funding since it was not clear if insurance was going to provide any funding for these repairs and upgrades. The scope of work has grown since the levy was passed; the current cost estimate for this work at Capital High School is in the range of \$9 to \$10 million. However, the original \$5.5 million included in the levy for the structural work can be re-purposed to other projects of urgent nature and allowable by state law to the levy fund source.

Eligibility for OSPI Funding Assistance

A calculation of area within the district school inventory that is eligible for state funding assistance, based on the age and size of the schools, was provided to the District by the Office of the Superintendent of Public Instruction in February 2011. They estimated 200,000 square feet

of eligible area for elementary and middle schools (K-8) and 25,000 square feet for the high schools (9-12).

Three factors need to be factored into the equation after determining the eligible area. The 2013 Construction Cost Allowance (CCA) of \$194.26, 2013 State Funding Assistance Percentage (SFAP) for Olympia School District of 49.23% and an 80% multiplier that is applied to funding that will be used for projects qualifying for state match. The state formula would generate a potential for \$15,659,454 in state funding assistance.

Projects implemented from the master plan would need to total the eligible area to get the full amount potentially available. For example, Garfield and ORLA would be eligible for the square footage of the existing buildings that are being replaced, even though the new buildings will be larger. Projects involving the replacement of buildings at the high school level are not part of the development recommendations. The 9-12 funding assistance can be applied to modernization projects for area that has not been previously improved with state funding assistance. The nature of the projects implemented from the master plan will have an impact on the ability of the district to receive the full potential amount of eligible funding assistance.

If we forecast to a 2014 CCA of \$198.08 and keep the SFAP constant, we get a potential amount of \$16,821,463. These amounts are projections and the actual CCA and SFAP will be provided by OSPI at the time state assistance is applied for.

Bond Revenue

The primary source of school construction funding is voter-approved bonds. Bonds are typically used for site acquisition, construction of new schools, modernization of existing facilities and other capital improvement projects. A 60% super-majority voter approval is required to pass a bond. Bonds are then retired through the collection of local property taxes. Proceeds from bond sales are limited by bond covenants and must be used for the purposes for which bonds are issued. They cannot be converted to a non-capital or operating use. As described earlier, the vast majority of the funding for all District capital improvements since 2003 has been local bonds.

The projects contained in this plan exceed available resources in the capital fund, anticipated additional capital levy revenue, and anticipated School Impact and Mitigation Fee revenue. The Board of Directors sold bonds in June 2012, allowing an additional \$82 million in available revenue for construction projects.

Further, the amount of the requested 2012 bond will not fully cover the anticipated projects through 2019, described above. The Board of Directors will likely submit an additional Bonding Authority request during the period covered by this CFP, but the time is not yet specified. The Board will carefully watch enrollment pressure for district high schools, and may adjust the Avanti, Capital and Olympia High Schools project plans if the anticipated enrollment pressure is delayed, which would reduce the second bond request.

Impact Fees

Impact fees are utilized to assist in funding capital improvement projects required to serve new development. For example, local bond monies from the 1990 authority and impact fees were used to plan, design, and construct Hansen Elementary School and Marshall Middle School. The District paid part of the costs of these new schools with a portion of the impact fees collected. Using impact fees in this manner delays the need for future bond issues and/or reduces debt service on outstanding bonds. Thurston County, the City of Olympia and the City of Tumwater all collect school impact fees on behalf of the District.

Impact fees must be reasonably related to new development and the need for public facilities. While some public services use service areas or zones to demonstrate benefit to development, there are four reasons why the use of zones is inappropriate for school impact fees: 1) the construction of a new school benefits residential developments outside the immediate service area because the new school relieves overcrowding in other schools; 2) some facilities and programs of the District are used by students throughout the District (Special Education, Options and PATS programs); 3) school busing is provided for a variety of reasons including special education students traveling to centralized facilities and transportation of students for safety or due to distance from schools; 4) uniform system of free public schools throughout the District is a desirable public policy objective.

The use of zones of any kind, whether municipal, school attendance boundaries, or some other method, conflict with the ability of the school board to provide reasonable comparability in public school facilities. Based on this analysis, the District impact fee policy shall be adopted and administered on a district-wide basis.

Current impact fee rates, current student generation rates, and the number of additional single and multi-family housing units projected over the next six year period are sources of information the District uses to project the fees to be collected.

These fees are then allocated for capacity-related projects as recommended by a citizens' facilities advisory committee and approved by the Board of Directors.

The District's planned projects that will yield more capacity by fall 2017 include: New ORLA facility (K-12), new intermediate/middle school adjacent to Centennial ES, addition at Garfield Elementary School, and nine portables across 11 elementary schools. For purposes of the impact fee calculation included in this Capital Facilities Plan, the District has chosen to use only the construction related costs of the above projects (rather than the total project costs).

Student Generation Rates

To effectively plan for future capacity needs, the District reviews the location and number of proposed new housing developments within the District's service area. Typically, the enrollment model will incorporate historic trends and other factors for long-term projections. In addition, the District reviews upcoming housing starts to project for more immediate needs that may need to be addressed by temporary needs, such as placing portable (temporary) classrooms. In determining the number of new students that may result from new development, the District has

developed “student generation rates” that calculate new student impacts on existing school facilities for each level (elementary, middle, and high schools).

The rates below are based on an updated study in August 2013. The rates are generated using all territory within the boundaries of the Olympia School District. The analysis is based on projects constructed in calendar years 2008 through 2012; the addresses of all students were compared with the addresses of each residential development. Those which matched were aggregated to show the number of students in each of the grade groupings for each type of residential development. A total of 865 single family units were counted between the survey periods; 446 students were generated from these units. A total of 598 multiple family units were counted; and 127 students were associated with these units.

Based on this information, the resulting student generation rates are as follows:

	<u>Single-Family</u>	<u>Multi-Family</u>
Elementary Schools (K-5)	0.274	0.077
Middle Schools (6-8)	0.101	0.065
High Schools (9-12)	0.141	0.070
Total	0.516	0.212

Based on this data, for each 100 single family homes built in the district each year, 51 students will enroll and needs facility space; for each 100 multiple family homes built, 21 students will enroll. About half of the enrollment will be at the elementary level and half at the secondary level. (In contrast, multiple family homes tend to generate more secondary students than elementary students.)

The 2013 student generation rates are notably higher than those prepared in 2012. The District is uncertain as to whether this result is an anomaly or an indication of an emerging pattern. Given this uncertainty, the District is taking a cautious approach in this update and using an average of the 2013 student generation rate and the student generation rate used in last year’s Capital Facilities Plan for purposes of the impact fee calculation. This method results in student generation rates are as follows:

	<u>Single-Family</u>	<u>Multi-Family</u>
Elementary Schools (K-5)	0.203	0.050
Middle Schools (6-8)	0.078	0.038
High Schools (9-12)	0.096	0.039
Total	0.377	0.127

The District plans to revisit the student generation rate calculation in future updates to the Capital Facilities Plan.

Finance Plan Summary

The following table represents preliminary estimates of revenue associated with each group of projects.

	Revenue Source	Amount
1	Capital Levy Revenue Balance Available	\$ 6,773,347
2	Impact and Mitigation Fees Already Collected	\$ 1,691,000
3	Impact Fees and Mitigation Fees Collected 2011-2017	\$ 909,000
4	Bond Financing, Phase I (2012)	\$ 97,800,000
5	Bond Financing, Phase II (Election Year Not Yet Determined)	\$ 95,000,000
6	State Funding Assistance	\$ 15,300,757
7	Other Miscellaneous Capital Fund Balances	\$ 3,864,000
8	Total Revenue	\$ 221,338,104

V. Appendix--Inventory of Unused District Property

Future School Sites

The following is a list of potential future school sites currently owned by the District. Construction of school facilities on these sites is not included in the six-year planning and construction plan.

- ***Boulevard and 15th Avenue SE (Old McKinley) Site***

This site is an 8.9 acre parcel that once served as the site for McKinley Elementary School. The building was replaced in 1989 by Centennial Elementary School located at 2637 45th Avenue SE, Olympia. The existing building was demolished in June 1991. The site is currently undeveloped. Future plans include the construction of a facility for the Olympia Regional Learning Academy, which is currently located in the old John Rogers Elementary School building.

- ***Mud Bay Road Site***

This site is a 16.0 acre parcel adjacent to Mud Bay Road and Highway 101 interchange. The site is currently undeveloped. Future plans include the construction of a new school depending on growth in the student enrollment of adjoining school service areas.

- ***Muirhead Site***

This is a 14.92 acre undeveloped site directly adjacent to Centennial Elementary School, purchased in 2006. Future plans include the construction of a new Intermediate/Middle school.

Other District Owned Property

- ***Henderson Street and North Street (Tree Farm) Site***

This site is a 2.25 acre parcel across Henderson Street from Pioneer Elementary School and Ingersoll Stadium. The site is currently undeveloped. Previously, the site was used as a tree farm by Olympia High School's vocational program. The District has no current plans to develop this property.

Future Site Acquisition

The District is seeking additional properties for use as future school sites. Construction of school facilities for these sites is not included in the six year planning and construction plan. The District has identified the following priorities for acquisition:

- New west side elementary school site - approximately 10 acres
- New east side elementary school site—approximately 10 acres

SCHOOL IMPACT FEE CALCULATIONS							
DISTRICT	Olympia School District						
YEAR	2014 - SF and MF Residence						
School Site Acquisition Cost:							
((AcrexCost per Acre)/Facility Capacity)xStudent Generation Factor							
				Student	Student		
	Facility	Cost/	Facility	Factor	Factor	Cost/	Cost/
	Acreage	Acre	Capacity	SFR	MFR	SFR	MFR
Elementary	10.00	\$ -	400	0.203	0.050	\$0	\$0
Middle	20.00	\$ -	600	0.078	0.038	\$0	\$0
High	40.00	\$ -	1,000	0.141	0.070	\$0	\$0
					TOTAL	\$0	\$0
School Construction Cost:							
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)							
				Student	Student		
	%Perm/	Facility	Facility	Factor	Factor	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	SFR	MFR	SFR	MFR
Elementary	99.00%	\$ 12,368,285	258	0.203	0.050	\$9,634	\$2,373
Middle	99.00%		210	0.078	0.038	\$0	\$0
High	99.00%	\$ 3,015,350	70	0.141	0.070	\$6,013	\$2,985
					TOTAL	\$15,647	\$5,358
Temporary Facility Cost:							
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)							
				Student	Student	Cost/	Cost/
	%Temp/	Facility	Facility	Factor	Factor	SFR	MFR
	Total Sq.Ft.	Cost	Size	SFR	MFR		
Elementary	1.00%	\$ -	25	0.203	0.050	\$0	\$0
Middle	1.00%	\$ -	0	0.078	0.038	\$0	\$0
High	1.00%	\$ -	0	0.141	0.070	\$0	\$0
						\$0	\$0
State Matching Credit:							
Boeckh Index X SPI Square Footage X District Match % X Student Factor							
				Student	Student		
	Boeckh	SPI	District	Factor	Factor	Cost/	Cost/
	Index	Footage	Match %	SFR	MFR	SFR	MFR
Elementary	\$ 194.26	90	49.23%	0.203	0.050	\$1,747	\$430
Junior	\$ 194.26	108	0.00%	0.078	0.038	\$0	\$0
Sr. High	\$ 194.26	130	0.00%	0.141	0.070	\$0	\$0
						\$1,747	\$430
Tax Payment Credit:						SFR	MFR
Average Assessed Value						\$307,909	\$94,505
Capital Bond Interest Rate						4.53%	4.53%
Net Present Value of Average Dwelling						\$2,432,807	\$746,690
Years Amortized						10	10
Property Tax Levy Rate						\$2.0740	\$2.0740
Present Value of Revenue Stream						\$5,046	\$1,549
Fee Summary:				Single	Multi-		
				Family	Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$15,647	\$5,358		
Temporary Facility Cost				\$0	\$0		
State Match Credit				(\$1,747)	(\$430)		
Tax Payment Credit				(\$5,046)	(\$1,549)		
FEE (AS CALCULATED)				\$8,854	\$3,379		
FEE (AS DISCOUNTED 15%)				\$7,526	\$2,872		

Impact fees calculations below are not yet updated for 2013 assessed value, a new student generation rate study, or new facility cost estimates.

SCHOOL IMPACT FEE CALCULATIONS					
DISTRICT	Olympia School District				
YEAR	2014 - Downtown Multi-Family Residence				
School Site Acquisition Cost:					
((AcresxCost per Acre)/Facility Capacity)xStudent Generation Factor					
	Facility	Cost/	Facility	Student	Cost/
	Acreage	Acre	Capacity	Factor	MFR
Elementary	10.00	\$ -	387	0.017	\$0
Middle	20.00	\$ -	210	0.009	\$0
High	40.00	\$ -	97	0.020	\$0
			TOTAL		\$0
School Construction Cost:					
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)					
	%Perm/	Facility	Facility	Student	Cost/
	Total Sq.Ft.	Cost	Capacity	Factor	MFR
Elementary	99.00%	\$ 12,368,285	258	0.017	\$807
Middle	99.00%	\$ -	210	0.009	\$0
High	99.00%	\$ 3,015,350	70	0.020	\$853
			TOTAL		\$1,660
Temporary Facility Cost:					
((Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Fee)					
	%Temp/	Facility	Facility	Student	Cost/
	Total Sq.Ft.	Cost	Size	Factor	MFR
Elementary	1.00%	\$ -	25	0.017	\$0
Middle	1.00%	\$ -	0	0.009	\$0
High	1.00%	\$ -	0	0.020	\$0
					\$0
State Matching Credit:					
Boeckh Index X SPI Square Footage X District Match % X Student Factor					
	Boeckh	SPI	District	Student	Cost/
	Index	Footage	Match %	Factor	MFR
Elementary	\$ 194.26	90	49.23%	0.017	\$146
Junior	\$ 194.26	117	0.00%	0.009	\$0
Sr. High	\$ 194.26	130	0.00%	0.020	\$0
					\$146
Tax Payment Credit:					
					MFR
Average Assessed Value					\$84,834
Capital Bond Interest Rate					4.53%
Net Present Value of Average Dwelling					\$682,970
Years Amortized					10
Property Tax Levy Rate					\$2.0740
Present Value of Revenue Stream					\$1,416
Fee Summary:				Multi-	
				Family	
Site Acquisition Costs					\$0
Permanent Facility Cost					\$1,660
Temporary Facility Cost					\$0
State Match Credit					(\$146)
Tax Payment Credit					(\$1,416)
FEE (AS CALCULATED)					\$0

Impact fees calculations below are not yet updated for 2013 assessed value, a new student generation rate study, or new facility cost estimates.

ENVIRONMENTAL CHECKLIST – OLYMPIA SCHOOL DISTRICT - CAPITAL FACILITIES PLAN 2014-2019

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for Non-project proposals:

Complete this checklist for Non-project proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (part D).

For Non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable:

The adoption of the Olympia School District's (OSD) 2014-2019 Capital Facilities Plan (CFP) for the purposes of planning for the District's facilities needs. The City of Olympia and the City of Tumwater will incorporate the District's CFP into their Comprehensive Plans. Thurston County may also incorporate this Plan into the County's Comprehensive Plan. A copy of the District's CFP is available for review in the District's offices.

2. Name of applicant: **Olympia School District No. 111**

3. Address and phone number of applicant and contact person:

**Timothy Byrne
Capital Planning & Construction
Olympia School District
1113 Legion Way SE
Olympia, WA 98501**

4. Date checklist prepared: **September 9, 2013**

5. Agency requesting checklist: **Olympia School District is Lead Agency**

6. Proposed timing or schedule (including phasing, if applicable):

The CFP is scheduled to be adopted by the District in October, 2013. After adoption, the District will forward the

CFP to the City of Olympia and the City of Tumwater for inclusion in the Comprehensive Plans for these jurisdictions. The District will also forward the CFP to Thurston County for possible inclusion in the County's Comprehensive Plan. The District will continue to update the CFP annually. The projects included in the CFP have been or will be subject to project-level environmental review when appropriate.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
The CFP sets forth the capital improvement projects that the District plans to implement over the next six years. This includes a new Intermediate Middle School, a new Alternative Learning facility for K-12 graders, a Modernized Elementary School and several "small works" projects at schools across the District.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
The projects included in the CFP have undergone or will undergo additional environmental review, when appropriate, as they are developed.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None known of.

10. List any government approvals or permits that will be needed for your proposal, if known.

The District anticipates that the City of Olympia and the City of Tumwater will adopt the CFP into the Comprehensive Plans for these jurisdictions. Thurston County may also adopt the CFP into its Comprehensive Plan.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

This is a non-project action. This proposal involves the adoption of the OSD CFP 2014-2019 for the purpose of planning the District's facilities needs. The District's CFP will be incorporated into the Comprehensive Plans of the City of Olympia and the City of Tumwater. Thurston County may also incorporate the CFP into its Comprehensive Plan. The projects included in the CFP have been or will be subject to project-level environmental review when appropriate. A copy of the CFP may be viewed at the District's offices.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The CFP will affect the OSD. The District includes an area of approximately 80 square miles. The City of Olympia and parts of the City of Tumwater and unincorporated Thurston County fall within the District's boundaries. A detailed map of the District's boundaries can be viewed at the District's offices.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.

The OSD is comprised of a variety of topographic land forms and gradients. Specific topographic characteristics of the sites at which the projects included in the CFP are located have been or will be identified during project-level environmental review when appropriate.

b. What is the steepest slope on the site (approximate percent slope)?

Specific slope characteristics at the sites of the projects included in the CFP have been or will be identified during project-level environmental review.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

Specific soil types found at the sites of the projects included in the CFP have been or will be identified during project-level environmental review when appropriate.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Unstable soils may exist within the OSD. Specific soil limitations on individual project sites have been or will be identified at the time of project-level environmental review when appropriate.

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

Individual projects included in the CFP have been or will be subject, when appropriate, to project-level environmental review and local approval at the time of proposal. Proposed grading projects, as well as the purpose, type, quantity, and source of any fill materials to be used have been or will be identified at that time.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

It is possible that erosion could occur as a result of the construction projects currently proposed in the CFP. The erosion impacts of the individual projects have been or will be evaluated on a site-specific basis at the time of project-level environmental review when appropriate. Individual projects have been or will be subject to local approval processes.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The construction projects included in the CFP have required or will require the construction of impervious surfaces. The extent of any impervious cover constructed will vary with each project included in the CFP. This issue has been or will be addressed during project-level environmental review when appropriate.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

The erosion potential of the projects included in the CFP and appropriate control measures have been or will be addressed during project-level environmental review when appropriate. Relevant erosion reduction and control requirements have been or will be met.

2. Air

a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

Various emissions, many construction-related, may result from the individual projects included in the CFP. The air-quality impacts of each project have been or will be evaluated during project-level environmental review when appropriate. Please see the Supplemental Sheet for Non-project Actions.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Any off-site sources of emissions or odor that may affect the individual projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

The individual projects included in the CFP have been or will be subject to project-level environmental review and relevant local approval processes when appropriate. The District has been or will be required to comply with all applicable air regulations and air permit requirements. Proposed measures specific to the individual projects included in the CFP have been or will be addressed during project-level environmental review when appropriate. Please see the Supplemental Sheet for Non-project Actions.

3. Water

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

There is a network of surface water bodies within the OSD. The surface water bodies that are in the immediate vicinity of the projects included in the CFP have been or will be identified during project level environmental review when appropriate. When necessary, the surface water regimes and flow patterns have been or will be researched and incorporated into the designs of the individual projects.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

The projects included in the CFP may require work near the surface waters located within the OSD. Applicable local approval requirements have been or will be satisfied.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Information with respect to the placement or removal of fill and dredge material as a component of the projects included in the CFP has been or will be provided during project-level environmental review when appropriate. Applicable local regulations have been or will be satisfied.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Any surface water withdrawals or diversions required in connection with the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Each project included in the CFP, if located in a floodplain area, has been or will be required to meet applicable local regulations for flood areas.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Specific information regarding the discharge of waste materials that may be required as a result of the projects included in the CFP has been or will be provided during project-level environmental review when appropriate. Please see the Supplemental Sheet for Non-project Actions.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

Individual projects included in the CFP may impact groundwater resources. The impact of the individual projects included in the CFP on groundwater resources has been or will be addressed during project-level environmental review when appropriate. Each project has been or will be subject to applicable local regulations. Please see the Supplemental Sheet for Non-project Actions.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

The discharges of waste material that may take place in connection with the projects included in the CFP have been or will be addressed during project-level environmental review.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Individual projects included in the CFP may have stormwater runoff consequences. Specific information regarding the stormwater impacts of each project has been or will be provided during project-level environmental review when appropriate. Each project has been or will be subject to applicable local stormwater regulations.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

The projects included in the CFP may result in the discharge of waste materials into ground or surface waters. The specific impacts of each project on ground and surface waters have been or will be identified during project-level environmental review when appropriate. Each project has been or will be subject to all applicable regulations regarding the discharge of waste materials into ground and surface waters. Please see the Supplemental Sheet for Non-project Actions.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Specific measures to reduce or control runoff impacts associated with the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

4. Plants

a. Check or circle types of vegetation found on the site:

- _____ deciduous tree: alder, maple, aspen, other
- _____ evergreen tree: fir, cedar, pine, other
- _____ shrubs
- _____ grass
- _____ pasture
- _____ crop or grain
- _____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- _____ water plants: water lily, eelgrass, milfoil, other
- _____ other types of vegetation

A variety of vegetative zones are located within the OSD. Inventories of the vegetation located on the sites of the projects proposed in the CFP have been or will be developed during project-level environmental review when appropriate.

- b. What kind and amount of vegetation will be removed or altered?

Some of the projects included in the CFP may require the removal or alteration of vegetation. The specific impacts on vegetation of the projects included in the CFP have been or will be identified during project-level environmental review when appropriate.

- c. List threatened or endangered species known to be on or near the site.

The specific impacts to these species from the individual projects included in the CFP have been or will be determined during project-level environmental review when appropriate.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Measures to preserve or enhance vegetation at the sites of the projects included in the CFP have been or will be identified during project-level environmental review when appropriate. Each project is or will be subject to applicable local landscaping requirements.

5. Animals

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other:
mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other:

An inventory of species that have been observed on or near the sites of the projects proposed in the CFP has been or will be developed during project-level environmental review when appropriate.

- b. List any threatened or endangered species known to be on or near the site.

Inventories of threatened or endangered species known to be on or near the sites of the projects included in the CFP have been or will be developed during project-level environmental review when appropriate.

- c. Is the site part of a migration route? If so, explain.

The impacts of the projects included in the CFP on migration routes have been or will be addressed during project-level environmental review when appropriate.

- d. Proposed measures to preserve or enhance wildlife, if any:

Appropriate measures to preserve or enhance wildlife have been or will be determined during project-level environmental review when appropriate.

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

The State Board of Education requires the completion of a life-cycle cost analysis of all heating, lighting, and

insulation systems before it will permit specific school projects to proceed. The energy needs of the projects included in the CFP have been or will be determined at the time of specific engineering and site design planning when appropriate. Please see the Supplemental Sheet for Non-project Actions.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

The impacts of the projects included in the CFP on the solar potential of adjacent projects have been or will be addressed during project-level environmental review when appropriate

c. What kinds of energy conservation features are included in the plans of this proposal?

List other proposed measures to reduce or control energy impacts, if any:

Energy conservation measures proposed in connection with the projects included in the CFP have been or will be considered during project-level environmental review when appropriate.

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Please see the Supplemental Sheet for Non-project Actions.

1) Describe special emergency services that might be required.

Please see the Supplemental Sheet for Non-project Actions.

2) Proposed measures to reduce or control environmental health hazards, if any:

The projects included in the CFP comply or will comply with all current codes, standards, rules, and regulations.

Individual projects have been or will be subject to project-level environmental review and local approval at the time they are developed, when appropriate.

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

A variety of noises from traffic, construction, residential, commercial, and industrial areas exists within the OSD. The specific noise sources that may affect the projects included in the CFP have been or will be identified during project-level environmental review when appropriate.

2) 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.

The projects included in the CFP may create normal construction noises that will exist on short-term bases only. The construction projects could increase traffic around the construction sites on a short-term basis. Because the construction of additional high school capacity will increase the capacity of the District's school facilities, this project may create a slight increase in traffic-related or operations-related noise on a long-term basis. Similarly, the placement of portables at school sites will increase the capacity of school facilities and may create a slight increase in traffic-related or operations-related noise. Neither of these potential increases is expected to be significant. Please see the Supplemental Sheet for Non-project Actions.

3) Proposed measures to reduce or control noise impacts, if any:

The projected noise impacts of the projects included in the CFP have been or will be evaluated and mitigated during project-level environmental review when appropriate. Each project is or will be subject to applicable local regulations.

8. Land and shoreline use

a. What is the current use of the site and adjacent properties?

There are a variety of land uses within the OSD, including residential, commercial, industrial, institutional, utility, open space, recreational, etc.

b. Has the site been used for agriculture? If so, describe.

The known sites for the projects included in the CFP have not been used recently for agriculture.

c. Describe any structures on the site.

The structures located on the sites for the projects included in the CFP have been or will be identified and described during project-level environmental review when appropriate.

d. Will any structures be demolished? If so, what?

The structures located on the sites for the projects included in the CFP have been or will be identified and described during project-level environmental review when appropriate.

e. What is the current zoning classification of the site?

The sites that are covered under the CFP have a variety of zoning classifications under the applicable zoning codes. Site-specific zoning information has been or will be identified during project-level environmental review when appropriate.

f. What is the current comprehensive plan designation of the site?

Inventories of the comprehensive plan designations for the sites of the projects included in the CFP have been or will be completed during project-level environmental review when appropriate.

g. If applicable, what is the current shoreline master program designation of the site?

Shoreline master program designations of the sites of the projects included in the CFP have been or will be identified during project-level environmental review when appropriate.

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

Any environmentally sensitive areas located on the sites of the projects included in the CFP have been or will be identified during project-level environmental review.

i. Approximately how many people would reside or work in the completed project?

The OSD currently serves approximately 9,000 full-time equivalent (FTE) students. Enrollment is expected to continue to increase over the next 20 years. The District employs approximately 1,200 people.

j. Approximately how many people would the completed project displace?

Any displacement of people caused by the projects included in the CFP has been or will be evaluated during project-level environmental review when appropriate. However, it is not anticipated that the CFP, or any of the projects contained therein, will displace any people.

k. Proposed measures to avoid or reduce displacement impacts, if any:

Individual projects included in the CFP have been or will be subject to project-level environmental review and local approval when appropriate. Proposed mitigating measures have been or will be developed at that time, when necessary.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The compatibility of the specific projects included in the CFP with existing uses and plans has been or will be assessed as part of the comprehensive planning process and during project-level environmental review when appropriate.

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

No housing units would be provided in connection with the completion of the projects included in the CFP.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

It is not anticipated that the projects included in the CFP will eliminate any housing units. The impacts of the projects included in the CFP on existing housing have been or will be evaluated during project-level environmental review when appropriate.

c. Proposed measures to reduce or control housing impacts, if any:

Measures to reduce or control any housing impacts caused by the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The aesthetic impacts of the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

b. What views in the immediate vicinity would be altered or obstructed?

The aesthetic impacts of the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Appropriate measures to reduce or control the aesthetic impacts of the projects included in the CFP have been or will be determined on a project-level basis when appropriate.

11. Light and glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

The light or glare impacts of the projects included in the CFP have been or will be addressed during project-level environmental review, when appropriate.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

The light or glare impacts of the projects included in the CFP have been or will be addressed during project level environmental review when appropriate.

- c. What existing off-site sources of light or glare may affect your proposal?

Off-site sources of light or glare that may affect the projects included in the CFP have been or will be evaluated during project-level environmental review when appropriate.

- d. Proposed measures to reduce or control light and glare impacts, if any:

Proposed measures to mitigate light and glare impacts have been or will be addressed during project level environmental review when appropriate.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

There are a variety of formal and informal recreational facilities within the OSD.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

The recreational impacts of the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate. The projects included in the CFP, including proposed new school facilities, may enhance recreational opportunities and uses.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Adverse recreational effects of the projects included in the CFP have been or will be subject to mitigation during project-level environmental review when appropriate. School facilities usually provide recreational facilities to the community in the form of play fields and gymnasiums.

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

There are no known places or objects listed on, or proposed for, such registers for the project sites included in the CFP. The existence of historic and cultural resources on or next to the sites has been or will be addressed in detail during project-level environmental review when appropriate.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

An inventory of historical sites at or near the sites of the projects included in the CFP has been or will be developed during project-level environmental review when appropriate.

- c. Proposed measures to reduce or control impacts, if any:

Appropriate measures will be proposed on a project-level basis when appropriate.

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

The impact on public streets and highways of the individual projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

The relationship between the specific projects included in the CFP and public transit has been or will be addressed during project-level environmental review when appropriate.

- c. How many parking spaces would the completed project have? How many would the project eliminate?

Inventories of parking spaces located at the sites of the projects included in the CFP and the impacts of specific projects on parking availability have been or will be conducted during project-level environmental review when appropriate.

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

The need for new streets or roads, or improvements to existing streets and roads has been or will be addressed during project-level environmental review when appropriate.

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Use of water, rail, or air transportation has been or will be addressed during project-level environmental review when appropriate.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

The traffic impacts of the projects included in the CFP have been or will be addressed during project-level environmental review when appropriate.

- g. Proposed measures to reduce or control transportation impacts, if any:

The mitigation of traffic impacts associated with the projects included in the CFP has been or will be addressed during project-level environmental review when appropriate.

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

The District does not anticipate that the projects identified in the CFP will significantly increase the need for public services.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

New school facilities have been or will be built with automatic security systems, fire alarms, smoke alarms, heat sensors, and sprinkler systems.

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

Electricity, natural gas, water, refuse service, telephone, and sanitary sewer utilities are available at the known sites of

the projects included in the CFP. The types of utilities available at specific project sites have been or will be addressed in more detail during project-level environmental review when appropriate.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Utility revisions and construction needs have been or will be identified during project-level environmental review when appropriate.

D.SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

To the extent the CFP makes it more likely that school facilities, including new high school, middle school, and elementary capacity, as well as several small works projects, will be constructed, some of these environmental impacts will be more likely. Additional impermeable surfaces, such as roofs, access roads, and sidewalks could increase stormwater runoff, which could enter surface or ground waters. Heating systems, emergency generators, and other school equipment that is installed pursuant to the CFP could result in air emissions. The projects included in the CFP should not require the production, storage, or release of toxic or hazardous substances, with the possible exception of the storage of diesel fuel or gasoline for emergency generating equipment. The District does not anticipate a significant increase in the production of noise from its facilities, although the projects included in the CFP will increase the District's student capacities.

Proposed measures to avoid or reduce such increases are:

Proposed measures to mitigate any such increases described above have been or will be addressed during project-level environmental review when appropriate. Stormwater detention and runoff will meet applicable County and/or City requirements and may be subject to National Pollutant Discharge Elimination System (NPDES) permitting requirements. Discharges to air will meet applicable air pollution control requirements. Fuel oil will be stored in accordance with local and state requirements.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The CFP itself will have no impact on these elements of the environment. The projects included in the CFP may require clearing plants off of the project sites and a loss to animal habitat. These impacts have been or will be addressed in more detail during project-level environmental review when appropriate. The projects included in the CFP are not likely to generate significant impacts on fish or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Specific measures to protect and conserve plants, animals, and fish cannot be identified at this time. Specific mitigation proposals will be identified, however, during project-level environmental review when appropriate.

3. How would the proposal be likely to deplete energy or natural resources?

The construction of the projects included in the CFP will require the consumption of energy.

Proposed measures to protect or conserve energy and natural resources are:

The projects included in the CFP will be constructed in accordance with applicable energy efficiency standards.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The CFP and individual projects contained therein should have no impact on these resources.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Appropriate measures have been or will be proposed during project-level environmental review when appropriate. Updates of the CFP will be coordinated with Thurston County and the Cities of Tumwater and Olympia as part of the Growth Management Act process, one of the purposes of which is to protect environmentally sensitive areas. To the extent the District's facilities planning process is part of the overall growth management planning process, these resources are more likely to be protected.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The CFP will not have any impact on land or shoreline use that is incompatible with existing comprehensive plans, land use codes, or shoreline management plans. The District does not anticipate that the CFP or the projects contained therein will directly affect land and shoreline uses in the area served by the District.

Proposed measures to avoid or reduce shoreline and land use impacts are:

No measures to avoid or reduce land use impacts resulting from the CFP or the projects contained therein are proposed at this time.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The construction projects included in the CFP may create temporary increases in the District's need for public services and utilities. The new school facilities will increase the District's demands on transportation and utilities. These increases are not expected to be significant.

Proposed measures to reduce or respond to such demand(s) are:

No measures to reduce or respond to such demands are proposed at this time.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The CFP will not conflict with any laws or requirements for the protection of the environment.

DETERMINATION OF NONSIGNIFICANCE

Issued with a 14 day comment and appeals period

Description of Proposal:

This threshold determination analyzes the environmental impacts associated with the following actions, which are so closely related to each other that they are in effect a single course of action:

1. The adoption of the Olympia School District's Capital Facilities Plan 2014-2019 by the Olympia School District No. 111 for the purposes of planning for the facilities needs of the District;
2. The amendment of the Comprehensive Plans of the Cities of Tumwater and Olympia to include the Olympia School District's Capital Facilities Plan 2014-2019 as part of the Capital Facilities Element of these jurisdictions' Comprehensive Plans; and
3. The possible amendment of the Thurston County Comprehensive Plan by Thurston County to include the Olympia School District's Capital Facilities Plan 2014-2019 as part of the Capital Facilities Element of Thurston County's Comprehensive Plan.

Proponent: Olympia School District No. 111

Location of the Proposal:

The Olympia School District includes an area of approximately 80 square miles. The City of Olympia and parts of the City of Tumwater and parts of unincorporated Thurston County fall within the District's boundaries.

Lead Agency:

Olympia School District No. 111

The lead agency for this proposal has determined that the proposal does not have a probable significant adverse environmental impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of the completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2). The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted before 12:01 p.m., September 24, 2013. The responsible official will reconsider the DNS based on timely comments and may retain, modify, or, if significant adverse impacts are likely, withdraw the DNS. If the DNS is retained, it will be final after the expiration of the comment deadline.

Responsible Official: Mr. Timothy Byrne, AIA
Supervisor, Capital Planning & Construction
Olympia School District No. 111

Telephone: (360) 596-8560

Address: 1113 Legion Way S.E.
Olympia School District, Room 300
Olympia, WA 98501

You may appeal this determination in writing before 12:01 p.m., September 24, 2013, to Mr. Timothy Byrne, Supervisor, Capital Planning & Construction, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, WA, 98501.

Date of Issue: September 9, 2013
Date Published: September 10, 2013



**RESOLUTION 518
CAPITAL FACILITIES PLAN 2014-2019**

WHEREAS, the Olympia School District No. 111 (the "District") is responsible for providing public educational services at the elementary, middle and high school levels to students now residing or who will reside in the District, and;

WHEREAS, new residential developments have major impacts on the public school facilities in the District, and;

WHEREAS, the District is often unable to fund and construct permanent school facilities to keep pace with the rate residential developments are constructed, and;

WHEREAS, the intent of the Legislature in enacting the Growth Management Act (the "GMA") is to ensure that adequate facilities are available to serve new growth and development, and;

WHEREAS, the GMA authorizes impact fees in order to provide an additional source of revenue for financing public facilities, and;

WHEREAS, the GMA authorizes counties, cities and towns to impose school impact fees on behalf of school districts, and;

WHEREAS, the District desires to cooperate with the cities of Olympia and Tumwater (the "cities") and with Thurston County in the implementation of the GMA and in the assessment and collection of school impact fees, and;

WHEREAS, the GMA requires impact fees to be imposed through established procedures and criteria, and;

WHEREAS, the GMA requires a schedule of fees for each type of development activity and requires that the schedule be based upon a formula or other method of calculating such impact fees, and;

WHEREAS, the GMA permits local jurisdictions to provide for an exemption from the payment of impact fees for low-income housing and other development activities with broad public purposes; and

WHEREAS, the Board of Directors supports such an exemption for low-income housing located within the District; and

WHEREAS, the District has studied the need for additional school facilities to serve new developments and has developed a Capital Facilities Plan, and;

WHEREAS, the District has reviewed the cost of providing school facilities and evaluated the need for new revenues to finance additional facilities, and;

WHEREAS, the District has developed, after extensive study and analysis, a methodology for calculating school impact fees, and;

WHEREAS, the results of the study are set forth in the *Olympia School District Capital Facilities Plan (the "CFP") 2014-2019*, and;

WHEREAS, the CFP provides a schedule of fees for each type of development activity in compliance with the GMA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Olympia School District No. 111, Thurston County, Washington, as follows:

1. That the Board of Directors of the Olympia School District No. 111, hereby adopts the *Olympia School District Capital Facilities Plan 2014-2019*, which sets forth, among other components, the need for district capital projects, the cost of providing school facilities, the need for new revenues to finance additional facilities, the methodology for calculating school impact fees, and a schedule of fees for each type of development activity as required by the GMA; and,
2. That the Board of Directors of the Olympia School District No. 111 requests the cities of Olympia and Tumwater, and Thurston County, to adopt the CFP as the basis for imposing school impact fees within the cities of Olympia and Tumwater, and in Thurston County; and,
3. That the Board of Directors of the Olympia School District No. 111 requests the cities of Olympia and Tumwater to provide for an exemption from the payment of school impact fees for low-income housing, and that Thurston County include such an exemption in a County ordinance adopting school impact fees.

ADOPTED by the Board of Directors of the Olympia School District No. 111, Thurston County, Washington, at an open public meeting thereof, notice of which was given as required by law, held the 14th day of October, 2013, the following Directors being present and voting therefore:

OLYMPIA SCHOOL DISTRICT NO. 111,
A municipal corporation of the State of Washington


Eileen Thomson, President


Justin L. Montemmitt, Vice President


Mark D. Campeau, Director


Allen T. Miller, Director


Frank L. Wilson, Director

Attest:


Dominic G. Cvitanich, Secretary