



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-753-8447

Meeting Agenda City Council

Tuesday, November 12, 2013

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [13-0922](#) Parks Stewardship Program

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 [13-0945](#) Approval of November 4, 2013 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [13-0900](#) Approval of Community Development Block Grant (CDBG) Annual Action Report (CAPER) for Program Year 2012

Attachments: [PY2012 Draft CAPER](#)

SECOND READINGS - None

FIRST READINGS

- 4.C [13-0894](#) Approval of Appropriation Ordinance in the Amount of \$1,076,000 for the 22nd Avenue Sidewalk Project.

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

5. PUBLIC HEARING

- 5.A [13-0936](#) Public Hearing on the 2014 City of Olympia Operating Budget and 2014-2019 Capital Facilities Plan (CFP)

Attachments: [Link to 2014 Preliminary Operating Budget](#)
[Link to 2014-2019 Preliminary CFP](#)
[Community Park Project Description](#)
[Proposed Utility Rate Increases](#)
[General Facility Charge Increases](#)
[Lodging Tax Recommendations](#)
[Impact Fees](#)

- 5.B [13-0941](#) Public Hearing on the Ad Valorem Tax Ordinance

Attachments: [Draft Ordinance for Ad Valorem Tax](#)
[Estimated 2014 General Fund Revenue by Type](#)

6. OTHER BUSINESS - None

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 Council

Parks Stewardship Program

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

Agenda Date: 11/12/2013

Agenda Number: 2.A

File Number: 13-0922

File Type: recognition

Version: 1

Status: Recognition

..Title

Parks Stewardship Program

..Report

Presenter(s):

Parks Ranger Sylvana Niehuser 360.753.8365



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Meeting Minutes - Draft City Council

Information: 360-753-8447

Monday, November 4, 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

Mayor Buxbaum recognized Boy Scout Brandon Corbin in the audience.

1.B APPROVAL OF AGENDA

Councilmember Langer moved, seconded by Councilmember Hankins, to approve the agenda. 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

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

IT Supervisor Melynda Schmidt reviewed a new feature on the City's web page called Oly Speaks! This allows the City to obtain feedback from citizens on various topics. Councilmember thanked staff for their work on this new online feature.

The recognition was received.

3. PUBLIC COMMUNICATION

Ms. Carol Person, campaign manager for Protect Our Children., said she is concerned that the Olympia City Council continues to support a low barrier shelter. She asked the Council to send a letter to the Thurston County Commissioners stating that Olympia no longer supports the low barrier shelter and to pull back \$400,000 in funding for it.

Mr. Jim Reeves spoke of an impending earthquake.

Ms. Laura Worf, Executive Director of the Olympia Master Builders, introduced the new Government Affairs Director Adam Frank.

Ms. Sue Danver spoke of the Olympia Airport Master Plan and said the comment period for this issue is over. She is concerned about the dramatic growth at the airport, and said public outreach has been insufficient.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

Councilmember Rogers addressed Sue Danver and said this will go through a permitting process in which case you can give comment. She also stated she is still getting calls from her neighbors to shut down the low barrier shelter. She said it sounds like there may be a shelter, but not a low barrier shelter.

Councilmember Roe said she believes the low barrier shelter is a work in progress and encouraged donations to shelters.

Councilmember Langer said this is on an upcoming Land Use and Environment Committee meeting and he will give a report about it later this month.

4. CONSENT CALENDAR

- 4.A 13-0899** Approval of October 22, 2013 City Council Meeting Minutes

The minutes were adopted.

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

The minutes were adopted.

- 4.C 13-0916** Approval of Bills and Payroll Certification

Claim check numbers 338551 through 340186: Total \$12,436,784.74; and Payroll check numbers 86424 through 86515 and Direct Deposit Transmissions: Total \$7,015,298.12.

The decision was adopted.

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

The contract was adopted.

- 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

The contract was adopted.

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

The decision was adopted.

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

The ordinance was adopted on second reading.

- 4.H 13-0485 Approval of Ordinance Amending OMC 13.24, Reclaimed Water

The ordinance was adopted on second reading.

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

The ordinance was adopted on second reading.

FIRST READINGS - None

Approval of the Consent Agenda

Mayor Pro Tem Jones moved, seconded by Councilmember Hankins, to adopt the Consent Calendar. 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

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

Housing Program Manager Anna Schlecht introduced this item. She said this report covers the period from Sept 1, 2012 thru August 31, 2013. She reported there will be a groundbreaking ceremony for the Family Shelter and Affordable Housing Project on Tuesday, Nov. 12 at 10:00 a.m. at the Smith Building on 7th Ave. She noted this project is scheduled to be completed in March of 2014. The written comment period on this item is open until 5:00 p.m. November 11. Mayor Buxbaum, Mayor Pro Tem Jones, and Councilmembers Cooper, and Hankins stated they will attend the

groundbreaking event.

The public hearing was opened. No one signed up to speak. The public hearing was closed.

The public hearing was held and written comment will be left open until 5:00 p.m. on November 11.

6. OTHER BUSINESS

6.A 13-0906 Continued Discussion of the 2014 Operating Budget

Lodging Tax

Councilmember Hankins reported the Lodging Tax Advisory Committee recommends 11 tourism contracts in 2014 for a total of \$230,000. She said all those who submitted a request for funding will be funded although three are less than requested. The Lodging Tax Advisory Committee is recommending \$20,000 less than 2013 because some hotels will be closed for renovation. She noted legislation has changed so we can now use funds for operating expenses of tourism events. Plus, the Council can approve or deny the Committee's recommendations as a group or individually, but we cannot change the amount or add groups.

Communications Manager Cathie Butler explained the administration of the contracts.

Utility Rates and General Facility Charges

Public Works Director Rich Hoey provided details on the water utility rates and stated the Utility Advisory Committee supports staff recommendations.

Drinking Water Utility

Mission: Provide safe and reliable water while protecting our environment.

Main rate drivers:

- McAllister Wellfield debt service
- Eliminating Fire Suppression Charge to General Fund
- Inflationary cost increases

Mr. Hoey said staff has recommended a 7% increase in this utility. He then reviewed the tiered rates.

Wastewater Utility

Mission: Keep it in the pipe

Rate Drivers:

- Avoided rate increases in 2012 and 2013 - use of cash above reserves
- Inflationary cost increases

Staff has recommended a 4% increase in this utility.

Storm and Surface Water Utility

Mission: Minimize flooding. Improve water quality. Protect and enhance aquatic habitat.

Rate Drivers:

- Balance carried forward from 2013
- Inflationary cost increases
- Percival Creek PWTF loan paid off

Staff is Proposing a 2% rate increase in this utility

General Facility Charges

Mr. Hoey noted the following increases:

Drinking Water - 7.7% increase

Wastewater - 4.5% increase

Stormwater - 7.7% increase

He then reviewed what is coming in 2014

McAllister Wellfield on line possibly in June

State Avenue Stormwater Retrofit

Black Lake Sewer Lift Station Upgrade

Water and Stormwater Master Plan Updates

Waste ReSources Director Dan Daniels reviewed the Waste ReSources utility.

Mission: We lead and inspire our community toward a waste-free future.

Rate Drivers:

- Avoided rate increases in 2012 and 2013
- Decrease in recycle commodity values
- Inflationary increases

He reviewed the rate increases for drop box services and also reviewed residential and commercial rate increases.

Residential - 8% increase - this is due to an increase in the City's tipping fee

Commercial - 5% increase

Organics - 6% increase

Mr. Daniels reviewed what is coming in 2014

- Toward Zero Waste Master Plan Update
- Residential Cost of Service Study
- Commercial Recycling Cost of Service Study
- Expansion of One-Side-of-Road Collection

Mr. Daniels closed by saying overall the average residential customer's bill will increase by \$9.82 bi-monthly for all utilities.

Impact Fees

City Manager Steve Hall provided some background on impact fees and said the State allows cities to charge fees for infrastructure costs related to new growth.

He reported the Parks impact fees for a Single family residence shows an inflationary increase of \$140 and the Transportation impact fee is up about \$46.

School Impact Fees

Olympia School District's Assistant Superintendent for Fiscal and Operations Jennifer Priddy addressed the Council. She noted City staff found some calculation errors in their impact fees and, therefore, the School District will hold a second public hearing on November 12 to consider adopting the adjusted rates. She then reviewed the rates as corrected and reported the following:

Single family residential impact fee rates are up \$795.

Multi-family impact fee rates are up \$1,749.

Downtown rates remain at zero.

Ms. Priddy provided information on the reasoning for the different rates for single family and multi-family impact fees.

Administrative Services Director Jane Kirkemo reviewed the next steps of the budget process.

Nov 12 - Public Hearing on the Operating and Capital Budgets

Nov. 18 - Olympia Planning Commission will hold a public hearing on the School

District's CFP and the record for written comments will remain open until 5:00 p.m. on November 19

Nov. 26 - Budget Balancing

The discussion was completed.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmember Roe stated she attended the Comprehensive Plan information forum at McKenny Elementary school on October 30. She also highlighted the new "5 Things" brochure .

Mayor Pro Tem Jones acknowledged the Coalition of Neighborhood Associations budget forum that was held last Tuesday. He also reported on a special meeting of Thurston Regional Planning Council and the State Department of Transportation which he attended regarding a section of I-5 near Joint Base Lewis-McChord and possible improvements. He provided highlights of a noon session he attended regarding homeless in the community and of the Thurston Regional Planning Council meeting. He Asked Councilmember Rogers if she could attend the Intercity Transit Authority Board meeting for him on November 20. She said she believes she can.

Councilmember Hankins thanked staff for the Budget 365 meeting with the Coalition of Neighborhood Associations.

Councilmember Langer reviewed highlights of the Land Use and Environment Committee meeting, including sub-area planning, Implementation strategy of CFP, low barrier shelter zoning and development regulations, alcohol impact area, and the downtown project III.

Mayor Buxbaum noted there will be a tree planting celebration on November 11 at 11:00 a.m. in front of Madison Elementary school on Legion Way.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall said that although we lost power to nine pump stations this past weekend, the generators flipped on and there was no damage.

9. ADJOURNMENT

Meeting adjourned at 9:40 p.m.

City of Olympia

City Council

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

Approval of Community Development Block Grant (CDBG) Annual Action Report (CAPER) for Program Year 2012

Agenda Date: 11/12/2013

Agenda Number: 4.B

File Number: 13-0900

File Type: decision

Version: 2

Status: Consent Calendar

..Title

Approval of Community Development Block Grant (CDBG) Annual Action Report (CAPER) for Program Year 2012

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the CDBG Program's Annual Report (CAPER) and direct staff to submit it to HUD.

..Report

Issue:

Approval of the CDBG Program's Program Year 2012 annual report (CAPER) and direct staff to submit it to HUD.

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 City produced the CDBG Program Year 2012 (9/1/12 - 8/31/13) annual report called the "Consolidated Annual Performance and Evaluation Report (CAPER)."

The City held a 15-day public comment period that ran from October 28, 2013, through 5:00 p.m. on Monday, November 11, 2013. This public comment period included a public hearing held on November 4, 2013. No one testified at the public hearing.

Public comments will be presented to Council at the meeting. Staff will incorporate all public comments 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.

Agenda Date: 11/12/2013

Agenda Number: 4.B

File Number: 13-0900

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.

The draft report was made available at the following locations:

- 1) **Online** at 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

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) Move to approve the CDBG Program's Annual Report (CAPER) and direct staff to submit it to HUD

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:

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Karen Kenneson
M. Anna Schlecht
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**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

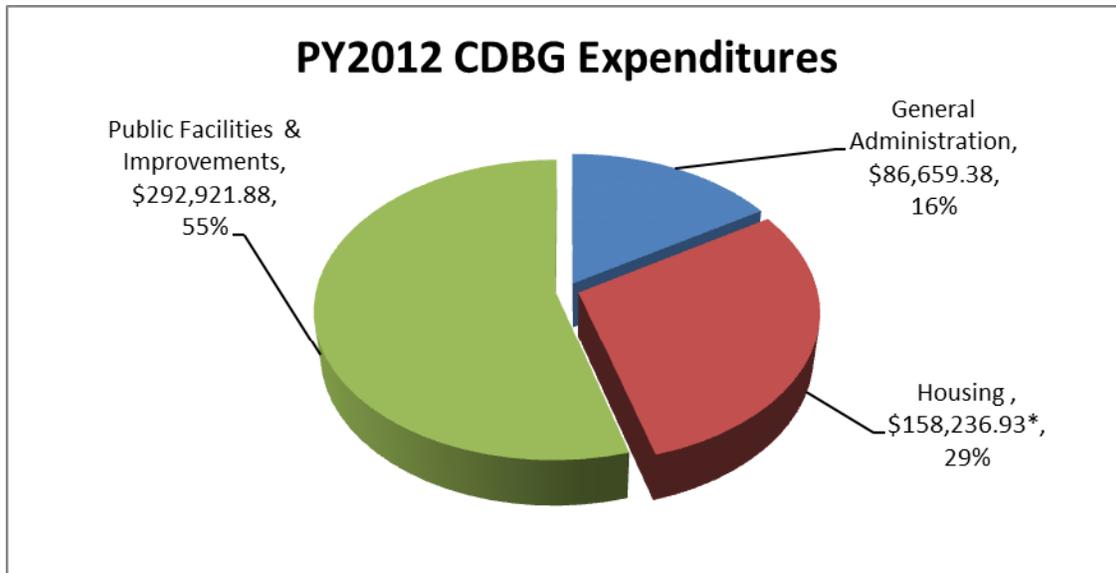
Highlights of the 2012 Program Year

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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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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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 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 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



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2012

ATTACHMENT 2

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OLYMPIA

CDBG Beneficiaries by Income Category

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

IDIS

U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT

DATE: 10/16/2013

TIME: 12:19:10 PM

OFFICE OF COMMUNITY PLANNING AND 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



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2012
OLYMPIA

ATTACHMENT 4

Date: 16-Oct-2013

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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

Financing

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

Description:

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

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

Financing

Funded Amount: 44,723.75
 Drawn Thru Program Year: 44,723.75
 Drawn In Program Year: 0.00

Description:

Design and engineering costs to support full rehabilitation and expansions of the B&B Apartments.

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								
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							
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
Location: 711 State Ave NE Olympia, WA 98506-3984

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Youth Services (05D) **National Objective:** LMC

Initial Funding Date: 09/23/2011

Description:
 Transitional housing for homeless youth ages 18-21 and their dependents

Financing

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

Number assisted:

	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

Income Category:

Owner Renter Total Person

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
--------------	---------------------------------	----------------------

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

<i>Number assisted:</i>	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
Financing Description: Business training to create new microenterprise businesses

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	# Benefitting
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

Funded Amount: 3,155.22
Drawn Thru Program Year: 3,155.22
Drawn In Program Year: 0.00

Description:

Counseling, inspections, work specification preparations, and loan servicing of revolving loan projects

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							
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:

Table with columns: Owner (Total, Hispanic), Renter (Total, Hispanic), Total (Total, Hispanic), Person (Total, Hispanic). Rows include White, Black/African American, Asian, American Indian/Alaskan Native, etc.

Income Category:

Table with columns: Owner, Renter, Total, Person. Rows include Extremely Low, Low Mod, Moderate, Non Low Moderate, Total, Percent Low/Mod.

Annual Accomplishments

Table with columns: Years, Accomplishment Narrative, # Benefitting. Row for 2011: A single-family home was acquired and renovated for use by developmentally disabled adults during PY 2011.

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

Financing

Funded Amount: 86,659.38
 Drawn Thru Program Year: 86,659.38
 Drawn In Program Year: 86,659.38

Description:

PY 2012 administration and planning charges

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							

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							
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							
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
Description:

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							

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

City Council

Approval of Appropriation Ordinance in the Amount of \$1,076,000 for the 22nd Avenue Sidewalk Project.

Agenda Date: 11/12/2013

Agenda Number: 4.C

File Number: 13-0894

File Type: ordinance

Version: 1

Status: First Reading

..Title

Approval of Appropriation Ordinance in the Amount of \$1,076,000 for the 22nd Avenue Sidewalk Project.

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the appropriation ordinance in the amount of \$1,076,000 for the 22nd Avenue Sidewalk Project on first reading and forward to second reading.

..Report

Issue:

Whether to approve an ordinance to appropriate funds from a *Safe Routes to School* grant. The funds will be used to design and construct the 22nd Avenue Sidewalk Project.

Staff Contact:

Randy Wesselman, Public Works Transportation, 360.753.8477

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

On April 10, 2012, City Council authorized staff to submit the 22nd Avenue Sidewalk Project, between Cain Road and Boulevard Road, for the *Safe Routes to School* grant program. The City applied for and received grant funds for this project, which was identified in the 2003 Sidewalk Program. The project will construct a 6-foot sidewalk on the south side of 22nd Avenue from Cain Road to Boulevard Road and on the north side from Wilson Street to Swanee Place.

In order to proceed with the project, the grant funds need to be appropriated. Attached is the appropriation ordinance.

Intercity Transit is participating in this grant. They will provide education and outreach to Washington Middle School and NOVA Middle School to encourage walking and biking along this route.

Agenda Date: 11/12/2013
Agenda Number: 4.C
File Number: 13-0894

Neighborhood/Community Interests (if known):

The City has received multiple requests from the public to construct a sidewalk on 22nd Avenue. The community is generally supportive of this project, with concern expressed by some individuals about impacts to trees and their property. We will work with residents throughout the project to identify and address concerns where possible. The sidewalk will enhance pedestrian safety on a busy road and provide better walking access to nearby schools, parks, and transit.

Options:

1. Approve the appropriation ordinance in the amount of \$1,076,000 for the 22nd Avenue Sidewalk Project on first reading and forward to second reading. This allows the project to proceed to design and construction. If approved, the project will be completed in 2014/2015.
2. Do not adopt the appropriation ordinance. The project will not proceed, unless another funding source is identified and the grant funds will need to be returned.

Financial Impact:

Safe Routes to School Grant Funds:	\$1,076,000
Local Match (Previously Appropriated) - Utility Tax Funds:	\$ 782,100
Local Match - Intercity Transit (in-kind services):	<u>\$ 41,200</u>
Total Project Cost:	\$1,899,300

Ordinance No.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO THE 2013 BUDGET, AND APPROPRIATING \$1,076,000 TO THE 22nd AVENUE SIDEWALK PROJECT, FUNDED BY A GRANT FROM THE SAFE ROUTES TO SCHOOL GRANT PROGRAM

WHEREAS, the City of Olympia has been awarded \$1,076,000 from the Safe Routes to School Grant Program;

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

Section 1. That the following appropriations are hereby made:

CAPITAL IMPROVEMENT FUND (317)

Resources:	Federal Grants, Indirect Safe Routes to School Program Grant	\$1,076,000
	TOTAL RESOURCES	\$1,076,000
Appropriations:	22 nd Avenue Sidewalk Project	\$1,076,000
	TOTAL APPROPRIATIONS	\$1,076,000

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

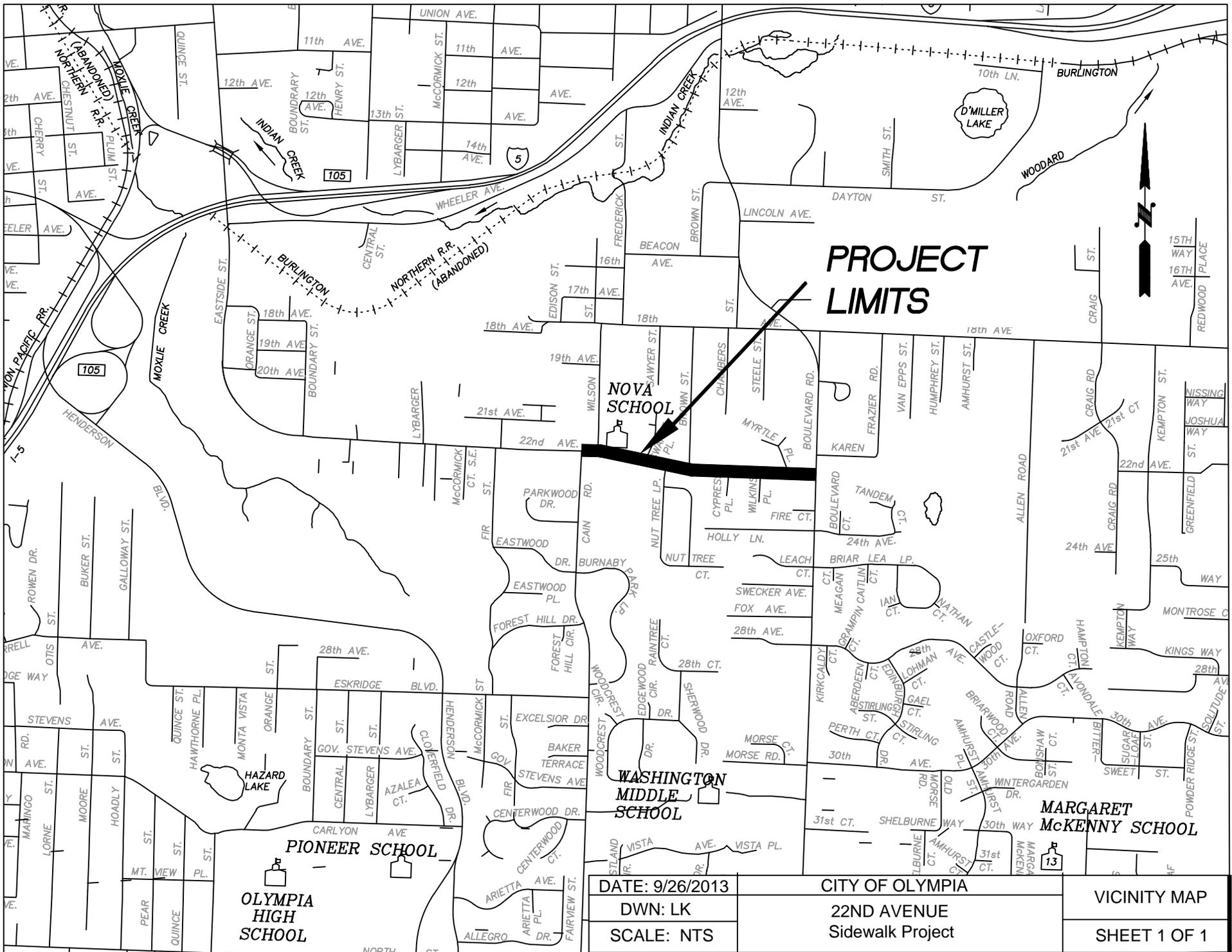
Darre Nienobe DA

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



**PROJECT
LIMITS**

**NOVA
SCHOOL**

**WASHINGTON
MIDDLE
SCHOOL**

**MARGARET
McKENNY SCHOOL**

**OLYMPIA
HIGH
SCHOOL**

PIONEER SCHOOL

DATE: 9/26/2013	CITY OF OLYMPIA	VICINITY MAP
DWN: LK	22ND AVENUE	SHEET 1 OF 1
SCALE: NTS	Sidewalk Project	

City of Olympia

City Council

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

Public Hearing on the 2014 City of Olympia Operating Budget and 2014-2019 Capital Facilities Plan (CFP)

Agenda Date: 11/12/2013

Agenda Number: 5.A

File Number: 13-0936

File Type: public hearing

Version: 1

Status: Public Hearing

..Title

Public Hearing on the 2014 City of Olympia Operating Budget and 2014-2019 Capital Facilities Plan (CFP)

..Recommended Action

Committee Recommendation:

The Finance Committee will present recommendations on the Budget and CFP at a later date. Various City advisory committees forwarded written recommendations to the Council at an earlier date. The Planning Commission will submit additional written recommendations for the Council to consider at the Council's November 19th meeting following the Planning Commission's public hearing on November 18th.

City Manager Recommendation:

Move to open the public hearing and take comments on the 2014 City of Olympia Preliminary Operating Budget and CFP. The Council should close the public hearing for oral presentations at the end of the oral comments and should accept written comments until November 19, 2013 at 5:00pm.

..Report

Issue:

The hearing is an opportunity for the public to comment on the 2014 Operating Budget and Capital Facilities Plan.

Staff Contact:

Steve Hall, City Manager, 360.753.8370

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

Jane Kirkemo, Administrative Services Director

Jennifer Priddy, Olympia School District

Background and Analysis:

The 2014 Preliminary Operating budget was presented on October 22, 2013 followed by a neighborhood forum on October 29th. The Preliminary CFP was presented in July and the Council held a separate public hearing on the CFP on Oct 8, 2013. This hearing provides additional opportunity for the council to hear from the public on the Capital and Operating Budgets of the City. The Operating Budget includes utility rate increases and recommendations for the Lodging Tax. The City of Olympia CFP

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includes the Olympia School District CFP along with inflationary increases in parks, transportation, and school impact fees.

Operating Budget

The 2014 City of Olympia Preliminary Operating Expenditure Budget is \$119 million representing a 4.2% increase over the 2013 budget. The General Fund, comprising the basic municipal services, is \$65 million or a 3.5% increase in expenditures.

The utilities comprise about 45% of the total expenditures. The Utility budgets include the following increases in residential rates:

Drinking Water - 7% revenue increase

Wastewater - 4% rate increase

Storm water - 2% rate increase

LOTT - 3% rate increase

Waste Resources:

Residential - 8% rate increase

Commercial - 5% rate increase

Organics - 6% rate increase

In addition to the rate increases, the general facility charges (GFC) and the capital development charges (CDC) for LOTT will increase. (See attachment.)

Drinking Water - 7.7% rate increase

Waste water - 4.5% rate increase

Storm and Surface water - 7.7% rate increase

LOTT - 4.3% rate increase

Lodging Tax Advisory Committee (LTAC) - Also included in the Operating Budget is the recommendation from the LTAC. Councilmember Hankins is the Council Representative on the committee. The committee recommends \$230,000 in tourism service contracts for 2014. (See attachment.)

Capital Facilities Plan (CFP)

The 2014-2019 City of Olympia Preliminary Capital Facilities Plan is \$122 million. The Utilities represent approximately one third of the Preliminary CFP. The Olympia School District CFP was presented separately but will be included in the final CFP document.

Changes to Preliminary CFP:

The Staff recommendation is to replace the current Volume 3 (Capital Facilities Plan) of the Comprehensive Plan in its entirety with the revised goals, policies, and background information found in the preliminary CFP.

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Isthmus Parcels: At the time the Isthmus parcels were acquired, the City was awaiting word on whether it would receive any grant funding from the State for the parcels. On April 23, 2013, City staff provided the City Council with another potential way to fund the Isthmus acquisition by identifying \$1,060,000 in projects that could be deferred. Based on the availability of at least one alternative funding strategy to receiving a complete grant, the City Council authorized the City Manager to enter into a purchase and sale agreement with the owner. The City has since been notified by the Recreation Conservation Office that it has been awarded a grant of at least \$200,000. The amount of that grant could increase if other applications drop off the granting agency's list. In addition, Council set aside \$50,000 in Community Development Block Grant Funding to be used for building demolition, and the Olympia Capitol Park Foundation has committed to presenting the City with \$100,000 towards this effort in late 2013.

On August 27, 2013, a memorandum to the City Council stated that the final funding decision for the Isthmus parcels would be made concurrent with the City Council's adoption of the 2014-2019 CFP. Staff proposes the Isthmus parcels be funded as was previously proposed and the grant funds be used for demolition or acquisition purposes. Ultimately, additional funds will be needed for complete demolition or additional acquisitions.

To make up the \$1,060,000 shortfall, staff continues to support using unspent funds from three previously funded capital projects. The three projects are Priest Point Park Shelter, West Bay Master Plan, and West Bay Park Cleanup. The projects will remain a part of the CFP but with less funding.

Due to the special water quality sensitivity of Ward Lake and unique environmental constraints including steep slopes to and into the water, City staff proposes to further examine next steps for the Ward Lake parcel prior to engaging in an extensive master planning process. Accordingly, no capital budget funds are proposed or requested at this time for the Ward Lake parcel. After staff conducts additional review, appropriate next steps can be determined.

Staff proposes the Council accept and consider the public comment as to the funding of the Isthmus and the related sections of the CFP, *including the "Community Park Expansion" project description.* (See attachment #3.) The 2014-2019 CFP contains \$350,000 to begin the demolition process of the existing structures.

Impact Fees

Impact fees are a significant source of funding for the Olympia School District and the City of Olympia CFP. The attachment outlines the changes in impact fees. After the Olympia School Board adopted their 2014-2019 CFP including impact fees, staff found an error in the impact fee calculation. The correct fee is noted on Attachment #7 and

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the School Board will adopt the revised rates at their meeting on November 12.

Neighborhood/Community Interests (if known):

The 2014 Operating Budget includes \$23,000 for neighborhood matching grants.

Options:

Hold the public hearing. In addition staff recommends Council allow written comment until 5:00 p.m. on Tuesday November 19, 2013. This will allow sufficient time for the Planning commission to hold another public hearing on the Olympia School District CFP and submit comments to the Council prior to final budget balancing

Financial Impact:

The 2014 Operating Expenditure Budget is \$119 million and the 2014-2019 Capital Facilities Plan is \$122 million. Both the Preliminary Operating Budget (including LTAC recommendations and utility rate increases) as well as the Preliminary Capital Facilities Plan are available on the City's website for public review.



2014 Budget



Preliminary



City of



OlympiaTM



2014 Preliminary Operating Budget

Prepared by the City of Olympia
Administrative Services Department

PO Box 1967
Olympia, Washington 98507-1967

INFORMATION & RESOURCES

CONTACT INFORMATION

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Phone: 360.753.8325/ Fax: 360.753.8165
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CITY COUNCIL

Stephen H. Buxbaum, Mayor	Nathaniel Jones, Mayor Pro Tem
Jeannine Roe	Jim Cooper
Julie Hankins	Steve Langer
Karen Rogers	

MUNICIPAL COURT JUDGE

Scott Ahlf

ADMINISTRATION

Steven R. Hall, City Manager
Jay Burney, Assistant City Manager
Tom Morrill, City Attorney
Cathie Butler, Communications Manager
Jane Ragland Kirkemo, Administrative Services Director
Keith Stahley, Community Planning & Development Director
Larry Dibble, Fire Chief
Ronnie Roberts, Police Chief
Shawn Ward, Interim Parks, Arts & Recreation Director
Paul Simmons, Parks, Arts & Recreation Director
Rich Hoey, Public Works Director

PLANNING COMMISSION

Judy Bardin	Roger Horn	Max Brown
Carole Richmond	Jessica Bateman	Jerome Parker, Chair
Darrell Hoppe	Kim Andresen	Missy Watts

Transportation Mobility Strategy / olympiawa.gov/transportation

Olympia Comprehensive Plan / imagineolympia.com

Olympia Bicycle Master Plan / olympiawa.gov/transportation

Water System Plan / olympiawa.gov/drinkingwater

LOTT Clean Water Alliance / lottcleanwater.org

ACKNOWLEDGEMENTS

The City Council wishes to acknowledge the many individuals who contributed time and expertise to the preparation and publication of the 2014 Preliminary Operating Budget.

The annual Operating Budget is an important responsibility of a local government and was developed in compliance with Washington State Law as set forth in RCW 35.33.

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

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YOUR LOCAL GOVERNMENT

MEET YOUR CITY COUNCIL



Stephen H. Buxbaum
Mayor - Dec 2015*

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

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

For more information on the City Council and Olympia’s form of government, please see the Appendix section of this document.



Nathaniel Jones
Mayor Pro Tem
Dec. 2015*



Julie Hankins
Dec. 2013*



Steve Langer
Dec. 2015*



Jim Cooper
Dec. 2013*



Jeannine Roe
Dec. 2013*



Karen Rogers
Dec. 2013*

Citizen Advisory Boards & Commissions

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

- Arts Commission
- Bicycle/Pedestrian Advisory Committee
- Design Review Board
- Heritage Commission
- Lodging Tax Advisory Committee
- Parking Business Improvement Area Board
- Parks and Recreation Advisory Committee
- Planning Commission
- Utility Advisory Committee



* Term Ends

GUIDE TO READING THE BUDGET

The City of Olympia’s Operating Budget document is designed to facilitate understanding of the City’s financial plan to provide municipal services and generate a clear picture of City operations to citizens and interested parties.

This section is designed to help acquaint the reader with the budget document and provides an overview of the budget process, document arrangement, and other helpful resources.

The budget has been divided into eight tabbed sections (Department sections defined as one section):

Introduction

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

Revenue

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

Policies & Guidelines

This section consolidates the City’s organizational goals and budgeting and financial policies. Also included is an overview of the City’s performance measurement program, Tracking for Success.

Department Sections

Each department section begins with a department narrative including a mission statement, brief department description, organizational chart, summary of operating expenditures and revenues, and identification of significant changes to the budget as compared to last year. Department narratives also include the department’s line of business structure with descriptions, operational trends, budget summary and highlights, future challenges and opportunities, recent accomplishments, full time equivalent (FTE) position count, and performance measures and goals for each line of business.

Debt Administration

This section provides detailed information about the City’s debt policies, debt capacity, and statements of indebtedness.

Supplementary Information

The Supplementary Information section contains full time equivalent (FTE) information for the City’s classified positions, presented in alphabetical order. Information is also provided on classification bargaining unit, pay grade and salary.

Capital Facilities Projects

The Capital Facilities Projects section provides information on the City’s six-year capital improvement plan, including major construction and capital acquisition projects.

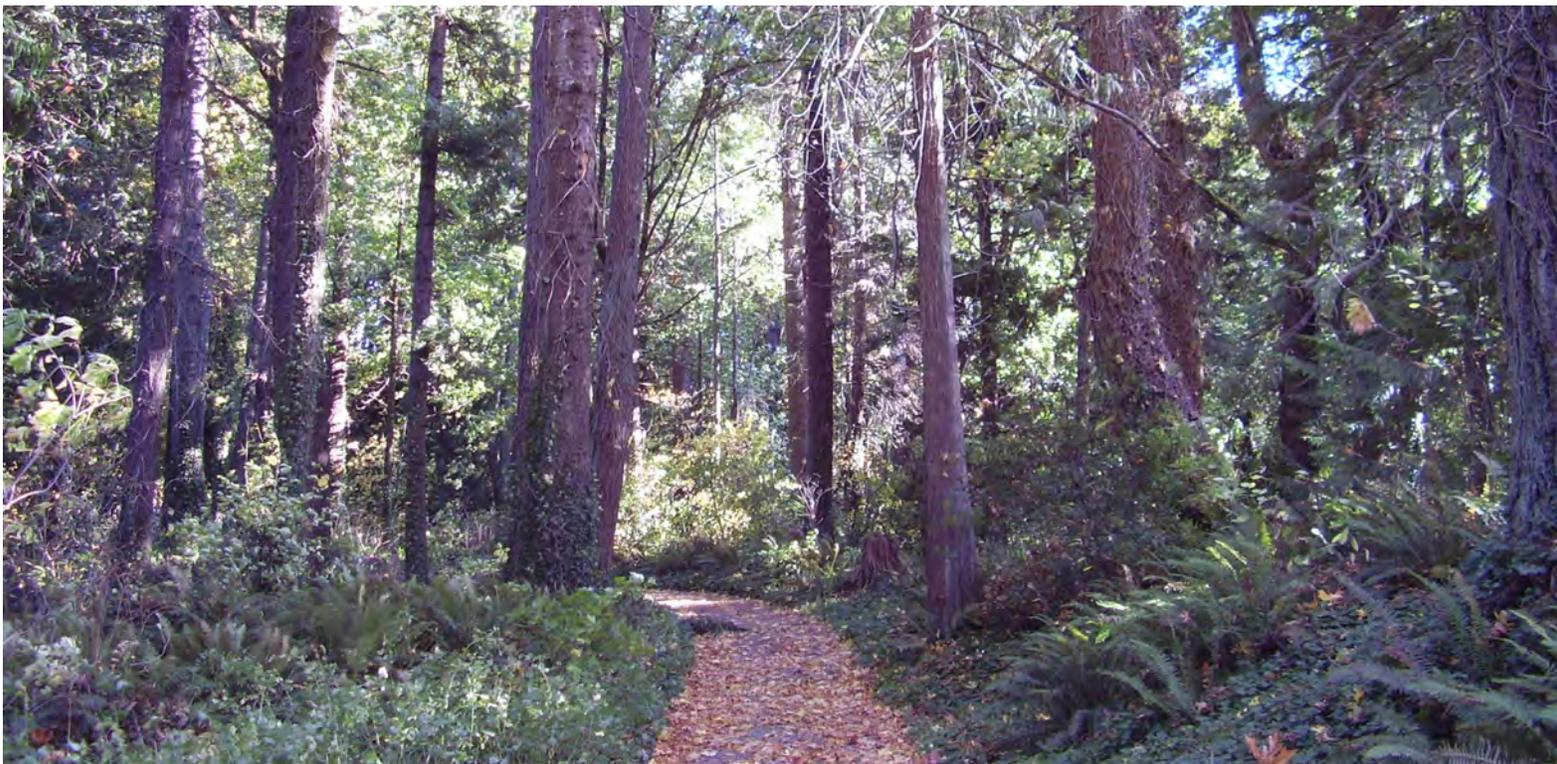
Appendix

The Appendix contains a variety of historical and community information about Olympia, as well as a full glossary of terms and acronyms used in the budget document.









LETTER FROM CITY MANAGER

October 23, 2013

Dear City Council, Citizens, and Employees,

We are on the right path but not out of the woods.

I am pleased to present the City of Olympia 2014 Operating Budget. The budget is balanced and affordable, with a heightened focus on public safety. There are no layoffs or cuts in services, no major tax increases, and only inflationary increases in our utilities. It has been a long and difficult five years since I was last able to make that statement. The recession lasted longer and cut deeper than anyone ever anticipated. While the proposed 2014 budget is balanced without major cuts, the structural problems of maintaining core City services persists.

Modest revenue gains and some cost controls have put us on the right path; however more work is needed to get us out of the woods of financial unsustainability. The 2014 budget allows us to maintain core services with additions in public safety possible because of new revenues. But this is not the time to expand or grow other services. Anything else added new in this budget must come by cutting something else to ensure long term sustainability.

We are in this position today not by coincidence but by choice. Over the past few years we made tough decisions, reformed operations, embraced innovation, utilized smart technologies—and we aggressively managed our expenses. Relying on the Long Term Financial Strategy (LTFS) enabled us to align the right level of community investment with services focused on community priorities, despite having to operate in an environment of financial austerity.

We have learned much from past financial hardships and are still learning. Sustainability, adaptability, and inclusiveness were key factors in our progression through the economic difficulties and are important goals we take away from that learning experience. These goals dictate the Council's 2013 priorities and form the basis of the 2014 Operating Budget.

Council 2013 Priorities

- Adopt a Sustainable Budget
- Champion Downtown
- Change the Culture of Community Development
- Inspire Strong Relationships

General Fund

The 2014 Operating Budget is \$119.3 million. It represents a 4.2% increase in expenditures. The General Fund, comprising basic municipal services, is \$65 million, reflecting a \$2.2 million increase, or a 3.5% increase over 2013. Nothing is more important to ensuring Olympia is a great place to live, work, and play than public safety. As in the past, the largest portion of the General Fund is for Police and Fire (42%). Over half of the increase for 2014 is for public safety.

There are two main reasons for this increase – voter approval for a tax increase and federal dollars. For the next two years, the City will receive federal money from a Staffing for Adequate Fire and Emergency Response (SAFER) grant to cover the cost of two positions in the Fire Department. Towards cessation of the grant, the new fire training center will generate sufficient revenue to cover

LETTER FROM CITY MANAGER

the ongoing costs originally provided by the grant. The two, new Fire employees will operate the training center and implement the new residential sprinkler requirement effective July 1, 2014.

In mid-year 2013, the City began collecting the 1/10% sales tax increase approved by voters. In 2014 we will receive a full year of this revenue – \$1.4 million. The table below details how the voter approved sales tax will be spent. (numbers rounded)

	2013	2014
Victim Assistance	\$ 85,000	\$ 85,000
Traffic Unit & SROs	385,000	385,000
Crime Prevention	115,000	115,000
Westside Police Station	17,000	17,000
Downtown Emphasis	100,000	100,000
Contract Jail Beds	135,000	135,000
Downtown Ambassadors	60,000	60,000
Additional Sergeant & Walking Patrol		200,000
Drug Task Force Officer		100,000
Equipment Replacement		75,000
Police Technology		106,000
Approximate Totals	\$ 900,000	\$ 1,400,000

The additional four Police and two Fire positions, along with additional funding for technology, will help insure we meet two of the Council priorities for 2013 – adopting a sustainable budget and championing downtown Olympia – while keeping our commitment to the community about how the sales tax dollars will be spent. The additional funding supports two Police Officers in the Walking Patrol, adds a sergeant, and returns an officer to the Thurston County Narcotics Task Force.

Citizen Involvement

2014 will include the adoption of *Imagine Olympia* – the City’s Comprehensive Plan (Plan) for Olympia’s future. The Plan defines where we want to go, setting the framework to guide decision-makers for the next 20 years. The Plan took more than three years to develop with hundreds of citizens helping to shape the Plan throughout the public process. This Plan also helps define Council’s priority to change the culture of community development.

One theme to come out of the Plan’s public process was a need for greater inclusiveness about the City’s finances. We need to share the challenges we face and the difficult choices we must make to overcome them. During the summer, staff and the City’s Finance Committee worked to include boards and commissions, residents, community stakeholders, and other regional partners in a substantive budget dialogue. Our new budgeting process, *Budget 365*, was launched last month and could be an unprecedented effort to inform and listen to citizens about City services and quality of life in Olympia. *Imagine Olympia* and *Budget 365* will help implement the fourth Council priority – inspire strong relationships.

Balancing the Budget

So, how did we balance the 2014 Operating Budget? Initiatives and innovations undertaken during the past several years, coupled with a positive shift in the economy were sufficient to balance the budget. General sales tax, development fees and property taxes from new construction account for the biggest increase in revenues and are a reflection of resurgence in the construction industry. These increases, along with the voter approved 1/10% Criminal Justice Sales Tax, account for \$1.8 million or 70% of the 2014 revenue increase.

It took more than revenue increases to balance the budget. Two major expense reductions were needed. Our costs for health insurance were \$300,000 less than estimated. The City participates in a pool with 200 other cities through the Association of Washington Cities (AWC). The AWC Trust will become self-insured next year, eliminating some very significant taxes thereby reducing the City’s 2014 expense. Additionally, the legislature made some changes that now allow the Drinking Water Utility to pay for the cost of fire flow, also further reducing General Fund expenses. The fire flow plus insurance savings reduce General Fund expenses by \$700,000.

Utilities

The vision for our utilities has always been to sustainably manage our environmental resources. While the vision is tied to community needs and service delivery, we cannot lose sight of affordability. Under State law, the utilities are managed as separate enterprise funds with dedicated funding supported through rates and charges. Staff and the Utility Advisory Committee (UAC) are recommending modest rate increases. We are optimistic that these increases will avoid major rate spikes in the future and will cost the average residential customer less than \$5 per month.

Drinking Water	7%
Wastewater	4%
Wastewater Treatment (LOTT)	3%
Storm and Surface Water	2%
Waste ReSources	
Residential	8%
Commercial	5%
Organics	6%

2014 will be a landmark year for Olympia utilities. In Drinking Water, we hope to complete the transition of our main water supply source to McAllister Wellfield to provide a more protected and productive supply source. This transition has been decades in the making and is built on strong relationships with the tribes, State, and regional partners. This will insure our water supply for the next 50 years and will complete a major capital expansion, thereby leveling off future Drinking Water revenue increases. Early in 2014, we should complete the automated meter reading project. This project will replace all meters 10 years old or older and move 85% of the system to a fixed automated meter network with the remaining 15% of the system on mobile (drive-by) meters. This will reduce operating costs with the

LETTER FROM CITY MANAGER

elimination of two FTEs and increase revenue. Older meters tend to read a lower consumption. And finally, legislation was adopted this year allowing the Drinking Water Utility to pay the cost of fire flow, previously expensed in the General Fund (approximately \$175,000 net savings).

Additionally, the City has been asked to participate in a Countywide ban on plastic bags. The ban is scheduled to take effect in July 2014. The regional ban on bags and McAllister Wellfield project are great examples of the Council's priority to inspire strong relationships by working with others.

Staff and the UAC are proposing rate increases across all of the sectors in Waste ReSources. One significant reason for the increase in the residential rate is due to the drop in the recyclables market. The revenue or expense to process recyclables fluctuates significantly from year to year. Staff and the UAC are currently evaluating options that will allow us to increase the demand for our recyclables.

Revenue Outlook

Total revenues for the City have increased 4.8% or \$5.3 million. In the General Fund, revenues increased 4.3% or \$2.6 million. Last November the voters approved a 1/10% sales tax increase for Public Safety. 2014 is the first full year of implementation of the sales tax and should generate \$1.4 million. Public safety dollars, coupled with an increase in general sales tax and development related fees allow us to face the coming years with cautious optimism. This budget assumes \$15.8 million in regular sales tax. This takes us to the 2008 level but is still \$1 million below the pre-recession high. The good news is the increase is spread across all major sectors. Automotive, retail, and construction were hit very hard during the recession but are showing signs of growth. Development related revenues are up 16% (\$365,000) reflecting increases in commercial and residential activity. These are both very positive signs about our local economy. The budget assumes a 1% increase in property taxes and \$70 million in new construction. Earlier estimates assumed a 2% decrease in Assessed Value (AV); however, this budget reverses the three year trend and includes a 3.7% increase in AV. Although it does not impact tax revenue, this has a very favorable impact on our debt capacity and is another indication our economy is turning around.

In 2013 we reluctantly used \$220,000 of Real Estate Excise Tax (REET) in the Operating Budget, as authorized by the legislature. This required us to reduce funding for pavement management in the Capital Budget. I am pleased to state the 2014 Operating Budget is balanced without any use of REET. The funds will remain in the Capital Budget.

Although we are approaching the budget enthusiastically, there are revenues that have not rebounded from the recession. Private utility taxes, along with cable franchise fees are down 6.2% (\$363,000). Unfortunately, this has become a trend over the last couple of years. More and more people have eliminated telephone land lines and use only their mobile phones. In addition, people are streaming television programs/events via the Internet and have dropped their cable service. Utility taxes impact the General Fund, as well as the Capital Budget. The amount available from utility taxes for Parks and Pathways is also decreasing.

Revenue from court fines are down for the fourth year in a row, due in part to the number of vacant police officer positions we have carried over the last 18 months. With fewer officers on the street, there are fewer arrests/citations being issued. We currently have a number of officers at the academy and hope to be fully trained and staffed by the end of 2014. Court fines are down by 27% (\$115,000). This decline in citations also impacts Probation Services. Their revenues are down 2.5% (\$46,000).

The increases in property values, sales tax, and development related activities are all positive signs the economy is rebounding. However as we get back on the right path for operations, I must acknowledge the large deficiencies in maintenance of our Capital Facilities including buildings, roads and parks. Major investments are required in capital to meet our future obligations.

Conclusion

This budget is both a dividend for the hard work we have done and a down payment on the hard work yet to do. While a very welcomed relief, these positive economic trends are not a free pass to postpone making tough decisions or to put reform on hold. Developing a sustainable budget is a bit of a juggling act. With finite resources, what is the right balance of investment in programs and services vs. preserving our infrastructure? Being a good steward of taxpayer money means knowing when to make significant capital investments in order to produce positive, long-term community or economic impacts. Parks infrastructure, pavement management and building repair are all investments that we can no longer "kick down the road." I want to work with the Council and community next year to evaluate revenue options to address infrastructure maintenance.

As we look ahead, we know there will be many challenges and opportunities. Looking back over the last five years, we have come through some tumultuous times and we can take strength and confidence from our experiences. We went back to basics and we learned our lessons. We became leaner and smarter and we are in a good position to move forward. And most importantly, we have kept our commitments with neighborhoods, businesses, and the community by being good stewards of the public interest. In today's political environment, that is no small thing.

We must continue to work together to ensure we stay focused on keeping Olympia a great city to live, work, and play.

Respectfully submitted,



Steven R. Hall
City Manager

City of Olympia | at a glance

GENERAL DATA

Population	48,480
Date Incorporated as a City	January 28, 1859
Active Registered Voters	30,852
Area of City (Square Miles)	19.74
Acres of Land within City Limits	12,634
Miles of Streets Maintained	510
Land Use (2013 Estimate)	
Single-Family Residential	145 Permits
Multi-Family Residential (five or more units) Condominiums, Apartments, Mixed Use	1 Permit
New Commercial	8 Permits
Plats - number of new lots created	2 Permits
Number of Public Hearings for Land Use Actions	11
Code Enforcement Cases	
Abandoned Vehicle Calls	171
Nuisance Complaint Calls	59

ENVIRONMENT & UTILITIES

Miles of Municipal Sewer Pipes	224
Number of Square Miles the Sanitary Sewer System Spans	25
Number of Municipal Water Sources	7
Drinking Water Lines (Miles)	307
Water Services in Municipal Water Service Area	19,222
Gallons of Potable Municipal Water Delivered Per Year (2012)	1.98 billion
Gallons of Reclaimed Municipal Water Delivered in 2012	10.5 million

2013 RECYCLED MATERIALS (EST.)

Percentage of Waste Recycled and Composted by Single-Family Residential Customers	56%
Amount of Yard Waste and Food Scraps Collected for Composting from Residents and Businesses	6,100 tons
Amount of Mixed Recyclables (Newsprint/Mixed Papers, Glass, Plastic Bottles, Aluminum, Cardboard, etc.)	4,700 tons
Number of 3rd Grade Students Who Participated in the City's "In-School" Waste Prevention and Education Program	700
Aluminum Cans Collected	106 tons
Cans Per Person Collected	152
Newsprint Collected	2,130 tons

Source: City of Olympia waste collection data and EPA Waste Reduction Model (WARM) and Greenhouse Equivalency Calculator, Can Manufacturer's Institute, TRPC Profile of Olympia Population (rounded)

City of Olympia | at a glance

FIRE DEPARTMENT

Fire Stations	4
Companies on Duty	8
Department Divisions	3
Training Center	1
On Duty Staffing	20
Work Week	49.8
Command On Duty - Battalion Chief	1
Command Vehicles	
Front Line	2
Reserve	1
Fire Engines	
Front Line	4
Reserve	3
Aerial Ladder Trucks	
Front Line	1
Reserve	1
Support Vehicles	
Divisional Vehicles	9
Fire Mechanics Vehicles	2
Urban Search and Rescue Units	1
Services Rendered	
Fire Calls Per Year	19%
Emergency Medical Calls Per Year	81%
Total Calls Per Year	10,000
Fire Safety Code Inspections Per Year	2,500
Facilitates and Coordinates the Citywide Emergency Management Function	



City of Olympia | *at a glance*

POLICE

Calls for Service Per Year	50,000
Average Response Time to Emergency Calls for Service	4 minutes
Volunteer Hours Donated Per Year	9,000
Police Vehicles	40
K-9 Units	2

PARKING

Parking Meters	2,268
Parking Lots	9
Leased Parking Spaces	487

PARKS, RECREATION AND NEIGHBORHOOD SERVICES

Park Sites	43
Park Acreage	987
Playgrounds	11
Community Centers	1
Park Waterfront Area	4.4 miles
Park Trails	16 miles
Park Basketball Courts	6
Parks with Public Art	6
Parks with Tennis Courts	6
Skate Courts	2
Interactive Water Feature	1
2012 Recreation Registration	14,161



CITY OF OLYMPIA - MISSION, VISION, VALUES



Our Mission | What We Do

***Working Together to
Make a Difference***

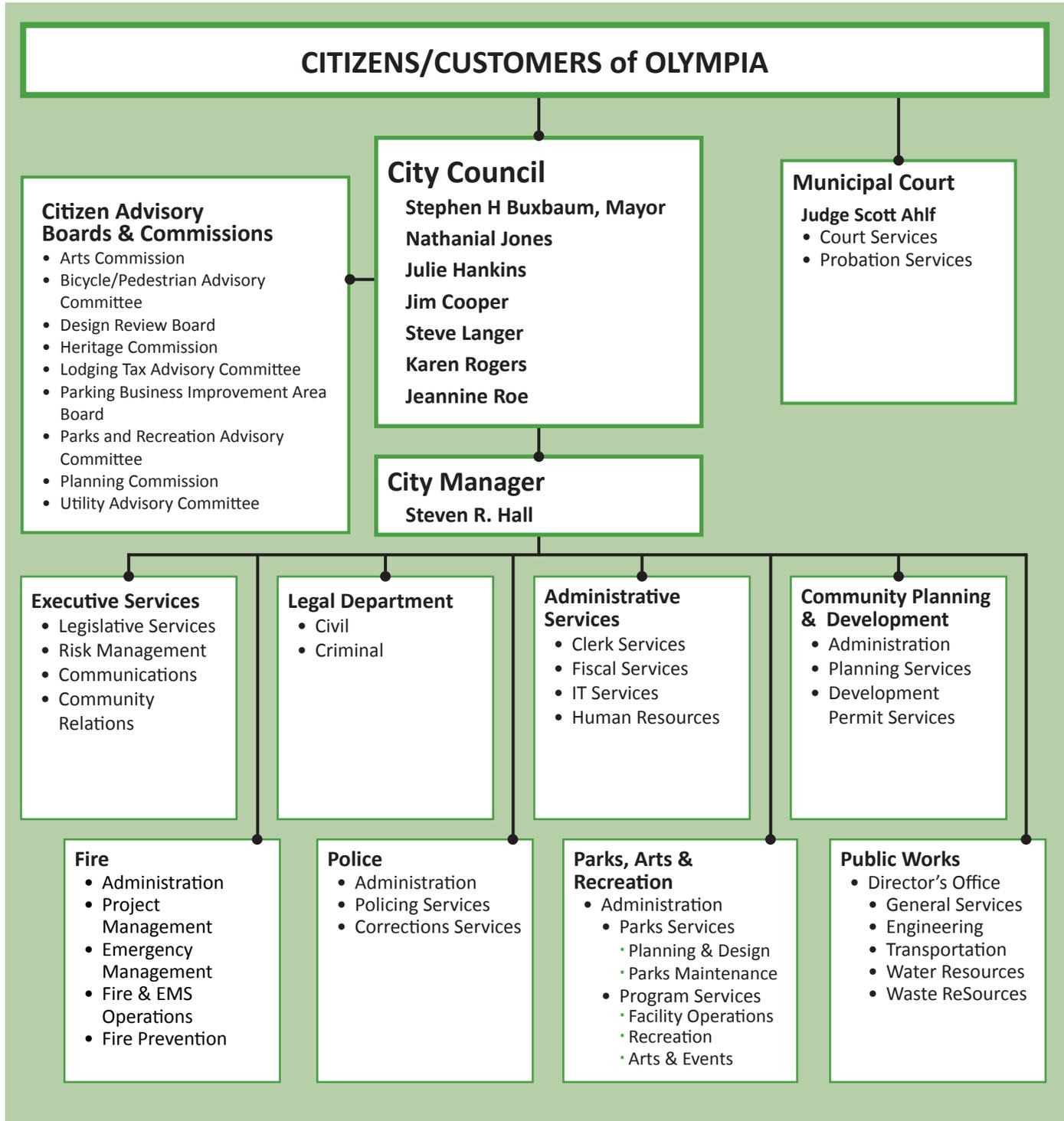
Our Vision | Why We Do It

***For a Vibrant, Healthy,
Beautiful Capital City***

Our Values | How We Do It

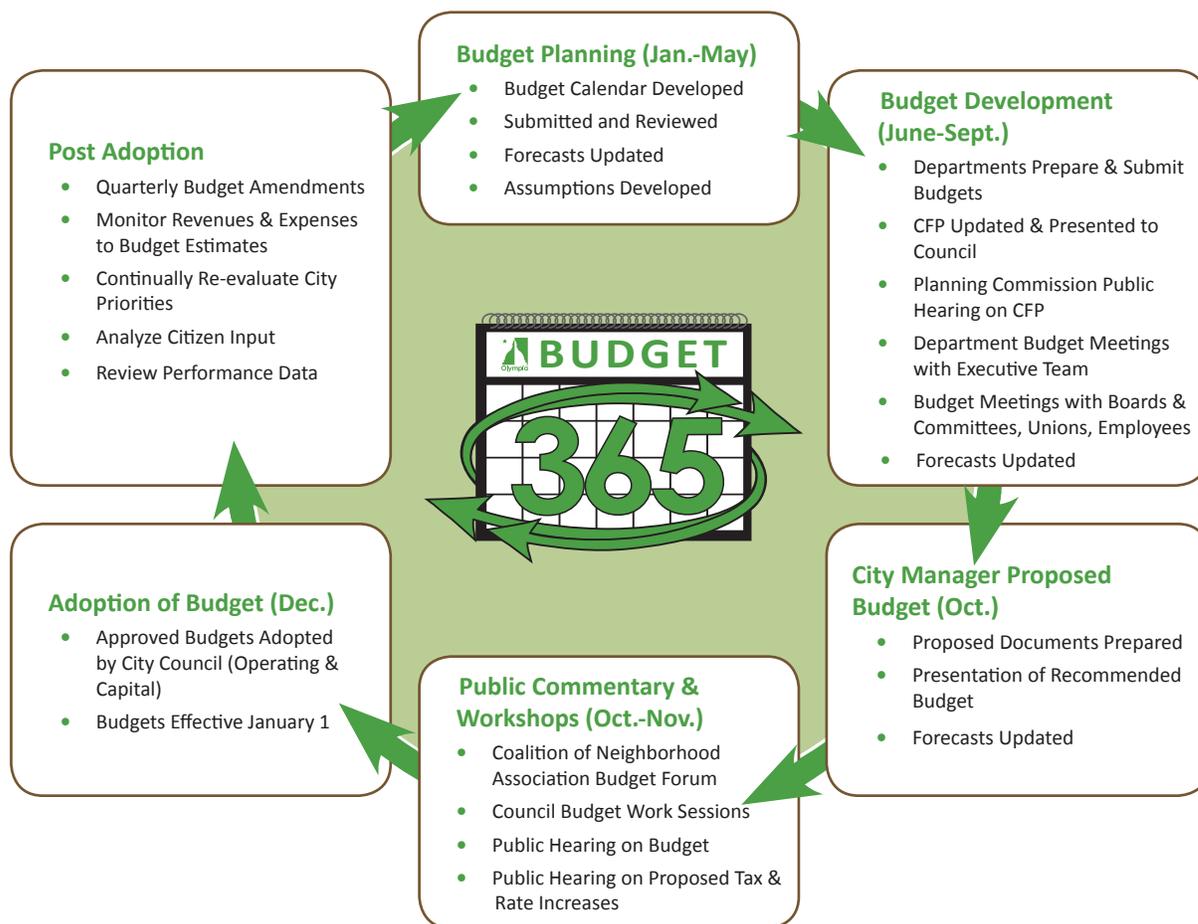
***Using Compassion,
Integrity & Effectiveness***

CITY OF OLYMPIA - ORGANIZATIONAL CHART



THE BUDGET PROCESS

Development of the 2014 budget marks implementation of **Budget 365**. Preparation of the City's budget is more than projecting revenues and expenditures for a given year. The budget provides a financial plan for the City Council, City staff, and citizens that identifies the operating costs considered essential to the successful operation of the City. The budget cycle for the City Manager, Budget Review Team, Finance Committee, City Council, and our citizens is year-round in nature since budget development and implementation occurs throughout the year. The cycle does not end with the budget document as the end product of the arduous task of budgeting, or with adoption of the budget.



BUDGET ADOPTION

The City of Olympia adopts a legally binding annual budget in accordance with Washington State Law as set forth in RCW 35.33, which provides legal standards for preparing, presenting, adopting, implementing, and monitoring the budget. The City's Fiscal Year runs from January 1st to December 31st. The City's budget serves as a roadmap for the fiscal year's expenditures and reflects the goals and priorities of the City Council.

The City's budget is adopted at the fund level; therefore, expenditures may not legally exceed appropriations at that level of detail. Appropriated budgets are adopted for the General Fund, Washington Center Fund, Enterprise and Internal Service Funds, and active General Obligation Debt Service Funds. These appropriations lapse at year end.

The City's budget is balanced. In the case of the operating budget,

this means that expenditures are generally funded from current revenues. In instances where expenditures may be funded from fund balance (reserves), such funding is from fund balance amounts which exceed any operating reserve requirement. It is the City's practice to use fund balance only to fund one-time items in governmental funds.

Reserve amounts above policy guidelines, may be used on occasion to fund utility budgets. Generally, this is to level rates and avoid rate spikes.

The Capital Budget (Capital Facilities Plan, or CFP) is the estimated amount planned to be expended for capital items in the next six years. Capital items are fixed assets such as facilities and equipment that exceed \$50,000 with a life expectancy greater than five years. The CFP folds into the Operating Budget process and is balanced with anticipated additional revenue or reserves. The capital budget funds one-time items.

Budgets for some special revenue funds and capital project funds are appropriated on a project basis, and the appropriations do not lapse at year-end, but continue until the completion of the project. These budgets are included in this document as referenced in the Introduction and Capital Facilities Projects sections.

Budgets for Proprietary Fund types (i.e., Utilities) are budgeted on a modified accrual basis. The Fiduciary Fund types are divided into two groups: expendable trust and non-expendable trust. The expendable trust funds are depicted on the modified accrual basis in both the budget and annual report.

BUDGET AMENDMENTS

The City Manager is authorized to transfer appropriations within a fund. However, amendments (increases or decreases) to the budget between fund levels require Council action and is done by ordinance. The budget is typically amended several times during the year.

THE FINANCE COMMITTEE

The Finance Committee is involved year round in development of the City's budget by reviewing a variety of topics related to City revenues, expenses, programs and services, and how they affect the budget and City operations. After the Finance Committee reviews topics directly related to the budget, the Committee's recommendation is forwarded to the full City Council for their review and discussion, prior to adoption of the budget in December.

The Finance Committee is comprised of City Council Members:

- Steven H. Buxbaum, Committee Chair
- Nathaniel Jones
- Jim Cooper

2014 OPERATING BUDGET - CALENDAR OF EVENTS

City Manager Presents 2014 Operating Budget to Council	October 22
Preliminary Budget Available on the Internet	October 23
Coalition of Neighborhood Associations Budget Forum	October 29
Council Discussion of Utility Rates, Impact Fees, Lodging Tax	November 4 (Monday)
Election Day	November 5
Veteran's Day Holiday	November 11 (Monday)
Public Hearing on Operating Budget, Capital Budget and Ad Valorem Tax	November 12
First Reading Ad Valorem Tax Ordinance	November 19
Council Review of Operating Budget	November 19
Final Reading and Passage of Ad Valorem Tax Ordinance	November 26
Council Review of the Budget (Budget Balancing - Operating and Capital Budget)	November 26
Thanksgiving (Holidays)	November 28-29
First Reading on Operating and Capital Budgets	December 10
Second and Final Reading and Adoption of Operating and Capital Budgets	December 17

BUDGETING BY FUND

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The City uses governmental, proprietary and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector.

Governmental Funds

Governmental Funds are generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

General Fund

The General Fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the City. It derives the majority of its revenues from property, sales, utility, business and occupation taxes, and state shared revenues.

In addition to the regular General Fund, the City has established sub-funds to account for: The Washington Center for the Performing Arts, an annual operating fund and non-operating funds for equipment and facilities repair and major maintenance and municipal arts.

Special Revenue Funds

These funds account for proceeds of specific revenue sources that are restricted or committed for purposes other than debt service or capital projects. Other restricted resources are accounted for in debt service, trust, and capital project funds.

Debt Service Funds

These funds are used to account for the accumulation of resources for and payment of general obligation bond principal and interest from governmental resources. These funds are also used to account for the accumulation of resources for and payments of special assessment bond principle and interest from special assessment levies when the City is obligated in some manner for the payment.

Payment for general obligation bonds is backed by the full faith and for those whose payment the full faith and credit of the City are pledged. The primary source of revenue to these funds is from property tax. Enterprise debt service payments are not included in this fund group, but are included within the enterprise funds.

Capital Project Funds

These funds are used to account for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds. Capital project funds are not included in the City's operating budget, but are budgeted separately with construction fund ordinances which appropriate a budget for the life of the project. A recap of the Capital Facilities Plan (CFP) is included in the Capital Facilities Projects section of this document. Detail of the CFP is contained in a separate document available on our website.

Proprietary Funds

Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Enterprise Funds

The City's enterprise funds account for utility operations, which are self-supported through user charges. The utilities are financed and operated like a private business enterprise which requires periodic determination of revenues earned, expenses incurred, and net income for capital, maintenance, public policy, management control, and accountability. The City of Olympia's enterprise funds include Drinking Water, Wastewater, Stormwater and Waste ReSources utilities. Capital projects are also budgeted as expenditures within the City's enterprise funds.

Internal Service Funds

Internal Service funds are used to account for the financing of goods or services provided by one department to other departments and to other governmental units, on a cost reimbursement basis.

The City utilizes four internal service funds: Equipment Rental, Unemployment Compensation, Risk Management, and Workers' Compensation. The Equipment Rental Fund provides equipment (primarily vehicles) to the various departments. Charges for equipment cover depreciation, operations, maintenance, and replacement costs. The Unemployment Compensation Fund is used to reimburse the State of Washington Department of Employment Security for unemployment claims filed by employees from the City of Olympia. The Risk Management Fund is used to maintain its own self-insurance, which can be used to pay for risk management items not included in the insurance pool with the Washington Cities Insurance Authority (WCIA). The Workers' Compensation Fund is used to pay for workers' compensation benefits. Only the Equipment Rental Fund is budgeted on an annual basis. The other funds are Special Funds which are budgeted periodically and are shown in the Introduction section of this budget.

Fiduciary Funds

Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Trust & Agency Funds

Trust Funds are used to account for assets held in a trustee capacity (Washington Center Endowment and Municipal Court Trust Fund). Agency funds are used to account for assets held as an agent for individuals, private organizations, and other governments. Trust funds are not shown in the operating budget

FUND TYPES BUDGETED BY THE CITY

	BUDGET FREQUENCY	GENERAL SERVICES & ADMIN	COURT	COMMUNITY PLANNING & DEVELOPMENT	FIRE	POLICE	PARKS, ARTS & RECREATION	PUBLIC WORKS	CAPITAL FACILITIES
General Fund - Current Operations	A	X	X	X	X	X	X	X	
General Fund - Sub Funds									
Special Accounts	C	X		X		X	X	X	
Washington Center Operations	C	X							
Municipal Arts	C						X		
Facilities Major Repair	C							X	X
Special Revenue Funds									
CDBG Loan Repayment	C			X					
CDBG Grants	C			X					
Impact Fees	C						X	X	X
SEPA Mitigation (Streets & Parks)	C						X	X	X
Lodging Tax	C	X							
Voted Utility Tax	C						X	X	X
Parking & Business Improv. Area	C			X					
Farmers Market Repair	C	X							X
Hands On Children's Museum	C	X							
Transportation Benefit District	C							X	X
Grant Control Fund	C	X							
REET	C							X	
Debt Service									
LID Obligation Control	N	X						X	
LID Guaranty Fund	N	X							
4th/5th Avenue Corridor Loans	A*	X							
2006 Parks Bonds	A*	X							
2009 Fire Bonds	A*	X							
City Hall Bonds	A*	X							
2010 Street Project Bonds	A*	X							
Energy Improvement Bonds	A*	X							
Hands On Children's Museum Bonds	A*	X							
LTGO Bond Fund, 2013	A*	X							
Capital Project Funds									
Fire Equipment Reserve	C				X				
Capital Improvement Fund	C	X					X	X	X
Fire Station Construction	C				X				X
City Hall Construction	C	X		X		X	X	X	X
2013 G.O. Bond Project Fund	C	X					X	X	
Enterprise Funds									
Drinking Water - Operations	A							X	
Drinking Water - Capital	C							X	X
Wastewater - Operations	A							X	
Wastewater - Capital	C							X	X
Water/Sewer Bond Fund	A*							X	
Stormwater - Operations	A							X	
Stormwater - Capital	C							X	X
Stormwater SEPA Mitigation	C							X	X
Waste ReSources (Solid Waste)	A							X	
Internal Service Funds									
Equipment Rental - Operations	A							X	
Equipment Rental - Capital Reserve	C							X	
Unemployment Compensation	C	X	X	X	X	X	X	X	
Insurance Trust	C	X	X	X	X	X	X	X	
Workers' Compensation	C	X	X	X	X	X	X	X	
Trust & Agency Funds									
Firemen's Pension	N				X				
Municipal Court Trust Account	N		X						
Washington Center Endowment	C	X							
Interlocal LERMS	N					X			

Budget Frequency Key

A Annual appropriations, lapse at end of year

C Continuing appropriations, do not lapse at end of year

N No budget required

* Budget not required by law. City elects to include these funds in its annual budget

BASIS OF ACCOUNTING

Budget Basis

The Governmental Fund types (i.e., the General Fund, Washington Center Fund), Enterprise and Internal Service Funds, and active General Obligation Debt Service Funds are budgeted on a modified accrual basis. Briefly, this means that revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City of Olympia considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recorded in the accounts and reported in the financial statements. The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). The entity financial statements in the CAFR are prepared on the accrual basis of accounting. The Fund Financial Statements containing the governmental fund types and expendable trust and agency funds use the modified accrual basis of accounting.

The modified accrual basis differs from the accrual basis in the following ways:

- Purchases of capital assets are considered expenditures.
- Redemptions of long-term debt are considered expenditures when due.
- Revenues are recorded only when they become both measurable and available to finance expenditures of the current period.
- Inventories and prepaid items are reported as expenditures when purchased.
- Interest on long-term debt is recorded as an expenditure when due.
- Accumulated unpaid vacation, sick pay, and other employee benefits are considered expenditures when paid.
- Depreciation is recorded on an accrual basis only and is not budgeted.



DISTINGUISHED BUDGET PRESENTATION AWARD

The Government Finance Officers' Association (GFOA) of the United States and Canada presented a Distinguished Budget Presentation Award to the City of Olympia, Washington for its annual budget for the fiscal year beginning January 1, 2013.

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

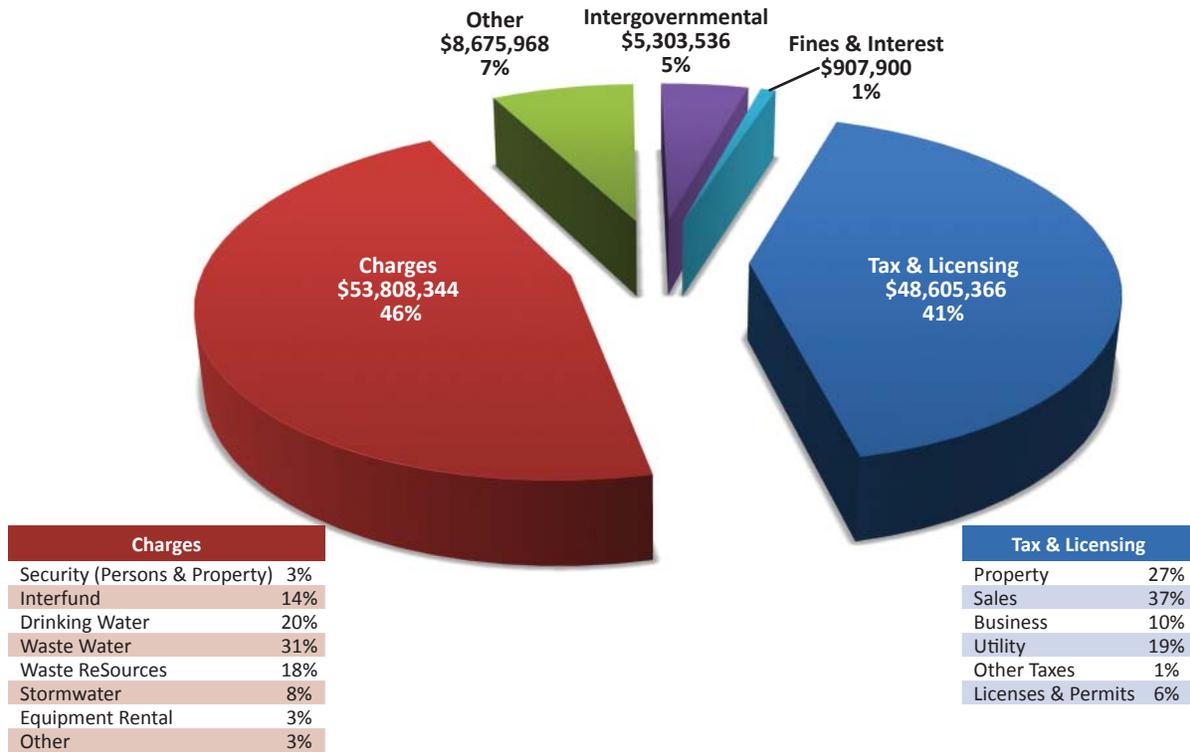
The award is valid for a period of one year only. It is believed our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.



2013 represents the 29th consecutive year the City has received the GFOA Distinguished Budget Presentation Award.

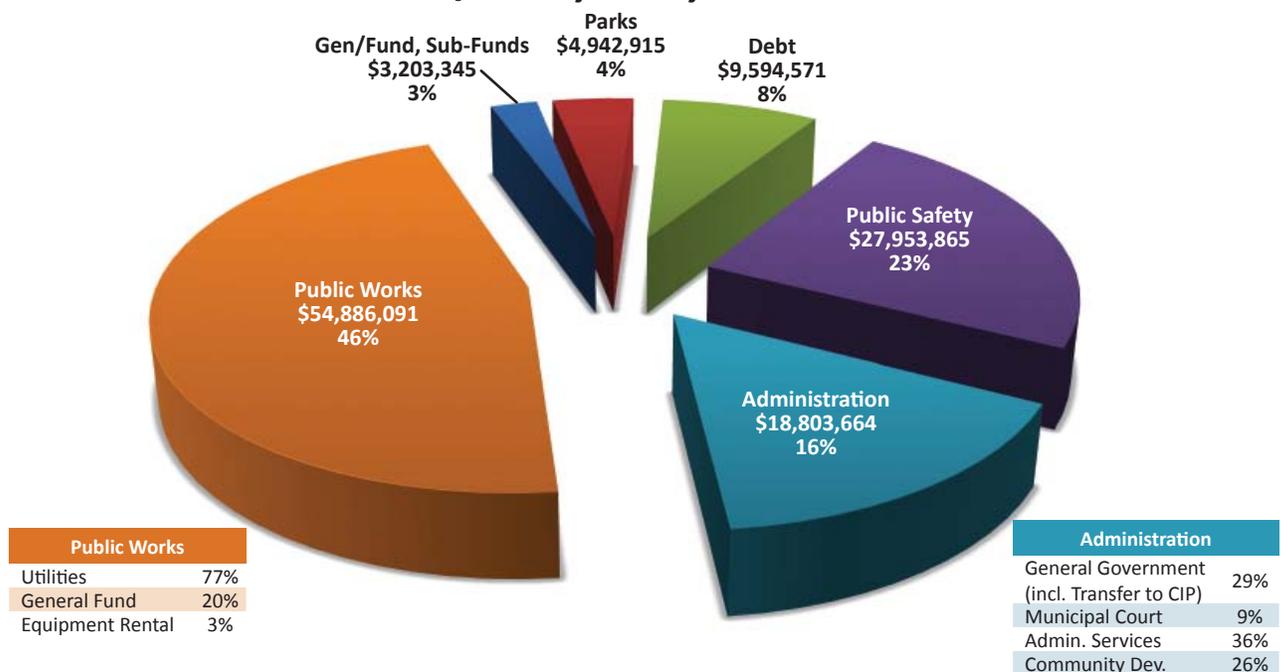
WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUES

\$117,301,114



WHERE THE MONEY GOES - TOTAL OPERATING EXPENDITURES

\$119,384,451



COMPARATIVE SUMMARY OF OPERATING BUDGET REVENUES & EXPENDITURES

All Operating Funds

REVENUES (BY TYPE)	Actual 2011	Actual 2012	Original Budget 2013	Revised 2013	Budget 2014	% Change 2013 Original to 2014 Budget
Taxes	\$ 42,400,095	\$ 41,860,829	\$ 43,920,573	\$ 43,739,790	\$ 45,341,279	3.2%
Licenses & Permits	3,799,967	3,072,613	2,848,854	3,112,938	3,264,087	14.6%
Intergovernmental	4,984,282	5,774,677	4,988,776	5,783,580	5,303,536	6.3%
Charges for Services	47,305,933	49,427,742	50,975,863	50,487,674	53,808,344	5.6%
Fines & Forfeits	1,283,157	951,269	1,018,000	903,400	907,900	-10.8%
Interest Earnings	242,635	242,566	227,550	229,450	238,000	4.6%
Operating Transfers In	7,948,515	7,372,497	5,215,313	8,960,169	6,121,758	17.4%
Other Revenue	2,655,523	3,443,855	2,779,196	3,011,107	2,316,210	-16.7%
Total Revenues	\$ 110,620,107	\$ 112,146,048	\$ 111,974,125	\$ 116,228,108	\$ 117,301,114	4.8%
EXPENDITURES (BY FUNCTION)						
General Government	\$ 5,961,776	\$ 6,468,029	\$ 4,860,983	\$ 5,440,502	\$ 5,232,858	7.7%
Municipal Court	1,477,199	1,562,132	1,641,533	1,641,533	1,697,942	3.4%
Administrative Services	6,341,607	6,328,493	6,583,317	6,604,377	6,684,139	1.5%
Comm/Planning & Development	5,078,077	4,911,258	4,745,193	4,833,157	4,913,725	3.6%
Fire Department	11,625,398	12,528,904	13,349,062	13,428,061	14,011,015	5.0%
Police Department	13,188,806	13,068,998	13,291,555	13,545,177	13,942,850	4.9%
Parks, Arts & Rec. Department	5,090,483	5,105,894	5,061,006	4,853,619	4,942,915	-2.3%
Public Works Department						
General Fund	10,008,504	10,346,260	10,398,864	10,615,106	10,917,620	5.0%
Utilities	36,184,815	38,716,083	41,035,893	41,830,797	42,342,217	3.2%
Equipment Rental	1,544,998	1,585,877	1,588,212	1,698,212	1,626,254	2.4%
Debt Service						
General Obligation	6,399,346	6,400,269	6,411,021	6,743,106	7,075,002	10.4%
Revenue	1,830,464	1,910,006	1,929,043	1,929,043	2,519,569	30.6%
General Fund Contribution to Capital Improvement Funds	275,000	275,000	275,000	275,000	275,000	0.0%
General Fund - Sub Funds (1)	4,478,282	2,891,339	3,401,023	11,501,410	3,203,345	
Total Expenditures	\$ 109,484,755	\$ 112,098,542	\$ 114,571,705	\$ 124,939,100	\$ 119,384,451	4.2%
Net Revenue over / (under) Expenditures	\$ 1,135,352	\$ 47,506	(\$ 2,597,580)	(\$ 8,710,992)	(\$ 2,083,337)	

(1) Sub-Funds appropriations are for special purposes and in general do not lapse at year end

COMBINING SUMMARY OF OPERATING BUDGET BY REVENUE SOURCE AND BUDGET CLASSIFICATION

All Operating Funds - 2014 Budget with Comparative Totals for 2013 Budget

REVENUE	General Fund		Debt Service							Total Operating Funds	
	Regular Operations	Sub-Funds	G.O. BOND	Revenue Bond	Drinking Water Utility	Wastewater Utility	Stormwater Utility	Waste ReSources Utility	Equipment Rental	2014	2013
Taxes	\$ 41,874,400	\$ -	\$3,466,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,341,279	\$ 43,920,573
Licenses & Permits	2,964,087	300,000	-	-	-	-	-	-	-	3,264,087	2,848,854
Intergovernmental	4,482,405	36,300	734,831	-	-	-	50,000	-	-	5,303,536	4,988,776
Charges for Services	10,294,094	48,800	-	-	10,894,312	16,934,490	4,544,500	9,489,348	1,602,800	53,808,344	50,975,863
Fines	907,900	-	-	-	-	-	-	-	-	907,900	1,018,000
Interest Earnings	215,900	5,000	-	-	5,000	7,600	1,000	3,500	-	238,000	227,550
Operating Transfers In	438,004	1,148,440	2,891,631	1,643,683	-	-	-	-	-	6,121,758	5,545,107
Other Revenue	1,441,274	446,230	-	-	324,826	5,100	-	98,780	-	2,316,210	2,449,402
Total Revenues	\$62,618,064	\$1,984,770	\$7,093,341	\$1,643,683	\$11,224,138	\$16,947,190	\$4,595,500	\$9,591,628	\$1,602,800	\$117,301,114	\$111,974,125
EXPENDITURES											
Salaries	\$ 36,198,282	\$ 8,500	\$ -	\$ -	\$ 2,052,897	\$ 974,726	\$1,239,258	\$ 1,756,079	\$ 523,623	\$ 42,753,365	\$ 40,853,772
Personnel Benefits	13,296,895	100,000	-	-	974,897	447,235	541,940	916,374	255,723	16,533,064	15,537,033
Supplies	2,074,016	287,230	-	-	926,829	252,454	207,552	496,425	533,184	4,777,690	4,899,905
Other Services & Charges	6,092,679	1,377,905	-	-	1,076,802	492,059	294,920	3,911,870	36,250	13,282,485	13,200,769
Intergovernmental Services	1,142,541	-	-	-	1,654,309	12,814,629	604,610	1,163,209	4,500	17,383,798	16,788,187
Interfund Payments	2,891,935	2,735	-	-	1,671,342	887,607	857,275	1,751,058	272,974	8,334,926	8,350,975
Capital Outlays	24,500	1,190,500	-	-	-	-	-	-	-	1,215,000	1,741,500
Debt Service - Principal	-	-	3,472,035	1,030,000	517,695	95,942	61,750	-	-	5,177,422	4,194,995
Debt Service - Interest	-	-	3,602,967	607,358	163,075	10,161	33,588	-	-	4,417,149	4,145,069
Operating Transfers Out	897,216	236,475	-	-	2,283,120	1,271,407	821,334	-	-	5,509,552	4,859,500
Total Expenditures	\$62,618,064	\$3,203,345	\$7,075,002	\$1,637,358	\$11,320,966	\$17,246,220	\$4,662,227	\$9,995,015	\$1,626,254	\$119,384,451	\$114,571,705
Net Gain or (Use) of Fund Equity from 2013 Operations	\$ -	(\$1,218,575)	\$ 18,339	\$ 6,325	(\$ 96,828)	(\$ 299,030)	(\$ 66,727)	(\$ 403,387)	(\$ 23,454)	(\$ 2,083,337)	(\$ 2,597,580)
Estimated Fund Equity Available for Appropriations 1-1-2014	\$6,261,810	\$1,954,137	\$ 41,479	\$ -	\$ 3,005,430	\$ 912,357	\$ 526,277	\$ 1,362,547	\$ 482,190		
2013 Fund Equity Available Before Reserve Requirement	\$6,261,810	\$ 735,562	\$ 59,818	\$ 6,325	\$ 2,908,602	\$ 613,327	\$ 459,550	\$ 959,160	\$ 458,736		
Less, 2014 Reserve Requirement	(\$6,261,810)	not required	not required	not required	(\$2,806,030)	(\$ 613,327)	(\$ 459,550)	(\$ 959,160)	(\$ 320,560)		
Estimated Fund Equity Available for Appropriations After Reserve	\$ -	\$ 735,562	\$ 59,818	\$ 6,325	\$ 102,572	\$ -	\$ -	\$ -	\$ 138,176		
Reserve Requirement as % of Revenue	10%	not required	not required	not required	25%	*10%	10%	10%	20%		

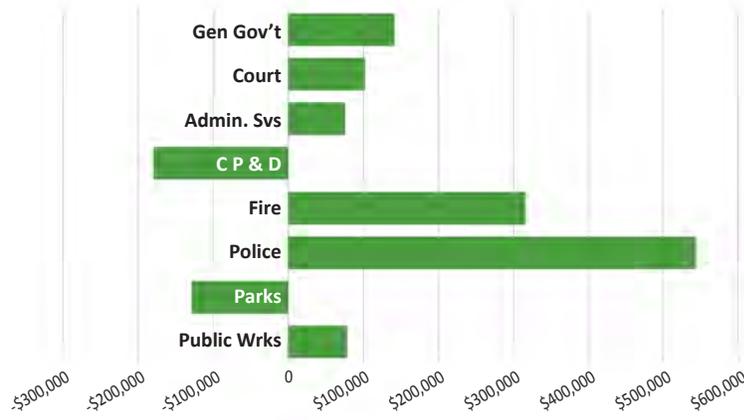
* Wastewater 10% reserve excludes revenues paid to LOTT for sewage treatment

COMBINING SUMMARY OF EXPENDITURES BY BUDGET CLASSIFICATION

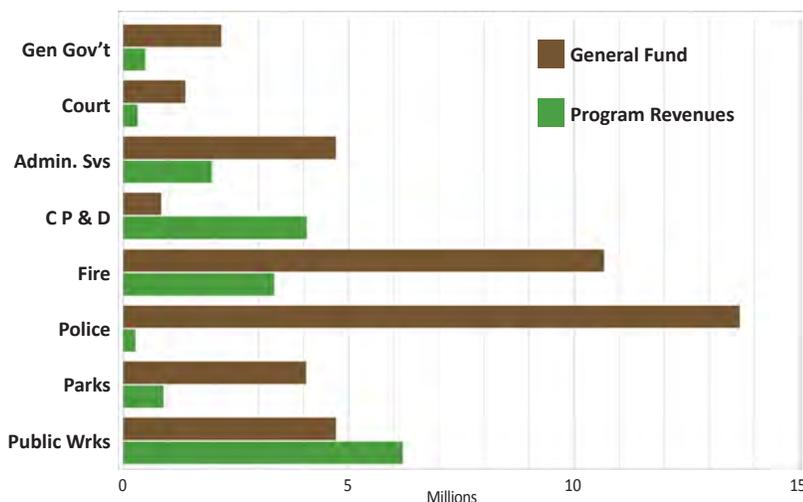
General Fund by Department - 2014 Budget with Comparative Totals for 2013 Budget

EXPENDITURES	General Government	Municipal Court	Special Accounts	Admin. Services	Comm. Planning & Develop.	Fire	Police	Parks, Art & Recreation	Public Works	Total Operating Funds	
										2014	2013
Salaries	\$1,729,505	\$989,497	\$1,262,500	\$3,745,052	\$2,576,590	\$9,551,744	\$8,833,275	\$2,460,655	\$5,049,464	\$36,198,282	\$34,335,702
Personnel Benefits	648,537	477,977	302,950	1,531,077	1,083,330	3,209,836	2,742,951	1,036,233	2,264,004	13,296,895	12,487,504
Supplies	30,783	26,800	2,000	80,174	82,434	395,122	488,630	314,397	653,676	2,074,016	2,042,470
Other Services & Charges	184,640	146,242	440,101	1,111,063	699,183	465,243	594,770	724,402	1,727,035	6,092,679	6,241,772
Intergovernmental Services	-	3,379	331,375	60,000	97,477	7,410	600,000	26,510	16,390	1,142,541	1,196,380
Interfund Payments	71,855	54,047	330	156,773	178,127	381,660	683,224	356,218	1,009,701	2,891,935	3,138,410
Capital Outlays	-	-	-	-	-	-	-	24,500	-	24,500	24,500
Operating Transfers Out	-	-	503,282	-	196,584	-	-	-	197,350	897,216	739,775
Total Expenditures	\$2,665,320	\$1,697,942	\$2,842,538	\$6,684,139	\$4,913,725	\$14,011,015	\$13,942,850	\$4,942,915	\$10,917,620	\$62,618,064	\$60,206,513
Program Revenues	\$ 490,296	\$ 318,960	\$ 25,000	\$1,964,253	\$4,068,650	\$ 3,349,391	\$ 269,148	\$ 889,929	\$ 6,203,080	\$17,578,707	\$16,409,631
2014 Support from General Revenues	\$2,175,024	\$1,378,982	\$2,817,538	\$4,719,886	\$ 845,075	\$10,661,624	\$13,673,702	\$4,052,986	\$ 4,714,540	\$45,039,357	\$43,796,882
Cost per Capita:											
Total	\$114	\$35	(w/ General Gov)	\$138	\$101	\$289	\$288	\$102	\$225	\$1,292	\$1,268
Net of Program Revenue	\$103	\$28	(w/ General Gov)	\$97	\$17	\$220	\$282	\$84	\$97	\$928	\$922

Change in use of General Fund Revenues 2013 to 2014

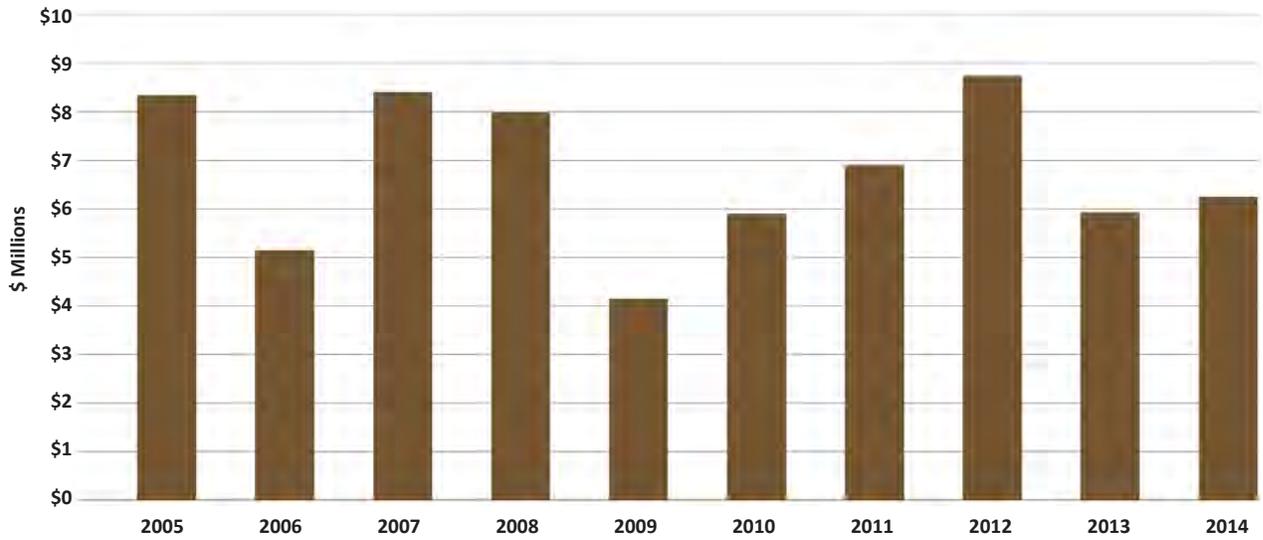


2014 Program Revenue vs. General Fund Revenue Support

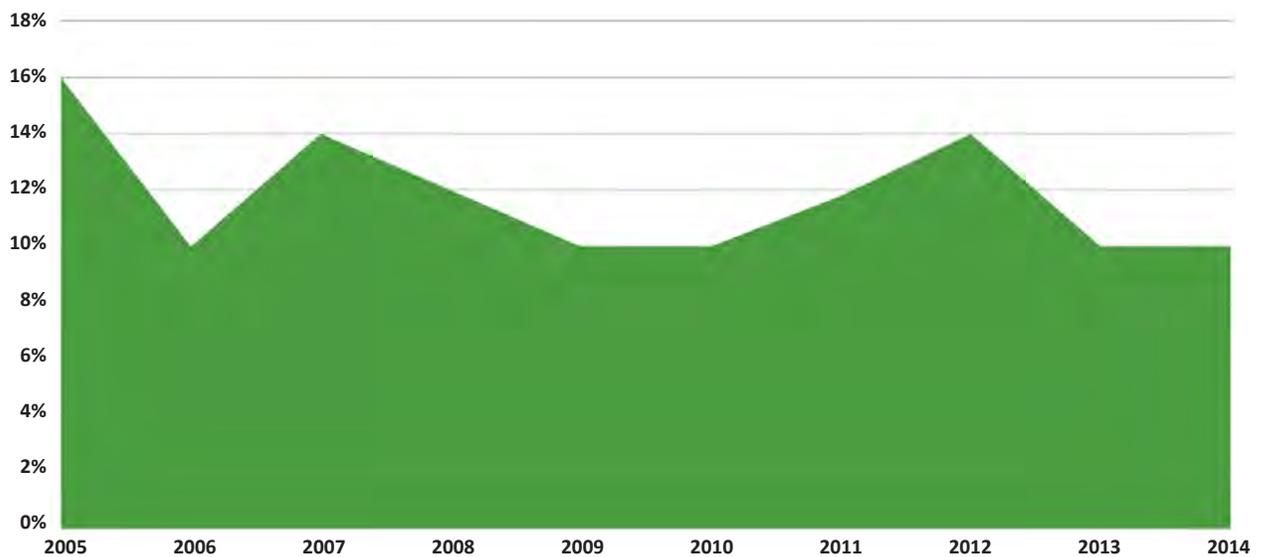


GENERAL FUND BALANCE AS OF JANUARY 1

Fund Balance: The difference between assets and liabilities. The City Council has adopted a policy to maintain a minimum of 10% of the operating revenues as fund balance. Any excess above the 10% may be spent with Council approval.



GENERAL FUND BALANCE AS A PERCENTAGE OF OPERATING REVENUES



GENERAL FUND - SUB FUNDS

The Governmental Accounting Standards Board (GASB), Statement 54, re-defined what funds qualify as Special Revenue Funds. The first four funds below were previously accounted for as Special Revenue Funds. For financial reporting purposes, these funds are now reported as part of the General Fund. The City continues to account for these activities separately from the regular General Fund operations. For budget purposes, these Sub-Funds are presented separately from the regular operations of the General Fund. The Washington Center Sub-Fund is appropriated on an annual basis and its appropriations lapse at year end. The remaining Sub-Funds are project in nature and their appropriations do not lapse at year end.

	Budget Balance September 20, 2013	2014 Budget
Special Accounts -- See Below for Detail	\$ 3,757,621	\$ 1,298,530
Washington Center	74,568	251,840
Municipal Arts Fund	283,708	123,000
Equipment & Facilities Replacement Fund	1,835,309	1,529,975
	\$ 5,951,206	\$ 3,203,345
Special Accounts Control Fund: Detail		
LEOFF I L-T-H/Care	\$ 672,805	\$ 100,000
Shared Leave	31,445	8,500
GHB Building	338,894	27,900
Public Education & Government/Access Television	532,201	328,000
Health & Wellness Programs	50,257	1,430
Technology Plan Implementation and PC & PI Network Equipment	961,163	349,100
Building Demolition & Nuisance Abatement	592	-
Tree Account	22,360	-
Historic Preservation	3,076	-
Low Income Housing	195,151	111,000
Rental Rehabilitation	252,535	43,100
Seizure & Forfeiture	134,592	-
Boating Safety	28,700	-
Firing Range	33,966	56,000
School Resource	1,824	-
LLEBG/JAG Grants	49,774	-
Recreation Scholarship	476	-
Arts Program	2,461	-
Parking Management	445,349	273,500
Total Special Account Control Fund	\$ 3,757,621	\$ 1,298,530

SPECIAL FUNDS - NON OPERATING

The City has established several Special Purpose Accounts and Funds which are not included in the operating budget. Appropriations of these accounts and funds do not lapse at year end, but continue. The following schedule indicates the unexpended budget and 2014 additions to the Special Purpose Accounts and Funds.

	Budget Balance September 20, 2013	2014 Budget
CDBG Loan Repayment Fund	\$ 108,310	\$ 78,000
CDBG Grant Fund	319,895	357,512
Fire Equipment Replacement Fund	-	-
Lodging Tax Fund -- see details next page	153,489	435,494
Park & Recreational Sidewalk Fund, operating portion	240,927	719,788
Parking and Business Improvement Area	112,183	100,000
Farmers Market Repair & Replacement Fund	8,689	10,000
Hands On Children's Museum	17,763	417,513
Transportation Benefit District (TBD)	1,340,165	See note (1)
Real Estate Excise Tax	710,127	1,000,000
Equipment Rental Replacement Reserve Fund	333,045	1,401,964
Unemployment Compensation Fund	366,666	183,000
Insurance Trust (Risk Management) Fund	105,573	1,685,000
Workers' Compensation Fund	689,021	1,850,000
Washington Center Endowment Fund	-	11,346

(1) The TBD is governed by a separate Board of Directors which adopts the budget for the TBD.

At the time of preparation of this document, the TBD Board has not determined a budget for 2014.



LODGING TAX FUND

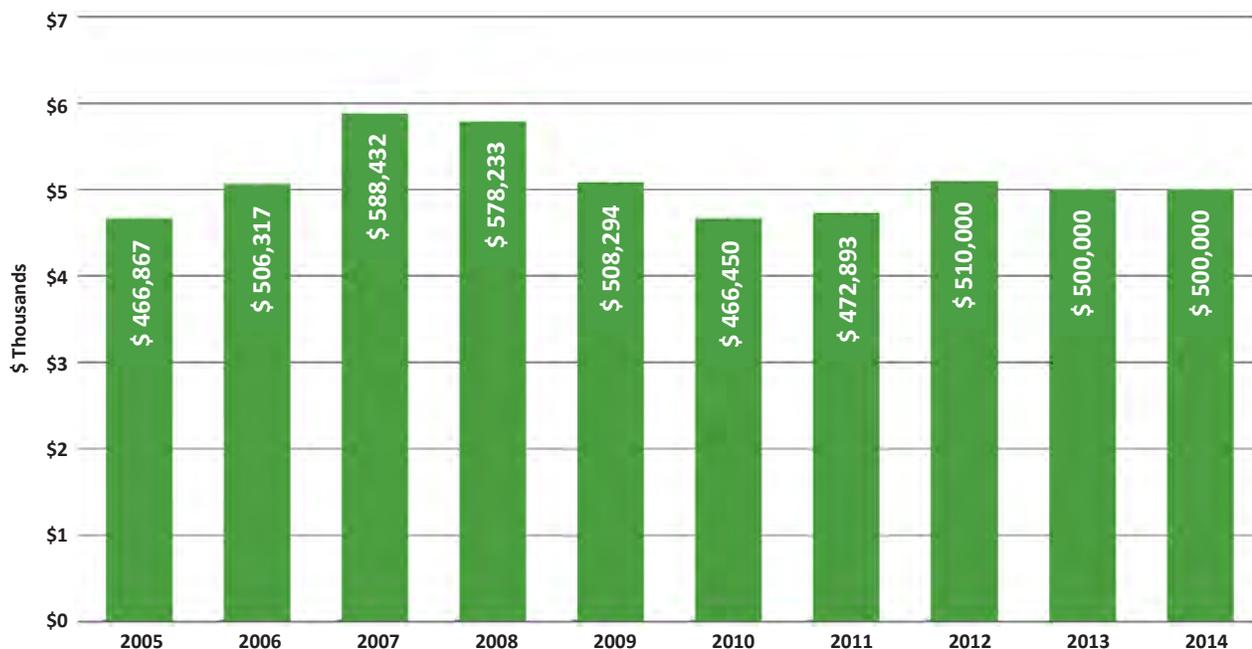
The Lodging Tax is an excise, or sales tax authorized by State law in RCW 67.28, Public Stadium, Convention, Arts and Tourism Facilities. In the City of Olympia, the total tax on lodging is 10.4%. Only a portion of the 10.4% comes to the City of Olympia. Olympia's share is equal to a 4% tax. Per RCW 67.28.1815, the Lodging Tax can only be used for specific purposes:

- Tourism promotion
- Acquisition of tourism-related facilities
- Operation of tourism-related facilities, events and festivals

	2013 Budget	2014 Budget
Capital City Pride Festival	\$ 5,000	\$ -
Dixieland Jazz Society	14,000	-
Earthbound Productions	5,000	-
Hands On Childrens Museum	53,500	-
Olympia Film Society	5,000	-
Olympia/Thurston, Visitor and Convention Bureau	103,500	-
Olympic Flight Museum	6,000	-
Public Facilities District Project (HOCM)	30,000	-
Senior Games	10,000	-
Washington Center Support	234,217	235,494
Washington State Historical Society	2,000	-
Wolf Haven	18,500	-
Current projection to be distributed (1)	n/a	200,000
	\$ 486,717	\$ 435,494

(1) The Lodging Tax Advisory Committee will make allocation recommendations to the City Council in November

LODGING TAX COLLECTIONS

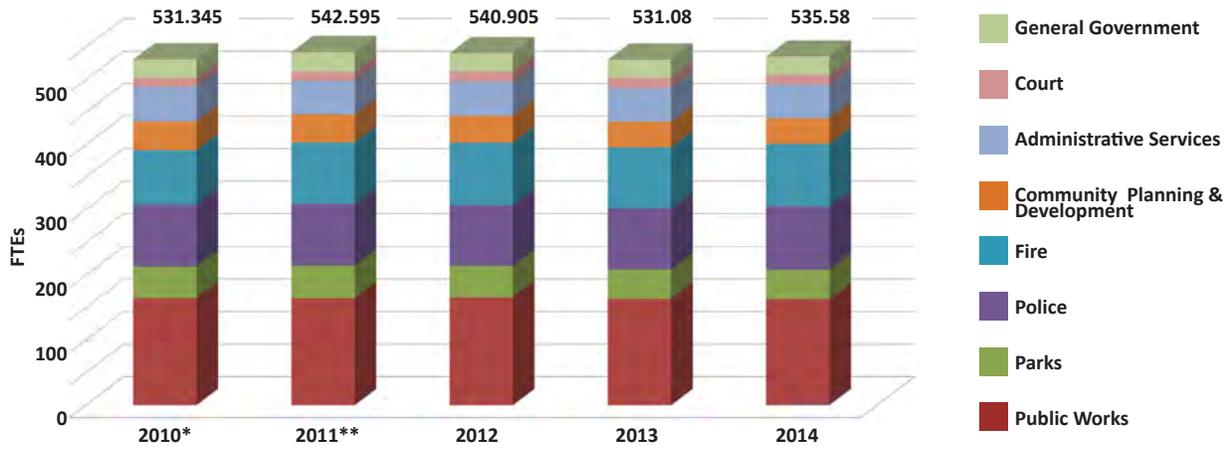


STAFFING SUMMARY - ALL DEPARTMENTS

	2012	2013	2014	FTE Change
General Government				
Legislative Services	7.000	7.00	7.00	0.00
Executive Services	12.000	12.00	12.00	0.00
Legal Department	8.800	8.60	8.60	0.00
Total General Government	27.800	27.60	27.60	0.00
Municipal Court				
Court Services	9.750	9.75	9.00	-0.75
Probation Services/Day Reporting Center	6.250	6.25	6.25	0.00
Total Municipal Court	16.000	16.00	15.25	-0.75
Administrative Services				
Clerk Services	8.560	4.56	4.56	0.00
Fiscal Services	19.000	19.00	19.00	0.00
Information Technology Services	19.000	19.00	19.00	0.00
Human Resources	5.750	9.25	9.25	0.00
Total Administrative Services	52.310	51.81	51.81	0.00
Community Planning and Development				
Administration/Parking Services	16.000	14.00	14.00	0.00
Community Planning Services	10.500	12.50	12.50	0.00
Development Permit Services	15.000	13.00	13.00	0.00
Total Community Planning and Development	41.500	39.50	39.50	0.00
Fire Department				
Administration	7.000	7.00	7.00	0.00
Fire/EMS Operations and Training	84.000	83.00	84.00	1.00
Fire Prevention	5.000	4.00	5.00	1.00
Total Fire Department	96.000	94.00	96.00	2.00
Police Department				
Policing Services & Administration	78.900	78.90	82.90	4.00
Corrections Services	14.000	14.00	14.00	0.00
Total Police Department	92.900	92.90	96.90	4.00
Parks, Arts & Recreation				
Administration	2.400	2.40	2.40	0.00
Facility Operations	10.175	9.30	9.25	-0.05
Recreation	8.970	8.47	8.52	0.05
Arts and Events	1.200	1.20	1.20	0.00
Parks Maintenance	21.700	20.20	20.20	0.00
Parks Planning & Design	3.700	3.70	3.70	0.00
Total Parks, Arts & Recreation	48.145	45.27	45.27	0.00
Public Works				
Director's Office	1.000	1.00	1.00	0.00
Technical Services	48.50	45.25	46.50	1.25
Transportation	28.50	28.50	28.50	0.00
Water Resources	61.25	62.25	59.25	-3.00
Waste Resources	27.00	27.00	27.00	0.00
Total Public Works	166.250	164.00	162.25	-1.75
Special Funds				
Department to be determined	0.000	0.00	1.00	1.00
Total Special Funds	0.000	0.00	1.00	1.00
Total FTEs	540.905	531.080	535.580	4.50

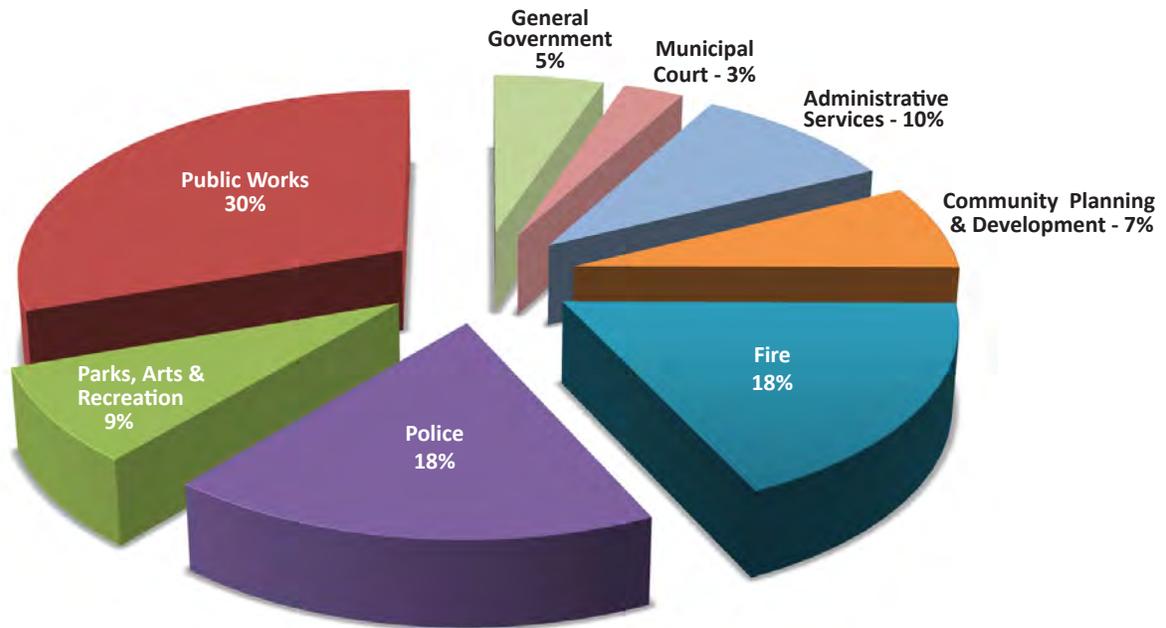
Note: This table includes full-time and part-time employees. Each program section includes a detailed listing of its program staffing. In addition, the City's salary schedule is included in the Supplementary Information section with position counts for 2012, 2013 and 2014.

FTE HISTORY BY DEPARTMENT



* 36.15 Special Funded FTEs were converted to regular FTEs and added to the personnel complement
 ** 11 FTEs were added to staff and operate a fourth fire station

2014 PERSONNEL COMPLEMENT BY DEPARTMENT



ADOPTED & PROPOSED FTE ADJUSTMENTS

		Total FTEs
2013 Adopted FTEs		532.07
Prior Year Personnel Compliment Adjustments		
Parks, Arts & Recreation		-1.24
Recreation Specialist	-0.24	
Parks Project Coordinator	-1.00	
Public Works		0.50
Engineering Technician II	-0.50	
Senior Program Specialist	1.00	
Total 2013 FTEs with Prior Year Adjustments		531.33
2013 Mid-Year FTE Changes		
Public Works		-0.25
Maintenance Worker I	-0.50	
Senior Planner	0.25	
Total 2013 FTEs after Mid-Year Changes		531.08
2014 FTE Proposed Additions		
Municipal Court		-0.75
Office Specialist II	-0.75	
Fire		2.00
Fire Captain	1.00	
Fire Inspector/ Firefighter	1.00	
Police		4.00
Police Officers	3.00	
Sergeant	1.00	
Public Works		-1.75
Water Meter Reader	-2.00	
Maintenance Worker II	0.25	
Special Accounts		1.00
Network Analyst	1.00	
2014 Proposed Staffing		535.58









2014 CITY PRIORITIES

Adopt a Sustainable Budget

- Transparent, simple and accessible budget process that everyone knows how and when to be involved
- Protect and strengthen core services, and identify strategic investments
- Build and maintain reserves so we can continue services when times are bad
- Manage our debt level responsibly
- Ensure all resources are used responsibly and effectively

Champion Downtown

- Increase commerce and private investment
- Create a safer, cleaner and more welcoming downtown for all to enjoy
- Develop partnerships to expand desirable public spaces
- Play a greater role in developing the vision and enhancing the image of downtown

Change the Culture of Community Development

- Invest in a proactive system that encourages collaboration in formulating and implementing plans
- Engage neighborhoods to plan their futures so that investments reflect community values
- Encourage a staff culture of community involvement and dialogue
- Increase revenue base to provide the enriching services and environmental stewardship the community values
- Align plans and ordinances so that plans can be implemented

Inspire Strong Relationships

- Develop stronger and healthier regional partnerships
- Enrich public participation so the community has a role in shaping public policy
- Fully engage advisory committees and the Coalition of Neighborhood Associations
- Make homelessness a collaborative, regional priority so we can establish an effective service delivery system

LONG TERM FINANCIAL STRATEGY

Key Financial Principles

Make Trade-Offs

- Do not initiate major new services without either
 - ensuring that revenue to pay for the service can be sustained over time, or
 - making trade-offs of existing services.

Do It Well

- If the City cannot deliver a service well, the service will not be provided at all.

Focus Programs on Olympia Residents & Businesses

- However do not exclude others from participating in these programs.

Preserve Physical Infrastructure

- Give priority to maintain existing infrastructure

Use Unexpected One-Time Revenues for One-Time Costs or Reserves

- One-time revenues — or revenues above projections — will be used strategically to fund prioritized capital projects.
- The City will also take into account follow-on costs, such as increased operation and maintenance.

Invest in Employees

- The City will invest in employees and provide resources to maximize their productivity.

Pursue Innovative Approaches to Service Delivery

- Continue to implement operational efficiencies and cost saving measures in achieving community values.
- Pursue partnerships and cost sharing strategies with others.

Contract In/Contract Out

- Consider alternative service delivery to maximize efficiency and effectiveness.

Maintain Capacity to Respond to Emerging Community Needs

Pursue Entrepreneurial Initiatives

Address Unfunded Liabilities

Selectively Recover Costs

- On a selective basis, have those who use a service pay the full cost.

Recognize the Connection Between the Operating Budget and the Capital Budget

Guidelines

What Should the City Do in the Following Year's Budget When the Financial Forecast is Positive?

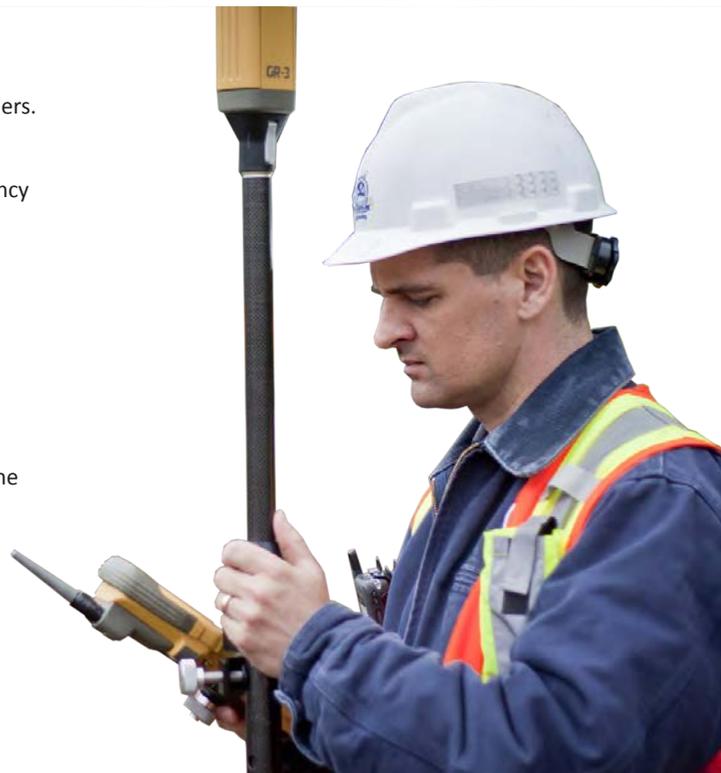
- Assess the situation
- Maintain adequate reserves
- Use one-time revenues only for one-time expenses
- Use recurring revenues for recurring costs or for one-time expenses
- Stay faithful to City goals over the long run
- Think carefully when considering revenue cuts
- Think long-term

What Should the City Do Every Year, Whether the Financial Forecast is Positive or Negative?

- Increase operating cost recovery
- Pursue cost sharing

What Should the City Do in the Following Year's Budget When the Financial Forecast is Negative?

- Assess the situation
- Use reserves sparingly
- Reduce services
- Continue to think carefully when considering tax increases



TRACKING FOR SUCCESS

The City's Performance Measurement Program

Performance measurement provides the City of Olympia with factual evidence of what is actually happening within a line of business (LOB) or program so decisions can be made based on facts. It is valuable to compare our results year after year to see if improvements are being made. Prior to development of our Tracking for Success program, success or failure was measured in subjective terms. Implementation of our Tracking for Success program clearly communicates to our citizens a more objective measurement of success and provides a more effective decision making process in our operations. The City Council and Executive Leadership Team, along with our employees, are enthusiastic about the increased awareness of performance measurement and the ability to focus on results, and to increase understanding of the factors that shape greater performance.

Performance measures are listed by LOBs or programs in each departmental section of this budget and include targets, trend data and for most measures, a supplementing narrative. The following is an example from a line of business within our Fire Department:

<i>Key Result Measures - Administration</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Emergency Vehicles Arriving on Scene without System Failures	100%	100%	100%	100%
Preventative Maintenance for All Vehicles within the Department Completed on Time and in Accordance with National Safety Standards	98%	92%	98%	98%
Bills Processed and Sent to City Hall within 10 Days of Receipt	98%	100%	100%	100%

Key Result Measures

Each LOB or program develops their own Key Result Measures to ensure their related value to their LOB or program, as well as operational value to their Department, the City, and the broader community.

Measures will change over time throughout the departments - community and operational needs, as well as strategies will change, therefore the measurement system must remain flexible. Some departments may start with the use of outcome measures, and over time, as managers gain more experience with performance measurement, they may use more meaningful measures (e.g., % of measure result).

Target

Targets provide a standard against which to compare actual results. LOB and program managers and supervisors are usually better able to identify targets as they are often close enough to the front line action to know the work and how to impact it. Targets are sometimes set by comparing performance to professional standards or experience of other organizations closely related to determine if our performance is better or worse. This encourages the search for improved methods of providing service by asking what the highest performing organizations are doing that we can learn from.

Data and Analysis

We keep our performance data simple; historical trending. We line up our data over a number of years to determine if the results are going in the right direction. Although the charts in this budget document only reflect a three-year trend, we maintain data for successive periods that allows us to effectively monitor and make improvements in each performance area.

It is important that LOBs and programs are able to analyze their own data to be able to use it for day-to-day management of the City's operations.

Performance measurement analysis does not always lead to cost savings; sometimes it only suggests where costs savings might be found. Sometimes it is a measure of bigger picture community conditions, resulting in conversations about which programs and services to provide, instead of how best to perform the services already in existence.

Performance Measurement for Decision Making

Key Result Performance Areas identified as needing additional resources to meet target levels are further discussed in the narrative sections of each departmental section of this budget for each LOB and program. These are presented to the City Council for their consideration in allocating resources when adopting the City's Operating Budget each year.

Next Steps

Next steps for the City in its Tracking for Success program:

- Make Sure Measures Reflect City Council Strategic Priorities
- Supplement Measures with Narratives
- Get Additional Staff Involved
- Report Out to Community

FINANCIAL POLICIES

Executive Summary

The importance of sound financial management makes it desirable for a city to establish goals and targets for its financial operations so that policies will be consistent and complete and performance can be monitored on an ongoing basis. Because a fiscally sound city government is in the best interest of the citizens of the City of Olympia, this Financial Management Policy Statement has been adopted as the guiding management principles which are to be applied in the management of the City's finances.



General Principles

1. Budgeting Policy

Budget practice for the City will conform to the following policies:

- Budgets will be formulated and approved according to the following procedural guidelines:
 - The administration decides on programmatic need and recommends funding levels.
 - The Capital Facilities Plan (CFP) is submitted 90 days, and the operating budget presented 60 days, prior to the end of the fiscal year.
 - By State law, the Council must approve the operating budget with a capital budget element prior to the end of the fiscal year.
- The capital budget is submitted on a functional six-year basis, to be updated annually.
- The operating budget is presented at a fund level and shall be adopted annually.

Performance monitoring of the operating budget will include:

- Forecast statements for each budget program.
- A “work measurement system” which compares the costs and benefits for each funded activity.
- An accounting system which ensures that actual operating expenditures conform to the budget.

Capital Budgeting Policies and Procedures:

- Projects will be funded by a combination of bond proceeds, grants, leases, and operating funds, with a maximum of

80% funded by long-term debt.

- Planning for capital projects will include a six-year plan titled *Capital Facilities Plan*, which must be updated annually and include a statement of projected costs and sources of funds.
- Capital projects must meet the following criteria:
 - If debt funded, the term of debt should not exceed the useful life of the project.
 - Capital projects should be built according to specifications which enable them to be self-sustaining whenever possible.
 - Long-term debt should be funded through revenue bond issue whenever feasible to maximize the general obligation debt limitation.
- Six-year budget projections will be prepared and updated annually and will include any expected changes in revenues or expenditures.

2. Revenue Structure

The City currently receives revenues through Federal and State grants, local taxes, and fees. To achieve the most desirable flow of revenues, planning must be undertaken as follows:

Tax policy must try to avoid:

- Over-reliance on property taxes.
- Adverse effects of excessively heavy taxes.
- Disproportionate burdens levied on any particular taxpayer group.

Structuring of taxes should attempt to:

- Provide a stable and predictable stream of revenue to fund City programs.
- Make collection of revenues simple and reliable.
- Retain/promote business (industry).

When revenues are increased, the following administrative practices will be pursued:

- User fees on certain activities chosen so that low-income families do not bear heavy costs.
- Service fees on activities where either raising revenues or limiting demand would prove beneficial.



FINANCIAL POLICIES (CONTINUED)

- A cash-management system which obtains maximum interest income within State guidelines.

3. Debt Management

The Objectives of the City's Debt Management Policy will be:

- To smooth the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.
- To raise capital at the lowest cost, consistent with the need to borrow. This will be accomplished by:
 - Keeping a high credit rating (while making attempts to strengthen credit rating).
 - Maintaining a good reputation in the credit markets by adjusting the capital program for regular entry to the bond market and by managing the annual budget responsibly.

Debt instruments the City can use are:

- Short-Term Debt:
 - Short-term debt will not be issued for operating purposes nor will it be rolled over (except for Bond Anticipation Notes --BANs) from one period to another.
 - Tax Anticipation Notes (TANs) and Revenue Anticipation Notes (RANs) can be issued in amounts up to 60% of expected appropriations and must mature within the fiscal year.
 - BANs can be issued with a maximum three-year maturity and can be rolled over when interest rates make short-term debt preferable. BANs cannot be used to extend the life of a bond.
 - GANs (Grant Anticipation Notes) can be used when grant reimbursement for a project lags behind the payment schedule for large construction costs.
- Long-Term Debt:
 - Long-term debt will be used to maintain and develop municipal infrastructure when the economic life of a fixed asset exceeds five years.
- Revenue bonds will generally be used for projects which are financially self-sustaining.
- General Obligation bonds can be used to finance public works, which benefit the community and have revenues insufficient to amortize the debt.
- General Obligation pledges can be used to back self-sustaining projects financed through revenue bonds when costs can be reduced and the municipal credit rating is not put in jeopardy by this action.

Debt Issuance Policy will ensure that:

- An attempt to enter the market will be smooth or with regular volume and frequency, as much as possible.
- Advantage be taken of favorable market conditions.
- The timing of revenue bonds considers project, market, and General Obligation factors.
- The municipal credit rating is kept high.

The credit rating component of debt issuance will be strengthened by keeping assessments current.

Disclosure statements will be used to keep taxpayers and investors informed of the City's financial position. These include printed copies of:

- Annual Reports
- Operating Budget and Capital Facilities Plan
- Official Statements

Debt issues will be sold on a competitive basis (except when conditions make a negotiated sale preferable) and awarded to the bidder who produces the lowest interest cost. Revenue bonds can be issued through a negotiated sale when the issue is unusually large, the project is speculative or complex, the issue is refunding, or the market is unstable.



4. Accounting and Financial Reporting

The objectives of a System for Accounting and Financial Reporting areas:

- To maintain the confidence of the Council, taxpayers, and investors by providing information which demonstrates that:
 - Money and property are handled responsibly, the current financial position is fully disclosed, and activities are operating at a maximum level of efficiency.
 - Financial performance conforms to all laws, ordinances, and procedures.

To maintain financial control in order that:

- Managers have an information system to use for policy setting, decision-making, and program supervision.
- Municipal activities can monitor their revenues, expenditures, and performance levels.
- Forecasts can be made of future operating and capital budgets, and of future initiatives in taxing policy.

The standards to be followed by the System of Accounting and Financial Reporting fall into the following areas:

- Accounting and Auditing:
 - Procedures will allow reporting per Budget and Accounting Reporting System (BARS) and follow Generally Accepted Accounting Principles (GAAP).
 - Recording will be on a modified accrual basis for revenues and expenditures.
 - New procedures will be developed whenever they can contribute to the quality of timely information flows.
- Financial Reporting:
 - BARS, GASB, and GFOA reporting principles will be followed.

- Reports will be organized in pyramidal form: at the top, a streamlined Annual Report; then an overview of financial position; and results of operations categorized by fund accounts.
- These reports will be used to promote the City's good financial profile.
- Manuals:
 - BARS manuals will codify procedures, be used by accounting personnel and City officials, and specify the source of data for each account. They will be maintained by the Accounting Office of Administrative Services.
 - Policy and procedure manuals will be maintained with current information.

5. Investments

The policy on investments applies to the investment of all City funds, excluding pension funds. The investment program is intended to provide safe, maximum returns and adequate liquidity to meet cash flow requirements. The minimum requirement for liquidity for operating funds is ten percent (10%) of the annual operating budget.

The City may invest in any of the securities identified as eligible investments as defined by RCW 35A.40.050. In general, these include: Certificates of Deposit, United States Securities, Banker's Acceptances, Repurchase Agreements and Certificates, and Notes and Bonds of the State of Washington. Speculative investments are not allowed.

All investments shall be made through an informal bidding process. The policy shall be to assure no single institution or security is invested into, to such an extent that a delay of liquidation at maturity is likely to cause a current cash flow emergency.



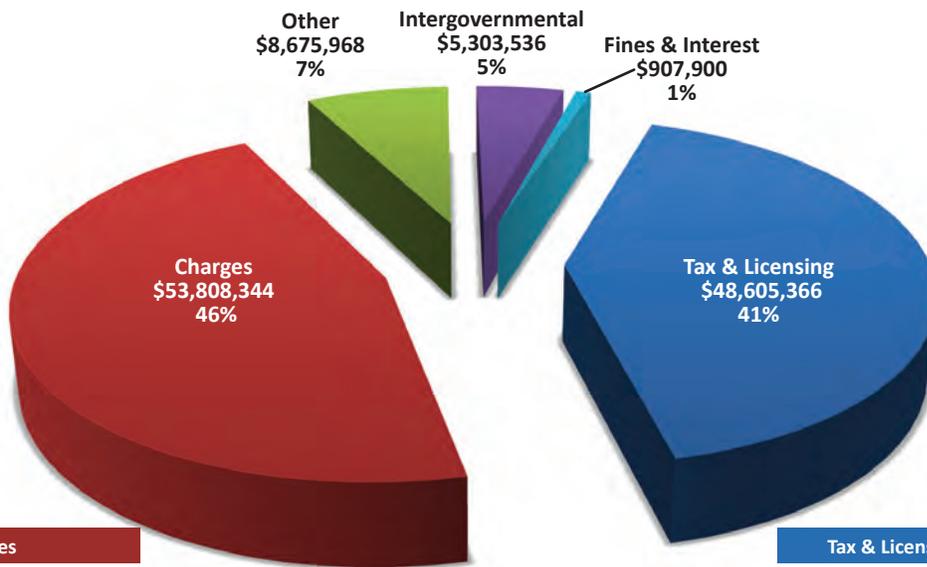






WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUE

\$117,301,114



Charges	
Security (Persons & Property)	3%
Interfund	14%
Drinking Water	20%
Wastewater	31%
Waste ReSources	18%
Storm & Surface Water	8%
Equipment Rental	3%
Other	3%

Tax & Licensing	
Property	27%
Sales	37%
Business	10%
Utility	19%
Other Taxes	1%
Licenses & Permits	6%

REVENUE BY FUND - OPERATING FUNDS

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	REVISED 2013	ESTIMATED 2014
GENERAL FUND -- Regular Operations					
Property Tax	\$ 9,275,425	\$ 9,245,524	\$ 9,591,465	\$ 9,527,500	\$ 9,811,770
Sales Tax	15,692,658	15,462,364	16,488,600	16,615,800	17,989,980
Business Tax	4,603,465	4,497,564	4,622,000	4,688,640	4,666,000
Utility Tax, Private	5,227,492	5,137,993	5,429,240	5,054,750	5,054,750
Utility Tax, Municipal	3,806,608	3,817,278	4,036,350	4,036,350	4,061,900
Gambling Tax	132,644	129,732	130,000	130,000	135,000
Leasehold Tax	150,010	148,225	155,000	155,000	155,000
Licenses & Permits	3,576,213	2,714,630	2,573,854	2,817,938	2,964,087
Intergovernmental	4,104,207	4,496,301	4,109,563	4,179,131	4,482,405
Charges for Services	9,143,017	9,894,045	9,673,978	9,567,548	10,294,094
Fines & Forfeits	1,281,240	950,939	1,018,000	902,900	907,900
Interest	213,008	210,710	206,550	203,950	46,100
Other Revenue	2,476,403	2,280,040	1,997,457	2,079,346	2,049,078
	\$ 59,682,390	\$ 58,985,345	\$ 60,032,057	\$ 59,958,853	\$ 62,618,064
GENERAL FUND -- Sub Funds					
Taxes	\$ 17,148	\$ -	\$ -	\$ -	\$ -
License & Permits	223,754	357,983	275,000	295,000	300,000
Intergovernmental	93,091	90,283	37,000	871,550	36,300
Charges for Services	138	49,392	48,800	48,812	48,800
Fines & Forfeits	1,917	330	-	500	-
Interest Earnings	10,270	11,582	6,000	9,000	5,000
Other Revenue	3,580,767	4,198,278	1,528,385	5,078,668	1,594,670
	\$ 3,927,085	\$ 4,707,848	\$ 1,895,185	\$ 6,303,530	\$ 1,984,770
GENERAL OBLIGATION DEBT FUNDS					
Property Tax	\$ 3,494,645	\$ 3,422,149	\$ 3,467,918	\$ 3,531,750	\$ 3,466,879
Intergovernmental	734,831	734,831	734,831	670,900	734,831
Interest Earnings	1,898	1,926	-	-	-
Transfers In & Other	2,207,414	2,212,108	2,227,321	2,559,406	2,891,631
	\$ 6,438,788	\$ 6,371,014	\$ 6,430,070	\$ 6,762,056	\$ 7,093,341
UTILITY FUNDS					
Charges for Services	\$ 36,868,932	\$ 37,732,717	\$ 39,668,121	\$ 39,286,350	\$ 41,862,650
Grants	52,153	453,262	107,382	61,999	50,000
Interest Earnings	16,590	17,670	15,000	15,800	17,100
Other Revenue	705,357	456,528	599,700	602,210	428,706
Revenue Before Transfers	37,643,032	38,660,177	40,390,203	39,966,359	42,358,456
Intra-Utility Transfers	1,626,376	1,667,488	1,641,646	1,641,646	1,643,683
	\$ 39,269,408	\$ 40,327,665	\$ 42,031,849	\$ 41,608,005	\$ 44,002,139
EQUIPMENT RENTAL FUND					
Rents & Sales	\$ 1,293,846	\$ 1,751,588	\$ 1,584,964	\$ 1,584,964	\$ 1,602,800
Interest Earnings	869	678	-	700	-
Other Revenue	7,721	1,910	-	10,000	-
	\$ 1,302,436	\$ 1,754,176	\$ 1,584,964	\$ 1,595,664	\$ 1,602,800
TOTAL REVENUE	\$ 110,620,107	\$ 112,146,048	\$ 111,974,125	\$ 116,228,108	\$ 117,301,114

REVENUE BY TYPE - OPERATING FUNDS

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	REVISED 2013	ESTIMATED 2014
TAXES					
Property Tax	\$ 12,770,070	\$ 12,667,673	\$ 13,059,383	\$ 13,059,250	\$ 13,278,649
Sales Tax	15,692,658	15,462,364	16,488,600	16,615,800	17,989,980
Business Tax	4,603,465	4,497,564	4,622,000	4,688,640	4,666,000
Utility Tax	9,034,100	8,955,271	9,465,590	9,091,100	9,116,650
Other Taxes	299,802	277,957	285,000	285,000	290,000
	\$ 42,400,095	\$ 41,860,829	\$ 43,920,573	\$ 43,739,790	\$ 45,341,279
LICENSES & PERMITS					
Business	\$ 558,168	\$ 661,896	\$ 587,000	\$ 615,000	\$ 620,000
Franchise Fees (321.91.01)	440,285	371,294	437,840	440,000	448,800
Non-Business	2,801,514	2,039,423	1,824,014	2,057,938	2,195,287
	\$ 3,799,967	\$ 3,072,613	\$ 2,848,854	\$ 3,112,938	\$ 3,264,087
INTERGOVERNMENTAL REVENUE					
Grants	\$ 35,243	\$ 592,296	\$ 163,048	\$ 984,971	\$ 277,512
Motor Vehicle Fuel Tax	966,816	951,096	980,400	965,100	988,990
Liquor Excise Tax & Profits	550,780	638,932	465,900	454,580	546,370
Medic I	2,135,264	2,230,022	2,257,647	2,249,491	2,300,169
Other Intergovernmental	1,296,179	1,362,331	1,121,781	1,129,438	1,190,495
	\$ 4,984,282	\$ 5,774,677	\$ 4,988,776	\$ 5,783,580	\$ 5,303,536
CHARGES FOR SERVICES					
General Government	\$ 46,189	\$ 35,119	\$ 31,565	\$ 21,695	\$ 27,415
Security of Persons & Prop.	1,439,907	1,549,003	1,547,696	1,545,463	1,663,954
Development & Streets	734,646	519,050	426,154	356,335	500,822
Parks, Arts & Recreation	588,162	621,278	613,175	599,941	637,207
Interfund	6,334,251	7,218,987	7,104,188	7,092,926	7,513,496
Water	8,909,379	9,534,070	9,809,950	10,306,250	10,894,312
Wastewater	15,315,836	15,385,075	16,250,500	15,954,600	16,934,490
Waste ReSources	8,408,548	8,595,218	9,101,471	8,621,500	9,489,348
Storm & Surface Water	4,235,169	4,218,354	4,506,200	4,404,000	4,544,500
Equipment Rental	1,293,846	1,751,588	1,584,964	1,584,964	1,602,800
	\$ 47,305,933	\$ 49,427,742	\$ 50,975,863	\$ 50,487,674	\$ 53,808,344
FINES & FORFEITS					
Parking	\$ 748,451	\$ 556,504	\$ 600,000	\$ 600,000	\$ 605,000
Non-Parking	534,706	394,765	418,000	303,400	302,900
	\$ 1,283,157	\$ 951,269	\$ 1,018,000	\$ 903,400	\$ 907,900
OTHER REVENUE					
Interest Earnings	\$ 242,635	\$ 242,566	\$ 227,550	\$ 229,450	\$ 238,000
Rents by Parks, Arts & Rec	216,154	198,138	219,550	202,000	221,739
Parking (other than fines)	968,920	909,582	935,500	938,000	913,700
Operating Transfers In	7,742,625	7,372,497	5,215,313	8,960,169	6,121,758
Miscellaneous Other Revenue	1,676,339	2,336,135	1,624,146	1,871,107	1,180,771
	\$ 10,846,673	\$ 11,058,918	\$ 8,222,059	\$ 12,200,726	\$ 8,675,968
TOTAL REVENUE	\$ 110,620,107	\$ 112,146,048	\$ 111,974,125	\$ 116,228,108	\$ 117,301,114

GENERAL FUND - PROGRAM REVENUE BY TYPE

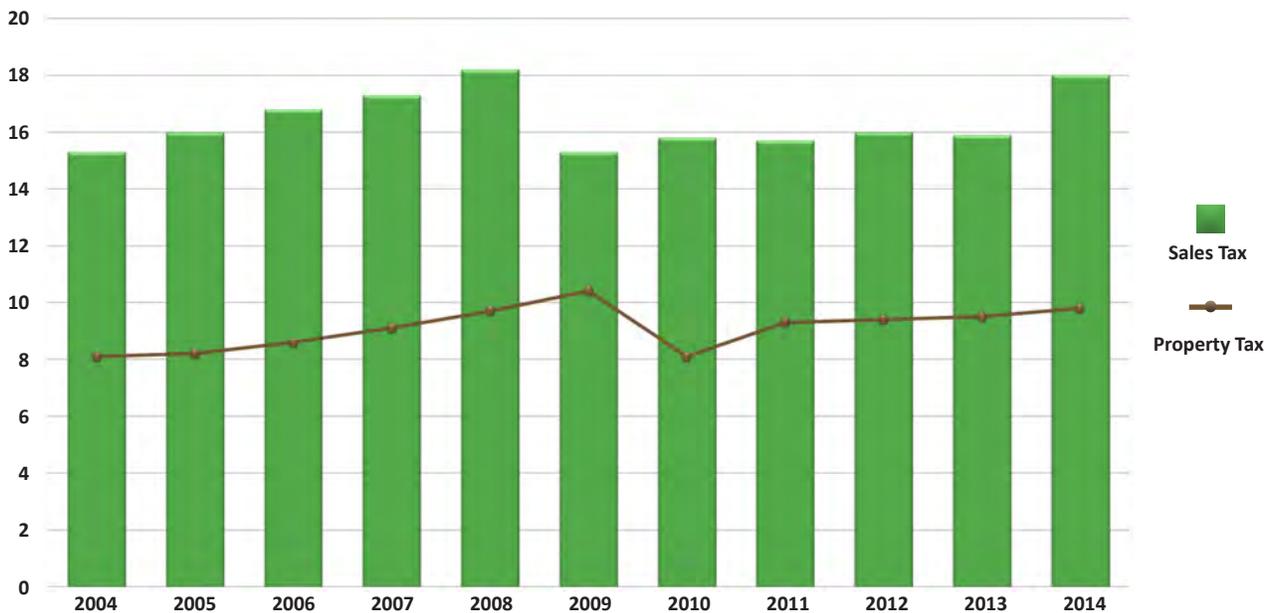
	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	REVISED 2013	ESTIMATED 2014
GENERAL GOVERNMENT					
Other General Government	\$ 4,924	\$ 26,769	\$ 25,000	\$ 25,210	\$ 25,000
Grant, Office of Public Defense	-	25,000	25,000	25,000	25,000
Interfund & Indirect Overhead					
Special Accounts (facilities lease)	26,299	-	-	-	-
Executive	453,226	469,328	466,963	466,963	399,919
Legal	97,689	90,524	85,958	85,958	90,377
Total General Government	\$ 582,138	\$ 586,621	\$ 577,921	\$ 578,131	\$ 515,296
MUNICIPAL COURT					
State, Judicial salary contribution	\$ 22,468	\$ 22,632	\$ 24,000	\$ 22,796	\$ 22,960
Other	150	-	-	900	-
Probation, fees	201,260	155,178	202,500	159,250	162,500
Day Reporting, fees	103,460	111,954	118,500	113,000	123,500
Interfund Charges:					
Day Reporting	16,000	20,000	20,000	10,000	10,000
Total Municipal Court	\$ 343,338	\$ 309,764	\$ 365,000	\$ 305,946	\$ 318,960
ADMINISTRATIVE SERVICES					
Utility Billing, Penalty & Interest	\$ 160,156	\$ 164,978	\$ 163,500	\$ 158,500	\$ 169,000
Interfund Charges:					
City Clerk	153,382	156,025	156,025	156,025	134,634
Mail Services	90,687	91,910	91,910	91,910	106,843
Utility Billing	379,913	448,220	448,220	448,220	470,958
Accounting Services	413,046	417,709	412,864	412,864	345,398
Information Technology Services	597,803	668,052	491,915	491,915	538,028
Human Resources	231,592	211,081	173,709	173,709	198,842
Other Revenue	4,393	1,132	1,000	500	550
Total Administrative Services	\$ 2,030,972	\$ 2,159,107	\$ 1,939,143	\$ 1,933,643	\$ 1,964,253
COMMUNITY PLANNING & DEVELOPMENT					
Zoning & Subdivision Fees	\$ 255,396	\$ 146,392	\$ 150,000	\$ 160,000	\$ 215,000
Permits	2,669,018	1,913,762	1,581,264	1,910,188	2,017,222
Plan Check & Inspection Fees	334,190	376,055	253,186	164,608	267,228
Parking Revenues (see also Public Works)	1,717,371	1,466,086	1,535,500	1,538,000	1,518,700
Other Revenues	779	50,157	150,100	56,240	500
Interfund Development Services	50,000	50,000	50,000	50,000	50,000
Total Community Planning & Development	\$ 5,026,754	\$ 4,002,452	\$ 3,720,050	\$ 3,879,036	\$ 4,068,650
FIRE DEPARTMENT					
Other Revenue	\$ -	\$ 8,441	\$ 25,294	\$ 25,523	\$ 24,868
Grants	(27,150)	-	-	-	167,304
Fire False Alarm	26,275	17,672	15,000	15,000	15,000
Fire Permits - Building Permits	75,476	42,872	67,500	67,500	99,315
Fire Dept. Plan Check Fees	43,191	24,700	35,000	35,000	35,000
Fire Inspection Fees	273,089	326,726	300,000	300,000	300,000
Fleet Maintenance, other agencies	85,303	281,796	228,400	242,400	228,400
Fire Training	2,800	7,920	75,000	109,195	179,335
Medic I Reimbursements	2,151,850	2,230,022	2,257,647	2,249,491	2,300,169
Total Fire Department	\$ 2,630,834	\$ 2,940,149	\$ 3,003,841	\$ 3,044,109	\$ 3,349,391

GENERAL FUND - PROGRAM REVENUE BY TYPE

	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	REVISED 2013	ESTIMATED 2014
POLICE DEPARTMENT					
Alarm Administration Fees	\$ 72,001	\$ 74,107	\$ 70,000	\$ 70,000	\$ 70,000
Security Services Charges	40,287	27,524	40,000	20,000	25,000
Grants & Donations	17,576	35,416	18,132	31,632	23,000
Drug Unit Reimbursements	11,671	-	-	-	-
Wash. State Reimbursements (training srv.)	126,539	22,185	-	-	-
School Resource, Oly. School Dist.	78,216	82,148	-	78,000	93,000
Other Revenue	72,414	63,281	33,750	35,749	58,148
Total Police Department	\$ 418,704	\$ 304,661	\$ 161,882	\$ 235,381	\$ 269,148
PARKS, ARTS & RECREATION					
Facilities Operations	\$ 155,725	\$ 145,175	\$ 161,965	\$ 145,890	\$ 163,704
Recreation Program Revenue	559,326	593,222	602,550	570,566	611,830
Arts & Community Events	24,425	22,985	22,600	23,000	22,252
Parks Program Revenue	89,322	89,144	91,550	86,600	92,143
Total Parks, Arts & Recreation	\$ 828,798	\$ 850,526	\$ 878,665	\$ 826,056	\$ 889,929
PUBLIC WORKS					
M. V. Fuel Tax	\$ 966,816	\$ 951,096	\$ 980,400	\$ 965,100	\$ 988,990
Transfer In:					
Safety Program	111,167	91,357	105,793	105,793	125,860
Street Cleaning	-	13,780	121,000	121,000	121,144
Other Revenue	44,289	32,845	29,800	29,675	28,854
Interfund:					
Administration	283,634	209,657	219,422	219,422	228,099
Technical Services, Engineering	3,422,011	3,903,147	3,848,439	3,848,439	4,251,397
Facilities	101,103	157,879	147,409	147,409	152,576
Streets Section	168,539	181,871	110,000	110,000	110,000
Traffic Management	211,381	220,391	200,866	165,932	196,160
Total Public Works	\$ 5,308,940	\$ 5,762,023	\$ 5,763,129	\$ 5,712,770	\$ 6,203,080
TOTAL PROGRAM REVENUE GENERAL FUND	\$ 17,170,478	\$ 16,915,303	\$ 16,409,631	\$ 16,515,072	\$ 17,578,707



PROPERTY AND SALES TAX COMPARISON FOR THE GENERAL FUND



Property Tax

In 2010, \$1.9 million of property tax previously budgeted within the General Fund was re-allocated to the New City Hall debt service fund.

The 2011 budget includes \$1.3 million from an increase of \$0.25 per \$1,000 in assessed value, which was approved by voters in August 2010.

PROPERTY TAXES

Property Taxes (RCW 84.52)

The County Treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Taxes are levied in November on the property value listed as of the prior May 31, and become a lien as of January 1. Assessed values are established by the County Assessor at 100% of the fair market value and are adjusted each year by the County Assessor based on market value changes. A physical verification of each property is made at least once every six years and the estimated assessed value is then changed to reflect the physical verification.

Taxes are due in two equal installments on April 30th and October 31st. Collections are remitted the month following collection to the appropriate taxing district by the County Treasurer.

A City is permitted by law to levy up to \$3.60 per \$1,000 of assessed valuation for general governmental services. This amount does not include voter approved special levies, and may be reduced for any of the following reasons:

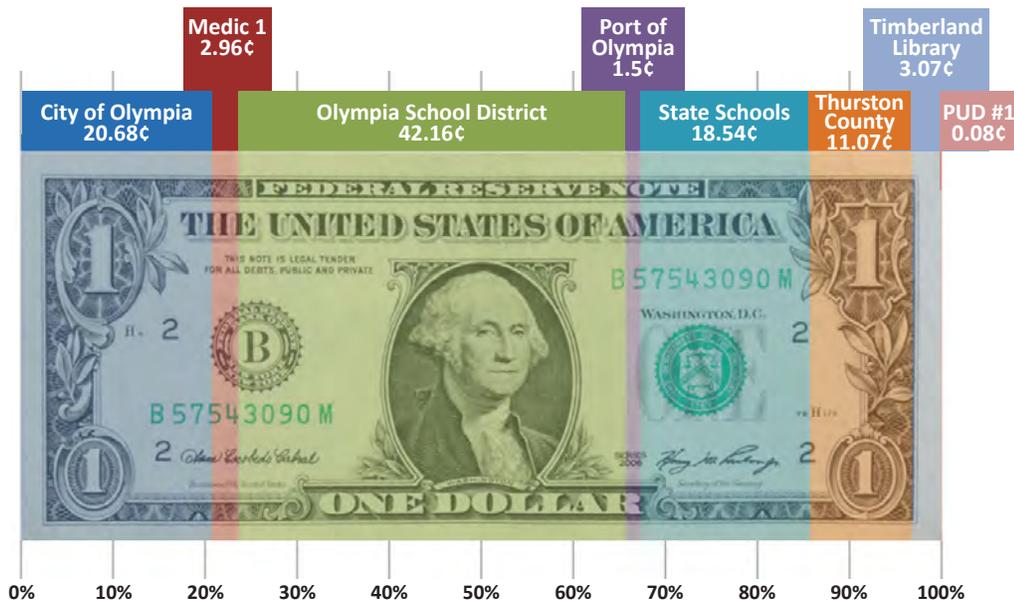
- A. The Washington State Constitution limits the total regular property taxes to 1% of assessed valuation, or \$10 per \$1,000 of assessed value, of which a city may levy up to \$3.60 per \$1,000 of assessed value. If the taxes of all districts exceed this amount, each is proportionately reduced until the total is at or below the 1% limit.

- B. Prior to 2001, Washington State law (RCW 84.55.010) limited the growth of regular property taxes to 6% per year, before adjustments for new construction and annexations.

Growth of the regular property tax levy before new construction and annexations is currently limited to the lower of 1% or the implicit price deflator. The 1% limit may be exceeded with voter approval.
- C. The City may levy taxes below the legal limit. Special levies approved by the voters are not subject to the above limitations.
- D. Library Districts (the City of Olympia is within the Timberland Regional Library District) are entitled to \$.50 per \$1,000 of assessed valuation. The Library levy is deducted from the \$3.60 maximum available to cities. Any year in which the Library does not utilize its full \$.50 of levy, a city may assess the unused portion subject to the limitations listed above. In 2009, the Library levy is \$0.3292.
- E. Cities with a Firemen’s Pension Fund (such as the City of Olympia) may levy an additional \$.225 per \$1,000 of assessed valuation above the \$3.60 limit, less the Library levy.

WHERE PROPERTY TAX DOLLARS GO

For Every Property Tax Dollar
2013 Distribution



Property Tax Forecast

The statutory maximum increase of tax levy without voter approval is 1%, plus taxable value of new construction and improvements, annexations and increases in State of Washington assessed utility values.

Note: There are eight taxing areas within the City of Olympia. The amount shown is for the area which applies to the majority of the City. The range for all areas for 2013 is \$12.99 to \$14.02. Most properties are levied at \$13.55.

Property Tax					
Assessment Yr./ Collection Yr.	Total Assessed Valuation	Total Tax Collections	New Construction	Total Change	Change Net of New Construction
Est. 2013-2014	\$ 5,320,592,691	\$ 13,151,605	\$ 72,282,335	5.14%	3.70%
2012-2013	5,060,434,532	12,936,578	63,045,263	-4.70%	-5.90%
2011-2012	5,308,051,162	12,597,003	51,343,632	-4.30%	-5.30%
2010-2011	5,552,078,378	12,275,205	63,972,556	-7.50%	-8.50%
2009-2010	5,999,359,843	11,581,683	89,651,803	0.60%	-0.90%
2008-2009	5,963,060,847	11,402,272	65,093,985	6.10%	4.90%
2007-2008	5,622,286,722	11,129,481	120,520,775	15.10%	12.70%
2006-2007	4,882,792,324	10,583,735	123,947,064	15.00%	12.10%
2005-2006	4,245,662,697	10,131,659	75,047,412	13.40%	11.40%
2004-2005	3,744,173,260	9,892,927	44,719,237	12.00%	10.60%

In the last decade, we have seen an average increase of approximately 5% annually in our assessed value (AV). Between 2004 and 2007, the average annual increase has been 14.5%. Between 2005 and 2007, Olympia's AV increased by 30%.

LEVY RATES



The following chart is an example of how an increase in a homeowner's assessed valuation is impacted by a change in the levy rate.

	2013	2014	% Change
Home Value	\$ 350,000	\$ 362,950	3.7%
Tax Rate	2.80	2.70	-3.5%
Total Taxes Paid	\$980	\$980	0%

Regular Levy Taxes

Regular levy rates support general, non-voted bonds and the Firemen's Pension Funds. The General Levy is allocated as follows:

General Fund	\$ 9,811,770
4th/5th Ave Corridor & PWTf Loan	\$ 565,921
City Hall Bonds	\$ 1,686,055
Firemen's Pension Fund (non-budgeted)	\$ 1,087,859

2014 City Levy is estimated at \$2.47 per \$1,000.

In addition to the general levy, the City has budgeted \$1,214,903 in property tax to pay for voter approved bonds for the construction of a fire station, fire training center and purchase of vehicles. The estimated levy rate for this purpose is \$0.23 per \$1,000 of assessed valuation.

SALES TAX

Sales Tax (RCW 82.14 and OMC 3.48)

The City imposes a sales tax of 1.2% of which 1% is for general use, 1/10% for Public Safety, and a county wide 1/10 of 1% sales tax funds Criminal Justice activities. The county wide tax is distributed 10% to the county with the remaining 90% distributed on a per capita basis between the county, cities and towns within the county. The tax is collected and distributed by the State of Washington, which retains 1% of the tax collected for administration costs. Total overlapping sales tax within the City is 8.8%.

Counties, which also have imposed the general use sales tax, receive 15% of the city portion of sales tax revenues collected in cities of that county. Thurston County has also imposed a sales tax of 1%. Amounts shown in this document are exclusive of the County portion.

In the general category of Sales Tax is Use Tax on brokered natural gas (\$35,000).

Sales Tax Distribution

Where does the 8.8% go?



SALES TAX (CONTINUED)

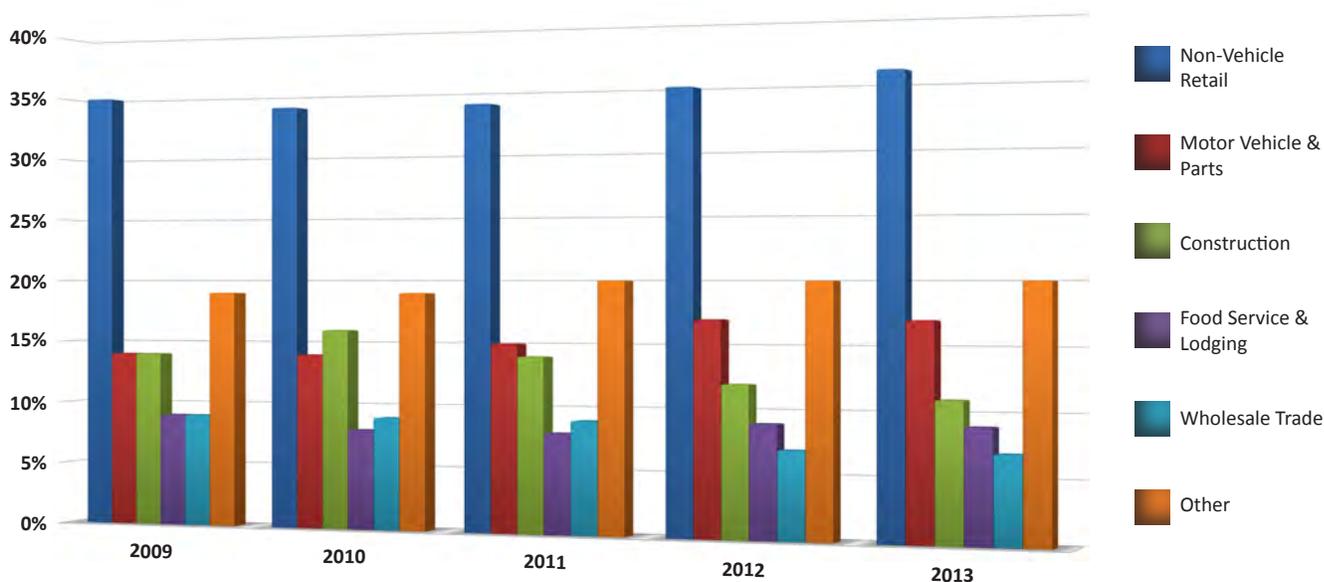
2014 Sales Tax Forecast

The 2014 forecast reflects an approximate 3% increase over the 2013 revised estimate of \$15,357,470. This is \$157,400 more than the original 2013 budget and an increase of 4% over 2012.

In November 2012, voters approved an increase of 1/10 of 1% in sales tax for public safety purposes. \$1,428,600 is estimated to be received from this tax in 2014.

Sales Tax				
Year	Regular Sales Tax Collections	% Change from Prior Year	Criminal Justice Sales Tax	Public Safety Sales Tax
Est. 2014	\$ 15,818,200	4.1%	\$ 696,180	\$ 1,428,600
2013	15,200,000	2.9%	653,600	*600,000
2012	14,766,803	1.4%	652,767	N/A
2011	14,981,567	-1.9%	650,194	N/A
2010	15,126,628	5.3%	644,267	N/A
2009	14,365,395	-9.1%	639,810	N/A
2008	15,636,729	-7.6%	760,240	N/A
2007	16,926,375	5.0%	749,263	N/A
2006	16,125,374	5.0%	710,231	N/A
2005	15,358,928	4.3%	664,809	N/A
2004	14,722,627	3.7%	612,025	N/A

1/10 of 1% of gross revenues. Partial year.

Percent of Total Sales Tax**Sales Tax Collected**

	2009	2010	2011	2012	2013 (YTD Aug)
Non-Vehicle Retail	\$ 5,079,641	\$ 5,109,902	\$ 5,095,006	\$ 5,122,103	\$ 3,686,227
Motor Vehicle & Parts	1,966,100	2,121,501	2,260,030	2,531,916	1,781,791
Construction	1,994,644	2,407,625	2,080,231	1,804,190	1,136,807
Food Service & Lodging	1,255,940	1,251,203	1,250,144	1,320,231	944,092
Wholesale Trade	1,315,607	1,392,638	1,290,046	1,041,216	743,286
Other	2,002,341	2,947,147	3,006,110	2,843,759	2,753,463
Total	\$14,365,395	\$15,126,628	\$14,981,567	\$14,766,803	\$10,294,544

BUSINESS & OCCUPATION TAX

Business & Occupation Tax		
Year	Collections	% Change from Prior Year
2014	\$ 4,420,000	0.8%
2013	4,386,000	2.4%
2012	4,281,831	-0.2%
2011	4,292,374	N/A
2010	*3,889,234	*
2009	4,157,602	-5.2%
2008	4,383,621	-0.2%
2007	4,393,289	12.8%
2006	3,894,669	-8.2%
2005	4,241,190	13.3%

* In 2010, businesses reporting less than \$750,000 in taxable income were reclassified to due filing annually rather than quarterly. The 2010 annual returns are not due until the end of January 2011.

2014 Business & Occupation Tax Forecast

The 2014 budget is estimated at 2% over the 2013 revised estimate of \$4,330,000.

Business & Occupation Tax (RCW 35.102, 35.21.710 and OMC 5.04)

Business and occupation taxes are imposed and collected directly by the City upon all business activity, except utilities, within the City. Extracting, manufacturing, wholesaling, retailing, public road construction and printing/publishing are taxed at 1/10 of 1%. All other activities are taxed at 2/10 of 1% of gross revenues.

ADMISSIONS TAX

2014 Admissions Tax Forecast

Budgeted at a 2% increase over 2013.

Admissions Tax (RCW 35.21.280 and OMC 3.32)

The Business Tax category includes admission taxes. Admissions tax is imposed at a rate of \$.01 per \$.20 of the price of admission. Events sponsored by non-profit organizations organized for the betterment of the arts and school events are exempt from admissions tax.

Admissions Tax	
Year	Collections
2014	\$ 190,000
2013	181,000
2012	174,510
2011	180,930
2010	191,100
2009	182,288
2008	182,804
2007	75,478
2006*	4,000
2005	177,653

* A major movie theater company closed its two locations in Olympia and moved outside of the City in the summer of 2005. A new theater has been constructed and opened in the spring of 2007.

UTILITY TAXES & FRANCHISE FEES

Utility Taxes & Franchise Fees (RCW 35.23.440, 35.21.870, 80.32.010, 82.16 and OMC 5.15, 5.84)

A tax imposed upon gross income of various utility services. Telecommunication, natural gas, and electric utilities are taxed at a rate of 9%. The maximum allowable without voter approval, per State law, for telephone, gas, and electric power is 6%. In 2004 voters approved a 3% increase for Parks and Pathways to a total of 9%. 2014 utility taxes are based on current trends. Consumption of electricity is expected to remain stable and consumption of gas is expected to decrease. Telephone usage has been decreasing due to changes in the communications industry and personal preferences.

Included in the chart below is a 5% franchise fee imposed upon teleable services. Sixty percent (60%) of the fee supports the General Fund, and forty percent (40%) is dedicated to support public education and government access.

Utility Taxes & Franchise Fees				
Year	General Use Portion Utility Tax (4.5%)			Franchise Fee General Fund Portion
	Electric	Gas	Telephone	Teleable
2014	\$ 2,250,000	\$ 690,000	\$ 1,600,000	\$ 448,800
2013	2,400,000	810,000	1,666,500	437,8400
2012	2,244,115	748,852	1,621,542	** 371,294
2011	2,264,341	* 773,078	1,714,237	440,285
2010	2,155,268	690,942	1,882,495	413,967
2009	2,167,220	906,265	1,868,586	372,897
2008	2,105,411	855,108	1,904,451	359,088
2007	1,923,089	901,051	1,807,628	330,281
2006	1,754,422	796,990	1,820,395	299,313
2005	1,501,537	668,392	1,810,602	280,185

* Amount before refund of \$79,117 for period 4th quarter 2005 - 3rd quarter 2007

** 2012 includes prior year allocation adjustments

Allocation of Telecommunication Electric, and Gas Utility Tax		
	%	Est. 2014 Collections
Base 6%		
General use	4.50%	\$ 4,540,000
Park & bike lane maintenance	0.50%	504,450
Capital Facilities and general use	1.00%	1,008,890
Voter approved (approx. distribution)		
Parks	2.00%	2,017,800
Sidewalk, recreation use	1.00%	1,008,890
TOTAL	9.00%	\$ 9,080,010

Interfund Utility Forecast

Prior to 2010, the tax on all City owned utilities was 7%. As part of the budget, the Council made the following changes:

Drinking Water	Decreased to 10% (2014)
Drinking Water	Increase to 12% (2010)
Wastewater	Increase to 10% (2011)
Storm & Surface Water	Increase to 10% (2010)
Waste ReSources	Increase to 10% (2010)

Interfund Utility Tax is based on charges to Drinking Water, Wastewater, Storm & Surface Water (including LOTT), and Waste Resources utility revenues generated from customers within the City limits.

Interfund Utility in Lieu Tax				
Year	Drinking Water Utility	Wastewater Utility	Stormwater Utility	Waste ReSources Utility
2014	\$ 1,034,700	\$ 1,632,600	\$ 454,300	\$ 940,300
2013	1,131,530	1,567,900	453,920	883,000
2012	1,110,498	1,419,166	417,865	869,749
2011	1,039,878	1,464,100	436,489	866,141
2010	929,738	984,812	349,675	757,870
2009	626,993	922,194	270,218	540,721
2008	559,140	885,747	267,162	532,795
2007	570,105	818,326	266,532	522,316
2006	549,137	790,746	296,090	500,253
2005	449,634	701,238	240,250	450,212



GAMBLING TAXES

Gambling Taxes (RCW 9.46)

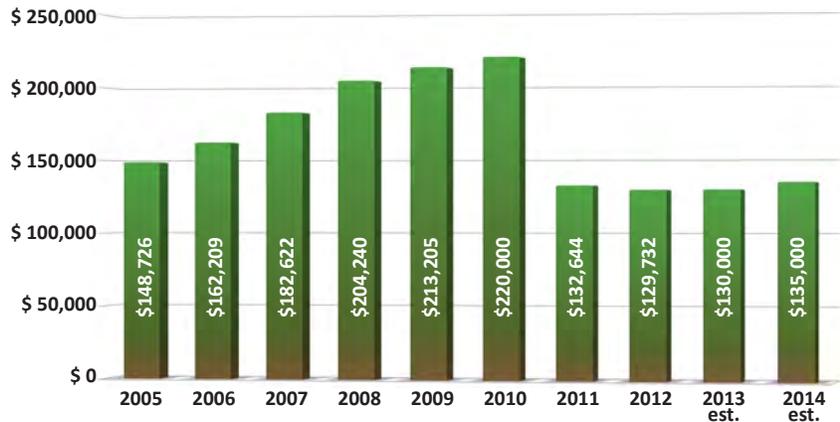
By state law, proceeds from this tax are first dedicated to law enforcement related to gambling activities. There are limited exemptions and deductions from the gambling tax for churches, schools, and charitable or nonprofit organizations.

Gambling Tax Rates

Gambling Tax	City Rate	Maximum Legal Limit
Bingo & Raffle	5%	5%
Punch Boards & Pull Tabs	3%	5%
Card Games	3%	20%

Gambling Tax Forecast

During 2011, one of the major services of gambling tax ceased operations. The estimate for 2014 reflects a full year's activities from current businesses.



LEASEHOLD EXCISE TAXES, BUSINESS LICENSES, DEVELOPMENT RELATED FEES & GRANTS

Leasehold Excise Taxes (RCW 82.29A.020 and OMC 3.36)

Leasehold excise tax is imposed at 4% of the rent paid by private parties on property owned by State or local governments and is paid by the private parties in lieu of property tax. The total State and City leasehold tax rate is 12.84%. The City projects \$155,000 to be collected in 2014 from this tax.

Business Licenses (RCW 19.02, 35.23.440 and OMC 5.02)

These fees are collected based upon the nature of the business. All businesses within the City, unless exempted by State law or a master license, pay an annual license fee in varying amounts, with a minimum fee of \$30. Businesses that gross less than \$20,000 per year are not required to be licensed, but may choose to register for a fee of \$1.00. The 2014 estimate for Business Licensing fees is \$320,000.

Development Related Fees (RCW 19.27 and OMC 4.04, 4.36 and 4.38)

These fees are imposed generally upon construction or building activities and include building permit fees, fire and sprinkler permits, and fees to review building plans.

Grants

The City receives various Federal, State, and local grants. Grants supporting the general operations of the City include, but are not limited to, Planning Programs, Growth Management, and Criminal Justice.

2014 Development Related Fees

2014 Fire permits includes \$31,815 for sprinkler permits. In 2013 the City Council expanded the requirement for fire sprinklers to residential properties. The ordinance goes into effect July 1, 2014. The budget for 2014 was increased to align with actual collections.

Development Related Fees

Year	Building Permits*	Fire Permits	Plan Check Fees	Zoning & Subdivisions
2014	\$ 2,017,222	\$ 99,315	\$ 285,322	\$ 215,000
2013	1,681,264	67,500	235,847	150,000
2012	1,913,762	42,871	349,379	146,392
2011	2,663,268	75,476	296,292	275,598
2010	2,571,411	88,728	433,030	192,784
2009	1,373,500	75,860	460,000	441,166
2008	1,418,866	64,197	588,393	375,548
2007	2,208,762	73,943	666,143	282,029
2006	2,405,812	54,451	554,577	396,534
2005	2,736,697	37,295	404,522	453,138

* See Appendix for more information relating to building permits.

STATE SHARED REVENUES

State Shared Revenues (RCW 46.68 and 82.08.170)

The State Shared Revenues listed in the table are distributed on a per capita basis. Motor Vehicle Fuel Tax is imposed on gallons of fuel sold and money is allocated to cities from the State based upon population. These funds are restricted for street repair purposes.

Liquor excise tax is imposed on liquor and wine sales with distribution based on population. Two percent (2%) of the distribution must be used on alcoholism programs.

State Shared Liquor Revenue (RCW 82.08)

In November 2011 a ballot measure passed which privatized the retail sale of liquor. Previously, liquor retail sales were conducted by the State. Additional taxes were imposed by the initiative such that taxes would approximate the previous combined profits and excise tax. As part of the 2012 - 2013 State budget, the legislature reduced the amount of liquor revenue shared with cities.

State Shared Revenue - Per Capita		
	2013	2014 est.
Motor Vehicle Fuel Tax—Maintenance Usage	\$20.64	\$20.40
State Shared Liquor Revenues	\$9.81	\$11.27
Population	47,500	48,480

State Shared Revenues		
Year	*Motor Vehicle Fuel Tax - General Fund Use	State Shared Liquor Revenue
2014	\$ 713,990	\$ 546,370
2013	705,400	465,900
2012 **	676,096	638,932
2011	691,815	550,780
2010	700,204	586,159
2009	738,824	521,500
2008	739,334	515,223
2007	783,550	521,263
2006	727,143	466,322
2005	640,792	481,371

* \$275,000 of Fuel Tax is transferred to the Capital Improvement Fund for transportation purposes.

** 2012 included distribution from sale of state liquor stores as part of liquor profits

INTERGOVERNMENTAL, POLICE & FIRE CHARGES

Intergovernmental Charges

These are charges to other governments for services, intergovernmental shared revenues, and grants. Intergovernmental revenues for utility services are included within Charges for Services in the charts and graphs.

Police Charges (OMC 5.55 and 16.46)

The City does not allow Police Officers to perform police or security related work at an additional job outside the City, but instead pays overtime for these services and then charges for the service (\$25,000 estimated for 2014). The City enacted an alarms and fees ordinance for false alarms. Revenues estimated from this source for 2014 are \$90,000.

Fire Charges (OMC 16.32.045 and 56.1.2)

Reimbursements from the Medic I System are estimated at \$2,101,669 for 2014. This is estimated at 80% of the personnel costs of providing paramedics and full reimbursement of supplies and services. Medic I basic life support revenues are based on aid calls made with non-paramedic personnel and are included in the 2014 estimate.

During 2014, the City expects to collect \$300,000 from fire inspection fees.

The 2014 budget includes an estimate of \$1,000,700 paid by the State of Washington for fire protection of State buildings. In 2011 the City began providing vehicle and equipment maintenance to other Fire Departments. The projected revenue in 2014 is \$228,400. The Fire Department also provides training facilities to other Fire Departments. Revenues from this source are estimated at \$179,335 for 2014. This is an increase from \$75,000 in 2013. In 2014, the use of the training facility will be expanded to include more fire departments and districts.

UTILITY CHARGES (2013 RATES)

Utility Charges (RCW 35.67.190, 35.92.010, 90.03.500, 90.03.510 and OMC 4.24)

The City provides a variety of services to maintain the health, sanitation, and public welfare of the City. The services include the provision of water, wastewater removal, storm drainage and surface water and solid waste removal. Each of these services are provided at a charge to the customer.

Drinking Water

2014 Recommended Rate Increases

Revenue rate increases included in the preliminary budget:

Drinking Water	7%	Waste ReSources	0%
Wastewater		Drop Box	Varies
Local collections	4%	Residential	8%
LOTT, sewage treatment	3%	Commercial	5%
Storm & Surface Water	2%	Organics	6%

Current (2013) Drinking Water Rates (monthly)

	Tier 1		Tier 2		Tier 3		Tier 4	
	Water used/ccf	Charge per ccf						
Single Family & Duplex	0-400	\$ 1.51	401- 900	\$ 2.29	901-1,400	\$ 4.01	1,401+	\$ 5.27
Multi-Family & Non-Residential	Nov-June	1.87	July-Oct	3.14				
Irrigation	Nov-June	1.87	July-Oct	5.82				

ccf = 100 cubic feet (about 750 gallons)

These rates are in addition to Ready-to-Serve charges which range from \$9.20 (3/4" meter) to \$461.02 (12" meter).

Wastewater

The wastewater rate is \$52.53 per month per Equivalent Residential Unit (ERU). Of this, \$33.00 is for the Regional Treatment System (LOTT) and \$18.54 is for the City Collection System. The Cities of Lacey and Tumwater contribute to the Regional System on the same basis.

An ERU is defined as a separate, single family residence, or one per single family unit with respect to residential duplexes. Residential structures having more than two single family units are assessed at 70 percent of an ERU. Mobile homes are equal to one ERU. For customers other than residential users, an ERU is defined as 900 cubic feet of sewage measured at the source of either water consumption or sewage discharge. The definition of an ERU for collection purposes was changed from 900 ccf to 700 ccf.

Stormwater

Rates for single family and duplex parcels are \$11.21 and \$22.42 per month, respectively. Accounts other than single family and duplexes are billed \$10.98 per month, plus an amount for impervious surface based on date of development. Impervious surface charges are based on billing units of 2,580 feet of impervious surface. Development before January 1980, billed at \$10.88 per billing unit; January 1980—January 1990, billed at \$8.63 per billing unit; and development after January 1990, billed at \$4.13 per billing unit.

Waste ReSources (Solid Waste)

The basic 65 gallon service for single family households that participate in the recycling program is \$19.18 per month. Collection of garbage and recyclables occurs alternating weeks.

INTERFUND CHARGES, PARKS, ARTS & RECREATION SERVICES, FINES AND PARKING

Interfund Charges

These are charges made for employees of one fund providing services to another fund. Included are such items as charges made to utility programs for maintenance of the Maintenance Center, Engineering Services and Public Works Administration of the utilities and projects, and providing financial and administrative services to City owned utilities.

Parks, Arts and Recreation Services

Recreation and community events related revenues are budgeted at \$634,082. The Parks Program is projecting \$92,143 in revenues for 2014. The Facilities Operation revenues for 2014 are budgeted at \$163,689.

Fines & Forfeits (Non Parking)

Fines and forfeits (excludes parking fines) are estimated at \$302,900.

Parking

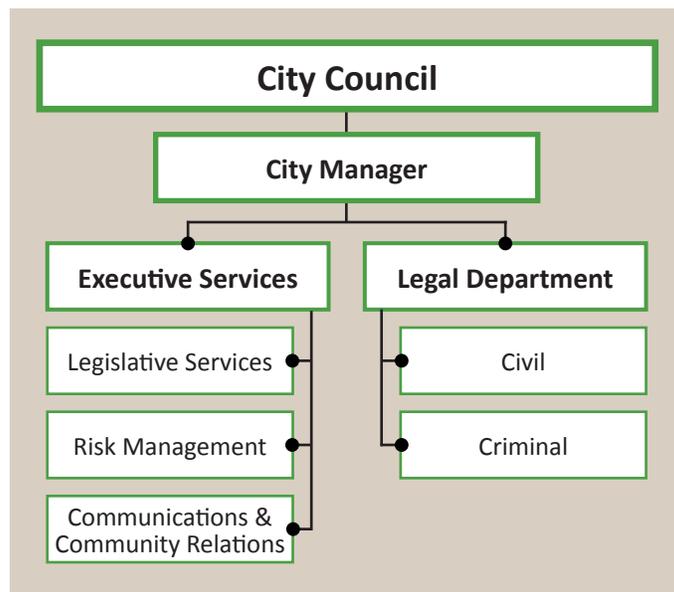
Parking revenues are estimated at \$1,518,700 for 2014, of which \$605,000 is estimated to come from fines.







GENERAL GOVERNMENT DEPARTMENT



MISSION

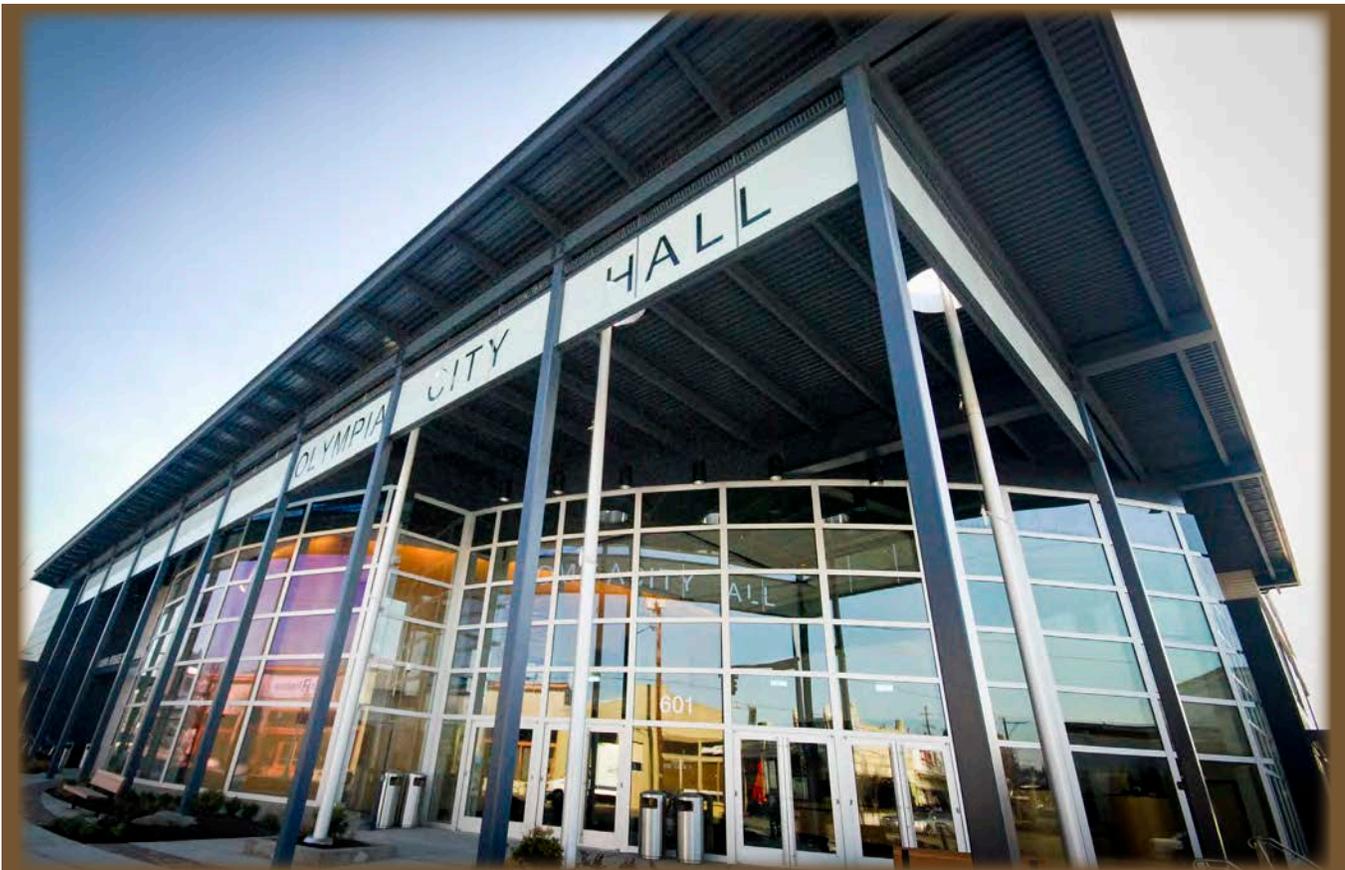
Working Together to Make a Difference

PURPOSE

To effectively lead the City organization by implementing City Council policies, exercising fiscal prudence, providing legal support, coordinating work of various departments, facilitating responsive communications to citizens through community relations, and maintaining a positive image of City government.

GENERAL GOVERNMENT

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Legislative Services	\$ 204,996	\$ 189,804	\$ 188,325	\$ (1,479)
Executive Services	1,276,902	1,323,249	1,397,516	74,267
Legal Department	1,033,636	1,073,303	1,079,479	6,176
Special Accounts	4,227,496	2,549,627	2,842,538	292,911
The Washington Center	453,668	259,173	251,840	(7,333)
Total Expenditures	\$ 7,196,698	\$ 5,395,156	\$ 5,759,698	\$ 364,542
<i>Recap of Expenditures</i>				
Personnel Services	\$ 2,886,039	\$ 3,147,672	\$ 3,943,492	\$ 795,820
Supplies & Services	3,875,621	1,742,640	1,744,021	1,381
Interfund Payments	435,038	504,844	72,185	(432,659)
Total Expenditures	\$ 7,196,698	\$ 5,395,156	\$ 5,759,698	\$ 364,542
Program Revenues	1,048,020	832,094	762,136	(69,958)
Supported by General Revenues	\$ 6,148,678	\$ 4,563,062	\$ 4,997,562	\$ 434,500



LEGISLATIVE SERVICES

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 146,188	\$ 140,474	\$ 142,650	\$ 2,176
Supplies & Services	49,364	40,200	35,925	(4,275)
Interfund Payments	9,444	9,130	9,750	620
Total Expenditures	\$ 204,996	\$ 189,804	\$ 188,325	\$ (1,479)
Supported by General Revenues	\$ 204,996	\$ 189,804	\$ 188,325	\$ (1,479)

Highlights of Program Budget Changes
 (\$2,775) - Communication Services
 (\$2,500) - Travel

Program Description

The purpose of Legislative Services is to adopt policies, plans, regulations, and budgets in order to deliver high quality municipal services, protect the health, safety, and welfare of its residents, and maintain the City's image as a great place to live.

Trends

At its January 2013 Retreat, the Council established the following priorities for 2013:

Adopt a Sustainable Budget

- Make our budgetary process transparent, simple, and accessible so that everyone knows how and when to be involved
- Protect and strengthen core services, as well as identify strategic investments
- Build and maintain reserves so that we can continue services when times are bad
- Manage our debt level responsibly
- Ensure all resources are used responsibly and effectively.

Desired Outcome: We have adequate revenues and reserves to support the social, economic, and environmental values of the community.

Champion Downtown

- Increase commerce and private investment
- Create a safer, cleaner, and more welcoming downtown for all to enjoy
- Develop partnerships to expand desirable public spaces
- Play a greater role in developing the vision and enhancing the image of downtown

Desired Outcome: More people will want to work, live, shop, and play here, and increase the revenue base.

Change the Culture of Community Development

- Invest in a proactive system that encourages collaboration in formulating and implementing plans
- Engage neighborhoods to plan their own future so that investments reflect community values
- Encourage a staff culture of community involvement and dialogue
- Increase revenue base so that we can provide the enriching services and environmental stewardship that the community values
- Align plans and ordinances so that plans can be implemented

Desired Outcome: We achieve the growth and development as defined by the community in the Comprehensive Plan.

Inspire Strong Relationships

- Develop stronger and healthier regional partnerships
- Enrich public participation so that the community has a role in shaping public policy
- Fully engage advisory committees and the coalition of neighborhood associations
- Make homelessness a collaborative, regional priority so that we can establish an effective service delivery system

Desired outcome: We get things done more efficiently, foster trust, stay connected, and move forward together.

Ongoing issues with the economy require careful managing of programs and services to ensure that public interests are well served.

Intergovernmental relations with the Port, Thurston County, Lacey, Tumwater, and the local Indian Tribes will also continue to be a priority for the Council.

Program Budget Overview

The success of major issues depends on several factors, including the economic strength of the local community, trends in land and material costs, and successful partnerships with citizens, private sector groups, and other jurisdictions.

Future Challenges and Opportunities

Keeping focus on Council priorities and major work efforts will continue to be the emphasis of the Council and staff. Maintaining the City’s programs and services in today’s economy will need careful oversight.

As citizens and organizations bring forward new ideas and challenges for Council consideration, ongoing determinations will be made to see if these will benefit the residents of our community and if they coincide with the priorities of the City. Diverting time and dollars away from the priorities and major work efforts established by the Council require close evaluation.

Recent Accomplishments

- Implemented additional parklets in the downtown
- Approved and completed installation of new Smart Parking Meters
- Approved and implemented new automated water meters
- Worked on design of the Artesian Court
- Completed work on the Shoreline Master Program and forwarded to Department of Ecology
- Initiated work on the revised Comprehensive Plan
- Completed purchase of the isthmus properties
- Approved and completed repairs of The Washington Center
- Involved the Coalition of Neighborhood Associations in the City’s Budget discussions
- Implemented changes to the City’s approach to Community Development and Land Use Approvals
- Approved change out of streetlights to LED bulbs
- Implemented moratorium on medical marijuana collective gardens and associated land uses



Legislative Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Mayor	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00
Councilmembers	5.00	5.00	5.00
Total	7.00	7.00	7.00

- Hired New Hearings Examiner
- Approved lease amendment with the Port of Olympia for the Farmers Market
- Hired ECO Northwest to provide planning services for the Community Renewal Area
- Improved services provided by Downtown Ambassador Program
- Approved annexation for New Olympia Regional Learning Academy

Key Result Measures - Legislative Services	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
E-mail Responded to Within 24 Hours	100%	100%	100%	100%

Service Profiles - Legislative Services	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Agenda Packets (Including Council Meetings, Study Sessions, Committee Meetings, and Other Meetings)	45	45	45
Unplanned Projects	10	10	10
City Council E-mail Responses	1,256	1,300	1,450
City Council Correspondence (Letters, Faxes)	350	350	350

EXECUTIVE SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$1,180,058	\$1,223,555	\$1,271,091	\$ 47,536
Supplies & Services	62,445	65,589	91,270	25,681
Interfund Payments	34,399	34,105	35,155	1,050
Total Expenditures	\$ 1,276,902	\$ 1,323,249	\$ 1,397,516	\$ 74,267
Program Revenue	469,328	466,963	399,919	(67,044)
Supported by General Revenues	\$ 807,574	\$ 856,286	\$ 997,597	\$ 141,311

Highlights of Program Budget Changes

The decrease in revenue is primarily due to revisions to the indirect overhead allocation process.

\$30,000 - The cost of facilities, e.g. City Hall, contracted security services were moved from the Public Works Facilities Operations program to the Executive Services program. This amount includes an addition of \$14,000 for 2014.

Program Description

The City Manager's Office staff work to implement the policies established and prioritized by the City Council, effectively lead the organization through innovation and improvements in service delivery, communicate effectively with our citizens, exercise fiscal responsibility, and nurture a positive image of City government.

Executive Services consists of three functions:

- Administration
- Risk Management
- Communications and Community Relations

City Manager's Office

The City Manager is appointed by and accountable to the City Council for:

- Administration of City operations and activities
- Implementation of policy direction from the full Council
- Communication with the City Council, the City organization, and the community

The City Manager provides policy advice to the City Council and is responsible for keeping the Council informed about the City's finances and emerging issues.

The City Manager's office provides overall leadership to the City organization, direct management and coordination of high profile special projects, and staff support to the Council as a whole.

No staff changes are anticipated in the City Manager's office for 2014.

2014 Major Projects

Implementing the City Council priorities will continue to be the primary focus. Balancing the City budget and funding and prioritizing capital needs will continue to be the center of attention for the Executive Services Department. Areas of focus include the following:

- Implement Changes in the Culture of Community Development

- Development of the Isthmus Properties
- Lower Budd Inlet clean-up
- Finalize development and construction of the Artesian Court
- Implementation of the Shoreline Master Program
- Continued work on the revised Comprehensive Plan
- Tribal relations
- Healthy and vibrant downtown

Future Challenges and Opportunities

- Meet increasing service demands
- Continue working on performance measurement
- Empower employees to continually seek improvements and efficiencies
- Coordinate and communicate Council priorities, CFP projects, and work plan/construction progress reports
- Continue support of the Olympia Downtown Association on the Parking and Business Improvement Area (PBIA)
- Continue work on development of mixed-use housing in the downtown area
- Continue employee training on loss prevention
- Continue reaching our citizens through our website, Facebook, Twitter, and other social media
- Address homelessness

Although our economy shows signs of improving, flexibility and creativity will continue to be necessary to maintain the highest possible level of programs and services.

Risk Management

The focus of Risk Management is to ensure that City-owned facilities and vehicles, as well as City employees, are insured and that programs have adequate liability coverage. A focus of Risk Management is to keep accidents down and insurance premiums low. The program involves claims management, loss control, loss prevention training, and regular interactions with the Washington Cities Insurance Authority (WCIA).

The City's Claims Manager also responds to all public information requests related to the Executive Office and City Council, and coordinates all contracts for the Executive Office.

Future Challenges and Opportunities

Risk Management will continue to see challenges due to population growth, an expanded service area, and aging infrastructure. Work with our insurance carriers will focus on loss prevention through training and infrastructure maintenance.

Communications and Community Relations

The Communications and Community Relations function helps our citizens and employees connect — both in-person at City Hall and through a variety of communication and outreach efforts.

City Hall In-Person Customer Service

Our central customer service counters are located on the first and second floors. The first floor customer care staff is part of the Executive Office, and they are responsible for the City Hall in-person customer experience. They welcome everyone who comes to City Hall and provide one-stop assistance with routine transactions and information. In addition, community members with our Volunteers in Policing Services program greet City Hall visitors Tuesday through Friday between 10:00 a.m. and 2:00 p.m. These volunteer hosts provide information and direction, escort visitors to their destination, and assist with a variety of office activities. The Public Works and Parking Services telephone assistance and dispatch services are also managed by the front counter team.

Future Challenges and Opportunities

- Providing consistent training and team-building opportunities with a work group that needs to be fully operational each work day from 8 a.m. – 5 p.m.
- Introducing youth to City government by offering City Hall tours.

Communication Services

The three-person Communication Services team provides graphic design, website/social media content, photography, copy writing, production, communication outreach, and strategy development services.

Future Challenges and Opportunities

- In cooperation with the City's IT Services staff, keep abreast of emerging electronic and social media trends and innovations; doing so in a way that is consistent with records retention requirements.
- Telling our story.
- Keeping up with ever changing electronic communication tools and finding a mix of online and print communication that we have the resources to keep interesting, current, and up-to-date.
-



Executive Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00
Office Specialist III	1.00	1.00	1.00
Program Specialist	2.00	2.00	2.00
Public Service Representative	1.00	1.00	1.00
Senior Program Specialist	1.00	1.00	1.00
Program Assistant	3.00	3.00	3.00
Total	12.00	12.00	12.00

Other Communications/Community Relations Services

The Communications and Community Relations Division is the City's liaison with community event sponsors for permits and logistics, coordinator of advisory committee recruitment and appointment, and administrator of the City's cable television franchise. The Communications Manager is staff liaison with the Council's General Government Committee, the Lodging Tax Advisory Committee, and the Thurston Community Television Board (TCTV).

Recent Accomplishments

- Worked with Olympia School District to finalize development of new school on Boulevard Road
- Launched a refreshed Facebook page and several Twitter accounts to increase access to City information

Key Result Measures - Executive Services	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
E-mail Responded to within 24 Hours*	100%	100%	100%	100%
Claims Processed within 1 Day*	85%	99%	90%	90%
Known Incidents Reported on Date of Claim**	85%	50%	85%	85%
Unknown Incidents Reported within 7 Days of Claim*	85%	100%	85%	85%
Percent of Customer Service Counter Interactions Rated Excellent or Very Good by Customers ***	-	-	-	100%
Percent of City News Releases are Posted on City Website for Convenient Public Access	100%	90%	100%	100%
Percent of City Publications are Designed with City Identity	100%	50%	85%	95%

* Target reflects a commitment by staff to respond within one business day.
 ** Target reflects what is reasonably expected.
 *** Will begin tracking in 2014.

Service Profiles - Executive Services	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Risk Management Training Sessions	18	15	15
Liability Claims Processed	100	100	100
Restitution Claims Processed	40	40	40
Employee At-Fault Driving Incidents	20	20	20



LEGAL DEPARTMENT

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 944,712	\$ 960,565	\$ 964,301	\$ 3,736
Supplies & Services	64,479	88,728	88,228	(500)
Interfund Payments	24,445	24,010	26,950	2,940
Total Expenditures	\$ 1,033,636	\$ 1,073,303	\$ 1,079,479	\$ 6,176
Program Revenue	92,293	85,958	90,377	4,419
Supported by General Revenues	\$ 941,343	\$ 987,345	\$ 989,102	\$ 1,757

Program Description

The Legal Department provides legal advice and representation to the City of Olympia and is comprised of the Civil and Criminal Divisions.

The **Civil Division** advises the City Council, the City Manager, and staff in eight City departments on the laws applicable to the City and in development and implementation of City policies and regulations. Our work includes preparing and reviewing ordinances, resolutions, contracts, and related documents, providing proactive advice to minimize litigation risk, and initiating or defending litigation when it cannot otherwise be avoided. The Civil Division also drafts real estate documents and assists in the sales and purchases of real property for parks, roads, and other City facilities. Another service provided by the Legal Department is evaluation and advice on proposed legislation that may impact the City.

The **Criminal Division** prosecutes accused offenders so that the guilty are held accountable and the public is protected from criminal conduct. Division staff members provide proactive legal advice to the Police Department to ensure that the police force is professional and effective and that citizens' rights are protected. Staff also works with local and State-wide organizations to prevent crime and assist crime victims.

Trends

In the Civil Division, staff is often required to respond to projects and time lines established by others, and major projects tend to consume large amounts of staff time.

Examples include:

- Land use appeals
- Property acquisitions
- Development and capital projects
- Records requests
- Environmental remediation of several City-owned properties
- Code enforcement/public nuisance abatement actions
- Increasing and protecting Olympia's water supply
- Various general litigation matters
- Council policy initiatives
- Updates to City Parks Plan, Comprehensive Plan and Shoreline Master Program
- Continued high levels of contract activity in the Parks and Public Works Departments require civil legal staff assistance with contracting issues

The **Criminal Division** is working closely with the Olympia Police Department to maximize limited resources so that criminal justice funding is used to support strategic City of Olympia goals. In cooperation with the Police Department, the Criminal Division will use crime data to focus on pursuing cases that will have the maximum positive impact on both public safety and the quality of life for Olympia's citizens. Integral to these efforts will be the work of the Victim Assistance Coordinator who plays a vital role in preparing cases for court hearings by maintaining victim participation in the criminal justice process, which is critical to the successful prosecution of cases. In addition, the Criminal Division will continue to review the Municipal Code for potential changes that better align the City's criminal code with City Council priorities. An example of this effort is a recently submitted Graffiti Ordinance to further the Council's recently commenced Downtown Initiative. It is expected that, while this approach to law enforcement and prosecution will generate fewer criminal cases overall, those cases that are prosecuted will have a greater effect in changing and deterring criminal behavior.

Document and Records Management

The Legal Department maintains a digital document and records management system and will continue to coordinate with the Administrative Services Department to integrate that system with the Citywide system.

Program Budget Overview

Legal Department budget resources are almost exclusively for staff costs, along with a small amount for outside civil legal services. Dedicated budget resources have not been available for outside criminal prosecution services.

Future Challenges and Opportunities

- As a result of population growth, infill projects, annexations and community initiatives such as revitalizing downtown, there has been an increased demand for City services. The City's need for quality legal resources also continues to increase over time. The combination of increased levels of Departmental activities and multiple major projects creates a strain in resources and impacts legal review times.
- Further reduction of the Assistant City Attorney position in 2013 has impacted legal assistance and review times. The Civil Division will continue to work closely with City departments to prioritize legal work requests and to ensure that continued legal advice and representation is provided in a timely manner.
- Completion of major capital projects will require significant support from the Civil Division.



Legal Department

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney	0.80	0.60 *	0.60
City Prosecutor	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00
Office Specialist III	1.00	1.00	1.00
Victim Assistance Coordinator	1.00	1.00	1.00
Assistant City Prosecutor	1.00	1.00	1.00
Total	8.80	8.60	8.60

* Position reduced .20 due to 2013 Budget reductions

- Newly enacted State legislation allows the Criminal Division to seek cost recovery in court for emergency services related to DUI enforcement.
- New court rules limiting the case loads of public defenders will likely result in either fewer criminal cases being filed in court, or more money spent on hiring public defenders.
- Citizens passed a Criminal Justice Sales Tax in 2012 to preserve existing public safety and criminal justice resources.
- Notwithstanding the above, improved case and document systems continue to enhance our ability to manage and track legal cases, contracts, and questions.

Recent Accomplishments

Provided legal assistance in:

- Successful resolution of litigation pertaining to public works construction projects and the Cyrene Subdivision plat improvements
- Adoption of the Urban Agricultural Ordinance
- Supporting Council's Downtown Initiatives

Provided legal review for:

- Acquisition of Isthmus Properties
- Sale of Smith Building to Family Support Center
- Update of Shoreline Master Program
- Update of Comprehensive Plan
- Alcohol Impact Area Petition
- Amendment to Farmers Market Lease
- Automated Meter Reading Contract
- Boulevard Road & 22nd Roundabout Right-of-Way Acquisitions
- Replacement of Downtown Parking System

Key Result Measures - Legal Department	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
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Civil Program

Professional Service Agreements Reviewed within 2 Weeks	95%	95%	94%	95%
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Service Profiles - Legal Department	FY 12 Actual	FY 13 Estimated	FY 14 Budget
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Criminal Program

Cases Reviewed	2,571 *	2,130 *	**
Cases Filed	2,252 *	1,800 *	**
Domestic Violence Cases Filed	382 *	522 *	**
Contacts with Crime Victims	3,749 *	4,398 *	**
Crime Victims Assisted with Restitution	85 *	84 *	**

* The statistics above reflect a temporary reduced level in police officer staffing over the last two years, which has limited the number of officers referring cases to the Prosecutor's Office. It is expected that the number of cases filed will fluctuate for the next 1-2 years and then stabilize at or above historical levels.

** New Service Profile being developed for 2014

SPECIAL ACCOUNTS

<i>Special Accounts</i>				
<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 615,081	\$ 823,078	\$1,565,450	\$ 742,372
Supplies & Services	3,245,665	1,288,950	1,276,758	(12,192)
Interfund Payments	366,750	437,599	330	(437,269)
Total Expenditures	\$ 4,227,496	\$ 2,549,627	\$ 2,842,538	\$ 292,911
Program Revenue	25,000	25,000	25,000	-
Supported by General Revenues	\$ 4,202,496	\$ 2,524,627	\$ 2,817,538	\$ 292,911

Highlights of Program Budget Changes

- \$568,192 - Increase in labor reserve for COLAs and other related labor items, which may not be finalized at time of preparation of preliminary budget.
- (\$54,610) - The 2013 budget included a liability insurance premium reserve. This was not needed or continued to 2014.
- (\$15,000) - Elimination of the downtown emphasis fund. This was for extra emphasis by the police department. With the addition of two downtown officers, this is no longer needed.
- (\$7,234) - Decrease lease cost for the Farmers Market from the Port of Olympia. The City is reimbursed by the Farmers Market for the lease expense. A new contract was negotiated which included a maximum payment.
- (\$18,212) - Costs of the pilot pool vehicle program were paid from this account in 2013. In 2014 departments will pay directly for their usage of pool vehicles.
- \$106,000 - The 2014 budget adds an FTE to support police information technology needs.
- (\$366,450) - As a result of State legislation in 2013, the General Fund no longer must reimburse water utilities for providing fire protection systems.

Program Description

The Special Accounts programs are used for budgeting items which are not generally associated with another program, or which are combined for easy reference. Special Accounts also includes payments to other governments for general services not associated with another program.

Program Budget Overview

The labor reserve includes funding for labor related costs (such as COLAs) which have not yet been distributed to the various departments. The NLC membership that was cut as part of the 2013 budget has been added back (\$4,275). The Farmers Market rent, which is a pass-through to the Port of Olympia, has been reduced as the result of a new contract.



<i>Special Accounts - Miscellaneous</i>	<i>2013 Budget</i>	<i>2014 Preliminary</i>
Medical Benefits - Retired LEOFF I		
Police Officers & Uninsured Costs for Current LEOFF I Police Officers	\$ 584,000	\$ 650,000
Labor Reserves	221,458	789,650
Liability Insurance Reserve	54,610	-
Memberships, AWC & NLC (added back in 2014)	32,243	37,335
Administrative Fees and Other Miscellaneous Items	8,300	1,330
Employee Go Pass (bus pass program)	8,000	15,000
Farmers Market Lease (pass through to Port of Olympia)	90,000	82,766
Council Opportunities & Goals	100,000	100,000
Graffiti Removal Kits	2,000	2,000
Medical Support for SWAT Team	9,620	4,800
Court Appointed Attorneys	144,000	144,000
Fire Protection Services, payment to Drinking Water Utility for fire hydrants	366,450	-
Downtown Policing Emphasis	15,000	-
Pool Vehicles (transferred from other departments)	18,212	-
Position to Support Police Information Technology Needs	-	106,000
Human Services/Resources:		
General Allocation	75,000	75,000
Transfers to Other Funds:		
LEOFF 1 Police Retiree Long-Term-Care Special Account	50,000	50,000
Debt Service Fund for Energy Improvement Project	178,282	178,282
Capital Improvement Fund - Fuel Tax	275,000	275,000
	\$ 2,232,175	\$ 2,511,163

<i>Special Accounts-Intergovernmental</i>	<i>2013 Budget</i>	<i>2014 Preliminary</i>
Olympic Air Pollution Control Authority	\$ 21,051	\$ 21,375
Animal Services (City of Lacey)	270,901	284,500
Train Depot Operations Support (Intercity Transit)	11,500	11,500
Alcoholism Programs (Thurston County)	14,000	14,000
	\$ 317,452	\$ 331,375

THE WASHINGTON CENTER

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Operations				
Supplies & Services	\$ 18,297	\$ 36,000	\$ 36,000	\$ -
Maintenance & Custodial				
Supplies & Services	435,371	223,173	215,840	(7,333)
Total Expenditures	\$ 453,668	\$ 259,173	\$ 251,840	(\$ 7,333)
Program Revenue	461,399	254,173	246,840	(7,333)
Supported by General Revenues or Revenues (in Excess) of Direct Costs	(\$ 7,731)	\$ 5,000	\$ 5,000	\$ -

Program Description

The City of Olympia owns a performing arts center — The Washington Center for the Performing Arts. The City contracts for the management of the facility. The City funding for the Center comes in part from an endowment established in the early 1980s. The City sold a large piece of property on the Westside (now Top Foods Grocery) to be used to support the Center. The principal and investment earnings may only be used for the benefit of the Center. In addition to the investment earnings, the Center receives 2% Hotel/Motel tax on existing hotels/motels. These two funding sources make up the City’s contribution to the Center.

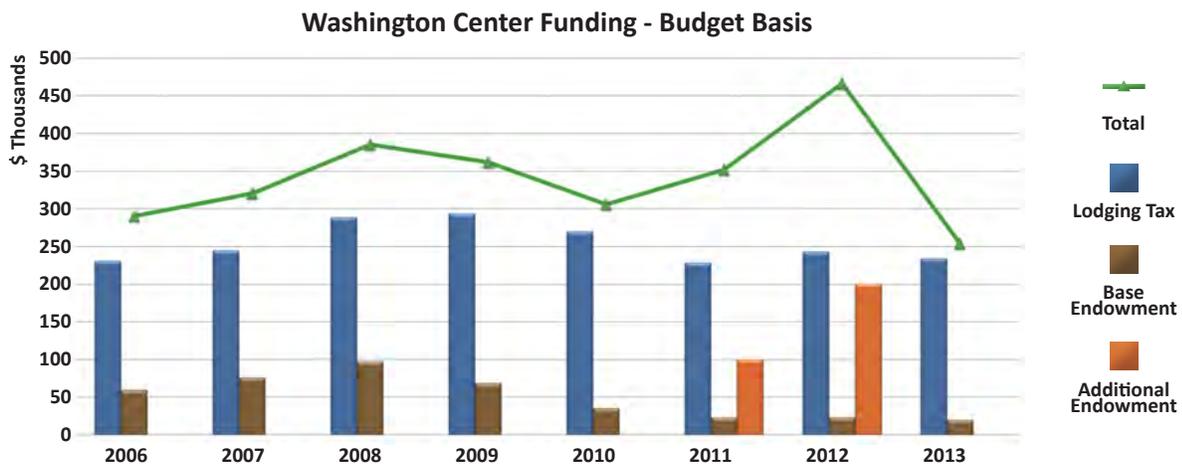
In addition to the City’s contributions, the Center generates revenue from events and usage of the center plus the “Black Box” rehearsal room. However, due to the fall in both interest earnings and hotel stays, the revenue is declining in recent years.

Program Budget Overview

Base revenues allotted to the Center by contract are down compared to the 2013 budget (\$7,333 primarily due to lower interest earnings). The City’s funding contribution is determined by contract and is based on the interest earned on the endowment, plus Hotel/Motel receipts. In 2013 the City provided an additional \$200,000 in support for the Center from the endowment, in addition to interest earnings.

Future Challenges and Opportunities

The Washington Center has been faced with financial difficulties due to the reduction in support by the City and current economic conditions. In the fall of 2013, the Council allocated an additional \$200,000 from the endowment to assist with the operations of the Center. It is believed that with this special assistance and implementation of the Center’s new business plan, the Center will be able to stabilize its funding needs.

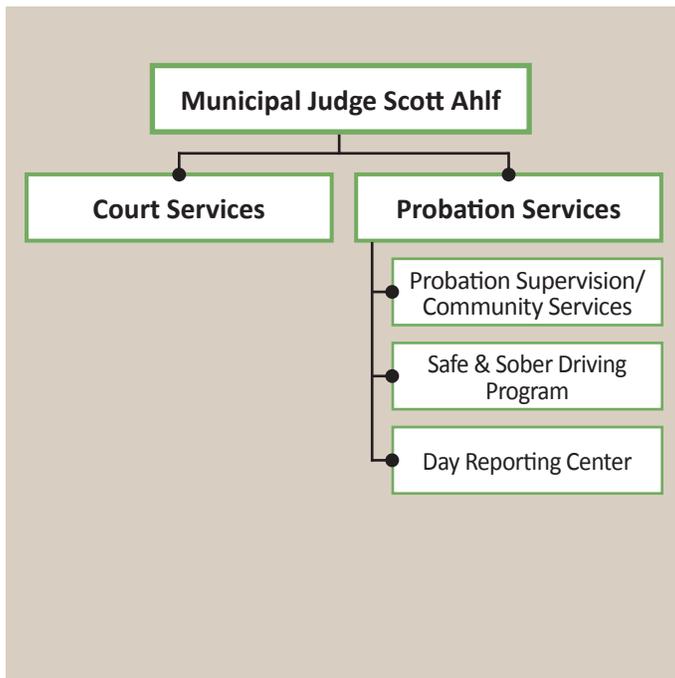








MUNICIPAL COURT



MISSION

The mission of the Olympia Municipal Court, as an independent and impartial branch of government, is to provide objective, accessible and timely resolution of all cases appropriately coming before the Court, the protection of the rights of all individuals, and the dignified and fair treatment of all parties. Olympia Municipal Court is a contributing partner working toward a safe and vital community.

MUNICIPAL COURT DEPARTMENT OVERVIEW

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Court Services	\$ 879,111	\$ 969,928	\$ 998,097	\$ 28,169
Probation Services	258,456	240,397	248,431	8,034
Day Reporting Center	424,561	431,208	451,414	20,206
Total Expenditures	\$ 1,562,128	\$ 1,641,533	\$ 1,697,942	\$ 56,409
<i>Recap of Expenditures</i>				
Personnel Services	\$ 1,309,206	\$ 1,412,533	\$ 1,467,474	\$ 54,941
Supplies & Services	180,422	179,759	176,421	(3,338)
Capital Outlays	27,483	-	-	-
Interfund Payments	45,017	49,241	54,047	4,806
Total Expenditures	\$ 1,562,128	\$ 1,641,533	\$ 1,697,942	\$ 56,409
Program Revenues	309,764	365,000	318,960	(46,040)
Supported by General Revenues	\$ 1,252,364	\$ 1,276,533	\$ 1,378,982	\$ 102,449

Department Overview

The Olympia Municipal Court is a high volume court, which hears cases involving misdemeanors, gross misdemeanors, traffic infractions, and City code violations. Our court is the initial contact with the legal system for many individuals. It is the goal of this court to require offenders to be accountable for their actions, but also to work with these offenders to address the underlying issues relating to their offenses and reduce recidivism. The Court continues to look for new ways to accomplish these goals.

Current Trends

Parking - In 2012, the Court acquired parking adjudications from General Government. Parking has added a significant number of cases to the Court's calendars and increased staff time. The system used in parking adjudications is separate and different from the system used for all other court functions. The transition was difficult. However, the Court staff has worked diligently and the parking system is now operating as smoothly as the rest of the Court's functions.

Reducing Reliance on Paper - The Court continues to work on becoming paperless. We are in the process of reviewing systems used by other courts throughout the state to determine what is best for Olympia Municipal Court. The majority of citations filed with the Court by the Olympia Police Department are electronic filings. All other documents are scanned and input into the City's OptiView imaging system. This allows the Judge and court staff to view most documents in electronic form. However, the individuals appearing before the Court still need to receive notice of times to appear and a written order as to conditions imposed by the Court. Therefore, we are still some time away from truly becoming paperless, but we have come a long way in the process.

Probation and the Options Program - Probation Services continues to be a leader in the use of jail alternatives. We currently have two work crew supervisors running work crews seven days a week. The work crew consists of a combination of inmates serving time in the jail and offenders working on a daily basis while residing at home. Through their labor on the work crew, offenders make amends to the community for the crimes they have committed. In addition, Probation Services has programs such as electronic home monitoring (house arrest), including using alcohol sensing

devices that inform the Court if someone is using and poses a risk and therefore needs to be returned to custody. This type of device will become increasingly important with the changes in the DUI laws. Further, Probation Services continues to use the MRT (Moral Reconciliation Therapy) program to target early offenders. MRT is a cognitive behavioral program that focuses on changing the thinking process of offenders to significantly raise their moral reasoning level and sense of life purpose. The program has helped many offenders to change their lives and become productive citizens.

Jury Trials - Currently, the Court utilizes Thurston County Superior Court facilities to conduct jury trials. The Olympia Municipal Court staff and judge conduct the trials at the Thurston County Courthouse. We are seeing a continuing trend of unavailability of the County courtrooms. Therefore, we are in the process of determining if it is feasible to remodel the Olympia Municipal Court Courtroom to accommodate jury trials. Unavailability of a courtroom is not an excuse for exceeding time for a speedy trial. As a result, cases may be lost pursuant to speedy trial rules and the Constitutions of the United States and Washington State if trials are not held timely.

Future Trends and Challenges

The Court will continue to face challenges from changes in the law and court rules. The legislature has made significant changes to the DUI laws and will continue to do so in the future. The Court will continue to monitor these changes and will strive to be innovative in our approach to working with DUI offenders.

The State Supreme Court has pushed back the date for compliance with case load limits for indigent defense attorneys to late 2014. However, once enacted, the court rule may add significant costs to the City's budget for indigent defense. Although the indigent defense budget item is contained in the Administrative Services Department, the impact will be felt throughout the criminal justice system. Pursuant to the rule, the Court may be required to institute a weighting system for indigent defense case load standards, further impacting the indigent defense budget. The Olympia Municipal Court will continue to work with all of the stakeholders in the criminal justice system to find viable solutions to such challenges, as well as solutions to alleviate jail crowding issues and new ways to reduce the rate of recidivism.

COURT SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 757,393	\$ 858,743	\$ 881,972	\$ 23,229
Supplies & Services	101,031	90,000	90,000	-
Interfund Payments	20,687	21,185	26,125	4,940
Total Expenditures	\$ 879,111	\$ 969,928	\$ 998,097	\$ 28,169
Program Revenue	22,632	24,000	22,960	(1,040)
Supported by General Revenues	\$ 856,479	\$ 945,928	\$ 975,137	\$ 29,209

Program Description

The Court Services Division of the Olympia Municipal Court is primarily responsible for the day-to-day operation of the Court and parking management — initial citation data entry, docketing, calendaring, case management/adjudication, receipting payments, fine distribution and compliance monitoring. Court Services devotes a tremendous amount of time and staff resources to imaging all court documents, answering public information requests, and providing exceptional customer service.

Trends

Court Services continues to identify our core services and focus our resources on these services in innovative ways to accomplish our mission. In an effort to reduce expenses, while maintaining a high level of accuracy in our case processing, we continue to gain efficiencies through technology. In coordination with the Police Department, we utilize the electronic ticketing and collision reporting program, e-TRIP, which significantly reduces both data entry processing time and routine errors by officers and court clerks. In moving towards a paperless court, we are scanning all court documents into the City's OptiView imaging system. This enables quick and easy accessibility to court documents, as well as document sharing.

Program Budget Overview

This budget does not request any funds for capital replacement projects. Expenditures for 2014 have been reduced to reflect the elimination of a 0.75 Office Specialist II. This is a vacant position and no longer needed. The 2014 budget includes a \$30,000 grant request from the Washington State Office of Public Defense but is budgeted in Special Accounts. It is anticipated that the Court will receive funding from the State through the Trial Court Improvement Account for partial reimbursement for the salary of the Municipal Court Judge in the amount of \$22,960.

Future Challenges and Opportunities

Technology is the key for more efficient case management and plays a significant role in doing more with less. We continue to collaborate with our key partners — Police Department, Jail and Prosecutor's Office — to streamline case processing and increase

efficiency. However, given the current fiscal climate, developing and implementing new programs may be problematic.

The Court continues the use of the Warrant Return Calendar and Personal Recognizance (PR) Calendars. The Warrant Return Calendar resolves an outstanding bench warrant without the need for booking and holding a defendant in-custody pending the next judicial hearing date. The PR Calendar releases low-level offenders after booking, without posting bail, in order to keep jail bed space available for higher-level offenders. Both these tools are helpful to maintain a balance between holding offenders accountable and maintaining public safety, while keeping the jail population at a manageable level.

Thurston County is in the process of designing and implementing a digital court order display system for No Contact Orders to be accessible county wide by courts, corrections, and police. This would consolidate orders and prevent duplicate orders within the County, as well as provide access to officers in the field for immediate verification. Once this system is implemented at the County level, other municipalities will be given the opportunity to interface with the County system. Olympia Municipal Court has been in contact with the County and attending demonstration meetings of the program in hopes of integrating with the County in the future.



Recent Accomplishments

- The Court has been very successful in the acquirement of parking management where we have developed policies and procedures and streamlined processes.
- Completed the scanning of a large backlog of court files to provide efficient accessibility to court documents and reduce staff time in gathering and copying documents for records requests.
- The Court was awarded a grant of \$20,250 from the Washington State Office of Public Defense for a public defender at all arraignment calendars in 2013.
- The Court received funding of \$22,796 from the State’s Trial Court Improvement Account for partial reimbursement of the Municipal Court Judge salary for 2013.



Court Services

<i>Program Staffing</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>
Municipal Court Judge	1.00	1.00	1.00
Court Operations Supervisor	1.00	1.00	1.00
Program and Planning Supervisor	1.00	1.00	1.00
Office Specialist II	1.75	1.75	1.00 *
Office Specialist III	5.00	5.00	5.00
Total	9.75	9.75	9.00

* 0.75 FTE reduction - vacant position no longer needed

<i>Key Result Measures - Court Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Warrant Return Calendar				
Bench Warrant Resolution without Booking	*250	143	150	175
Booking Cost Savings**	\$37,500	\$37,000	\$37,000	\$37,000
Warrant Fees Generated	\$12,500	\$7,107	\$7,044	\$7,200
Personal Recognizance (PR) Calendar				
Appearance after PR Release	90%	75%	75%	75%

* Target represents the average number of defendants participating in Warrant Return Program.
 ** Booking cost savings and fees generated are directly tied to the number of bench warrants resolved through the Warrant Return Calendar.

<i>Service Profiles - Court Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Infraction Citations Filed	2,347	1,500	2,000
Criminal Citations Filed	2,252	1,800	2,200
Hearings Held	8,855	8,500	8,500
Parking Infraction Citations Filed	30,403	30,000	31,000
Parking Hearings Held	1,100	1,100	1,200

PROBATION SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 215,168	\$ 220,898	\$ 228,092	\$ 7,194
Supplies & Services	7,904	13,179	13,179	-
Capital Outlays	27,483	-	-	-
Interfund Payments	7,901	6,320	7,160	840
Total Expenditures	\$ 258,456	\$ 240,397	\$ 248,431	\$ 8,034
Program Revenue	155,178	202,500	162,500	(40,000)
Supported by General Revenues	\$ 103,278	\$ 37,897	\$ 85,931	\$ 48,034

Program Description

Probation Services offers effective community supervision for misdemeanor offenders in the City of Olympia. Along with the correctional options programs offered as alternatives to incarceration, Probation Services continues to offer an array of treatment and counseling services to help motivate and guide clients out of the Court system.

Trends

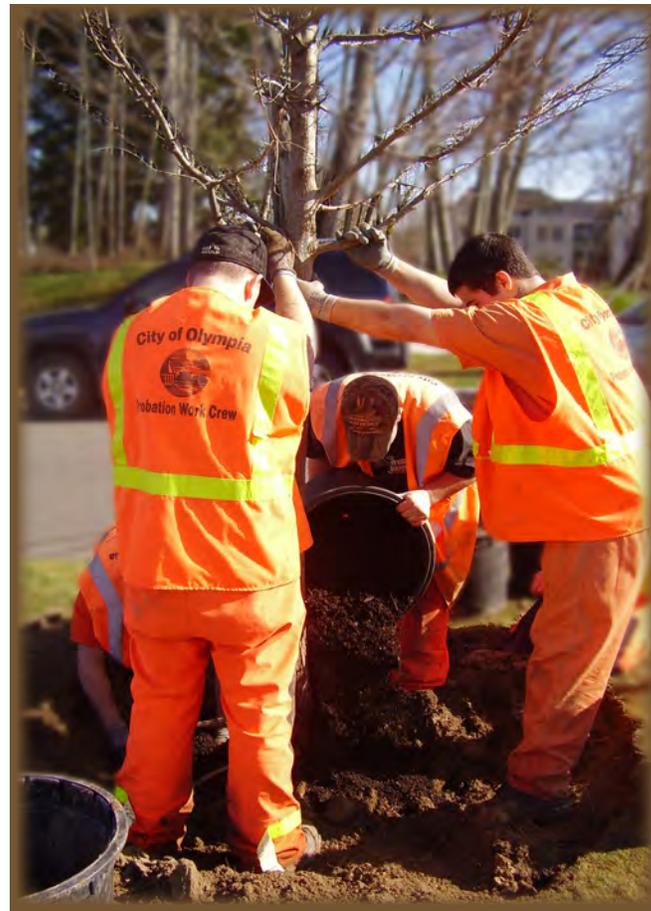
Probation Services concentrates on identifying and offering core services to our customers. We continue to provide standard and bench probation, along with a community service program, DUI Alternative Program, and Victims' Impact Panel for DUI offenders in the City of Olympia. The MRT program continues its focus on the youthful offender, and first-time offender, as does the Community Court Program.

Program Budget Overview

2012/2013 case load numbers have remained constant, with no increases projected for the next year. Revenues are projected to be approximately \$200,000. This amount includes standard, bench probation, and intensive supervision fees, community service fees, and Victims' Impact Panel fees. Revenues collected in 2012 totaled slightly over \$155,000. The drop in revenue can be attributed to the significant reduction of DUI filings in our jurisdiction. In 2012 a total of 144 DUI cases were filed with the Court. 2013 numbers are projected to be approximately 70, or half of 2012. Research indicates that DUI arrest numbers are constant within the city limits, however, it appears that a large portion are being cited through the Washington State Patrol rather than Olympia Police Department (OPD), therefore the filings will be handled by Thurston County District Court. The drop in numbers within the City of Olympia directly affects the revenues collected through probation fees and options fees (mandatory EHM sentencing.) OPD representatives indicate the reduction of DUI arrests are the result of numerous vacant officer positions. Once those vacancies are filled, the numbers should increase.

Future Challenges and Opportunities

The Community Court Program was reinstated in May, 2012 to address nuisance criminal activity occurring downtown via Court/Prosecutor/Probation collaboration. The program was developed to target offenders cited for nuisance crimes in the downtown, specifically such offenses as criminal trespassing, drinking in public and pedestrian interference. Statistics gathered from May through December 2012 indicate a 60% compliance rate with 504 hours of work crew completed in the downtown core, and a 63 jail bed savings.



Recent Accomplishments

- Probation’s Community Court Program is teaming up with OPD’s walking patrol program to reduce ongoing nuisance crimes in the downtown.
- Probation monitoring for some mentally ill offenders has been enhanced by establishing structure and medication monitoring in-lieu of jail time and law enforcement intervention.



Probation Services / Day Reporting Center *

<i>Program Staffing</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>
Probation Services Supervisor	1.00	1.00	1.00
Probation Officer I	2.00	2.00	2.00
Office Specialist III	1.00	1.00	1.00
Probation Work Crew Leader	2.00	2.00	2.00
Senior Program Specialist	0.25	0.25	0.25
Total	6.25	6.25	6.25

*The same staff provides services for both Probation and the Day Reporting Center.

<i>Key Result Measures - Probation Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Offenders Successfully Completing DUI Alternative Program	100%	99%	99%	99%
Number of Offenders Re-Offended	0	1	1	1
Offenders Successfully Completing Community Court (May to Dec 2012)	100%	60%	65%	65%

<i>Service Profiles - Probation Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Defendants on Active Probation	247	300	300
Defendants on Inactive Probation	509	600	600
Deferred Prosecution Supervision	131	140	140
Defendants on Warrant Status	1,165	1,200	1,200

DAY REPORTING CENTER

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 336,645	\$ 332,892	\$ 357,410	\$ 24,518
Supplies & Services	71,487	76,580	73,242	(3,338)
Interfund Payments	16,429	21,736	20,762	(974)
Total Expenditures	\$ 424,561	\$ 431,208	\$ 451,414	\$ 20,206
Program Revenue	131,954	138,500	133,500	(5,000)
Supported by General Revenues	\$ 292,607	\$ 292,708	\$ 317,914	\$ 25,206

Program Description

The Day Reporting Center, comprised of intense probation programs and jail alternatives, continues to run successfully. Our goals include enhancing public safety while utilizing alternatives to incarceration, and allowing better management of jail costs to the City of Olympia.

Trends

The Day Reporting Center continues its commitment to alternatives to incarceration and looks for long-term solutions to jail housing. We will continue to look for opportunities to expand our programming options, focusing on accountability and rehabilitation.

Program Budget Overview

Revenue projections for 2013 are \$138,000 (combined program fees collected from EHM, Work Crew, Day Jail, DUI Alternative fees and program fees, contributions from Public Works Department and PBIA). 2012 revenues totaled \$132,000.

Future Challenges and Opportunities

The work crew program continues to prove itself invaluable to the City. Over 6,770 man hours were logged in for the year and a total of 1,548 jail beds were saved. Those hours logged via projects that would normally be assigned to and completed by a Maintenance Worker I with the City of Olympia can be converted to savings of \$122,000 (\$18.23 per hour). In addition, the in-custody work crew completed 3,648 hours and saved an additional 164 jail bed days. Total jail bed savings to the City is \$85,600 (\$50 per day, per bed).

The focus of the work crew through 2013 will be the downtown core and code enforcement. However, beginning January 2014, the focus will turn towards City parks and public works projects as funding contributions from the PBIA were cut by \$10,000 in 2013. The work crew will continue to water flower baskets from May through September, but due to funding cuts, the downtown service requests for pressure washing sidewalks, graffiti removal, parking lot cleanup and general downtown alley maintenance work will be absorbed by the "clean team." The PBIA contribution of \$10,000 provides for priority services whenever requested with a guarantee of 40 hours per month dedicated to the downtown core. 1,665 man hours

were worked in 2011/ 2012 with an average of 69 hours per month provided to the PBIA. This amount does not include the additional hours spent daily hanging, watering and removing the downtown flower baskets. In the spirit of partnership, the work crew will continue its services to the PBIA through December 2013, without additional funding.

In regard to the reduction in overall revenue for jail alternative programming, reduced DUI citations and the economy continue to affect program participation and fee collection. Many offenders are under or unemployed which inhibits their ability to pay program fees. Rather than refuse their participation in a program due to finances, fees are reduced or waived to allow participation in a program and keep jail population down.



Recent Accomplishments

- Overall compliance with the options programming has reached 83%. 6,135 sentenced days of jail were successfully served in an options program, equating to a cost savings of \$306,750.



*Probation Services / Day Reporting Center **

*The same staff provides services for both Probation and the Day Reporting Center. See Page 64.

<i>Key Result Measures - Day Reporting Center</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Defendants Successfully Completing an Options/Jail Alternative Program (Work Crew/Day Jail/EHM)	100%	83%	85%	85%

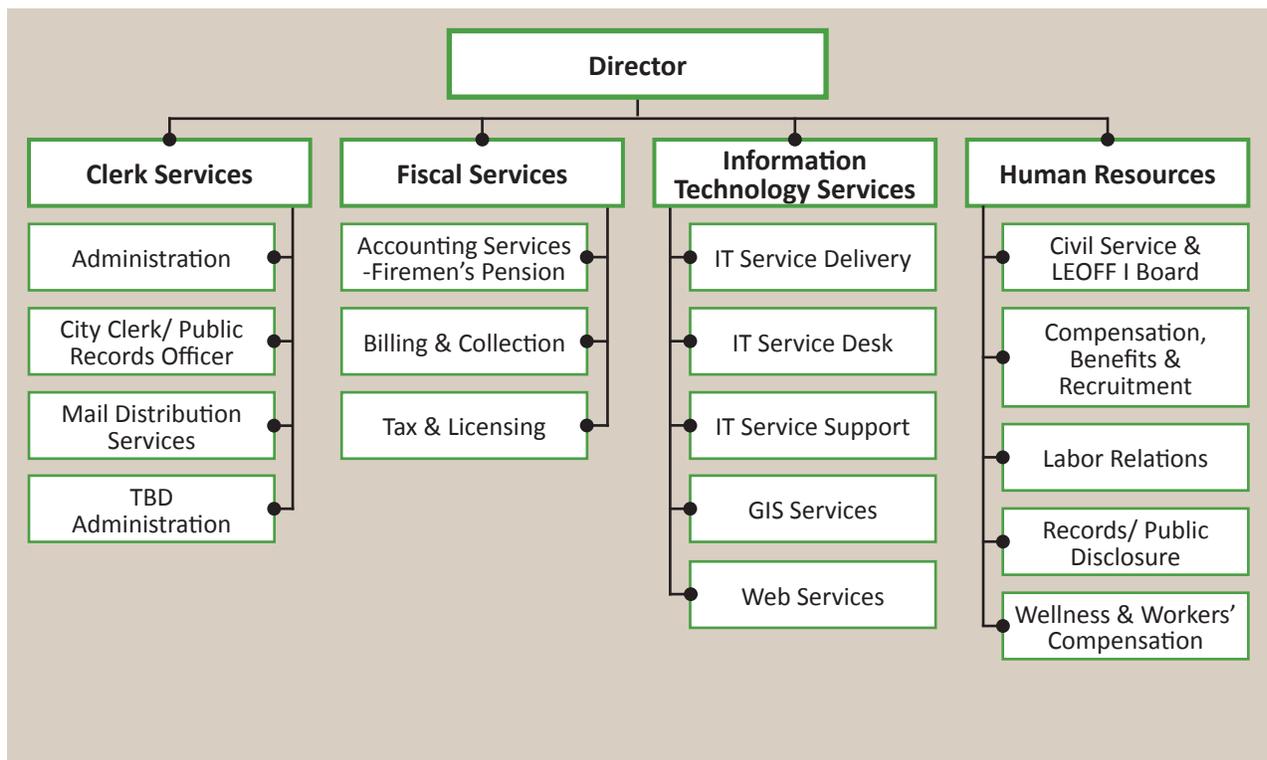
<i>Service Profiles - Day Reporting Center</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Average ISP Case Load	25	35	35
Defendants Successfully Completing ISP	32	35	35
Defendants on Work Crew	102	125	125
Defendants in Day Jail	56	50	50
Defendants on In-Custody Work Crew	22	50	50
In-Custody Work Crew Jail Beds Saved	164	500	500
Electronic Home Monitoring Jail Beds Saved	3,655	4,000	4,000







ADMINISTRATIVE SERVICES



MISSION

To provide essential fiscal and human resources, and support services to City programs to meet their business needs. To serve as a responsible steward of government records, information, public assets and employees.

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Department Recap	2012 Actual	2013 Estimated	2014 Budget	Variance
Clerk Services	\$ 1,089,035	\$ 1,235,420	\$ 1,168,020	\$ (67,400)
Fiscal Services	1,973,253	2,120,204	2,144,936	24,732
Information Technology Services	2,666,366	2,627,042	2,731,002	103,960
Human Resources	595,833	600,651	640,181	39,530
Total Expenditures	\$ 6,324,487	\$ 6,583,317	\$ 6,684,139	\$ 100,822
Recap of Expenditures				
Personnel Services	\$ 4,839,007	\$ 5,052,366	\$ 5,276,129	\$ 223,763
Supplies & Services	1,291,670	1,392,891	1,251,237	(141,654)
Capital Outlay	53,751	-	-	-
Interfund Payments	140,059	138,060	156,773	18,713
Total Expenditures	\$ 6,324,487	\$ 6,583,317	\$ 6,684,139	\$ 100,822
Program Revenues	2,159,107	1,939,143	1,964,253	25,110
Supported by General Revenues	\$ 4,165,380	\$ 4,644,174	\$ 4,719,886	\$ 75,712

Highlights of Department Budget Changes

- (\$ 85,000) - Elections occur every two years. Next Election year will be 2015.
- (\$ 10,000) - Reduction in postage budget.
- (\$32,500) - Reduction in credit card fees related to the acceptance of credit/debit cards for utility payments.

Department Overview

The role of Administrative Services is to help the City translate its vision and mission into strategies that focus the organization on what is important to the community, using all of the City’s fiscal and human resources.

Administrative Services, including accounting, budgeting, records, human resources, and technology, has shifted from transactional operations to decision-support capabilities. The line separating these functions has blurred over the last few years. Our external and internal customers expect efficient systems that process transactions and resources in real time. All customers need access to services 24/7. They look to us to combine resources —people, financial and technological—to balance the need for stable financial operations with the ability to maintain high level customer support.

Budget Overview

Total expenditures increased less than 2%, even after adding \$225,000 for wage and benefit costs. The budget reflects a decrease of \$85,000 with the elimination of election costs for City Council races.

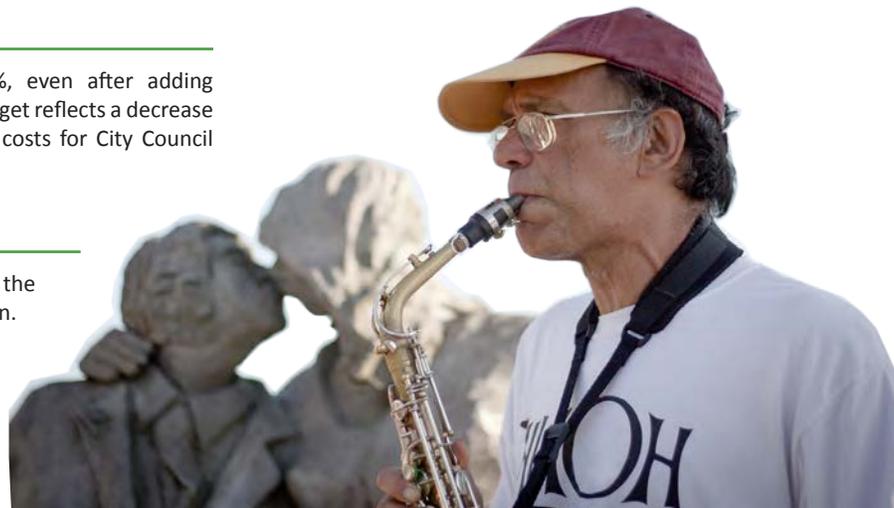
Future Challenges and Opportunities

Two significant challenges are managing the costs of benefits and workers’ compensation. Both the number and cost of workers’ compensation claims are increasing, reflecting an older work force. The Department is evaluating the process to look for efficiencies and training opportunities. Staff is also researching options to decrease

City benefit costs. In 2013, the City implemented an Insurance 2 option and began implementation of the automated meter reading and email archiving systems. Both of these systems will reduce costs and provide efficiencies. In 2014 we will be evaluating options for LEOFF I medical costs and implementing the Patient Protection & Affordable Care Act (PPACA).

The department is negotiating five labor contracts in 2013 and two in 2014. Negotiating contracts that reflect our economy, address the increased cost for benefits and the PPACA, while keeping the City of Olympia an employer that attracts and retains qualified employees is a challenge.

And finally, both the number and complexity of records requests continue to increase. Handling records requests in a timely and efficient manner continues to be a challenge.



CLERK SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 759,731	\$ 796,961	\$ 820,835	\$ 23,874
Supplies & Services	302,237	414,467	319,467	(95,000)
Interfund Payments	27,067	23,992	27,718	3,726
Total Expenditures	\$1,089,035	\$ 1,235,420	\$ 1,168,020	\$ (67,400)
Program Revenue	\$ 249,067	248,935	242,027	(6,908)
Supported by General Revenues	\$ 839,968	\$ 986,485	\$ 925,993	\$ (60,492)

Highlights of Program Budget Changes

- (\$ 85,000) - Council elections occur every two years. Next Election year will be 2015.
- (\$ 10,000) - Reduction in postage budget.

Program Description

The Clerk Services Line of Business (LOB) provides a diverse range of services that assure a focus on accessible government and transparency, including year round coordination and development of the City's Operating Budget (Budget 365) and Capital Facilities Plan (CFP) and Citywide Performance Measurement. The City Clerk is the City's Public Records Officer, oversees Citywide compliance with the Public Records Act and the City's Public Disclosure Policy, and is the custodian of official City records including minutes, ordinances, resolutions, contracts, deeds and titles. This LOB serves as liaison to Thurston County concerning elections and voter registration, assists in the Initiative and Referendum processes, and provides the issuance of all general obligation and revenue debt for the funding of capital projects at the lowest possible cost. Administrative services associated with compliance with State and local laws as they apply to LID formations, codification of the Municipal Codebook, public bidding and contracting, annexations, vacated right-of-ways, and domestic partnership registrations are also provided by this LOB, as well as Citywide mail and distribution services and Department-wide communications, administrative support functions, and all major document production.

Trends

- Citizens continue to show an interest in being informed about the City's budget, especially when revenues continue to decline and demand for services continue to grow.
- Departments continue to collect and analyze data to identify and improve performance levels.
- As controversial issues are addressed by the City Council, more inquiries are being received about the Initiative and Referendum process.
- The City maintains an AA+ credit rating, which is defined as having a very strong capacity to meet its financial commitments. Maintaining a strong credit rating allows the City to sell debt at the lowest interest rate.
- Citywide mail volumes continue to steadily decrease with more use of technology for communications, reductions

in City staff, and the consolidation of many of the City's employees into one facility. Overall mail volumes are at about 70% compared to less than a decade ago.

- We continue to use the City's website to inform and educate citizens about services in the Administrative Services Department, including the Clerk Services Division.

Program Budget Overview

The 2014 Clerk Services budget reflects the shift of Central Records services to the Human Resources line of business. This provides the Clerk's Office capacity for Citywide Performance Measurement and development of the *Budget 365* process. The budget reflects a decrease of \$85,000 due to no City Council general or primary elections being held in 2014. In addition, no special elections have been budgeted in 2014. In the event a special election is needed, it will be necessary to request additional funds at that time to pay for the associated election costs. The budget also reflects an additional \$10,000 decrease in Citywide postage costs due to the increased use of technologies for external communications. The Clerk Services budget includes an Office Specialist III funded 50% by the Transportation Benefit District (TBD). This FTE provides day-to-day administration of the City's independent taxing district, created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. The boundaries of the TBD are identical with the City limits.

Future Challenges and Opportunities

- For budgeting in line with the community's vision, the City has identified the need to develop a year round budget process that informs and educates citizens on the City's economic condition, budget choices, and entry points into the budget decision making process.
- Enhancement of Citywide performance measurement will assist in identifying service areas that need new and/or improved strategies to meet performance levels.
- Implementation of an Interlocal Agreement with the Washington State Digital Archives will allow us to transfer

digital images of meeting minutes, ordinances, resolutions, operating and capital budgets, and annual financial reports to the digital archives, where the public can access these records online, reducing the number of public records requests the City responds to.

- Via OptiView, the City’s imaging system, we are able to make records available electronically to City staff, and in turn, to customers through email. While City staff works to ensure records are properly imaged and indexed for availability, this service competes with other service demands.
- Refunding (refinancing) of the 2007 and 2010 Drinking Water Utility bonds to obtain a lower interest rate will save the utility about \$220,000.
- The City’s capacity for Councilmanic (without a vote of the people) debt is limited, which may require us to obtain voter-approval of debt for priority capital projects.
- Outsourcing of codification of the Municipal Codebook has resulted in discovery of invalid cross references in the City’s Code. This will take considerable staff time to correct the Codebook.
- Centralized contracting for office supplies has resulted in significant Citywide savings. Identifying other areas to use centralized purchasing may result in additional budget savings for the City.
- The Olympia post office announced last year it will be closing its processing and distribution center in the near future. This means our outgoing U.S. mail will take an extra day to get to the customer, so City departments will need to have their mail ready one day sooner to reach its destination on time.
- Our mail metering machine allows us to print graphics and text on outgoing U.S. mail pieces, including QR codes. This provides communications staff throughout the City additional options to communicate events and important information to our customers.
- With more use of technology for communications, the purchase and use of paper for printing and copying should decrease over time, resulting in a positive impact on the Clerk Services budget as paper is purchased Citywide from this budget.
- Support staff continues to provide a high level of technical support services to the Department, but due to the transfer of Central Records, day-to-day records responsibilities are now the responsibility of support staff in the Clerk’s Office and are impacting other service areas.
- The Administrative Services Department and Clerk Services Division websites, external and internal, need to be revised to provide the most up-to-date information about our services. This will be a struggle with current workloads, but balanced by ultimately providing customers with the information they need to self-serve.



Clerk Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Director	1.00	1.00	1.00
Associate Line of Business Director	1.00	1.00	1.00
Program and Planning Supervisor	1.00	0.00 *	0.00
Records and Addressing Analyst	2.00	0.00 *	0.00
Records System Administrator	1.00	0.00 *	0.00
Program Specialist	0.50	0.00 †/**	0.00
Office Specialist III	1.50	2.00 †/**	2.00
Office Specialist II	0.56	0.56	0.56
Total	8.56	4.56	4.56

* Department reorganization

** Program Specialist no longer TBD funded; .50 FTE of an Office Specialist III is now special-funded by the Transportation Benefit District (TBD)

† Position reclassified to Office Specialist III

Recent Accomplishments

- Cross-trained our mailroom operations with staff from other departments to reduce the number of changes to our daily mail schedule due to staff absences
- We are using new legislative software to automatically format and finalize Council meeting minutes
- Surveyed the Executive Team on High Performing Organizations as an important step in identifying performance improvement areas Citywide
- Researched and implemented online computer software trainings that are less expensive than offsite training, cover a variety of topics, and can be used at the moment. As a result, IT Services is offering this training option to support staff Citywide.
- Working with the City's Codebook codification company, the City's Comp Plan, Police, Engineering and other City documents are now being hosted on our website using the same web platform.
- Launched **Budget 365** with the Coalition of Neighborhood Associations
- The Clerk's Office has been added to the Ordinance review process to identify and correct Codebook inaccuracies prior to Council adoption
- Saved over \$40,000 in the second year implementation of a centralized Citywide office supply contract

Key Result Measures - Clerk Services	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
% Ordinances Published within 2 Days of Being Passed by Council	100%	62%*	88%*	98%
% Bid Opening Results Posted to City Website within 30 Minutes of Bid Opening	98%	**	90%	98%
% Domestic Partnership Registrations Processed within 24 Hours	100%	91%	100%	100%
*New service measure standard; 2 day standard not implemented until first quarter 2013				
** New measure, not tracked until 2013				

Service Profiles - Clerk Services	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Ordinances Requiring Codebook Codification	*	15	18
Ordinances Published	47	50	50
Domestic Partnership Registrations	11	20	20
Official City Records Scanned/Indexed	1,130	1,100	1,100
Department Intranet Pages Maintained	33	21	25
Department Internet Pages Maintained	66	73	80
Bond Sales	-	2	2
Annexations	-	2	2
Vacated Right-of-Ways	-	2	2
Mail Services (Pieces Per Year)			
Outgoing US Mail	104,500	103,000	102,000
Incoming US Mail	60,600	60,000	59,000
Interoffice Mail	17,500	17,300	17,000
* New service profile; not tracked until 2013			

FISCAL SERVICES

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 1,595,376	\$ 1,721,349	\$ 1,774,621	\$ 53,272
Supplies & Services	336,614	357,625	321,035	(36,590)
Interfund Payments	41,263	41,230	49,280	8,050
Total Expenditures	\$ 1,973,253	\$ 2,120,204	\$ 2,144,936	\$ 24,732
Program Revenue	1,030,907	1,024,584	985,356	(39,228)
Supported by General Revenues	\$ 942,346	\$ 1,095,620	\$ 1,159,580	\$ 63,960

Highlights of Program Budget Changes

The decrease in revenue is primarily due to revisions to the indirect overhead allocation process (\$ 32,500) - Reduction in credit card fees related to the acceptance of credit/ debit cards for utility payments

Program Description

The Fiscal Services line of business (LOB) provides centralized accounting services including:

- General accounting and budget management
- Accounts payable payment coordination
- Cash management and receipting
- Special assessment administration
- Debt management
- Tax and licensing administration
- Receivables billing and collections (including utility billing)
- Pension fund management

The Billing and Collections section includes utility and account servicing, receivables management, customer service, and a broad variety of program administration services. This LOB also prepares the Comprehensive Annual Financial Report (CAFR), provides grant and project accounting, administers the City firemen’s pension fund, and assists with the development of the City’s operating and capital budgets.

Trends

In Billing and Collections, we strive to meet — and exceed — customer expectations by implementing new technologies and methods for servicing our growing number of utility customers. The time saved using new technologies has given us increased capacity for auditing of accounts. In the past few years, we have added the acceptance of credit cards and have converted bill payer payment — where customers direct their payment through a financial institution — to an electronic interface through the bank. In 2008, 87% of the customers either mailed their payment in or paid in person; as of June, 2013, this has been reduced to 44%. Our next level of efficiencies through automation has been to provide electronic statements. We are in the early phases of marketing electronic statements for utility billing.

Average Monthly Items Processed	2008	2012	2013 as of June
Payments by Mail or in Person	8,500	5,460	4,470
Automatic Bank Draft	1,210	1,251	1,320
Card or Electronic Interfaced Bill Payer	370	3,493	3,868

The Accounting section continues to assist other departments with their financial analysis and budgeting needs. With reduced resources to all departments, it is critical for department/section managers to monitor and understand their budget, revenues, and expenses. To assist other departments over the past couple of years, we have centralized vendor payments for all City sections except for the Fire Department and sections operating out of the Olympia Center. If staffing allows in the future, we hope to add these sections and provide outreach to the various departments to assist with their fiscal needs.

Program Budget Overview

The 2014 budget continues existing programs and services, although we have reorganized and transferred 0.5 FTE from General Accounting to Billing and Collection (City utilities). While the reorganization resulted in no additional costs, general revenues are paying for 0.5 less of an FTE. Due to other cost saving measures, we are able to absorb the cost of the additional 0.5 FTE in Billing and Collection without any additional costs to the utilities. With the move in 2011 to the new City Hall, one FTE of the Billing and Collection section was moved to the first floor Customer Care section, which does in-part receipting of walk-in utility payments. Since the move, we have discovered that less than one FTE of work was transferred to the Customer Care section, which has put a strain on the existing staff to provide quality customer service in the Billing and Collection section. The primary cost savings to Fiscal Services’ 2014 budget is \$32,500 for credit card processing fees as a result of a new service contract for online credit card payments of utility bills.



Fiscal Services

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Line of Business Director	1.00	1.00	1.00
Supervisor IV	2.00	2.00	2.00
Billing Specialist	2.00	2.00	2.00
Accounting Technician	8.00	8.00	8.00
Accountant	6.00	6.00	6.00
Total	19.00	19.00	19.00

Future Challenges and Opportunities

Growth in the number of utility customers will require constant reassessment and balancing of costs, staffing, and service levels provided, without sacrificing quality and responsiveness which we hope to address with the addition of a 0.5 FTE in this section. The ability to respond to customer needs, changes in accounting standards, internal control, centralized additional fiscal activities, and demands of City management and the public may be greatly compromised, due to budget reductions.

Continue to implement changes in accounting and reporting standards of the Government Accounting Standards Board (GASB), and reporting to the State Auditor’s Office based on a revised chart of accounts from the Auditor’s Office will be a prime focus of the accounting section. This will require a significant work effort in 2013. Coordinating and implementing more centralized management of grant accounting activities will be a major focus in 2014 and beyond.

The installation of an automated meter reading system will also have an impact on the billing and collection section.

Recent Accomplishments

- Relocation of accounting resources has allowed us to implement additional internal controls, audits and documented workflow processes, especially in payroll.
- We are now calculating and updating fleet rates, saving over \$8,000 in services previously contracted out.

Key Result Measures - Fiscal Services	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Utility Accounts Receivables due within 30 Days	85%	82.3%	83.3%	84%
Citywide Audit Findings, by External Auditors:				
Financial	0	0	0	0
Single Audit (grants)	0	1	0	0
Accountability/ Compliance	0	0	0	0

The single audit findings for 2011 were: 1) The City did not maintain records that sub-recipients and vendors were verified for potential suspension and/or disbarment. 2) For the American Recovery and Reinvestment Act grant through the State of Washington, the City did not verify that the State complied with the Davis Bacon Act, Buy America, and suspension and/or disbarment requirements.

Service Profiles - Fiscal Services	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Number of Utility Customers	19,600	19,750	19,900
Total Employees Compensated (July)	624	624	596
Accounts Payable Transactions	36,200	36,500	34,000

INFORMATION TECHNOLOGY SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,948,601	\$ 2,025,089	\$ 2,129,571	\$ 104,482
Supplies & Services	606,595	543,290	538,226	(5,064)
Capital Outlay	53,751	-	-	-
Interfund Payments	57,419	58,663	63,205	4,542
Total Expenditures	\$ 2,666,366	\$ 2,627,042	\$ 2,731,002	\$ 103,960
Program Revenue	668,052	491,915	538,028	46,113
Supported by General Revenues	\$ 1,998,314	\$ 2,135,127	\$ 2,192,974	\$ 57,847

Program Description

The Information Technology Services line of business (IT Services) enables the City to better carry out its mission and serve its citizens. Technology is a critical key to implementing the City's goal of "Helping the Community help itself." The framework for operations within IT Services is focused on seamless technology integration into the business processes which define the City of Olympia's services to the public. This framework is designed to maximize the value of the investments made in information systems, hardware, software, and technology resources. Continuous improvement opportunities are identified through strategic planning, governance committees, research of emerging technologies and industry best practices.

IT Services is responsible for the maintenance, implementation, procurement, planning, and support of technology throughout the City. Hardware support includes all personal computers, laptops, scanners, printers, fax machines, networked copiers, servers, switches, routers, fiber optics, phones, unified communications, internet access, data storage, data backup/recovery, virus protection, spam filtering, and network security. Software support includes hundreds of software programs covering multiple enterprise applications, operating systems, productivity, geographic information systems (GIS), imaging, recreation and public safety applications. Technical support includes technology consulting, project management, procurement, business process re-engineering, and general information. All of these services are supported through a centralized Service Desk.

Trends

The exponential growth in the use of mobile devices is strongly influencing the direction of the City's technology strategy. In prior years, the focus was to build out large repositories of static information, followed by a movement to provide transactional capabilities through the City's website. As our City moves into the realm of social media and mobile access, a new demand for systems of engagement has emerged. IT Services is now expanding on its model to provide a variety of solutions for the public to interact with the City. This model includes a broader use of social media, a mobile version of our website, mobile apps for tablets and smartphones, and an array of interactive tools and solutions to encourage public participation in local governance issues and projects.

The City is also continuing to expand its use of hosted technology solutions, often referred to as cloud computing or Software as a Service (SAAS). These solutions have provided opportunities for IT Services to quickly deploy new systems at a minimal cost to the City because they do not require a capital investment in hardware. While hosted solutions are not appropriate for all software applications, the use of hosted solutions is now a standard option that is evaluated for all new technology projects.

Program Budget Overview

The 2014 budget continues existing programs and services. As budgets continue to impact programs throughout the organization, more dependence has been placed on IT Services to provide solutions and services to offset staff reductions, reorganizations, and increased requests from the public for services and information. Internal requests for web services, workflow automation, data management and technical consulting have all risen sharply in recent years and are expected to continue in 2014.

Future Challenges and Opportunities

As we begin 2014, the City will be launching a new Community Planning and Development software platform. The extensive software upgrade includes enhanced functionality not available in the former system, including automated workflows, enhanced reporting, public facing web and mobile services, and embedded GIS data/mapping. Once the Community Planning and Development project is completed, the City will begin a similar process to migrate off of the current legacy Financial Systems software. This multi-year effort will include the modernization of our core financial software solutions including the general ledger, accounts payable, payroll, human resources, purchasing and inventory, accounts receivable, and utility billing. The project scope includes full workflow analysis, workflow automation, enhanced reporting capabilities and modernized systems of engagement for web and mobile platforms.



Information Technology Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	1.00	1.00	1.00
Supervisor IV	3.00	3.00	3.00
GIS Analyst	1.00	1.00	1.00
Network Analyst	4.00	4.00	4.00
Systems & Application Specialist	5.00	5.00	5.00
Computer Systems Technician	3.00	3.00	3.00
IT Support Specialist	2.00	2.00	2.00
Total	19.00	19.00	19.00

Recent Accomplishments

- Migrated our online utility billing service to a fully hosted solution. In addition to our existing services for online payments, inquiry and consumption history the following were added:
 - Multiple account login feature
 - Paperless billing option
 - E-check payment option
 - Enabled for mobile devices
- Moved to a self-hosted model for the City’s website.
- Standardized electronic documents available on the web to improve search and usability. These documents include:
 - Municipal Code
 - Comprehensive Plan
 - OPD General Orders
 - City Policies
 - Labor Agreements
 - Engineering Design and Development Standards (EDDS)

<i>Key Result Measures - Information Technology Services*</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
First Call Resolution of IT Incidents		59%	52%	60%
Critical — Systems Down	4 hours	92%	79%	90%
Critical — With Work Around	16 hours	90%	85%	85%
Non-Critical	40 hours	95%	93%	85%
Moves, Installs and Enhancements	80 hours	90%	87%	85%

** Technology requests are made by City staff to the Service Desk for support of all technology systems and applications throughout the City. Our ability to resolve issues and provide support has a direct impact on the timeliness and quality of services provided to the public.*

<i>Service Profiles - Information Technology Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Personal Computers Supported (includes Virtual Machines)	654	682	690
Network Servers Supported (includes Virtual Machines)	121	123	130
Service Desk Tickets	9,446	8,900	9,000

HUMAN RESOURCES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 535,299	\$ 508,967	\$ 551,102	\$ 42,135
Supplies & Services	46,224	77,509	72,509	(5,000)
Interfund Payments	14,310	14,175	16,570	2,395
Total Expenditures	\$ 595,833	\$ 600,651	\$ 640,181	\$ 39,530
Program Revenue	211,081	173,709	198,842	25,133
Supported by General Revenues	\$ 384,752	\$ 426,942	\$ 441,339	\$ 14,397

Program Description

Human Resources (HR) provides personnel consulting and services to managers and employees so the City has a capable and diverse staff that are able to deliver quality services to the community. HR manages the recruitment and selection process, benefits, workers' compensation, unemployment, employee relations (collective bargaining, investigations, and performance improvement), classification and compensation, wellness, and compliance with Federal, State and local employment laws and regulations. Successfully managing these programs creates a positive, healthy, and productive work environment. HR also provides support staff for the City of Olympia Civil Service Commission and Law Enforcement Officer and Firefighter I (LEOFF I) Disability Board.

Central Records was incorporated into HR in March of 2013. Thus, HR became the main point of contact for public records requests. Along with the Central Records program, HR administers the central electronic repository for City records.

Trends

In 2014, we should continue to see adequate pools of qualified candidates for most positions when we elect to advertise job openings to individuals not currently employed by the City. The current economy and the desirability of living in Olympia contribute to our ability to attract quality candidates. The one notable exception occurs when we try to fill IT positions with experienced individuals from outside the City. We continue to work with IT in developing unique methods to fill crucial positions, such as in-training hires and IT premium market pay.

HR provides the information necessary to ensure that the salaries and benefits for City employees remain competitive and affordable. One such example is the decision to have independent and some union employees pay a portion of their healthcare benefit premium (5%) and creation of the Insurance 2 program (for employees hired after 1/1/13, the City pays for the least expensive insurance (currently Group Health) while also offering Regence at an additional cost to the employee). While these two concepts were designed to help control healthcare costs for the City, there was an initial concern they might impact the quality and number of candidates for open positions. Fortunately, at this time, there is no measurable impact from these programs on our ability to recruit top talent.

HR staff took on Citywide administration of FMLA and ADA in 2013, ensuring that employees and the City receive full benefits allowed under the law.

The City has been awarded the 2013 WellCity Award of Excellence by the Association of Washington Cities. Olympia is one of 83 cities and/or public entities that earned the award by making an outstanding commitment to employee health. The City will receive a 2% premium discount on 2014 Regence medical premiums. This is the eighth consecutive year the City has earned this prestigious award and the third year there has been a financial savings in the reduction of benefit premiums.

Compliance with the Public Records Act continues to be a challenging priority. The number of requests and increasing complexity of those requests continue to consume a significant amount of time and money. Staff has continued to provide Citywide public disclosure training in 2013 as part of a successful Records Information Month (April) where training and activities attracted more than 100 City employees. Continued use of our online records request tracking system (FOIA) helps keep the City in compliance with the Public Records law and in providing records to the public as quickly as possible.

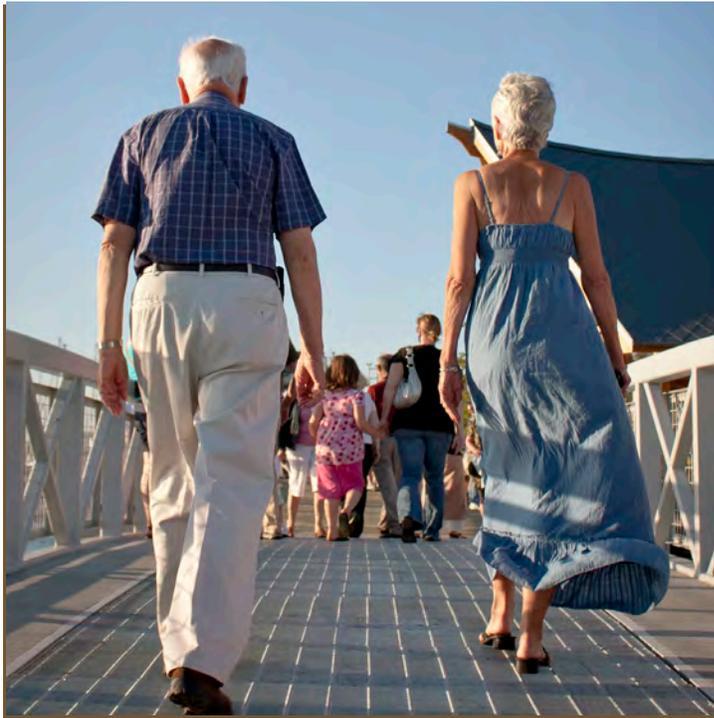
Civil Service hiring and successful completion of the Police Training Officer (PTO) training program for the Police Department (PD) continues to be a challenge. The Civil Service Commission is meeting more frequently to get candidates qualified for hiring by the Police and Fire Departments.

Program Budget Overview

HR has continued to look for cost savings for the City. In addition to conducting labor negotiations and employee investigations in-house, HR staff has also taken on administration of all FMLA and ADA claims in the City to ensure uniform compliance. During 2014, HR staff anticipates completing negotiations on the Police Sergeants and two International Association of Fire Fighters (IAFF) collective bargaining agreements. During 2013, HR staff investigated a number of employment cases of varying complexity and anticipates the demand for these services will continue in 2014. With the addition of Central Records to HR, cross-training opportunities for HR and Central Records have been created.

Future Challenges and Opportunities

- Significant increases in medical insurance premiums continue to compel the City to reevaluate the City's benefit costs to ensure our benefits packages will be sustainable.
- Workers' Compensation claims continue to challenge management staff as they balance the duties of individual positions with the capabilities of an aging workforce.



Human Resources

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	0.00	1.00 ***	1.00
Associate Line of Business Director	1.00	0.00 ***	0.00
Senior Personnel Analyst	1.00	2.00 ^	2.00
Personnel Analyst	1.00	1.00	1.00
Employee Health Advisor	0.50	0.00 *	0.00
Office Specialist III	1.00	1.00	1.00
Office Specialist I	0.25	0.25	0.25
Personnel Assistant	1.00	1.00	1.00
Program and Planning Supervisor	0.00	0.00 †/^	0.00
Records and Addressing Analyst	0.00	0.00 †/**	0.00
Records System Administrator	0.00	0.00 †/**	0.00
Records Analyst	0.00	3.00 **	3.00
Total	5.75	9.25	9.25

* Position eliminated - 2013 budget reduction
 ** The classifications of Records System Administrator and Records and Addressing Analyst were changed to Records Analyst effective 8/1/13
 *** Reclassification
 ^ Reclassification of Program and Planning Supervisor to Senior Personnel Analyst
 † Department Reorganization

- LEOFF I costs continue to increase as City staff continues to work with the LEOFF I Board on ways to control these costs.
- Continued lagging City revenues have resulted in challenging discussions and negotiations with labor groups.
- HR staff continues to provide training for supervisors on the challenging issues that they must deal with every day.
- To receive the WellCity Award from AWC in 2015 (and resulting 2% reduction in healthcare premiums), the City will have to obtain a 50% return of the employee/spouse Health Questionnaire; a new requirement from AWC. The largest completion percentage the City has ever attained in the past was 38%. HR and the Wellness Committee have developed an active program to attain the 50% goal.
- Administrative Services is embarking on implementing a new email archiving system that will enhance our records management capabilities.
- Costs for responding to public records requests remains high and we anticipate the volume of requests in 2014 will remain at or near current levels. Department staff training and continued use of records staff on Citywide requests seems to be the most efficient way to coordinate timely responses to public disclosure requests.
- Getting qualified candidates in the door and through the training process in the Police Department continues to present challenges for the Civil Service positions. In 2014, we will continue to look for ways to create a more efficient system for identifying and recruiting qualified candidates.
- 2014 will mark the implementation of the PPACA. This creates challenges for our part time/ seasonal employees. Staff will be working with departments to evaluate contracting out seasonal work.
- The Division worked with AWC to complete a dependent eligibility audit. Results of the audit will save \$71,000 in 2014.

Key Result Measures - Human Resources	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Labor Contract Negotiations Completed In-House	Varies/year	2	2	3
Settlement Agreements (Employment Issues)	Varies/year	7	9	9
HR In-House Investigations of Misconduct/Deficient Performance	Varies/year	10 *	12 *	10
% Reduction in Worker Injuries	5%	10%	0%	0%
Records Requests				
Multi-Departmental - Average Days to Respond	20	11	13	13
Citywide - Average Days to Respond	5	4	5	5
* Does not include Police or Fire				

Service Profiles - Human Resources	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Public Records Request Responses			
Multi-Departmental	52	60	63
\$ Per Request	\$ 300	\$ 275	\$ 300
Citywide (does not include Police)	558	585	585
\$ Per Request	\$ 112	\$ 120	\$ 130
Records (other)			
Records Systems Trainings Provided by Central Records Staff	6	5	5
Records/Public Disclosure Trainings Provided by Central Records Staff	5	5	5
Wellness Awards Received	3	2	1

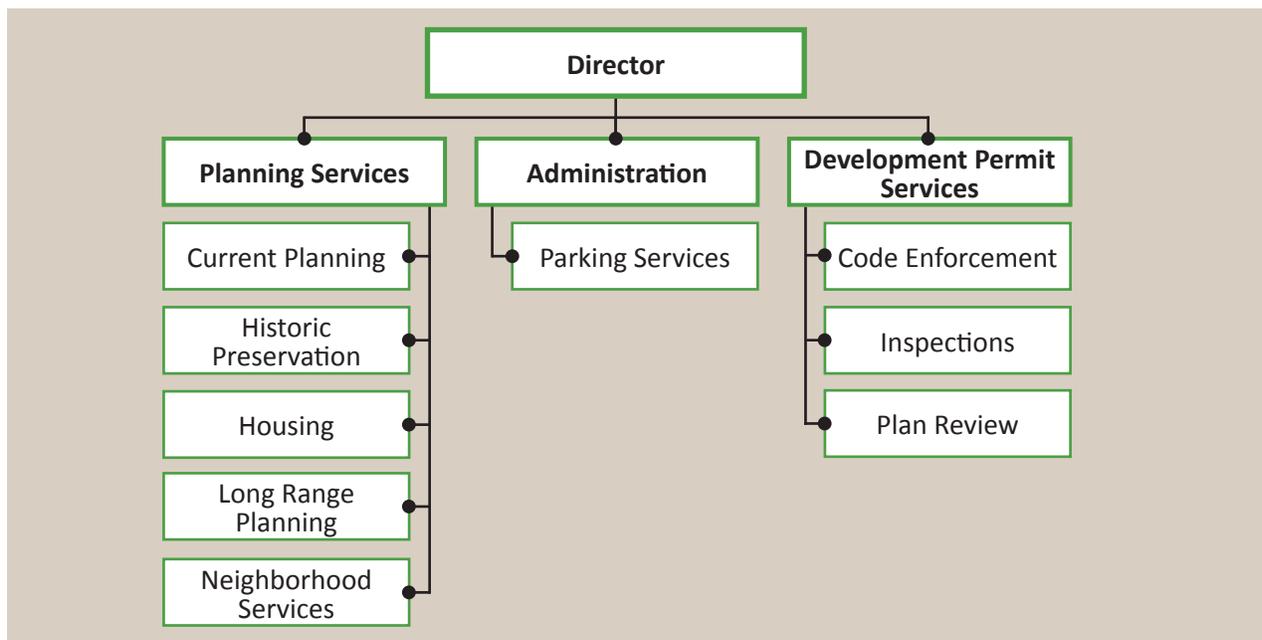








COMMUNITY PLANNING & DEVELOPMENT



MISSION

To protect and enhance our community’s quality of life, sustainability and public safety through our comprehensive plans, development regulations, parking and service programs. We achieve this mission through partnerships with our community and by delivering outstanding customer service.

VISION

We are experts and innovators in our respective disciplines and are known throughout the community, state and the nation for our high quality services and best practices.

COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT OVERVIEW

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Administration & Parking Services	\$ 2,112,253	\$ 1,887,949	\$ 1,887,934	\$ (15)
Community Planning Services	1,209,326	1,407,304	1,527,406	120,102
Development Permit Services	1,589,682	1,449,940	1,498,385	48,445
Total Expenditures	\$ 4,911,261	\$ 4,745,193	\$ 4,913,725	\$ 168,532
<i>Recap of Expenditures</i>				
Personnel Services	\$ 3,513,303	\$ 3,419,417	\$ 3,659,920	\$ 240,503
Supplies & Services	1,212,147	1,166,161	1,075,678	(90,483)
Capital Outlays	17,202	-	-	-
Interfund Payments	168,609	159,615	178,127	18,512
Total Expenditures	\$ 4,911,261	\$ 4,745,193	\$ 4,913,725	\$ 168,532
Program Revenues	4,002,452	3,720,050	4,068,650	348,600
Supported by Program Revenues	\$ 908,809	\$ 1,025,143	\$ 845,075	\$ (180,068)

Highlights of Department Budget Changes

The increase in revenues is based on expectation of continuing current levels of development.

- (\$ 37,038) - Reduction in Parking Services.
- (\$ 39,909) - Reduction in transfer from parking program to parking special account.

Department Overview

The Community Planning and Development (CP&D) Department serves our community by ensuring smart growth, safe environments, and vibrant neighborhoods. The Department is responsible for land use planning, construction permitting, code enforcement, parking services, historic preservation, urban forestry, housing and social services, and neighborhood programs. Each program works hand-in-hand with other programs within the Department and within the City to enhance the quality of life for Olympia's citizens.

In 2013, the Department continued reorganization efforts that were started in 2012 to shift resources to better meet demands throughout the Department. As a result, a vacant Senior Planner position was reclassified to the title of Deputy Community Planning and Development Director. This position was formed to oversee Current Planning, Long Range Planning, Housing and the CDBG Program. Two Associate Line of Business Director positions in Planning were reclassified to Program and Planning Supervisors to accommodate this change.

In 2014, the Department expects a continuation of the modest increase in development and construction experienced in 2013. Single-family home construction showed a steady uptick in 2013 and that trend is expected to continue in 2014, around 120 units. Large commercial projects in 2014 may include a proposed hotel, new apartment complexes, a mixed-use building with retail and housing, and Olympia School District projects. Land use applications are expected to lag in 2014 as they have been for the past several years. Collections of land use fees are likely to remain low for several years until the economy recovers. Implementation of new Comprehensive Plan goals and policies will begin in 2014. Following review of the

Shoreline Master Program (SMP) by the Department of Ecology, Council will likely finalize the SMP in 2014. Parking Services will look for opportunities to build upon the positive impact to customer service that was achieved by replacing the pay stations with credit card meters and continue implementing rebranding efforts that began in 2013.

Planning and permitting related revenue will likely be slightly above 2013 levels if the modest upward trend in development and construction seen in 2013 continues. Parking revenues will be down slightly with the loss of two leased City parking lots due to planned development of those sites. Staff will be monitoring any impacts to revenue as a result of transitioning from pay stations to single space credit card meters.

Work on the Downtown Project that began in 2011 will continue toward the goal of creating a safe and welcoming environment for all in downtown Olympia. The project includes place-making, the establishment of an Alcohol Impact Area, bar and tavern best management practices, the Downtown Ambassador Program, and changes to the Pedestrian Interference Ordinance.

ADMINISTRATION & PARKING SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,179,204	\$ 1,188,580	\$ 1,260,536	\$ 71,956
Supplies & Services	866,745	642,284	567,270	(75,014)
Capital Outlays	17,202	-	-	-
Interfund Payments	49,102	57,085	60,128	3,043
Total Expenditures	\$ 2,112,253	\$ 1,887,949	\$ 1,887,934	\$ (15)
Program Revenue	1,466,339	1,536,000	1,519,200	(16,800)
Supported by General Revenues	\$ 645,914	\$ 351,949	\$ 368,734	\$ 16,785
<i>Highlights of Program Budget Changes</i>				
	(\$ 15,000) - Reduction in contracted repairs; primarily due to replacement of pay stations with meters			
	(\$ 22,038) - City no longer leases the parking lot at 5th and Columbia. The owner is in the process of developing the parcel.			
	(\$ 39,909) - Reduction in transfer from parking program to parking special account.			

Program Description

The Administration line of business is responsible for the leadership and business practices for the Department. Strategic direction, performance management and financial management are the primary focus of this Division. The Department's Customer Service Program is also part of this line of business, as well as Parking Services. Customer Service staff are responsible for all initial customer contacts, routine permitting and land use decisions, land use records management, and public disclosure and records management.

Trends

Administration's customer service team will continue to be refined in order to enhance the efficiency of other work groups within the Department. The team will provide the majority of all customer interactions, allowing specialized staff to manage complex permit and land use projects.

Administration will continue to learn and grow through the implementation of new project management software for the Department's permitting and land use planning programs. Parking Services will focus on furthering the rebranding efforts started in 2013 when the pay stations were replaced with single space credit card meters. Parking will continue to evaluate programs and services and involve stakeholders to identify any needs to improve customer service and partnerships with downtown businesses.

Budget Overview

There are no major changes in the Administration budget.

Parking Services will see slightly less revenue from leased parking lots in 2014 as a result of the 5th and Columbia and Artesian Well sites being redeveloped. The Division will monitor revenue and expense impacts of replacing the pay stations with single space credit card meters and identify opportunities to reinvest parking funds into improving the overall parking system.

Future Challenges and Opportunities

Implementation of new project management software in late 2013 will continue to have challenging effects on the customer service team as they navigate the new system. They will work closely with IT staff and others in the Department to improve and refine the system to best meet the Department's needs. Advances in technology, including enhanced online permit and inspection services, will enable the Department to provide more same-day services to the public. Streamlining the project management process and reducing phone and in-person traffic will allow staff to do more with less. As we provide more customer service via the Internet and transition to more records being managed electronically, the number of paper files managed should be reduced.

Parking Services will continue to implement the Strategic Parking Plan through 2014 and customer service rebranding efforts that were started in 2013. Maximizing existing surface parking and improving customer service with new credit card capable single space parking meters will help meet parking needs in the downtown core.

The Division will monitor the delicate balance between parking fees and their effect on economic development in the downtown area. Parking for neighborhoods in the downtown area will remain a focus as well, with the goal of enabling residents to conveniently park while maintaining the residential nature of the neighborhoods.

Recent Accomplishments

- Removed the multi-space pay stations in the downtown core and replaced them with convenient, single space credit card meters.
- Created and began implementation of a customer service rebranding plan to educate and change perceptions about Parking Services.
- Worked with neighborhoods to make meaningful changes to the Residential Parking Program.
- Implemented a group billing system for parking permits, a convenient way for groups to pay for parking for their employees.



C P & D Administration & Parking Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Associate Line of Business Director	1.00	0.00 *	0.00
Director	1.00	1.00	1.00
Program & Planning Supervisor	1.00	1.00	1.00
Supervisor I	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Parking Services Field Representative	6.00	6.00	6.00
Permit Specialist	3.00	2.00 *	2.00
Program Assistant	1.00	2.00 **	2.00
Position to be Classified	1.00	0.00 **	0.00
Total	16.00	14.00	14.00

* Department reorganization
 ** Position added in 2012 was classified to Program Assistant in 2013

Key Result Measures - Administration & Parking Services	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Downtown Core Occupancy Rate	85%	68%	68%	70%

Service Profiles - Administration & Parking Services	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Permit Center Telephone Calls Received	10,565	9,699	9,500
% of Total Permits Issued "Over-the-Counter"	44%	39%	45%
Number of New Files Created and Managed	3,345	3,112	3,000
Parking Citations Issued	30,403	30,000	29,500
Metered Parking Stalls	2,025	2,350	2,350
Timed Parking Stalls	1,075	1,075	1,075
Pay Station Zone Stalls	325	0	0
Leased Parking Stalls	422	368	300

COMMUNITY PLANNING SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 922,555	\$ 1,025,389	\$ 1,145,481	\$ 120,092
Supplies & Services	246,672	346,029	336,005	(10,024)
Interfund Payments	40,099	35,886	45,920	10,034
Total Expenditures	\$ 1,209,326	\$ 1,407,304	\$ 1,527,406	\$ 120,102
Program Revenue	166,643	199,600	215,000	15,400
Supported by General Revenues	\$ 1,375,969	\$ 1,606,904	\$ 1,742,406	\$ 135,502

Program Description

Community Planning Services is responsible for comprehensive land use planning, environmental planning, the neighborhood program, and historic preservation, as well as Housing grants through the Community Development Block Grant (CDBG) Program. The Housing Program is fully funded with grant funds and is not accounted for in the General Fund.

Trends

The Division received no land use applications for large subdivisions in 2013. It is anticipated that this trend will continue through 2014, as previously platted developments build-out and until commercial lending increases. Although we aren't seeing many new commercial buildings, we are seeing a lot of major remodels and conversions, including conversion of downtown offices to mixed use retail and apartments. For those projects that are submitted, recent history indicates that land use decisions affecting large or sensitive pieces of property will generate a large volume of public comment and land use appeals, resulting in increased workloads for staff.

The City is required to update its Comprehensive Plan at intervals determined by State law. The City Council is expected to take action on the Comprehensive Plan goal and policy document by early 2014, with other update requirements to occur before the State's 2016 deadline. Plan implementation will begin in 2014, including development code updates, a public process to update the Downtown Master Plan and the start of neighborhood level Sub-Area planning. An Action Plan with performance measures will also be developed to help prioritize, track and communicate implementation actions over the years. The Shoreline Master Program update will be completed in 2014. The Division has undertaken an extensive public process surrounding the review of both plans. To meet this workload demand, half of the planners will continue to be assigned to Long Range Planning while the project continues.

The Urban Forestry program will continue with dwindling resources. Staffed by one half-time Associate Planner, this position is responsible for evaluating land use applications for a broad range of environmental issues, including critical areas and shoreline issues. Hazard tree evaluation and mitigation will be done on contract with private firms, rather than by City staff. The Neighborhood Program

will remain the primary liaison for recognized City neighborhoods and will also administer the City's Neighborhood Grant Program and Coalition of Neighborhood Associations Memorandum of Understanding. The Historic Preservation Program will continue to staff the Heritage Commission and review applications that relate to historic buildings.

Program Budget Overview

In 2013, the Department continued reorganization efforts that were started in 2012 to shift resources to better meet demands throughout the Department. As a result, a vacant Senior Planner position was reclassified to the title of Deputy Community Planning and Development Director. This position was formed to oversee Current Planning, Long Range Planning, Housing and the CDBG Program. Two Associate Line of Business Director positions in Planning were reclassified to Program and Planning Supervisors to accommodate this change.

Planning Division revenues in 2014 are expected to increase slightly compared to 2013. At the same time, land use appeal costs may exceed costs in 2013. Appeals are difficult to anticipate and often consume considerable resources while the concurrent revenue from appeal applications is negligible.

Future Challenges and Opportunities

The Comprehensive Plan and Shoreline Master Program revision program will continue to dominate the focus within this Division. Staff will also participate in the implementation of new software that will better meet the needs of land use review staff and customers.

Recent Accomplishments

- Department reorganization and creation of new Deputy CP&D Director position to oversee Current and Long Range Planning
- New 5-year joint Community Development Block Grant (CDBG) Consolidated Plan with Thurston County
- Implemented early neighborhood meetings for development projects
- Delivered the Planning Commission’s Comprehensive Plan update recommendations to City Council.
- Delivered proposed Shoreline Master Program update to Department of Ecology
- Adopted new agricultural land use regulations



Community Planning Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	0.00	1.00 **	1.00
Associate Line of Business Director	1.00	0.00 */**	0.00
Program and Planning Supervisor	0.00	2.00 **	2.00
Senior Planner	2.00	1.00 **	1.00
Associate Planner	4.50	4.50	4.50
Program Manager†	1.00	1.00	1.00
Permit Specialist	0.00	1.00 *	1.00
Office Specialist III ††	2.00	2.00	2.00
Total	10.50	12.50	12.50

* Department reorganization
 ** Reclassification of Associate Line of Business Directors to Program and Planning Supervisor; and Senior Planner to Line of Business Director
 † Position special-funded by CDBG grant funds
 †† One FTE special-funded by CDBG grant funds

<i>Key Result Measures - Community Planning Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Timely Review of All Land Use Applications	Within 120 days	94 days	70 days	70 days
Prompt Review of Small Subdivisions (<9 Lots)	Within 45 days	58	N/A	N/A
Prompt Review of Large Subdivisions	Within 120 days	N/A	N/A	N/A

<i>Service Profiles - Community Planning Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Commercial and Multi-Family Site Plan Applications	15	18	18
Major Design Review (Board-Level)	15	20	20
Preliminary Full Plats (10 or More Lots)	0	0	0
Total “Major” Reviews (Includes Others with Public Meetings)	12	27	27

DEVELOPMENT PERMIT SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,411,544	\$ 1,205,448	\$ 1,253,903	\$ 48,455
Supplies & Services	98,730	177,848	172,403	(5,445)
Interfund Payments	79,408	66,644	72,079	5,435
Total Expenditures	\$ 1,589,682	\$ 1,449,940	\$ 1,498,385	\$ 48,445
Program Revenue	2,369,470	1,984,450	2,334,450	350,000
Supported by General Revenues	\$ (779,788)	\$ (534,510)	\$ (836,065)	\$ (301,555)

Highlights of Program Budget Changes

The increase in revenues is based on expectation of continuing current levels of development.

Program Description

Development Permit Services works for the protection of life, the environment, and property. This group is responsible for private development construction permit reviews and the inspections of buildings, water extensions, sewer extensions, new streets, storm ponds and associated infrastructure to serve private development.

Trends

Development Permit Services saw permitting for single family residences begin to increase in 2013. New commercial project starts were slow in 2013 and are likely to remain that way for several years, as major employers, including the State of Washington, are not anticipating the need for more or newer space.

The Code Enforcement program continued to process a high number of abandoned vehicles in 2013. The workload for the program is expected to increase as staff takes on additional responsibilities as a result of the legalization of marijuana in Washington state. The Code Enforcement team will also focus on downtown issues, graffiti management, and response to neighborhoods during 2014.

Program Budget Overview

Revenues in 2014 from permitting activity will be dominated by new single family and small commercial projects. Revenues from single family home-starts will continue the modest increase seen in 2013, while large commercial projects will remain slow.

Future Challenges and Opportunities

The need for flexibility in staff assignments will be necessary for the foreseeable future. As credit markets change, the types of construction being proposed will vary. The Development Permit Services staff will frequently evaluate the workload mix to respond to prevailing trends. Staff will be heavily involved in implementation of new project management software into 2014, and will start to change processes by offering online permit applications, payments, plan review and inspection management.

Invigorating downtown through economic development and continued code enforcement is a priority for the City and for the Division.



Recent Accomplishments

- Completed development of new project management software
- Broke ground on Quixote Village, a permanent homeless camp with 30 tiny cottages and a central community building
- Implemented e-Plan Submittal and Review process for Engineering and Building Permits
- 2012 Washington State Codes adopted and in use electronically



Development Permit Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Associate Line of Business Director	1.00	1.00	1.00
Supervisor III	1.00	1.00	1.00
Electrical Plans Examiner	1.00	1.00	1.00
Building Plans Examiner	2.00	1.00 *	1.00
Engineering Plans Examiner	2.00	2.00	2.00
Code Enforcement Officer	3.00	3.00	3.00
Building Inspector	4.00	3.00 *	3.00
Office Specialist II	1.00	1.00	1.00
Total	15.00	13.00	13.00

* Position eliminated - 2013 Budget reduction

<i>Key Result Measures - Development Permit Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Single-Family Plan Review Time	14 days	5 days	9 days	11 days
Commercial Tenant Improvement Plan Review Time	15 days	6 days	5 days	7 days
New Commercial Plan Review Time	60 days	18 days	11 days	20 days
Close Cases Without Issue of Civil Infractions or Hearings Examiner Appeal	90%	99%	98%	98%

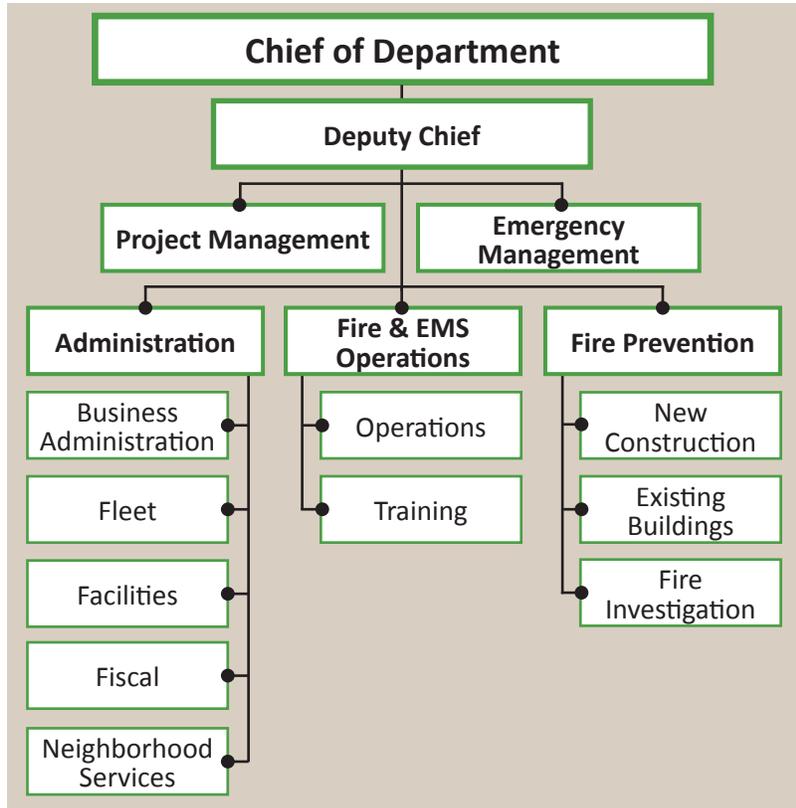
<i>Service Profiles - Development Permit Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Residential Permits Issued	113	125	130
Commercial Tenant Improvement Permits Issued	97	62	62
New Commercial Building Permits Issued	17	12	10
Total Permits Issued	4,232	4,332	4,400
New Code Enforcement Cases — Total	565	392	392
Abandoned Vehicles Processed	203	152	152







FIRE DEPARTMENT



MISSION

Prevent Harm... To People and Property
Thrive... Organizationally and Personally
Be Nice... Wherever We Can

VISION

To be recognized by our Community and Members as:

- A model of excellence in providing fire protection and emergency services
- A learning organization employing knowledge and empowerment, practicing adaptability, involvement, and professionalism
- An organization that values diversity and treats everyone with respect, courtesy, and dignity

FIRE DEPARTMENT OVERVIEW

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Administration	\$ 1,182,138	\$ 1,242,063	\$ 1,307,600	\$ 65,537
Fire/EMS Operations & Training	10,679,682	11,494,710	11,980,863	486,153
Fire Prevention	665,267	612,289	722,552	110,263
Total Expenditures	\$ 12,527,087	\$ 13,349,062	\$ 14,011,015	\$ 661,953
<i>Recap of Expenditures</i>				
Personnel Services	\$ 11,242,740	\$ 12,209,442	\$ 12,761,580	\$ 552,138
Supplies & Services	956,104	819,760	867,775	48,015
Capital Outlays	21,553	-	-	-
Interfund Payments	306,690	319,860	381,660	61,800
Total Expenditures	\$ 12,527,087	\$ 13,349,062	\$ 14,011,015	\$ 661,953
Program Revenues	2,940,149	3,003,841	3,349,391	345,550
Supported by General Revenues	\$ 9,586,938	\$ 10,345,221	\$ 10,661,624	\$ 316,403

Highlights of Department Budget Changes

Revenue:

- \$ 167,300 - Federal Grant for two fire positions
- \$ 80,675 - Additional Fire training revenue
- \$ 31,815 - Permits related to new sprinkler ordinance
- \$ 75,560 - Additional fire inspection revenue

Expenditures:

- \$ 116,340 - Addition of one Fire Inspector
- \$ 154,059 - Addition of Fire Captain and supplies for training related to regional fire training center

Serving a Community During Crisis

The Olympia Fire Department’s (OFD) mission is to serve the people in the community in their time of need. The Fire Department is called for a variety of emergency and non-emergency assistance. When someone’s life is in danger due to fire or acute medical concerns, they call the Fire Department. Such 9-1-1 calls are responded to with compassion and professionalism. When the emergency is determined to be non-life threatening, Fire Department members provide care and reassurance to help the citizen.

Along with hiring and retaining talented and dedicated members, several other factors are critical when our members respond to citizens in distress. Quality training and reliable equipment are two vital elements in a successful outcome for all emergency events.

Quality Training

Training for firefighters and fire officers is critical as they operate in a complex, dangerous, and dynamic environment. The opening of the new Mark Noble Regional Fire Training Center (MNRFTC) will significantly help to prepare our firefighters for the hazards of the job. Proper training can make the difference between life and death during emergency operations.

Overview of the Mark Noble Regional Fire Training Center

The Olympia Fire Department’s newly opened training center

is situated on an eight-acre parcel of land located behind Home Depot in the southeast area of the City. This new training facility is a state-of-the-art training complex that features technological advancements and innovative design to better address the need of the Fire Service. In 2014, the Department will launch the Fire Training Center business model, which expands the training facility to regional users. The primary goal in partnership with our regional fire service community is to increase safety through quality training and to generate sufficient revenue to offset increasing Department training expenses.

Reliable Equipment

The Department maintains and replaces equipment as needed to support our mission to prevent harm to people and property. For apparatus or “rolling stock”, the Department generally follows a fleet replacement schedule for our fire engines and ladder truck of 12 years for frontline service and another 12 years for reserve apparatus. Fleet Maintenance is the key to reliability and longevity in our fleet. Olympia’s fleet maintenance has become a model for our fire service and emergency response neighbors. This reputation has provided the Department a new source of revenue by contracting fleet services with four other agencies: the City of Tumwater, Lacey Fire District 3, Thurston County Medic One, and Thurston County District 7.

Overview of Fleet Program

The Olympia Fire Department’s Fleet Maintenance Team is comprised of three mechanics certified in repairing master fire apparatus and emergency vehicles. This specialized team of highly skilled mechanics has given us the ability to perform apparatus repairs to the four regional fire service customers. It also has allowed OFD to collect adequate revenue to provide two full time mechanics, rent a building capable of working on multiple fire apparatus simultaneously, and generate additional revenue to pay for increasing Department fleet maintenance expenses.

Budget Overview

Economic factors, combined with rising homelessness and a steady growth of our elder population, has caused a continued demand for emergency services. The results are a direct increase in patient/rescuer interaction as emergency services are utilized in place of traditional medical care. At the same time, a declining operating budget along with an increased demand for services will continue to stretch the Department’s capacity to provide sufficient, timely and economical services.

The on-going fiscal decline within our City’s economy resulted in the Department having to cut two front line positions in 2013; a Firefighter Inspector and a Firefighter/EMT. With award of a SAFER Staffing Grant, two fire positions will be restored.

Future Trends and Challenges

The Olympia Fire Department’s 2004 to 2014 Master Plan cited a number of potential Department improvements. Two major items were the opening of Station 4 and the construction of the Mark Noble Regional Fire Training Center. With those two items completed, the Department is continuing to look towards recommendations from the master plan for the future. Projections for future service demands have been developed using trend analysis of call demand, growth projections in the Urban Growth Management Area (UGMA), demographic and economic analysis of the City, and the need for specialty services. Projected service demands have been compared with available resources in order to develop future resource needs. A significant challenge will be the annexation of the southeast UGMA and the need to relocate the current Eastside Fire Station to maintain response time standards in a larger service area. While the Department provides excellent service within its financial limitations, a continued improvement analysis has identified the following:

Areas for Continued Improvement Analysis

- Although Fire suppression coverage has been addressed with the opening of Station 4, the Department will continue to closely monitor response times Citywide.
- Training was further enhanced by the development of a Joint Training Agreement with Lacey Fire District 3 and a training contract with Tumwater Fire Department. Opportunities for additional training initiatives are possible at the new fire training facility.
- Specialized rescue capabilities have been addressed by Olympia joining a region-wide Special Rescue Team. In 2009, the Fire Department took over confined space rescue operations from Olympia’s Public Works Department.

Areas of Opportunity

Items that have been accomplished or are underway:

- Increase management effectiveness
- Use of automatic aid, mutual aid agreements, and joint service agreements with other fire and emergency services agencies.

Organizational System Design to Meet the Department’s Mission

The following sections will emphasize how the financial resources allocated to each division of the Department are used to support the Fire Department’s mission to:

Prevent Harm... To People and Property

Thrive... Organizationally and Personally

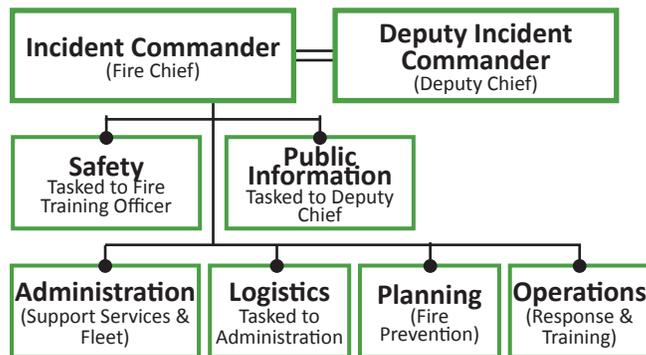
Be Nice... Wherever We Can

To meet the mission of the Department, the organizational structure is designed around the following Divisions:

- Administration and Logistics: providing the support for the 24/365 daily mission of the Department
- Fire and EMS Operations: responding to the requests for emergency service 24/365
- Fire Prevention & Planning: ensuring the public safety in new buildings and existing businesses, public education

NIMS (National Incident Management System) Compliance Requirement

NIMS Compliance has to do with hazard incident management. The chart below displays how the Department meets Federally-mandated NIMS Compliance:



ADMINISTRATION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 676,857	\$ 780,162	\$ 822,859	\$ 42,697
Supplies & Services	489,353	445,756	462,751	16,995
Interfund Payments	15,928	16,145	21,990	5,845
Total Expenditures	\$ 1,182,138	\$ 1,242,063	\$ 1,307,600	\$ 65,537
Program Revenue	388,878	336,100	338,400	2,300
Supported by General Revenues	\$ 793,260	\$ 905,963	\$ 969,200	\$ 63,237

Program Description

The Administration Division of the Olympia Fire Department provides administrative and support functions for all divisions within the Department. This program is responsible for coordination and management of the budget, project management, fleet, records management, and billing services for Fleet, Medic One, and the Mark Noble Regional Fire Training Center.

Emergencies do not follow a schedule; therefore it is essential that support services are available when the need arises. The Administration Division mobilizes day or night to support response activities whenever there is a need, including greater alarm fires and disaster situations. Emergent apparatus repairs for OFD and our regional fleet maintenance customers are provided 24 hours a day, seven days a week, 365 days per year.

Fiscal Systems: Extend the City’s fiscal accounting and reporting system to the Fire Department and to coordinate billing for all Fleet services, Medic One, and the rental of the Mark Noble Regional Fire Training Center.

Business Administration Systems: Provide personnel, records, public records requests, and technology management services to Department members, the community, and other City Departments.

Fleet Systems: Provide fleet services to Department apparatus and vehicles, Thurston County Medic One, Tumwater Fire Department, Lacey Fire District 3, and Thurston County Fire District 7 for the maintenance and safe operations of the Departments’ and Countys’ fire ground apparatus, equipment, staff cars, medic units, and major mechanical operating equipment.

Facilities Systems: Provide maintenance to all Fire Department buildings, grounds and systems to maintain a safe and healthy working environment for the members and community.

Trends

In this changing economic time, sound and responsible fiscal management is critical. This requires monitoring the operating budget with the consistent expectation of reducing expenditures while adequately funding supplies and equipment, apparatus repairs, fire facilities, and fire and EMS operations.

Program Budget Overview

The cost of supplies and services necessary to support the mission of the Department continues to increase due to inflation and increased call volumes. Expanding requests for service not only impacts apparatus, but places additional demands on Fire Department systems and structures.

The budget reflects an overall increase as a direct result of labor, benefits, and service costs.

Future Challenges and Opportunities

During 2014, the Administrative Division will continue to be a key player in the administration and financial growth of the Regional Fire Training Center.

Projects Completed or Currently Underway:

- Continue moving towards a mission-driven, performance-based budget process as part of the Department’s performance measures tracking efforts.
- Optimize existing cost recovery programs as part of the budget process.
- Carefully assess cost recovery and billing rates for new programs with an eye towards expanding the Department’s revenue.
- Repair existing facilities with the conservation of natural resources in mind, and, when possible, with LEED compliant certification results.

Future Potential Projects:

- Manage and oversee the financial program during the growth of the Regional Fire Training Center.
- As the Department develops experience with its new fleet maintenance program, replace apparatus on an individual basis, taking into account actual maintenance costs, appropriateness of the equipment for response, technological improvements, and firefighter safety.
- Partner with Public Works to obtain a Fleet software system that tracks actual maintenance costs for all OFD fleet and extend this to OFD Fleet customers.
- Anticipate future facility remodeling needs and develop a facility remodeling schedule for future capital budgets.



Fire Department Administration

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Fire Chief	1.00	1.00	1.00
Line of Business Director	1.00	1.00	1.00
Administrative Secretary	2.00	2.00	2.00
Master Fire Mechanic	1.00	1.00	1.00
Master Mechanic	2.00	2.00	2.00
Total	7.00	7.00	7.00

Recent Accomplishments

- Successfully mitigated the State Fire Protection Contract
- Completed the financial business model for the Fire Training Center
- Coordinated with the Training Division to open up the newly constructed Mark Noble Fire Training Center
- OFD's Fleet Services advised and managed the assembly of two fire engines for Lacey and one for Tumwater

<i>Key Result Measures - Administration</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Emergency Vehicles Arriving on Scene without System Failures	100%	100%	100%	100%
Preventative Maintenance for All Vehicles within the Department Completed on Time and in Accordance with National Safety Standards	98%	92%	98%	98%
Bills Processed and Sent to City Hall within 10 Days of Receipt	98%	100%	100%	100%

<i>Service Profiles - Administration</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
False Alarm Billings	112	110	110
Inspection Billings	2,200	2,550	2,550
Occupant Files Maintained	2,218	2,220	2,220
OFD Fire Apparatus & Vehicle Maintenance	37	37	37
Trailers	3	3	3
Generators	3	3	3
Breathing Air Systems	3	3	3
Boat	1	1	1
Members Supported for: Payroll, Scheduling, Union Contract Administration, Risk Management, Information Management, Business Administration, Fiscal Oversight of Department's Budget	95	94	94

FIRE/EMS OPERATIONS AND TRAINING

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 9,929,722	\$ 10,864,421	\$ 11,264,099	\$ 399,678
Supplies & Services	455,019	343,489	375,299	31,810
Capital Outlays	21,553	-	-	-
Interfund Payments	273,388	286,800	341,465	54,665
Total Expenditures	\$10,679,682	\$ 11,494,710	\$ 11,980,863	\$ 486,153
Program Revenue	2,156,973	2,265,241	2,576,676	311,435
Supported by General Revenues	\$ 8,522,709	\$ 9,229,469	\$ 9,404,187	\$ 174,718

Highlights of Program Budget Changes

Revenues:

- \$ 167,300 - Federal Grant for two fire positions
- \$ 80,675 - Additional Fire training revenue
- \$ 31,815 - Permits related to new sprinkler ordinance

Expenditures:

- \$ 154,059 - Addition of Fire Captain and supplies for training related to regional fire training center

Program Description

The Fire and EMS Operations and Training Division strives to provide the highest level of protection for the citizens of Olympia. Emergency response includes fire suppression and emergency medical services as well as hazardous materials and other technical rescues. The Division will continue to coordinate all interactions of the uniformed Department members with the public in both emergency and non-emergency situations. In 2014, the Training Division will contract with Lacey, Tumwater, and other Fire Departments to extend fire ground training to their members.

Trends

In 2014, the Division will continue to offer “Train-the-Trainer” classes as a cost-effective means to save instructor fees for our regional fire service customers.

The Division will enter into:

- Year 3 of a Joint Training Agreement with Lacey Fire District 3,
- Year 2 of a Training Contract with Tumwater Fire Department,
- Year 5 of training operation members in the Special Operations Rescue program.

Program Budget Overview

With award of a SAFER Staffing Grant, the Division’s 2014 budget restores funding for one FTE that was cut in the 2013 budget. The cost of supplies and services necessary to support the mission of the Department continues to increase due to inflation and increased call volumes. Expanding requests for service not only impacts apparatus, but places additional demands on Fire Department members. The budget reflects an overall increase, as a direct result of labor, benefits, and service costs.

Future Challenges and Opportunities

Projects completed or currently underway:

- Staffing the newly constructed MNRFTC to meet the State of Washington’s and OFD’s training requirements for live fire training.
- Continue the analysis of Fire and EMS calls in the areas of response times and the distribution of emergent and non-emergent demand, and identify ways to maintain the current level of service in an efficient manner.

Future potential projects:

- Tracking response time improvement relative to service measure goals.
- Establish reasonable community expectations, assess efficiency and effectiveness of the Department’s services, and identify practices that lead to superior service.
- Provide state-of-the-art firefighter training to members of the Olympia Fire Department and the regional partner, while striving for 100% cost recovery for the Mark Noble Regional Fire Training Center (MNRFTC).



Fire/EMS Operations and Training

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Deputy Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00
Fire Captain	1.00	1.00	2.00 **
Fire Lieutenant	21.00	21.00	21.00
Fire Lieutenant Paramedic	3.00	3.00	3.00
Firefighter	39.00	38.00 *	38.00
Firefighter Paramedic	15.00	15.00	15.00
Total	84.00	83.00	84.00
* Position eliminated - 2013 Budget reduction			
** One FTE restored that was cut in 2013			

Recent Accomplishments

- “Soft opening” of the Mark Noble Regional Fire Training Center (MNRFTC) to include all aspects of staffing, equipping the facility, and development and implementation of the training program. A full opening of the training center will occur in 2014.
- In 2013, trained all OFD Operations Members in live fire training at the MNRFTC.



Key Result Measures - Fire/EMS Operations and Training	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
% Fire Responses in 6 Minutes*	90%	51%	48%	50%
% Medical (Basic Life Support) Responses in 6 Minutes*	90%	62%	62%	63%
% Medical (Advanced Life Support) Responses in 9 Minutes	90%	97%	97%	97%
% Full Deployment on Structure Fires within 10 Minutes	90%	15%	76%	76%

* Response times are the standard adopted by City Council and standard for the industry.

Service Profiles - Fire/EMS Operations and Training	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Fire Calls (other than Basic Life Support)	2,915	3,228	3,400
Advanced Life Support Calls	3,784	3,850	3,900
Basic Life Support Calls	5,808	5,900	6,100
Property Dollar Loss (Due to Fires)	\$1,003,375	\$1,000,000	1,000,000
Average Response Time	6:06	6:00	6:00
Fire (not EMS)	7:00	6:29	6:25
Emergency Medical Services (EMS)	5:52	5:49	5:50
Emergency Operations Center (EOC) Activations & Drills	2	2	2



FIRE PREVENTION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 636,161	\$ 564,859	\$ 674,622	\$ 109,763
Supplies & Services	11,732	30,515	29,725	(790)
Interfund Payments	17,374	16,915	18,205	1,290
Total Expenditures	\$ 665,267	\$ 612,289	\$ 722,552	\$ 110,263
Program Revenue	394,298	402,500	434,315	31,815
Supported by General Revenues	\$ 270,969	\$ 209,789	\$ 288,237	\$ 78,448

Highlights of Program Budget Changes

Revenue:

\$ 75,560 - Additional fire inspection revenue

Expenditures:

\$ 116,340 - Addition of one Fire Inspector funded by a 2-year federal grant in Fire/EMS Operations

Program Description

The mission of the Fire Prevention Division is to prevent fires and provide fire education that will minimize loss of life, injuries and property loss for the citizens and the responders. Fire Prevention fulfills this critical public safety function by inspecting commercial properties and providing fire industry plan review for all new construction projects within the City. Additionally, the Division supports the Operations Division through fire investigation. Results from these investigations are used to educate firefighters about the specific causes of fires so that the information can be applied to mitigate future fires.

Fire Prevention participates with other City departments in conducting land use development plan review, new construction plan review, fire sprinkler and fire alarm construction permits, special permit inspections, fire investigation, hazardous materials compliance, fire safety training with fire extinguishers, and evacuation planning for specific occupancies (assemblies, high rises, etc). When funding is available, the Division provides fire education classes within schools. The Fire Prevention Division is organized into three program areas of responsibility: new construction, existing construction, and fire investigation.

Trends

The effectiveness of Fire Prevention's staff efforts is being reflected in a slight decrease in the number of structure fires within the business community.

The Fire Prevention Division is beginning to see an increase in new projects being proposed within the City. Remodeling of existing buildings has remained somewhat constant and plan review of these projects remains steady.

The recently passed residential fire sprinkler ordinance and lowering of the sprinkler threshold for all buildings will require more staff time for sprinkler inspections.

Program Budget Overview

The Division's 2014 budget reflects a reinstatement of one Firefighter Inspector position that was cut in the 2013 budget. Funding for this position is provided by a SAFER grant, which is budgeted in the Fire/EMS Operations and Training Division. In June of 2013, the City of Olympia passed a residential sprinkler ordinance that will become effective July 1, 2014. The reinstated position will allow the department to complete the increased number of review and inspections required by the ordinance, while maintaining the current occupancy inspection workload without utilizing overtime.

Future Challenges and Opportunities

- Work with the business community to provide self-inspection education to reduce the business owner's inspection costs.
- Explore a joint fire investigation team with Lacey Fire District 3. This will increase the number of members responding rapidly to fire scenes, trained to investigate and document fire cause.
- Expand the public education programs in schools, focusing on a cooperative effort between fire prevention and operations personnel.
- On-going training for personnel.
- Assure fire inspection revenue fully supports the Fire Inspector position(s).



Fire Prevention

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Assistant Fire Chief/Fire Marshal	1.00	1.00	1.00
Fire Captain	1.00	1.00	1.00
Fire Inspector Lieutenant	1.00	1.00	1.00
Fire Inspector/Firefighter	2.00	1.00 *	2.00 **
Total	5.00	4.00	5.00

* Position eliminated - 2013 Budget reduction
 ** One FTE reinstated as a project position

Recent Accomplishments

- After more than a decade of work, the City’s Fire Marshal was successful in passing a residential sprinkler ordinance modeling the best practices of the industry
- Two Fire Prevention members attended the National Fire Academy for fire investigation
- Fire Prevention shared the services of the Assistant Fire Marshal with the Training Division to develop the Mark Noble Regional Fire Training Center Business Model

<i>Key Result Measures - Fire Prevention</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Semi-Annual Occupancy Inspections Accomplished on Time	99%	99%	99%	99%
Annual Occupancy Inspections Accomplished on Time	99%	99%	99%	99%
% Plan Reviews and Field Inspections Completed on Time per Month	95%	99%	99%	99%
Major Code Violations Cleared per Quarter	99%	99%	99%	99%
Initial Fire Investigations Completed within 24 Hours	100%	100%	100%	100%

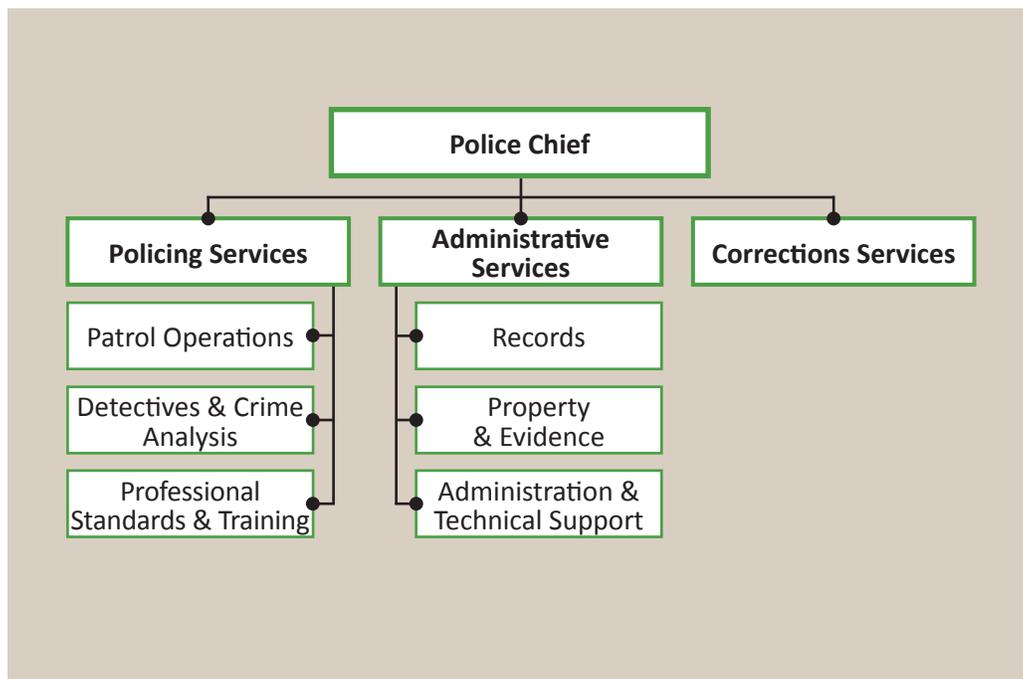
<i>Service Profiles - Fire Prevention</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Commercial Inspections	2,409	2,409	2,409
Plan Reviews	396	366	370
Fire Investigations	19	12	15
Juvenile Fire Setter Contacts	10	10	10
Complaints	6	5	5
Hazardous Operations Permits	25	25	25







POLICE DEPARTMENT



MISSION

The mission of the Olympia Police Department is to proactively address crime and reduce victimization while safeguarding the constitutional rights of all people.

POLICE DEPARTMENT OVERVIEW

Department Recap	2012 Actual	2013 Estimated	2014 Budget	Variance
Policing & Administrative Services	\$ 10,923,790	\$ 11,016,526	\$ 11,599,426	\$ 582,900
Corrections Services	2,145,205	2,275,029	2,343,424	68,395
Total Expenditures	\$ 13,068,995	\$ 13,291,555	\$ 13,942,850	\$ 651,295
Recap of Expenditures				
Personnel Services	\$ 10,848,856	\$ 11,032,497	\$ 11,576,226	\$ 543,729
Supplies & Services	1,607,317	1,609,878	1,683,400	73,522
Interfund Payments	612,822	649,180	683,224	34,044
Total Expenditures	\$13,068,995	\$ 13,291,555	\$ 13,942,850	\$ 651,295
Program Revenues	304,661	161,882	269,148	107,266
Supported by General Revenues	\$ 12,764,334	\$ 13,129,673	\$ 13,673,702	\$ 544,029

Highlights of Department Budget Changes

Revenue:

- \$ 93,000 - Olympia School District support for school resource officers

Expenditures:

- No Cost Impact - Overtime in 2013 budget for downtown emphasis was converted to downtown walking patrol officer
- \$100,000 - 2nd downtown walking patrol officer
- \$ 140,000 - Training Sergeant
- \$100,000 - Officer for drug task force
- \$ 75,000 - Equipment upgrades and replacement

The Olympia Police Department (OPD) is:

Purpose-driven

- Resources are focused on activities that help reduce crime and increase livability within the City.
- Data analysis forms a basis for developing policing plans and measuring their effectiveness.

Collaborative

- OPD works closely with the City Prosecutor’s Office and the Courts to ensure that the criminal justice system is effective in reducing criminal behavior.
- The Department collaborates with a network of agencies to exchange information and to develop holistic strategies for reducing crime. OPD meets weekly with members of Code Enforcement, Department of Corrections, and other law enforcement agencies.
- OPD works with the public, helping neighborhoods through crime prevention, reaching out to social service agencies that serve mentally ill offenders, and integrating law enforcement into public improvement efforts, such as the Downtown Project.

Accountable

- OPD holds all of its members to the highest standards of public service, ethics, and the protection of constitutional rights.

- OPD staff, commissioned and civilian, are held accountable for meeting the Department’s goals as well as achieving the specific tasks that are assigned to them.

In 2014, the Olympia Police Department will be challenged with significant staffing changes. In 2012 and 2013 the Police Department experienced a large number of vacancies due to retirements. Traditionally, there have been occasional vacancies as officers retire. The recruiting and hiring processes would respond to fill the gaps. Overtime costs created by filling shifts to meet minimum staffing requirements have generally been offset by the salary savings created by the vacant positions. However, for the past two years and continuing into 2014, the Department has and will continue to face the need to fill positions at a much higher rate. Recruitment and training require significant staff time throughout the organization. At the same time, officer vacancies create shifts that are not minimally staffed, requiring experienced officers to work considerable additional hours to police the City effectively.

To meet these challenges in 2013, officers assigned to the detectives and traffic enforcement units were re-assigned to cover vacant positions in the patrol division. A robust and comprehensive recruitment, hiring, and training program process was initiated to hire additional officers, have them complete the regional police academy, then be further trained by veteran police training officers. Due to the volume of new officers joining the Department, a vacant officer position was reclassified to a sergeant position to oversee the training process for new recruits.

The process to recruit, hire and get a new officer on solo status takes approximately eleven months. The police hiring process is an extensive and expensive process, which includes written testing, physical testing, oral interviews, psychological testing and polygraph testing. Once successful, the candidate then awaits an opening in the basic Law Enforcement Academy, which may not be available for several months. Officers must pass the twenty-week academy and then are assigned to a police training officer (PTO) for approximately seventeen weeks. It is not uncommon to see police candidates fail in any part of the process requiring additional hiring and recruiting. During this time, salary savings used to offset overtime costs are no longer available, creating a funding deficit.

There are currently eight vacancies; two officers at the police academy and six officers in PTO training. We anticipate the officers in training to be on solo status by the start of 2014 but also anticipate up to four additional staff retiring over the next year. This trend will continue through the next two years.

Budget Overview

Expenses

The 2014 Police Department budget includes the addition of 4.0 FTEs funded by the Public Safety Levy passed by the community in 2012. Two new walking patrol officers will patrol downtown, primarily during business hours. They will work closely with the downtown business community, the Downtown Ambassadors, and other stakeholders to make downtown an inviting and welcoming place for all. A third, new officer position will join the Thurston Narcotics Task Force (TNT). One new sergeant position will be charged with managing the Field Training Program for new officers. As new recruits return from the Basic Law Enforcement Academy, they begin field training with experienced staff. The high numbers of new officers demand that the Field Training Program be closely managed so that recruits become successful, independent officers. Additional funds for training and outfitting new officers are also included in the 2014 Patrol budget. Jail medical costs have also been increased to reflect changes in risk management relating to inmate medication. The Department has included fewer expenses for most operating supplies and equipment.

Unmet needs in the 2014 budget include sufficient overtime funds for both Policing Services and Corrections Services. In Patrol, overtime costs will be driven by officers in training and vacancies. In the jail, current staffing levels are not sufficient to ensure minimum staffing levels during anticipated absences for vacations and illness.

Revenues

Revenues will remain largely unchanged in 2014. In 2013, the Department experienced a large increase in concealed pistol license applications with increased revenue from this source. However, the pace of applications is slowing and is expected to return to a more historical level in 2014. The Department will also collect a larger amount for the School Resource Officer program from the Olympia School District to reflect the increased labor costs that have accumulated over the last several years.

Future Challenges

The Olympia Police Department will continue to be challenged by staff turnover. Retirements at the management and supervisor ranks are expected, as well as vacancies at the officer level. The Department will need to develop new leaders and train newly promoted personnel. At the same time, the Department will be continuing to train less-experienced officers as they learn the business of policing in the field.

Significant turnover, especially in the Police and Corrections ranks, affects the Department's budget in several ways: the cost of recruitment and training; the cost of outfitting a new employee with uniforms, equipment, etc.; the cost of overtime to cover the position until the new recruit has been fully trained, which takes nearly 12 months for a police officer recruit; and cash-out of accumulated annual leave and compensatory time. The additional expenses related to turnover will stress the Department's ability to pay for essential supplies and equipment.

The use of technology in policing continues to expand. Currently, the Department is supported by one FTE for law enforcement related software and hardware. Officers, corrections officers, and administrative staff are all dependent on their technological tools to perform their jobs. The workload of maintaining both systems and software exceeds the capacity of an FTE. In 2014, the Department, along with the City's Administrative Services Department, will explore options for supporting Police Department systems. A more robust support model will allow the Department to maintain and implement the tools necessary for policing in the modern environment.



POLICING SERVICES & ADMINISTRATIVE SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 9,384,512	\$ 9,466,898	\$ 9,942,575	\$ 475,677
Supplies & Services	951,081	907,665	981,014	73,349
Interfund Payments	588,197	641,963	675,837	33,874
Total Expenditures	\$10,923,790	\$ 11,016,526	\$ 11,599,426	\$ 582,900
Program Revenue	295,003	161,882	258,148	96,266
Supported by General Revenues	\$10,628,787	\$ 10,854,644	\$ 11,341,278	\$ 679,166

Highlights of Program Budget Changes

Revenue:

- \$ 93,000 - Olympia School District support for school resource officers

Expenditures:

- No Cost Impact - Overtime in 2013 budget for downtown emphasis was converted to downtown walking patrol officer
- \$100,000 - 2nd downtown walking patrol officer
- \$ 140,000 - Training Sergeant
- \$100,000 - Officer for drug task force
- \$ 75,000 - Equipment upgrades and replacement

Program Description

The Policing Services program includes all the strategies and services necessary to meet the legally mandated enforcement and order maintenance functions of the Police Department.

The 2014 budget includes staffing for core law enforcement services. The 54 officers assigned to three Patrol Districts provide 24 hour per day/7 days per week police coverage to the community. In addition, some officers are assigned to traffic and K-9 duty, and two officers are assigned as School Resource Officers (SROs).

The Detective Unit conducts investigations of major crimes that require extensive follow-up efforts. Eight officers and a crime analyst are assigned to the Detective Unit. Crime classifications typically assigned to detectives are crimes of violence, crimes against children, and cases involving significant monetary loss. The Department’s crime analysis function is performed by the Detective Unit.

The Records Unit maintains official records, provides direct customer service at the Department’s service desk, and manages all requests for information. Seven civilian staff members are assigned to the Records Unit in 2014.

Administrative Services also provides other key services, such as fiscal management, technology, and property and evidence management.

The Professional Standards & Training Unit is responsible for the Department’s training and human resources functions, and for coordination of customer complaints and internal investigations. Training responsibilities include management of scheduled monthly training for commissioned and civilian personnel, firearms qualifications, scheduling outside instructors, securing classroom facilities and obtaining materials needed for in-service training.

In addition, Training is responsible for the hiring process for new officers. A sergeant and lieutenant staff the Unit.

The Police Community Programs Unit administers volunteer programs and is responsible for coordinating the Department’s crime prevention and community education activities. Neighborhood Block Watch, Speed Watch, Pedestrian Watch, Downtown Ambassadors, volunteer event staff services, fingerprinting, crime reduction, multi-housing services, vacation house checks, handicap parking enforcement services, and community education classes are programs currently managed by the Unit.

The Department’s Harbor Patrol is an all-volunteer unit that provides boating safety education and enforcement services in Budd Inlet. The Harbor Patrol now runs almost entirely on funds received from a grant from the State Parks and Recreation Department. In 2014, the State will fund less than half of the Harbor Patrol’s operating costs. The Department will use the remaining program reserve funds along with the State grant to continue the program until the funds have been completely spent, in approximately 2015.

Trends

Policing Services is adjusting its approach to calls for service to accommodate targeted enforcement efforts. Patrol will continue to respond to crimes in progress, achieving a response time of about 4 minutes, and will respond to all crimes against people. However, the Department will be exploring alternative options for people reporting crimes where the dollar amount is low or other civil alternatives exist to resolve the issue. Similarly, detectives will limit the number of serious property crimes investigated while maintaining investigation of all crimes against people assigned to the unit. An increase in criminal activity, population growth, or annexation of the City’s urban growth areas will further impact the ability of Policing Services to work proactively and to provide basic response to crimes.



Policing Services and Administrative Services

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Commissioned Officers	64.00	64.00	68.00 *
Line of Business Director	1.00	1.00	1.00
Supervisor IV (Records Manager)	1.00	1.00	1.00
Police Services Specialist	5.40	5.40	5.40
Secretary	2.00	2.00	2.00
Evidence Custodian	1.00	1.00	1.00
Computer Support Specialist	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
Police Cadet	0.50	0.50	0.50
Administrative Secretary	1.00	1.00	1.00
Senior Program Specialist	1.00	1.00	1.00
Total	78.90	78.90	82.90

* Addition of Police Officers and one Sergeant position, funded by Public Safety Sales Tax

2014 will mark the first full year for the new Field Reporting and Records Management System used by the Department. It is expected that the Department will enjoy increased efficiencies with records management at the same time it is being required to increase statistical reporting to the State and Federal governments. An evaluation of the full impact of the new system will be performed by the end of 2014.

Program Budget Overview

The 2014 budget includes the addition of three new officer positions and one sergeant position funded by the Public Safety Levy passed by the community in 2012. Two new walking patrol officers will patrol downtown to make it more inviting and welcoming; one new sergeant position will manage the Field Training Program for the high number of new officer recruits. The third officer position will join the Thurston Narcotics Task Force (TNT). The TNT works on a regional basis to detect and apprehend those who distribute illegal drugs in Thurston County. The increase in expenses has also been offset somewhat by the reduced cost of new officers in comparison to the salaries of experienced officers who retired. In 2014, the Department will also begin replacing key equipment that is out-of-date, including radios, Traffic Enforcement equipment, and less-lethal munitions.

Future Challenges and Opportunities

Hiring and training of staff will present the largest challenge to Policing Services for the next two years. At the same time, staffing changes also represent an opportunity to add energy to the Department and to create promotional openings within the organization.

<i>Key Result Measures - Policing Services and Administrative Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Average Time for Emergency Response	≤ 4 minutes	4.3 minutes	4 minutes	4 minutes
Part I Crimes Cleared	≥ 16.4%	23%	23%	23%
Public Disclosure Requests Filled Within Statutory Guidelines	100%	100%	100%	100%
Volunteer Hours Donated	10,000	9,022	9,000	9,000

<i>Service Profiles - Policing Services and Administrative Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Calls For Service	48,729	50,000	50,000
Public Disclosure Requests	4,918	5,000	5,000
Citizen Complaints Received/Investigated	15	15	15

CORRECTIONS SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,464,344	\$ 1,565,599	\$ 1,633,651	\$ 68,052
Supplies & Services	656,236	702,213	702,386	173
Interfund Payments	24,625	7,217	7,387	170
Total Expenditures	\$ 2,145,205	\$ 2,275,029	\$ 2,343,424	\$ 68,395
Program Revenue	9,658	-	11,000	11,000
Supported by General Revenues	\$ 2,135,547	\$ 2,275,029	\$ 2,332,424	\$ 57,395

Program Description

The Corrections Services Program is responsible for providing custodial corrections services for misdemeanor and gross misdemeanor offenders, as mandated by State law. The City will maintain its 28-bed short-stay jail and continues to contract for additional beds for inmates serving longer sentences at the Lewis County Jail. Excellent cooperation with the Court and the Probation Department continues to produce results as the diligent use of alternatives to incarceration helps maintain a level of control over jail population.

Trends

The Corrections Services Division is an integral part of the criminal justice system. As the Policing Services Division adjusts its response to calls for service, the population in both the Olympia Jail and in contract jails will change. Corrections Services will be more closely aligned with the priorities of the Department. Decisions about how to use valuable jail space will be made based on the goals of the Department for reducing specific crime trends, as well as the traditional assessments of flight risk and dangers to others. The Department will also be exploring ideas and methods to avoid housing people with severe mental illness. In most cases, defendants with severe mental illness will be found incompetent and so will not be charged. To house these defendants in jail while charging decisions are evaluated puts a mentally ill person in an environment likely to exacerbate their illness. The best system to address their behavior is the mental health system, not the criminal justice system.

In 2014, the Department will be evaluating several options for expanding jail capacity. Improvements to the infrastructure of the Lee Creighton Justice Center, where the jail is housed, should allow for a modest increase in the number of beds that can be used in the current space. Additional capacity may be possible with a remodel of existing office and common space.

Program Budget Overview

The 2014 budget reflects the upward trend in jail medical costs.

Future Challenges and Opportunities

If the City is to realize a reduction in crime due to targeted enforcement efforts, incarceration options will need to be available. It is clear in both academic research and the City's own experience that simply arresting people for crimes and then releasing them immediately back into the community fails to reduce criminal behavior. The City currently maximizes the use of alternatives to incarceration, including work crews, home monitoring, and other options. However, these alternatives are not appropriate for all of the criminals sentenced by the Court and some must be detained. Further, jail alternatives are only effective when incarceration is a real possibility if defendants fail to comply with alternative sentencing.

How the City meets its obligation to house misdemeanor prisoners in coming years is a critical issue that needs immediate attention. The viability of the City jail should be examined in depth and policy decisions made about its future. The City jail remains an old, inefficiently designed facility in dire need of renovation. It needs to be remodeled, modernized and possibly expanded. A more contemporary, serviceable design could present opportunities to save money, and an expanded facility could even generate revenue in the future. Other options for jail services also warrant exploration.



Recent Accomplishments

- Entered into an agreement with Washington State Department of Corrections (DOC) to house inmates with special medical or behavioral needs at DOC facilities, when previously we were unable to house these inmates, or would incur significant costs to do so.

Corrections Services

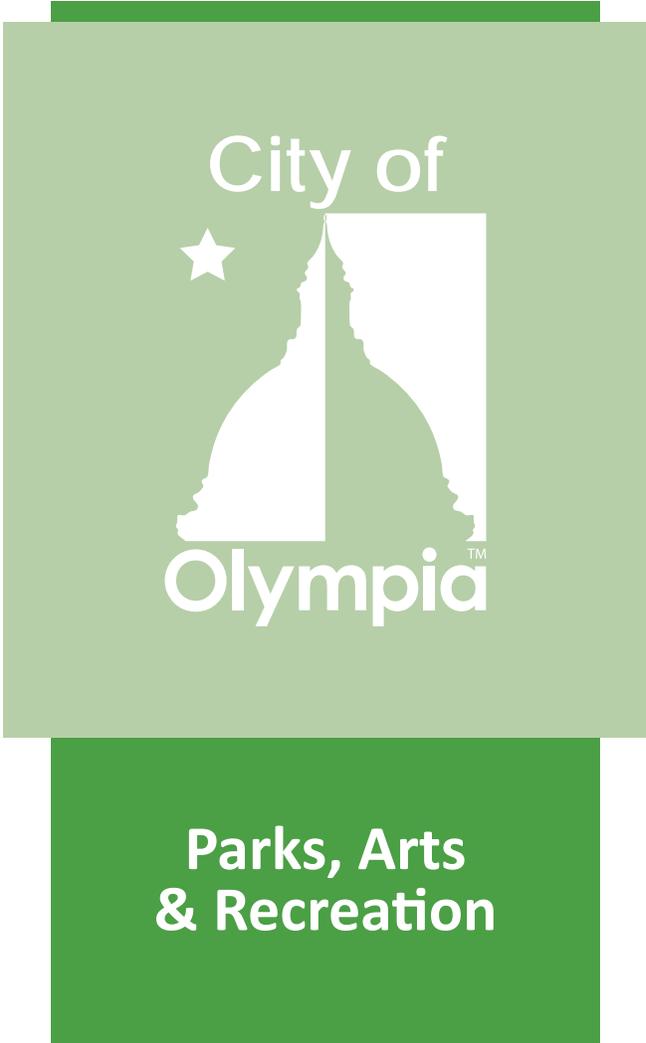
<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Jail Manager	1.00	1.00	1.00
Jail Supervisor	1.00	1.00	1.00
Police Services Specialist	1.00	1.00	1.00
Corrections Officer	11.00	11.00	11.00
Total	14.00	14.00	14.00

<i>Key Result Measures - Corrections Services</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
City Jail % of Operational Capacity	≤ 100%	85%	85%	85%
Contract Jail % of Budgeted Capacity	≤ 100%	100%	100%	100%

<i>Service Profiles - Corrections Services</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Average Daily Population (City Jail)*	22	23	23
Average Daily Population (Contract)	27	20	23

* The use of all 28 local jail beds is limited by the number of mentally ill offenders who must be isolated in a cell. Since the majority of cells have multiple bunks, some beds are unused if a prisoner must be isolated. The average use of 23 beds per day reflects full capacity.





City of



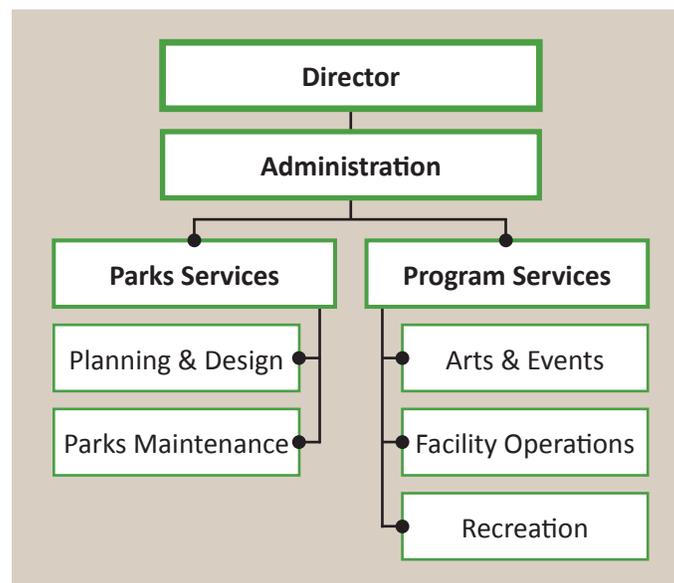
OlympiaTM

Parks, Arts & Recreation





PARKS DEPARTMENT



MISSION

We provide opportunities for meaningful life experiences through extraordinary parks, arts and recreation.

VISION

To make a difference by enriching Olympia’s quality of life, being good environmental stewards, strengthening community connection, creating neighborhood identity, fostering artistic expression, and beautifying our City. In short, to touch the life of every Olympian in a positive way.

PARKS, ARTS & RECREATION

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Administration	\$ 380,791	\$ 611,186	\$ 635,289	\$ 24,103
Facility Operations	1,160,750	967,936	988,447	20,511
Recreation	937,388	879,450	907,314	27,864
Arts & Events	121,382	145,944	156,036	10,092
Parks Maintenance	2,381,030	2,351,599	2,148,127	(203,472)
Planning & Design	124,550	104,891	107,702	2,811
Total Expenditures	\$ 5,105,891	\$ 5,061,006	\$ 4,942,915	\$ (118,091)
<i>Recap of Expenditures</i>				
Personnel Services	\$ 3,667,683	\$ 3,626,973	\$ 3,496,888	\$ (130,085)
Supplies & Services	1,087,451	1,060,927	1,065,309	4,382
Capital Outlay	24,571	24,500	24,500	-
Interfund Payments	326,186	348,606	356,218	7,612
Total Expenditures	\$ 5,105,891	\$ 5,061,006	\$ 4,942,915	\$ (118,091)
Program Revenues	850,526	878,665	889,929	11,264
Supported by General Revenues	\$ 4,255,365	\$ 4,182,341	\$ 4,052,986	\$ (129,355)
<i>Highlights of Department Budget Changes</i>				
\$ (200,000) - During 2013 the City contracted for certain facility and street landscaping services. These funds were moved to the Public Works Department.				

Our Vision: To Make A Difference By...

...Enriching Olympia's Quality of Life

What makes Olympia special? What does quality of life mean to you? If your answer includes hiking the Watershed Trail; keeping cool in the Heritage Park Fountain; enjoying gardening, softball or the skate court at Yauger Park; showing off your new ceramic masterpiece; learning a new language; getting in shape; getting engaged by the Kissing Couple and married at the Priest Point Park Rose Garden; listening to your child's memories of summer camp or meeting your friends at Arts Walk; then you have been part of the Parks, Arts & Recreation Experience!

Several programs, facilities and services are operating at full capacity; sports leagues are full and parks are busy, while camps and enrichment classes have waiting lists—an indication that citizens are enriching their lives close to home through parks, arts and recreation. As backyards shrink, we find ourselves providing activities, opportunities and spaces that truly do make a difference.

The employees of the Parks, Arts & Recreation Department continue to be passionate about touching the lives of every Olympian in a positive way. It is with this conviction that we will continue to work hard (and smart) to meet the needs of our diverse community. Although the Department has experienced significant budget reductions in past years, we remain committed to offering quality services that are relevant to community needs. We will continue to provide enrichment classes, adult sports and fitness activities, camps and outdoor adventures for youth and teens, Arts Walk and public art. Our high level of customer care and satisfaction at The Olympia Center, in our programs and in our parks will remain unchanged.

...Being Good Environmental Stewards

The Parks, Arts & Recreation Department is currently charged with the oversight of nearly 1,000 acres of park land, 16 miles of trails, and 23,466 lineal feet of waterfront. These properties are rich with wildlife and thousands of trees that absorb carbon dioxide, enhancing Olympia's air quality. With this oversight comes a serious responsibility to provide a balance between active and passive recreation uses while being sensitive to the fragile needs of the natural world around us.

Parks, Arts & Recreation staff also implement stewardship through green construction practices, use of reclaimed water, and efficient utility systems that remain standard to park development. Arts Walk registration is now online, saving 3,000 sheets of paper and envelopes each year. Our Park Ranger is out in the community, visiting parks and spreading the word about how to be good park and environmental stewards. We're providing educational programs, tours and volunteer opportunities so that families and people of all ages can get involved. Our park ranger will be joined by other Department staff to bring recreation, arts and fun to the environmental learning experience.

...Strengthening Community Connection

Building relationships is central to our Department's efforts, helping to weave the fabric of our community. Whether meeting to discuss ideas for a neighborhood park, training tour guides eager to share their love of Olympia's history and public art with visitors, working shoulder to shoulder to fight ivy, or being mentors to kids over the summer, we are reaching into the community to help our citizens make this a city we can all be proud of.

Despite budget challenges, we are expanding partnerships to provide services. In many cases, we have leveraged our efforts by working with other organizations to achieve common goals:

- Continue to provide property for community gardens at Yauger and Sunrise Parks to supplement the diets of families
- Continue partnership with Woodland Trail Greenway Association to maintain the Olympia Woodland Trail corridor
- Partner with the USDA and the Olympia School District to provide a free recreation and lunch program for youth in two neighborhood parks
- Work with South Sound Hounds, Animal Services and private supporters to develop plans and ongoing partnerships for management and maintenance of off-leash dog parks
- Implement a Joint Use Agreement in coordination with the Olympia School District to provide access to facilities for a variety of recreational opportunities
- Work with neighborhood associations and other interested volunteer groups to expand the Adopt-a-Park Program.
- Strengthen Olympia's arts community through weekly bulletins of local and regional art opportunities (Arts Digest) along with monthly community arts roundtables that promote networking and skill building
- Continue participation in the Olympia Downtown Association (ODA) safety committee. Our participation with this committee, along with the positive working relationship with the Police Department, is vital to maintaining a safe and welcoming environment to patrons and participants
- Work with other City departments and community partners to design, build and maintain a clean, safe and vibrant Artesian Well Court Plaza.

...Creating Neighborhood Identity

Active citizen participation in park design leads to successful neighborhood parks. This is evidenced in fully developed parks and in the low cost interim use management plans constructed in neighborhoods. Whether the park has numerous amenities and public art or simply includes a path with a couple of picnic tables and swings, neighborhood parks foster neighborhood identity and serve as a focal point for gatherings. Many adults would never meet, and childhood friendships and memories may never be formed if not for a neighborhood park. Public art, like the sculptures installed at the Boulevard Road roundabout, the fourth Fire Station and the Hands On Children's Museum, rely on public input so that the art reflects the unique character of the area.

...Fostering Artistic Expression

Some people make art and some people appreciate art. Parks, Arts & Recreation provides support for many types of engagement in the arts. Classes for all ages teach the finer points of drawing, ceramics, movement and dance,

learning an instrument, video production, enameling—you name it! For those artists, from pre-school to professional, willing to share their expression and cultural traditions with the greater community for the benefit of all, there is Arts Walk. Summer waterfront Public Art Tours provide opportunities for citizens and visitors alike to learn about the City's collection.

...Beautifying Our City

From pavilion historical interpretation and public art along Percival Landing to Priest Point Park's rustic shelters and natural shorelines, Parks, Arts & Recreation puts the crowning touch on our built environment, while also ensuring that the beauty of a natural landscape can be found within City borders. Many other definitions of beauty can also be found in our programs: the precise geometry of a ballfield, the spark of engagement between parents and their babies in Babygym, a first dance, catching sight of a seal or the glint of snow off the Olympics while walking along Percival Landing. Such overwhelming beauty is rare, and through the efforts of Parks, Arts & Recreation, more Olympians are able to enjoy such moments in abundance.



...In Short, to Touch the Life of Every Olympian in a Positive Way

One only has to walk to their neighborhood park, search for a new skill to learn, stroll along the waterfront, or attend a celebration in the heart of Downtown to experience the work of our programs. Because of the dedication and service of our staff, these programs move seamlessly throughout people's lives. The term Parks, Arts & Recreation may not come directly to mind as a reason people give for the high quality of life they enjoy in our community, but chances are, the description of what they value will be the definition of what we offer.

Other Budget Changes Include:

In 2014, the City will continue a pilot program utilizing a contractor for streetscape and some City grounds maintenance. Funding for this program reduced the amount of budget available for park maintenance seasonal help and one Maintenance Worker II position. An evaluation in 2014 will address the benefits and costs of continuing the program.

Future Trends and Challenges

The Parks, Arts & Recreation Plan recognizes global and community trends and how certain factors influence what we do and what we offer our citizens. Although we will continue to provide traditional programs and services, we must also adjust and re-prioritize our human and financial resources in order to meet emerging needs.

The business of Parks, Arts and Recreation has become increasingly more complicated over the years. Organic gardening, diabetes prevention, land and tree management, environmental stewardship, creative economy, site remediation, urban densification, and sea level rise, to name a few, are now common terminology in our field of work. We are at the core of supporting healthy lives and a healthy community and we are recognized for the significant role that we play in disease prevention—from providing opportunities to exercise and relieve stress to offerings that support personal growth and emotional well-being. The trend to “vacation at home” means we need to design programs and facilities that address a variety of social, education and economic needs. As back yards shrink, parks become more populated as citizens look for places to gather, grow food, exercise dogs, find solitude and recreate. We are the community's backyard—offering forested pathways, grassy fields, access to the water and majestic views.

With passage of the 2004 Parks and Pathways Funding Measure, we have been able to secure valuable land for neighborhood and community parks. This funding has also afforded us the opportunity to do some level of design and development that allows public access and enjoyment of these properties. As we bring new parks online, we also recognize the need to continue to invest in what we already have—by maintaining clean, safe and accessible facilities. Investing in park maintenance remains a challenge as a result of reductions in the General Fund and the added maintenance responsibilities for new park facilities. As we look to the future, it is our goal to balance the acquisition and development of new facilities while taking care of our aging infrastructure.



ADMINISTRATION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 312,712	\$ 324,326	\$ 334,340	\$ 10,014
Supplies & Services	68,079	106,097	109,552	3,455
Interfund Payments	-	180,763	191,397	10,634
Total Expenditures	\$ 380,791	\$ 611,186	\$ 635,289	\$ 24,103
Program Revenue	14	15	15	-
Supported by General Revenues	\$ 380,777	\$ 611,171	\$ 635,274	\$ 24,103

Program Description

Administration provides Department leadership in creating a work place that promotes productivity, creativity and accountability. Core services include emergency management, labor relations, communications, policy development and implementation, and budget development.

Trends

The Department continues to make connections in the community to educate people about the services that can improve their quality of life. As budgets decline, people volunteer to continue services—and a philosophy of encouraging the community to help itself emerges.

The 2010 Parks, Arts & Recreation Plan is a tool that will lead policy and budget decision-making in the future. As City leadership and community priorities change, it becomes increasingly more important to use the “plan” as a tool while remaining open and flexible to emerging opportunities and priorities.

Program Budget Overview

Olympia Parks, Arts & Recreation Department is dedicated to the business of parks, arts and recreation. Whether it’s pulling weeds, organizing a dog obedience class, preparing an infield or managing a public meeting, the employees all know that what they do improves the lives of others. The 2014 Administration program will continue to inspire staff to do the work that brings so much joy to the community.

Future Challenges and Opportunities

The 2010 Parks, Arts & Recreation Plan established a vision, goals, objectives, values, and capital investment strategy that captures the importance of parks, arts and recreation in Olympia. The Department Management Team is embracing its leadership role in managing people and resources to implement the Plan.

Recent Accomplishments

- Completion of Percival Landing Historic Interpretation
- Completion of Interpretive Guidelines
- Partnership with Japanese Consulate and Sister City to acquire Sakura Cherry Trees for Percival Landing

- Provided leadership for public process and design for Artesian Court Park project
- Worked with Legislators and Washington State Recreation & Conservation Office to secure funds for purchase of the Isthmus property
- Completed safety action plan for The Olympia Center and parks
- Provided support and comments on City’s Shoreline Master Program
- Lead a community-based process to close the Sunrise Off-Leash Dog Park and relocate to a future location
- Provided funding for purchase of the Isthmus parcels, including successful application for a State grant



Administration

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Director	1.00	1.00	1.00
Associate Line of Business Director	1.00	1.00	1.00
Program Manager	0.05	0.05	0.05
Program & Planning Supervisor	0.30	0.30	0.30
Public Service Representative	0.05	0.05	0.05
Total	2.40	2.40	2.40

FACILITY OPERATIONS

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 757,956	\$ 760,397	\$ 781,577	\$ 21,180
Supplies & Services	213,597	207,539	206,870	(669)
Interfund Payments	189,197	-	-	-
Total Expenditures	\$ 1,160,750	\$ 967,936	\$ 988,447	\$ 20,511
Program Revenue	145,161	161,950	163,689	1,739
Supported by General Revenues	\$ 1,015,589	\$ 805,986	\$ 824,758	\$ 18,772

Program Description

The Facility Operations team is responsible for the scheduling and use of key public facility assets in the Department inventory. This includes room rentals at The Olympia Center; picnics in park shelters; transient moorage and Harbor House at Percival Landing. In addition, the team is responsible for scheduling games, tournaments and practices on City and Olympia School District athletic fields. A growing service this team provides is the coordination of unique facility requests throughout the park system. Facility Operations staff provides support to community service partners that include Senior Services for South Sound, the Olympia Farmers Market and the Sandman Foundation.

Trends

Requests for use of Department facilities continue to rise as citizens look to recreate closer to home. Ranging from large events in community parks to a free yoga class for a handful of participants, there is increasing community pressure to have reserved access for organized gatherings beyond traditional park shelter or ballfield use. Senior Services for South Sound is also exploring expansion of programming into the evening at The Olympia Center to provide services for active and working seniors. This effort will require some planning to ensure historical community access is preserved if it is important for the community.

Tournament requests at Yauger Park saw a modest increase in 2013. Considering synthetic fields and/or improving infield drainage to meet standards of parks in neighboring jurisdictions would create optimal performance conditions that tournament directors desire. This will become an expectation as more and more natural turf fields are converted in Western Washington.

Program Budget Overview

The 2014 Operating Budget is essentially the same as 2013.

Future Challenges and Opportunities

The Parks, Arts & Recreation Department continues to adapt to new uses in Department-managed facilities. A list of facilities and amenities letting the public know what resources are available for rent and associated fees is available. Continuing to refine the list and fees is important for staff effectiveness and customer service.

While more fields will be needed in the future, several factors have reduced use of Olympia athletic fields over the past couple of years. The addition of a tournament quality facility at the Regional Athletic Complex (RAC) has raised the standard expectation for many participants in team sports like softball and soccer. Yauger Park remains an important facility for Olympia, as the RAC cannot accommodate all needs in the area. Continued investment is critical to meet the expectations of our users.

The addition of the Harbor House on Percival Landing, a beautiful amenity for small retreats, receptions and meetings adjacent to the waterfront, is a popular draw throughout the year.





Recent Accomplishments

- Improvements to The Olympia Center (entrance repairs, floor upgrades, office upgrades, signage/wayfinding improvements, roofing repairs)

Facility Operations

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Office Specialist III	1.00	0.00 **	0.00
Maintenance Worker I	4.875	3.50 */†	3.50
Maintenance Worker II	0.00	1.00 *	1.00
Program and Planning Supervisor	0.40	0.40	0.40
Public Service Representative	2.45	2.95 **/**	2.95
Supervisor II	1.00	1.00	1.00
Program Specialist	0.45	0.45	0.40 ***
Total	10.175	9.30	9.25
* Reclassification			
** Reclassification for 2013 Budget balancing			
*** Realignment of staff to reflect work assignments			
† Position reduced .375 - 2013 Budget reduction			
†† Position reduced .50 - 2013 Budget reduction			

<i>Service Profiles -Facility Operations</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Number of League Games Scheduled at Yauger, Stevens and LBA Parks	900	1,030	1,050
Number of Community Use Hours Scheduled on Olympia School District Fields	8,400	8,400	8,400
Number of Community Rental Hours at The Olympia Center	2,600	3,000	3,500
Number of Parks, Arts & Recreation Hours at The Olympia Center	3,900	4,000	4,000
Number of Senior Services for South Sound Rental Hours at The Olympia Center	4,128	6,500	6,500
Transient Moorage Nights at Percival Landing	392	350	350
Park Shelter Hours Reserved for Picnics, Weddings, and Educational Programs	2,050	1,800	1,800
Program/Facility Transactions Performed by Customer Service Team	8,347	8,400	8,400
Number of Community Rental Hours at The Harbor House	574	500	500

RECREATION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 698,851	\$ 654,031	\$ 678,466	\$ 24,435
Supplies & Services	230,204	216,491	219,645	3,154
Interfund Payments	8,333	8,928	9,203	275
Total Expenditures	\$ 937,388	\$ 879,450	\$ 907,314	\$ 27,864
Program Revenue	593,222	602,550	611,830	9,280
Supported by General Revenues	\$ 344,166	\$ 276,900	\$ 295,484	\$ 18,584

Program Description

The Recreation Team provides a wide variety of programs for the community, including athletics and fitness, enrichment classes, outdoor adventures, youth camps and clinics, and teen camps and trips.

Trends

The preference in recent years to stay home for recreation has allowed the City's recreation programs to build a solid customer base. Strong participation at traditional site-based camps persists. In addition, focused workshops (multi-media art, language immersion) and outdoor skill development camps (kayak, sailing, etc.,) are as popular as ever. Adult athletic programs continue, with strong participation in sports such as volleyball, basketball, softball and flag football. After participation in evening and weekend enrichment classes decreased in the previous two years, numbers appear to be stabilizing and even increasing in some program areas. Common feedback from participants discussing the value of these programs include; motivation to learn and recreate with friends, as well as an interest in developing new social opportunities.

Program Budget Overview

Recreation programs, with few exceptions, generate the revenue required to support the operational expenses of the program.

Future Challenges and Opportunities

The Department continues to be an active advocate to reduce childhood obesity, with hope that encouraging the development of healthier children will result in healthier adults. A current focus for the Parks, Arts & Recreation Department is to provide opportunities that promote a mentally and physically active lifestyle that includes healthy food choices. Citizens see this commitment by the programming offered during the year. Resources have been historically committed to feeding community youth through the federally subsidized Summer Nutrition Program. In 2012, Olympia

assumed management of the Sunrise Garden, previously managed by Olympia based Garden Raised Bounty (GRuB). The addition of Sunrise Garden complements the successful Yauger Park garden, which opened in 2011.

Recreation and Parks Maintenance, through the Parks Stewardship Program, has implemented the vision for environmental education programs, classes and tours that teach outdoor recreation skills and increase the public's understanding and appreciation of the natural environment. Many of these values are integrated into our standard camp and class offerings as the department leverages its relationship with the community and nature.





Recent Accomplishments

- Redesigned brochure and promotional flyers
- Participation in National Let's Move initiative

Recreation

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Program and Planning Supervisor	0.40	0.40	0.40
Supervisor I	2.00	2.00	2.00
Program Specialist	2.55	2.05 *	2.10 **
Lead Recreation Specialist	0.60	0.60	0.60
Recreation Specialist	3.42	3.42	3.42
Total	8.97	8.47	8.52

* Transfer of .50 FTE to Parks Maintenance LOB
 ** Realignment of staff to reflect work assignments

<i>Key Result Measures - Recreation</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Did the Experience in Our Program Enrich or Add to Your Life in a Meaningful Way? (% yes)	95%	95%	95%	95%
Percentage of Participants Self-Registering Online for Recreation Programs	15%	30%	30%	30%

<i>Service Profiles - Recreation</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Special Interest Class Participation	4,495	4,500	4,500
Number of Sports Teams/Participants	350/2,630	367/2,875	367/2,875
Number of Summer Camp Participants	973	885	900
Number of Meals Served During Summer Nutrition	5,155	4,000	4,000
Outdoor Adventure Camp Participation	558	535	535

ARTS & EVENTS

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 104,971	\$ 113,512	\$ 124,004	\$ 10,492
Supplies & Services	14,411	30,432	30,032	(400)
Interfund Payments	2,000	2,000	2,000	-
Total Expenditures	\$ 121,382	\$ 145,944	\$ 156,036	\$ 10,092
Program Revenue	22,985	22,600	22,252	(348)
Supported by General Revenues	\$ 98,397	\$ 123,344	\$ 133,784	\$ 10,440

Program Description

Olympia Arts & Events brings Arts Walk to the community twice a year, manages the City's collection of public art, provides arts education and technical support to the greater community, participates in design team efforts within Parks, Arts & Recreation and serves as staff to the Olympia Arts Commission.

Trends

Increasingly, citizens are asking for opportunities for direct engagement in their community, whether it means having instant access to information or a greater hand in decisions.

The Percival Plinth Project offers the opportunity for the public to decide, by popular vote, which of the loaned sculptures along Percival Landing should become part of the City's permanent Public Art Collection. We are in the third year of this program, with increasing participation rates both by applying artists and the voting public.

Smart phones are everywhere – and the capacity to provide information in direct and engaging ways has opened up a great opportunity for community engagement. Using their Smartphone to take a picture of a QR code, viewers can be directly linked to a webpage without having to type in the address (although it is provided as well). This spring, promotion for Arts Walk included a QR code that received a total of 4,012 "hits" or visits, both directly through smart phones and via the City's Arts Walk website.

For citizens without such technology, weekly guided Waterfront Public Art Tours July-September help the public to better know their collection and provides a consistent summer tourist activity.

Maintenance of the City's aging Public Art Collection is also an ongoing trend, with annual (cleaning) and major (repair) maintenance scheduled to protect the City's investment in public art.

Program Budget Overview

The 2014 budget reallocates the \$1 per Capita for funding public art to help balance the City's operating budget.

Future Challenges and Opportunities

Greater digital presence is an opportunity to make better connections with our community and provide low-cost support to programming already in place. Enhancing the arts pages on the City's website can direct viewers to arts amenities throughout the City, engaging citizens and encouraging visitors.

The weekly Arts Digest is another way to engage citizens in the arts in our community. This one-way email forwards information about arts events and opportunities to 800+ artists and arts patrons. By no means comprehensive, the Arts Digest offers just a slice of the diversity of the arts in our area, possibly pointing the way toward future opportunities in that area.



The 2013-2014 Percival Plinth Project sculpture exhibition will include QR codes such as this to direct the public to more information about the program and the participating artists.



Recent Accomplishments

- Arts Walk voted the Best Arts Event for 2013 by readers of the Weekly Volcano
- Arts & Events Program Manager voted Arts MVP for 2013 by readers of the Weekly Volcano
- Art at fourth Fire Station
- Art at Hands On Children’s Museum
- Permanent install of “People’s Choice” art project at Port of Olympia
- Comprehensive Plan Team Support

Arts & Events

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Program Manager	0.95	0.95	0.95
Public Service Representative	0.25	0.25	0.25
Total	1.20	1.20	1.20

<i>Key Result Measures - Arts & Events</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Condition Reports on Public Art Pieces that Result in a Positive Rating	80%	90%	85%	85%

<i>Service Profiles - Arts & Events</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Special Events Attendance			
Arts Walk Spring	15,000	15,000	15,000
Arts Walk Fall	10,000	10,000	10,000
Participants in Summer Waterfront Public Art Tours	59	70	80
Arts Digest Readers Receiving Weekly Local Arts News	830	850	900
Arts Walk QR Code Hits		6,000	6,500

PARKS MAINTENANCE

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 1,694,009	\$ 1,672,700	\$ 1,473,683	\$ (199,017)
Supplies & Services	535,794	497,484	496,326	(1,158)
Capital Outlays	24,571	24,500	24,500	-
Interfund Payments	126,656	156,915	153,618	(3,297)
Total Expenditures	\$ 2,381,030	\$ 2,351,599	\$ 2,148,127	\$ (203,472)
Program Revenue	89,144	91,550	92,143	593
Supported by General Revenues	\$ 2,291,886	\$ 2,260,049	\$ 2,055,984	\$ (204,065)

Highlights of Program Budget Changes

\$ (200,000) - During 2013 the City contracted for certain facility and street landscaping services. These funds were moved to the Public Works Department.

Program Description

The Parks Maintenance team is responsible for keeping some of the City's most treasured assets safe, clean and accessible. Maintenance responsibilities include park restrooms and picnic shelters, playground equipment, three ballfield complexes, Heritage Park Fountain, park trails, neighborhood parks, Percival Landing, and school fields. If something in our City is green, grows or inspires people, it's likely there is a parks maintenance employee behind it keeping the experience available for all to enjoy, year after year.

The Park Ranger and Stewardship Program are also funded in the Park Maintenance Program. This program combines environmental education and volunteer maintenance with people of all ages and interests.

Trends

Since passage of the Parks and Recreation Facilities Funding Measure in 2004, the Department has acquired more undeveloped land and developed new parks that need maintenance. In addition, the Department continues to plan for new parks and programs as described in the 2010 Parks, Arts & Recreation Plan.

While new facilities are constructed with funds through the capital budget, most of the maintenance of existing parks is funded through the City's Operating Budget. A multiple year decline in the General Fund has reduced labor for maintenance in existing parks. While parks are clean and safe, there are areas that will not receive the same frequency of maintenance as in prior years.

As the community continues to learn and explore ways to help itself, the role of volunteerism in parks will increase. The Department is committed to expanding the Park Stewardship Program and the Adopt-a-Park Program in a safe and organized manner that will bring individuals and groups into parks for learning opportunities and as a way to contribute to their community.

The Parks Maintenance crew continues to explore ways to maintain facilities in a cost efficient, environmentally friendly manner. The Department is also assessing ways to create pesticide-free parks, as well as reduce energy, water and fuel use.

In 2011, Parks Maintenance began developing a computerized asset management program that will allow us to track our assets, their condition, and determine lifecycles. This information will tie directly to the Department Condition Assessment and Major Maintenance Program (CAMMP) and the annual funding request through the Capital Facilities Plan. Parks Maintenance has begun implementing the Work Order Management component and condition assessment components of the asset management system.

Program Budget Overview

In 2014, we will operate with less funding for seasonal labor. During 2013, the City contracted out non-park landscaping traditionally performed by Parks Maintenance staff. As a result, there is one less Maintenance Worker II budgeted in 2014.

Future Challenges and Opportunities

The greatest challenge facing the Parks Maintenance Program is maintaining an aging park system along with the additional maintenance of new parks. Developing the Department's Asset Management Program will provide a structured approach to maintenance management.

With the addition of GPS tracking software on all Park Maintenance vehicles in 2014, there will be an opportunity to analyze vehicle travel patterns. This will likely provide an opportunity to refine maintenance routes, resulting in savings.

Parks Maintenance

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Program and Planning Supervisor	0.95	0.95	0.95
Maintenance Worker II ^^/**	12.00	11.00 *	11.00
Office Specialist III	1.00	1.00	1.00
Senior Program Specialist ^^	1.00	1.00	1.00
Program Specialist ^	0.00	0.50 **	0.50
Field Crew Leader	2.00	2.00	2.00
Lead Worker ††	3.00	3.00	3.00
Electrician †	0.75	0.75	0.75
Data Control Specialist	1.00	0.00 *	0.00
Total	21.70	20.20	20.20

* Position eliminated - 2013 Budget reduction

** Transfer of .50 FTE from Recreation LOB

*** One FTE remains unfunded; funding being used to contract out maintenance of roundabouts for two years

† Funded 67% General Fund, 33% Utility Tax Fund

†† 1.0 FTE funded from Utility Tax Fund - part of 2013 budget balancing

^ .50 FTE funded from Utility Tax Fund - part of 2013 budget balancing

^^ 2 FTE Maintenance Worker IIs, .20 FTE Senior Program Specialist funded from Utility Tax Fund

Recent Accomplishments

- Collaboration with the City's Probation Work Crew for complete renovation of hillside trail at Madison Scenic Park. Trail was upgraded to barrier-free status, and non-native, invasive blackberry was replaced with over 1,000 shrubs and trees, many of which are edible
- One of our Park Maintenance workers was the winner of the Washington Recreation and Parks Association "Field Staff of the Year" Award
- Continued expansion of the Park Stewardship program, with addition of two weekday work parties, new environmental education programs such as the Kids Canopy Climb, a refining of existing programming, and more frequent park patrols
- Replaced aging wood bleachers at LBA and Yauger Parks with aluminum models with fall protection
- Overhauled flowerbeds at Woodruff, Lions, and Kettle View Parks to make them easier to maintain
- Re-designing some landscaped areas to result in lower maintenance
- Retaining and engaging volunteers
- Established policies and procedures for use of power tools by volunteers
- Second year "Camp Out" event funded by grant from REI, Inc.
- Renovation of landscaping in the roundabout at West Bay Park

Key Result Measures - Parks Maintenance	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Volunteer Hours	7,000	5,850	6,100	7,000

Service Profiles - Parks Maintenance	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Developed Neighborhood Park Sites Maintained	12	12	12
Interim Use Park Sites Maintained	5	5	5
Developed Community Park Sites Maintained	5	11	13
Developed Special Use Park Sites Maintained	6	0*	0*
Developed Open Space Park Sites Maintained	10	10	10
Developed Park Acreage	794	794	795
Undeveloped Park Acreage	190	191	190
Street Trees Maintained	2,700	2,700	2,700
Olympia School Fields Maintained (Baseball/Softball)**	24	24	24
Olympia School Fields Maintained (Soccer)**	20	20	20

* Community park and special use park classifications were combined into one category (Community Park) in 2012.

** Some of these fields are used for soccer and baseball.

PLANNING & DESIGN

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 9,184	\$ 102,007	\$ 104,818	\$ 2,811
Supplies & Services	25,366	2,884	2,884	-
Total Expenditures	\$ 124,550	\$ 104,891	\$ 107,702	\$ 2,811
Supported by General Revenues	\$ 124,550	\$ 104,891	\$ 107,702	\$ 2,811

Program Description

The Planning and Design team is responsible for acquiring, planning, designing and constructing a variety of parks and open spaces so that citizens’ health, recreation and leisure needs are met.

Trends

Residents and visitors to Olympia love the parks and recreation experiences provided by the City. In fact, people are excited about adding more recreation facilities, including trails, off-leash dog areas, community gardens, off-road bike parks and additional soccer fields.

Staff is relying less on professional consultants to design parks, interim use, and play facilities. The concept design phase of project development is now being performed by the creative talent of the arts, recreation, maintenance and planning staff in the Department. This creative process builds understanding of park design, development and maintenance so that everyone can appreciate the total effort required to create the wonderful experiences people have when they visit a park.

Parks are places for storytelling. In the future, parks will contain more historical, cultural and environmental interpretation that will be shared with the public in ways other than interpretive signs. Olympia has a rich pallet of stories to tell about people, places and things that give residents and visitors alike a true sense of place.

Over the last decade, Olympia’s inventory of both parks and park facilities has increased. However, park maintenance resources have not. In response, it is imperative that both new and renovated park facilities are designed to minimize maintenance requirements, maximize design life and enhance operational efficiency.

Program Budget Overview

The program budget is used to plan, acquire, design and construct Olympia’s park lands and facilities. The program’s core services are park master planning, land acquisition, land management, site and facility design, infrastructure inspection and assessment, contract management and construction administration.

Future Challenges and Opportunities

In the Capital Budget, securing the funding needed to continue phased replacement of Percival Landing, the development of

West Bay Phase II, the demolition of the Isthmus buildings, the acquisition of two large community park sites and upgrades to the aging Heritage Park Fountain will be a continuing challenge. Given the constrained revenue in the General Fund, the amount of funding needed for the maintenance of new park amenities and facilities is an important factor in deciding whether or not to move forward with new capital projects.

In the future, we will have opportunities to increasingly utilize and promote Olympia’s park lands for carbon sequestration, watershed protection, wildlife habitat and food sources.

Recent Accomplishments

- The Percival Landing Rehabilitation project received the 2013 “Excellence in Concrete” Award from the Washington Aggregates & Concrete Association
- Comprehensive Plan Team support
- Shoreline Master Program Team support
- Percival Landing F-Float Moorage Reconstruction
- Artesian Court Public Process & Design
- New Way-Finding Signage at Yauger Park
- Progress in integrating Condition Assessment with asset management system
- Continue soil clean-up at West Bay Park
- Funding for Isthmus land acquisition

Planning & Design			
Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Program and Planning Supervisor *	0.95	0.95	0.95
Project Engineer II *	1.00	1.00	1.00
Associate Planner *	0.75	0.75	0.75
Office Specialist III *	1.00	1.00	1.00
Total	3.70	3.70	3.70
* .30 FTE Program and Planning Supervisor, .50 FTE Associate Planner, 1.0 FTE OSIII and 1.0 FTE Project Engineer II funded from Utility Tax Fund			

Planning & Design Current & Proposed Projects	2013 Projects	2014 Projects
Land Acquisition and Leases	Isthmus Parcels Acquisition Support Acquire New Site for Off-Leash Dog Area* Percival Landing Sub-Lease #1* Percival Landing Sub-Lease #2*	Percival Landing Sub-Lease #3
Park Design Projects	Kettle View Park Shelter Off-Leash Dog Area #1* Percival Landing "F-Float" Replacement* Artesian Court Isthmus Structures Asbestos Abatement and Demolition Plans and Specifications	Off-Leash Dog Area #2 (in existing park) Sunrise Park Playground Priest Point Park Maintenance Facility Design Priest Point Park Shelter #1 (Rose Garden)
Park Construction Projects	Construct New Off-Leash Dog Park #1* Construct New Priest Point Park Shelter #4 (Play Meadow)* Kettle View Park Shelter Priest Point Park Maintenance Area Electric Security Gate Priest Point Park Flora Vista Parking Area Expansion	Artesian Court Off-Leash Dog Area #2 (in existing park)
Percival Landing Annual Inspection & Maintenance	Annual Boardwalk and Float Inspection No Major Maintenance Projects in 2013	Annual Boardwalk and Float Inspection Potential Major Maintenance Project Based on Inspection
Annual Condition Assessment and Major Maintenance Program (CAMMP) Inspection & Projects	Annual Facility Inspection Percival Landing "F" Float Replacement LBA Park Asphalt Repairs Heritage Fountain Evaluation and Pre-Design	Annual Facility Inspection Percival Landing 5-Year Structural Condition Assessment Sunrise Park Playground Rehabilitation PPP Shelter #1 Replacement (Rose Garden)
Interim Use & Management Plans	None	None
Park Master Plans & Special Studies	OPARD Interpretive Guidelines Olympia Woodland Trail IV Feasibility Study Comprehensive Plan—PAR Chapter Update* 8th Avenue Park Soil Remediation Study	Park Maintenance Facility Feasibility Study West Bay Habitat Assessment OPARD Action Plan for Comprehensive Plan Park Plan Update Strategy

* Projects to carry over into 2014

Key Result Measures - Planning & Design	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Land Acquisition and Leases	N/A	1	4	1
Park Design Projects	N/A	3	5	4
Park Construction Projects	N/A	6	5	2
Percival Landing Annual Inspection & Maintenance	N/A	2	2	2
Annual Condition Assessment and Major Maintenance Program (CAMMP) Inspection & Projects	N/A	7	4	4
Park Master Plans & Special Studies	N/A	1	4	4

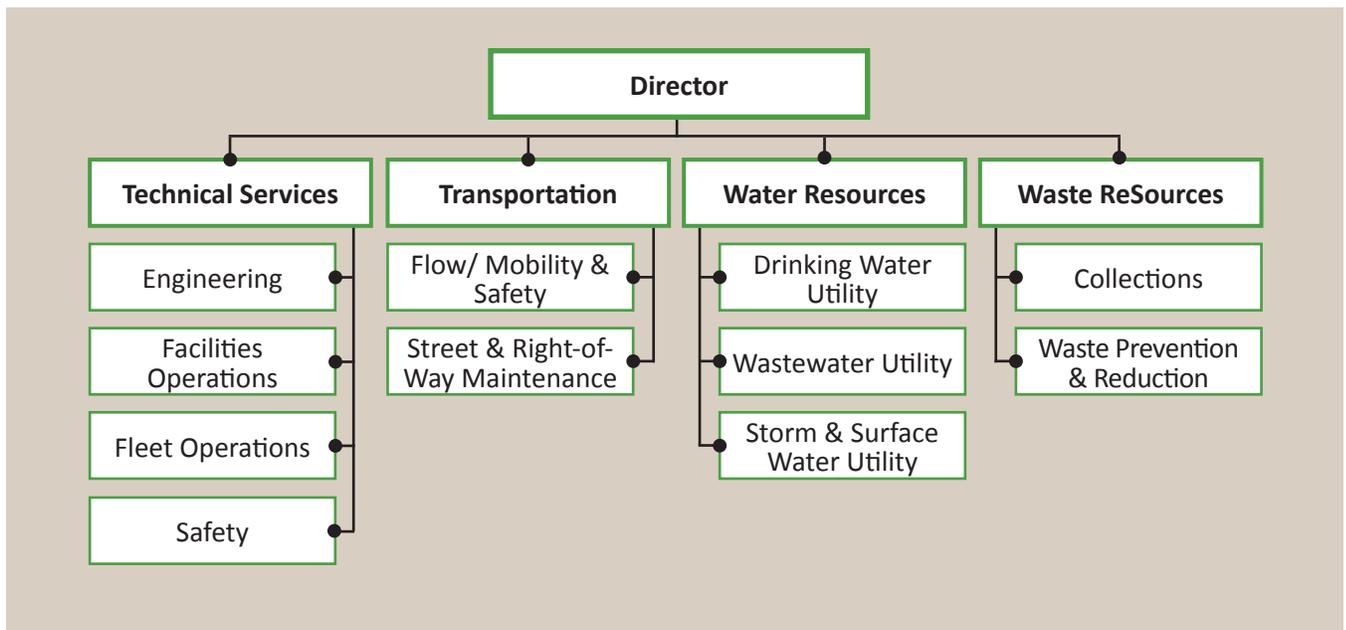








PUBLIC WORKS



MISSION

We build and maintain the foundation of our extraordinary Olympia.

VISION

A healthy environment. A thriving economy. A vibrant community.

PUBLIC WORKS DEPARTMENT OVERVIEW

<i>Department Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Director's Office	\$ 209,658	\$ 216,893	\$ 226,077	\$ 9,184
Technical Services	6,669,240	6,719,368	7,097,584	378,216
Transportation	5,053,242	5,050,815	5,220,213	169,398
Water Resources	29,813,694	31,645,551	33,229,413	1,583,862
Waste ReSources	9,180,329	9,683,826	9,995,015	311,189
Total Expenditures	\$ 50,926,163	\$ 53,316,453	\$ 55,768,302	\$ 2,451,849
<i>Recap of Expenditures</i>				
Personnel Services	\$ 15,694,737	\$ 16,438,605	\$ 16,996,220	\$ 557,615
Supplies & Services	24,094,354	26,286,570	27,064,053	777,483
Capital Outlay	141,620	-	-	-
Debt Service	277,928	293,484	882,211	588,727
Interfund Payments	6,134,182	6,178,069	6,449,957	271,888
Interfund Transfers	4,583,342	4,119,725	4,375,861	256,136
Total Expenditures	\$ 50,926,163	\$ 53,316,453	\$ 55,768,302	\$ 2,451,849
Program Revenues	45,903,648	47,738,296	50,164,336	2,426,040
Net Support by General Revenues or Use of Reserves	\$ 5,022,515	\$ 5,578,157	\$ 5,603,966	\$ 25,809

Department Overview

The Public Works Department serves our community by providing and maintaining foundational services — safe water, sewer, stormwater, solid waste collection, transportation, and sound public buildings. We strive to provide these services in a way that makes our community extraordinary — a place where people love to live, raise families and do business. We do this by integrating sustainability into our work and providing services that benefit our local economy, environment and citizens.

In 2014, the Public Works Department will continue to:

- Provide safe and reliable drinking water to more than 60,000 residents
- Maintain 12 City-owned buildings and manage capital repairs on an additional seven City-owned buildings
- Maintain a fleet of over 230 vehicles
- Provide solid waste, recycling and organics disposal services to over 45,000 residents
- Maintain 209 miles of streets, 36 miles of bike lanes and many miles of sidewalks across the City
- Ensure safe delivery of millions of gallons of wastewater per day to the LOTT treatment plant
- Reduce flooding, improve water quality and protect/enhance our aquatic habitat in 11 watershed basins

Future Trends and Opportunities

A key challenge for Public Works will be to continue to deliver critical services to the community and to advance sustainability at a time when expenditures are outpacing our revenues. We must continue to innovate and find more opportunities for increased citizen involvement. We need to optimize our investments by ensuring we maintain our existing infrastructure, while integrating new infrastructure as our community grows.

Asset management, defined as “providing agreed upon customer

and environmental services at the lowest lifecycle cost” is key to our success. It is imperative that we understand the condition of our infrastructure, set clear levels of service, and understand the risks of infrastructure failure to make the best decisions in the investment of limited funds. Public Works is using a new GIS-based asset management software program that will help set priorities for maintenance and in making decisions about repair and replacement of infrastructure. Adequately maintaining our infrastructure will save more in the long run.

We continue to look for opportunities that will allow us to operate at a higher level of efficiency, while realizing a minimal impact on our resources and reducing our environmental footprint. Examples include:

- Conversion of all City-owned streetlights to LED technology
- Transitioning to an automated meter reading system
- Requiring residents to place all solid waste and recycle containers on a designated side of the road or street
- Anti-idling efforts at all traffic signals
- Water conservation
- Supporting alternative modes of transportation

Budget Overview

The Director's Office line of business is shown below. All Costs in this line of business are reallocated to the other lines of business throughout the Public Works Department as overhead administrative costs.

<i>Public Works Director's Office</i>			
<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Director	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC WORKS - TECHNICAL SERVICES

<i>Technical Services Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Technical Services Engineering	\$ 3,496,139	\$ 3,491,034	\$ 3,722,477	\$ 231,443
Facilities Operations	1,587,224	1,640,122	1,748,853	108,731
Fleet Operations	1,585,877	1,588,212	1,626,254	38,042
Total Expenditures	\$ 6,669,240	\$ 6,719,368	\$ 7,097,584	\$ 378,216
<i>Recap of Expenditures</i>				
Personnel Services	\$ 4,615,152	\$ 4,627,141	\$ 4,938,746	\$ 311,605
Supplies & Services	1,449,631	1,459,842	1,518,943	59,101
Capital Outlay	-	-	-	16,914
Interfund Payments	604,457	632,385	639,895	222,039
Total Expenditures	\$ 6,669,240	\$ 6,719,368	\$ 7,097,584	\$ 378,216
Program Revenues	5,907,077	5,686,605	6,132,633	446,028
Supported by General Revenues	\$ 762,163	\$ 1,032,763	\$ 964,951	\$ (67,812)

Line of Business Overview

Technical Services collaborates with other Public Works Lines of Business and City Departments to provide sustainable solutions. We provide professional assistance and expertise to City employees and members of the community. Technical Services is comprised of four distinct programs: Engineering, Facility Operations, Fleet Operations, and Safety.

The Engineering Program provides the professional services necessary to plan, construct, and maintain City utilities, City-owned buildings, and transportation systems. The Engineering Program professional staff's primary focus of expertise is on capital facilities planning, design, and construction project management. Nearly twenty-five percent of the Public Works budget is allocated for capital projects, which are essential to successful and efficient City operations and a thriving Olympia.

The Facilities Operations Program operates and maintains 12 City-owned buildings to sustain a safe, healthy, and productive environment. These buildings provide space for approximately 500 City employees and over 4,500 visitors daily. The Facilities Program is also responsible for the long-term capital repair and replacement for 18 City-owned buildings.

The Fleet Operations Program provides a fleet of over 200 reliable, safe, well maintained, and environmentally friendly vehicles and equipment for all City Departments.

The Safety Program ensures a safe and healthy workplace for employees through education and technical assistance. The Safety Program provides services for all City employees, with the exception of Fire and Police.



ENGINEERING - TECHNICAL SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 3,232,373	\$ 3,166,177	\$ 3,370,100	\$ 203,923
Supplies & Services	114,003	171,456	182,062	10,606
Interfund Payments	149,763	153,401	170,315	16,914
Total Expenditures	\$ 3,496,139	\$ 3,491,034	\$ 3,722,477	\$ 231,443
Program Revenue	3,994,504	3,954,232	4,377,257	423,025
Revenues (Excess) of Direct Costs	\$ (498,365)	\$ (463,198)	\$ (654,780)	\$ (191,582)

Highlights of Program Budget Changes

Revenue:

- \$158,988 - Utility Locator, previously distributed directly to three utilities, transferred to Engineering. This is charged back to utilities.
- \$100,000 - Increased revenue budget from 95% of calculated charges to 97.5%
- \$164,397 - Increase in base charges (3.7%)

Expenditures:

- \$129,470 - Direct budget associated with moving Utility Locator to Engineering program

Program Description

Engineering provides professional engineering services to Public Works and other City Departments to support City utilities, facilities, transportation systems, and the environment to ensure the community has sustainable infrastructure. Services include project development, engineering design, inspection, survey, utility locating, mapping, and construction management for City-owned projects.

Another important function of Engineering is the development of the Public Works portion of the City's annual Capital Facilities Plan (CFP) and establishing the Engineering Design and Development Standards (EDDS) for all public and private development within the City.

Trends

The cost and time associated with permitting continues to impact project schedules and budgets. In an effort to reduce these factors and provide customers with an enhanced level of service, we will focus on training staff in the permitting process and procedures.

An increasing amount of projects are funded by grants and loans, which often times have very specific compliance requirement conditions. To successfully execute the conditions of the grant/loan and maintain eligibility for future funding, staff must be up-to-date with the latest requirements. Investing in training of our staff will ensure that we are able to maintain our stellar reputation with the State of Washington Auditor's Office.

Costs for construction materials, labor, and the purchase of right-of-way are increasing by approximately 5 percent this year. We continue to monitor economic trends as we estimate costs for our CFP projects, which requires increased efforts by staff to ensure that

our customers have reliable estimates, as well as cost estimates that are current and accurate over the six-year life of the CFP.

There is an increasing opportunity to explore new construction methods (e.g., trenchless technologies) and materials (e.g., glass aggregate and microsurfacing) that are more efficient and sustainable. This includes planning projects holistically to maximize resources and minimize any adverse impacts on our community.

To reach citizens more effectively, we are relying on social media tools, including Twitter, to deliver real-time traffic updates and construction milestones. The Construction News web pages are another tool used to provide clear and easy to understand information regarding Olympia's major capital projects.

Program Budget Overview

In 2014, Engineering will expand its services. In addition to capital facilities planning, construction management, right-of-way acquisition, and engineering support, we will provide utility locating and increase GIS mapping services. These expanded services will be managed within the Survey/Mapping section of Engineering.

While the actual number of new CFP projects will decrease due to reduced funding in 2014, the number of projects that will be construction-ready will increase, allowing us to maintain our current level of staffing.

In order to keep abreast of new technology, materials, and processes, as well as meet our community's expectation of sustainable projects amidst mounting budget restraints, we are taking advantage of local classes and online webinars to provide low cost options for staff training.

Future Challenges and Opportunities

Our responsibility is to provide the information and essential expertise our customers need to achieve their mission. Evolving regulations related to Low Impact Development give us an opportunity to be innovative; to use technology, education, and training to develop new ways of designing and constructing our projects.

Changes to the City's Comprehensive Plan will provide the opportunity to further refine Olympia's Engineering Design and Development Standards to ensure that we are providing the guidance that will meet state and federal regulations and help us achieve our vision for a sustainable community.

In 2014 we will evaluate the planning, design, construction and management procedures we use to ensure that we are providing these services to our customers in the most efficient and effective manner.

Recent Accomplishments / Efficiencies

The Engineering staff was recognized by Washington State Department of Transportation (WSDOT) for their excellence in construction documentation.

WSDOT invited City Engineering and Transportation staff to meet with California Department of Transportation (CalTrans) to discuss how we work together on state and federally funded projects.

In 2013, Engineering managed the construction of 19 projects, totaling approximately \$29 million. Use of new and innovative methods and materials, including microsurfacing, trenchless technology, and recycled turf reflect our commitment to sustainable solutions.

Completed projects, including an investment of over \$5 million in Downtown, include:

- Washington Center for the Performing Arts siding repairs
- Parking pay station replacement
- Family Support Center upgrades
- Pacific Avenue stormwater facility
- Least cost pavement preservation
- 12th Avenue storm and drinking water re-route
- Black Lake sewer pressure main replacement
- Lift station upgrades at West Bay Drive, Woodcrest and Holiday Hills
- Legion Way emergency sewer repairs

Efficiencies include:

- Testing City of Lacey's pay estimate software to further streamline Design and Contract Administration processes
- Utilizing Twitter to communicate up-to-the-minute information related to construction projects
- Working with Community Planning and Development to provide permit processing and procedures training to Engineering staff
- Sharing Construction Inspection resources with Community Planning and Development



Engineering

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Engineering Technician II	9.75	7.50 **	9.50 ^/†
Construction Inspector *	3.00	3.00	3.00
Project Engineer I	2.00	2.00	2.00
Project Engineer II	4.00	4.00	4.00
Engineering Project Manager *	4.00	4.00	4.00
City Surveyor	1.00	1.00	1.00
Survey Crew Chief	1.00	1.00	1.00
Line of Business Director	0.68	0.68	0.68
City Engineer	1.00	1.00	1.00
Supervisor III	1.00	1.00	1.00
Engineering Program Manager	1.00	1.00	1.00
Engineering Designer	1.00	1.00	0.00 ^
Program Assistant	0.68	0.68	0.68
Engineering Project Coordinator *	2.00	1.00 **	1.00
Safety Officer	1.00	1.00	1.00
Total	33.11	29.86	30.86

* Project-funded position added in 2012

** Positions eliminated (2.25 Engineering Technician IIs, 1 Project Coordinator) - 2013 budget reductions

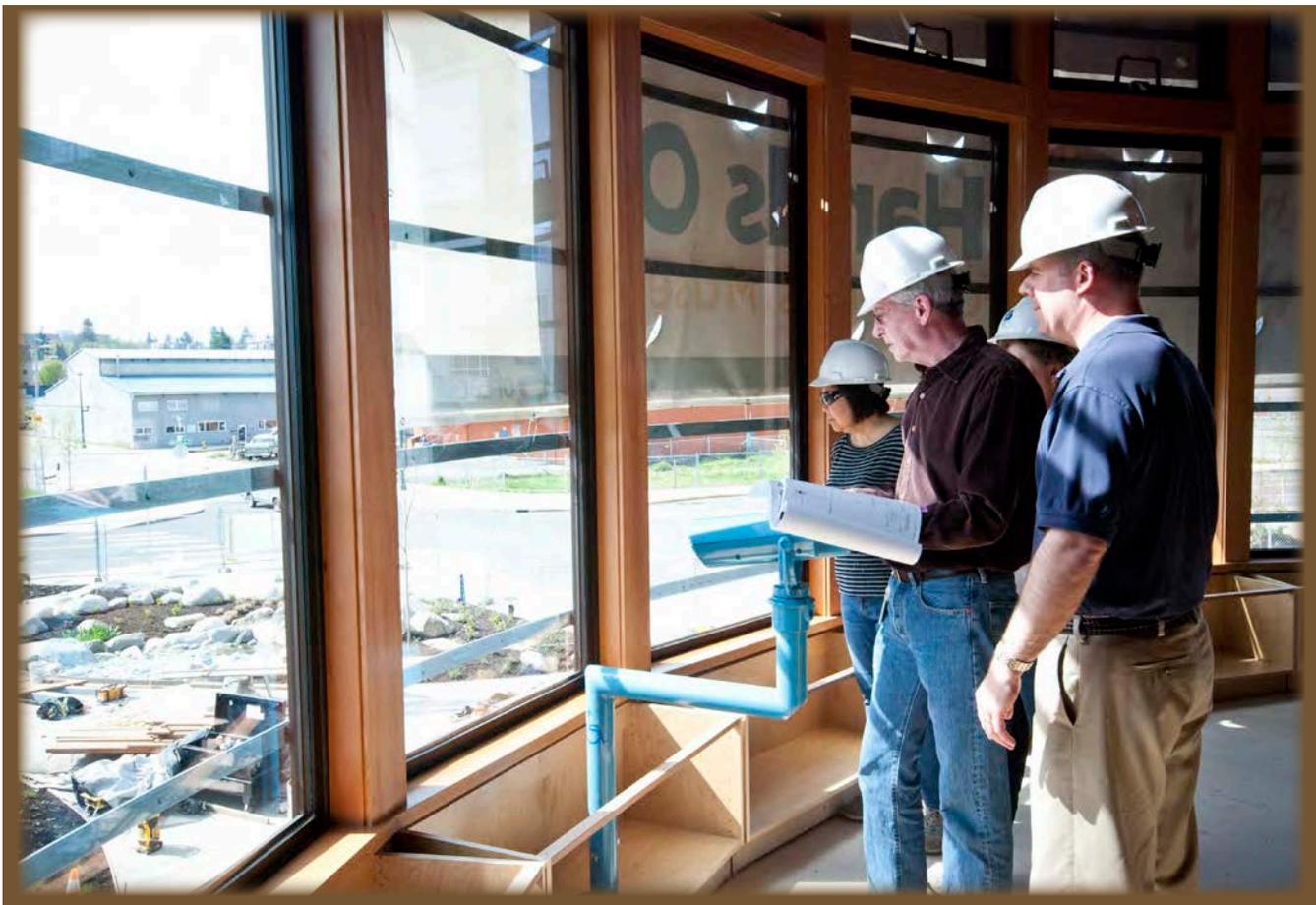
^ Reclassification of Engineering Designer to Engineering Technician II

† Transfer of Utility Locator position from Water Resources, then reclassified to Engineering Technician II

ENGINEERING - TECHNICAL SERVICES

<i>Key Result Measures - Engineering</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Percentage of Projects' Final Cost within 5% of Planning Level Estimate	90%	85%	86%	87%

<i>Service Profiles - Engineering</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Design and Construction Projects Identified in the Annual Project List (APL)	50	41	37



FACILITIES OPERATIONS - TECHNICAL SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 686,076	\$ 704,943	\$ 789,300	\$ 84,357
Supplies & Services	751,699	744,492	762,947	18,455
Interfund Payments	149,449	190,687	196,606	5,919
Total Expenditures	\$ 1,587,224	\$ 1,640,122	\$ 1,748,853	\$ 108,731
Program Revenue	158,397	147,409	152,576	5,167
Supported by General Revenues	\$ 1,428,827	\$ 1,492,713	\$ 1,596,277	\$ 103,564

Highlights of Program Budget Changes

Expenditures:

- \$21,000 - Addition of 0.25 maintenance FTE
- (\$16,000) - Facility security services, moved to Executive Services Line of Business
- \$27,000 - Increase in contracted facility maintenance
- \$33,400 - Contracted facilities landscaping services; budget reallocated from Parks program

Program Description

Facilities Operations operates and maintains 12 City-owned buildings comprising over 325,098 square feet. This program is also responsible for managing the capital repair and replacement for 18 City-owned buildings.

Trends

The facility profession is integrating its role into the overall mission of the organization. Studies show that good building design and operations that support employees' work behaviors can improve productivity and satisfaction. Facility changes can be made that target employee performance, making a positive contribution to the organization. Common examples of facility design that positively affect employees include adequate space and privacy, current technology, and close location to coworkers.

Facility management is cognizant and supportive of the City's focus on sustainability. Utilities are typically the largest expense in the operating budget. As a result, rising utility costs are becoming the driver for intelligent building technologies. Automated systems enable better management and use of energy, improve indoor air quality, and control security, as well as aid in the amount of time staff spends troubleshooting issues. Investing in intelligent building technologies has been known to save money, reduce greenhouse gases, and create a more comfortable environment for employees and visitors.

Leadership in Energy and Environmental Design (LEED) is one of the best known environmental initiatives and is becoming more widespread. LEED is a management tool that guides sustainable design, construction, and the ongoing operation and maintenance of buildings. The New City Hall building was awarded the LEED Gold Standard in 2011 and the Hands on Children's Museum was awarded the LEED Silver Standard rating in 2013.

Asset Management is another relevant trend. Understanding the optimal lifecycle for major assets allows facility managers

to strategically and financially plan for their replacement. The foundation is a computerized maintenance management system that allows for improved efficiencies and operational performance. It enables us to collect data on equipment, i.e., time to repair, cause of failure, parts, and other important information. We can track and analyze work orders to measure performance and plan for capital replacement.

Program Budget Overview

In April 2013, Facilities Operations assumed responsibility from the Parks Department for landscape and maintenance services for all City-owned buildings causing an increase to the 2014 budget. The budget also reflects the addition of a 0.25 Maintenance Worker II FTE to meet increased service demands.

Future Challenges and Opportunities

Operating and maintaining City Hall, combined with implementing the asset management program, creates great opportunity. The asset management program will help manage maintenance and long-term capital repairs. The challenge will be collecting, entering, and analyzing the data. Staff will provide maintenance management plans for all City facilities and will build the system database over time.

Further analysis and evaluation of our existing building systems throughout 2013 will enable us to provide more accurate budgeting for lifecycle replacement or system upgrades.

It is important to remember that we continue to maintain an aging portfolio: Lee Creighton Justice Center, Maintenance Center, The Olympia Center, Family Support Center, Washington Center for the Performing Arts, and Olympia Timberland Library. A building condition assessment completed in 2008 resulted in only 25 percent of our buildings meeting a condition rating of 2.0 or better (1.0 is Superior and 5.0 is Beyond its Useful Life). The cost of improvements to City buildings in need of repair is estimated to be in excess of \$13 million over a 10-year period.



Facilities Operations

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Electrician	1.00	1.00	1.00
Facilities Systems Technician	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Maintenance Worker II	3.75	3.75 *	4.00 **
Program and Planning Supervisor	0.50	0.50	0.50
Line of Business Director	0.16	0.16	0.16
Program Assistant	0.16	0.16	0.16
Office Specialist II	0.50	0.50	0.50
Totals	8.07	8.07	8.32

* .50 Maintenance Worker II is special-funded from Fund 029 - Building Repair and Replacement
 ** Addition of .25 Maintenance Worker II to meet service demands

In September, an updated comprehensive Facility Condition Assessment was completed on 17 sites including 22 City-owned buildings. Our four newest buildings (Olympia City Hall, Hands On Children’s Museum, Fire Station 4, and Mark Noble Regional Fire Training Center) were included in the analysis to identify potential issues and determine lifecycles.

Early results indicate that maintenance programs are successfully extending building life, but numerous systems are due or overdue for replacement. Our older and mid-ranged buildings had the most systems that will require replacement in the next six years. In 2014, the City will update the five, ten, and 20 year funding requirements to address the issues highlighted in the report.

Recent Accomplishments / Efficiencies

Facilities Operations has been focused on asset management in 2013 and completed our asset management building structure within the asset management system.

In 2013, we contracted out landscape maintenance services for City Hall, the Public Works Maintenance Center, Olympia Timberland Library, Lee Creighton Justice Center, all fire stations, and the Fire Training Center.

Using Puget Sound grant monies, the City is installing a solar demonstration array on the roof of Olympia Timberland Library, reducing power demand and providing a visible solar energy example to library patrons.

<i>Key Result Measures - Facilities Operations</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Goal</i>
Improve Building Condition Rating	Rating of 2 or lower	2.4	2.4	2.0
Improve Building Energy Efficiency	5% annually	5.5%	9%	5%

<i>Service Profiles - Facilities Operations</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Goal</i>
Square Footage of Facilities for which We Perform Electrical, Plumbing, Carpentry, Painting, HVAC, and General Maintenance Tasks	337,000	323,000	323,000
Labor Hours for Corrective Maintenance Tasks and Customer Service	5,291	4,787	4,000
Labor Hours for Preventative Maintenance Tasks	1,339	1,818	2,600

FLEET OPERATIONS - TECHNICAL SERVICES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 696,703	\$ 756,021	\$ 779,346	\$ 23,325
Supplies & Services	583,929	543,894	573,934	30,040
Interfund Payments	305,245	288,297	272,974	(15,323)
Total Expenditures	\$ 1,585,877	\$ 1,588,212	\$ 1,626,254	\$ 38,042
Program Revenue	1,754,176	1,584,964	1,602,800	17,836
Use of or, (Additions) to Reserves	\$ (168,299)	\$ 3,248	\$ 23,454	\$ 20,206

Program Description

Fleet Operations provides reliable, safe, well maintained, and environmentally friendly vehicles and equipment to all City Departments so they may efficiently and effectively perform their services for the City of Olympia. We also perform preventive and corrective maintenance on City vehicles and equipment, coordinate the purchase and disposal of fleet assets, and manage the purchase and distribution of fuel, parts, and inventory.

Trends

Fuel prices continue to be unstable. Fleet Operations staff continue to pursue alternative methods for reducing Citywide vehicle and equipment fuel consumption.

There is increasing pressure from federal, state, and local government, as well as the community to find ways to reduce greenhouse gas emissions, which are known to affect climate change. The new fleet vehicles, trucks, and equipment we purchase have advanced computerized and electronic systems that aid in the reduction of greenhouse gases. In addition, the number of electric and hybrid vehicles in our fleet continues to grow.

Program Budget Overview

In 2013, our efficiencies increased significantly due to highly trained staff and increased pre- and post-trip inspections. With the increased efficiencies, billable hours have decreased, leaving a minimal budget shortfall. In an effort to compensate for this shortfall, our hourly shop rate has increased by \$10. Fleet's hourly shop rate is still competitive with local heavy duty shops despite the increase. The instability of crude oil prices has affected the cost of tires, parts, and maintenance products. Based on this, we have increased our budget accordingly.

Future Challenges and Opportunities

As a community leader in the pursuit of reduced greenhouse gas emissions, we continue to explore methods that will reduce emissions, fuel use, and save money through technology, alternative fuels, and changing how City employees operate City vehicles and equipment.

The City purchased an Automated Vehicle Location system in 2012 and installed it on all Public Works vehicles and select Community Planning and Development vehicles. This technology is improving situational awareness, reducing idle times, and improving overall fuel efficiency. Using the same system, pre- and post-trip inspections on our commercial vehicles are now done electronically, improving accountability and shortening repair times.

We will ensure Fleet staff remains up-to-date on technological changes associated with Fleet vehicles and equipment through education and training. This will expedite repair and maintenance service times, in turn decreasing interruptions to City operations. We continue to evaluate our replacement parts acquisition process in an effort to improve fleet availability and reduce costs without compromising quality. Current initiatives include focusing on right-sizing parts room inventory and reducing processed invoices.

In 2013, we repurposed 10 vehicles and made them available to multiple users in our motor pool pilot program. We will continue to refine the program in 2014, add electric vehicles and remove two permanently assigned vehicles, eliminating their associated costs and environmental impact. By using a pool system, we can improve vehicle accessibility and reduce employees' use of personal vehicles to conduct City business.

Washington legislature mandated that all public vehicles (except emergency response) purchased after 2018 be either electric or biofuel powered. This presents a significant challenge for the City as both biofuel and electric vehicle technologies are still developing. The City is studying electric vehicle charging station feasibility and evaluating what biofuel levels will best serve our fleet now, and in five years.

Biodiesel use continues to be a great option for fleets to reduce greenhouse gas emissions, lessen dependence on foreign oil, and improve engine performance. In early 2013, we began using B5 (5 percent biodiesel, 95 percent diesel). Depending on price, we could begin using up to B20 in 2014.

We will continue to evaluate the optimal lifecycle for various classes of equipment. This is important so we can make sure we are paying the lowest possible lifetime cost to operate our vehicles and equipment.



Fleet Operations

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Program and Planning Supervisor	0.50	0.50	0.50
Inventory Control Specialist II	1.00	1.00	1.00
Senior Master Mechanic	1.00	1.00	1.00
Master Mechanic	3.00	3.00	3.00
Service Specialist	1.00	1.00	1.00
Line of Business Director	0.16	0.16	0.16
Program Assistant	0.16	0.16	0.16
Office Specialist II	0.50	0.50	0.50
Totals	7.32	7.32	7.32

Recent Accomplishments

In 2013, Fleet Operations worked closely with Waste ReSources to replace four aged, side-loading garbage trucks with newer models. These trucks will be more economical to maintain and provide a more efficient collection platform for our drivers.

Olympia Police Department (OPD) transitioned from the Crown Victoria pursuit vehicle (no longer in production) to the Ford Interceptor. The new Interceptors have better fuel economy and offer all-wheel drive for improved all-season handling. Fleet staff helped design and specify the new vehicles with our OPD partners.

<i>Key Result Measures - Fleet Operations</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Goal</i>
Fuel Consumed (gallons)	2% decrease each year	214,796	203,849	199,772
CO2 Emissions (pounds)	2% decrease each year	4,512,000	4,275,509	4,190,000
Available for Operation— Heavy Duty Vehicles	95%	96%	96%	97
Available for Operation—Light Duty Vehicles	95%	98%	98%	99

<i>Service Profiles - Fleet Operations</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Goal</i>
Vehicles and Equipment in City Fleet	233	231	231
Preventive Maintenance Inspections Conducted	607	550	550
Vehicles and Equipment Purchased and Placed in Service	15	19	20
Vehicles and Equipment Disposed of	18	21	18

SAFETY PROGRAM - TECHNICAL SERVICES

Program Description

The goal of the Safety Program is to create a safe and healthy work environment for employees that will result in zero accidents. We provide and track mandated OSHA/WISHA training to all City employees, with the exception of Fire and Police. We oversee a Citywide Safety Committee that reviews incidents and accidents and recommends improvements to the Safety Program.

Trends

The national trend in Safety Programs is to set a goal of “Target Zero” (zero accidents) in order to lower the costs associated with downtime of equipment and employees. Our challenge in the future will be to make this a personal goal for every City employee through education and training.

Program Budget Overview

Employees are our greatest asset in controlling costs associated with the Safety Program. We employ one Safety Officer who coordinates and provides training and technical assistance for the Citywide Safety Committee and ensures regulatory compliance with OSHA and WISHA.

Future Challenges and Opportunities

A key challenge for the Safety Program has been record keeping and tracking accidents and other incidents. Until 2011, Public Works was the only department that participated in the Safety Program. The program currently tracks mandatory training and certification compliance for employees and needs a more streamlined process. The Safety Program will pilot a web-based software to track training, create employee safety training plans, and provide detailed statistics and analysis of the City’s safety compliance. We anticipate this will be more efficient and help us plan future training needs.

Recent Accomplishments

- Implemented monthly workgroup safety meetings facilitated by Supervisors, with training materials and meeting guidelines developed by the Safety Officer
- Entered into an Interlocal agreement with Washington State Department of Enterprise Services to use their web-based safety training software



Key Result Measures - Safety Program	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Workers' Compensation Claims	0	34	34	30
Incidents—Vehicles or Property	0	27	30	27

TRANSPORTATION

<i>Transportation Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Flow, Mobility & Safety	\$ 2,832,951	\$ 2,889,028	\$ 2,970,696	\$ 81,668
Street & Right-of-Way Maintenance	2,220,291	2,161,787	2,249,517	87,730
Total Expenditures	\$ 5,053,242	\$ 5,050,815	\$ 5,220,213	\$ 169,398
<i>Recap of Expenditures</i>				
Personnel Services	\$ 2,840,437	\$ 2,871,998	\$ 2,964,916	\$ 92,918
Supplies & Services	1,537,053	1,559,806	1,617,642	57,836
Interfund Payments	675,752	619,011	637,655	18,644
Total Expenditures	\$ 5,053,242	\$ 5,050,815	\$ 5,220,213	\$ 169,398
Program Revenues	1,399,465	1,442,066	1,445,148	3,082
Supported by General Revenues	\$ 3,653,777	\$ 3,608,749	\$ 3,775,065	\$ 166,316

Our Vision:

Safe and accessible transportation choices.

Our Mission:

Shaping our community through better transportation choices.

Our Purpose:

To facilitate the movement of people and goods and provide street maintenance to our transportation system users so they have travel choices that are safe and accessible. We turn vision into practical solutions.

Line of Business Overview

The **Flow, Mobility and Safety Program** is responsible for developing, monitoring, and managing the transportation system so users have travel choices that are safe and efficient. Core services include:

- Transportation engineering and planning
- Review property development proposals
- Respond to requests and concerns from the public
- Create plans and conduct studies that identify improvements to the transportation system
- Collect and evaluate transportation system data
- Develop Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) strategies and policies to reduce travel demand
- Maintain traffic signals and streetlights
- Maintain signs and markings

The **Street and Right-of-Way Maintenance Program** is responsible for repairing and protecting our streets and right-of-ways so that transportation system users can safely travel to destinations using the mode of their choice. Core services include:

- Roadway maintenance and repair
- Street sweeping
- Shoulder and alley grading

- Bridge maintenance and repair
- Sidewalk repair
- Bike facility maintenance
- Snow and ice control
- Vegetation control

Future Trends and Challenges

Mobility Strategy Implementation - The Transportation Mobility Strategy (TMS), adopted by the City Council in 2009, refines the focus of our work. Major themes identified in the TMS include:

- Development of bus corridors – a few major corridors with frequent high-quality bus service
- Better integration of land use and transportation, particularly on bus corridors
- Incorporating transit into roadway capacity analysis
- Increasing connectivity for all modes of transportation through new streets and pathways
- These policy areas have been integrated into the draft update of the Olympia Comprehensive Plan (Comp Plan).

Public Communication and Involvement - We communicate with the public through our website, workshops, social media, newsletters, and utility billing inserts. The Comp Plan Update public involvement process provides a forum for citizens to share their long-term goals and ideas related to transportation. Following the Comp Plan Update, annual Transportation Workshops will be held again.

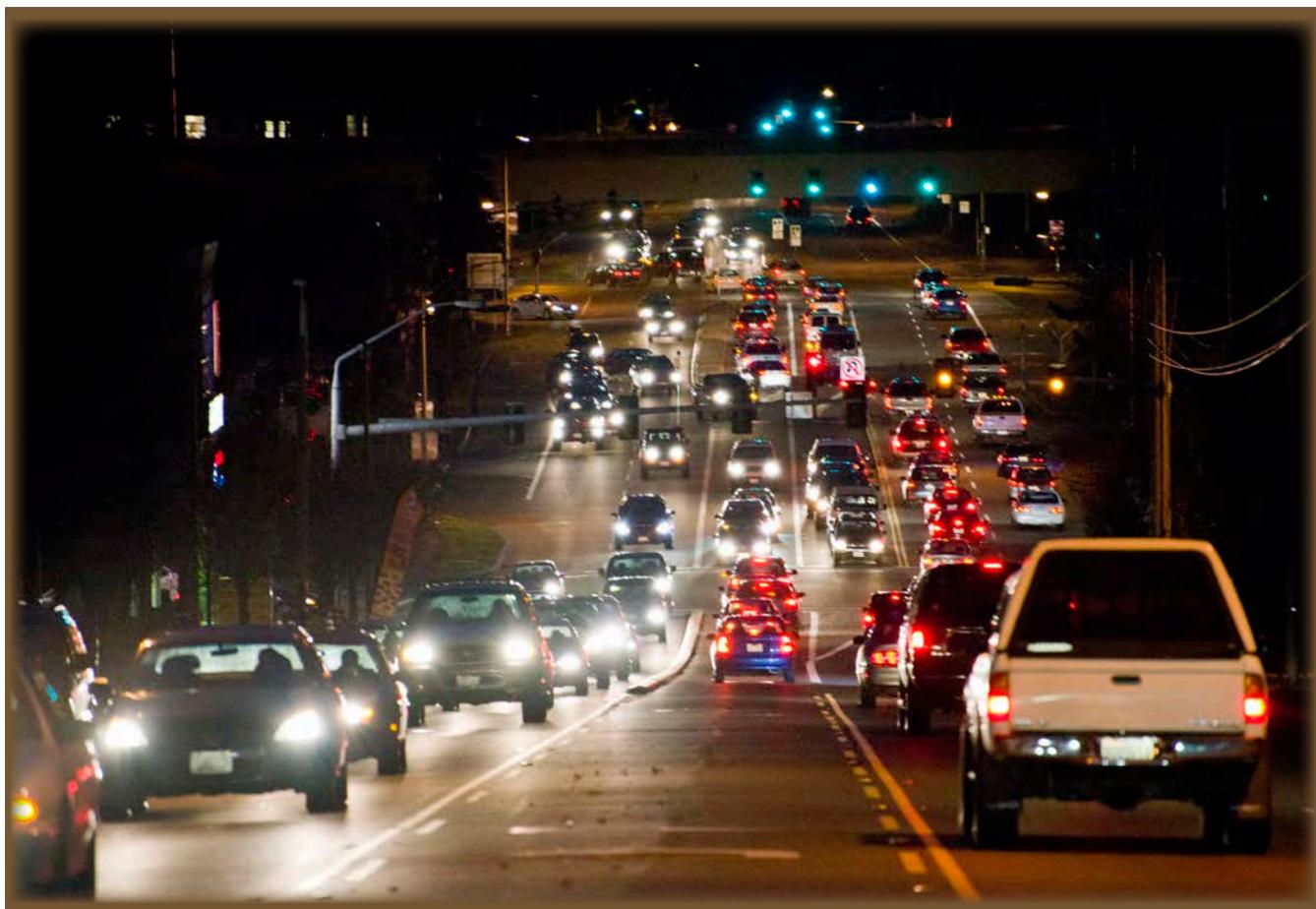
Energy Use - We continue to look for opportunities to reduce our carbon footprint using technology. Replacing light bulbs with light emitting diode (LED) lighting is our current focus in reducing energy consumption for both traffic signals and streetlights. Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) Programs continue to reduce fuel consumption, as well as improve air quality in the community.

Work Orders and Efficiencies - While doing more with less, it is increasingly important to maintain our current level of service. We are evaluating methods of capturing data to help us understand where there are opportunities for increased efficiencies. This data is used to determine the true cost of the services we provide.

Asset Management - We continue implementation of an Asset Management System to more efficiently maintain the City's infrastructure that serves all modes of transportation (pavement, traffic signals, streetlights, traffic control signs and markings). We will ultimately be more proactive in addressing maintenance needs through lifecycle analysis, predictive maintenance, and condition rating of assets.

Geographic Information Systems (GIS) - We are finding many potential uses for GIS, both in asset management and in project planning and communication with the public. In order to advance the use of GIS for transportation planning, funding for dedicated staff time (including training) remains a challenge. In time, GIS will fundamentally change our approach to the many facets of transportation planning and budgeting.

Transportation System Expansion - The operating budget for field operations (Signals and Streetlights, Signs and Markings, and Street and Right-of-Way Maintenance) is not keeping pace with inflation, yet our transportation infrastructure is expanding. The expansion has an immediate impact on our budget for maintenance programs.



FLOW, MOBILITY AND SAFETY - TRANSPORTATION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,727,797	\$ 1,707,638	\$ 1,761,945	\$ 54,307
Supplies & Services	962,378	1,009,320	1,026,448	17,128
Interfund Payments	142,776	172,070	182,303	10,233
Total Expenditures	\$ 2,832,951	\$ 2,889,028	\$ 2,970,696	\$ 81,668
Program Revenues	252,429	230,666	225,014	(5,652)
Supported by General Revenues	\$ 2,580,522	\$ 2,658,362	\$ 2,745,682	\$ 87,320

Highlights of Program Budget Changes

Expenditures:

In 2013 the City implemented the conversion of streetlights to LED (low electrical demand) light fixtures. The conversion project was funded by bonds. The cost of the debt service (\$197,350 for 2014) is covered by expense savings and reductions.

Program Description

The Transportation Flow, Mobility and Safety Program plans, monitors and manages the transportation system so users have travel choices that are safe and efficient.

We are implementing the Transportation Mobility Strategy, which provides new direction in transportation.

We will continue to retrofit our street network with street designs that work for all modes of transportation, and create a more cohesive network through increased street connections and pathways.

We will begin to plan for high-quality, frequent transit services on our major corridors and refine our approach to measuring street capacity to account for transit.

Emphasis areas for the Flow, Mobility and Safety Program include:

- Planning and constructing bicycle, pedestrian, motor vehicle, and overall roadway safety projects
- Developing funding strategies for transportation projects including grants, impact fees and City revenues
- Advising on transportation improvements associated with new development
- Managing data related to collisions, pavement condition, and system inventory and replacement cycles
- Developing education programs for increased safety and reducing the use of single-occupancy vehicles
- Responding to public concerns and creating opportunities for greater public input
- Ensuring all traffic signs, markings, signals, and streetlights within the City are fully operational and meet current standards

Trends

- Citizens are interested in transportation. We will continue to expand the methods we use to communicate with the public including the web, workshops, newsletters, brochures, the Coalition of Neighborhood Associations, and the Bicycle and Pedestrian Advisory Committee.
- Transportation Demand Management (TDM) is increasingly important and we need to reach out to employers, hold community workshops and provide public information in a variety of formats.
- Bicycle and pedestrian education and encouragement activities are valuable, as we continue to develop facilities for walking and biking. Many projects that were initiated using grant funds in prior years are continuing with minimal funding and the cooperation of many organizations.
- We will refine the Neighborhood Pathways Program. This program provides grant funds to neighborhoods to improve bike and walking paths. Three project proposals are under way, as part of the first round of grants awarded to neighborhoods.
- To encourage walking and biking, we will enhance the bike and pedestrian network by adding bike lanes, sidewalks, pathways, signs and markings, and pedestrian crossing improvements.
- We will continue to support special events in the community through projects such as holiday lights, banner installation, banners and flags on streetlight poles, and temporary street closures.
- We will continue work on the Interchange Justification Report related to modifying access to US 101. In 2014, we will begin the West Olympia Access Study (WOAS) Phase II: Multimodal Street Plan. This work is an extension of WOAS Phase I and focuses on multimodal needs on the local street system.



Flow, Mobility and Safety

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Line of Business Director	1.00	1.00	1.00
Program Assistant	0.80	0.80	0.80
Operations Supervisor	1.00	1.00	1.00
Engineering & Planning Supervisor	1.00	1.00	1.00
Associate Planner	1.00	0.00 *	0.00
Lead Worker	1.00	1.00	1.00
Sign Technician	2.50	2.50	2.50
Data Control Specialist	0.50	0.50	0.50
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician	2.00	2.00	2.00
Project Engineer II	2.00	2.00	2.00
Engineering Designer	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Senior Program Specialist	0.00	1.00 *	1.00
Total	16.80	16.80	16.80

* Reclassification

- With the help of the Bicycle and Pedestrian Advisory Committee, we will begin work to update the 2003 Sidewalk Program. We will review the criteria and update the project list to reflect any changed conditions.
- Graffiti continues to be an issue and expense. Graffiti removal is important to the viability of Downtown businesses and the livability of our neighborhoods. Partnering with neighborhood associations, homeowners' associations, and other departments has helped to increase response times for removal and decrease the amount of graffiti.
- We are looking for grant funds to augment current funding for capital projects – reductions in the capital budget result in fewer new projects.

Program Budget Overview

The 2014 budget reflects previous reductions in program levels of service. While our costs are increasing, the economic downturn over the past several years means the 2014 budget has not allowed increases for needed supplies.

Prior decreases in funding for Traffic Operations result in longer response times for some services. In prioritizing the workload, critical failures will be our first priority and we will limit the amount of after-hours work performed. The decrease in after-hours responses may leave some infrastructures in a nonfunctional state until the next business day when staff can make repairs.

Current grant programs for bike and pedestrian education and encouragement activities are becoming exhausted. Education and encouragement activities are important elements of our work, so staff will explore new grant opportunities.

Future Challenges and Opportunities

- Implementation of the TMS will be ongoing. The Comp Plan Update provides an opportunity to refine and formalize these new directions.
- The Comp Plan Update will better integrate transportation and land-use policies, particularly as the City becomes more involved in developing expanded transit services on major corridors.
- The Comp Plan Update will enhance our policies related to connectivity, transportation demand management and complete streets, which provide for all modes of travel (walking, biking, transit, and auto).
- We will continue to look for ways to share and receive input from the public on transportation planning and project priorities.
- We will explore more aggressive programs for reducing the growth of single-occupancy vehicle commuting.
- We will continue to expand the use of GIS as an asset management tool, which will allow us to better determine annual and long-term maintenance needs. GIS is also utilized for capital facilities planning and sharing information with the public.
- We will explore opportunities to utilize GIS in multimodal planning.
- Additional funding is required to cover the cost of system expansions, as detailed in the Transportation Projects section of the City's Capital Facilities Plan (CFP), and include: street widening, bicycle facilities, sidewalks, pathways, new developments, and annexations.
- We will participate in the creation of Low Impact Development Standards (new street standards that reduce and effectively manage rain water run off).
- We will continue to work with Puget Sound Energy (PSE) to develop a strategy for the conversion of PSE owned streetlights to more energy efficient streetlights within the City limits.
- With the elimination of the Neighborhood Traffic Management Program (NTMP) from the CFP, we continue to look for opportunities and innovative ways to address traffic calming requests with existing resources. This includes more use of speed radar trailers in cooperation with the Olympia Police Department, potentially

more neighborhood-funded traffic-calming projects, and continued work with neighborhood groups and organizations to raise awareness of traffic issues and find ways to solve them.

Recent Accomplishments

- Neighborhood Pathways Program - We launched a new unique program which enlists the involvement of residents in improving their neighborhood pathways.
- LED Streetlight Program - We received grant funds to help pay for the conversion of 3,200 City-owned streetlights to LED. The energy savings from this conversion will save the City approximately \$180,000 annually, an approximate 50% reduction in energy consumption.
- Smart Corridors - We are participating in a regional project to upgrade traffic signals, which will allow transit buses to have priority at intersections and meet designated schedules.

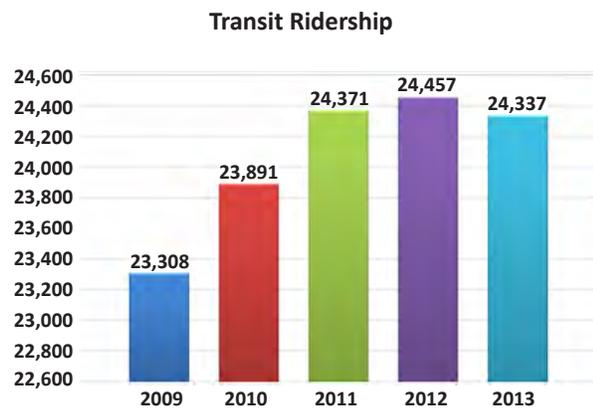
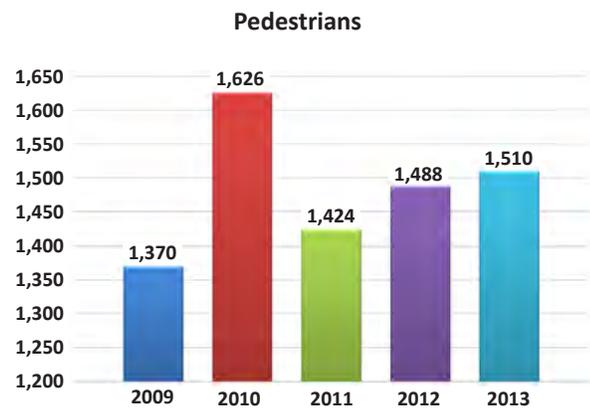
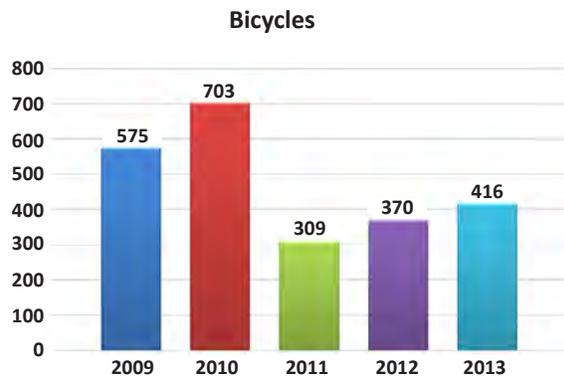
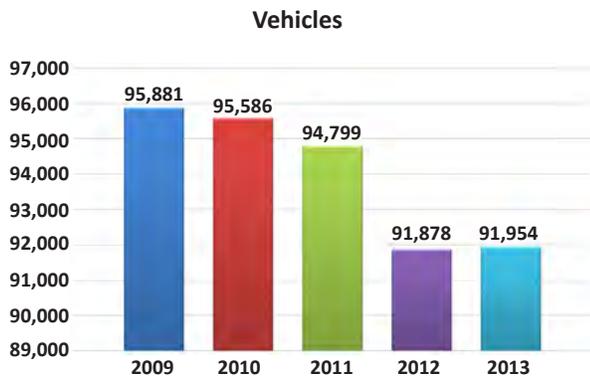
- Grant Applications - We received grant funding for the West Olympia Access Interchange Justification Report, sidewalk construction on 22nd Avenue from Boulevard Road to Cain Road, and the design of a roundabout at Boulevard Road and Morse-Merryman.
- GIS Layers - We continue to develop data on the transportation system's features. These data layers will be used for facilities planning, asset management and public information. This year, layers were completed on sidewalks, pathways, sign poles, streetlights, and crosswalk lighting systems.
- Go!pass - The free bus pass (a sticker on ID badges) for City employees was a success. Weekday average bus trips by City employees have risen from 38 in June 2012, to 82 in June 2013.

Key Result Measures - Flow, Mobility and Safety	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Goal
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Mobility Indicators (annual counts throughout the City to monitor mode use)

Increase in trips by walking, biking and transit

See graphs below



Each year, staff collects data on bicycle, pedestrian, transit ridership, and vehicle use at 11 locations throughout the City. This information is used to monitor the growth in walking, biking and transit use relative to vehicle use. The data is a snap shot of mode use at each location. Changes in mode use are expected to change as land uses change and network improvements (such as sidewalks) are made.

Pedestrian, bike and vehicle counts are the total of three, two-hour peak period counts on one day in March. Transit is the average daily ridership on one or more routes passing through that point in March.

<i>Service Profiles - Flow, Mobility and Safety</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Goal</i>
Public Request Responses	994	1,035	1,050
Signalized Intersections	95	95	95
Streetlights	4,543	4,618	4,668
Traffic Control Signs	11,800	11,800	11,900
Lane Miles Striped	232	232	232
Lighted Crosswalk Systems	25	25	29
New Miles of Bike Lanes	1.7	0	0
New Miles of Sidewalk	1.2	0	.8



STREET AND RIGHT-OF-WAY MAINTENANCE - TRANSPORTATION

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,112,640	\$ 1,164,360	\$ 1,202,971	\$ 38,611
Supplies & Services	574,675	550,486	591,194	40,708
Interfund Payments	532,976	446,941	455,352	8,411
Total Expenditures	\$ 2,220,291	\$ 2,161,787	\$ 2,249,517	\$ 87,730
Program Revenues	1,147,036	1,211,400	1,220,134	8,734
Supported by General Revenues	\$ 1,073,255	\$ 950,387	\$ 1,029,383	\$ 78,996

Highlights of Program Budget Changes

Expenditures:
 \$ 36,600 - Contracted landscaping services for roundabouts and medians; budget reallocated from Parks program.

Program Description

The Street and Right-of-Way Maintenance Program repairs and protects our streets and right-of-ways so that transportation system users can safely travel to their destinations using the mode of their choice. The program maintains hard-surfaced and gravel streets, alleys, bicycle facilities, and some bridges, as well as performs some sidewalk repairs. Additional activities include roadside mowing and vegetation control, pavement rating surveys, cleanup after special events (e.g., Lakefair), and snow and ice control.

Trends

- A service level agreement between Street and Right-of-Way Maintenance and Water Resources provides a better understanding of the level of support needed for utility work.
- Each year, Thurston County adds new plant species to the list of noxious weeds that the City is mandated to control. This requires additional staff time to monitor and eradicate these weeds.
- Disposal of sweeper spoils continues to be a challenge, as the Washington State Department of Ecology imposes significant restrictions. Spoils must be disposed of on City property, taken to an approved and permitted site, or to the landfill. This has a significant effect on our disposal budget.
- The Snow and Ice Program continues to be a success, since we returned to a more proactive approach of applying a de-icer prior to freezing roadway conditions.
- Sidewalk repair has a big impact on the work of this program. While there is an ordinance requiring property owners to repair their sidewalk, we make repairs in Downtown and in areas with heavy pedestrian use to remove trip hazards. There is a long list of sites needing repair, beyond the level of funding our budget can support. To address this issue, a multi-pronged strategy is proposed for 2014/2015. This strategy may include changes to the development code, a new CFP program to systematically address areas needing multiple repairs, and a defined responsibility and appropriate funding for this program

- In 2013, this program assumed responsibility and associated funding from Parks Maintenance for the maintenance of landscaping in medians and roundabouts. After careful evaluation, it has been determined that the most cost effective method for maintaining these areas is to use contract labor, with Public Works' oversight.

Budget Overview

The 2014 budget does not adequately reflect increases in uncontrollable costs, such as disposal fees for sweeper spoils, asphalt for maintenance of our streets, and equipment maintenance and repairs. Pressure points include the ability to maintain the increasing number of lane miles in our system, relative to the operating budget and staffing levels.

Future Challenges and Opportunities

- Opportunities lie in further developing and refining our standard operating procedures. We will continue to look for efficiencies and evaluate our current levels of service to address the increasing demand for service.
- We are actively working to develop standard operating procedures and reports for our asset management system. This will allow us to prioritize our work and address the needs of our customers in a more cost effective manner.
- It continues to be difficult to plan for the staff time required to address mandated removal of noxious weeds.
- Restrictions regarding the disposal of sweeper spoils continue to be a challenge.

Recent Accomplishments

- Grinder rental: This is the third year we rented a conveyor grinder. This enables us to perform asphalt patching in more locations in a shorter amount of time. The grinder allows the crew to do the same amount of grinding and patching in one month that was previously accomplished in three months.
- Pothole response time: We continue to meet our commitment of repairing reported potholes by the end of the work day, or within 2 hours (if called in after working hours). This proactive response to potholes minimizes liabilities, as well as slows the deterioration of the street surface.

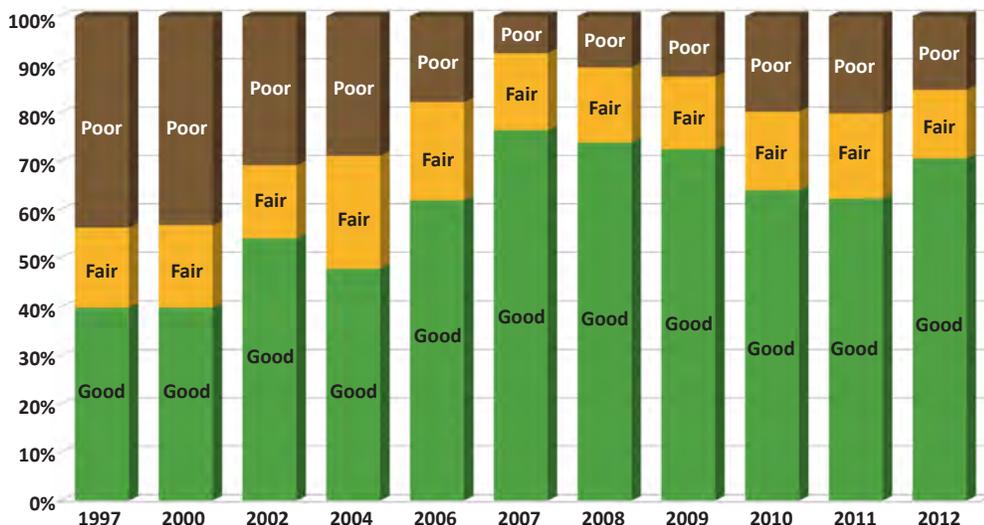
Street and Right-of-Way Maintenance

Program Staffing	FY 12 Actual	FY 13 Estimated	FY 14 Budget
Operations Supervisor	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Field Crew Leader	1.00	1.00	1.00
Program Assistant	0.20	0.20	0.20
Maintenance Worker II	8.00	8.00	8.00
Data Control Specialist	0.50	0.50	0.50
Total	11.70	11.70	11.70



Key Result Measures - Street and Right-of-Way Maintenance	Target or Goal	FY 12 Actual	FY 13 Estimated	FY 14 Projected
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Pavement Condition—Percent of Lane Miles in Fair or Good Condition	100%	85%	85%	85%
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Service Profiles - Street and Right-of-Way Maintenance	FY 12 Actual	FY 13 Estimated	FY 14 Projected
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Miles of Street Maintained	209	210	211
Miles of Bike Lanes Maintained	34.5	34.5	34.5
Miles of Street Prepped for Least Cost Program	6.83	5.2	6.0
Total Lane Miles Mowed	55	60	60
Hours of Noxious Weed Control	150	252	175

WATER RESOURCES

<i>Water Resources Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Drinking Water	\$ 9,437,668	\$ 10,319,270	\$ 11,320,966	\$ 1,001,696
Wastewater	15,487,320	16,667,718	17,246,220	578,502
Storm & Surface Water	4,888,706	4,658,563	4,662,227	3,664
Total Expenditures	\$ 29,813,694	\$ 31,645,551	\$ 33,229,413	\$ 1,583,862
<i>Recap of Expenditures</i>				
Personnel Services	\$ 5,678,655	\$ 6,262,350	\$ 6,230,953	\$ (31,397)
Supplies & Services	16,014,681	17,773,850	18,324,164	550,314
Capital Outlays	113,516	-	-	-
Debt Service	277,928	293,484	882,211	588,727
Interfund Payments	3,176,801	3,204,542	3,416,224	211,682
Interfund Transfers	4,552,113	4,111,325	4,375,861	264,536
Total Expenditures	\$ 29,813,694	\$ 31,645,551	\$ 33,229,413	\$ 1,583,862
Program Revenues	29,606,938	31,133,832	32,766,828	1,632,996
Use of or, (Additions) to Reserves	\$ 206,756	\$ 511,719	\$ 462,585	\$ (49,134)

Line of Business Overview

The Water Resources line of business includes Olympia's Drinking Water, Wastewater, and Storm and Surface Water utilities. The mission of the Water Resources line of business is to provide and protect nature's water for a healthy community. Through a management structure focused on a long-term, holistic view of water, we provide services in a comprehensive and integrated way.

Key services include operations and maintenance of infrastructure, long-term planning, capital facility development, water quality monitoring, and public involvement and education. Residents, businesses, and institutions provide funding through monthly or bi-monthly utility rates. The purpose statements for the three Water Resources utilities are:

Drinking Water - Provide the public with safe and sustainable drinking water and reclaimed water, and to ensure a sufficient supply for firefighting needs.

Wastewater - Ensure the long-term management of the sewer infrastructure so that wastewater is collected, conveyed, and treated with minimal risk to public health and the environment.

Storm and Surface Water - Provide environmental management services to the public so that floods are minimized, water quality is improved, and aquatic habitats are protected and enhanced.

Future Trends and Challenges

The Drinking Water utility is now in the fourth year of implementing its Water System Plan for the period 2009 through 2014. In addition to the typical plan elements of demand forecasting, capital improvements, financial program, etc., this update incorporates an update of Olympia's Drinking Water (Wellhead) Protection Area boundaries, the Reclaimed Water Program, long-term direction on service meter replacement, and an asset management strategy.

Wastewater utility staff will implement a new six-year Wastewater Management Plan that will be adopted in late 2013. The Plan builds upon the health of the current Wastewater program by refining existing policies and practices. Providing cost-effective sanitary sewer service for infill and outlying development continues to be a challenge. This issue is addressed in the Plan.

Responding to new State and Federal regulatory requirements will continue to be a focus for the Storm and Surface Water utility. The new National Pollutant Discharge Elimination System (NPDES) Phase II stormwater permit that took effect in mid-2013 creates new regulatory obligations for the City. Protecting and improving water quality and aquatic habitat in our increasingly urban setting remains difficult.

If predictions regarding global climate change hold true, the Water Resources utilities will be affected. Increasing sea levels would result in increased downtown flooding. Wetter winters could contribute to flooding; hotter and drier summers could increase water demand. The utilities are working to understand the impacts of global climate change and are developing adaptation strategies.

DRINKING WATER UTILITY - WATER RESOURCES

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 2,853,322	\$ 3,112,518	\$ 3,027,794	\$ (84,724)
Supplies & Services	3,037,697	3,609,238	3,657,940	48,702
Capital Outlay	98,040	-	-	-
Debt Service	583	-	680,770	680,770
Interfund Payments	1,580,721	1,578,731	1,671,342	92,611
Interfund Transfers	1,867,305	2,018,783	2,283,120	264,337
Total Expenditures	\$ 9,437,668	\$ 10,319,270	\$ 11,320,966	\$ 1,001,696
Program Revenue	9,858,643	10,326,650	11,224,138	897,488
Use of or, (Additions) to Reserves	\$ (420,975)	\$ (7,380)	\$ 96,828	\$ 104,208

Highlights of Program Budget Changes

Revenue:

- \$ 628,800 - Additional revenue from 7% rate increase.
- \$ 250,000 - Increased revenue projected from 2013 change to automated meter reading (AMR). This project includes replacement of approximately 14,000 meters which are 10 years old or older. The new meters will more accurately record water usage.

Expenditures:

- \$ 680,770 - Debt service for State of Washington loans for the development of the McAllister Wellfield. Debt service for these loans are paid directly from the Operating Fund. Debt service for bonds are included in Interfund Transfers.
- \$ 137,070 - Increase in taxes, from rate increases and revenue from the AMR project.
- \$ (188,600) - Decrease in City municipal utility tax payments (rate reduction from 12% to 10%).
- \$ 264,337 - Transfer to the Water/Sewer bond debt services fund. Net increase in debt service required by the 2013 Water Bond.

Program Description

The Drinking Water utility provides the public with safe and sustainable drinking water and reclaimed water, ensures a sufficient supply for a growing community and firefighting needs. The Utility serves as a steward of Olympia's water resources. Program areas include: operation and maintenance, water quality monitoring, cross-connection control, groundwater protection, water conservation, water source development, reclaimed water, and capital facility development. The 2009-2014 Water System Plan (approved by the State Department of Health and adopted by the Olympia City Council) guides the activities of the Drinking Water utility.

Trends

Trends that significantly affect the Drinking Water utility and its budget:

- Efforts to develop additional sources for our water supply have been successful in recent years, requiring engineering evaluations, construction of new facilities, and mitigation associated with new water rights.
- Slowdown in development activity, effective water conservation efforts and wetter summers in recent years have resulted in lower than anticipated revenues. As a result, in 2012 we increased the ready-to-serve fee to

better reflect fixed costs for the utility, and proposed a three year plan to phase in additional increases to this portion of the rate.

- Water conservation efforts are paying off. For example, since 2009, the number of active water connections increased by 2.5%, while overall water use decreased by 8%.
- A transition to automated meter reading in 2013 will improve efficiency of operations, save staff time, and more accurately record water use.
- New regulations related to water quality and water use efficiency are increasing capital costs and placing more demands on staff.
- Increased development and ongoing landowner practices in Olympia's Drinking Water (Wellhead) Protection Areas requires efforts to ensure that our water supplies are adequately protected. Increased groundwater monitoring efforts, land use regulations, land acquisition and education with area residents will help us protect these sources long term.
- The ongoing replacement of aging infrastructure, especially small diameter water pipe, is critical to the utility's long-term viability. Seismic retrofits for two reservoirs will ensure our community has water in the event of a catastrophic earthquake.

Program Budget Overview

The goal of the 2014 Drinking Water utility is to implement the policy direction set forth in the 2009-2014 Water System Plan. Investments in water supply, system reliability, water use efficiency, ground water protection and efficient operations continue to receive high priority. Staffing levels will be reduced by two FTEs as we begin to use automated meters in 2014.

The 2014 budget includes increased expenses related to cost of living adjustments, benefits, and debt service on planned capital projects. Based on projected 2014 expenses and revenues, an overall rate increase of seven percent is recommended. Actual rate increases vary by customer class and usage.

Future Challenges and Opportunities

The 2009-2014 Water System Plan for the Drinking Water utility places top priority on how best to meet the community's water supply needs for the next 50 years. In 2012, that 50-year supply goal was achieved with the approval of Olympia's application to transfer its water rights from McAllister and Abbott Springs to the McAllister Wellfield. This source will be Olympia's new primary source for drinking water. In addition to new supply development, the 50-year water supply strategy includes efforts to maximize current water supplies by continuing our aggressive water conservation program, investing in an ongoing leak detection and repair program, and considering opportunities for advancing reclaimed water.

Developing new water supplies requires extensive consultation and coordination with other jurisdictions, tribes, and the State of Washington. Olympia has made formal commitments through intergovernmental agreements to develop new sustainable supplies and protect water resources long-term. Due to increasing development and ongoing landowner practices in Olympia's Wellhead Protection Areas, the Utility will also need to scrutinize and respond accordingly to potential impacts to our drinking water supplies.

Following Council's direction, the utility will ensure that "growth pays for growth" and will also work with developers on reclaimed water issues and landscaping practices. The utility will seek to keep construction costs low by "piggybacking" with transportation and other types of construction projects.



Drinking Water Utility

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	0.52	0.52	0.52
Lead Worker	2.00	2.00	2.00
Maintenance Technician	2.00	2.00	2.00
Maintenance Worker I	0.50	0.00 **	0.00
Maintenance Worker II	11.00	11.00	11.00
Operations Supervisor	1.50	1.50	1.50
Remote Systems Technician	1.25	1.25	1.25
Utility Locator	0.34	0.34	0.00 *
Program and Planning Supervisor	1.00	1.00	1.00
Water Monitoring Assistant	1.00	1.00	1.00
Program Assistant	1.52	1.52	1.52
Senior Program Specialist	1.75	1.75	1.75
Senior Planner	0.75	1.00 **	1.00
Office Specialist III	0.52	0.52	0.52
Water Quality Specialist	1.00	1.00	1.00
Inventory Control Specialist I	0.75	0.75	0.75
Project Engineer I	1.00	1.00	1.00
Water Meter Reader	4.00	4.00	2.00 ***
Total	32.40	32.15	29.81

* Utility Locator position reclassified to Engineering Technician II and transferred to Engineering

** .50 FTE Maintenance Worker I funding used to reclassify Senior Planner to 1.0 FTE

*** Reduction of 2 Water Meter Readers due to implementation of Automated Meter Reading system

Recent Accomplishments / Efficiencies

- We are nearing completion to connecting to the City's new water source, replacing McAllister Springs as the City's primary supply of drinking water.
- We are in the process of upgrading water meters across the City, resulting in streamlined customer service, operations and maintenance response, providing customer equity by ensuring customers are paying for water they are using, and water conservation by identifying and notifying customers of possible water leaks. This will also result in the reduction of two FTEs.
- Brass prices will increase by 30% this year, so we are testing new plastic fittings to offset the rising costs. If they work, we will change our Design Standards, making it less expensive for developers and contractors as well.
- By purchasing a dump truck with an attached crane, we eliminated the need to have a backhoe and dump truck, as well as an extra employee, at a site to load or unload a road plate.

<i>Key Result Measures - Drinking Water Utility</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Water Quality Samples Meeting Standards	100%	100 %	100%	100%
High-Risk Connections with Adequate Backflow Protection	100%	100 %	100%	100%
Water Use Reduction Per Connection, 2009 - 2014	5%	8.12%	7.71%	7.32%
Water Rights Acquired to Meet Needs for Projected Population in 2058	100%	100%	100%	100%

<i>Service Profiles - Drinking Water Utility</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budgeted</i>
Total Number of Water Service Connections	19,770	20,126	20,327
Miles of Water Mains Maintained	285	305	307
Water Sources Maintained	7	7	9
Water Quality Samples Collected	1,497	1,517	1537
Backflow Devices Tested/Inspected	2,192	2,345	2,394
Water Conserving Devices Distributed	1,067	57	1,000
Groundwater Protection Area Residents Reached with Information, Training and Technical Assistance	15	10	8
Reclaimed Water Service Connections	5	5	5

WASTEWATER UTILITY - WATER RESOURCES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,253,136	\$ 1,406,239	\$ 1,421,961	\$ 15,722
Supplies & Services	11,951,610	13,060,382	13,559,142	498,760
Capital Outlay	13,608	-	-	-
Debt Service	99,613	106,624	106,103	(521)
Interfund Payments	798,515	823,121	887,607	64,486
Interfund Transfers	1,370,838	1,271,352	1,271,407	55
Total Expenditures	\$ 15,487,320	\$ 16,667,718	\$ 17,246,220	\$ 578,502
Program Revenue	15,405,670	16,254,100	16,947,190	693,090
Use of or, (Additions) to Reserves	\$ 81,650	\$ 413,618	\$ 299,030	\$ (114,588)

Highlights of Program Budget Changes

Revenue:
 \$ 213,200 - Four percent increase in collection system rates.
 \$ 321,020 - Revenue collected for treatment cost paid to LOTT, three percent.

Expenditures:
 \$ 321,020 - Increase in payments to LOTT for sewage treatment.
 \$ 187,499 - Increase in taxes.

Program Description

The Wastewater utility ensures the long-term management of the sewer infrastructure so that wastewater is collected, conveyed and treated with minimal risk to public health and the environment. All wastewater collected by the Utility is conveyed downtown to the LOTT Clean Water Alliance for treatment. The City contracts with LOTT for this service. Utility activities include operation and maintenance of pipe and pumping infrastructure, long-term planning, infrastructure analysis, capital facility development, odor control, technical assistance and septic system oversight. The activities of the Wastewater utility are guided by the 2013-2018 Wastewater Management Plan.

Trends

Trends affecting the Wastewater utility and its budget:

- Although growth in Olympia and its Urban Growth Area (UGA) has slowed in the last several years, infill and outlying development necessitates costly, privately-funded sewer extensions. Alternative methods are needed to keep sewer costs manageable.
- Condition rating of sewer pipe and manholes highlight the need for numerous repairs and replacements. Thirty-two percent of the utility infrastructure was installed prior to 1960 and is at or near the end of its expected life. Repairs are needed before acute pipe failures occur.
- In response to needed pipe repairs, new trenchless repair technologies line existing pipes without costly excavation of the street. Use of these technologies is maximized.
- On-site septic systems are being linked to water quality impacts in Budd and Henderson Inlets and other sensitive

areas in the City and its Urban Growth Area. Approximately 4,200 on-site septic systems are used within the City limits and UGA. We support the conversion of on-site septic systems to City sewer.

- The number of sewer spills and overflows continues to decline due to increased preventative maintenance by City crews.
- The 2013 update to the Wastewater Management Plan emphasizes the need to cost effectively provide sewer service, ensure that utility rates are equitable, and incorporate new technologies into our management program. The Wastewater program is increasingly linked to the environmental protection work of the Storm and Surface Water and Drinking Water utilities.

Program Budget Overview

The Wastewater utility continues work on sewer system cleaning and operations, condition rating, preventative maintenance, long-range planning, and capital improvements — with few changes in the past few years. The Wastewater utility is implementing refinements outlined in the 2013-2018 Wastewater Management Plan. Goals of the Plan support various community-wide efforts including reconstruction of aging pipe systems, pump station retrofits, system extensions, and onsite septic system conversions. The 2014 Budget reflects increases to employee benefit costs and in-payments to LOTT for contracted wastewater treatment services.

Future Challenges and Opportunities

Many of the trends highlighted create both challenges and opportunities for the utility. Coordination and partnership with the development community can create effective sewer extension

Wastewater Utility

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	0.24	0.24	0.24
Maintenance Technician	2.00	2.00	2.00
Remote Systems Technician	0.75	0.75	0.75
Lead Worker	0.50	0.50	0.50
Maintenance Worker I	0.25	0.50 *	0.50
Maintenance Worker II	5.50	5.50	5.50
Operations Supervisor	1.00	1.00	1.00
Utility Locator	0.33	0.33	0.00 **
Project Engineer II	1.00	1.75 †	1.75
Engineering and Planning Supervisor	0.50	0.50	0.50
Program Assistant	0.24	0.24	0.24
Project Engineer I	1.00	0.00 †	0.00
Office Specialist III	0.24	0.24	0.24
Data Control Specialist	0.375	0.375	0.375
Inventory Control Specialist I	0.125	0.125	0.125
Total	14.05	14.05	13.72

* FTE increase of .50 (split between Wastewater and Storm and Surface Water)

** Utility Locator position reclassified to Engineering Technician II and transferred to Engineering

† Reclassification of Project Engineer I to Project Engineer II - part of 2013 budget balancing was to reduce PE II by 0.25 FTE

into new areas of the City and UGA. These extensions, while often into areas topographically difficult for sewer service, can allow for conversion from on-site septic to public sewer service. Increasing costs heighten the need to incorporate these modifications into existing and future construction projects.

Efforts to reduce bacteria and nitrogen discharges to surface and ground waters of the region reinforce the need to prevent wastewater discharges from both pipe and on-site systems. The Wastewater Utility will continue to play a role in environmental protection work.

The Capital Facilities Plan creates new operations and maintenance costs for the Utility in 2014. These additional costs are associated with operations and maintenance for new sewer main extensions and lift stations.

Recent Accomplishments/ Efficiencies

- The Wastewater Utility completed a major six-year capital and program development effort that was initiated in 2006/2007.
- Considerable progress was made with infrastructure upgrades, including pipe and pump station rehabilitation.
- Program services were enhanced to provide more long-range planning and technical assistance capacity.
- Capital facility planning under a 20-year horizon suggests that the Utility can continue to cost-effectively and proactively respond to system needs.
- Staff continue to take on the larger and more complex construction projects, using new technologies such as cured in place pipe (CIPP) and oxygen-based odor control. This year we saved \$1.2 million using the CIPP approach for pipe repair and replacement and we anticipate we will save \$70,000 / year in chemical costs for odor control.

<i>Key Result Measures - Wastewater Utility</i>	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Rated Sewer Pipes in Fair or Better Condition	90%	88%	89%	90%
City and Urban Growth Area (UGA) Residents with Gravity Sewer Service (Excludes Septic and STEPS)	100%	71%	72%	72%

<i>Service Profiles - Wastewater Utility</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budgeted</i>
Sewer Connections	15,150	15,225	15,350
Step Customers	1,860	1,865	1,865
Miles of Sewer Pipe Maintained	224	228	232
Pump Stations Maintained	33	33	34
Septic Systems (City and UGA)	4,145	4,150	4,150

STORM AND SURFACE WATER UTILITY - WATER RESOURCES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 1,572,197	\$ 1,743,593	\$ 1,781,198	\$ 37,605
Supplies & Services	1,025,374	1,104,230	1,107,082	2,852
Capital Outlay	1,868	-	-	-
Debt Service	177,732	186,860	95,338	(91,522)
Interfund Payments	797,565	802,690	857,275	54,585
Interfund Transfers	1,313,970	821,190	821,334	144
Total Expenditures	\$ 4,888,706	\$ 4,658,563	\$ 4,662,227	\$ 3,664
Program Revenues	4,342,625	4,553,082	4,595,500	42,418
Use of or, (Additions) to Reserves	\$ 546,081	\$ 105,481	\$ 66,727	\$ (38,754)

Highlights of Program Budget Changes

Revenue:
\$ 77,500 - Additional revenue from two percent rate increase.

Expenditures:
\$ (87,523) - Percival Creek Stormwater improvement State loan had its final payment in 2012. Debt service savings from that loan.

Program Description

The Storm and Surface Water utility provides environmental management services so that floods are minimized, water quality is improved, and aquatic habitats are protected and enhanced. Over its 20-year history, the utility has played an important role in helping the City understand and reduce its impact on the local environment and in advancing its goals for sustainability.

Trends

The Storm and Surface Water utility continues to address the issues outlined in its 2003 Master Plan with its 2011 refinements, as well as respond to population and economic trends. Some trends include:

- A decline in stream and wetland health due to increasing urbanization. While acknowledging this hard to beat trend, stream quality in Olympia is relatively good for an urban area.
- State and Federal stormwater regulations are increasing and require additional work efforts.
- Many stormwater pipe systems have reached the end of their design life and are in need of repair or replacement.
- The effective management and improvement of high-priority aquatic habitats emphasized during 2013 will continue in 2014.
- Rapid urban growth in Olympia is pushing development into areas with challenging stormwater and environmental constraints. Careful analysis and regulation is needed to minimize impacts.
- Efforts to improve water quality on Budd Inlet are under way with the Storm and Surface Water Utility playing an important role.

Program Budget Overview

The 2014 budget continues to follow the policy direction outlined in the 2003 Storm and Surface Water Master Plan with recent refinements, placing increased focus on protecting and improving water quality, as well as aquatic habitats. Evaluating the condition of aging pipe systems and investing capital funds on necessary replacement projects is also under way. Public education and outreach for local environmental concerns continues on a daily basis.

The 2014 Operating Budget reflects increases in employee salaries and benefit costs.

Future Challenges and Opportunities

Managing and protecting our environmental resources in Olympia is expected to remain challenging as our community grows and becomes more densely populated. Opportunities also increase; examples include:

- Design and construction using new low impact development techniques is promising, yet requires expertise and time for effective design, inspection, and maintenance.
- Environmental education needs to keep pace with ever changing social trends. Our communication tools must become more effective if we are to change behaviors that influence the local environment.
- Efforts are under way to begin addressing climate change and sea level rise in Olympia. The Storm and Surface Water utility will play a key role in developing an effective City program to address these long-term problems.
- The Capital Facilities Plan creates new operating costs for the utility in 2014. These additional costs are principally associated with operations and maintenance of newly added facilities.

Storm and Surface Water Utility

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	0.24	0.24	0.24
Lead Worker	0.50	0.50	0.50
Maintenance Worker I	0.25	0.50 *	0.50
Maintenance Worker II	4.50	4.50	4.50
Operations Supervisor	0.50	0.50	0.50
Utility Locator	0.33	0.33	0.00 ***
Engineering & Planning Supervisor	0.50	0.50	0.50
Project Engineer II	1.00	1.00	1.00
Senior Program Specialist	4.00	5.00 **	5.00 **
Program Assistant	0.24	0.24	0.24
Program and Planning Supervisor	1.00	1.00	1.00
Inventory Control Specialist I	0.125	0.125	0.125
Data Control Specialist	0.375	0.375	0.375
Office Specialist III	0.24	0.24	0.24
Associate Planner	1.00	1.00	1.00
Total	14.80	16.05	15.72
* FTE increase of .50 (split between Wastewater and Storm and Surface Water)			
** 1.0 FTE funded half of year from grant; other half year without grant funding			
*** Utility Locator position reclassified to Engineering Technician II and transferred to Engineering			

Recent Accomplishments

- The Storm and Surface Water utility continues to be in full compliance with State and Federal regulations.
- Considerable progress has been made to improve our inventory of stormwater systems, more accurately map underground pipes, clean/ televise high priority pipes to determine their structural integrity, and increase our understanding of the long term needs of our systems.
- We have expanded work efforts to retrofit existing arterial streets with water quality treatment technologies.

Key Result Measures - Storm and Surface Water Utility

	<i>Target or Goal</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Flooding Problems Resolved in a Timely Manner (Minor Problems Within One Year and Major Problems Within Three Years)	90%	100%	100%	100%
Maintenance Compliance — Private Storm Systems (2005 - Newer)	100%	100%	100%	100%

Service Profiles - Storm and Surface Water Utility

	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budgeted</i>
Customer Accounts	14,730	14,820	14,925
Miles of Storm Pipe	176	177	179
Miles of Storm Pipe Televised	19	21	21
City Owned Treatment and Flow Control Facilities Maintained	47	49	50
Number of Education/Outreach Events (including Classroom Programs)	170	175	175
Number of Participants Attending Education/Outreach Events	4,180	4,180	4,200
Stream Team Volunteer Hours	1,425	1,425	1,425
Phone Calls/Email to Spills Hotline	6	6	6
Number of Outfalls Inspected	12	16	15
Private Storm Systems Inspected (Sites)	250	250	252
Public Storm Systems Inspected (Sites)	57	60	60
Vegetation Management (Acres Maintained) (Public Storm Facility properties)	135	140	140
Noxious Weed Monitoring/Abatement (Acres)	310	310	310
Rain Gardens Built (Incentive Program)	1	2	1
Number of Businesses Contacted (Business Pollution Prevention Program)	69	20	20

WASTE REOURCES

<i>Waste ReSources Recap</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Collections	\$ 8,851,777	\$ 9,260,346	\$ 9,561,398	\$ 301,052
Waste Prevention & Reduction	328,552	423,480	433,617	10,137
Total Expenditures	\$ 9,180,329	\$ 9,683,826	\$ 9,995,015	\$ 311,189
<i>Recap of Expenditures</i>				
Personnel Services	\$ 2,391,840	\$ 2,497,928	\$ 2,672,453	\$ 174,525
Supplies & Services	5,062,180	5,461,272	5,571,504	110,232
Capital Outlays	28,104	-	-	-
Interfund Payments	1,666,976	1,716,226	1,751,058	34,832
Interfund Transfers	31,229	8,400	-	(8,400)
Total Expenditures	\$ 9,180,329	\$ 9,683,826	\$ 9,995,015	\$ 311,189
Program Revenues	8,780,511	9,256,371	9,591,628	335,257
Use of or, (Additions) to Reserves	\$ 399,818	\$ 427,455	\$ 403,387	\$ (24,068)

Highlights of Program Budget Changes

Revenue:

- \$ 55,887 - Drop Box fee increases, percent change varied.
- \$ 209,000 - Eight percent residential service rate increase.
- \$ 145,300 - Five percent commercial service rate increase.
- \$ 46,170 - Six percent organic service rate increase.

Expenditures:

- \$ 72,027 - Increase in taxes.
- \$ 56,500 - Disposal fee increases.

Line of Business Overview

Waste ReSources is a Utility line of business that primarily focuses on collecting and transporting solid waste and recyclables discarded by residents, businesses, and visitors in our City. We collect these unwanted products and materials so the community remains clean and safe. We fund our operations through customer fees.

Ever-growing solid waste per capita, a vulnerable disposal system, and landfills nearing capacity have intensified the need for overall solid waste reduction, recycling, and composting. The focus is shifting from solid waste collection and disposal to solid waste recovery.

With a vision of Zero Waste and the goal of a sustainable City, Waste ReSources has developed a mission to lead and inspire our community toward a waste-free future.

There are two programs within Waste ReSources that work together to deliver on the mission and strategic role: Collections and Waste Prevention & Reduction.

Future Trends and Challenges

In 2014, Waste ReSources will finalize the next 6-year Toward Zero Waste Plan. Today, over 99 percent of our residential customers have at least one traditional recycle cart at their residence, and over 55

percent of the residents subscribe to the organic collection services. However, our 2008 waste study shows that residents discarded 8,200 tons of material into the trash/garbage. Of the 8,200 tons, 13.4 percent was traditional recyclables, 20.7 percent potential recyclables, and over 34.8 percent was organic material that could have been collected in our Organics Collection Program.

A new solid waste sort will begin in late 2013 and will be completed by late 2014. This solid waste sort will help to identify results or lack thereof for waste diversion.

Commercial solid waste has a much larger potential for diversion. Out of 20,000 tons of commercial garbage in 2008, 21.8 percent contained traditional recyclables, 24.5 percent contained potential recyclables, and 34.8 percent was organic. The commercial organics program is now in full swing. However, in February of 2013, Silver Springs Organics opened their new processing facility and made some changes to their acceptance list.

Thurston County is currently in contract negotiations looking to find a location for all organic materials collected in Thurston County. Preliminary results indicate that the acceptable list of organic items will not change significantly. However, it could change the types of materials we can accept in our curbside organics program.

Although there has been some push by material processing facilities to remove glass from the single-stream, we will continue to collect residential single-stream recycling with glass through 2014 while we

study this option in our next six year plan. This collection system has proven to be the most efficient way of collecting, and the most convenient for our customers. However, broken glass sometimes leads to contamination of the paper products. We collect all three streams of materials: trash/garbage, recycle and organics with the same truck and the same driver in every-other-week collections (four routes, four trucks and four drivers).

<i>Key Result Measures - Waste ReSources</i>	<i>2006 Baseline</i>	<i>FY 10 Actual</i>	<i>FY 11 Actual</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Increase Recycling to 65%		56%	58%	60%	62%	62%
Reduce Per Capita Waste by 5%	* 5.11	4.50	4.39	4.34	4.28	4.25

* Pounds per person per day



COLLECTIONS - WASTE RESOURCES

Program Cost Summary	2012 Actual	2013 Estimated	2014 Budget	Variance
Expenditures				
Personnel Services	\$ 2,112,984	\$ 2,210,234	\$ 2,374,189	\$ 163,955
Supplies & Services	5,017,899	5,332,511	5,443,791	111,280
Debt Service	28,104	-	-	-
Interfund Payments	1,661,561	1,709,201	1,743,418	34,217
Interfund Transfers	31,229	8,400	-	(8,400)
Total Expenditures	\$ 8,851,777	\$ 9,260,346	\$ 9,561,398	\$ 301,052
Program Revenue	8,451,959	8,832,891	9,158,011	325,120
Use of or, (Additions) to Reserves	\$ 399,818	\$ 427,455	\$ 403,387	\$ (24,068)

Program Description

The Collections Program provides garbage, recycling, and organics collection services to residents, businesses, and the public.

It uses three different collection methods:

- Curbside collection of carts and containers for both residential and commercial customers
- Drop box service for large quantity generators of garbage, recyclables and organics
- Self-haul of yard waste, metals and traditional recycling materials to our drop-off center located at the Maintenance Center

We provide carts to City residents for all three solid waste streams. Garbage service is mandatory at a minimum level. Recycling and Organic Collection services are a subscribed service. Residents with these services can recycle plastic and glass containers, aluminum and tin cans, paper, and cardboard all in one recycling cart; and all organics, such as food, food-soiled paper, yard debris, and some other organic materials in another. Commercial customers have the option of many container sizes and collection frequencies ranging from half-yard containers to 30-yard drop boxes. The drop-off site is at the Public Works Maintenance Center on Eastside Street, and is open on Saturdays, from March through mid-November.

Trends

The following trends are major focus areas for the Collections Program:

- The one-side-of-the-road collection pilot program in 2011-2012 was a success and is now an operational norm. The efficiency gains will allow us to balance routes and absorb new residential customers.
- Residential organics customers continue to grow and so does their "set-out" rate. The weight of the organic material has become an issue. Organic material is dense and heavy which causes our drivers to make frequent trips to the Thurston County Waste and Recovery Center (WARC) to ensure the trucks stay within their legal weight limits.
- Results from Thurston County's contract negotiations for an organics processing facility will help us define our organics

collection system as we understand the types of materials we will be able to collect. Depending on the results, combining the commercial and residential collection days would enable us to collect organics multiple days a week.

Budget Overview

The top three expenditure categories in the Collections Program are:

- Labor (wages, salaries and benefits)
- Disposal (per ton cost of disposing)
- Equipment (maintenance, fuel, replacement)

In 2014, wages and salaries will increase approximately 3.5 percent with benefits increasing by approximately 11.5 percent.

In 2014, tipping fees for garbage and organics will remain the same as 2013. In 2010, tipping fees at the WARC went from \$84/ton to \$110/ton. Council decided to buy down 50 percent of this rate by using a portion of the reserves above the 10 percent reserve requirement in 2010, and the same took place in 2011. In 2012, tipping fees for garbage increased to \$119 per ton, and organics was increased to \$37 per ton.

Recycle commodity values continue to decline. Paper products have dropped 127 percent on average since May of 2011. Recycle process fees, garbage and organic tipping fees are projected to remain the same in 2014.

Fuel prices are down \$7,000 in 2014, however, costs for operating and maintaining the fleet are increasing by \$12,420. In 2003, we purchased six side-load trucks to begin our fully automated residential curbside collection. At the time of purchase, these trucks were placed on a 10-year replacement cycle. Recent studies show that these should have been on a seven-year replacement cycle. Final replacement of the 2003 models will be made in August 2013. Staggering these purchases and placing these trucks on seven-year cycles will help to stabilize these costs.

Future Challenges and Opportunities

The commercial sector generates about 60 percent of all solid waste in Olympia. The Organics Collection Program should have the most significant impact in reducing expenditures related to garbage



collection in the commercial sector, bringing us closer to meeting the objectives set out in our 2008 Toward Zero Waste Plan.

Results from Thurston County’s contract with a new organics processor could have an impact on what material we can collect from our customers.

Space for additional containers within the customers’ container area continues to be our biggest challenge. Limited space in the Olympia downtown area makes it difficult for customers to add another cart/container. Some core areas sport a maze of carts and containers; some buildings and blocks share garbage and recycling containers to reduce the number of containers.

Recent Accomplishments / Efficiencies

- All Collectors have received International Academy of Professional Driving certification.
- Four new residential trucks will be placed in operation this year.
- All aspects of residential collections operational training was provided for all Collections operators, including drop box, commercial front-load, and commercial rear-load.
- Commercial collections emphasis has been on safety improvements, specifically container placement, enclosure specifications, and staff risk factors dealing with the collection area.
- Collections continues to absorb residential growth with existing staff through operational efficiencies.
- One-side road collection has been approved by City Council as a standard operating practice, allowing us to absorb new residential customers.

Collections

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Line of Business Director	1.00	0.00 *	0.00
Associate Line of Business Director	0.00	1.00 *	1.00
Operations Supervisor	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00
Refuse/Recycle Collector	18.00	17.00 *	17.00
Maintenance Worker II	0.00	1.00 *	1.00
Maintenance Worker I	1.00	1.00	1.00
Billing Specialist	1.00	1.00	1.00
Total	24.00	24.00	24.00

* Reclassification

Key Result Measures - Collections

See Line of Business Overview.

<i>Service Profiles - Collections</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Drop Box/Compactor Hauls Garbage	2,850	2,900	2,900
Drop Box/Compactor Hauls Organics	190	200	180
Drop Box/Compactor Garbage Tons	9,700	10,000	10,000
Drop Box/Compactor Organics Tons	450	460	450
Commercial Garbage Containers Serviced Per Year	55,000	57,000	57,000
Commercial Organics Containers Serviced Per Year	5,000	5,250	5,300
Commercial Garbage Tons	10,000	10,000	10,000
Commercial Organics Tons	550	600	550
Residential Garbage Carts in Service	13,900	13,950	14,000
Residential Recycle Carts in Service	14,350	14,400	14,500
Residential Organics Carts in Service	7,400	7,500	7,750
Residential Garbage Tons	6,700	6,800	6,800
Residential Recycle Tons	4,500	4,600	4,650
Residential Organics Tons	5,200	5,350	5,375

WASTE PREVENTION AND REDUCTION - WASTE RESOURCES

<i>Program Cost Summary</i>	<i>2012 Actual</i>	<i>2013 Estimated</i>	<i>2014 Budget</i>	<i>Variance</i>
Expenditures				
Personnel Services	\$ 278,856	\$ 287,694	\$ 298,264	\$ 10,570
Supplies & Services	44,281	128,761	127,713	(1,048)
Interfund Payments	5,415	7,025	7,640	615
Total Expenditures	\$ 328,552	\$ 423,480	\$ 433,617	\$ 10,137
Program Revenue	328,552	423,480	433,617	10,137
Use of or, (Additions) to Reserves	\$ -	\$ -	\$ -	\$ -

Program Description

The Waste Prevention and Reduction program provides planning, education and technical assistance to residents, businesses and other users to our community. In congruence with our mission and strategic roles, program staff are the visionaries, promoters, and technical advisors of the solid waste reduction programs. They work closely with Collections staff to ensure efficient collection and separation of solid waste. They work directly with private citizens, businesses, schools, organizations, and other program participants in the pursuit of opportunities to eliminate solid waste.

Waste Prevention and Reduction (WPR) staff are responsible for presentations to resident and neighborhood groups, and classroom lectures and field trips to all Olympia School District third grade classes. WPR staff are also responsible for designing and implementing creative solid waste reduction programs, such as the GrassCycling and Waste-Free Lawn Care pilot program that is funded through the State's Coordinated Prevention Grant program.

This Program is also responsible for the following:

- Education and assistance for residents and businesses desiring to provide Zero Waste Events
- Solid waste assessments and technical assistance for diversion in businesses
- Attending neighborhood association meetings
- Data collection and analysis
- Financial analysis and projections throughout the year
- Development and implementation of policies
- Presentations and responses to Council and the Utility Advisory Committee
- Planning and implementing new programs, as well as maintaining existing programs
- Technical assistance to residents about solid waste reduction and recycling

Trends

- Citizens and businesses are contacting us more for assistance in creating Zero Waste Events within their organizations.
- The economic climate continues to motivate both the residential and commercial sectors in the pursuit of ways to reduce costs of disposal.
- The request for commercial organic collection is growing for businesses and schools.
- The commodity value of recyclable materials has continued to decline on average over 91 percent since May, 2011. The largest reduction has been in paper products, with tin cans shadowing at a reduction of 30 percent. Processing and handling fees are stable at \$80 per ton. However, values of the commodities are projected to fall short of covering these fees.
- Residential customers subscribing to curbside organics continues at a slow pace. However, tonnages during the spring, summer, and fall continue to increase.
- Peak season demand for organics collection impacts the utility's resources. Our focus on front-end solid waste reduction, such as GrassCycling, is a way to mitigate this trend.
- Increase in food scrap and organics diversion from tenants of apartments and condominiums is moving forward as awareness improves.
- Residential customers continue to right-size their carts. Since 2006, roughly 1,500 residents have shifted from a 65-gallon cart to a smaller 35- or 20-gallon version.

Budget Overview

The Program's main expense is salaries and benefits. In 2014, salaries and wages will increase 2 percent and benefits will increase by 13.5 percent.



Waste Prevention and Reduction

<i>Program Staffing</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimated</i>	<i>FY 14 Budget</i>
Senior Program Specialist	2.00	2.00	2.00
Program Specialist	1.00	1.00	1.00
Total	3.00	3.00	3.00

Future Challenges and Opportunities

The commercial sector generates 60 percent of all solid waste generated. The largest portions of it are organics, paper products, construction, and demolition materials.

The Commercial Organics Collection Program will help to divert these materials and bring us closer to the diversion goals. Two of the biggest challenges include working with some businesses and multi-family customers where the property owners are not located in our City, or even in the state, and larger companies with multiple management layers. Continued outreach to these property owners, managers and businesses is necessary in order to encourage more recycling and better diversion of waste.

Recent changes in the local composting facility could change the materials accepted in the organics stream. Constant and consistent education to customers is a must as we iron this out.

The completion of our next six year Toward Zero Waste Plan will identify new opportunities for waste reduction. WRP staff will be the lead on all new programs associated with the 2014-2020 Plan.

In 2014, we propose eliminating the Spring Recycle Days program. This program will be replaced with a program that is yet to be defined.

Results of the County’s contract negotiations could lead to a change in the types of materials we will accept and haul.

Recent Accomplishments

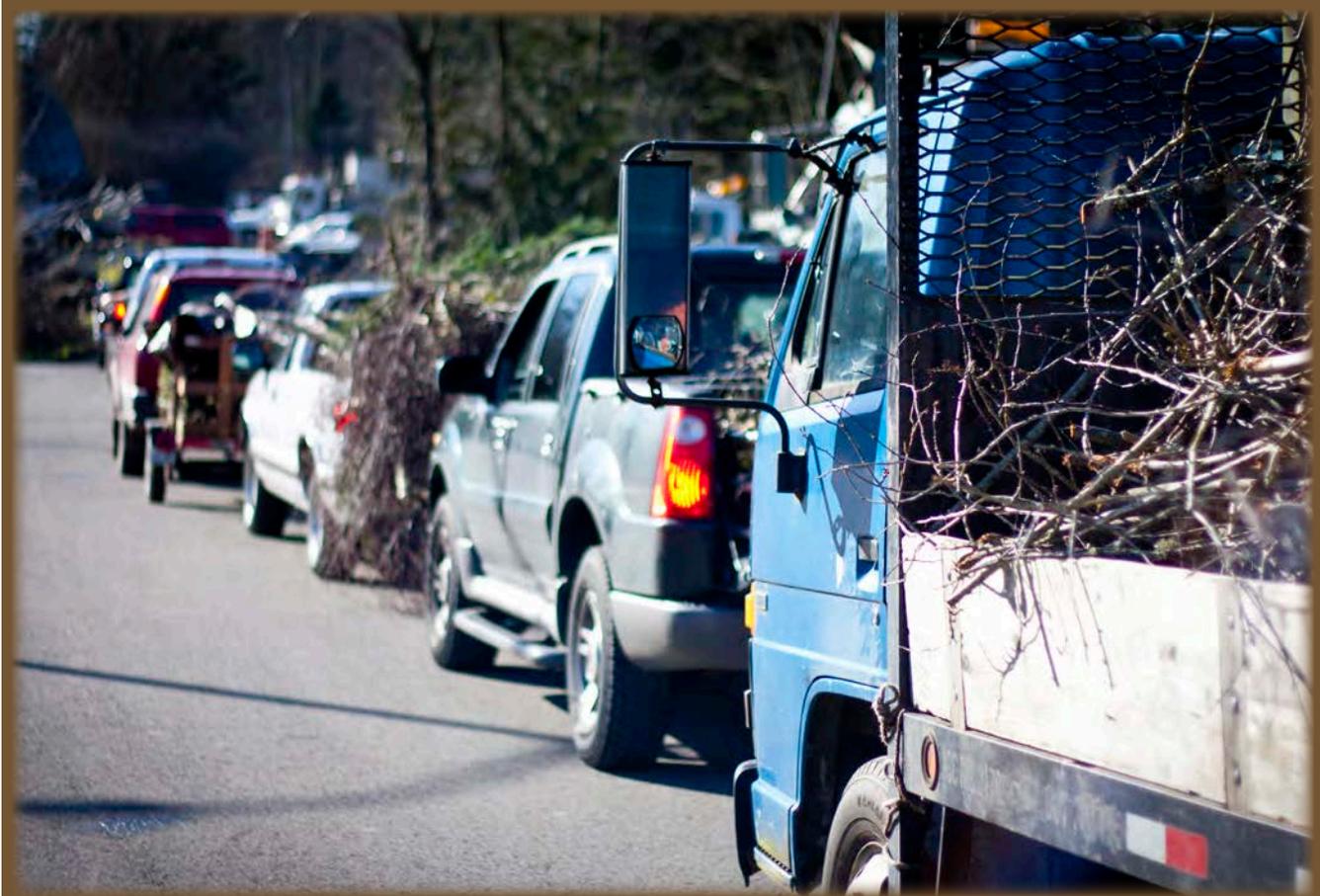
- We implemented a virtual workshop for the second year of the GrassCycling Program.
- Nine new recycle containers were purchased and placed Downtown with grant funding from the Department of Ecology, bringing the total to 15.
- To decrease waste created by milk cartons, milk dispensers and stands for three Olympia schools were purchased with a grant from the Department of Ecology.
- The number of commercial organics customers has increased to over 100.

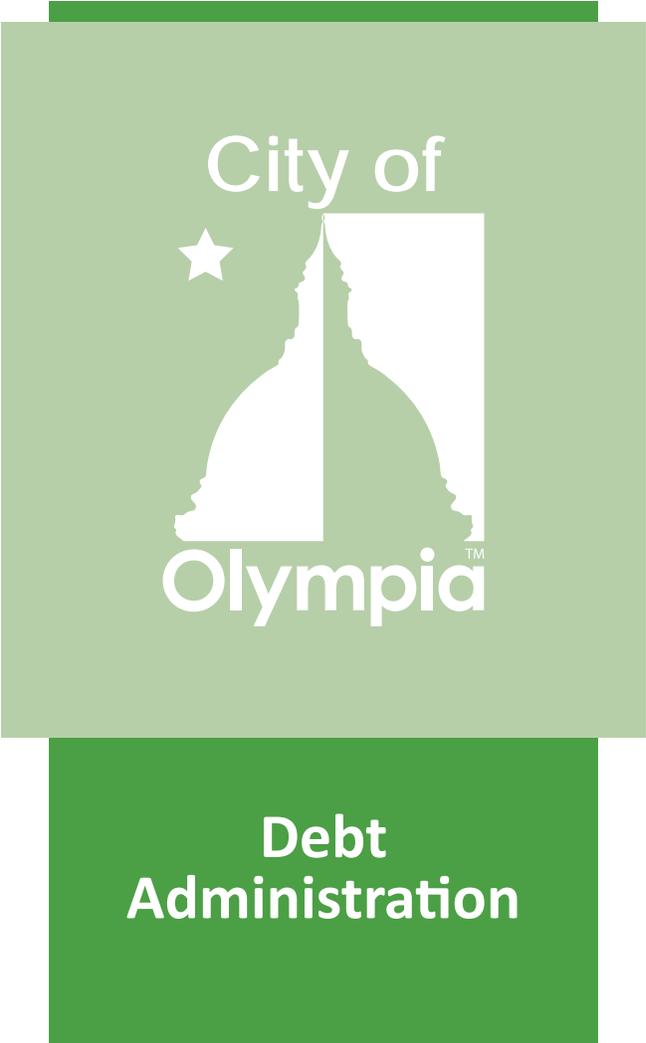


<i>Key Result Measures - Waste Prevention and Reduction</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimate</i>	<i>FY 14 Budget</i>
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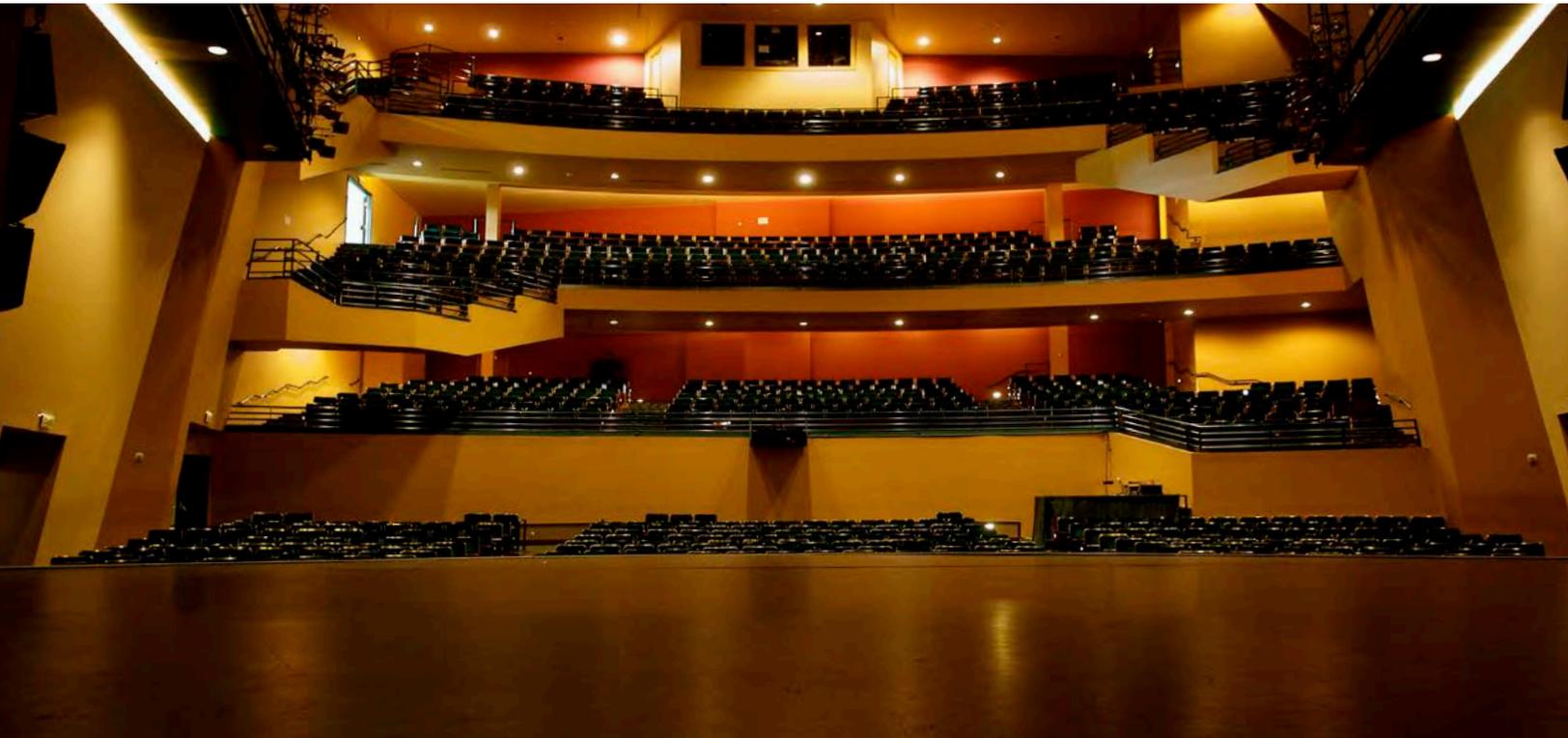
See Line of Business Overview

<i>Service Profiles - Waste Prevention and Reduction</i>	<i>FY 12 Actual</i>	<i>FY 13 Estimate</i>	<i>FY 14 Budget</i>
Saturday Drop-off Site			
Customers Utilizing the Site	1,200	1,250	1,200
Tons of Material Collected	172	175	160
Number of Presentations	28	28	30
Number of Field Trips	18	18	4
Special Recycle Events—Tons Collected			
Christmas Tree Curbside Collection	35	35	32
Spring Recycle Days Curbside Collection	45	45	0
Commercial Organics			
Number of Participants (Accounts)	125	150	190
Number of Containers	140	175	200
Other			
Zero Waste Events Supported	40	45	50
Permitted Events	25	30	32









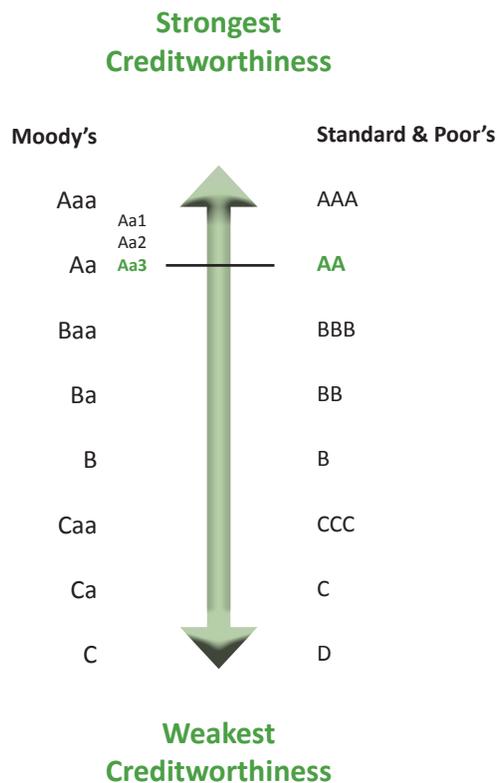
DEBT ADMINISTRATION

As the demand for public sector investment and infrastructure continues to grow, the issuance of debt has become an increasingly important component of state and local government capital programs. While the issuance of debt is frequently an appropriate method of financing capital projects at the local level, it also entails careful monitoring of such issuances to ensure that an erosion of the government’s credit quality does not result. The City of Olympia currently has an “Aa3” rating for its general obligation debt from Moody’s and AA from Standard & Poor’s rating agencies.

The City’s bond ratings reflects the investment community’s faith in Olympia’s financial management and its ability to repay outstanding debt. Higher rated bonds indicate less risk to prospective buyers, translating to lower interest costs to the City. The ratings are from 2013 Bond issues. The rating agency stated that the ratings reflect the City’s sustained strong debt service coverage and good liquidity levels, coupled with good financial policies and practices.

Two basic types of municipal debt are short-term and long-term debt. Short-term debt is generally used by municipalities to even out cash flows. Two basic forms of long-term debt are general obligation and revenue bonds. The basic difference between these two types of bonds is that general obligation issues are backed by the full faith and credit, i.e., taxes of a municipality, and for revenue bonds, the income of a specific utility or activity is pledged for repayment. Olympia has utilized both short and long-term types of debt in its operations, as well as general obligation and revenue debt.

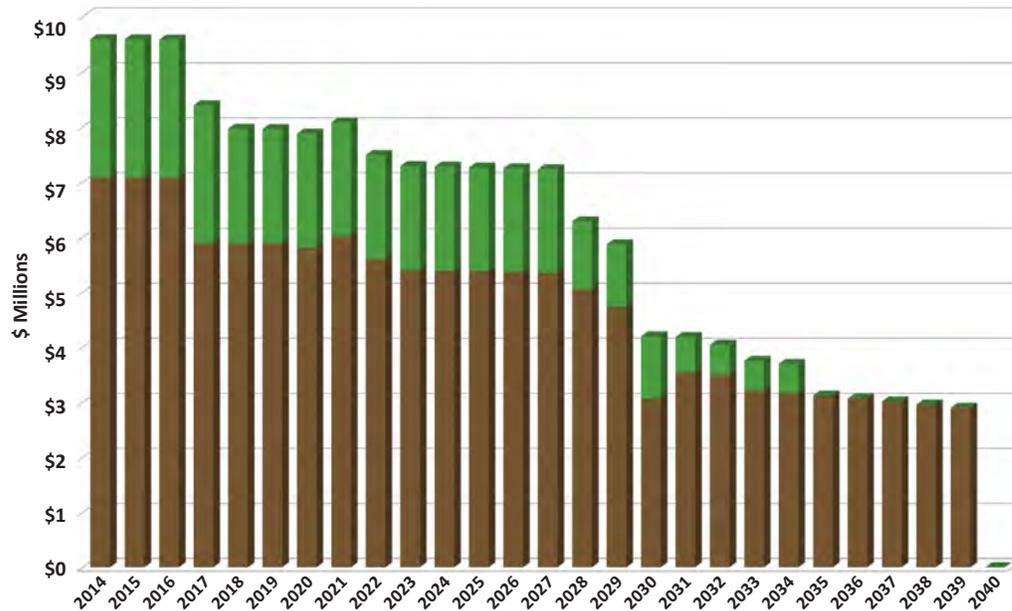
In addition to issuing bonds, the City has several general obligation and revenue loans through various State of Washington programs. The loans carry an interest rate lower than issuance of revenue bonds.



GENERAL OBLIGATION DEBT AND REVENUE DEBT

The table below presents a summary of City debt, both principal and interest. It distinguishes between General Obligation debt and debt payable from City-operated utilities (revenue debt).

General Obligation and Revenue Debt*
Debt Service to Maturity (includes State Loans)



* Excludes the 2013 Water/Sewer Revenue Bond, to be issued in September 2013.

Future Debt Planning

The 2014-2019 Capital Facilities Plan (CFP) does not anticipate additional general obligation debt.

There are currently \$7.2 million of approved projects in the Drinking Water utility and \$3.6 million in the Wastewater (sewer) utility which are anticipated to be funded by future debt. The City expects to issue new debt in late 2014 or in 2015. Prior to issuing bonds, the City will apply for low interest loans from various State of Washington lending programs. The 2014-2019 CFP for the Drinking Water and Wastewater utilities is projected at \$28.2 million. The amount to be funded by debt has not yet been determined.

The CFP calls for rate increases for Drinking Water, Wastewater, and Storm and Surface Water to implement the comprehensive plans. The Comprehensive Plan calls for a shift to more cash financing, rather than the issuance of debt, therefore the City is building higher cash reserves in anticipation of greater reliance on cash financing.

Conclusions

Council and management have set policies to be sure the City meets its debt payments in a timely manner. The policies also state that new debt will be issued only after careful consideration. Council

incorporates these policies into the Financial and Management Policies. Briefly summarized, the policies include:

- Conservative revenue projections.
- Rate increases based on related cost of services provided and the impact of inflation on those services.
- Lease purchase of equipment and real property when practical and prudent.
- Accumulation of adequate reserves to protect the City from uncontrollable expenditures or unforeseen reductions in revenues.
- Issuance of debt only after rigorous review.

The City tries to communicate with other governmental entities to be sure that their debt issues, as well as the City's, remain at conservative levels. This will help control the resulting overlapping debt that may become a burden on taxpayers.

The City's overall financial health is positive. The Council and management, through the financial and management policies, emphasize continued effort toward maintaining and improving the City's financial performance.

Debt Limitation

State law limits bonded debt to 2.5% of assessed value of taxable property. Of this limit, up to 1.5% of assessed value of taxable property may be non-voter approved debt (Councilmanic bonds). **However, the amount of non-voted, plus voter-approved, may not exceed the 2.5% of assessed value limit.**

Taxable Assessed Value \$5,320,592,691.

General Indebtedness without a vote of the people:

Legal Limit, 1.5% of property value:	\$79,808,890
G.O. Bond Liabilities (excluding 2014 principal payments)	<u>-56,224,441</u>
Remaining non-voted debt capacity	<u>\$23,584,449</u>

General Indebtedness with a vote of the people:

Legal Limit, 2.5% of property value:	\$133,014,817
Outstanding voted debt	- 13,195,000
Outstanding non-voted debt (excluding 2014 principal payments)	<u>- 56,224,441</u>
Remaining voted debt capacity	<u>\$ 63,595,376</u>

In addition to these limits, the City has debt authority with a vote of the people of 2.5% each for parks and utility purposes. Olympia has not assessed this authority.

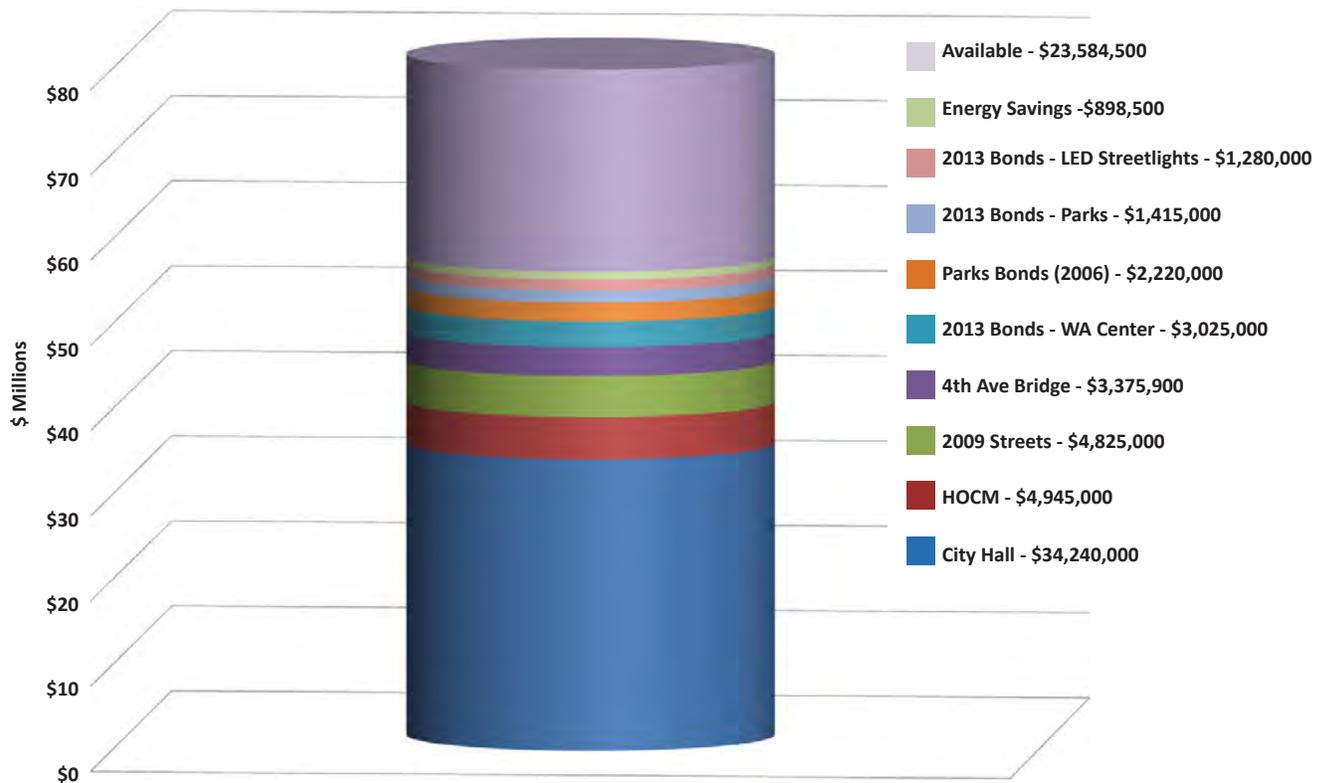
The goal of Olympia’s debt policy is to maintain the ability to provide high quality, essential City services in a cost effective manner. Council members weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Olympia uses debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services that the City determines necessary to its residents and visitors form the basis for all capital projects.

Allocation of Debt*

Not Requiring Voter Approval



*Excludes 2014 Payments

SCHEDULE OF DEBT OBLIGATIONS

General Obligations	Payment From	Type*	Year Issued	Final Payment	Interest Rate	Total Issue	Outstanding 1-1-14	Principal Payments 2014	Interest Payments 2014
Bridge/Corridor Street Improv.	Debt Service Fund 216	PWTF	2000	2020	0.5 - 1.00%	\$9,996,144	\$3,909,699	\$533,759	\$32,162
Park Acquisition & Improvements	Debt Service Fund 223	LTGO	2006	2016	5.0%	\$9,385,000	\$3,255,000	\$1,035,000	\$162,750
Fire Station & Training Facility	Debt Service Fund 224	ULTOG	2009	2029	3.0 - 4.25%	\$16,180,000	\$13,830,000	\$635,000	\$560,531
City Hall Construction	Debt Service Fund 225	LTGO	2009	2039	4.2%	\$35,210,000	\$34,495,000	\$255,000	\$2,166,918
Street Improvements	Debt Service Fund 226	LTGO	2010	2029	3.0 - 4.25%	\$5,865,000	\$5,065,000	\$240,000	\$198,213
Facility Energy Improvements	Debt Service Fund 227	LOCAL	2010	2020	2.97%	\$1,534,496	\$1,046,777	\$148,276	\$30,005
Hands On Children's Museum	Debt Service Fund 228	LTGO	2010	2028	3.0 - 4.25%	\$5,670,000	\$5,150,000	\$205,000	\$200,063
WA Center, LED Conv., & Percival Landing	Debt Service Fund 229	LTGO	2013	2032	3.0 - 5.00%	\$6,385,000	\$6,140,000	\$420,000	\$252,325
Total General Obligation							\$72,891,476	\$3,472,036	\$3,602,966
Utility Operations									
Combined Drinking Water and Wastewater:									
W/S Refunding & Construction	Drinking & Wastewater	Revenue	2001	2021	3.55 - 5.20%	\$7,525,000	\$2,550,000	\$455,000	\$127,351
Drinking Water:									
Drinking Water System Improvements	Drinking Water	Revenue	2007	2027	4.00 - 4.13%	\$8,000,000	\$6,355,000	\$325,000	\$257,044
McAllister Well Development **	Drinking Water	DWSRF	2011	2034	1.50%	\$10,871,640	\$10,871,640	\$517,695	\$163,075
Wastewater (Sewer) :									
General System Improvements	Wastewater	Revenue	2010	2030	2.0 - 4.375%	\$6,485,000	\$5,765,000	\$250,000	\$229,288
Sleater-Kinney Sewer Line	Wastewater	PWTF	2009-2010	2028	0.50%	\$1,803,375	\$1,379,194	\$91,946	\$6,896
Septic to Sewer Conversion	Wastewater	SRF	2010-2011	2031	3.10%	\$250,000	\$98,253	\$3,996	\$3,035
Storm & Surface Water:									
Yauger Park Retention Improvements	Storm & Surface Water	DOE	2010-2011	2031	2.90%	\$1,219,756	\$1,159,487	\$49,794	\$33,468
Log Cabin Rd Drainage Improvements	Storm & Surface Water	PWTF	1997	2015	1.0%	\$169,740	\$ -	\$ -	\$ -
North Percival Basin Improvements	Storm & Surface Water	PWTF	1996	2013	3%	\$1,492,830	\$ -	\$ -	\$ -
Total Utility Operations							\$28,178,575	\$1,693,431	\$820,157
Total General Obligation & Revenue External Indebtedness							\$101,070,051	\$5,165,467	\$4,423,123

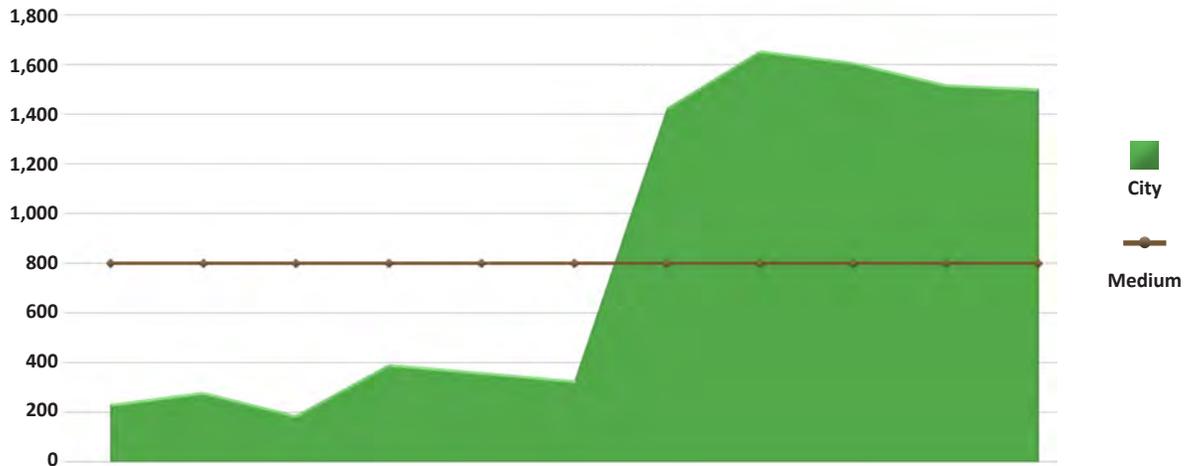
Notes:

* Type Acronym:	Definition:
Revenue	Revenue bonds
PWTF	State of Washington, Public Works Trust Fund loan
LTGO	Limited Tax General Obligation bond (non-voter approved)
ULTGO	Unlimited Tax General Obligation bond (voter approved)
LOCAL	State of Washington, Local Option Capital Asset Lending program. This is an obligation of the State of Washington in which the City participates.
SRF	State of Washington, Revolving Fund
DOE	State of Washington, Department of Ecology
DWSRF	State of Washington, Drinking Water Revolving Fund loan

** The loan is a draw down as construction occurs. Annual debt service is determined after all funds are received. Loan authorization is \$10,871,640 of which the City is estimating full draw down by early 2014. Repayments are scheduled to begin October 1, 2014.

GENERAL DEBT PER CAPITA

Includes General Obligation Bonds and Bridge Corridor Public Works Trust Fund Loans



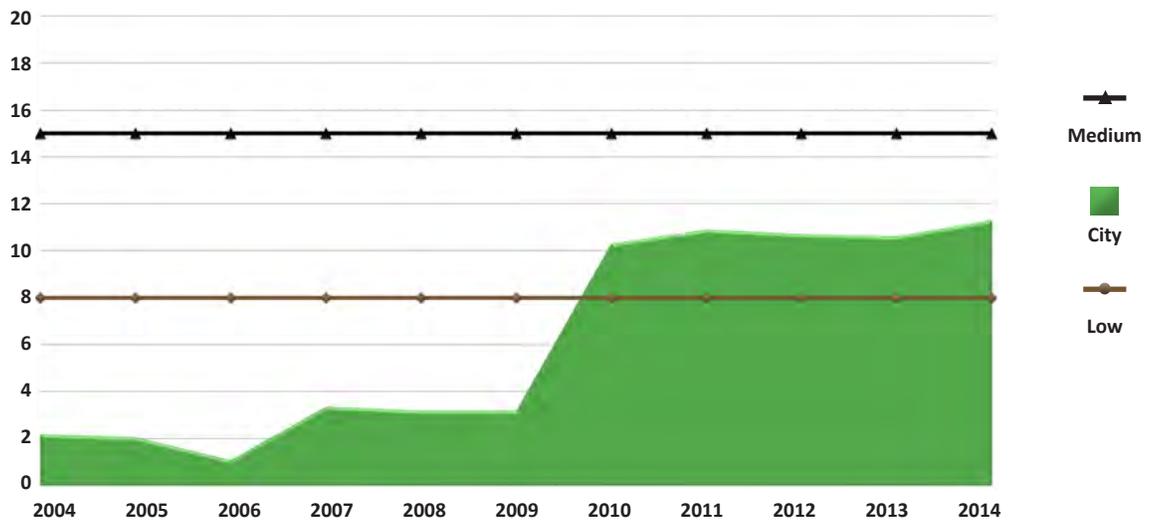
Use of Ratios to Assess Credit Quality

Measurement per Capita for Cities	Low	Medium	Above Average	High
	<500	500 - 800	800 - 1,200	> 1,200

Source: Standard & Poor's Corporation

RATIO OF GENERAL DEBT SERVICE TO GENERAL FUND EXPENDITURES

Includes General Obligation Bonds and Bridge Corridor Public Works Trust Fund Loans



Debt Service as a Percentage of Budget Guideline

Measurement	Low	Medium	High
State	0 - 2	2 - 6	> 6
County	0 - 7	7 - 12	> 12
Schools	0 - 10	10 - 20	> 15
Cities	0 - 8	8 - 15	> 15

Source: Standard & Poor's Corporation

DEBT SERVICE FUNDS

	2012 Actual	2013 Budget	2014 Budget	Variance
Bridge/Corridor P WTF Loans (1)	\$ 574,862	\$ 570,391	\$ 565,921	\$ (4,470)
2006 Park Bonds (2)	1,210,500	1,218,000	1,197,750	(20,250)
Fire Station & Training Facility (3)	1,191,831	1,193,981	1,195,531	1,550
City Hall Bonds (4)	2,421,468	2,419,268	2,421,918	2,650
Street Improvement Bonds (5)	436,863	435,113	438,213	3,100
Energy Project Debt (6)	178,282	178,281	178,281	-
Hands On Children's Museum (7)	386,463	395,987	405,063	9,076
2013 General Obligation Bonds (8)	-	-	672,325	672,325
Water/Sewer Bonds (9)	1,632,078	1,635,559	1,637,358	1,799
Total	\$ 8,032,347	\$ 8,046,580	\$ 8,712,360	\$ 665,780

Note: All other debt paid directly from various other funds and is included in the budget of those funds.

- (1) State of Washington Public Works Trust Fund loans to fund the 4th/5th Avenue Bridge & Corridor improvements. Final payment will be in 2020. These bonds are paid with general levy property tax.
- (2) These bonds were issued to pay for Park acquisition & improvements. Final payment will be in 2016. These bonds are paid with voter approved utility tax.
- (3) Bonds issued to pay construction of a Fire Station, Fire Training Facility, and vehicle purchases. Final payment will be in 2029. These bonds are paid from voter approved excess property tax levy.
- (4) Bonds issued to pay construction of New City Hall. Final payment will be in 2039. These bonds are paid with general levy property tax.
- (5) Bonds issued to pay transportation system improvements. Final payment will be in 2029. These bonds are paid from the following revenues sources, in order: Transportation Impact Fees, state shared gas tax revenue, and general levy property tax.
- (6) Bonds issued by the State of Washington, Local Option Capital Asset Lending program. The City has contracted with the State to pay the City's share of the bond issue. Final payment will be in 2020. The City obligation is paid with general levy property tax. Energy savings are estimated to be about the same as the debt service on this debt.
- (7) Bonds issued to pay for the construction of a museum, which will be managed and operated by the "Hands On Children's Museum" non-profit organization. Final payment will be in 2028. Debt service is paid from funds received from the Capital Area Regional Public Facilities District.
- (8) Bonds issued for improvements to the Washington Center for the Performing Arts, streetlight conversion to LED lighting and redemption of Bond Anticipation Notes (BANs) issued in 2011 for the Percival Landing Project. The BANs were issued with the intent to convert them to longer term debt by April of 2014. Final payment will be in 2021 for the Parks portion, 2022 for the LED streetlight conversion, and 2032 for the Washington Center portion. The Parks portion is repaid from voter approved utility tax, the LED streetlight portion from power savings within the General Fund, and the Washington Center portion from funds set-aside for facilities major repair.
- (9)
 - A: The budget on this schedule will vary from information on the Schedule of Debt Obligations. That schedule indicates actual payments made, where this schedule is on an accrual basis.
 - B: Includes 2001 Bonds issued to pay for refunding a portion of the 1993 Bond and \$2 million for water and sewer improvements; final payment will be in 2021. 2007 Bonds issued to fund water improvements will be fully paid in 2027. Bonds issued in 2010 for sewer improvements will be fully paid in 2030. The bonds are paid from Drinking Water and Wastewater utility revenues.
 - C: The 2001 Bonds were refunded by bonds issued in the fall of 2013. Details of the refunding were not available at time of preparation of this document.





2014 FTEs BY CLASSIFICATION

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2012	2013	2014
Accountant		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	6.00	6.00	6.00
Accounting Technician		44	\$3,680	\$3,864	\$4,054	\$4,260	\$4,471	8.00	8.00	8.00
Administrative Secretary		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	3.00	3.00	3.00
Administrative Services Director		230					\$11,278	1.00	1.00	1.00
Assistant City Attorney		80	\$6,691	\$7,028	\$7,377	\$7,748	\$8,133	0.80	0.60	0.60
Assistant City Manager		237					\$10,590	1.00	1.00	1.00
Assistant City Prosecutor		72	\$6,023	\$6,322	\$6,639	\$6,968	\$7,320	1.00	1.00	1.00
Assistant Fire Chief		96	\$8,272	\$8,684	\$9,118	\$9,575	\$10,059	3.00	2.00	2.00
Associate Line of Bus. Director		82	\$6,861	\$7,202	\$7,563	\$7,944	\$8,338	6.00	6.00	4.00
Associate Planner		60	\$5,022	\$5,270	\$5,536	\$5,809	\$6,099	8.25	8.25	6.25
Battalion Chief	IAFF	760			\$8,218	\$8,351	\$8,483	3.00	3.00	3.00
Billing Specialist		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	3.00	3.00	3.00
Building Inspector		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	4.00	3.00	3.00
Building Plans Examiner		58	\$4,851	\$5,083	\$5,350	\$5,617	\$5,899	2.00	1.00	1.00
City Attorney		236					\$11,559	1.00	1.00	1.00
City Engineer		86	\$7,192	\$7,554	\$7,929	\$8,330	\$8,744	1.00	1.00	1.00
City Manager		500					\$12,400	1.00	1.00	1.00
City Prosecutor		76	\$6,356	\$6,676	\$6,994	\$7,361	\$7,729	1.00	1.00	1.00
City Surveyor		68	\$5,688	\$5,973	\$6,274	\$6,584	\$6,914	1.00	1.00	1.00
Code Enforcement Officer (CP&D)		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	3.00	3.00	3.00
Communications Manager		220					\$8,038	1.00	1.00	1.00
CP&D Director		228					\$10,931	1.00	1.00	1.00
Computer Support Specialist	Teamsters	659	\$4,919	\$5,161	\$5,419	\$5,691	\$5,975	1.00	1.00	1.00
Computer Systems Technician		56	\$4,684	\$4,920	\$5,167	\$5,421	\$5,693	4.00	3.00	3.00
Construction Inspector		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	3.00	3.00	3.00
Contract Administrator		58	\$4,709	\$4,934	\$5,193	\$5,453	\$5,726	1.00	0.00	0.00
Corrections Officer	Teamsters	648	\$4,014	\$4,213	\$4,424	\$4,646	\$4,879	11.00	11.00	11.00
Councilmember		103					\$1,387	5.00	5.00	5.00
Court Administrator		68	\$5,521	\$5,798	\$6,090	\$6,391	\$6,711	1.00	0.00	0.00
Court Operations Supervisor		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	1.00
Crime Analyst	Teamsters	656	\$4,685	\$4,915	\$5,161	\$5,420	\$5,690	1.00	1.00	1.00
Data Control Specialist	AFSCME	444	\$3,662	\$3,843	\$4,033	\$4,236	\$4,449	2.75	1.75	1.75
Deputy City Attorney		88	\$7,363	\$7,731	\$8,116	\$8,519	\$8,948	1.00	1.00	1.00
Deputy Fire Chief		97	\$8,601	\$9,030	\$9,481	\$9,956	\$10,460	0.00	1.00	1.00
Electrical Plans Examiner		58	\$4,851	\$5,083	\$5,350	\$5,617	\$5,899	1.00	1.00	1.00
Electrician	AFSCME	454	\$4,493	\$4,720	\$4,952	\$5,202	\$5,459	1.75	1.75	1.75
Employee Health Advisor		75					\$8,144	0.50	0.00	0.00
Engineering & Planning Supervisor		76	\$6,356	\$6,676	\$6,994	\$7,361	\$7,729	2.00	2.00	2.00
Engineering Designer		54	\$4,520	\$4,742	\$4,979	\$5,229	\$5,490	2.00	2.00	1.00
Engineering Plans Examiner		58	\$4,851	\$5,083	\$5,350	\$5,617	\$5,899	2.00	2.00	2.00
Engineering Program Manager		78	\$6,524	\$6,850	\$7,192	\$7,553	\$7,929	1.00	1.00	1.00
Engineering Project Coordinator		66	\$5,519	\$5,797	\$6,089	\$6,391	\$6,710	1.00	1.00	1.00

2014 FTEs BY CLASSIFICATION (CONTINUED)

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2012	2013	2014
Engineering Project Manager		72	\$6,023	\$6,322	\$6,639	\$6,968	\$7,320	5.00	4.00	4.00
Engineering Technician II		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	10.75	8.50	10.50
Evidence Custodian	Teamsters	650	\$4,180	\$4,391	\$4,610	\$4,843	\$5,083	1.00	1.00	1.00
Executive Secretary		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	1.00
Facilities Systems Technician	AFSCME	454	\$4,493	\$4,720	\$4,952	\$5,202	\$5,459	1.00	1.00	1.00
Field Crew Leader	AFSCME	449	\$4,020	\$4,219	\$4,432	\$4,654	\$4,887	3.00	3.00	3.00
Fire Captain	IAFF	761			\$8,218	\$8,351	\$8,483	2.00	2.00	3.00
Fire Chief		232				\$11,528		1.00	1.00	1.00
Fire Inspector/Firefighter	IAFF	720	\$5,965	\$6,296	\$6,628	\$6,959	\$7,290	2.00	1.00	2.00
Fire Lieutenant	IAFF	730				\$7,423	\$7,556	21.00	21.00	21.00
Fire Inspector Lieutenant	IAFF	735				\$7,546	\$7,874	1.00	1.00	1.00
Fire Lieutenant Paramedic	IAFF	745				\$7,622	\$7,754	3.00	3.00	3.00
Firefighter	IAFF	710	\$5,302	\$5,634	\$5,965	\$6,296	\$6,628	39.00	38.00	38.00
Firefighter Paramedic	IAFF	725	\$5,965	\$6,296	\$6,628	\$6,959	\$7,290	15.00	15.00	15.00
GIS Analyst		60	\$5,022	\$5,270	\$5,536	\$5,809	\$6,099	1.00	1.00	1.00
GIS Business Manager		70	\$5,684	\$5,969	\$6,264	\$6,579	\$6,906	1.00	0.00	0.00
IT Support Specialist		48	\$4,015	\$4,214	\$4,425	\$4,647	\$4,880	0.00	2.00	2.00
Inventory Control Specialist I	AFSCME	446	\$3,828	\$4,018	\$4,221	\$4,432	\$4,654	1.00	1.00	1.00
Inventory Control Specialist II	AFSCME	450	\$4,158	\$4,368	\$4,590	\$4,815	\$5,058	1.00	1.00	1.00
Jail Manager		78	\$6,524	\$6,850	\$7,192	\$7,553	\$7,929	1.00	1.00	1.00
Jail Supervisor	Teamsters	662	\$5,185	\$5,444	\$5,716	\$6,002	\$6,302	1.00	1.00	1.00
Lead Recreation Specialist		30	\$2,488	\$2,636	\$2,766	\$2,905	\$3,049	0.60	0.60	0.60
Lead Worker	AFSCME	454	\$4,493	\$4,720	\$4,952	\$5,202	\$5,459	12.00	11.00	11.00
Legal Assistant		48	\$4,015	\$4,214	\$4,425	\$4,647	\$4,880	1.00	1.00	1.00
Line of Business Director		86	\$7,192	\$7,554	\$7,929	\$8,330	\$8,744	8.00	8.00	9.00
Maintenance Technician	AFSCME	450	\$4,158	\$4,368	\$4,590	\$4,815	\$5,058	4.00	4.00	4.00
Maintenance Worker I	AFSCME	438	\$3,160	\$3,318	\$3,484	\$3,658	\$3,841	2.00	2.00	2.00
Maintenance Worker I (Oly Center)	AFSCME	438	\$3,160	\$3,318	\$3,484	\$3,658	\$3,841	4.875	3.50	3.50
Maintenance Worker II	AFSCME	446	\$3,828	\$4,018	\$4,221	\$4,432	\$4,654	44.75	45.75	46.00
Master Mechanic	AFSCME	460	\$5,052	\$5,304	\$5,569	\$5,848	\$6,140	2.00	3.00	3.00
Master Mechanic		60	\$5,022	\$5,270	\$5,536	\$5,809	\$6,099	2.00	2.00	2.00
Master Mechanic - Fire		64	\$5,354	\$5,621	\$5,902	\$6,196	\$6,509	1.00	1.00	1.00
Mayor		101					\$1,664	1.00	1.00	1.00
Mayor Pro-Tem		102					\$1,525	1.00	1.00	1.00
Municipal Court Judge		105					\$11,443	1.00	1.00	1.00
Network Analyst		62	\$5,186	\$5,448	\$5,719	\$6,006	\$6,305	4.00	4.00	5.00
Office Specialist I		36	\$3,011	\$3,163	\$3,320	\$3,487	\$3,660	0.25	0.25	0.25
Office Specialist II		40	\$3,347	\$3,513	\$3,689	\$3,872	\$4,067	4.31	4.31	2.56
Office Specialist II	AFSCME	442	\$3,494	\$3,669	\$3,851	\$4,044	\$4,245	0.00	0.00	1.00
Office Specialist III		44	\$3,680	\$3,864	\$4,054	\$4,260	\$4,471	16.50	15.50	16.00
Operations Supervisor	IUOE	364	\$5,327	\$5,593	\$5,873	\$6,165	\$6,477	6.00	6.00	6.00
Paralegal		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	1.00

2014 FTEs BY CLASSIFICATION (CONTINUED)

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2012	2013	2014
Parking Services Field Rep	AFSCME	440	\$3,326	\$3,494	\$3,669	\$3,851	\$4,033	6.00	6.00	6.00
Parks, Arts & Rec Svc Director		224					\$10,173	1.00	1.00	1.00
Permit Specialist		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	4.00	3.00	3.00
Personnel Analyst		56	\$4,684	\$4,920	\$5,167	\$5,421	\$5,693	2.00	1.00	1.00
Personnel Assistant		48	\$4,015	\$4,214	\$4,425	\$4,647	\$4,880	1.00	1.00	1.00
Police Cadet		26	\$2,175	\$2,284	\$2,400	\$2,514	\$2,643	0.50	0.50	0.50
Police Chief		238					\$12,511	1.00	1.00	1.00
Police Commander*		93		Step 4 \$10,689	Step 5 \$11,175	Step 6 \$10,903	Step 7 \$11,399	1.00	1.00	0.00
Police Deputy Chief		93		\$10,689	\$11,175	\$10,903	\$11,399	0.00	0.00	1.00
Police Lieutenant*		73		Step 4 \$8,863	Step 5 \$9,718	Step 6 \$9,040	Step 7 \$9,912	4.00	4.00	4.00
Police Officer	Police Guild	810	\$5,390	\$5,685	\$6,000	\$6,255	\$6,674	48.00	48.00	41.00
Police Officer Recruit	Police Guild	800		Step 6 \$6,807				0.00	0.00	10.00
Police Sergeant**	Sgt. Assoc.	65		Step 4 \$7,275	Step 5 \$7,875	Step 6 \$7,420	Step 7 \$8,033	8.00	8.00	9.00
Police Sergeant**	Sgt. Assoc.	65		Step 8 \$7,386	Step 9 \$8,098	Step 10 \$7,534	Step 11 \$8,260			
Police Services Specialist	Teamsters	644	\$3,680	\$3,863	\$4,055	\$4,260	\$4,470	6.40	6.40	6.40
Position to be Classified				\$-	\$-	\$1		1.00	0.00	0.00
Probation Officer I		48	\$4,015	\$4,214	\$4,425	\$4,647	\$4,880	2.00	2.00	2.00
Probation Services Supervisor		70	\$5,855	\$6,149	\$6,453	\$6,778	\$7,114	1.00	1.00	1.00
Probation Work Crew Leader		44	\$3,680	\$3,864	\$4,054	\$4,260	\$4,471	2.00	2.00	2.00
Program & Planning Supervisor		72	\$6,023	\$6,322	\$6,639	\$6,968	\$7,320	7.00	9.00	10.00
Program Assistant		46	\$3,848	\$4,040	\$4,243	\$4,456	\$4,677	9.00	10.00	10.00
Program Manager		64	\$5,354	\$5,621	\$5,902	\$6,196	\$6,509	2.00	2.00	2.00
Program Specialist		48	\$4,015	\$4,214	\$4,425	\$4,647	\$4,880	6.50	6.50	6.00
Project Engineer I		64	\$5,354	\$5,621	\$5,902	\$6,196	\$6,509	4.00	3.00	3.00
Project Engineer II		68	\$5,688	\$5,973	\$6,274	\$6,584	\$6,914	9.00	9.75	9.75
Public Service Representative		40	\$3,347	\$3,513	\$3,689	\$3,872	\$4,067	3.75	4.25	4.25
Public Works Director		234					\$11,514	1.00	1.00	1.00
Records Analyst		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	0.00	0.00	3.00
Records & Addressing Analyst		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	2.00	2.00	0.00
Records Manager		64	\$5,197	\$5,456	\$5,729	\$6,014	\$6,318	1.00	0.00	0.00
Records System Administrator		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	0.00
Recreation Specialist		26	\$2,175	\$2,284	\$2,400	\$2,514	\$2,643	3.42	3.42	3.42
Refuse/Recycle Collector	AFSCME	446	\$3,828	\$4,018	\$4,221	\$4,432	\$4,654	18.00	17.00	17.00
Remote Systems Technician	AFSCME	456	\$4,717	\$4,956	\$5,200	\$5,462	\$5,732	2.00	2.00	2.00
Safety Officer		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	1.00

2014 FTEs BY CLASSIFICATION (CONTINUED)

Position Title	Bargaining Unit	2014 Pay Grade						Number of FTEs		
			Step 1	Step 2	Step 3	Step 4	Step 5	2012	2013	2014
School Resource Officer	Police Guild	810	\$5,390	\$5,685	\$6,000	\$6,255	\$6,674	2.00	2.00	2.00
			Step 6	\$6,807						
Secretary	Teamsters	646	\$3,847	\$4,039	\$4,242	\$4,455	\$4,675	2.00	2.00	2.00
Senior Master Mechanic	AFSCME	462	\$5,254	\$5,516	\$5,792	\$6,082	\$6,386	1.00	1.00	1.00
Senior Personnel Analyst		76	\$6,356	\$6,676	\$6,994	\$7,361	\$7,729	0.00	1.00	2.00
Senior Planner		64	\$5,354	\$5,621	\$5,902	\$6,196	\$6,509	2.75	3.00	3.00
Senior Program Specialist		56	\$4,684	\$4,920	\$5,167	\$5,421	\$5,693	10.00	11.00	11.75
Senior Program Specialist - RPN		56	\$4,684	\$4,920	\$5,167	\$5,421	\$5,693	0.00	0.00	0.25
Senior Program Specialist	Teamsters	656	\$4,685	\$4,915	\$5,161	\$5,420	\$5,690	1.00	1.00	1.00
Senior Traffic Signal Technician	AFSCME	456	\$4,717	\$4,956	\$5,200	\$5,462	\$5,732	1.00	1.00	1.00
Service Specialist	AFSCME	444	\$3,662	\$3,843	\$4,033	\$4,236	\$4,449	1.00	1.00	1.00
Sign Technician	AFSCME	448	\$3,999	\$4,195	\$4,404	\$4,623	\$4,853	2.50	2.50	2.50
Supervisor I		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	2.00	3.00	3.00
Supervisor II		56	\$4,684	\$4,920	\$5,167	\$5,421	\$5,693	1.00	1.00	1.00
Supervisor III		64	\$5,354	\$5,621	\$5,902	\$6,196	\$6,509	1.00	2.00	2.00
Supervisor IV		76	\$6,356	\$6,676	\$6,994	\$7,361	\$7,729	6.00	6.00	6.00
Survey Crew Chief		52	\$4,346	\$4,568	\$4,798	\$5,038	\$5,288	1.00	1.00	1.00
Systems & Application Specialist		60	\$5,022	\$5,270	\$5,536	\$5,809	\$6,099	5.00	5.00	5.00
Traffic Signal Technician	AFSCME	454	\$4,493	\$4,720	\$4,952	\$5,202	\$5,459	2.00	2.00	2.00
Utility Locator	AFSCME	452						1.00	1.00	0.00
Victim Assistance Coordinator		50	\$4,181	\$4,392	\$4,611	\$4,844	\$5,084	1.00	1.00	1.00
Water Meter Reader	AFSCME	438	\$3,160	\$3,318	\$3,484	\$3,658	\$3,841	4.00	4.00	2.00
Water Monitoring Assistant	AFSCME	444	\$3,662	\$3,843	\$4,033	\$4,236	\$4,449	1.00	1.00	1.00
Water Quality Specialist	AFSCME	454	\$4,493	\$4,720	\$4,952	\$5,202	\$5,459	1.00	1.00	1.00
Total FTEs in Budget								540.905	531.08	535.58

* Steps 4 & 5 apply to those hired April 1, 1986 and after; steps 6 & 7 apply to those hired prior to April 1, 1986.

** Steps 4 & 5 apply to those with an Associate's Degree; steps 6 & 7 apply to those with a Bachelor's Degree.





THE CAPITAL FACILITIES PLAN

What are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use, and possibly take for granted, on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries, fire stations, and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use capital facilities every time you drive, eat, shop, work, or play here.

While a CFP does not cover routine maintenance, it does include renovation and major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment clearly associated with a newly constructed or renovated facility.

The planning period for a CFP is six years. Expenditures proposed for the first year of the program are incorporated into the Annual Budget as the Capital Budget (adopted in December of each year).

One of the most important aspects of the CFP process is that it is not a once-a-year effort, but an important ongoing part of the City's overall management process. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively.

All of these facilities should be planned for years in advance to assure they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where facilities will be needed, but when, and not only how much they will cost, but how they will be paid for. It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

The State Growth Management Act and Its Effect on the Capital Facilities Planning Process

Over a decade ago, in response to the effect of unprecedented population growth on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and wise use of our lands, pose a threat to the environment, sustainable economic development, and to the health, safety, and high quality of life enjoyed by the residents of this state," and that "it is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislative body in the early 1990s to address these concerns.

The GMA requires that all jurisdictions located within counties that (a) have a population of 50,000 or more people and have experienced a population increase of 10% or more over the last ten years, or (b) regardless of current population, have experienced a population increase of 20% or more over the last ten years, must write, adopt, and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following 13 state planning goals, plus a shoreline goal:

1. Encouragement of urban density growth within designated urban growth management areas;
2. Reduction of urban sprawl outside of designated urban growth management areas;
3. Encouragement of efficient transportation systems, including alternate systems of travel;
4. Encouragement of affordable housing availability to all economic segments;
5. Encouragement of economic development;
6. Just compensation for private property obtained for public use;
7. Timely processing of governmental permits;
8. Enhancement of natural resource based industries and encouragement of productive land conservation;
9. Encouragement of open space retention for recreational opportunities and wildlife habitat;
10. Protection of the environment, including air and water quality;
11. Encouragement of citizen participation in the planning process;
12. Provision of adequate public facilities to support development without decreasing current service standards below locally established minimum standards; and
13. Encouragement of the preservation of lands, sites, and structures that have historical or archaeological significance.
14. Protection of shorelines, including preserving natural character, protecting resources and ecology, increasing public access and fostering reasonable and appropriate uses.

CITY OF OLYMPIA CAPITAL FACILITIES

- Public Buildings
- Public Street Systems
- Public Parks
- Public Water Systems
- Public Sewer Systems

ELEMENTS OF OLYMPIA'S COMPREHENSIVE PLANNING PROCESS

This Capital Facilities Plan as an Element of Olympia's Comprehensive Plan

The Growth Management Act requires inclusion of mandatory planning elements in each jurisdiction's comprehensive plan, and suggests the inclusion of several optional elements. The mandatory elements required by the GMA are:

1. a six-year capital facilities plan element
2. a land use element
3. a housing element
4. a utilities element
5. a transportation element
6. a rural element (counties only)
7. a park and recreation element

Olympia's Comprehensive Plan includes additional elements (see Chart 2.1).

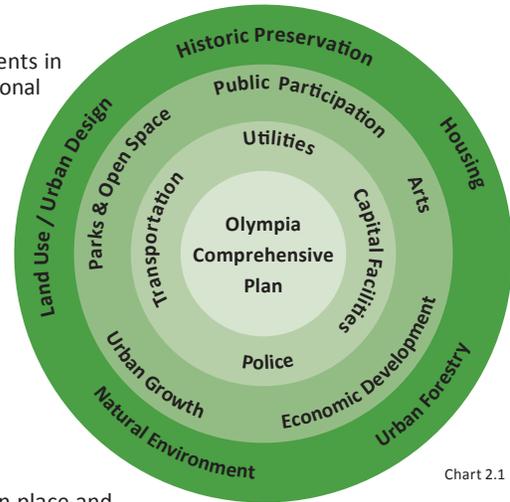


Chart 2.1

Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1. All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and
2. Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system. Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service.

Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can only be used for certain types of projects. Therefore, this capital facilities plan is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, storm drainage facility needs through stormwater basin plans, water facility needs through a water plan, and transportation needs through a transportation plan.

In addition, the recommendations of local citizens, advisory boards, and Planning Commission are considered when determining types and locations of projects. Some capital needs of the City are not specifically included in a comprehensive plan. Nonetheless, many of these projects are vital to the quality of life in Olympia. These projects do meet the growth management definition of capital facilities because of the nature of the improvement, the cost or useful life. The Farmers Market is an example of this type of project.

Chart 2.2 demonstrates how the Land Use Element of the City's Comprehensive Plan directly impacts the other plans, and ultimately the CFP. By establishing allowable land uses, such as residential, commercial, industrial, park land or open space, and minimum and maximum densities, the Land Use Element affects the type and required capacities of capital facilities required to support those uses.

ELEMENTS OF OLYMPIA'S CAPITAL FACILITIES PLANNING PROCESS



Chart 2.2

How Citizens Can Get Involved in the Capital Facilities Plan (CFP)

The City of Olympia strives to create a CFP which truly responds to the needs of our community. Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with staff and the Olympia Planning Commission to merge their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually via a public process with associated City boards and commissions. See the [2014-2019 Capital Facilities Plan Calendar of Events](#) for public hearing dates.

Population Forecasts for Olympia’s Urban Growth Management Area (UGMA)

The GMA mandates that capital facility plans be structured to accommodate projected population growth within a jurisdiction’s UGMA planning area. The Thurston Regional Planning Council (TRPC) anticipates growth of roughly 17% in the City’s population between 2010 and 2020, or from approximately 46,500 to 54,600 persons. The fastest growing parts of the City will continue to be the West and Southeast sides. Each of the capital project category sections of this CFP demonstrates how the facilities listed under that section have been planned to accommodate the additional growth.

Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be undertaken jointly with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGMA boundaries. A transportation project may involve the upgrading of a roadway that crosses in and out of the city and the county. On such projects, joint planning and financing arrangements have been detailed on the individual project’s worksheet.

Thurston County has several “county only” parks or transportation projects planned within Olympia’s unincorporated UGMA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. County projects have been listed for reference purposes in the Project Funding Reports. For more detail, please refer to the Thurston County CFP.

Capital Facilities Not Provided by the City

In addition to planning for public buildings, streets, parks, trails, water systems, wastewater systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities, and 3) wastewater treatment. These facilities are planned for and provided throughout the UGA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Alliance, respectively. The City of Olympia charges school impact fees for the Olympia School District. The District’s CFP is not available at the time of printing this document, but will be included in the Adopted CFP.

Early in 2000, the LOTT partners (Lacey, Olympia, Tumwater, and Thurston County) signed an agreement to provide a new governance structure to carry out a plan which anticipates development of additional treatment capacity for the LOTT partners through innovative wastewater reclamation and management facilities. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public’s interest. Therefore, the Alliance capital facilities are not included in this document.

What is Not Included in This CFP Document?

This Capital Facilities Plan does not provide a status update on previously funded capital projects still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan. Otherwise, it is simply listed in the Active Project list (Miscellaneous Reports section).

CAPITAL FACILITIES PLAN FUNDING SOURCES

In an attempt to stretch the money as far as it will go, the CFP incorporates many different funding sources. Those sources may include current revenues, bonds backed by taxes or utility revenues, state and federal grants, special assessments on benefiting properties, as well as donations. A complete list of funding sources for 2014-2019 follows:

2014 - 2019 FUNDING SOURCES

Current Revenues

- Wastewater Rates
- Water Rates
- Stormwater Rates
- General Facilities Charges (GFC)
- 1% Non-Voted Utility Tax
- Utility Tax (3% voted and 1% non-voted)
- Motor Vehicle Fuel Tax
- Interest
- Real Estate Excise Tax (REET) (1/2%)*

*REET funds must be spent on Parks or Transportation.

Debt

- The City has \$54 million of voter approved debt capacity. Of this, \$17 million may be issued by the Council without a vote of the people.
- Public Works Trust Fund Loans (from State of Washington)
- Utility Revenue Bonds

Grants

- Federal Surface Transportation Program Funds
- State Transportation Improvement Board (TIB) Funds
- Federal Highways Administration
- Washington State Department of Transportation

Other

- Impact Fees
- SEPA Mitigation Fees
- Transportation Benefit District

2014 - 2019 CAPITAL FACILITIES PLAN CALENDAR OF EVENTS

CALENDAR OF EVENTS

Review Status of Existing Projects in CFP	April
Draft CFP Projects due from Departments	May 3
Present Preliminary CFP to City Council	July 16
Planning Commission Public Hearing (City and School District)	August 5 (Monday)
City Council Public Hearing and Discussion on CFP	October 8
First Reading on Capital Budget	December 10
Second and Final Reading and Adoption of Operating and Capital Budgets	December 17

PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

Project Funding Reports - General Government Projects: Parks

PARKS PROJECTS	FUNDING	2014	2015-2019	TOTAL
Community Park Expansion	Impact Fees	\$ 178,000		\$ 178,000
	SEPA Fees	\$ -	\$ 15,000	\$ 15,000
	Voted Utility Tax (VUT)	\$ -	\$ 2,000,000	\$ 2,000,000
Condition Assessment and Major Maintenance Program (CAMMP)	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
Neighborhood Park Acquisition/Develop.	Impact Fees	\$ 50,000	\$ 65,000	\$ 115,000
	SEPA Fees	\$ -	\$ 80,000	\$ 80,000
Parks Bond Issue Debt Service	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500
Percival Landing Phase II Design & Development	Impact Fees	\$ -	\$ 854,000	\$ 854,000
	SEPA Fees	\$ -	\$ 146,000	\$ 146,000
	Total Parks	\$ 1,908,250	\$ 9,610,250	\$ 11,518,500
PARKS FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
	Impact Fees	\$ 228,000	\$ 919,000	\$ 1,147,000
	SEPA	\$ -	\$ 241,000	\$ 241,000
	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
	Total Parks	\$ 1,908,250	\$ 9,610,250	\$ 11,518,500

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

Project Funding Reports - General Government Projects: Transportation

TRANSPORTATION PROJECTS	FUNDING	2014	2015-2019	TOTAL
4th Avenue Bridge Railing Repairs	CIP Fund	\$ -	\$ 399,000	\$ 399,000
Bicycle Facilities (Program #0200)	Grant	\$ -	\$ 600,000	\$ 600,000
	CIP Fund	\$ -	\$ 200,000	\$ 200,000
Capitol Way Sidewalk — Union Avenue to 10th Avenue	Grant	\$ -	\$ 207,000	\$ 207,000
	CIP Fund	\$ -	\$ 138,000	\$ 138,000
Hazard Elimination Safety Projects (Program #0620)	Grant	\$ -	\$ 3,083,290	\$ 3,083,290
	CIP Fund	\$ -	\$ 544,110	\$ 544,110
Parks and Pathways — Neighborhood Pathways	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
Parks and Pathways — Sidewalk (Program #0626/ Fund #134)	Voted UtilityTax - Pathways/Sidewalks	\$ 900,000	\$ 4,500,000	\$ 5,400,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
Pedestrian Crossing Improvements (Program #0122)	Grant -Federal	\$ -	\$ 40,000	\$ 40,000
	CIP Fund	\$ -	\$ 118,600	\$ 118,600
Sidewalk Construction (Program #0208)	CIP Fund	\$ -	\$ 103,400	\$ 103,400
Street Access Projects — ADA Requirements (Program #0309)	CIP Fund	\$ -	\$ 140,000	\$ 140,000
Street Repair & Reconstruction (Program #0599)	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	CIP Fund	\$ 954,800	\$ 6,025,000	\$ 6,979,800
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Streetlight Conversion to LED	Grant	\$ -	\$ 408,200	\$ 408,200
	Total Transportation	\$ 3,061,300	\$ 22,539,100	\$ 25,600,400

TRANSPORTATION FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 954,800	\$ 7,668,110	\$ 8,622,910
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Grant	\$ -	\$ 4,298,490	\$ 4,298,490
	Grant- Federal	\$ -	\$ 40,000	\$ 40,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
	Total Transportation	\$ 3,061,300	\$ 22,539,100	\$ 25,600,400

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PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

Project Funding Reports - General Government Projects: Transportation with Impact Fees

TRANSPORTATION IMPACT FEES PROJECTS	FUNDING	2014	2015-2019	TOTAL
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
Boulevard Road - Intersection Improvements (Program #0628)	SEPA	\$ 444	\$ -	\$ 444
	Impact Fees	\$ -	\$ 3,110,811	\$ 3,110,811
	Grant	\$ -	\$ 3,148,619	\$ 3,148,619
Cain Road & North Street - Intersection Improvements	Impact Fees	\$ -	\$ 1,455,777	\$ 1,455,777
	Grant	\$ -	\$ 1,131,677	\$ 1,131,677
Fones Road—Transportation Program (Program #0623)	SEPA	\$ 2,048	\$ -	\$ 2,048
	Impact Fees	\$ -	\$ 8,624,247	\$ 8,624,247
	Grant	\$ -	\$ 6,704,231	\$ 6,704,231
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	SEPA	\$ 199	\$ -	\$ 199
	Impact Fees	\$ -	\$ 1,796,869	\$ 1,796,869
	Grant	\$ -	\$ 1,396,832	\$ 1,396,832
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	Impact Fees	\$ -	\$ 3,801,946	\$ 3,801,946
West Olympia Access—Interchange Justification Report	Impact Fees	\$ -	\$ 749,806	\$ 749,806
	WSDOT Funding	\$ -	\$ 850,000	\$ 850,000
Wiggins Road and 37th Ave Intersection Improvements	SEPA	\$ 247	\$ -	\$ 247
	Impact Fees	\$ -	\$ 3,534,891	\$ 3,534,891
	Grant	\$ -	\$ 2,747,918	\$ 2,747,918
Total Transportation Impact Fees		\$ 441,151	\$ 41,234,736	\$ 41,675,887

TRANSPORTATION WITH IMPACT FEES FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	Grant	\$ -	\$ 15,129,277	\$ 15,129,277
	Impact Fees	\$ 438,213	\$ 25,255,459	\$ 25,693,672
	SEPA	\$ 2,938	\$ -	\$ 2,938
	WSDOT	\$ -	\$ 850,000	\$ 850,000
Total Transportation Impact Fees		\$ 441,151	\$ 41,234,736	\$ 41,675,887

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PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

Project Funding Reports - General Government Projects: General Capital Facilities

GENERAL CAPITAL FACILITIES PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair and Replacement (Program # 029)	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
Washington Center for the Performing Arts Bond Repayment	Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
	Total General Capital Facilities	\$ 411,525	\$ 2,069,575	\$ 2,481,100

GENERAL CAPITAL FACILITIES FUNDING RECAP	FUNDING SOURCES:	2014	2015-2019	TOTAL
	Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
	Total General Capital Facilities	\$ 411,525	\$ 2,069,575	\$ 2,481,100

Summary of Funding Sources for General Government Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ -	\$ 19,427,767	\$ 19,427,767
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,174,459	\$ 26,840,672
Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
SEPA	\$ 2,938	\$ 241,000	\$ 243,938
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted Utility Tax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
WSDOT	\$ -	\$ 850,000	\$ 850,000
Total General Government	\$ 5,822,226	\$ 75,453,661	\$ 81,275,887

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

PROJECT FUNDING REPORTS - UTILITY PROJECTS

Project Funding Reports - Utilities Projects: Drinking Water

DRINKING WATER PROJECTS	FUNDING SOURCES	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments-Water (#9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Groundwater Protection/Land Acquisition (Program #9701)	Rates	\$ 100,000	\$ 500,000	\$ 600,000
Infrastructure Pre-Design and Planning—Water Program (Program #9903)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Small Diameter Water Pipe Replacement (Program #9408)	Rates	\$ 450,000	\$ 2,250,000	\$ 2,700,000
Transmission & Distribution Projects—Water Program (Program #9609)	Rates	\$ 737,300	\$ 4,621,100	\$ 5,358,400
	General Facility Charges (GFCs)	\$ -	\$ 181,600	\$ 181,600
Water Storage Systems (Program #9610)	Rates	\$ 508,000	\$ 4,995,300	\$ 5,503,300
	General Facility Charges (GFCs)	\$ -	\$ 3,980,400	\$ 3,980,400
Total Drinking Water		\$ 1,826,800	\$ 16,685,900	\$ 18,512,700

Project Funding Reports - Utilities Projects: Wastewater

WASTEWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments - Sewer Program (Program 9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Infrastructure Predesign and Planning - Sewer Program (#9903)	Rates	\$ 37,200	\$ 186,000	\$ 223,200
Lift Stations—Sewer Program (Program #9806)	Rates	\$ -	\$ 660,000	\$ 660,000
	General Facility Charges (GFCs)	\$ 1,100,000	\$ 1,900,000	\$ 3,000,000
Sewer Systems Extensions - Sewer Program (Program #9809)	Rates	\$ -	\$ 750,000	\$ 750,000
Sewer System Planning - Sewer Program (Program #9808)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Replacement and Repair Projects - Sewer Program (Program #9703)	Rates	\$ 515,000	\$ 2,425,000	\$ 2,940,000
Onsite Sewage System Conversions - Sewer Program (Program #9813)	General Facility Charges (GFCs)	\$ 650,000	\$ 1,250,000	\$ 1,900,000
Total Wastewater		\$ 2,333,700	\$ 7,328,500	\$ 9,662,200

Project Funding Reports - Utilities Projects: Stormwater

STORMWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Aquatic Habitat Improvements - Stormwater (Program #9024)	Rates	\$ 361,600	\$ 871,100	\$ 1,232,700
Flood Mitigation & Collection - Stormwater (Program #9028)	Rates	\$ 1,031,200	\$ 4,506,700	\$ 5,537,900
	General Facility Charges (GFCs)	\$ -	\$ 2,015,800	\$ 2,015,800
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)	Rates	\$ 28,400	\$ 142,000	\$ 170,400
Water Quality Improvements - (Program #9027)	Rates	\$ 346,900	\$ 720,600	\$ 1,067,500
	Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Total Stormwater		\$ 2,233,100	\$ 10,418,000	\$ 12,651,100

Additionally: Included in the Transportation Section are projects funded by transfers from the Stormwater Utility as follows:

PROJECT	2014	2015-2019	TOTAL
Parks and Pathways Sidewalk	\$ 186,500	\$ 932,500	\$ 1,119,000
Total	\$ 186,500	\$ 932,500	\$ 1,119,000

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

PROJECT FUNDING REPORTS - UTILITY PROJECTS

Summary of Funding Sources for Utilities Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Total Utilities	\$ 6,393,600	\$ 34,432,400	\$ 40,826,000

Combined Summary of Funding Sources for both General Government and Utilities Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Grant	\$ -	\$ 19,427,767	\$ 19,427,767
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,174,459	\$ 26,840,672
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
SEPA	\$ 2,938	\$ 241,000	\$ 243,938
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
WSDOT	\$ -	\$ 850,000	\$ 850,000
Total	\$ 12,215,826	\$ 109,886,061	\$ 122,101,887

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

COUNTY FUNDED PROJECTS

County Funded Projects in Urban Growth Boundary*

COUNTY FUNDED PROJECTS IN URBAN GROWTH BOUNDARY			
PROJECT	2014	2015-2019	TOTAL
Buildings			
Stormwater			
Roads and Transportation Services			
Parks and Recreation			
Total:			

* At the time of printing of this CFP, the County funded projects information was not available. This information will be updated and provided in the Adopted CFP.







COMMUNITY PROFILE

History of Olympia, Washington

Located on the southernmost point of Puget Sound, the peninsula known as Olympia was “Cheetwoot” (the black bear place) to the Coastal Salish who occupied the site for many generations before the American settlement was established.

The end of what we now know as Budd Inlet was a favorite shellfish gathering site for many Coastal Salish tribes, including the Nisqually, Duwamish and Squaxin. Evidence exists that potlatches, the Northwest tribal custom in which tribal leaders shared their wealth with neighboring tribal groups, were held both east and west of the Inlet near Olympia.

The falls of the Deschutes River at Tumwater called “Stehtsasamish” by the Nisqually Indians may have been occupied as a permanent village site for shellfish and salmon harvesting for 500 years or more before the coming of white settlers. (From *Lacey, Olympia, and Tumwater, A Pictorial History* by Shanna B. Stevenson, published by The Donning Company/Publishers, 1985)

History of European Settlement

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

The first American settlers were Levi Lathrop Smith and Edmund Sylvester who claimed the town site in 1846. The town was officially platted in 1850 by Sylvester. The Maine native laid out a town in a New England style with a town square, tree lined streets, land for schools, a Masonic Hall, and Capital grounds.

The name of Olympia was selected by Isaac N. Ebey, a local resident, and reflected the view of the majestic Olympic mountains on a clear day.

Drawn to the small peninsula as the first access to Puget Sound from the Columbia River on the Cowlitz Trail, American settlers numbered 996 in the area by 1853. Olympia welcomed the first Custom House on Puget Sound in 1851, and by 1852 was the county seat for the newly organized Thurston County.

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

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

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

Olympia residents elected the town’s first Mayor in 1873—William Winlock Miller.

In 1890, one year after statehood, Olympia City Marshal, George Savidge, was the first in City history to be officially referred to as Chief of Police. In the years from 1889-1892, the Olympia Police Department was comprised of the chief, a captain and six patrolmen.

Olympia as the Territorial and State Capital

When Washington Territory was formed in 1853, Olympia was named the provisional territorial capital by Isaac Stevens, Washington’s first territorial governor. In 1855, the designation was confirmed by the territorial legislature. Olympia’s incorporation as a Town occurred on January 28, 1859.

In the mid-1850s, Olympia developed around the waterfront and quickly became a hub of maritime commerce. Federal officers and those seeking the opportunities of the capital flocked to the City which, at one time, boasted the largest population of any town on Puget Sound.

In 1856, the territorial legislature appointed a board of commissioners to oversee construction of a new bridge connecting downtown Olympia with the westside. Lack of funds held up the project until 1868 when Thurston County loaned the City of Olympia \$1,500. The first westside bridge was built the following year.

An especially difficult blow fell when Olympia was bypassed by mainline railroads in the 1870s. City residents had to build their own line to connect with the Northern Pacific mainline at Tenino—15 miles to the south.

Olympia’s title of capital was often contested during the early years, but townspeople fought challenges by Vancouver, Steilacoom, Seattle, Port Townsend and Tacoma for location of the seat of territorial and, later, State government.

In early 1889, Olympia resident and jeweler, Charles Talcott, was commissioned to create a State seal in time for the convening of the first State legislature in November of the same year. The simple round design with a copy of the Gilbert Stuart portrait of George Washington in the center and the words “The Seal of the State of Washington, 1889” is still the official seal of Washington State.

Washington was given statehood designation on November 11, 1889, as the forty-second state to enter the Union.

When Washington became a state in 1889 with Olympia as the capital, the City grew and prospered adding amenities such as an opera house, City water system, street car line, street lamps, and a new hotel to accommodate visiting legislators. State government has been housed in a series of buildings in Olympia, including the former county courthouse in downtown.

Twentieth Century Growth

Changes were made to the topography of the City in 1911-12, when almost 22 blocks were added to the downtown area in a gigantic dredging and filling effort to create a deep water harbor and fill the sloughs to the north and east of the City.

In 1919, the City awarded a contract to Union Bridge Company to build a more reliable concrete bridge connecting downtown Olympia with the westside. The amount of the contract was \$132,750.

With increased growth in State government and the economic stimulus of World War I, the City began to grow in population and development. Olympia became a center of lumber processing and the City boasted as new smokestacks went up on the waterfront. Downtown buildings were constructed and residential areas south and west of the City developed. By the time of the completion of the grand domed legislative building in 1927, the City had become a fitting setting for such an imposing structure.

A devastating earthquake in 1949 damaged or destroyed many historic downtown buildings, which were quickly rebuilt. Today, downtown Olympia is a charming mix of historic, mid-century, and contemporary architecture.





State government grew rapidly in Olympia after World War II, but many State offices were moving to other parts of the State. A Washington State Supreme Court decision in 1954 mandated that Olympia was the seat of government and that State office headquarters must locate here.

The 1950s ushered in construction of a new freeway through Olympia and her neighboring communities of Tumwater and Lacey. Interstate 5, which runs from the southern tip of California to the Washington State/Canadian border, is a vital transportation link for Olympia and the Puget Sound region.

Long time residents still mention the “Columbus Day” storm which hit the northwest on October 12, 1962, with seventy-eight mile per hour winds. Two people were killed in the Olympia area and extensive damage was caused to buildings and trees.

In the 1960s, the time of smokestacks and plywood mills drew mostly to an end along Olympia’s waterfront when the Simpson, Georgia Pacific, and St. Regis mills closed, victims of changing markets.

A new era began at the close of the sixties when The Evergreen State College was authorized by the State legislature on Cooper Point Road at the site of historic Athens University, just west of the Olympia City limits. The institution has changed and enlivened the Capital City’s cultural and social climate.

In recent years, Olympia, with its neighbors of Lacey and Tumwater, have witnessed phenomenal growth. The small, muddy, bustling village of the 1850s is only a memory, but the tenacious spirit of Olympians over more than a century echoes through the vibrant City of Olympia.

Twenty-First Century Vision

On May 16, 2004 the Olympia community dedicated a new bridge and gateway corridor spanning the same location as the old 4th

Avenue Bridge. The Olympia City Council named the new bridge the Olympia-Yashiro Friendship Bridge in honor of Olympia’s Sister City, Yashiro, Japan (now reincorporated as Kato City, Japan).

The bridge is much more than a transportation corridor. With public art incorporated in the structure, dramatic accent lighting, and spacious pedestrian walkways and overlooks, the new bridge defines Olympia as a community and expresses the City’s relationship to the surrounding natural environment.

In 2009, the City of Olympia celebrated its 150th birthday of incorporation. The year began with several hundred residents celebrating the City’s birthday on January 17, 2009 at The Washington Center for the Performing Arts in downtown Olympia. It ended with publication of a commemorative book edited by local historian Drew Crooks, *Olympia, Washington: A People’s History*.

New City Hall

On March 26, 2011 the City of Olympia opened the door to its new City Hall. The building combined employees and services from five departments previously housed in eight different buildings. The move greatly improved the ease in which citizens can access their City government.



Percival Landing

On August 25, 2011 the City completed Phase I of substantial reconstruction of Percival Landing. This popular park and tourist destination is in the heart of downtown and is a hub for gatherings, social interaction and public celebrations. The Landing includes a 0.9-mile scenic boardwalk, playground, picnic areas, public art, boat moorage, restaurants, shops and more.



Beautiful Site

Olympia sits on a low flat at the southern end of Puget Sound on the shores of Budd Inlet’s two bays, between Seattle and the Olympic Mountains to the north, Mt. Rainier to the northeast, and Mt. Saint Helens to the south. The City is further divided by Capitol Lake.

The City and the surrounding area experience fair-weather summers and the grey, wet overcast winters of the Pacific Northwest. Tempered by the Japanese trade current, the mild northwest climate favors lushly forested landscapes replete with ferns and mosses. Rainfall tends to be spread out over a large number of days. With about 52 clear days out of the year, Thurston County residents live under some form of cloud cover 86 percent of the year, with more than a trace of rain falling on almost half of the days of the year.

Area: 19.74 square miles

Average Temperatures: January, 37.9° F; July, 63.2° F; annual average, 49.9° F

Average Annual Precipitation: 50.59 inches

Population

The age of the population in Thurston County as a whole is getting older. Census figures show that the median age of the county’s population was 38.5 years in 2010, up from 36.5 years in 2000 and 33.6 years in 1990. Some interesting distinctions in median age, however, do exist between different areas of the county. For example, Yelm has the youngest population of Thurston County cities. Its median age (29.0 years) was lower than the county’s median age (38.5), and the proportion of its population under age 18 (36 percent) was higher than the county average (27 percent).

Individuals aged 65 and over are a growing segment of the population in Thurston County, and migration plays a key role in this population growth. Amenities that an older population finds attractive, such as advanced health care and retirement facilities, draw many retirement-aged people to Thurston County. In 2010, persons age 65 and older constituted 13.9 percent of the total County population. This percentage of residents age 65 and older is expected to climb to roughly 16 percent by 2015 and should reach 23 percent by 2030. The first of the “baby boomers” turned 65 in 2011.

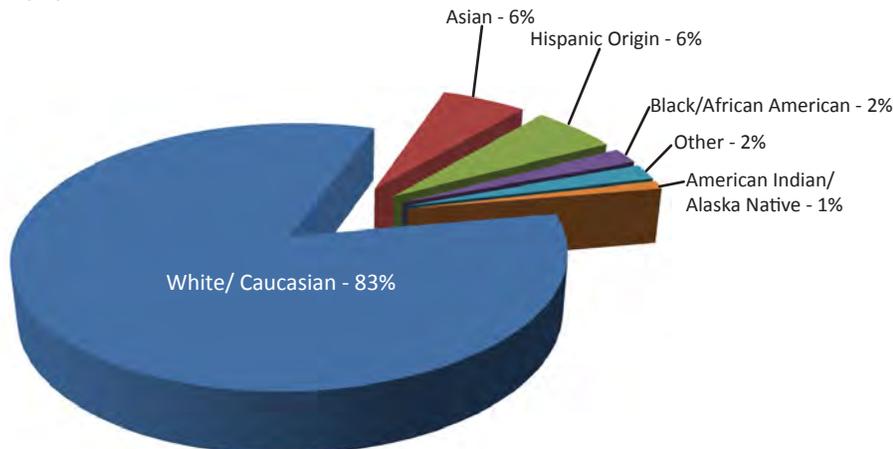
Population

Year	Olympia	Thurston County
2013	48,480	260,100
2012	47,500	256,800
2011	46,780	254,100
2010	45,500	252,400
2009	45,250	249,800
2008	44,800	245,300
2007	44,460	238,000
2006	43,740	231,100
2005	43,330	224,100
2004	43,040	218,500
2003	42,860	214,800

Source: State of Washington, Office of Financial Management, April 1, 2013

Ethnic Diversity

Population by race in Olympia. Source: The Profile, November 2012

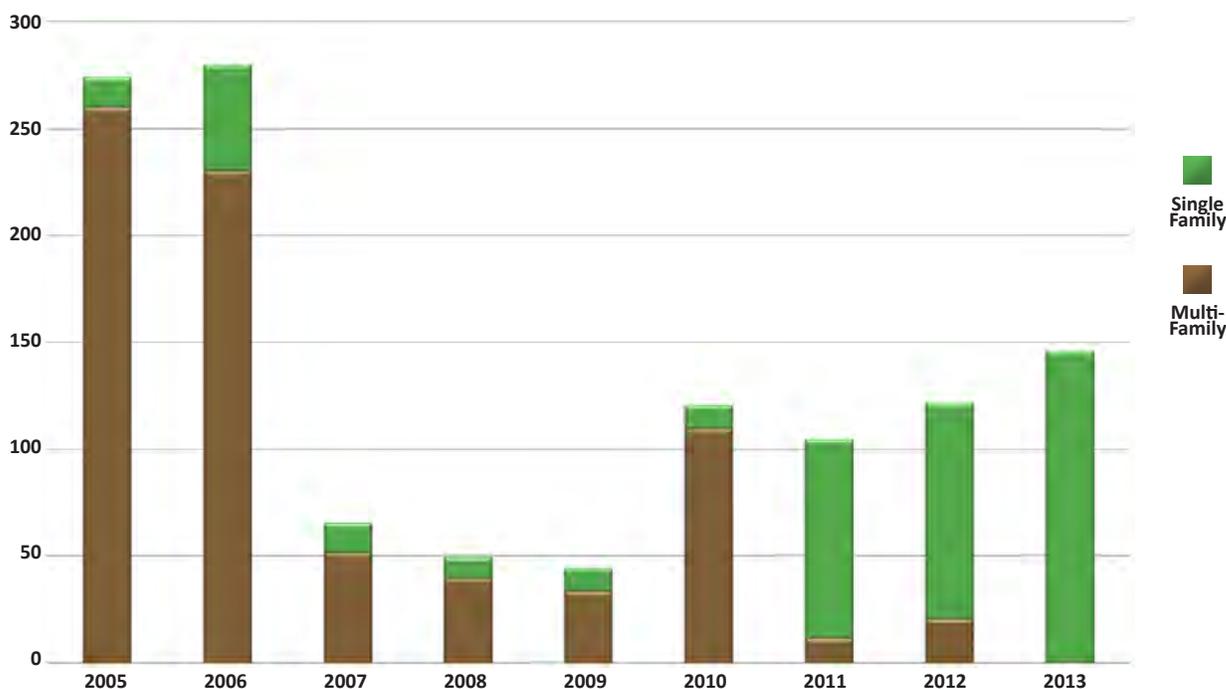


Urban Cost of Living Index

The Olympia-Lacey-Tumwater area cost of living generally hovers around the national average of approximately 300 cities that participate in the C2ER (The Council for Community and Economic Research) survey. In the second quarter of 2012, the area was 6.4% higher than the national average.

<p>Unemployment Rates:</p> <p>2011</p> <table border="0"> <tr> <td>Thurston County</td> <td>8.3%</td> </tr> <tr> <td>Washington State</td> <td>9.2%</td> </tr> <tr> <td>United States</td> <td>8.9%</td> </tr> </table> <p>Employment:</p> <p>2011 Annual Average, Thurston County</p> <table border="0"> <tr> <td>Civilian Labor Force</td> <td>129,026</td> </tr> <tr> <td>Employed Persons</td> <td>118,365</td> </tr> <tr> <td>Unemployed Persons</td> <td>10,661</td> </tr> <tr> <td>Unemployment Rate</td> <td>8.3%</td> </tr> </table> <p>Source: The Profile, November, 2012</p>	Thurston County	8.3%	Washington State	9.2%	United States	8.9%	Civilian Labor Force	129,026	Employed Persons	118,365	Unemployed Persons	10,661	Unemployment Rate	8.3%	<p>Demographics:</p> <p>Income, Thurston County (2011)</p> <p>Median Household Income: \$60,621 Poverty Rate: 10.3%</p> <p>Type of Building Permits Issued, Olympia (through 8/2013)</p> <p>Single Family: 145 Multi-Family: 1</p> <p>Home Ownership, Olympia (2010)</p> <p>Own Home: 49.5% Rent/Other: 50.5%</p> <p>Real Estate (2011)</p> <p>Average Sale Price—Olympia Home: \$267,644 Average Sale Price—Olympia Lot: \$94,095</p> <p>Rental Housing Rates, Olympia (2010)</p> <p>Average 2 Bedroom Home Rental: \$793 Average 3 Bedroom Home Rental: \$1,349</p> <p>Rental Housing Rates, Thurston County:</p> <p>2011 Average 1 Bedroom Apartment Rental: \$726 2011 Average 2 Bedroom Apartment Rental: \$806</p>
Thurston County	8.3%														
Washington State	9.2%														
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Civilian Labor Force	129,026														
Employed Persons	118,365														
Unemployed Persons	10,661														
Unemployment Rate	8.3%														

City of Olympia - Residential Building Permit Activity



Education

Thurston County has a variety of educational opportunities available to the students and adults of the community. These include both private and public primary, secondary, and higher education institutions.

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

South Puget Sound Community College is the largest institution of higher education in Thurston County, with an enrollment of approximately 7,000 students. The college offers day and evening classes, continuing education courses, basic education, job skills training, and personal enrichment courses. While about 47% of the College’s students are enrolled in academic programs in preparation for transfer to four-year colleges, South Puget Sound’s historic foundation of technical training continues, with more than 30 professional-technical programs currently offered. The College also cooperates with private companies and public agencies to provide customized training and professional development.

The Evergreen State College is a public college of liberal arts and sciences with a national reputation for innovation in teaching and learning. Founded in 1967, Evergreen opened its doors in 1971 and now enrolls more than 4,800 students. While most of Evergreen’s students are enrolled at the Olympia campus in full-time undergraduate programs, the College also provides an evening and weekend studies program. In addition, Evergreen also offers educational programs at its Tacoma site, a Tribal program at reservation sites, a program in Gray’s Harbor County, and three graduate programs in Environmental Studies, Public Administration, and Teaching.

Saint Martin’s University is a four-year coeducational, comprehensive university with a strong liberal arts foundation. It offers 20 undergraduate programs in the liberal arts and professions, six graduate programs and numerous pre-professional and certification programs. Established in 1895 by the Roman Catholic Benedictine Order, Saint Martin’s is located on a 280-acre campus in Lacey. More than 1,100 students attend the University’s main campus, about 650 students are enrolled in courses at extension campuses at Joint Base Lewis-McChord, and at Centralia Community College, Tacoma Community College, and Olympic College in Bremerton. The University and Abbey employ about 450 people.

**Thurston County College Enrollment
2002-2011**

Enrollment		South Puget Sound Community College	St. Martin’s University	The Evergreen State College
Fall 2002	Head Count	6,030	965	4,367
	FTE	3,730	807	4,290
Fall 2003	Head Count	6,548	998	4,380
	FTE	3,995	866	4,265
Fall 2004	Head Count	6,160	1,084	4,410
	FTE	3,722	906	4,292
Fall 2005	Head Count	6,426	1,268	4,470
	FTE	3,773	1,085	4,364
Fall 2006	Head Count	6,974	1,256	4,416
	FTE	3,964	1,035	4,294
Fall 2007	Head Count	7,458	1,270	4,586
	FTE	4,015	1,093	4,483
Fall 2008	Head Count	8,361	1,228	4,696
	FTE	4,404	1,063	4,616
Fall 2009	Head Count	7,133	1,272	4,891
	FTE	4,672	1,073	4,835
Fall 2010	Head Count	7,110	1,335	4,833
	FTE	4,857	1,122	4,779
Fall 2011	Head Count	6,558	1,392	4,811
	FTE	4,309	1,161	4,794

Source: The Profile, November, 2012

Explanation: Includes only those persons enrolled at campuses located in Thurston County. Head count includes both full and part-time persons. FTE is full-time equivalent.

Business and Industry

The City’s early development was based on its port facilities and lumber-based industries, and later oyster farming and dairying. During the mid-twentieth century, the decline of the local timber industry resulted in the loss of many of the local associated milling and secondary operations. During the 1970s, Olympia expanded as a center of offices and homes for State employees, military personnel, and their respective families.

In the late 1960s and early 1970s, the State legislature approved and financed construction of the Evergreen State College. The four-year public institution became an economic and cultural fixture in Thurston County with faculty, staff, and students contributing to the local housing and retail sectors. On a smaller scale, South Puget Sound Community College and Saint

Olympia Employment by Industry



Martin's University in nearby Lacey also drove the housing demand. In the late 1980s, the Olympia waterfront and downtown were revitalized, and an effort began to draw new businesses to the area.

Manufacturing continued to be a major economic segment in the early 2000s, though a setback was experienced with the closure of the Miller Brewing plant in June 2003. Wood and food processing segments were stagnating, while plastics, industrial supplies, and machinery were experiencing growth.

Agriculture, another industry traditional to Olympia, also waned, although production is still higher than in nearby counties. Although the size of farms continues to decrease, the number of farms is actually increasing. As with agriculture, the timber industry is dominated by smaller, family-owned operations.

As the capital of the state of Washington, Olympia relies on the State government to be a stabilizing factor for the local economy. In addition to the jobs it supports directly, state government also supports the economy by attracting tourists, as does the region's gambling industry.

The annual sessions of the State legislature in the winter and spring mark the first tourist season of the year, with summertime recreation and attractions, including tours of State buildings. Compared to other regions in the state, Olympia and Thurston County are home to a relatively small number of technology companies. To attract them, economic development officials promote the area's telecommunication infrastructure, low property price, and educated workforce.

Top Employers in Thurston County - 2012

Employer	Employees
State Government, including education	20,000-25,000
Local Government, including education	10,000-15,000
Providence St. Peter Hospital	1,000-5,000
Tribal Government	1,000-5,000
Federal Government	500-1,000
Group Health Cooperative	500-1,000
Affiliated Computer Services	500-1,000
Walmart	500-1,000
Great Wolf Lodge	500-1,000
Columbia Capital Medical Center	100-500
Saint Martin's University	100-500
Costco Wholesale Corporation	100-500
Safeway	100-500
Trader Joe's	100-500
Target	100-500
Cabelas	100-500

Source: The Profile, November 2012

Top Taxpayers for Tax Year 2014

Rank	Taxpayer	Taxable Assessed Value
1	Capital Mall	\$74,953,300
2	Vine Street Association LLC	74,608,450
3	Washington State Employee Credit Union	38,375,650
4	PF I Olympia Square LLC	26,970,650
5	Columbia Cap Med Center Lmtd	26,673,950
6	Group Health Coop of Puget Sound	25,163,600
7	Continental Cambridge	23,892,450
8	Westfield Corporation	21,432,500
9	Black Lake Apartments	20,286,375
10	MGP X Properties LLC	20,251,750
11	Timberland Apt Associates LLC	19,857,600
12	Overlake Management Co.	19,195,950
13	Bowen Properties LLC	18,730,050
14	Cafaro Northwest Partnership	18,651,800
15	Bellwether #215 LLC	18,575,700
16	Rants Group	16,338,700
17	Olympia Orthopedic Properties LLC	16,176,500
18	Apple Park MI II LP	16,018,950
19	Lowe's HIW Inc	15,972,800
20	CFS Investments LLC	15,257,550

Using taxable values within the City of Olympia as of 10/10/2013

Source, Thurston County Assessor's Office

Olympia Taxable Retail Sales - 2011

Employer	Sales
Agriculture, Forestry, Fishing	\$378,686
Mining	\$232,384
Utilities	\$126,234
Construction	\$224,137,117
Manufacturing	\$28,376,070
Wholesale Trade	\$140,438,764
Retail Trade	\$868,654,156
Transportation & Warehousing	\$1,475,383
Information	\$84,284,473
Finance, Insurance	\$15,076,205
Real Estate, Rental/Leasing	\$29,599,658
Professional, Scientific & Technical Services	\$55,956,811
Management, Education & Health Services	\$38,494,803
Arts, Entertainment & Recreation	\$9,270,156
Accommodations & Food Services	\$147,275,747
Other Services	\$49,257,080
Public Administration, Other	\$7,956,992
Total	\$1,700,990,717

Public Transportation

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

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

Utilities

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



Government

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

The governing body elected in 1859 was a five-member Board of Trustees, and the office of mayor was not created until November 11, 1873. At that time, a mayor and six-member Council (from three wards) were elected for one-year terms.

On November 16, 1925, the City government body was changed to a three-member elected commission composed of the mayor, commissioner of finance, and commissioner of public works. The commission began as three-year terms, but increased to four years in 1950.

On May 18, 1982, the voters of Olympia approved the Council-Manager form of government. A new, seven-member Council was elected on November 2, 1982 and assumed office on November 18, 1982. The first meeting of the newly elected City Council was November 23, 1982. The mayor was selected by the Councilmembers for a two-year term in January of each even numbered year.

In 1991, the voters approved the selection of the Mayor through election by the citizens, rather than through appointment by the Council. The Mayor is elected to serve a 4-year term.

Olympia is a Council/Manager City as authorized by Washington State law, RCW 35A.13. The Council/Manager form of government is different than the Mayor-Council form in Seattle, the Commission form at Thurston County, or the Town form in many East Coast communities.

According to the International City-County Management Association, under the Council/Manager form, power is concentrated in the elected council, which hires a professional administrator to implement its policies. The Mayor and Council as a collegial body are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the Council's chief advisor. The Council provides legislative direction, while the manager is responsible for day-to-day administrative operations of the City, based on the Council's decisions.

In Olympia, the City Council makes policy and serves as the legislative group responsible for approving City ordinances and establishing City policy. Councilmembers are part-time employees, although Olympia's Councilmembers estimate that, on average, they devote from 25-40 hours per week to Council business. Many Councilmembers hold full-time jobs in addition to their duties on the City Council.

Olympia's City Council positions are nonpartisan, are elected for four year terms, and represent the community at-large rather than designated districts. The seven positions are staggered, with positions ending for three members at one time and four members the next. The Mayor is elected to Position 1.

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

Sites and Attractions

There's something for everyone!

Olympia's Artesian Well — a natural, free-flowing artesian well, originally constructed a century ago, which continues to flow 10 gallons per minute to this day.

Heritage Park Fountain — just across from the State of Washington's Heritage Park. Bring a picnic lunch and enjoy scenic views of the Capitol dome to the south and the Olympic Mountains to the north.

Olympia Hands On Children's Museum — consistently voted "Best Place to Take Kids" in regional and national polls, it is one of the Northwest's premier family destinations.



Olympia's Farmers Market — the largest in Washington State, picturesquely located on Olympia's waterfront, at the foot of Capitol Way. Open April through October.

Bigelow House Museum — Olympia's oldest wood framed residence, built in 1860 by Oregon Trail pioneer Daniel Bigelow and his wife, Ann Elizabeth Bigelow, displays original family furnishings and Victorian-era artifacts.

Neighborhood Recognition Program

Olympia's Neighborhood Recognition Program was started in 1989 as a way to foster ongoing communication between City government and neighborhood associations. Neighborhoods voluntarily choose to participate in the Olympia program and all neighborhoods located within the City of Olympia and its Urban Growth Area are eligible to apply.

Benefits of the program are:

- Notification of certain zoning and land use proposals
- As-needed meetings with City staff and other associations to discuss issues and learn about City programs and services
- Authorize street closure for up to two neighborhood block parties per year

Participating associations are also eligible to bi-annually apply to the City for a neighborhood matching grant of up to \$4,000 to initiate an activity to benefit the neighborhood in general. In recent years, neighborhoods have used the matching grants to landscape common areas, construct entrance signage, develop emergency response programs, maintain stormwater retention ponds, create neighborhood walking paths, and publish a neighborhood history.



ACRONYMS

Term	Stands for	Term	Stands for
ADIS	Alcohol/Drug Information School	LOS	Level of Service
AEGIS	City's Police Information System	LOTT	Lacey-Olympia-Tumwater-Thurston County
AFSCME	American Federation of State, County, & Municipal Employees	LTAC	Lodging Tax Advisory Committee
AWC	Association of Washington Cities	LTFS	Long Term Financial Strategy
BARS	Budget & Accounting Reporting System	LTGO	Long Term General Obligation
BLA	Boundary Line Adjustment	MRT	Moral Reconation Therapy
CAFR	Comprehensive Annual Financial Report	MID	Metropolitan Improvement District
CAPCOM	Thurston County Communications	MNRFTC	Mark Noble Regional Fire Training Center
CDBG	Community Development Block Grant	MOU	Memorandum of Understanding
CFP	Capital Facilities Plan	MSP	Measurement of Student Progress
CIP	Capital Improvement Program	MVET	Motor Vehicle Excise Tax
CNA	Coalition of Neighborhood Associations	NLC	National League of Cities
CPI	Consumer Price Index	NPDES	National Pollutant Discharge and Elimination System
CPTED	Community Planning through Environmental Design	O&M	Operations & Maintenance
CTC	Command Training Center	OASI	Old Age Security Insurance
DFW	Department of Fish and Wildlife	ODA	Olympia Downtown Association
DRC	Day Reporting Center	PBIA	Public Benefit Improvement Area
DRS	Department of Retirement Systems	PBX	Private Branch Exchange
DUI	Driving under the Influence	PC	Personal Computer
DWI	Driving while Intoxicated	PFD	Public Facilities District
DWLS	Driving while License Suspended	PPACA	Patient Protection & Affordable Care Act
DWLS3	Driving While License Suspended in the 3rd Degree	PRAC	Parks and Recreation Advisory Committee
EDC	Economic Development Council	PSE	Plans, Specs and Estimates
EDDS	Engineering and Developmental Design Standards	PWTF	Public Works Trust Fund
EHM	Electronic Home Monitoring	RAC	Regional Athletic Complex
EMS	Emergency Medical Services	RFP	Request for Proposal
EOC	Emergency Operations Center	RFQ	Request for Qualifications
ERU	Equivalent Residential Unit	RCW	Revised Code of Washington
FEMA	Federal Emergency Management Act	SAAS	Software as a Service
FTE	Full Time Equivalent	SAM	Sustainable Action Map
GAAP	Generally Accepted Accounting Principles	SCBA	Self Contained Breathing Air Bottles
GASB	Government Accounting Standards Board	SEPA	State Environmental Policy Act
GFC	General Facility Charge	SRO	School Resource Officer
GFOA	Government Finance Officers Association	STEP	Septic Tank Effluent Pump
GMA	Growth Management Act	STEP	Strategic Technology Enhanced Policing
GO	General Obligation	STP	Surface Transportation Program
HMIS	Homeless Management Information System	TBD	Transportation Benefit District
HSPE	High School Proficiency Exam	TCTV	Thurston Community Television Board
HSRC	Human Services Review Council	TRPC	Thurston Regional Planning Council
HTE	City's Financial Management System	UGA	Urban Growth Area
HUD	Housing and Urban Development	VAC	Victims' Assistance Coordinator
HVAC	Heating, Ventilation, and Air Conditioning	VCB	Visitor and Convention Bureau
IFH	Interjurisdictional Forum on Housing	VIP	Volunteers in Parks
ISP	Intensive Supervision Program	WAC	Washington Administrative Code
IT	Information Technology Line of Business	WARC	Waste and Recovery Center
IUOE	International Union of Operating Engineers	WCC	Washington Conservation Corps
LEED	Leadership in Energy and Environmental Design	WCIA	Washington Cities Insurance Authority
LED	Light Emitting Diode	WPR	Waste Prevention and Reduction
LEOFF	Law Enforcement Officers and Fire Fighters	WSDOT	Washington State Department of Transportation
LID	Local Improvement District	WTSC	Washington Traffic Safety Commission
		WWTP	Wastewater Treatment Plant

GLOSSARY OF TERMS

Accounting System - The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

American Federation of State, County, and Municipal Employees (AFSCME) - A bargaining unit covering Parks and Public Works maintenance employees and Parking Enforcement employees.

Agency Funds - A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

Allocation - To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

Apportionment - A method for dividing the gross service income of a multi-state taxpayer among the states in which it does business.

Appropriation - An authorization made by the legislative body of a government, which permits officials to incur obligations against, and to make expenditures of, governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Ordinance - An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Value (AV) - The fair market value of both real (land and building), and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.

Assets - Property owned by a government, which has monetary value.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, retirement, transfer, or means other than layoff.

Audit - A systematic examination of resource utilization concluded in a written report. It is a test of management's internal accounting controls and is intended to: ascertain whether financial statements fairly present financial position and results of operations; test whether transactions have been legally performed; identify areas for possible improvements in accounting practices and procedures; ascertain whether transactions have been recorded accurately and consistently; and ascertain the stewardship of officials responsible for governmental resources.

Balance Sheet - A statement presenting the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

Baseline - The cost to repeat the current level of service. Baseline includes inflation costs. They do not reflect increased levels of service.

Bond - A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s) along with periodic interest at a specified percentage of the principal (interest rate).

Bond Anticipation Notes (BANs) - Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget (Operating) - A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

Budget Calendar - The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Capital Budget - A plan of proposed major capital improvements, which are beyond the routine operation of the City, and the means of financing them. The capital budget is enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).

Capital Facilities Plan (CFP) - A six-year plan for capital expenditures that identifies the expected beginning and ending date for each project, the amount to be expended in each year on each project, and the method of financing those expenditures. Only expenditures and revenues proposed for the first year of a project are incorporated into the Annual Operating Budget as the Capital Budget.

Capital Outlays (Expenditures) - Expenditures for the acquisition of, or addition to, fixed assets not included in the Capital Facilities Plan. The useful life of these expenditures must be two years or more with a value of at least \$5,000. Examples include construction projects, land acquisition, major renovations or repairs to existing grounds or facilities, and equipment purchases.

Capital Projects - Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a new building or facility, with a life expectancy of more than 10 years. It may also include major maintenance or renovation of a current asset.

Cash Basis - The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Cash Flow Budget (Cash Budget) - A projection of the cash receipts and disbursements anticipated during a given time period.

Certificate of Deposit - A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period at a specified rate of interest.

Collective Bargaining Agreement - A legal contract between employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, benefits, and matters affecting health and safety of employees).

Constrained Prioritization - Budget-setting process where priority setting survey is used to categorize general fund services into four quadrants. The highest priority services are assigned to Quadrant Level 1, the next important services to Level 2, etc. Only a specific number of services can be assigned to each level, thus creating a constrained prioritization process. Then it is decided whether the general fund budget for the different quadrants should be increased, maintained at the current level, or reduced.

Consumer Price Index (CPI) - A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of change in the cost of living.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost Accounting - Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

Cost of Living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Council Goals - Each year the Olympia City Council develops target issues which are a set of priority topics to be addressed by the Council and staff during the upcoming year. Target issues may extend beyond the current operating budget. Also referred to as Council Emphasis Areas or Target Issues.

Debt Service - Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit - 1. The excess of an entity's liabilities over its assets (see Fund Balance). 2. The excess of expenditures or expenses over revenues during a single accounting period.

Demand Deposit - A deposit of monies where the monies are payable by the bank upon demand.

Depreciation - 1. Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. 2. That portion of the cost of a capital asset, which is charged as an expense during a particular period.

Double Budgeting - The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: once in each fund's budget. The revenue side of both funds is similarly inflated.

Equipment Rental - The Equipment Rental Fund operates as a self-sufficient motor and equipment pool. Customer departments pay for the equipment used through charges billed monthly. These charges include a form of depreciation, which is accumulated as a sinking fund for future asset replacement, a factor for maintenance of the equipment, and charges for fuel (if applicable).

Expendable Trust Fund - Fund where the money in the fund (principal) and the interest may be spent as designated by the donor.

Expenditures - Where accounts are kept on the accrual or modified basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when cash payments for the above purposes are made.

Fiduciary Funds - Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. This includes pension trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Year - A twelve-month period designated as the operating year by an entity. For Olympia, The fiscal year is the same as the calendar year (also called budget year).

Float - The amount of money represented by checks outstanding and in the process of collection.

Full Faith and Credit - A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Fund Balance - The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the general operating revenues.

General Fund - This fund is used to pay the expenses and liabilities of the City's general services and programs for citizens that are not separately accounted for in special revenue funds.

General Obligation Bonds - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are General Obligation (GO) Bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

Government Finance Officers Association (GFOA) - Association that enhances and promotes the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

Governmental Funds - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant - A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Infrastructure - The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends (e.g., streets, roads, sewer, and water systems).

Insurance 1 - Medical insurance plan offered to non-represented, AFSCME, IUOE and Teamsters employees hired prior to January 1, 2013.

Insurance 2 - Medical insurance plan offered to non-represented, AFSCME, IUOE and Teamsters employees hired on or after January 1, 2013.

Interdepartmental Charges - A revenue similar to program revenues but paid by other units of the City of Olympia.

Interfund Services/Revenue - The term “interfund” refers to transactions between individual Funds of the City of Olympia (rather than transactions between the City and private companies, other receiver must budget and pay for service received. The service provider will budget for the cost of providing the service and receive a revenue in the form of a payment from the service receiver. Interfund revenues can be either payment for intracity services or contributions of revenue from one City organization to another. Prime examples would be equipment rental charges, self-insurance premiums, and contributions for debt service obligations. As can be seen from this description, interfund activities inflate both expenditures and revenues; this causes what we refer to as “double budgeting.” (The term interfund is also referred to as intracity.)

Internal Control - A plan of organization for purchasing, accounting, and other financial activities, that includes, but is not limited to:

- Employees’ duties are assigned so that no single employee handles a financial action from beginning to end
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed
- Records and procedures are arranged appropriately to facilitate effective control

Internal Service Fund - Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

Investment - Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

International Union of Operating Engineers (IUOE) - Union covering Public Works operating supervisors.

Liability - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

LOTT Alliance - A nonprofit corporation established by an interlocal cooperation agreement by the cities of Lacey, Olympia, Tumwater, and Thurston County. The Alliance is responsible for regional sewage treatment.

Modified Accrual Basis - The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

Non-expendable Trust Funds - Funds where only the interest earned on the principal may be spent as designated by the donor.

Object of Expenditure - Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include:

- Personnel services (salaries and wages)
- Contracted services (utilities, maintenance contracts, travel)
- Supplies and materials
- Capital outlays

Onward Olympia - The program title for City Council goals set in 2005. In brief, the goals were:

- Invest in downtown so that more people live, work, learn, shop, and play in downtown Olympia
- Put sustainability into action so that we save the planet
- Improve the effectiveness of government so that we deliver high quality service that satisfies citizens at a reasonable price
- Focus on Olympia as the Capital City to preserve and enhance our identity and economy

Operating Budget - The annual appropriation to maintain the provision of City services to the public.

Operating Transfer In - Transfer (payment) from other funds, which are not related to rendering of services.

Personnel Services - Includes total wages and benefits.

Program - A specific and distinguishable unit of work or service performed.

Program Enhancement - Programs, activities or personnel requested to improve or add to the current baseline services.

Program Revenue - These are revenues which are produced as a result of an activity of a program and are dependent upon the quantity of services provided to the public or governmental units (e.g., permits, charges for fire services, recreational activities), or revenues dedicated to a specific use (e.g., grants, taxes or debt funds).

Proprietary Funds - Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning the revenues are recorded in the same period.

Real Estate Excise Tax (REET) - A tax upon the sale of all residential and commercial property within the City of Olympia a rate of 1/2 of 1% of the purchase price. This tax is restricted by state law to Transportation and Park capital projects.

Reclaimed Water - Recycled municipal wastewater that has been cleaned and treated in order to remove pollutants and contaminants so that the water can be safely reused for a variety of approved uses, such as irrigation.

Reserve - An account used to indicate that a portion of Fund Equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Revenue - The term designates an increase to a fund's assets that:

- Does not increase a liability (e.g., proceeds from a loan)
 - Does not represent a repayment of an expenditure already made
 - Does not represent a cancellation of certain liabilities
 - Does not represent an increase in contributed capital (e.g., taxes, grants, fines)
-

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Special Assessment Bonds - Bonds payable from the proceeds of special assessments. These bonds are payable only from the collections of special assessments, and occur in Local Improvement Districts (LIDs).

Special Revenue Funds - Funds that are dedicated for a specific purpose (e.g., roads, surface water, etc.), require an additional level of accountability, are collected in a separate account, and are not part of the General Fund.

Step Sewer Systems - Sewage treatment effluent pump systems are an alternative to the traditionally gravity flow sewage system.

Supplies and Services - All supplies and services such as office supplies, professional services, and intergovernmental services.

Tax Anticipation Notes (TANs) - Notes issued in anticipation of taxes that are retired, usually from taxes collected (typically used by school districts).

Tax Rate Limit - The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

Teamsters - Chauffeurs, Teamsters and Helpers Union covers Police Support employees and jail corrections staff.

Transfers - Interfund activity with and among the three fund categories (governmental, proprietary, and fiduciary).

Warrant - An order drawn by a municipal officer(s) directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current date or some future date.

Workload Indicators - Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program). Also referred to as Service Measures.

Yield - The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

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City of



2014-2019 Capital Facilities Plan



Preliminary



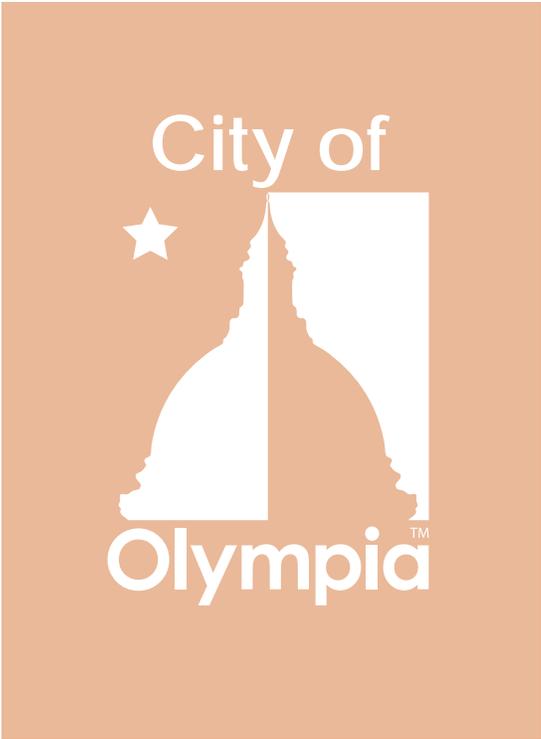


The cover photos are of The Washington Center for the Performing Arts (Center). The City owns the Center and contracts for the management of the facility. The project completed in fall of 2013 will replace the failing siding, the aging roof, leaking single-pane windows, and rooftop mechanical units. The new façade will include a larger, grander entry, a new box office, structures to support banners and a permanent marquee.



2014-2019
~Preliminary~
Capital Facilities Plan

Report Prepared by the
City of Olympia, Administrative Services Department
P.O. Box 1967, Olympia WA 98507-1967



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- Transportation Mobility Strategy** | olympiawa.gov/transportation
- Olympia Comprehensive Plan** | imagineolympia.com
- Olympia Bicycle Master Plan** | olympiawa.gov/transportation
- Water System Plan** | olympiawa.gov/drinkingwater
- LOTT Clean Water Alliance** | lottcleanwater.org

CAPITAL FACILITIES TECHNICAL TEAM

The City Council wishes to acknowledge the many individuals who contributed to the preparation of this document. The Capital Facilities Plan is an implementing strategy of the Capital Facilities Element of Olympia’s Comprehensive Plan which was developed in compliance with the Washington State Growth Management Act. The City is committed to the non-discriminatory treatment of all persons in employment and the delivery of services/resources.

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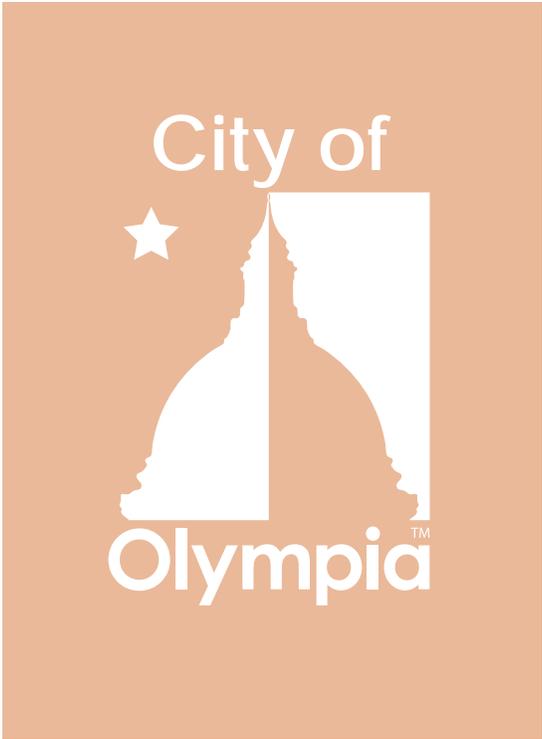
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A MESSAGE FROM STEVEN R. HALL, OLYMPIA CITY MANAGER

July 16, 2013

It's déjà vu all over again - Yogi Berra

Councilmembers and citizens,

The 2014-2019 Capital Facilities Plan (CFP) certainly does feel like déjà vu all over again. This plan continues our focus on maintenance – maintaining the public's infrastructure. This CFP is an instrument to ensure our residents have well maintained transportation networks, utility services, parks and public buildings. The CFP is driven by a public visioning constrained by fiscal realities. Ultimately, however, the CFP is not about finances. It's about a vision for our City – how we will grow, provide quality services, be competitive for the jobs and demands of tomorrow, and maintain the Olympia quality of life.

The major theme remains the same – maintain what we have. Our capital infrastructure must be maintained. Funding these projects is necessary to protect our assets. The focus of this CFP is:

- Building Maintenance
- Park Maintenance
- Street Maintenance
- Utility Maintenance

The 2014-2019 CFP is another step towards achieving our vision, the six-year plan totals \$122 million, representing a 9.5% decrease from the current plan. The first year of the plan totals \$12.6 million compared to \$21.3 million for 2013. The decrease reflects completion of the Washington Center for Performing Arts project and implementation of the Automated Meter Reading project.

Buildings

Preservation of our existing assets is important to holding down future costs and is a significant part of our long term financial strategy. This CFP continues to partially fund building maintenance. The last few years we have used part of the 1% non-voted utility tax, as well as any year end savings to address our building needs. Demand on the library; the Farmers Market, Olympia Center and the Washington Center for Performing Arts all show increased usage – and increased wear and tear. Later this fall, we will complete a building condition assessment on all of the City's 20 plus buildings. Over the next few years, we must prioritize our expenditures or find new partnerships to fully fund major building maintenance. This fall, we will reopen the newly renovated Washington Center – one of the jewels of our downtown. The facility was renovated through a partnership with the State and the nonprofit group that operates The Center. Repayment of the bond will take about half of the current annual contribution to the major maintenance fund. Without new sustainable revenues, we will have to reduce future capital projects to adequately fund building repair and maintenance.

Parks

Parks are an integral part of the quality of life in Olympia. Recently, the Council approved a plan to postpone some projects in order to acquire two parcels on the Isthmus Property. This partnership for acquisition included private fundraising, City, County and State contributions. Additionally, the 2014 plan calls for \$53,000 in impact fees to be used to complete the Artesian Court Park. And finally, the Condition Assessment and Major Maintenance Plan (CAMMP) funds will be used to renovate the 20 year old playground equipment at Sunrise Park. The renovated playground will meet new safety and ADA standards. Maintaining our parks is as important as acquiring and developing new parks.

Streets

Funding and implementing a transportation network is an important key to Olympia's economic sustainability. Almost 20 years ago, Olympia adopted

a Pavement Management program aimed at keeping the condition of all of our streets in good or fair condition (50th percentile). The Olympia Transportation Benefit District (TBD), while a viable resource, is insufficient to maintain a good condition rating. Funding the Pavement Management strategy has not been easy, but it has been a priority of Councils past and present. The 2014 plan includes funding from the TBD, plus Real Estate Excise Tax (REET) and gas tax for a total of \$1.8 million. A transportation network is more than roads: it is sidewalks, bike lanes and neighborhood pathways. The voter approved 1% utility tax for sidewalks/pathways provides a sustainable resource for pedestrian access. The 2014 budget includes over a million dollars for the West Bay Sidewalk from Brawne to Schneider Hill and for 22nd Avenue from Boulevard to Cain Road. These have been much anticipated sidewalks and will improve safety in both areas of town. In addition, this CFP continues setting aside \$125,000 for neighborhood pathways for bicycle and pedestrian uses in neighborhoods. Some of these funds will be given to neighborhoods as grants for resident-led improvements and other funds will be used by the City to design and construct neighborhood pathways.

"...the CFP is not about finances. It's about a vision for our City – how we will grow, provide quality services, be competitive for the jobs and demands of tomorrow, and maintain the Olympia quality of life."

Utilities

Our utility infrastructure accounts for one third of our maintenance needs. Having access to good, safe, reliable utilities is a big part of our quality of life. Well maintained utilities are efficient, but of equal importance is affordability. We continually strive to ensure that we provide reliable utility services with affordable rates. Some major Wastewater projects in 2014 include acquiring land for a lift station in the vicinity of 28th and Cooper Point Road, installing sewer pipe under Morse Merryman in conjunction with street construction, and using approximately \$650,000 of General Facility Charges to convert Septic Tank Effluent Pump systems to the new sewer main along Yelm Highway. In Drinking Water, we will implement and monitor the new automated meter reading system. And in Stormwater, the focus is on constructing a stormwater conveyance system and water quality retrofit for Ken Lake. Some of these projects will necessitate rate increases. As we move forward with the operating budget, we will discuss rate increases and their impact on customers.

Revenues

The 2014 CFP includes \$1,000,000 of REET taxes for Parks and Transportation projects. However, in 2013, the Legislature authorized using up to 1/3 of this annual tax for operating budget purposes. This authorization will sunset in 2016. The 2014 preliminary CFP assumes 100% of REET is spent for capital purposes. As we progress through the 2014 operating budget, it may be necessary for the Council to use some portion of the tax for the operating budget and to adjust the CFP. The 2013 Operating Budget used \$215,000 of REET funds.



The 2014 plan also uses \$665,000 of impact fees. Impact fees are collected from new development to help pay for growth. The City of Olympia has been collecting impact fees for 20 years and in that time, the City has collected \$25 million to assist in paying for infrastructure needs.

With the recent collapse of the I-5 Bridge in Burlington, there is a heightened focus on maintaining our infrastructure. As the City begins the budget process for 2014, there is careful attention paid to addressing infrastructure needs in the capital budget and balancing the operating budget. Every resident depends on a well maintained and functioning infrastructure. Whether it is driving across town, flushing the toilet, or taking a hot shower, residents will feel the impact of delayed maintenance, repair and rehabilitation of their public infrastructure.

We have identified the following strategies to guide our decision making:

1. **Take advantage of currently- low, tax exempt bond rates and still modest construction costs to initiate necessary projects, before conditions become less favorable.**
 - We issued bonds at 2.3% for the LED Streetlight Conversion and Washington Center Repairs projects.
 - Later this summer we will issue debt for the Automated Meter Reading project.
2. **Modestly increase utility rates to begin funding depreciation so we have some resources available when replacement is necessary.**
 - We review rates annually to avoid major spikes in rates and to address maintenance and replacement needs.
3. **Initiate a rate setting strategy for utilities where rates are increased annually to reflect inflation and build reserves.**
 - Our rates are set to maintain a 10% reserve in all utilities except drinking water, where we have established a 25% reserve.
4. **Reduce the maturity of future bond issues below the useful life of the asset so we can establish a replacement reserve.**
 - With the recent bond issues, we set the final maturity well below the useful life.

5. **Aggressively pursue all Federal, State and other external funding of capital improvements.**

- 15% of the current total funding sources for the CFP is from grants.
- We will aggressively pursue additional grants in future years that are not presently reflected in the total funding.

Conclusion

We all understand the difficult economic situation that has existed now for several years. This reality constrains our opportunities but not our vision for a quality community. As good stewards of our public resources, we must make practical and effective decisions. The key to this is recognizing the need to sustain our existing assets even if we must delay and defer new ones. This CFP is balanced and affordable. It is a reflection of the community's priorities. It maintains what we have and positions us for future opportunities. Great cities plan and know when to make significant capital investments that produce long term community or economic impacts. This CFP invests in our buildings, parks, streets and utilities to sustain our community and its neighborhoods. By maintaining what we have, we ensure Olympia will remain a great City in which to live, work and play. I look forward to working with you and the community to implement this plan.

Respectfully submitted,



Steven R. Hall

City Manager



Long Term Financial Strategy (LTFS) - Key Financial Principles

- Make Trade-Offs
- Do It Well
- Focus Programs on Olympia Residents & Businesses
- Preserve Physical Infrastructure
- Use Unexpected One-Time Revenues for One-Time Costs or Reserves
- Invest in Employees
- Pursue Innovative Approaches to Service Delivery
- Contract In/Contract Out
- Maintain Capacity to Respond to Emerging Community Needs
- Pursue Entrepreneurial Initiatives
- Address Unfunded Liabilities
- Selectively Recover Costs
- Recognize the Connection Between the Operating Budget and the Capital Budget

Long Term Financial Strategy - Guidelines

What Should the City Do in the Following Year's Budget When the Financial Forecast is Positive?

- Assess the situation
- Maintain adequate reserves
- Use one-time revenues only for one-time expenses
- Use recurring revenues for recurring costs or for one-time expenses
- Stay faithful to City goals over the long run
- Think carefully when considering revenue cuts
- Think long-term

What Should the City Do Every Year, Whether the Financial Forecast is Positive or Negative?

- Increase operating cost recovery
- Pursue cost sharing

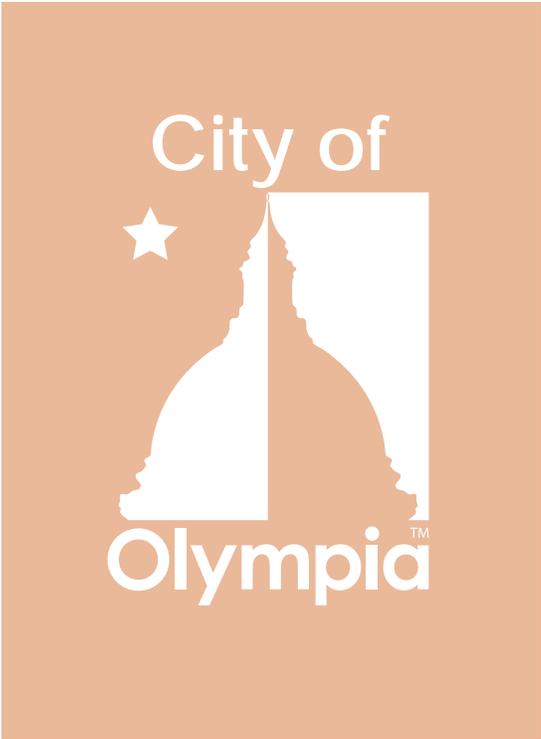
What Should the City Do in the Following Year's Budget When the Financial Forecast is Negative?

- Assess the situation
- Use reserves sparingly
- Reduce services
- Continue to think carefully when considering tax increases





Introduction





INTRODUCTION - HOW TO READ THIS PLAN

1. The Frequently Asked Questions have been designed to answer the most popular questions asked about the Capital Facilities Plan (CFP), as well as assist the reader in better understanding elements about the Plan.
2. The Executive Summary provides a summary of project costs and funding sources included in the 2014-2019 six-year planning window.
3. The Debt Limitation section explains the amount of money the City of Olympia can legally borrow. This is important because some capital projects are financed with debt resources.
4. The Capital Facilities Plan section explains the purpose of the CFP, statutory requirements, and methodologies used to develop the CFP in its entirety.
5. The CFP Funding Sources identifies the various revenue sources used by the City to finance capital projects.
6. Completing the Introduction section is the Project Funding Report, which identifies project funding sources for each project in the various program categories. County funded projects within the City's Urban Growth Boundary are also found here.
7. "What Are We Building in 2014?" highlights projects that are past the planning and design phase and are "shovel ready" in 2014.
8. The New and Completed Projects section provides a brief description of all new and recently completed capital projects, the anticipated or actual end result of the project, and before and after photos when available. This provides the Council and citizens a way to see how their money is being spent. New projects are projects newly planned for in the CFP, and Completed projects are projects that have been or will be completed by the end of 2013.

9. The next seven sections include the specific projects proposed for the 2014-2019 CFP six-year plan and are presented in one of the following program categories:

Parks, Arts and Recreation Projects:

Park site acquisition and development projects; projects for the construction of individual neighborhood or community parks.

Transportation Projects:

Major street maintenance projects, minor streets, sidewalk, and bridge repair projects; pedestrian accessibility projects; other transportation infrastructure related projects, including bikeways, intersection improvements, street oversizing, traffic calming, etc. Transportation projects have been split into two sections: those funded by impact fees and those not funded by impact fees.

General Capital Facilities Projects:

Includes the City's major building and facilities maintenance, repair and replacement projects; projects for the construction of public facilities; non-typical capital improvement projects or other projects that do not fit any of the other categories.

Drinking Water Projects:

Projects for additional storage for treated water, improving raw water utilization, planning for future water systems and capacity, and reclaimed water.

Wastewater Projects:

Projects providing enhanced treatment of wastewater step system management, and planning for future system capacity.

Storm and Surface Water Projects:

Projects include stormwater flood control and water quality measures in the City's storm drainage basins, and enhancement of aquatic habitat in local creeks and wetlands.

Each of the program category sections are organized in the same way and contain:

- An introductory narrative providing a general background of planning activities done in that section, as well as a discussion of planning goals and policies.
- Individual project information identifying the project's location, links to other projects in this CFP document, a brief description about the project, a detailed project list for projects that include multiple sub-projects, justification for the project, level-of-service (LOS) standards or target outcome ratios (TORs) and how these will be affected by the project, and references to City goals, policies, and plan documents.
- A project financial summary sheet summarizing proposed project costs, funding sources, and future operating and maintenance costs for the project.

10. Following the project category sections:

- Glossary of acronyms and terms used throughout this document.
- Financial status report for all active CFP projects; those currently listed in the CFP and those no longer requiring additional funding.
- Schedule of collection and usage of impact fees.
- Quick-reference CFP project location matrix.
- Public facilities inventory.
- Index of projects.

11. Letter from Olympia School District referencing their CFP.



FREQUENTLY ASKED QUESTIONS

1. There are many projects listed in the CFP. How does the City determine which projects are priority?

First, each project proposal is matched against the Council's Long-Term Financial Strategy (LTFS) criteria:

- Maintenance or general repair of existing infrastructure;
- A legal or statutory requirement. This includes making Capital budget decisions in accordance with the [City's Comprehensive Plan](#).
- A continuation of multi-year projects (contractual obligations, etc.);
- Implementation of legislative (Council) goals and objectives;
- Ability to leverage outside sources (grants, mitigation, impact fees, low interest loans, etc.);
- An acquisition or development of new facilities.

The second factor in considering which projects are funded is the availability of adequate funding for projects included in the plan. The City faces two important questions:

1. *What can we really afford?*
2. *What "gives" when two or more priorities conflict with each other?*

The third factor is the availability of grant funding for a project. If grant funds are applied for and received, chances are good that the grant funded project will become a priority. Grant funds awarded become new and additional revenue to the City, above and beyond the City's current resources. The City continually looks for ways to reduce the reliance on General Fund dollars for capital projects. In essence, grant funds allow the City's current resources to be stretched a little further. Similar to grants are partnerships with other groups. The City tries to develop partnerships to lower the cost for construction or operations and maintenance.

2. Once determined to be a priority, are these projects automatically given funding in priority order?

No. See the third paragraph in question 1 above. When grant funds are received for a particular project, chances are good that project will become a priority.

3. Do state or federal grants require the City to do projects out of our preferred order?

Yes. See the third paragraph in question 1 above. When grant funds are received for a particular project, chances are good that project will become a priority.

4. It seems likely that a capital project may affect future operating budgets. Does this have an impact on whether or not a project will be approved and funded?

Yes. It is important that capital improvements which carry with them additional maintenance obligations that impact the General Fund budget do not intensify the strains already being felt in the Operating Budget.

5. When funding a particular project, where does the money come from?

Non-Utility Projects

Parks, Transportation, and General Capital Facilities projects are funded through General Fund revenues, non-voted (Councilmanic) bonds, grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), developer contributions, impact fees, the real estate excise tax (REET) (1/2%), non-Voted Utility Tax (V.U.T.)(1%), and Voted Utility Tax (V.U.T.)(3%).

Fund Balance plays a significant role in implementing projects, and its availability relies heavily on projects being completed under budget, along with revenues exceeding expenditures at year end. When the economy is strong and spending is restrained, significant revenue can be generated to fund priority capital projects (e.g., pavement management). Funding for non-utility projects continues to be a challenge.

Utility Projects

City water, wastewater, and stormwater utilities are operated like businesses and must be self-supporting. They do not receive support from the General Fund of the City. As such, utilities do not compete with other City projects funded by general tax revenue. Utility capital projects are funded through a combination of general facility charges, rates, developer improvements, and revenue bonds. In addition, state and federal grants play an important role in funding of utility projects. However, as governed by the Growth Management Act, we cannot show projects in the Capital Facilities Plan unless we reasonably expect to generate the revenue.

6. What is the Utility Tax and what projects does it fund?

The City Council has authority to approve, without voter approval, up to a 6 percent utility tax. 5 percent of the tax collected goes to the General Fund Operating Budget and 1 percent goes to fund Capital Projects. Currently the Capital Projects portion is \$1 million. By ordinance, the Council can reallocate the 1 percent from the CFP to the General Fund. In 2004 the City presented Olympia residents with a ballot measure to raise the utility tax to 9 percent. This was approved, which provides an additional 2 percent funding to Parks and 1 percent funding to Pathways/Sidewalks.

7. What is the "CIP" Funding Source?

CIP is funding for the City's Capital Improvement Program. It funds projects that are not utility related, such as Parks, Transportation, and General Capital Facilities projects. It is made up of 1/2% of the Real Estate Excise Tax (REET), which must be spent on Parks or Transportation projects, (although, for the period 2013 to 2016, it may be used for the operations of these facilities), 1% of the non-voted utility tax, interest earnings, and utility support from Stormwater for Transportation projects.

8. Once a project has been approved and funded, can any part of the money be used for another project?

Yes. The legislative body (Council) can, by simple majority, vote to appropriate funds to a different project. In most cases, this will be done when money is needed to match a grant the City has applied for on another project, which allows us to receive new and additional revenue. It is in the City's best interest to do whatever it can to obtain additional dollars to fund projects, even when this means moving money from one project to another in order to maximize the City's funding opportunities.

9. If a project was initially funded through the CFP and is not yet complete, will it continue to be listed in the CFP document?

It depends. If the project is still in-progress, but no additional money is needed beyond what has already been appropriated, it will not show up in the CFP in future years. If the project does need additional funds appropriated beyond the current level of funding, it will continue to show up in the CFP.

10. Individual project financial information seems to indicate that a specific dollar amount can be expected to be spent on the project over the next six years. Is this a correct interpretation?

No. The planning period for a CFP project is six years. Only expenditures and revenues proposed for the first year of the program are incorporated into the Annual Operating Budget as the Capital Budget (adopted in December of each year). It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, new information, evolving priorities, or other assumptions. Therefore, the Capital Facilities Plan is annually reviewed and amended to verify that fiscal resources are available, which means estimates and timelines may change.

11. What happens if a project does not collect the amount of revenue as anticipated over the next 6 years?

In deciding how to address a particular shortfall of funding, the City continually assesses current needs against future growth requirements, and existing deficiencies against future expansions. Other options available for the City to consider are to decrease level of service standards, decrease the cost of the facility, or decrease the demand for the public service or facility, resulting in postponement or termination of the project.

12. Are all projects in the CFP completed within the next 6 years?

No, for several reasons. First, the Capital Facilities Plan is annually reviewed and amended to verify that fiscal resources are available. And second, because the need for capital facilities is generated by population growth, existing facility deficiencies, major facility maintenance and repair needs, internal operations, and Council and Comprehensive Plan goals and policies, there is a need to continually assess which projects are affected and should be considered a priority. As a result, project estimates and timelines may change.

13. How are Lifecycle Costs budgeted for replacement projects?

The City hired a consultant to determine the standard industry lifecycle for a variety of projects, (i.e. parks playground equipment, fire equipment, HVAC systems, etc.). Replacement costs were then formulated to identify annual lifecycle costs for the City's replacement projects. This list is evaluated and updated on an ongoing basis.

14. What are impact fees?

Impact fees are charges assessed against newly-developing property that attempt to recover the cost incurred by a local government in providing the public facilities required to serve the new development. Under the Growth Management Act, impact fees can be collected and spent on roads and streets, parks, schools, and fire protection facilities. Currently, the City is not collecting fire impact fees.

15. What is the difference between State Environmental Policy Act (SEPA) mitigation fees and impact fees?

SEPA mitigation fees are charged to "long plats," or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact mitigated may be to the natural or built environment, including public facilities. Transportation mitigation fees are the most common, but mitigation fees may be assessed for any project. These fees are collected for specific projects, and the funds can only be spent on the identified projects. SEPA mitigation fees are assessed on projects within the City of Olympia, as well as adjacent jurisdictions.

Olympia's impact fees are charged to new development only within the City limits. These fees are able to be spent on "system improvements." System improvements can include physical or operational changes to existing streets, as well as new street connections that are built in one location to benefit projected needs at another location. Funds collected can only be used for projects that are specifically identified as part of the impact fee calculation.

16. How are Transportation Impact Fees determined?

The impact fee structure for the City of Olympia was designed to determine the fair share of improvement costs that can be charged for a new development. Impact fees are charged to developers of new construction to pay for part of the cost to build streets and other traffic improvements that are needed because of new growth in our community. The following key points summarize the impact fee structure:

- A six-year street facility list, oriented to future growth, is developed. The projects are identified through the City's transportation planning process as being needed during the next six years to meet adopted level of service standards.
- Existing deficiencies are identified and separated from future trips on the street system.
- Future trips are allocated to geographic areas inside and outside the City using a traffic forecasting model.
- A Citywide fee system is established. The fee is calculated by taking the total cost of projects needed to accommodate new growth within the six-year planning time frame, divided by the number of new vehicle trips expected to be generated by new growth within this six-year time frame. This results in a cost per trip fee.
- A land use based fee schedule is then developed.

17. How are Olympia's population figures determined?

The Growth Management Act establishes how population/growth figures will be determined. The Act requires the State Office of Financial Management to provide a high-medium and low range for all counties. It is up to the County Commissioners to determine what figures to use. The Thurston County Commissioners have delegated this responsibility to the Thurston Regional Planning Council (TRPC). TRPC provides the information for all of Thurston County. The numbers are revised every 3 to 5 years and the model relies heavily on census data. If Olympia wanted to increase or decrease its figures, TRPC and the other jurisdictions would have to agree.

18. How does the City calculate the amount of Transportation Impact Fees generated in a year?

Transportation Impact Fees are calculated by taking the total cost of projects needed to accommodate new growth within the six-year planning time frame, divided by the number of new vehicle trips expected to be generated by new growth within this six-year time frame. This results in a cost per trip fee. The amount of transportation impact fees generated in a year is a function of how much growth occurs in a year. For planning purposes, the total cost of projects needed to accommodate new growth in the six-year planning time frame is divided by six years to establish the average amount of transportation impact fees the City expects to collect each year.

19. Does Olympia have multiple zones for the Transportation Impact area?

No. The entire City makes up one zone.

20. If the City collects transportation impact fees on a specific project, must it be spent on the impacts of growth in that project's geographic area?

No. Transportation impact fees collected are pooled into a single account. When it is determined that a geographic area of the City does not have sufficient capital facilities in place and readily available when new development occurs or a service area population grows, money from this pooled fund is used to establish sufficient capacity to serve the service area population and/or new development.

21. What the City anticipates to receive in impact fee funding seems higher than what is actually collected (as indicated in previous years). Why is this and how does it affect a project funded with impact fee revenue?

Impact fee revenue may be overstated. With the economic downturn, this has been the case in Olympia for several years. By showing impact fees in a specific calendar year, public expectations are raised about when a project will be initiated. Funding projections can change significantly based on the rate of growth, areas where growth occurs, and the ability to obtain grant funding for certain projects. As a result, project estimates and timelines may change.

22. Can the City collect impact fees in the Urban Growth Area?

Due to a court ruling, the City of Olympia may not collect impact fees in the Urban Growth Area.

23. What does level of service (LOS) mean?

A quantifiable measure of the amount of public facility that is provided, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system.

24. What is concurrency?

All public facilities (streets, roads and highways, bikeways, sidewalks, street and road lighting, traffic signals, water systems, stormwater systems, wastewater systems, parks and recreation facilities, and schools) needed to serve new development and/or a growing service area population, must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need, and

- Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards.

25. How does the Capital Facilities Plan (CFP) link to the Comprehensive Plan (Comp Plan)?

The City of Olympia's Comp Plan describes our community's values and our vision for the future, including a set of goals and policies that aim to define how we will get there. It serves as the foundation upon which City regulations, programs and other plans are formed. As many as 20,000 additional people are expected to join our community over the next two decades. The Comp Plan is our strategy for maintaining and enhancing our high quality of life and environment while accommodating that growth. The CFP is the element that brings the Comp Plan to life. By funding projects needed to maintain levels of service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides the reality check for the vision of the Comp Plan.

26. If I want to become more involved in the CFP process, how do I get involved?

Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with City staff and the Olympia Planning Commission to wrap their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually through a public process with associated City boards and commissions. Both the Planning Commission and the Olympia City Council hold public hearings on the Preliminary CFP. See the [2014-2019 Capital Facilities Plan Calendar of Events](#) for specific dates.



EXECUTIVE SUMMARY

This Capital Facilities Plan (CFP) is a multi-year plan of capital projects, 2014-2019, with projected beginning and completion dates, estimated costs, and proposed methods of financing. The Plan is reviewed and updated annually according to the availability of resources, changes in City policy and community needs, unexpected emergencies and events, and changes in cost and financial strategies.

It is important to understand that a multi-year Capital Facilities Plan does not represent a financial commitment. City Council approval does not automatically authorize funding. It does approve the program in concept and provides validity to the planning process. Appropriations are made in the Capital Budget, which is the first year of the capital program. Projects beyond the current year Capital Budget should not be viewed as a commitment to fund the project, but instead as an indication that given the information available at the time, the City plans to move forward with the project in the future.

Capital Costs of Proposed Projects in the 2014-2019 Capital Facilities Plan
 Capital project costs for the City's 2014-2019 six-year capital facilities planning period total \$122,101,887. Table 1.1 illustrates planned capital costs by program category and the planned year of expenditure. Chart 1.1 illustrates the percentage of the plan's six-year capital costs attributed to each program category.

2014-2019 CAPITAL FACILITIES PLAN COST BY PROJECT CATEGORY \$122,101,887

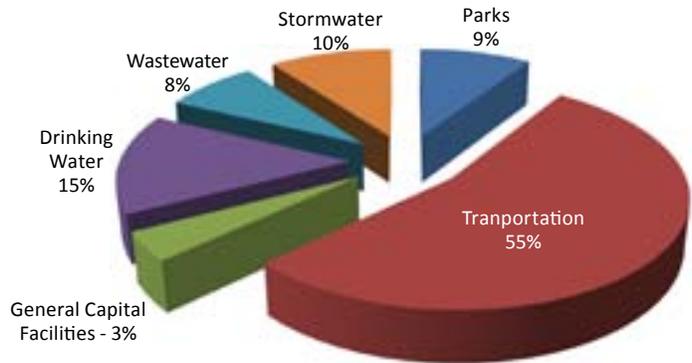


Table 1.1

	2014	2015-2019	TOTAL
Parks	\$ 1,908,250	\$ 9,610,250	\$ 11,518,500
Transportation	\$ 3,502,451	\$ 63,773,836	\$ 67,276,287
General Capital Facilities	\$ 411,525	\$ 2,069,575	\$ 2,481,100
Drinking Water	\$ 1,826,800	\$ 16,685,900	\$ 18,512,700
Wastewater	\$ 2,333,700	\$ 7,328,500	\$ 9,662,200
Stormwater	\$ 2,233,100	\$ 10,418,000	\$ 12,651,100
Total	\$ 12,215,826	\$ 109,886,061	\$ 122,101,887

Revenue Sources Available for the 2014-2019 Planning Period

Utility Projects

City drinking water, wastewater, and stormwater utilities are operated like businesses and must be self-supporting. They do not receive support from the General Fund of the City. Utility capital projects are funded through a combination of general facility charges, rates, developer improvements, and revenue bonds. In addition, state and federal grants also play an important role in funding of utility projects.

Non-Utility Projects

Parks, Transportation, and General Capital Facilities projects are funded through general revenue, non-voted (Councilmanic) bonds, grants, cost sharing with neighboring jurisdictions (on shared projects), local improvement districts (LIDs), developer contributions, impact fees, the real estate excise tax (REET)(½%), and the utility tax. The City is at the statutory limit (6%) for utility taxes, which may be imposed by the Council without a public vote. In September 2004, the voters approved a 3% increase in the utility tax above the 6% limit, bringing the total utility tax to 9%. Currently, 1% goes directly to the CFP for general CFP support. Another ½ % goes to the General Fund for park maintenance on capital projects. Of the 3% voter approved increase, 2% is for parks and 1% for recreational sidewalks.

6% Nonvoted Utility Tax		3% Voter Approved Utility Tax	
4.5 %	General Fund	2.0%	Parks
0.5 %	Parks Maintenance	1.0%	Sidewalks
1.0 %	Capital Facilities		

As of January 1, 2014 the City has \$75.9 million in non-voted general obligation bonding capacity (Councilmanic) and presently has \$16.8 million of that amount uncommitted and available to use to fund projects. The City Council deliberates carefully before authorizing this method of financing as the City's existing operating revenues must be used for repayment.

Voter Approved Bonds

The City also has \$126.5 million capacity for voter approved bonds (paid back through an excess property tax levy) of which \$53.6 million is available, including an additional \$16.8 million in non-voter approved.

State law limits bonded debt to 2.5% of assessed value (AV) of taxable property. The amount of non-voted plus voter-approved may not exceed the 2.5% of assessed value limit.

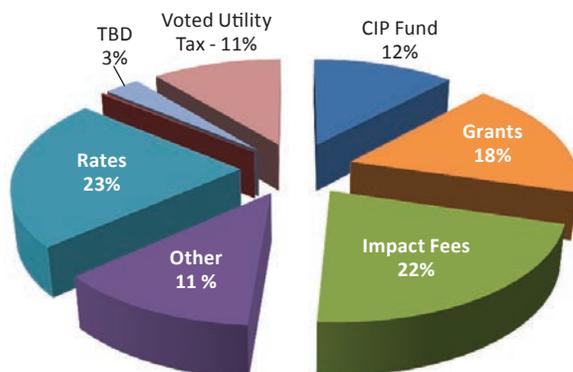
The reader is invited to review the [City of Olympia Operating Budget](#) for a more detailed explanation of revenue sources and their relationship to specific funds. Budget documents are available in the reference section of:

- The Olympia Timberland Library
- The Evergreen State College
- The City Clerk's Office at Olympia City Hall
- The City's website at olympiawa.gov/budget

Planning for Capital Facilities

The CFP is the element that makes the rest of the Comprehensive Plan come to life. By funding projects needed to maintain levels of service and for concurrency, the CFP helps shape the quality of life in Olympia. The requirement to fully finance the CFP provides a reality check for the vision of the Comprehensive Plan.

2014-2019 CAPITAL FACILITIES PLAN COST BY FUNDING SOURCE \$122,101,887



	2014	2015-2019	TOTAL
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Grants	\$ 465,000	\$ 21,629,567	\$ 22,094,567
Impact Fees	\$ 666,213	\$ 26,174,459	\$ 26,840,672
Other	\$ 1,836,525	\$ 10,622,375	\$ 12,458,900
Rates	\$ 4,365,100	\$ 23,875,300	\$ 28,240,400
SEPA Mitigation	\$ 2,938	\$ 241,000	\$ 243,938
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 2,535,250	\$ 11,075,250	\$ 13,610,500
Total	\$ 12,215,826	\$109,886,061	\$122,101,887

Planning for capital facilities is a complex task. First, it requires an understanding of future needs. Second, it must assess the various types of capital facilities that could be provided, and identify the most effective and efficient array of facilities to support the needed services. Finally, it must address how these facilities will be financed.

Planning what is needed is only the beginning. Planning how to pay for what is needed is another step. Only so much can and will be afforded. Securing the most effective array of facilities in light of limited resources and competing demands requires coordination of the planned facilities and their implementation. It also requires a thorough understanding of the fiscal capacity of the City to finance these facilities. Financial planning and implementation of capital facilities cannot be effectively carried out on an annual basis, since oftentimes the financing requires multi-year commitments of fiscal resources. As such, this plan is long-range in its scope. The CFP assumes receipt of outside granting assistance, and if grants are not received, projects may be delayed or pushed out. The CFP is a planning document, not a budget for expenditures.

Prioritization of the projects among programs is difficult; however prioritization between programs is more difficult. Which is more important, parks maintenance or street maintenance? Therefore, the Council established the following general guidelines for prioritizing Capital projects:

- Maintenance or general repair of existing infrastructure.
- A legal or statutory requirement. This includes making Capital budget decisions in accordance with the [City's Comprehensive Plan](#).
- A continuation of multi-year projects (contractual obligations, etc.)
- Implementation of legislative (Council) goals and objectives.
- Ability to leverage outside sources such as grants, mitigation, impact fees, low interest loans, etc.
- An acquisition or development of new facilities.

DEBT LIMITATION

State law limits bonded debt to 2.5% of assessed value of taxable property. Of this limit, up to 1.5% of assessed value of taxable property may be non-voter approved debt (Councilmanic bonds). **However, the amount of non-voted, plus voter-approved, may not exceed the 2.5% of assessed value limit.**

Estimated Taxable Assessed Value	\$5,060,434,532
General Indebtedness <i>without</i> a vote of the people:	
Legal Limit, 1½% of property value:	\$75,906,518
G.O. Bond Liabilities (excluding 2013 principal payments)	<u>(\$59,116,480)</u>
Remaining non-voted debt capacity	<u>\$16,790,038</u>
General Indebtedness <i>with</i> a vote of the people:	
Legal Limit, 2½% of property value:	\$126,510,863
Outstanding voted debt	(13,830,000)
Outstanding non-voted debt (excluding 2013 principal payments)	<u>(\$9,116,480)</u>
Remaining voted debt capacity	<u>\$53,564,383</u>

In addition to the above limits, the City has debt authority with a vote of the people of 2.5% each for parks and utility purposes. Olympia has not accessed this authority.

The goal of Olympia's debt policy is to maintain the ability to provide high quality essential City services in a cost effective manner. Council members weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long-term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Olympia uses debt only to provide financing for essential and necessary capital projects. Through debt planning and the Capital Facilities Plan, the City integrates its capital projects. The services that the City determines necessary to its residents and visitors form the basis for all capital projects.

Impact of Changes to Taxable Assessed Value

A 1% change in taxable assessed value up or down changes the amount of debt limitation by:

- Without a vote of the people \$796,200
- With a vote of the people \$1,327,000



THE CAPITAL FACILITIES PLAN

What are Capital Facilities and Why Do We Need to Plan for Them?

Capital facilities are all around us. They are the public facilities we all use, and possibly take for granted, on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries, fire stations, and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use capital facilities every time you drive, eat, shop, work, or play here.

While a CFP does not cover routine maintenance, it does include renovation and major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment clearly associated with a newly constructed or renovated facility.

The planning period for a CFP is six years. Expenditures proposed for the first year of the program are incorporated into the Annual Budget as the Capital Budget (adopted in December of each year).

One of the most important aspects of the CFP process is that it is not a once-a-year effort, but an important ongoing part of the City's overall management process. New information and evolving priorities require continual review. Each time the review is carried out, it must be done comprehensively.

All of these facilities should be planned for years in advance to assure they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where facilities will be needed, but when, and not only how much they will cost, but how they will be paid for. It is important to note that the CFP is a planning document that includes timeline estimates based on changing dynamics related to growth projections, project schedules, or other assumptions.

The State Growth Management Act and Its Effect on the Capital Facilities Planning Process

Over a decade ago, in response to the effect of unprecedented population growth on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and wise use of our lands, pose a threat to the environment, sustainable economic development, and to the health, safety, and high quality of life enjoyed by the residents of this state," and that "it is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislative body in the early 1990s to address these concerns.

The GMA requires that all jurisdictions located within counties that (a) have a population of 50,000 or more people and have experienced a population increase of 10% or more over the last ten years, or (b) regardless of current population, have experienced a population increase of 20% or more over the last ten years, must write, adopt, and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following 13 state planning goals, plus a shoreline goal:

1. Encouragement of urban density growth within designated urban growth management areas;
2. Reduction of urban sprawl outside of designated urban growth management areas;
3. Encouragement of efficient transportation systems, including alternate systems of travel;
4. Encouragement of affordable housing availability to all economic segments;
5. Encouragement of economic development;
6. Just compensation for private property obtained for public use;
7. Timely processing of governmental permits;
8. Enhancement of natural resource based industries and encouragement of productive land conservation;
9. Encouragement of open space retention for recreational opportunities and wildlife habitat;
10. Protection of the environment, including air and water quality;
11. Encouragement of citizen participation in the planning process;
12. Provision of adequate public facilities to support development without decreasing current service standards below locally established minimum standards; and
13. Encouragement of the preservation of lands, sites, and structures that have historical or archaeological significance.
14. Protection of shorelines, including preserving natural character, protecting resources and ecology, increasing public access and fostering reasonable and appropriate uses.

CITY OF OLYMPIA CAPITAL FACILITIES

- Public Buildings
- Public Street Systems
- Public Parks
- Public Water Systems
- Public Sewer Systems

This Capital Facilities Plan as an Element of Olympia’s Comprehensive Plan

The Growth Management Act requires inclusion of mandatory planning elements in each jurisdiction’s comprehensive plan, and suggests the inclusion of several optional elements. The mandatory elements required by the GMA are:

1. a six-year capital facilities plan element
2. a land use element
3. a housing element
4. a utilities element
5. a transportation element
6. a rural element (counties only)
7. a park and recreation element

Olympia’s Comprehensive Plan includes additional elements (see Chart 2.1).

ELEMENTS OF OLYMPIA’S COMPREHENSIVE PLANNING PROCESS

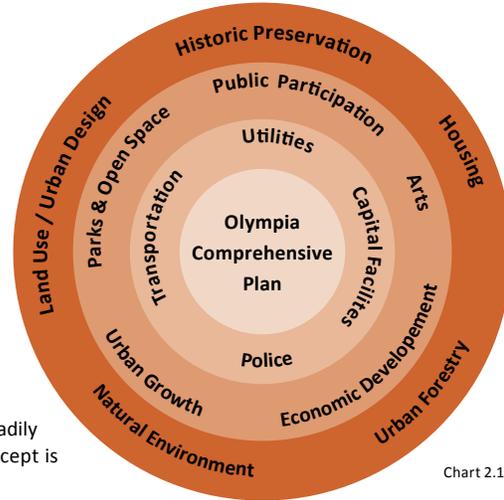


Chart 2.1

Concurrency and Levels-of-Service Requirements

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1. All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and
2. Such facilities must be of sufficient capacity to serve the service area population and/or new development without decreasing service levels below locally established minimum standards, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of park land per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system. Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service.

Determining Where, When, and How Capital Facilities Will Be Built

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can only be used for certain types of projects. Therefore, this capital facilities plan is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan, parks facilities through a parks and recreation plan, urban trail facilities through an urban trails plan, storm drainage facility needs through stormwater basin plans, water facility needs through a water plan, and transportation needs through a transportation plan.

ELEMENTS OF OLYMPIA’S CAPITAL FACILITIES PLANNING PROCESS

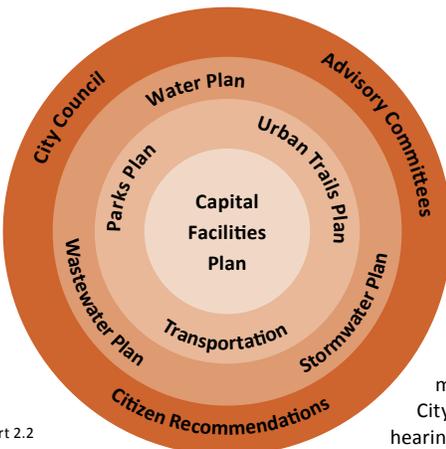


Chart 2.2

In addition, the recommendations of local citizens, advisory boards, and Planning Commission are considered when determining types and locations of projects. Some capital needs of the City are not specifically included in a comprehensive plan. Nonetheless, many of these projects are vital to the quality of life in Olympia. These projects do meet the growth management definition of capital facilities because of the nature of the improvement, the cost or useful life. The Farmers Market is an example of this type of project.

Chart 2.2 demonstrates how the Land Use Element of the City’s Comprehensive Plan directly impacts the other plans, and ultimately the CFP. By establishing allowable land uses, such as residential, commercial, industrial, park land or open space, and minimum and maximum densities, the Land Use Element affects the type and required capacities of capital facilities required to support those uses.

How Citizens Can Get Involved in the Capital Facilities Plan (CFP)

The City of Olympia strives to create a CFP which truly responds to the needs of our community. Citizens, community groups, businesses, and other stakeholders can maximize the attention and consideration paid to their suggestions by working with staff and the Olympia Planning Commission to merge their suggestions into major City planning processes. Projects and policies are continually monitored and modified by updates to long-term plans, usually via a public process with associated City boards and commissions. See the [2014-2019 Capital Facilities Plan Calendar of Events](#) for public hearing dates.

Population Forecasts for Olympia’s Urban Growth Management Area (UGMA)

The GMA mandates that capital facility plans be structured to accommodate projected population growth within a jurisdiction’s UGMA planning area. The Thurston Regional Planning Council (TRPC) anticipates growth of roughly 17% in the City’s population between 2010 and 2020, or from approximately 46,500 to 54,600 persons. The fastest growing parts of the City will continue to be the West and Southeast sides. Each of the capital project category sections of this CFP demonstrates how the facilities listed under that section have been planned to accommodate the additional growth.

Joint Projects and Projects by Other Jurisdictions

Several of the projects listed within this document will be undertaken jointly with other jurisdictions or agencies. A stormwater project, for instance, may address a drainage problem that ignores City or UGMA boundaries. A transportation project may involve the upgrading of a roadway that crosses in and out of the city and the county. On such projects, joint planning and financing arrangements have been detailed on the individual project's worksheet.

Thurston County has several "county only" parks or transportation projects planned within Olympia's unincorporated UGMA. Under the joint planning agreement established between the City and Thurston County, initial financing and construction of these projects falls under County coordination. County projects have been listed for reference purposes in the Project Funding Reports. For more detail, please refer to the Thurston County CFP.

Capital Facilities Not Provided by the City

In addition to planning for public buildings, streets, parks, trails, water systems, wastewater systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities, and 3) wastewater treatment. These facilities are planned for and provided throughout the UGA by the various school districts, the Thurston County Department of Solid Waste, and the LOTT Alliance, respectively. The City of Olympia charges school impact fees for the Olympia School District. The District's CFP is not available at the time of printing this document, but will be included in the Adopted CFP.

Early in 2000, the LOTT partners (Lacey, Olympia, Tumwater, and Thurston County) signed an agreement to provide a new governance structure to carry out a plan which anticipates development of additional treatment capacity for the LOTT partners through innovative wastewater reclamation and management facilities. The LOTT Wastewater Alliance functions as a regional agency providing wholesale wastewater resource treatment and management services in the public's interest. Therefore, the Alliance capital facilities are not included in this document.

What is Not Included in This CFP Document?

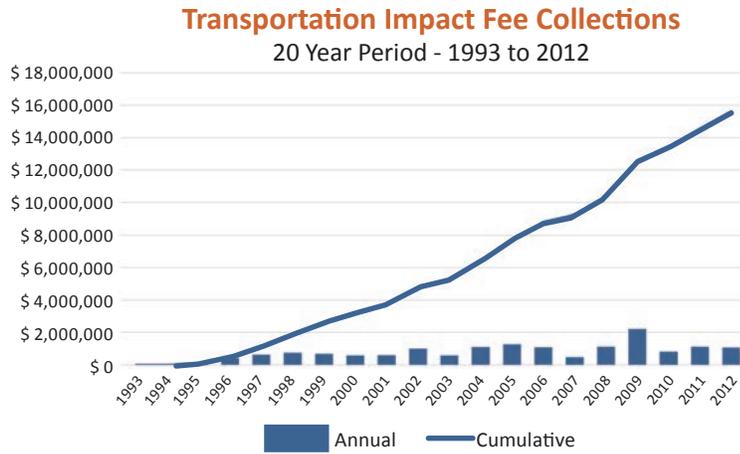
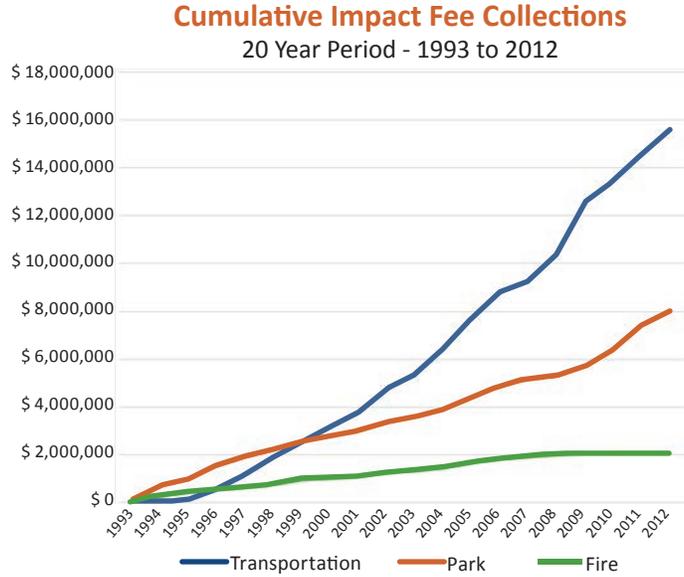
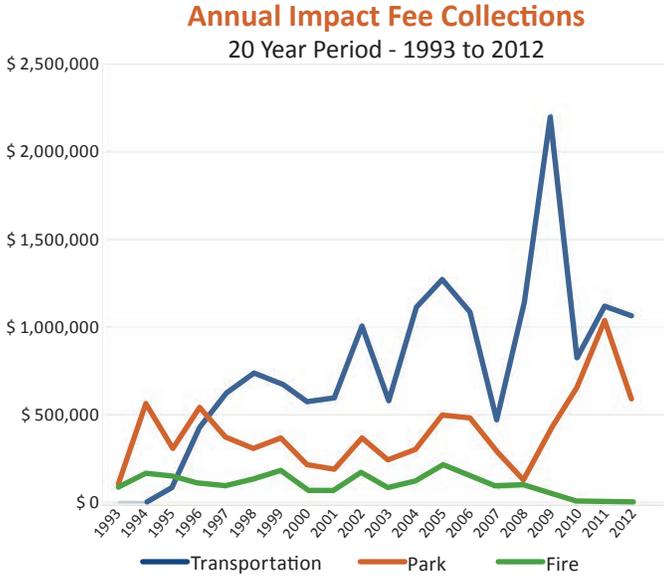
This Capital Facilities Plan does not provide a status update on previously funded capital projects still in progress. If the project is currently active and requires additional funding in the future, it is included in this plan. Otherwise, it is simply listed in the Active Project list (Miscellaneous Reports section).

CAPITAL FACILITIES PLAN FUNDING SOURCES

In an attempt to stretch the money as far as it will go, the CFP incorporates many different funding sources. Those sources may include current revenues, bonds backed by taxes or utility revenues, state and federal grants, special assessments on benefiting properties, as well as donations. A complete list of funding sources for 2014-2019 follows:

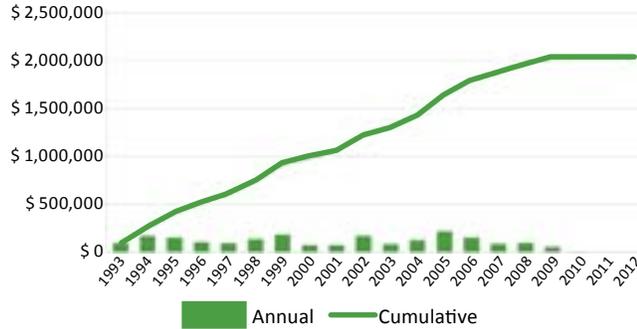
2014 - 2019 FUNDING SOURCES	
Current Revenues	
<ul style="list-style-type: none"> Wastewater Rates Water Rates Stormwater Rates General Facilities Charges (GFC) 1% Non-Voted Utility Tax 	<ul style="list-style-type: none"> Utility Tax (3% voted and 1% non-voted) Motor Vehicle Fuel Tax Interest Real Estate Excise Tax (REET) (1/2%)*
*REET funds must be spent on Parks or Transportation.	
Debt	
<ul style="list-style-type: none"> The City has \$54 million of voter approved debt capacity. Of this, \$17 million may be issued by the Council without a vote of the people. 	<ul style="list-style-type: none"> Public Works Trust Fund Loans (from State of Washington) Utility Revenue Bonds
Grants	
<ul style="list-style-type: none"> Federal Surface Transportation Program Funds State Transportation Improvement Board (TIB) Funds 	<ul style="list-style-type: none"> Federal Highways Administration Washington State Department of Transportation
Other	
<ul style="list-style-type: none"> Impact Fees SEPA Mitigation Fees Transportation Benefit District 	

IMPACT FEES



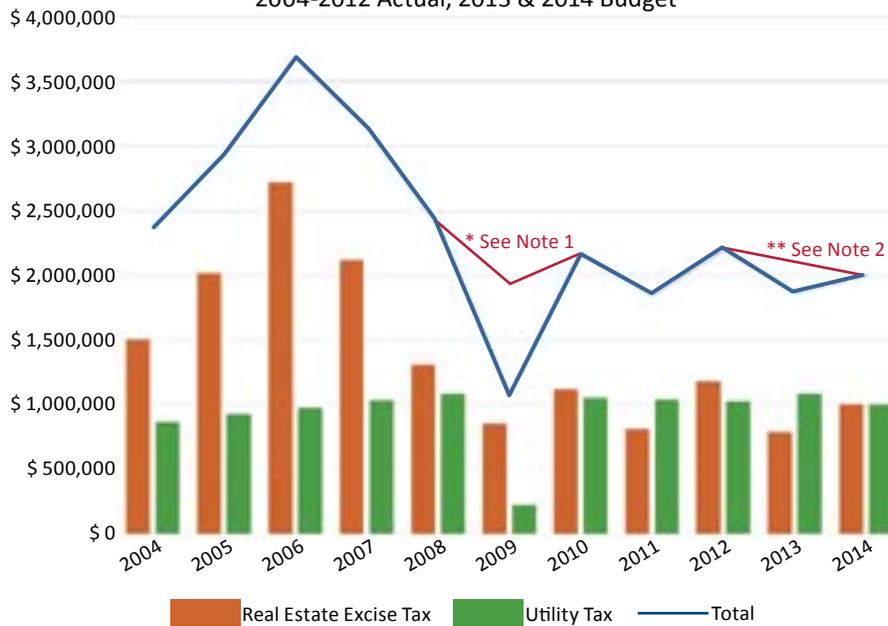
Fire Impact Fee Collections

20 Year Period - 1993 to 2012



REET & UTILITY TAX

2004-2012 Actual, 2013 & 2014 Budget



*(Note 1) In 2009, due to revenue loss as a result of the recession, the Council allocated a portion of the 1% utility tax to the General Fund. The red line represents the total of the REET and Utility Tax which would have been received to the CFP if the allocation to the General Fund had not been made.

** (Note 2) In 2013 the City used \$215,367 of REET for Transportation Maintenance in the General Fund.

REVENUES DEDICATED TO THE CFP

Impact Fees

Impact Fees are one time charges imposed on development activity to raise revenue for the construction or expansion of public facilities needed to serve new growth and development. Impact fees are assessed and dedicated primarily for the provision of additional roads and streets, parks, schools, and fire protection facilities. Currently the City does not collect Fire Impact Fees.

November 2012 marked the 20th year the City has collected impact fees, totaling over \$25 million.

Real Estate Excise Tax (REET)

A tax upon the sale of all residential and commercial property within the City of Olympia at a rate of 1/2 of 1% of the purchase price. This tax is restricted by State law to Transportation and Park capital projects. In 2011, the State Legislature authorized up to 1/3 of REET to be used for maintenance of existing capital projects. This provision expires December 31, 2016.

Generally, this tax has been used for capital transportation projects. For the period January 1 through June 30, 2013, the Council has authorized \$215,367 to be transferred to the General Fund Operating Budget for transportation system maintenance.

Utility Tax

Of the 6% non-voted utility tax upon electric, natural gas and telecommunications utilities, 1/6 (1% tax) is allocated by Council policy to the CFP. This tax is a general revenue and can be used for any purpose determined by the Council. The Council authorized \$874,000 of the 1% utility budget to be allocated to the General Fund in 2009. This was due to the downturn in General Fund revenues as a result of the recession. A portion of the proceeds have been used for building repair/replacement since 2011.

CFP ELEMENT OF THE COMPREHENSIVE PLAN GOALS & POLICIES

Currently, the City's Capital Facilities Plan (CFP) goals and policies are included in Volume III of the City's Comprehensive Plan document, as the CFP is a required element of our comprehensive planning. We are currently in the process of updating our Comprehensive Plan. The update includes editing goal and policy statements for "Plain Talk" to make them more readable and understandable. While the following statements are essentially the same in concept as the current goals and policies, they have been edited and restructured for "Plain Talk", and in a few instances, revised for accuracy.* In 2013, the Olympia Planning Commission will hold a public hearing, review and make recommendations to the Olympia City Council regarding the following CFP goals and policies. **Therefore, it should be noted, the following goals and policies as written are in draft format.**

*A "track change" version is available upon request

- Goal 1:** The public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, and implement the Comprehensive Plan are provided through the Capital Facilities Plan.
- Policy 1.1** Annually review, update and amend a six-year Capital Facilities Plan that:
- a. Is subject to annual review and adoption, respectively, by the Planning Commission and City Council;
 - b. Is consistent with the Comprehensive Plan and master plans;
 - c. Defines the scope and location of capital projects or equipment;
 - d. Defines each project's need and relationship to established levels of service, Comprehensive Plan goals and policies, master plans, and other capital facilities projects;
 - e. Includes the construction costs, timing, funding sources, and projected operations and maintenance impacts;
 - f. Establishes a plan for capital project development; Includes a forecast of future capital facility needs, and an inventory of existing capital facilities;
 - g. Monitors the progress of capital facilities planning with respect to rates of growth, development trends, changing priorities, budget and financial considerations; and
 - h. Is coordinated with Thurston County and the Olympia School District if school impact fees are being charged.
- Policy 1.2:** Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan.
- Policy 1.3:** Support and encourage joint development and use of cultural and community facilities with other governmental or community organizations in areas of mutual concern and benefit.
- Policy 1.4:** Evaluate and prioritize proposed capital improvement projects using all of the following criteria:
- a. Is it needed to correct existing deficiencies, replace needed facilities, or provide facilities needed for future growth?
 - b. Does it eliminate public hazards? Does it eliminate capacity deficits?
 - c. Is it financially feasible?
 - d. Is it being sited based on projected growth patterns?
 - e. Does it serve new development and redevelopment?
 - f. Is it compatible with plans of state agencies?
 - g. Are the local operating budget impacts sustainable?
- Policy 1.5:** Give priority consideration to projects that:
- a. Are required to meet State or Federal law.
 - b. Are needed to meet concurrency requirements for growth management.
 - c. Are already initiated and to be completed in subsequent phases.
 - d. Renovate existing facilities, preserve the community's prior investment or reduce maintenance and operating costs.
 - e. Remove existing capital facilities deficiencies, encourage full use of existing facilities, or replace worn-out or obsolete facilities.
 - f. Promote social, economic and environmental revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
 - g. Are substantially funded through grants or other outside funding.
- Policy 1.6:** Adopt by reference, in the appropriate chapters of the Comprehensive Plan, all master plans, their level of service standards, and future amendments. These plans must be consistent with the Comprehensive Plan.
- Policy 1.7:** Adopt by reference the annual update of this Capital Facilities Plan as part of the Comprehensive Plan.
- Policy 1.8:** Adopt by reference the annual update of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element.
- Policy 1.9:** Monitor the progress of the Capital Facilities Plan on an ongoing basis, including completion of major maintenance projects, expansion of existing facilities, and addition of new facilities.
- Policy 1.10:** Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.
- Policy 1.11:** The year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities may vary from that stated in the Capital Facilities Plan due to:
- a. Unanticipated revenues or revenues that become available to the City with conditions about when they may be used,
 - b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan,
 - c. The nature of the Capital Facilities Plan as a planning document, not a budget or financial document.
- Goal 2:** As urbanization occurs, the capital facilities needed to serve and direct future growth are provided for Olympia and its Urban Growth Area.

- Policy 2.1:** Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.
- Policy 2.2:** Plan and coordinate the location of public facilities and utilities to accommodate growth in advance of need, and in accordance with the following standards:
- Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area.
 - Assure adequate capacity in transportation, public and private utilities, storm drainage systems, municipal services, parks, and schools.
 - Protect groundwater supplies from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.
- Policy 2.3:** Use the type, location, and phasing of public facilities and utilities to direct urban expansion where it is needed. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.
- Policy 2.4:** Provide adequate levels of public facilities and services, in cooperation with Thurston County, prior to or concurrent with land development within the Olympia Urban Growth Area.
- Policy 2.5:** Encourage land banking as a reasonable approach to meeting the needs of future populations.
- Policy 2.6:** Consider expected future economic activity with planning for public facilities and services.
- Policy 2.7:** Maintain a process for identifying and siting essential public facilities consistent with state law and County-wide Planning Policies.
- Goal 3:** The City has fiscal resources to provide needed capital facilities.
- Policy 3.1:** Manage the City of Olympia's fiscal resources to support providing needed capital improvements. Ensure a balanced approach to allocating financial resources between: (1) major maintenance of existing facilities, (2) eliminating existing capital facility deficiencies, and (3) providing new or expanding facilities to serve growth.
- Policy 3.2:** Use the Capital Facilities Plan to integrate all of the community's capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).
- Policy 3.3:** Maintain consistency of current and future fiscal and funding policies for capital improvements with other Comprehensive Plan elements.
- Policy 3.4:** Allow developers who install infrastructure with excess capacity to use latecomers agreements wherever practical.
- Policy 3.5:** Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth in order to achieve and maintain adopted level of service standards. These strategies include, but are not limited to:
- Collect Impact Fees: Transportation, Parks and Open Space, School, Fire Protection and Suppression
- Allocate sewer and water connection fees primarily to capital improvements related to urban expansion.
 - Develop and implement other appropriate funding mechanisms to ensure new development's fair share contribution to public facilities.
- Policy 3.6:** Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places a financial burden on the operating budget, capital plans should be adjusted.
- Policy 3.7:** Promote efficient and joint use of facilities through such measures as inter-local agreements, regional authorities and negotiated use of privately and publicly owned land for open space.
- Policy 3.8:** Explore regional funding strategies for capital facilities to support comprehensive plans developed under the Growth Management Act.
- Policy 3.9:** Investigate potential new revenue sources for funding capital facilities, such as:
- Growth-induced tax revenues
 - Additional voter-approved
 - Regional tax base sharing
 - Regional cost sharing for urban infrastructure
 - County-wide bonds
- Policy 3.10:** Use the following available contingency strategies should the City be faced with capital facility funding shortfalls:
- Increase revenues: general revenues, rates, user fees, change funding source(s)
 - Decrease level of service standards: change Comprehensive Plan, change level of service standards, reprioritize projects to focus on those related to concurrency
 - Decrease the Cost of the Facility: change project scope
 - Decrease the demand for the public service or facility: moratorium on development, develop only in served areas until funding is available, change project timing and/or phasing
 - Other considerations: developer voluntarily funds needed capital project; develop partnerships with Lacey, Tumwater and Thurston County (the metropolitan service area approach to services, facilities or funding); regional funding strategies; privatize the service; mitigate under the State Environmental Protection Act (SEPA); issue long-term debt (bonds); use Local Improvement Districts (LID's).
- Policy 3.11:** Secure grants or private funds, when available, to finance capital facility projects.
- Policy 3.12:** Take steps to ensure there is internal consistency between the Capital Facilities element and other elements of the Comprehensive Plan. Reassess the Land Use element of the Comprehensive Plan if probable funding for capital facilities falls short of needs.
- Goal 4:** Public facilities constructed in Olympia and its Growth Area meet appropriate standards for safety, constructability, durability and maintainability.
- Policy 4.1:** Olympia's Engineering Development and Design Standards, which are regularly updated, establish construction standards for utility and transportation related facilities.

2014 - 2019 CAPITAL FACILITIES PLAN CALENDAR OF EVENTS

CALENDAR OF EVENTS

Review Status of Existing Projects in CFP	April
Draft CFP Projects due from Departments	May 3
Present Preliminary CFP to City Council	July 16
Planning Commission Public Hearing (City and School District)	August 5 (Monday)
City Council Public Hearing and Discussion on CFP	October 8
First Reading on Capital Budget	December 10
Second and Final Reading and Adoption of Operating and Capital Budgets	December 17

PROJECT FUNDING REPORTS - GENERAL GOVERNMENT PROJECTS

Project Funding Reports - General Government Projects: Parks

PARKS PROJECTS	FUNDING	2014	2015-2019	TOTAL
Community Park Expansion	Impact Fees	\$ 178,000		\$ 178,000
	SEPA Fees	\$ -	\$ 15,000	\$ 15,000
	Voted Utility Tax (VUT)	\$ -	\$ 2,000,000	\$ 2,000,000
Condition Assessment and Major Maintenance Program (CAMMP)	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
Neighborhood Park Acquisition/Develop.	Impact Fees	\$ 50,000	\$ 65,000	\$ 115,000
	SEPA Fees	\$ -	\$ 80,000	\$ 80,000
Parks Bond Issue Debt Service	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500
Percival Landing Phase II Design & Development	Impact Fees	\$ -	\$ 854,000	\$ 854,000
	SEPA Fees	\$ -	\$ 146,000	\$ 146,000
	Total Parks	\$ 1,908,250	\$ 9,610,250	\$ 11,518,500

PARKS FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
	Impact Fees	\$ 228,000	\$ 919,000	\$ 1,147,000
	SEPA	\$ -	\$ 241,000	\$ 241,000
	Voted Utility Tax (VUT)	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
	Total Parks	\$ 1,908,250	\$ 9,610,250	\$ 11,518,500

This CFP is only a planning document; it does not necessarily represent a budget for expenditures.

Project Funding Reports - General Government Projects: Transportation

TRANSPORTATION PROJECTS	FUNDING	2014	2015-2019	TOTAL
4th Avenue Bridge Railing Repairs	CIP Fund	\$ -	\$ 399,000	\$ 399,000
Bicycle Facilities (Program #0200)	Grant	\$ -	\$ 600,000	\$ 600,000
	CIP Fund	\$ -	\$ 200,000	\$ 200,000
Capitol Way Sidewalk — Union Avenue to 10th Avenue	Grant	\$ -	\$ 207,000	\$ 207,000
	CIP Fund	\$ -	\$ 138,000	\$ 138,000
Hazard Elimination Safety Projects (Program #0620)	Grant	\$ -	\$ 3,083,290	\$ 3,083,290
	CIP Fund	\$ -	\$ 544,110	\$ 544,110
Parks and Pathways — Neighborhood Pathways	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
Parks and Pathways — Sidewalk (Program #0626/ Fund #134)	Voted UtilityTax - Pathways/Sidewalks	\$ 900,000	\$ 4,500,000	\$ 5,400,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
Pedestrian Crossing Improvements (Program #0122)	Grant -Federal	\$ -	\$ 40,000	\$ 40,000
	CIP Fund	\$ -	\$ 118,600	\$ 118,600
Sidewalk Construction (Program #0208)	CIP Fund	\$ -	\$ 103,400	\$ 103,400
Street Access Projects — ADA Requirements (Program #0309)	CIP Fund	\$ -	\$ 140,000	\$ 140,000
Street Repair & Reconstruction (Program #0599)	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	CIP Fund	\$ 954,800	\$ 6,025,000	\$ 6,979,800
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Streetlight Conversion to LED	Grant	\$ -	\$ 408,200	\$ 408,200
	Total Transportation	\$ 3,061,300	\$ 22,539,100	\$ 25,600,400

TRANSPORTATION FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	CIP Fund	\$ 954,800	\$ 7,668,110	\$ 8,622,910
	Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
	Grant	\$ -	\$ 4,298,490	\$ 4,298,490
	Grant- Federal	\$ -	\$ 40,000	\$ 40,000
	Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
	TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
	Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
	Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
	Total Transportation	\$ 3,061,300	\$ 22,539,100	\$ 25,600,400

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Project Funding Reports - General Government Projects: Transportation with Impact Fees

TRANSPORTATION IMPACT FEES PROJECTS	FUNDING	2014	2015-2019	TOTAL
2010 Transportation Stimulus Project Repayment	Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
Boulevard Road - Intersection Improvements (Program #0628)	SEPA	\$ 444	\$ -	\$ 444
	Impact Fees	\$ -	\$ 3,110,811	\$ 3,110,811
	Grant	\$ -	\$ 3,148,619	\$ 3,148,619
Cain Road & North Street - Intersection Improvements	Impact Fees	\$ -	\$ 1,455,777	\$ 1,455,777
	Grant	\$ -	\$ 1,131,677	\$ 1,131,677
Fones Road—Transportation Program (Program #0623)	SEPA	\$ 2,048	\$ -	\$ 2,048
	Impact Fees	\$ -	\$ 8,624,247	\$ 8,624,247
	Grant	\$ -	\$ 6,704,231	\$ 6,704,231
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements	SEPA	\$ 199	\$ -	\$ 199
	Impact Fees	\$ -	\$ 1,796,869	\$ 1,796,869
	Grant	\$ -	\$ 1,396,832	\$ 1,396,832
Log Cabin Road Extension - Impact Fee Collection (Program #0616)	Impact Fees	\$ -	\$ 3,801,946	\$ 3,801,946
West Olympia Access—Interchange Justification Report	Impact Fees	\$ -	\$ 749,806	\$ 749,806
	WSDOT Funding	\$ -	\$ 850,000	\$ 850,000
Wiggins Road and 37th Ave Intersection Improvements	SEPA	\$ 247	\$ -	\$ 247
	Impact Fees	\$ -	\$ 3,534,891	\$ 3,534,891
	Grant	\$ -	\$ 2,747,918	\$ 2,747,918
Total Transportation Impact Fees		\$ 441,151	\$ 41,234,736	\$ 41,675,887

TRANSPORTATION WITH IMPACT FEES FUNDING RECAP	FUNDING	2014	2015-2019	TOTAL
	Grant	\$ -	\$ 15,129,277	\$ 15,129,277
	Impact Fees	\$ 438,213	\$ 25,255,459	\$ 25,693,672
	SEPA	\$ 2,938	\$ -	\$ 2,938
	WSDOT	\$ -	\$ 850,000	\$ 850,000
Total Transportation Impact Fees		\$ 441,151	\$ 41,234,736	\$ 41,675,887

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Project Funding Reports - General Government Projects: General Capital Facilities

GENERAL CAPITAL FACILITIES PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair and Replacement (Program # 029)	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
Washington Center for the Performing Arts Bond Repayment	Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
	Total General Capital Facilities	\$ 411,525	\$ 2,069,575	\$ 2,481,100

GENERAL CAPITAL FACILITIES FUNDING RECAP	FUNDING SOURCES:	2014	2015-2019	TOTAL
	Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
	CIP Fund	\$ 600,000	\$ 3,000,000	\$ 3,600,000
	Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
	Total General Capital Facilities	\$ 411,525	\$ 2,069,575	\$ 2,481,100

Summary of Funding Sources for General Government Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
Grant	\$ -	\$ 19,427,767	\$ 19,427,767
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,174,459	\$ 26,840,672
Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
SEPA	\$ 2,938	\$ 241,000	\$ 243,938
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
WSDOT	\$ -	\$ 850,000	\$ 850,000
Total General Government	\$ 5,822,226	\$ 75,453,661	\$ 81,275,887

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PROJECT FUNDING REPORTS - UTILITIES PROJECTS

Project Funding Reports - Utilities Projects: Drinking Water

DRINKING WATER PROJECTS	FUNDING SOURCES	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments-Water (#9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Groundwater Protection/Land Acquisition (Program #9701)	Rates	\$ 100,000	\$ 500,000	\$ 600,000
Infrastructure Pre-Design and Planning—Water Program (Program #9903)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Small Diameter Water Pipe Replacement (Program #9408)	Rates	\$ 450,000	\$ 2,250,000	\$ 2,700,000
Transmission & Distribution Projects—Water Program (Program #9609)	Rates	\$ 737,300	\$ 4,621,100	\$ 5,358,400
	General Facility Charges (GFCs)	\$ -	\$ 181,600	\$ 181,600
Water Storage Systems (Program #9610)	Rates	\$ 508,000	\$ 4,995,300	\$ 5,503,300
	General Facility Charges (GFCs)	\$ -	\$ 3,980,400	\$ 3,980,400
Total Drinking Water		\$ 1,826,800	\$ 16,685,900	\$ 18,512,700

Project Funding Reports - Utilities Projects: Wastewater

WASTEWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Asphalt Overlay Adjustments - Sewer Program (Program 9021)	Rates	\$ 10,500	\$ 52,500	\$ 63,000
Infrastructure Predesign and Planning - Sewer Program (#9903)	Rates	\$ 37,200	\$ 186,000	\$ 223,200
Lift Stations—Sewer Program (Program #9806)	Rates	\$ -	\$ 660,000	\$ 660,000
	General Facility Charges (GFCs)	\$ 1,100,000	\$ 1,900,000	\$ 3,000,000
Sewer Systems Extensions - Sewer Program (Program #9809)	Rates	\$ -	\$ 750,000	\$ 750,000
Sewer System Planning - Sewer Program (Program #9808)	Rates	\$ 21,000	\$ 105,000	\$ 126,000
Replacement and Repair Projects - Sewer Program (Program #9703)	Rates	\$ 515,000	\$ 2,425,000	\$ 2,940,000
Onsite Sewage System Conversions - Sewer Program (Program #9813)	General Facility Charges (GFCs)	\$ 650,000	\$ 1,250,000	\$ 1,900,000
Total Wastewater		\$ 2,333,700	\$ 7,328,500	\$ 9,662,200

Project Funding Reports - Utilities Projects: Stormwater

STORMWATER PROJECTS	FUNDING SOURCES:	2014	2015-2019	TOTAL
Aquatic Habitat Improvements - Stormwater (Program #9024)	Rates	\$ 361,600	\$ 871,100	\$ 1,232,700
Flood Mitigation & Collection - Stormwater (Program #9028)	Rates	\$ 1,031,200	\$ 4,506,700	\$ 5,537,900
	General Facility Charges (GFCs)	\$ -	\$ 2,015,800	\$ 2,015,800
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)	Rates	\$ 28,400	\$ 142,000	\$ 170,400
Water Quality Improvements - (Program #9027)	Rates	\$ 346,900	\$ 720,600	\$ 1,067,500
	Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Total Stormwater		\$ 2,233,100	\$ 10,418,000	\$ 12,651,100

Additionally: Included in the Transportation Section are projects funded by transfers from the Stormwater Utility as follows:

PROJECT	2014	2015-2019	TOTAL
Parks and Pathways Sidewalk	\$ 186,500	\$ 932,500	\$ 1,119,000
Total	\$ 186,500	\$ 932,500	\$ 1,119,000

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Summary of Funding Sources for Utilities Projects

FUNDING SOURCES:	2014	2015-2019	TOTAL
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Total Utilities	\$ 6,393,600	\$ 34,432,400	\$ 40,826,000

Combined Summary of Funding Sources for both General Government and Utilities Projects

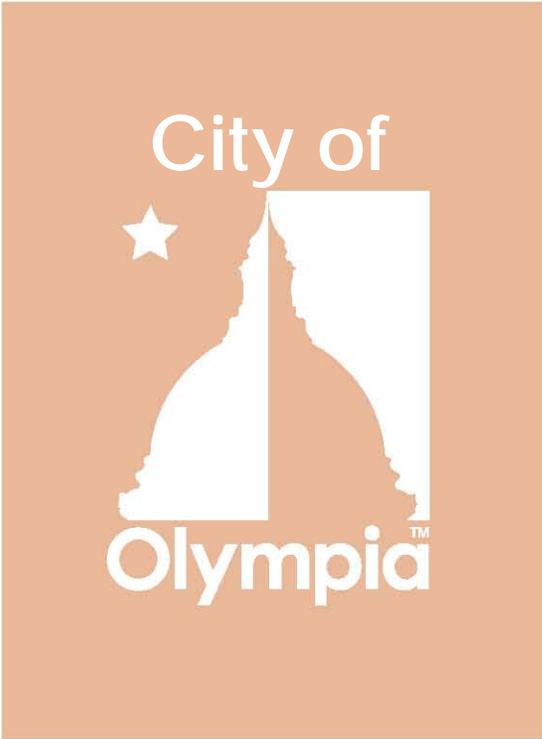
FUNDING SOURCES:	2014	2015-2019	TOTAL
Building Repair & Replacement	\$ (236,475)	\$ (1,170,425)	\$ (1,406,900)
CIP Fund	\$ 1,724,800	\$ 13,168,110	\$ 14,892,910
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
General Facility Charges	\$ 1,750,000	\$ 9,327,800	\$ 11,077,800
Grant	\$ -	\$ 19,427,767	\$ 19,427,767
Grant - Federal	\$ -	\$ 40,000	\$ 40,000
Impact Fees	\$ 666,213	\$ 26,174,459	\$ 26,840,672
Rates	\$ 4,178,600	\$ 22,942,800	\$ 27,121,400
Rental Fees	\$ 48,000	\$ 240,000	\$ 288,000
SEPA	\$ 2,938	\$ 241,000	\$ 243,938
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TBD	\$ 620,000	\$ 3,100,000	\$ 3,720,000
Voted Utility Tax	\$ 1,510,250	\$ 5,950,250	\$ 7,460,500
Voted UtilityTax - Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted UtilityTax - Pathways/Sidewalks	\$ 1,000,000	\$ 5,000,000	\$ 6,000,000
WSDOT	\$ -	\$ 850,000	\$ 850,000
Total	\$ 12,215,826	\$ 109,886,061	\$ 122,101,887

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County Funded Projects in Urban Growth Boundary*

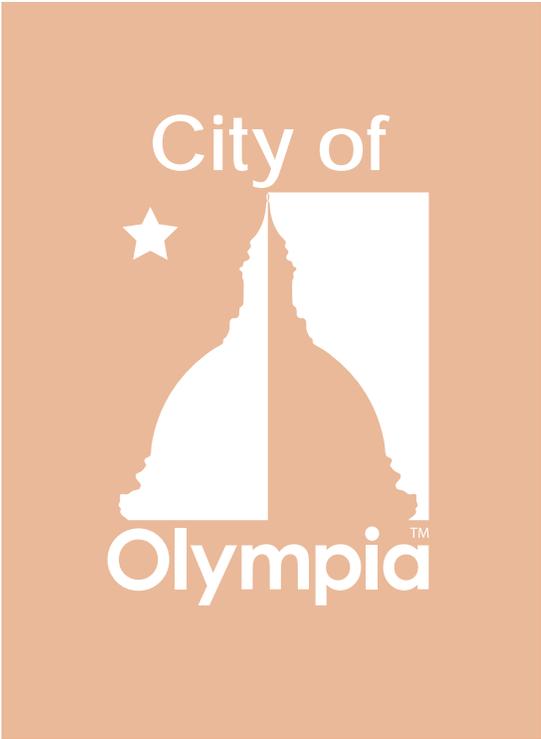
COUNTY FUNDED PROJECTS IN URBAN GROWTH BOUNDARY			
PROJECT	2014	2015-2019	TOTAL
Buildings			
Stormwater			
Roads and Transportation Services			
Parks and Recreation			
Total:			

* At the time of printing of this CFP, the County funded projects information was not available. This information will be updated and provided in the Adopted CFP.





**What are we
Building in 2014?**





Rendering of proposed facade on Washington Center for the Performing Arts

WHAT ARE WE BUILDING IN 2014?

The following projects are what the City will be building in 2014. These projects are past the planning and design phase and are “shovel ready.” You should expect to see construction or land acquired. Some projects begin construction in 2014 and are a one-year project, where as, some projects run longer than one year, and are therefore considered major projects. We think it is important to list single year and multiple year projects so that our citizens are aware of what projects are taking place with their dollars.

You will not find all of these projects listed in the 2014-2019 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years. These projects are marked with an asterisk (*). Only new projects or projects that need additional funds will be listed in the current CFP.

It is important to remember that for many projects, it takes a number of years to get to the construction phase. This is because right-of-way may need to be purchased, environmental reviews are necessary, and /or engineering design work needs to be completed. These are only a few examples of what takes place before a project begins actual construction. So while the following projects are what is being constructed and/ or acquired in 2014, a lot of work is underway behind the scenes on several projects planned for construction/ acquisition in the future.

Parks, Arts & Recreation	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
Sunrise Park Playground Replacement (CAMMP) Replace the aging playground equipment at Sunrise Park.	\$ 150,000	May 2014	September 2014

Transportation	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
22nd Avenue Sidewalk* Construct continuous sidewalk and access ramps on the south side of 22 nd Avenue from Cain Road and connect to the future sidewalk improvement to be constructed as part of the Boulevard Road and 22 nd Avenue roundabout. In addition, construct a sidewalk on the north side of 22 nd Avenue from the existing crosswalk east of Wilson St to Swanee Place.	\$1,794,500	2014	2014
Boulevard Road and 22nd Avenue Roundabout* Intersection capacity improvements at the intersection of Boulevard Road and 22 nd Avenue will include a roundabout, bicycle lanes, pedestrian crossings, landscape planter strips, sidewalks, signage, striping, streetlighting, stormwater improvements and utility undergrounding. This project improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, pedestrian safety is improved by allowing safer access to schools, parks, businesses and other destinations.	\$4,880,500	2014	2014
Neighborhood Parks and Pathways Construct neighborhood pathways for bicyclists and pedestrians that connect streets to parks, schools and other streets where no motor connection exists. These pathways enhance mobility for bicyclists and pedestrians by shortening trip lengths and providing more comfortable off-street route alternatives.	\$125,000	2014	2014
Smart Corridors* This project will update software for operating traffic signals and replace current traffic signal controllers with new equipment that provides features to operate the City's traffic signal system efficiently and provide for Transit Signal Priority (TSP).	\$815,725	2014	2014
State Avenue Overlay and Pedestrian Crossing Improvements* Recondition the roadway of State Avenue from East Bay Drive to Central Street with a pavement preservation treatment and improve pedestrian access along the corridor.	\$2,783,400	2014	2014
Street Repair and Reconstruction Annual maintenance and rehabilitation of various streets throughout the City to correct pavement deficiencies.	\$1,849,800	2014	2014
West Bay Drive Sidewalk* Installation of a continuous sidewalk along West Bay Drive from Brawne Avenue North to Smyth Landing. Improvements include new curb, sidewalk, planter strips, and concrete retaining walls.	\$2,768,000	2014	2014

*You will not find all of these projects listed in the 2014-2019 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years.

General Capital Facilities	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
Fire Station Main HVAC Improvements* Replace fans and air handling units.	\$ 128,000	2014	2014
Justice Center HVAC Improvements* Replace air handling units.	\$ 753,000	2014	2014
Olympia Center Exterior Painting* Repaint Exterior.	\$ 164,000	2014	2014
Washington Center Repairs* Replace Domestic water heater and sprinkler system.	\$ 249,000	2014	2014

*You will not find all of these projects listed in the 2014-2019 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years.

Drinking Water	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
Elliott Reservoir Exterior Painting To ensure the longevity of the reservoir, this project will include cleaning, preparation, and application of primer and finish paint on a 4.76 million gallon, welded steel water reservoir.	\$508,000	2014	2014
Small Diameter Watermain Replacement Replace existing small diameter substandard watermains with larger diameter piping.	\$450,000	2014	2014
Watermain to New 417 Zone Reservoir This project will install a new 12-inch watermain to connect the existing distribution piping to the planned reservoir in SE Olympia.	\$710,300	2014	2014

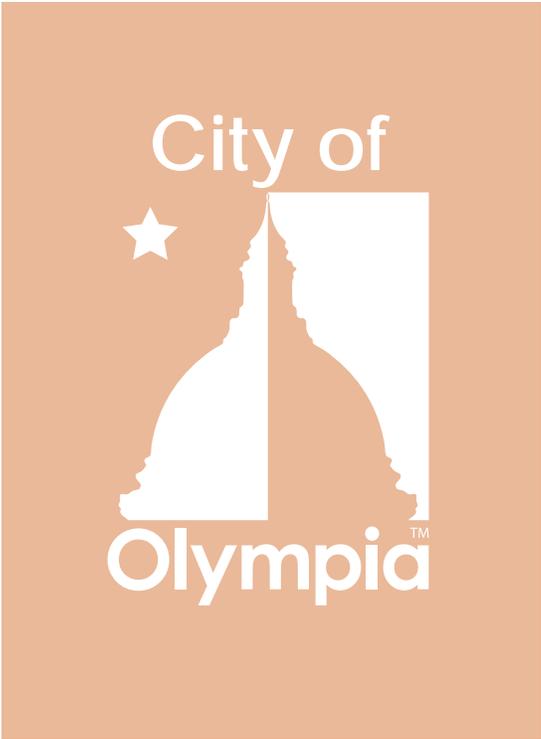
Wastewater	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
Annual Sewer Extensions Constructing small-scale sewer extensions in support of onsite sewage system conversions to public sewer.	\$150,000	2014	2014
Black Lake Lift Station* Rebuilding the Black Lake lift station for current and future wastewater flows.	\$1,500,000	2014	2015
Priority Sewer Repairs* Repairing and rehabilitating sewer mains using cured in place pipe (CIPP) technology where feasible.	\$800,000	2014	2015

Storm and Surface Water	Total Project Cost	Estimated Construction/ Acquisition Start Date	Estimated Construction/ Acquisition Completion Date
City Maintenance Center Water Quality Facility* The City facility will be retrofitted for stormwater treatment prior to discharge to Moxlie Creek.	\$600,000	2014	2014
Conveyance Spot Repairs/Pipe Replacement* This project provides for minor repairs to the stormwater conveyance system at locations determined by the condition rating program.	\$150,000	2014	2014
Port of Olympia Stormwater Separation City stormwater will be routed from the Port property and discharged to Budd Inlet. The project will facilitate the Port's retrofitting of its stormwater systems for treatment.	\$800,000	2014	2014
State Avenue Stormwater Retrofit Stormwater treatment will be provided on State Avenue between Plum and Central.	\$811,900	2014	2015

*You will not find all of these projects listed in the 2014-2019 Capital Facilities Plan (CFP) as some of them may have already been appropriated in previous budget years.



**2014
New & Completed
Projects**



NEW Projects

PARKS, ARTS AND RECREATION

Sunrise Park Playground Replacement (CAMMP)

Project Description : The playground is 20 years old and needs to be replaced. This project will install new play features at Sunrise Park.

Anticipated Result : A new playground that meets current playground safety and ADA standards.

WASTEWATER

28th Ave NW Lift Station Property Acquisition

Project Description : Acquire property in the vicinity of Cooper Point Road and 28th Avenue NW for locating a future lift station.

Anticipated Result : Purchase property for future lift station.

Annual Sewer Extensions

Project Description : As part of the onsite sewer conversion program, this projects funds minor extensions of the public pipe systems for new conversions.

Anticipated Result : Support the conversion of existing onsite sewage systems to municipal sewer services in the City.

Boulevard Sewer Extension at Morse Merryman

Project Description : Install a new sewer pipe under Morse Merryman round-about in conjunction with street construction.

Anticipated Result : Install sewer pipe infrastructure as part of an opportunity project in conjunction with the Transportation intersection improvement project.

Commercial STEP Conversions

Project Description : Connect several existing large STEP systems to the newly available sewer main on Yelm Highway.

Anticipated Result : Connect STEP systems to a new sewer main.

Manhole Repair and Replacement

Project Description : Address structural deficiencies, leaks, and/or corrosion needs.

Anticipated Result : Improve reliability and reduce maintenance of existing manholes throughout the City.

Neighborhood Sewer Program

Project Description : As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversion with a focus on larger neighborhood-scale projects.

Anticipated Result : Support the conversion of existing onsite sewage systems to municipal sewer services in the City.

Pipe Corrosion Abatement, Phase 1 and 2

Project Description : This project funds the lining of priority damaged sewer systems.

Anticipated Result : Repair damaged sewer infrastructure due to high levels of hydrogen sulfide gas associated with STEP systems.

Spot Repairs

Project Description : Repairs and replaces small sections of sewer pipe.

Anticipated Result : Improve reliability and reduce maintenance of existing sewer pipes throughout the City.

Water St. Lift Station Force Mains Upgrade

Project Description : Replace the existing 18 and 30-inch concrete sewer force mains serving the Water St lift station.

Anticipated Result : Improve reliability of sewer force mains.

STORM AND SURFACE WATER

Harrison Avenue Water Quality Retrofit

Project Description : Construct a water quality treatment facility from Harrison Avenue between West Bay Drive and Milroy Street. The Harrison Avenue drainage basin is tributary to Budd Inlet and comprises more than 20 acres of zoned, predominately high-density corridor.

Anticipated Result : Treat runoff from Harrison Avenue between West Bay Drive and Milroy Street.

Ken Lake Flood Conveyance

Project Description : Construct a stormwater conveyance system.

Anticipated Result : Eliminate historical overland flooding associated with the Gruen Swale and Stonewall Swale tributary to Ken Lake.

Land Acquisition and Stewardship

Project Description : This project will acquire properties. Appropriate projects will be identified and prioritized using a land stewardship and acquisition strategy developed by the Storm and Surface Water Utility.

Anticipated Result : To preserve intact habitats and/or restore and enhance habitats that have been impacted by urban development.

COMPLETED Projects

PARKS, ARTS AND RECREATION

Condition Assessment & Major Maintenance Projects (CAMMP)

Project Description : These projects are part of the Condition Assessment and Major Maintenance Program (CAMMP), which identifies, assesses, prioritizes, schedules and addresses high priority major maintenance projects.

End Result : Maintenance projects completed in 2013 included LBA asphalt repair, Percival Landing annual inspection and Heritage Fountain evaluation and pre-design.

Kettle View Park Shelter

Project Description : Construction and new picnic shelter at Kettle View Park.

End Result : A new picnic shelter will enhance the park improvements that were completed in 2011.

Madison Scenic Park Trail Improvements

Project Description : Replace the pedestrian pathway retaining wall and steps and construct a crushed rock trail that is even and barrier free.

End Result : With the work of OPARD staff and the City's probation work crew, creosote timbers were removed, the hillside stabilized with river rock, native and edible plants were embedded and a crushed rock trail was created that is even and barrier free.



New Off-Leash Dog Park

Project Description : Find a replacement facility for the Sunrise Park off-leash dog area.

End Result : Secure and develop a site for an off-leash dog area.

Olympia Woodland Trail Extension Feasibility Study

Project Description : Preparation of feasibility study outlining multiple alternatives and associated costs to complete the linkage of the Olympia Woodland Trail with the City of Tumwater.

End Result : Completed feasibility study that will guide decision-making regarding alignment of the final phase of the Olympia Woodland Trail.

PARKS, ARTS AND RECREATION (CONTINUED)

Percival Landing “F” Float Replacement

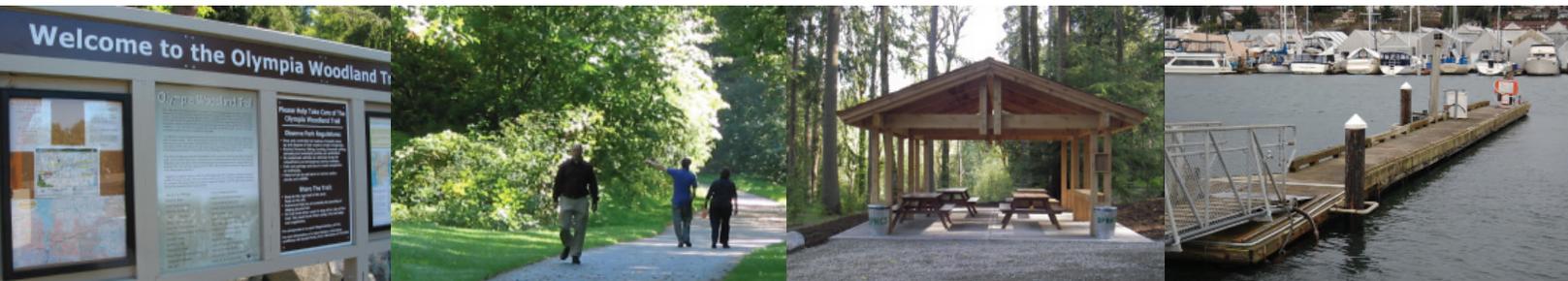
Project Description : Replace “F” dock floats and vessel pump-out station at Percival Landing that have exceeded their design life.

End Result : New moorage floats and sewage pump-out facility. The new moorage floats will include electrical and potable water hook-ups for visiting boaters.

Priest Point Park Shelter

Project Description : Using existing designs, construct a new shelter adjacent to the lower multi-purpose playfield area of Priest Point Park.

End Result : A new picnic shelter that will match the most recently constructed replacement shelter at Priest Point Park and will generate additional revenue.



TRANSPORTATION

2013 Pavement Preservation

Project Description : Chip seal and slurry seal treatments on sections of Plum Street and other various residential streets, totaling six miles.

End Result : Restore existing pavement surface conditions and extend the life of the pavement. These technologies seal the pavement with a layer of rock.

Pedestrian Crossing Improvements

Project Description : Install a crossing island on Capital Mall Drive, near Archwood Drive, as well as flashing beacons at two locations on Harrison Avenue.

End Result : This project will improve pedestrian safety.

Smart Corridors

Project Description : Upgrade 37 traffic signals to enhance regional traffic signal coordination.

End Result : Improve air quality by reducing wait time at traffic signals for busses.

Transportation System Upgrades

Project Description : Install recycled artificial turf in planter strips.

End Result : Reduce long term maintenance costs.

GENERAL CAPITAL FACILITIES

Facility Upgrades

Project Description : Replace leaking windows, repair windows and siding, replace a roof and an aging fire alarm system at three City owned facilities.

End Result : Improve the building conditions of City owned facilities.

Fire Training Center (Phase II)

Project Description : In 2013 the Fire Training Center project will be completed with the installation of the final Fire Props and the completion of remaining infrastructure items.

End Result : A Fire Training Center campus that was approved in 2008 by voter approved sale of bonds to purchase land and build a fire training facility that includes live fire props. The training facility is located behind Home Depot (Georgia Pacific) off of Fones Road.



Library Solar Panel Demonstration Project

Project Description : Install solar panels on the Library roof utilizing a Puget Sound Energy (PSE) Green Power Grant. The project will also produce educational materials to display at the Library.

End Result : Generate energy from solar panels at the Timberland Regional Library in Olympia and provide educational materials to help inform the public about solar power and PSE's Green Power Program.

Parking Pay Stations

Project Description : Remove the existing parking pay stations located in the downtown core and replace them with new "Smart Meters".

End Result : Replace parking pay stations with "Smart Meters".

Washington Center Repairs

Project Description : Remove the failing siding and replace it with new siding; remove and replace the roof and three air handler units; add miscellaneous improvements to enhance the exterior appearance and function.

End Result : Improve the building condition of the Washington Center for the Performing Arts.

DRINKING WATER

Automated Water Meter Replacement

Project Description : Replace approximately 14,000 aging water meters and retrofit all remaining water meters throughout the City (approximately 20,000 meters in total) to allow for automated meter reading.

End Result : Reduce maintenance and improve efficiencies within the system.

McAllister Corrosion Control Treatment

Project Description : Construct towers at the Meridian Reservoir which will circulate air to mix with the water, raising the pH of water pumped from McAllister Wells.

End Result : Reduce the potential for corrosion of interior plumbing.

McAllister Transmission Main

Project Description : Construct approximately one mile of 36-inch diameter water transmission main connecting the new McAllister Wellfield to the City's existing system.

End Result : Connection to the new McAllister Wellfield water source.

McAllister Wellfield

Project Description : Drill a new 24-inch well, constructing well field buildings, and installing pumps and on-site piping.

End Result : Provide a safe and reliable water source and provide adequate future water capacity for the City of Olympia.

WASTEWATER

Black Lake Sewer Main

Project Description : Install a new 8-inch pressure main to the Black Lake Lift Station. The pipe will be installed using the "directional drill" method which minimizes digging and trenching.

End Result : Add capacity to the Black Lake Lift Station.

Sewer Lift Station Upgrades

Project Description : Reconstruct the existing West Bay Drive lift station and the Woodcrest and Holiday Hills sewer lift stations.

End Result : The West Bay Drive lift station improvement will increase pumping and storage capacity to meet future wastewater flows. The Woodcrest and Holiday Hills sewer lift stations improvements will increase capacity.

Sewer and Storm Repairs

Project Description : This annual project will repair approximately 9,500 feet of sanitary sewer and 700 feet of stormwater pipes by using Cured in Place Pipe (CIPP) technology that minimizes digging and trenching.

End Result : Repair and rehabilitate sanitary sewer and stormwater pipes throughout the City.

STORM AND SURFACE WATER

12th Avenue Storm and Drinking Water Pipe Re-route

Project Description : Relocate the existing “cross-country” waterline and stormline to 12th Avenue.

End Result : Improve accessibility for on-going operation and maintenance of a major waterline.

Pacific Avenue Stormwater Facility

Project Description : Construct a vault and associated piping to treat stormwater runoff from nearby commercial properties.

End Result : Treat contaminants from stormwater runoff before it discharges to Indian Creek.

Sewer and Storm Repairs

Project Description : This annual project will repair approximately 9,500 feet of sanitary sewer and 700 feet of stormwater pipes by using Cured in Place Pipe (CIPP) technology that minimizes digging and trenching.

End Result : Repair and rehabilitate sanitary sewer and stormwater pipes throughout the City.

Stormwater System Improvements

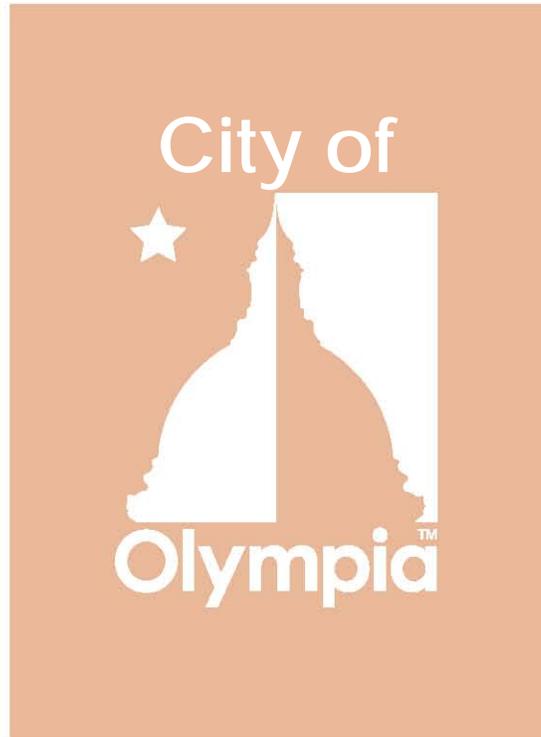
Project Description : Construct stairs, rails and metal catwalks to provide City crews with safe, reliable access for maintenance purposes; install a vault and new piping to allow City crews to pump stormwater without closing the sidewalk to pedestrians; and replace failed pervious sidewalk on Miller Avenue.

End Result : Improve safety and reliability of stormwater infrastructure.

Woodard Creek Culvert

Project Description : Repair the existing culvert using pipe bursting. This technology allows the existing pipe to act as a sleeve for installation of the new culvert. Improvements to deter beavers from damming up the stream, causing flooding, will also be constructed.

End Result : Repair existing culvert and deter beavers from causing upstream flooding.



City of



OlympiaTM



**Parks, Arts &
Recreation**





PARKS, ARTS & RECREATION

The 2010 Parks, Arts & Recreation Plan outlines capital investments through 2019. The Plan includes a Capital Investment Strategy (CIS) which is a base list of projects utilizing current funding sources and projected funding levels through 2019.

Park capital projects are funded primarily by four sources: park impact fees, SEPA mitigation fees, general fund contributions (CIP) and voted private utility tax revenue from the Parks and Pathways Funding Measure.

The Parks and Pathways Funding Measure, approved in 2004, created a revenue source for parks acquisition, development and maintenance. On average, the measure generates about \$2.2 million per year for parks. The revenue collected is spent in three areas: debt service; planning, maintenance and operations; and park acquisition and development.

There will be a reduced level of revenues from the voted utility tax available for new park acquisition and development through 2017. There are several reasons for this:

1. Continual payments from the voted utility tax fund to pay the debt service on bonds sold in 2006 and 2013.
2. Continued reliance on utility tax funds to pay staffing costs associated with the acquisition, design, construction and maintenance of park facilities funded through the Parks and Pathways program.
3. Trend of decreasing private utility tax collections.

The result is that between 2014 and 2019, as planned, there will be fewer new parks being acquired or developed, without other revenue. However, when the debt is retired in 2016 for bonds sold in 2006, there will be greater budget capacity for investing in new parks. Additionally, the Parks, Arts

and Recreation Plan will be due for an update in 2016/2017 that will guide future investments.

I. Key Factors for Project Selection

A. Build vs. Maintain

The annual CFP and City Operating Budget are the financial engines intended to identify and balance the City’s investment in new and existing infrastructure, as well as the means to operate and maintain them.

The 2014 Operating Budget must address the annual maintenance costs required to protect the City’s investment in all park facilities. Without sustained funding for maintenance, emphasis was placed on selecting projects for the 2014 CFP that would have the least impact on maintenance staff workload.

B. Honor Grant Commitments

The City is required to keep parks, which were acquired or developed with grant funding, open to the public. As changes in park use are proposed, the City must anticipate the replacement of lost recreation facilities, land or both. Failure to honor grant requirements could create financial implications and jeopardize future grant opportunities. In some instances, grant requirements include time lines for project design and development.

C. City Council Directed Projects

Some projects may be selected for funding based on direction by the Olympia City Council. These projects may be linked with emerging community needs and evolving partnerships.

D. Land Acquisition Opportunities

The steady decline in General Funds available for park maintenance restricts the City’s ability to construct new facilities. As a result, the City places more emphasis on park land acquisition. Maintenance of land costs less than maintenance of a fully developed park.

Recent examples of this trend occurred in 2011 and 2012. In 2011, the City acquired property in West Olympia and set aside funds in 2012 and 2013 for purchasing property at the Isthmus.

E. Priest Point Park Upgrades

In the next six years, decisions need to be made about aging facilities at Priest Point Park. There are shelters, shop buildings, restrooms and roadways that need repair or replacement. These repairs will exceed the typical \$500,000 per year major maintenance budget.

F. 2015-2019

Without a new or significant increase in existing project revenues, there will not be many new parks proposed from 2015-2019.

II. Base Programs

Continued funding of CAMMP (Condition Assessment and Major Maintenance Program) is critical to keeping parks open and safe. CAMMP was initiated through the Capital Budget in 2008, when funding for major repairs was greatly reduced in the Operating Budget. CAMMP is one of five program categories in the Parks, Arts and Recreation chapter of the 2014-2019 CFP. The others are:

1. Community Park Expansion
2. Neighborhood Park Acquisition and Development
3. Park Bond Issue Debt Service
4. Percival Landing Phase II Design

III. Master Planning

Interested citizens, local, State and Federal agencies, and the Squaxin Island Tribe are participating in defining the vision for Ward Lake Park or West Bay Park. With master plans completed for Percival Landing and underway for West Bay and Ward Lake, the Department is ready

to explore optional funding approaches to begin design, construction, and operation and maintenance of the waterfront parks.

IV. Assessing Development Impact Fees for Parks

In March 2008, the City increased the residential development impact fees assessed for parks. These fees will help fund new Community Parks, Neighborhood Parks and Open Space. The anticipated amount of revenue that will be collected annually is shown in the tables within the program area. The 2014 column displays collected and not yet appropriated revenues. The 2015-2019 column displays projected revenues based upon development projections provided by the Thurston Regional Planning Council. A new park impact fee rate study and ordinance went into effect in 2013.

V. Level of Service Standards

Level of service standards, (referred to as “Target Outcome Ratios” in the Parks, Arts and Recreation Plan) are the ratio of developed park land per 1,000 residents. This is how the City evaluates whether we need to acquire more park land or build more recreation facilities. The Capital Facilities Plan identifies the means by which the City finances new park acquisition and development. Park land acquisition and development is funded by a variety of sources, including the 2% private utility tax, park impact fees, SEPA mitigation fees, grants, and donations.

The following table presents existing level of service standards and target level of service standards. It shows that additional park land and development are needed if the target level of service standards are to be met. In the category of Open Space, the existing ratio of parks to population is higher than the target ratio. To keep up with projected population growth and retain the current standard requires acquiring approximately 140 more acres to the inventory every ten years. Current levels of funding are insufficient to sustain this level of Open Space acquisition.

Existing and Target Levels of Service Standards for Parks

Park Type	Existing Developed Acres (2010 Parks, Arts & Recreation Plan*)	Existing Ratio (2010 Parks, Arts & Recreation Plan - Acres /1,000)	Target Ratio (2010 Parks, Arts & Recreation Plan - Acres/1,000)
Neighborhood Parks	39.92	.66	.76
Community Parks	152.12	2.51	2.91
Open Space	705.76	11.62	11.19

** The 2010 Parks, Arts and Recreation Plan incorrectly listed Steven’s Field at 13 acres when it is actually 7.84 acres. The acreage figures above are corrected and therefore vary slightly from those listed in the Plan. This correction will be made in future updates to the Parks, Arts and Recreation Plan.*

COMMUNITY PARK EXPANSION

Location	Northeast and Southeast Urban Growth Areas of Olympia
Links to Other Projects or Facilities	N/A
Description	<p>Community parks are places for large-scale community use. Community parks include athletic fields, picnic shelters, tennis courts, water access and other facilities. In the past, impact fees were collected for ball field and tennis court expansion. In 2008, these categories were merged into a new Community Park impact fee category. For further simplification, in 2012 the Special Use Area impact fee category was also merged into the Community Park category.</p> <p>The 2012-2017 CFP proposed acquisition of a community park on the Isthmus. To date, \$1.6 million has been committed to land acquisition. In 2013, an additional \$700,000 was committed bringing the total to \$2.3 million. Work will continue on seeking funding partnerships with the State and private donors for land acquisition and/or demolition.</p> <p>In 2014, funding is being requested for the development of the Artesian Court and acquisition of a new 40 – acre community park.</p>
Justification (Need/Demand)	<p>The Artesian Court project will transform a currently under-used parking lot into a multi-purpose urban outdoor courtyard that is clean, safe and welcoming to all. The space will be designed and managed to promote positive behaviors.</p> <p>In order to meet today’s existing demand for rectangular fields, four dedicated rectangular fields would need to be added to the existing inventory. Community parks are the appropriate location for these facilities as well as the off-leash dog areas, bike parks, community gardens and skate park amenities desired by the public.</p>
Level of Service Standard	<p>Target level of service standard (2010 Parks, Arts and Recreation Plan): 2.91 acres/1,000 population Existing Ratio (2010 Parks, Arts and Recreation Plan): 2.51 acres/1,000 population</p>
Comprehensive Plan and Functional Plan(s) Citations*	<p>Olympia Comprehensive Plan (Chapter 7, Parks, Arts & Recreation) Goals: Goal PAR 4, Goal PAR 5, PAR 5.1 (b), PAR 8.7</p> <p>* The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Artesian Court Development	\$ 53,000	-	\$ 53,000
BMX in Existing Park	-	\$ 15,000	\$ 15,000
Community Park Acquisition	-	\$ 2,000,000	\$ 2,000,000
Priest Point Park Rose Garden Shelter	\$ 125,000	-	\$ 125,000
TOTAL	\$ 178,000	\$ 2,015,000	\$ 2,193,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	\$ 178,000	-	\$ 178,000
SEPA Fees	-	\$ 15,000	\$ 15,000
Voted Utility Tax (VUT)	-	\$ 2,000,000	\$ 2,000,000
TOTAL	\$ 178,000	\$ 2,015,000	\$ 2,193,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Currently, the Department spends approximately \$902,564 annually for Community Park Operations and Maintenance (O&M). Annual maintenance for undeveloped Community Park sites is projected to be \$114.17/acre.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	South, West, Downtown



CONDITION ASSESSMENT AND MAJOR MAINTENANCE PROGRAM (CAMMP)

Location	Park Facilities Citywide
Links to Other Projects or Facilities	Citywide Asset Management Program
Description	<p>Homeowners recognize that annual maintenance is necessary to protect the investment they made in their home. Similarly, capital investments in park facilities need to be maintained. Aging facilities require replacement of roofs, antiquated equipment and utilities. Driveways, parking areas, sport courts and trails require resurfacing to remain safe and accessible. CAMMP is designed to monitor the condition of park assets, identify and prioritize needed major repairs or replacement, and cost and schedule these projects. If this maintenance is not performed, park facilities might have to be closed or removed to safeguard the public.</p> <p>Sustaining a maintenance fund for parks is as important as building new facilities. It is critical that future maintenance requirements are identified and funded concurrently with new construction so that the community is assured uninterrupted access to its inventory of public recreation facilities.</p> <p>CAMMP incorporates a systematic inspection and criteria-based prioritization process. In 2008, a system-wide condition assessment was performed on all park buildings. Structural condition assessments were performed on Percival Landing in 2004 and 2009, and in addition to annual inspections, another 5-year structural condition assessment is scheduled for 2014.</p> <p>Similar to Percival Landing, the park maintenance facility buildings at Priest Point Park (PPP) were built from 1940 through 1980 and have now exceeded their design life.</p> <p>The Department is completing integration of all park facilities into the Citywide Asset Management System and will be integrating condition data and project prioritization assessments developed for CAMMP into the system in 2013.</p> <p>A 2008 CFP appropriation created a parks major maintenance program to repair or replace aging park infrastructure. This CFP includes funding of \$170,000 for CAMMP in 2014 and \$500,000 per year from 2015-2019.</p> <p>CAMMP projects identified for 2014 are:</p> <ul style="list-style-type: none"> • Percival Landing 5-year structural condition analysis • Percival Landing maintenance • Sunrise Park playground replacement
Justification (Need/Demand)	CAMMP is necessary to ensure that existing park facilities are rehabilitated and replaced as needed to maintain the park amenities citizens expect. This program supports sustainability by extending the life of our park facilities. Deferred maintenance can result in closed facilities or additional maintenance costs.
Level of Service Standard	N/A
Comprehensive Plan and Functional Plan(s) Citations	N/A

CAPITAL COSTS:	2014	2015-2019	TOTAL
CAMMP Major Maintenance Projects	\$ 170,000	\$ 2,500,000	\$ 2,670,000
TOTAL	\$ 170,000	\$ 2,500,000	\$ 2,670,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	\$ 170,000	\$ 2,500,000	\$ 2,670,000
TOTAL	\$ 170,000	\$ 2,500,000	\$ 2,670,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide



NEIGHBORHOOD PARK ACQUISITION/DEVELOPMENT

Location	Neighborhood parks will be located in all quadrants of the City
Links to Other Projects or Facilities	N/A
Description	Neighborhood parks are an integral part of implementing the urban design strategy for Olympia’s neighborhoods. Neighborhood parks are a common gathering place for families and children, and are a high priority for expanding Olympia’s park system.
Justification (Need/Demand)	<p>The Parks, Arts & Recreation Plan proposes the integration of community gardens into existing parks. This addresses an emerging need that has been expressed by the community. Any further expansion of the Community Garden Program will require an additional FTE to manage the program.</p> <p>In 2014 funding is requested for: Soil remediation at 8th Avenue neighborhood park site resulting from a history of agricultural use.</p>
Level of Service Standard	<p>Target level of service standard (2010 Parks, Arts and Recreation Plan): 0.76 acres/1,000 population</p> <p>Existing Ratio (2010 Parks, Arts and Recreation Plan): 0.66 acres/1,000 population</p>
Comprehensive Plan and Functional Plan(s) Citations*	<p>Goals and policies refer to specific acquired neighborhood parks as integral pieces of preserving and enhancing the quality of Olympia neighborhoods.</p> <p>PAR 1.3, PAR 1.4, PAR 8.1</p> <p>*The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Community Garden in Existing Park	-	\$ 65,000	\$ 65,000
8th Avenue Park Soil Remediation	\$ 50,000	-	\$ 50,000
Off Leash Dog Area in Existing Park	-	\$ 80,000	\$ 80,000
TOTAL	\$50,000	\$ 145,000	\$ 195,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	\$ 50,000	\$ 80,000	\$ 130,000
SEPA Fees	-	\$ 65,000	\$65,000
TOTAL	\$ 50,000	\$ 145,000	\$ 195,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$217,242 is spent annually system-wide for neighborhood park O&M. Annual maintenance for neighborhood park sites with interim improvements is estimated to be \$1,506 per acre.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Citywide



PARKS BOND ISSUE DEBT SERVICE

Location	N/A
Links to Other Projects or Facilities	N/A
Description	<p>In 2004, the citizens of Olympia voted to increase the utility tax by 2% for parks. In order to acquire park land, the Council sold general obligation bonds in 2006 for \$9.5 million. The debt service will be paid with annual utility tax revenues. This project reflects the annual debt service needed for the bonds. Final payment will be made in 2016.</p> <p>In 2011, the City of Olympia opened a Bond Anticipation Note (BAN) in the amount of \$2,500,000 to partially fund the \$14.5 million Percival Landing Phase 1 Reconstruction Project.</p>
Justification (Need/Demand)	N/A
Level of Service Standard	N/A
Comprehensive Plan and Functional Plan(s) Citations	N/A

CAPITAL COSTS:	2014	2015-2019	TOTAL
2006 Bond Debt Service	\$ 1,197,750	\$ 2,387,750	\$ 3,585,500
2011 Bond Anticipation Note*	\$ 312,500	\$ 1,562,500	\$ 1,875,000
TOTAL	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500

FUNDING SOURCES:	2014	2015-2019	TOTAL
Voted Utility Tax (V.U.T)	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500
TOTAL	\$ 1,510,250	\$ 3,950,250	\$ 5,460,500

Note: \$2,500,000 of debt was issued in 2011 for the Percival Landing project. Bond anticipation notes were issued, which will be redeemed no later than March 2014. When redeemed, the remaining principal will be refinanced with a term not to exceed March 2021.



ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	The operating costs are dependent on the parcels of property purchased.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	N/A

* In June of 2013, the Bond Anticipation Note was taken out with a general obligation bond. The final CFP will reflect this in the debt service payments. (The payments will go down slightly.)

PERCIVAL LANDING PHASE II DESIGN AND ENGINEERING

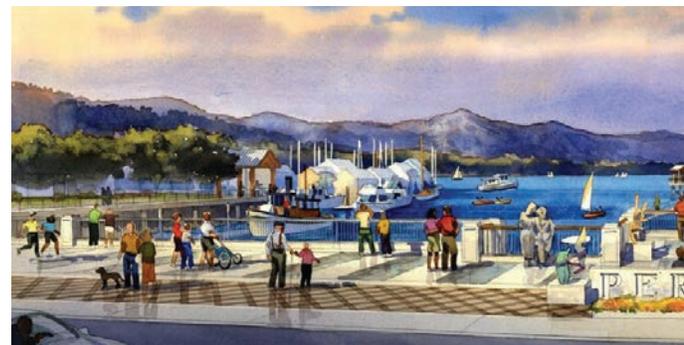
Location	Percival Landing boardwalk, extending from the Port Plaza southward along the shoreline of the West Bay of Budd Inlet to its southern terminus at the 4th Avenue Bridge
Links to Other Projects or Facilities	N/A
Description	<p>Since 2004, the City has been in the process of designing, engineering and fundraising for the replacement of Olympia's public waterfront facility on Percival Landing. In 2007, a concept plan was completed for the entire length of Percival Landing. The original Percival Landing was built in three sections, in part due to financial constraints. The same is true for this current project. Future phases are too big to fund at one time, unless the public overwhelmingly supports a funding package.</p> <p>Phase I, which started construction in July 2010, cost \$14.5 million for design, construction, contingencies, project management and permitting. Dedicated in August 2011, this phase extends from Water Street to Thurston Avenue and sets the design template for the replacement of the entire landing. It includes boardwalk demolition and replacement, shoreline stabilization and restoration, clean-up, pavilions, gangways, bathhouse reconstruction, lighting, landscaping and interim play equipment.</p> <p>The 2011 CFP included \$350,000 for playground replacement and continued site clean-up under a voluntary clean-up program agreement with the Department of Ecology. In 2015, the Department will assemble a team to strategize next steps. The strategy will take a close look at the condition of remaining boardwalk sections and derive a future replacement schedule and associated costs. To follow this up, \$1,000,000 in out-year funding is requested to begin Phase II design based upon the strategy developed.</p> <p>Funding for this project is impact fees. If the revenue is not forthcoming, the project may be rescoped in future CFPs. The budget capacity for this project will not be available until 2018-2019.</p>
Justification (Need/Demand)	<p>Percival Landing is one of the most popular destinations in the region, drawing a wide range of visitors to the waterfront and downtown. Percival Landing was constructed in three phases in the 1970s and 1980s and the remaining original phases are exhibiting the effects of years of exposure to the harsh marine environment.</p> <p>Every five years a marine structural engineering consultant prepares a thorough condition assessment of the facility. This was done in 2004 and 2009 and this CFP requests \$42,000 in funding to continue the assessment in 2014. These studies identify the deteriorating condition of the boardwalk. The approach to managing the situation is to perform annual inspections and repairs via the Department's CAMMP program and to seek funding for replacement. The plan provides direction for a systematic replacement program, cost estimates and phasing approach in order to pursue funding sources to continue engineering, design and construction.</p>
Target Outcome Ratio (TOR)	The repairs and replacement of the Percival Landing boardwalk are necessary to ensure public safety and will not increase the TOR.
Comprehensive Plan and Functional Plan(s) Citations	N/A

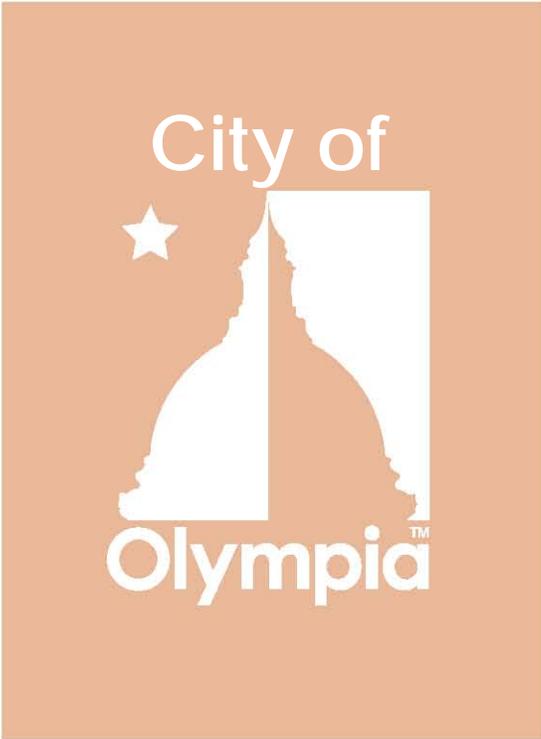
CAPITAL COSTS:	2014	2015-2019	TOTAL
Phase II Design and Engineering	-	\$ 1,000,000	\$ 1,000,000
TOTAL	-	\$ 1,000,000	\$ 1,000,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	-	\$ 854,000	\$ 854,000
SEPA Fees	-	\$ 146,000	\$ 146,000
TOTAL	-	\$ 1,000,000	\$ 1,000,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	A maintenance management plan is being prepared to identify the scope and cost for maintaining the new facility.
Estimated Revenues	Moorage fees are charged for overnight usage.
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	Downtown







Transportation





4th Avenue Bridge

TRANSPORTATION

The CFP brings the vision of the Olympia Comprehensive Plan (Comp Plan) to reality. The Comp Plan is the blueprint for the development of our transportation system.

The City builds a transportation system that provides people with choices to walk, bike, drive, or ride the bus, and assures the safe delivery of goods and services. The Transportation Mobility Strategy (2009) takes the Comp Plan vision and provides specific guidance in these areas:

- Expanding system capacity and the ability to move people and bicycles, not just cars
- Building complete streets with features to support all modes of transportation
- Developing bus corridors with fast, frequent and user-friendly bus service
- Increasing network connectivity through more street connections and off-street pathways

Types of Projects

Our transportation system is comprised of more than 510 lane miles of street, along with signs, markings, signals, street lights, roundabouts, bike lanes, sidewalks, and trees. A project is included in this plan because it:

- Maintains and preserves the system we have
- Improves the safety and function of a street, such as adding sidewalks or
- Increases the capacity of the street system, such as a new signal or a turn lane

How Projects are Added to the CFP

Projects are listed either individually, or as a set of priorities in a program. Projects are identified through planning efforts or engineering studies. A project can be added to the CFP because it is a priority defined in a plan, or it is needed based on a specific evaluation. Some of the ways a project becomes a part of the CFP are as follows:

- **Plans:**
Sub-plans are developed to identify and quantify a specific need in our system, such as bike lanes and sidewalks. Sub-plans like the Sidewalk Program (2004) and Bicycle Master Plan (2009) define projects, which are then added to the CFP.
- **Studies:**
Corridor or district studies evaluate issues and identify solutions and opportunities in a specific area. Projects that result from these area-specific evaluations are added to the CFP.
- **Advisory Boards:**
The Olympia Planning Commission and the Bicycle and Pedestrian Advisory Committee provide input in the development of plans and studies, and annually provide input in the development of the CFP. Citizen members of these committees bring to the planning process their experience and input from their neighborhoods or through a particular constituency they represent.
- **Citizen requests:**
Throughout the year, City staff, the Council, and advisory committees receive comments about needs and priorities in our transportation system. These are evaluated when drafting the CFP.
- **Workshops:**
Transportation Workshops gather public input and ideas about transportation projects and plans. Workshops are an informal way to communicate with the public about challenges and opportunities in our work, and to hear the public's ideas.
- **Pavement ratings:**
The condition of street pavement is surveyed annually. Damaged streets are listed for repairs. Streets with some wear are resurfaced with low-cost treatments to prevent further damage and to offset the need for costly reconstruction. Streets needing major reconstruction are shown in the CFP; streets that will be resurfaced with low-cost treatments are typically not in the CFP.
- **Capacity review:**
Annually, staff reviews how well the transportation system is working relative to growth in traffic volumes. Capacity projects help to reduce congestion at certain intersections or along sections of road. Capacity projects in the CFP might include road widening or changes to intersections, such as roundabouts.

Coordination for Efficiency

Within the Transportation Section programs, projects are combined for construction efficiencies. For example, bike lanes are typically added when a street is resurfaced, with funding coming from both the Bicycle Program and Street Repair and Reconstruction Program to complete the project. Transportation work is also coordinated with utility work. When we plan to rebuild a road, we take the opportunity to upgrade sewer and water lines under the pavement, or find a better way to manage the stormwater that flows off the pavement.

Recent Trends

Transportation projects in the CFP use general funds, impact fees, grants, and other types of specific taxes. The general fund primarily relies on sales and property taxes. In this economic climate, funding is reduced for many CFP programs because sales tax revenues have been low.

An emphasis in this and prior CFPs continues to be pavement preservation. If the life of a street's pavement can be preserved with a low-cost treatment now, we can avoid costly resurfacing later. Keeping our pavement conditions from deteriorating will lead to future budget savings.

Another area of sustained funding is sidewalks. In 2004, Olympia voters approved the Parks and Recreational Facilities funding measure. The funding measure, referred to as "Parks and Pathways," is the primary source of funds for sidewalks — about \$1 million annually. This revenue comes from the private utility tax levied on utilities, such as cell phone and natural gas.

Impact fees are collected from new developments to help pay for additional traffic trips that the development adds to the current street system. These fees are used for capacity projects. As new residential and commercial development has slowed, so has the collection of impact fees. The lack of development, however, also means there is not a growth in traffic, which would warrant capacity improvements.

Transit signal priority systems give buses the green light so they do not get stuck in traffic. With federal Congestion Mitigation and Air Quality (CMAQ) grant funds, signal systems will be upgraded to allow transit priority functions along 4th/State, Pacific Avenue, and Martin Way corridors. Olympia, Lacey, Tumwater, and Intercity Transit will be prepared to use transit signal priority in 2014/2015. Thurston Regional Planning Council is coordinating this inter-jurisdictional project.

Street lights owned by the City of Olympia will be converted to Light Emitting Diodes (LED). This conversion will save the City approximately 50% in power costs. The conversion is partially funded with energy efficiency grant funds. Bonding will be used to pay for the balance of the project. The cost savings from reduced power usage will be used to pay back bonds.

4TH AVENUE BRIDGE RAILING REPAIRS

Location	4th Avenue Bridge
Links to Other Projects or Facilities	None
Description	<p>Clean and seal the existing railing in order to preserve the condition and improve aesthetics. This work is in addition to regular maintenance and inspection, which includes:</p> <p>Annual pressure washing and sweeping</p> <p>Regularly scheduled bridge inspections, which are: routine every two years, Under Bridge Inspection Truck ("UBIT"), every four years, and underwater every five years.</p>
Justification (Need/Demand)	The railing is showing early signs of failure. The concrete is cracking and in some places is spalling. While this is more of an aesthetic, rather than structural issue, it is important to preserve the overall integrity of the railing. Construction will occur in 2020.
Level of Service (LOS)	N/A
Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>T 1.11: The City shall support bicyclists and pedestrians.</p> <p>T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements.</p> <p>T 3: Ensure the safe and efficient movement of goods and people.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Repair and Seal Railings	-	\$ 399,000	\$ 399,000
TOTAL	-	\$ 399,000	\$ 399,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	-	\$ 399,000	\$ 399,000
TOTAL	-	\$ 399,000	\$ 399,000

ANNUAL OPERATIONS AND MAINTENANCE

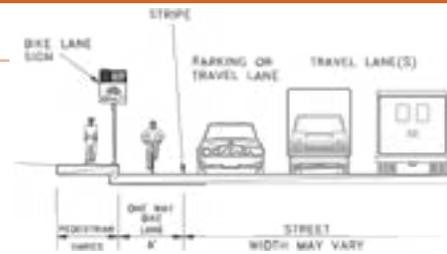
Estimated Costs	Not yet determined
Estimated Revenues	None
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	Downtown



BICYCLE FACILITIES (PROGRAM #0200)

Location Various locations. See Project List section.

Links to Other Projects or Facilities Street Repair and Reconstruction Projects— Transportation section
Sidewalk Construction—Transportation section



CLASS II BIKE LANE

Description The Bicycle/Pedestrian Advisory Committee developed the 2009 Bicycle Master Plan to establish a Citywide network of bicycle facilities as defined in the Comprehensive Plan. The Program includes reconstruction and re-stripping of streets to add bike lanes (sometimes in coordination with an overlay), and bike route signing. Project components may include bicycle facilities, geometrics, pavement, signage, pavement markings, soils and surfacing materials, street repair and striping.

Project List Current level of funding in the Bicycle Facilities Program is not adequate to fund all listed projects within the six-year time frame. The coordination with sidewalk, pavement management and sewer line projects will result in changes to this list, and timing adjustments are anticipated. In addition to CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

PRIORITY	LOCATION - Street Name (Quadrant: Map Coordinate)			CLASS	COST	
	FROM	TO	ESTIMATE		*FUNDING	
No Projects Planned for 2014						
Future Construction						
1	San Francisco Avenue (N:B5)	East Bay Drive	Bethel Street	II	\$ 1,152,300**	Grant, CIP
2	Mottman Road (W:D3)	Mottman Court	West end of frontage improvements	II	\$ 1,141,700	Grant, CIP
3	14th Avenue NW / Walnut Road (W:D3-4)	Cooper Point Road	Division Street	II	\$ 4,252,500**	Grant, CIP
4	Herman Road (S:E8)	Wiggins Road	East City Limits	II	\$ 6,582,500	Grant, CIP
* These projects are coordinated with the Street Repair and Reconstruction program. Cost estimates reflect bike and stormwater share associated with the bicycle facility of project costs only. Current funding levels are not adequate to complete these projects. Additional funding from grants is needed.						
** Stormwater costs are included. Additional pavement width from the bicycle facility triggers stormwater mitigation requirements.						

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

Justification (Need/Demand) The Comprehensive Plan stresses alternative transportation modes and specifically calls for the coordination of bicycle facility development at the time of street overlays or major maintenance work. In addition to CIP funds, grant funds are sought whenever possible.

Level of Service (LOS) Established LOS: N/A

Project Type: Functionality project. There is currently no bicycle facility LOS standard other than the general directive in the Comprehensive Plan that all arterials, major collectors and selected neighborhood collectors have bicycle facilities.

Target Outcome Bicycle Program Projects are drawn from the 2009 Bicycle Master Plan. The target outcome in this program is based on the total planned projects in the Bicycle Master Plan, which totals 26.5 miles. Some of the 26.5 miles of bike lanes will be built by private development as frontage improvements.

Bicycle Program Target Outcome

2009 Bike Master Plan Total Projects	Bike Master Plan Complete Since 2009	CFP Priorities	Bike Master Plan Remaining
26.5 miles	2.5 miles 9% of total	4.3 miles 16% of total	19.7 miles 75% of total

BICYCLE FACILITIES (PROGRAM # 0200) CONTINUED

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

T 1.1: Promote alternatives to driving alone.

T 1.14: Bike routes for commuters shall be incorporated into street standards and urban trail plans.

T 1.17: Bike routes, such as those identified in the Urban Trails Plan, should link activity areas where possible.

T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

T 5.7: Encourage bicycle travel, particularly by providing adequate bikeways.

2009 Bicycle Master Plan

CAPITAL COSTS:	2014	2015-2019	TOTAL
Permitting Fees	-	\$ 20,000	\$ 20,000
Design & Engineering	-	\$ 180,000	\$ 180,000
Construction	-	\$ 560,000	\$ 560,000
Public Involvement	-	\$ 40,000	\$ 40,000
TOTAL	-	\$ 800,000	\$ 800,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Grant	-	\$ 600,000	\$ 600,000
CIP Fund	-	\$ 200,000	\$ 200,000
TOTAL	-	\$ 800,000	\$ 800,000

ANNUAL OPERATIONS AND MAINTENANCE

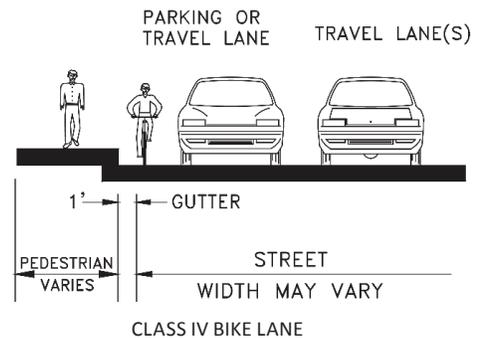
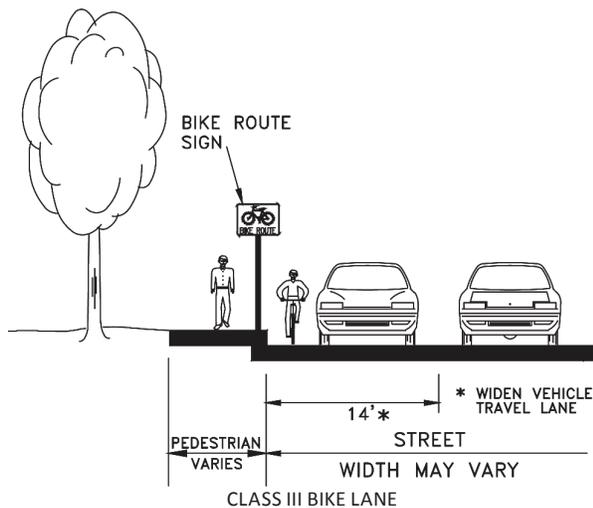
Estimated Costs \$2,265 per lane mile. Total for 2014 through 2019: \$9,750

Estimated Revenues Not yet determined

Anticipated Savings Due to Project Not yet determined

Department Responsible for Operations Public Works

Quadrant Location North, South, West



CAPITOL WAY SIDEWALK - UNION AVENUE TO 10TH AVENUE

Location	Capitol Way, Union Avenue to 10th Avenue, west side of the street
Links to Other Projects or Facilities	N/A
Description	Sidewalk and street tree removal and replacement, including new bulb-outs at the intersections of Capitol Way and 10th Avenue (northwest and southwest corners) and Capitol Way and Union Avenue (northwest corner), where parking lanes exist.
Justification (Need/Demand)	The existing sidewalk is in need of repair. Street paving has reduced the curb height, which affects stormwater flows. Runoff is now able to "jump the curb" and flow along the sidewalk, rather than being directed to the City's stormwater system. This project will be funded by redirecting funds from the Pedestrian Crossing Improvements Program and the Sidewalk Construction Program.
Level of Service Standard	N/A

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

T 1.11: The City shall support bicyclists and pedestrians.
 T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements.
 T 3: Ensure the safe and efficient movement of goods and people.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 103,500	\$ 103,500
Construction	-	\$ 241,500	\$ 241,500
TOTAL	-	\$ 345,000	\$ 345,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Grant	-	\$ 207,000	\$ 207,000
CIP Fund	-	\$ 138,000	\$ 138,000
TOTAL	-	\$ 345,000	\$ 345,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Not yet determined
Estimated Revenues	None
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	Downtown



HAZARD ELIMINATION SAFETY PROJECTS (PROGRAM # 0620)

Location	Various locations. See Project List section.
Links to Other Projects or Facilities	N/A
Description	Provide safety improvements on high accident roadway sections or at intersections. Project components may include guardrails, pavement, pedestrian crossings, railroad crossings, signage, and traffic control signals.

Project List		
PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	COST
No Projects Planned for 2014		
Anticipated 2015-2019 Project List		
1	Legion Way at Adams Street, traffic signal (DT:C5)	\$ 1,091,800
2	Jefferson Street at 8th Avenue SE, traffic signal (DT:C5)	\$ 1,223,000
3	Harrison Avenue and Division Street northbound right turn lane and sidewalk improvements. This coordinated project will improve traffic signal operations, safety, and provide for future capacity needs. (W:C4)	\$ 1,312,600

Justification (Need/Demand)	This program is intended to eliminate or reduce hazards at specific locations on roads and streets that have high accident experience or accident potential. Projects are dependent on the availability of Highway Safety Improvement Program Funds.
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Level of Service (LOS)	Established LOS: N/A Project Type: N/A
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Comprehensive Plan and Functional Plan(s) Citations	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies. Goals: T 3: Ensure the safe and efficient movement of goods and people. T 3.1: Accommodate the safe and efficient movement of goods and people. T 3.7: Establish street designs that will contribute to reaching transportation and land use goals of the area. T 3.8: Promote safe and convenient access for all people to transportation systems and individual properties. T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.
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CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 602,700	\$ 602,700
Construction	-	\$ 3,018,400	\$ 3,018,400
Land & Right-of-Way	-	\$ 6,300	\$ 6,300
TOTAL	-	\$ 3,627,400	\$ 3,627,400

FUNDING SOURCES:	2014	2015-2019	TOTAL
Grant	-	\$ 3,083,290	\$ 3,083,290
CIP Fund	-	\$ 544,110	\$ 544,110
TOTAL	-	\$ 3,627,400	\$ 3,627,400

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$500/project
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	West, Downtown



PARKS AND PATHWAYS — NEIGHBORHOOD PATHWAYS

Location	Throughout the City
Links to Other Projects or Facilities	Parks and Pathways- Sidewalk- Transportation Section Open Space Network Expansion- Parks, Arts, and Recreation Section
Description	<p>This program is for development of bicycle and pedestrian pathways in neighborhoods. Priority pathways for improvement will be identified by neighborhoods. Some of these funds will be awarded to neighborhoods as grants for resident-led improvements to pathways. Some of the funds will be used by the City to design and construct pathways.</p> <p>In September 2004, voters approved a 3% increase to the private utility tax to pay for parks and recreational facilities. Funding for this program will come from these revenues.</p> <p>Funding \$100,000/year from Voted Utility Tax for Sidewalks and \$25,000 from Parks Voted Utility Tax, Open Space Network.</p>
Project List	List currently in development. Projects will be added to the 2015-2020 CFP.
Justification (Need/Demand)	Pathways provide bicyclists and pedestrians more direct off-street routes within neighborhoods. Pathways connect streets to other streets, parks, schools, and trails.
Target Outcome	To be developed.
Level of Service (LOS)	Established LOS: N/A Project Type: Functionality Project
Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals:</p> <p>T1: Reduce dependence on auto use, especially drive-alone vehicle use. T1.1: Promote alternatives to driving alone. T1.11: The City shall support bicyclists and pedestrians. T1.12: In downtown and along high density corridors, priority should be given to building pedestrian-friendly streets.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Planning and Design	\$ 20,000	\$ 100,000	\$ 120,000
Construction	\$ 105,000	\$ 525,000	\$ 630,000
TOTAL	\$ 125,000	\$ 625,000	\$ 750,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Voted Utility Tax — Parks	\$ 25,000	\$ 125,000	\$ 150,000
Voted Utility Tax — Pathways/ Sidewalks	\$ 100,000	\$ 500,000	\$ 600,000
TOTAL	\$ 125,000	\$ 625,000	\$ 750,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$10,000 per year
Estimated Revenues	NA
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



PARKS AND PATHWAYS — SIDEWALK (PROGRAM # 0626/FUND # 134)

Location	Throughout the City
Links to Other Projects or Facilities	Parks and Pathways—Neighborhood Pathways—Transportation section Sidewalk Program—Transportation section
Description	In September 2004, the voters approved a 3% increase in the utility tax. Of this increase, 1% of this increase is for recreational walking facilities.

Project List Recreational sidewalk projects are derived from the Sidewalk Program accepted by the City Council in 2003, with an emphasis on connecting parks, recreational facilities and trails. An estimated 70,000 feet of sidewalk will be constructed on major streets in the next 20 years. Sidewalks will also be constructed on selected smaller neighborhood streets that connect to parks and recreational facilities; these have not yet been identified. In 2013, of the \$1 million in revenue that is anticipated to be collected for sidewalks and pathways, \$100,000 is proposed to be used for the new Neighborhood Pathways Program.

YEAR	LOCATION	FROM	TO	COST
Projects Planned for 2014				
2014	West Bay Drive	Schneider Hill	Brawne Avenue	\$ 2,768,000
Anticipated 2014-2020 Project List				
2014	22nd Avenue	Boulevard Road	Cain Road	\$ 1,795,000
2015-2020	Eastside Street/22nd Avenue	Boulevard Road	I-5	\$ 4,042,000

20 Year Project List

To be determined	Kaiser Road	Harrison Avenue	6th Avenue
	Fir Street	Bigelow Avenue	Pine Avenue
	Pine Avenue	Fir Street	Edison Street
	Cooper Point Road	Conger Avenue	Elliott Avenue
	Elliott Avenue	Cooper Crest Street	Cooper Point Road
	14th Avenue/Walnut Road	Kaiser Road	Division Street
	Division Street	Walnut Road	Elliott Avenue
	Elliott Avenue	Division Street	Crestline Boulevard
	Morse-Merryman Road	Hoffman Road	Wiggins Road
	Boulevard Road	Log Cabin Road	41st Way
	Decatur Street	13th Avenue	Caton Way
	Fern Street	9th Avenue	14th Avenue
	Boulevard Road	15th Avenue	22nd Avenue
	18th Avenue	Boulevard Road	Wilson Street
	Wilson Street	22nd Avenue	18th Avenue
	Mottman Road	Mottman Court	SPSCC
	McPhee Road	Harrison Avenue	Capital Mall Drive
	Lilly Road	Woodard Green Drive	26th Avenue
	Marion Street	Ethridge Avenue	Miller Avenue
	Wiggins Road	Morse-Merryman Road	Herman Road
Herman Road	Wiggins Road	Chehalis Western Trail	
26th Avenue	Bethel Street	Gull Harbor Road	

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

Justification (Need/Demand) In 2003, the City Council accepted a new Sidewalk Program. The program includes an inventory of missing sidewalk segments on arterials, major collectors and neighborhood collectors, totaling 84 missing miles of sidewalk.

Level of Service (LOS) Established LOS: The City’s identified LOS is to provide a sidewalk or walking path along at least one side of each major walking route that is deficient.
Project Type: Functionality project

PARKS AND PATHWAYS — SIDEWALK (PROGRAM # 0626/FUND#134) CONTINUED

Target Outcome

The City addresses the 84 miles of needed sidewalk through the Sidewalk Program, the Parks and Pathways Program, and major construction. Major construction includes the Street Repair and Reconstruction Program projects and Transportation Impact Fee projects. The timing of future projects (except impact fee funded projects) will depend on availability of City capital improvement funds. The 84 miles of needed sidewalks are also constructed as frontage improvements made by private development. Miles of sidewalk built by private development are not reflected here.

Sidewalk Construction Target Outcomes (84 miles of sidewalk is needed based on the 2003 Sidewalk Program)		
	Miles Completed Since 2003	Miles Based on CFP Priorities
Sidewalk Program	0.21	1.7
Parks and Pathways Program	3.1	1.9
Major Construction	3.7	4.6
Total	7.0	8.2
	7.0 miles = 8.3% of total 84 miles needed	8.2 miles = 15.5% of total 84 miles needed

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

- T 1: Reduce dependence on auto use, especially drive-alone vehicle use.
- T 1.1: Promote alternatives to driving alone.
- T 1.11: The City shall support bicyclists and pedestrians.
- T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian-friendly streets.
- T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 217,300	\$ 1,086,500	\$ 1,303,800
Construction	\$ 869,200	\$ 4,346,000	\$ 5,215,200
TOTAL	\$ 1,086,500	\$ 5,432,500	\$ 6,519,000



FUNDING SOURCES:	2014	2015-2019	TOTAL
Voted Utility Tax - Pathways/Sidewalk	\$ 900,000	\$ 4,500,000	\$ 5,400,000
Stormwater Utility Rates	\$ 186,500	\$ 932,500	\$ 1,119,000
TOTAL	\$ 1,086,500	\$ 5,432,500	\$ 6,519,000



ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$ 25,000 per year
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

PEDESTRIAN CROSSING IMPROVEMENTS (PROGRAM # 0122)

Location	Various locations. See Project List section.
Links to Other Projects or Facilities	Street Repair and Reconstruction Projects—Transportation section
Description	Pedestrian crossing improvements along the designated high density corridors and other locations. Improvements may include bulb-outs, crossings, curbs and gutters, illumination, raised pavement markings, sidewalks, signage, striping, and traffic control signal systems.

Project List Timing of project completion will be adjusted based on available funds. Current funding levels are not adequate to fund all listed projects within the six-year time frame. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

LOCATION Street Name (Quadrant: Map Coordinate)	TREATMENT (TENTATIVE)	COST ESTIMATE
No Projects planned for 2014		
Future Construction		
Capitol Way and 8th Avenue (DT:C5)	Bulb-out	\$ 109,100
Capitol Way and 10th Avenue, NW & SW corners (DT:C5)	Bulb-out	\$ 153,300
Pacific Avenue at Devoe Street (N:C7)	Flashing Beacons	\$ 75,500
Pacific Avenue at Chambers Street (N:C6)	Undetermined	Estimate unknown at this time
Martin Way at Pattison Street (N:C7)	Undetermined	Estimate unknown at this time
Pacific Avenue at Lansdale Road (N:C7)	Undetermined	Estimate unknown at this time
The Bicycle and Pedestrian Advisory Committee will review these locations in 2013 and make recommendations on the timing and priority of these projects.		

Justification (Need/Demand) The Olympia Comprehensive Plan calls for developing high density corridors into Pedestrian Friendly zones. Locations of pedestrian crossing projects include the High Density Corridor and other major pedestrian routes. The intention is to provide improved street crossings at specific locations. These projects promote walking throughout the City by removing barriers along potential pedestrian routes.

Target Outcome These projects are identified through public requests; all requests are evaluated for possible improvement. Since 2002, the City has received requests for improvements at 55 crossing locations. Based on a methodology that considers speeds, volumes and number of lanes, 34 of the 55 locations are eligible for improvement. In addition to this program, pedestrian crossing improvements are made as part of major construction projects. Since 1998, 36 crossing improvements have been built as part of a major construction project.

Pedestrian Crossing Improvement Program Target Outcomes for 2014-2019			
Eligible Crossing Locations	Improved Crossings Since 2004	6 Year CFP Priorities	Remaining Identified Projects
35	12	6	17

Level of Service (LOS) Established LOS: N/A. There is no adopted pedestrian LOS measurement.
Project Type: Functionality Project

PEDESTRIAN CROSSING IMPROVEMENTS (PROGRAM # 0122) CONTINUED

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

T 1.11: The City shall support bicyclists and pedestrians.

T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian-friendly streets.

T 1.20: Establish distinctive crosswalks in conjunction with new development.

T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

See also LU 14, LU 17, and T 5.6

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 59,510	\$ 59,510
Construction	-	\$ 99,090	\$ 99,090
TOTAL	-	\$ 158,600	\$ 158,600

FUNDING SOURCES:	2014	2015-2019	TOTAL
Grant - Federal	-	\$ 40,000	\$ 40,000
CIP Fund	-	\$ 118,600	\$ 118,600
TOTAL	-	\$ 158,600	\$ 158,600



ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	We do not currently track maintenance costs for these improvements. We are in the process of developing our work order system to track these costs.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



SIDEWALK CONSTRUCTION (PROGRAM # 0208)

Location	Various locations Citywide. See Project List section.
Links to Other Projects or Facilities	Bicycle Facilities—Transportation section Parks and Pathways Sidewalk—Transportation section
Description	Annual installation of new sidewalks on identified walking routes Citywide. Relocation of franchise utilities, fences, and other obstructions may be necessary in some projects. Additional stormwater work, other than what is listed below, may be necessary in some projects. Components may include crossings, curbs and gutters, erosion control, open channels, ditches, and bio-filtration swales, public transfer facilities, retaining walls, roadside plantings, sidewalks, soils and surfacing materials, valves, hydrants and meter boxes.

Project List Current level of funding in the Sidewalk Construction Program is not adequate to fund all listed projects within the six-year time frame. The coordination with bicycle, pavement management and sewer line projects will result in changes to this list and timing adjustments are anticipated. In addition to CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds. Funds are accumulated over multiple years in this program in order to construct the next priority project. Additional funding from grants is needed.

PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	FROM	TO	COST ESTIMATE
No projects planned for 2014				
Future Construction				
1	Phoenix Street (N:C6-C7)	South Bay Road	Martin Way	\$ 1,573,100
	State Avenue (N:C6)	Wilson Street	Phoenix Street	
2	4th Avenue (N:C7)	Pacific Avenue	Phoenix Street	\$ 1,861,700
3	Martin Way (N:C7)	Pattison Street	Lilly Road	\$ 3,704,900

The Bicycle and Pedestrian Advisory Committee will review the planned project priorities in this program and make recommendations on the timing and priority of these projects.

Justification (Need/Demand) The 2003 Sidewalk Program was accepted by City Council, and is an inventory of missing sidewalk segments on arterials, major collectors, and neighborhood collectors that totals 84 missing miles. A ranking system was developed to prioritize the needed segments. The project list reflects the priorities defined in the program.

Level of Service (LOS) The target for the Sidewalk Program is to provide a sidewalk along at least one side of all major streets. Project Type: Functionality project

Target Outcome The City addresses the 84 miles of needed sidewalk through the Sidewalk Program, the Parks and Pathways Program, and major construction. Major construction includes the Street Repair and Reconstruction Program projects and Transportation Impact Fee projects. The timing of future projects (except impact fee funded projects) will depend on availability of City capital improvement funds. The 84 miles of needed sidewalks are also constructed as frontage improvements made by private development (not reflected here).

Sidewalk Construction Target Outcomes		
(84 miles of sidewalk is needed based on the 2003 Sidewalk Program)		
	Miles Completed Since 2003	Miles Based on CFP Priorities
Sidewalk Program	0.21	1.7
Parks and Pathways Program	3.1	1.9
Major Construction	3.7	4.6
Total	7.0	8.2
	7.0 miles = 8.3% of total 84 miles needed	8.2 miles = 15.5% of total 84 miles needed

SIDEWALK CONSTRUCTION (PROGRAM # 0208) CONTINUED

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

T 1: Reduce dependence on auto use, especially drive-alone vehicle use.

T 1.1: Promote alternatives to driving alone.

T 1.11: The City shall support bicyclists and pedestrians.

T 1.12: In downtown and along High Density Corridors, priority shall be given to building pedestrian friendly streets.

T 3.3: Give priority to Citywide alternative modes of transportation when transportation projects are proposed.

Sidewalk Study, 1995

2025 Regional Transportation Plan

Commute Trip Reduction Act

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 24,800	\$ 24,800
Construction	-	\$ 78,600	\$ 78,600
TOTAL	-	\$ 103,400	\$ 103,400

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	-	\$ 103,400	\$ 103,400
TOTAL	-	\$ 103,400	\$ 103,400

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs \$19,000 is budgeted annually for all sidewalk repairs in the City.

Estimated Revenues None

Anticipated Savings Due to Project None

Department Responsible for Operations Public Works

Quadrant Location North, South, West



STREET ACCESS PROJECTS - ADA REQUIREMENTS (PROGRAM # 0309)

Location	Various locations Citywide. See Project List section.
Links to Other Projects or Facilities	N/A
Description	Annual installation and maintenance of sidewalk curb access ramps, as well as the identification and removal of barriers on walkways for persons with disabilities. Project components may include access ramps, curbs and gutters, traffic control signals, sidewalks, street repair, and undergrounding.

Project List

LOCATION - Street Name (Quadrant: Map Coordinate)	CROSS STREET	CORNER	IMPROVEMENT
Projects Planned for Future Years			
Pacific Avenue (E:C7)	Pattison Street	Intersection	Replace Audible Pedestrian Signal
Plum Street (S:C5)	8th Avenue	Intersection	Audible Pedestrian Signal
	Legion Way	Intersection	Audible Pedestrian Signal
State Avenue (N:C6)	Franklin Street	SW	Replace Ramps
Central Street (N:C6)	Thurston Avenue	NE, SE	New Ramps
Conger Avenue (W:C4)	Rogers Street	SW	New Ramps
Jackson Avenue (W:C4)	Milroy Street	NE, SE	New Ramps
Jackson Avenue (W:C4)	Decatur Street	SW, SE	New Ramps
Jackson Avenue (W:C4)	Foote Street	SW	New Ramps
Jackson Avenue (W:C4)	Sherman Street	NW	New Ramps
O'Farrell Avenue (S:E5)	Hillside Drive	NW, NE	New Ramps
	Otis Street	NE	New Ramp
	Buker Street	NW, NE	New Ramps
O'Farrell Avenue (S:E5)	Galloway Street	NW	New Ramp
Carlyon Avenue (S:E5)	Maringo Street	NE	New Ramp
	Lorne Street	NW, NE	New Ramps
	Moore Street	NE	New Ramp
	Hoadly Street	NW, NE	New Ramps
Fir Street (S:D6, E6)	Eastwood Drive	NE, SE	New Ramps
	Eastwood Place	NE	New Ramp
	Forest Hill Drive	NE	New Ramp
Forest Hill Drive (S:E6)	Forest Hill Circle	SW, SE	New Ramps
Lybarger Street (S:E6)	Governor Stevens Avenue	NE, SW, SE	New Ramps
5th Avenue (W:C4)	Milroy Street	SE	New Ramps
	Thomas Street	SW, SE	New Ramps
	Plymouth Street	SW, SE	New Ramps
	Rogers Street	SE	New Ramp
7th Avenue (W:C4)	Thomas Street	SW, SE	New Ramp
	Plymouth Street	SW, SE	New Ramps
Projects Planned for Future Years			
8th Avenue (W:C4)	Milroy Street	NW, NE	New Ramps
Decatur Street (W:C4)	5th Avenue	SE	New Ramps
	7th Avenue	NE, SE	New Ramps
	8th Avenue	NE, SE	New Ramp
9th Avenue (W:C4)	Caton Way	NE	New Ramp
	Thomas Street	NW, NE	New Ramps
	Plymouth Street	NW, NE	New Ramp
	Rogers Street	NW,NE	New Ramps
State Avenue (N:C6)	Washington Street	NW, SW, SE	Replace with Bulb-outs
	Adams Street	SW, SE	Replace Ramps
	Franklin Street	SE	Replace Ramps
Central Street (N:C6)	Prospect Avenue	NE, SE, NW, SW	New Ramps
Bethel Street (N:B6)	Jasper Avenue	NW	New Ramps
Sherman Street (W:C4)	Jackson Avenue	NE	New Ramps
Jackson Avenue W:C4)	Foote Street	SE	New Ramps
Columbia Street (S:D5)	10 th Avenue	SW	New Ramps
Columbia Street (S:C5)	Talcott Avenue	NW	New Ramps
8 th Avenue (S:C5)	Jefferson Street	NW, NE	Replace Ramps
	Cherry Street	NW, NE	Replace Ramps
	Adams Street	NW, NE	Replace Ramps

Current level of funding for the Street Access Projects – ADA Requirements program is not adequate to fund all listed projects within the six-year time frame.

STREET ACCESS PROJECTS - ADA REQUIREMENTS (PROGRAM # 0309) CONTINUED

Justification (Need/Demand) The City established an ongoing project to install sidewalk curb access ramps for the mobility impaired. The project concentrates on the downtown area, but every year, staff and the Public Works Curb Access Committee also address individual disabled citizen needs. However, a large number of sidewalks in older residential areas are without curb ramps. No system-wide inventory information is available at this time.

Level of Service (LOS) Established LOS: N/A
Project Type: Functionality project. See Transportation Overview for a description of LOS.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

T 1.11: The City shall support bicyclists and pedestrians.

T 1.13: Bike routes and pedestrian improvements on streets that serve high density areas shall be given high priority for improvements.

T 3: Ensure the safe and efficient movement of goods and people.

T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

T 5.6: Rebuild or retrofit Core Area and High Density Corridor streets to City standards.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 44,000	\$ 44,000
Construction	-	\$ 88,000	\$ 88,000
Public Involvement	-	\$ 8,000	\$ 8,000
TOTAL	-	\$ 140,000	\$ 140,000



FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP Fund	-	\$ 140,000	\$ 140,000
TOTAL	-	\$ 140,000	\$ 140,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs These costs are included in the annual maintenance costs for sidewalk repair.

Estimated Revenues None

Anticipated Savings Due to Project None

Department Responsible for Operations Public Works

Quadrant Location Citywide



STREET REPAIR AND RECONSTRUCTION (PROGRAM # 0599)

Location	Various locations Citywide. See Project List section.
Links to Other Projects or Facilities	Asphalt Overlay Adjustments—Drinking Water and Wastewater sections Bicycle Facilities—Transportation section Pedestrian Crossing Improvements—Transportation section
Description	<p>Annual maintenance and/or rehabilitation of streets to correct pavement deficiencies. Adjustments to this list of prioritized projects may be necessary to accommodate grant funds and/or increases in actual project costs. Stormwater improvements are also part of these projects, but are not listed separately. Projects may include the following components: auxiliary lanes, bicycle facilities, crossings, intersection at grade, medians, raised pavement markings, public transfer facilities, signage, soils and surfacing materials and street repair and striping.</p> <p>Historically, the Street Repair and Reconstruction Program has been funded at \$2,025,000. \$1.225 million is for the annual least cost paving program. Projects are developed in the fall of each year for next year’s construction. The remaining \$800,000 is for work on the City’s worst pavements or used as grant matching funds for other high priority Transportation projects.</p> <p>In December 2008, the City Council adopted an ordinance creating the Olympia Transportation Benefit District (TBD) that added \$20 to Olympia residents’ annual vehicle license fees. For planning purposes, it is assumed the TBD pays \$620,000/year for Street Repair and Reconstruction. However, the TBD budget must be approved annually by the TBD Board.</p> <p>In 2014, the City will contract with the TBD for \$831,565 (includes \$211,565 of the TBD fund balance) to complete a paving project. Project(s) will be identified in 2013.</p>

Project List Current level of funding is not adequate to fund all listed projects within the six-year time frame. The coordination with sidewalk, bicycle, and sewer line projects will result in changes to this list and timing adjustments are anticipated. In addition to the CIP funds, grant funds are sought whenever possible. Timing of project completion will be adjusted based on available funds.

PRIORITY	LOCATION Street Name (Quadrant: Map Coordinate)	FROM	TO	STREET OVERLAY	BIKE PORTION	STORM PORTION	HALF STREET FRONTAGE IMPROVEMENTS	TOTAL PLANNING LEVEL ESTIMATE
Projects Planned for 2014								
<p>\$1,460,000 is identified for Least Cost Paving Program. Project list is developed in the fall of each year.</p> <p>\$584,633 identified for work on streets requiring major resurfacing. These funds are also used as grant-matching funds for high priority transportation projects identified in the Future Construction list below.</p>								
Future Construction								
1	San Francisco Avenue NE (N:B5) *	East Bay Drive	Bethel Street	\$ 624,000	\$ 836,100	\$ 316,200	\$ -	\$ 1,776,300
2	Mottman Road	Cooper Point Road	West end of SPSCC frontage improvement	\$ 2,460,300	\$ 1,141,700	\$ 972,800	\$ 1,139,800	\$ 5,714,500
3	14th Avenue, NW/Walnut Road (W:B2-4) *	Cooper Point Road	Division Street	\$ 1,908,000	\$ 1,316,300	\$ 2,936,200	\$ 2,241,700	\$ 8,402,200
4	Herman Road (S:E8) *	Wiggins Road	East City Limits	\$ 1,329,500	\$ 6,582,500	\$ 11,474,800	\$ 1,154,900	\$ 20,541,700
* Coordinated projects requiring funding from the bicycle program, stormwater and grant funds. Current funding levels are not adequate to complete these projects.								

Justification (Need/Demand) The City maintains approximately 510 lane miles of asphalt or concrete streets and utilizes a Pavement Management System to evaluate roadway conditions. This program allows for the systematic repair and replacement of pavement deficiencies related to pavement age, stress, weather, and axle loads on City streets. A pavement condition with a fair or better rating (scoring greater than 50) represents the least cost rehabilitation opportunity (annualized lane mile cost of \$14,500 per year for Arterial and Major Collectors). Pavements with a poor rating (scoring less than 40) indicate the likelihood of the need for costly structural repairs (annualized lane mile cost of about \$38,000 per year for Arterial and Major Collectors). The current backlog of rehabilitation requires \$35.5 million (in 2010 dollars) using the least cost strategy as adopted by the City Council. These projects require funding contributions through the bicycle program, grant funds, and the Stormwater Utility. A list of projects based on the least cost strategy is being compiled using the described rating system. In the interim, the project list above represents the streets most in need of repair at this time (worst first). There are more projects on this list than there are funds available.

STREET REPAIR AND RECONSTRUCTION (PROGRAM # 0599) CONTINUED

Level of Service (LOS) Key Result Measure: 100% of lane miles in fair or good condition. As of year 2012, 85% of the City's streets are in fair or better condition.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:
 T 3: Ensure the safe and efficient movement of goods and people.
 T 3.5: Maintain streets at the lowest life cycle cost.
 2025 Regional Transportation Plan

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 554,900	\$ 3,150,000	\$ 3,704,900
Construction	\$ 1,276,400	\$ 7,245,000	\$ 8,521,400
Public Involvement	\$ 18,500	\$ 105,000	\$ 123,500
TOTAL	\$ 1,849,800	\$ 10,500,000	\$ 12,349,800

FUNDING SOURCES:	2014	2015-2019	TOTAL
Transportation Benefit District (TBD)	\$ 620,000	\$ 3,100,000	\$ 3,720,000
CIP Fund	\$ 954,800	\$ 6,025,000	\$ 6,979,800
Gas Tax	\$ 275,000	\$ 1,375,000	\$ 1,650,000
TOTAL	\$ 1,849,800	\$ 10,500,000	\$ 12,349,800



ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs N/A This project helps minimize the need for additional operating maintenance funds.

Estimated Revenues N/A

Anticipated Savings Due to Project N/A

Department Responsible for Operations Public Works

Quadrant Location Citywide

STREETLIGHT CONVERSION TO LED

Location	Various locations Citywide
Links to Other Projects or Facilities	N/A
Description	<p>Convert existing Puget Sound Energy (PSE) owned and maintained streetlights to Light Emitting Diode (LED) streetlights at various locations Citywide.</p> <p>This project will convert approximately 1,300 streetlights to LED type fixtures. The City will explore doing this work through an energy efficiency grant.</p>
Justification (Need/Demand)	<p>This is an emerging technology that can help reduce power consumption and reduce maintenance costs.</p> <p>LED streetlights are a viable alternative to the high pressure sodium bulb system we are currently using and can reduce power consumption as much as 50%. As a result of the LED's greater energy efficiency and life span, less air pollution and green house gases will be produced.</p> <p>The number of streetlights has increased from 2,300 in 2000 to approximately 4,500 in 2013, a 96% increase. The power bill for streetlights has increased by 51%, to over \$525,000 per year. Therefore, there is a need to consider more efficient and less-maintenance type streetlight fixtures.</p> <p>In 2013, the City converted approximately 3,200 City owned streetlights to LED with an estimated annual energy savings of approximately \$174,000. The reduced energy use will also result in a reduction in carbon dioxide emissions by roughly 1.85 million pounds per year.</p>
Target Outcome Ratio (TOR)	N/A
Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals:</p> <p>T 3: Ensure the safe and efficient movement of goods and people. T 5: Achieve efficient use of energy in transportation. ENV 2: Protect and improve local and regional air quality. ENV 7: Demonstrate leadership in pursuing environmental goals in City-managed projects. ENV 8: Monitor progress toward sustainability. ERG 1: To the best of our local ability, take community-level actions which help citizens to have a sufficient supply of energy for the present and future needs. ERG 2: Provide leadership by setting a good example in the wise use of energy.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design and Engineering	-	\$ 94,200	\$ 94,200
Construction	-	\$ 314,000	\$ 314,000
TOTAL	-	\$ 408,200	\$ 408,200

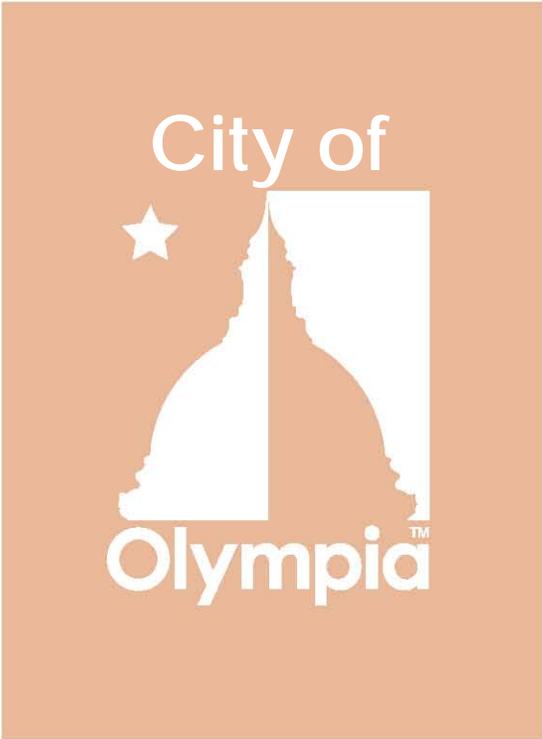
FUNDING SOURCES:	2014	2015-2019	TOTAL
Grant	-	\$ 408,200	\$ 408,200
TOTAL	-	\$ 408,200	\$ 408,200



ANNUAL OPERATIONS AND MAINTENANCE

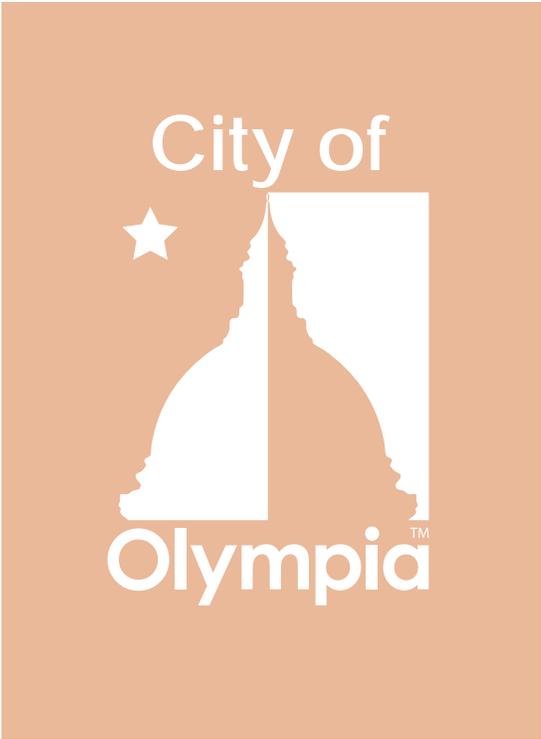
Estimated Costs	This project decreases maintenance of streetlights by not having to relamp as frequently, and there is also a decrease in energy costs.
Estimated Revenues	\$ 0
Anticipated Savings Due to Project	We are estimating up to a 40% decrease in power consumption at these streetlight locations.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide—all quadrants







**Transportation
with Impact Fees**





Boulevard Roundabout

TRANSPORTATION FUNDED BY IMPACT FEES

Background:

Transportation Impact Fee funded projects are transportation projects needed to serve anticipated new growth, consistent with the 2025 Regional Transportation Plan, the Olympia Comprehensive Plan (Comp Plan), and the requirements of the Washington State Growth Management Act (GMA).

Transportation System Improvements needed to Serve New Growth:

The GMA requires the City to plan for its share of growth over a twenty year period as part of the County's growth projections. Growth projections for the County and City are developed by the Thurston Regional Planning Council (TRPC). This growth projection is the foundation for much of the Comp Plan. Long-range (20-year) transportation system needs are identified in the Comp Plan and are based on these growth projections. The City's Capital Facilities Plan (CFP) is a six-year document, so the 20-year growth forecast is adjusted by TRPC to reflect anticipated growth over the next 6-year period. The regional transportation model is then updated to reflect this 6-year growth increment to identify transportation system needs. The current 6-year growth increment projects an additional 10,458 new PM peak hour vehicle trips each day on the City's street system. Therefore, the City's transportation planning must address these anticipated impacts.

The GMA also requires local governments to establish Transportation Level of Service (LOS) standards. These LOS standards describe acceptable levels of congestion. The City's LOS threshold is based on a two-hour peak traffic period. In Downtown and along High Density Residential Corridors it is LOS E (a point at which traffic flow can be expected to be delayed through two full cycles at a signalized intersection). In the rest of the City and Urban Growth Areas, LOS D is acceptable (a point at which traffic flow can be expected to be delayed through at least one full cycle at signalized intersections). The City has identified a number of locations that it will accept higher levels of delay and these are identified in the Comp Plan.

These LOS standards serve as a gauge for judging performance of the transportation system. Transportation projects that meet our LOS standards today, but are expected to break the LOS standards within the next 6 years, are candidates for using Transportation Impact Fee funding. Any transportation projects that are already below our LOS standards are not eligible to be funded by Transportation Impact Fees.

Project Development and Funding Strategy:

Once the transportation modeling analysis is complete for the given growth forecast, the City must make decisions on how to fund the projects necessary to serve the anticipated growth.

There are two options for the City to consider:

1. Develop a funding strategy and plan for the transportation system improvements needed to serve the anticipated growth; or
2. Work with TRPC to lower our transportation LOS standards on specific corridors or intersections and accept more congestion, in lieu of providing additional capacity.

Decisions as to how to proceed are difficult, as there are implications in both the short and long term:

1. Developing a funding strategy to provide the necessary transportation system improvements for planned growth will have a financial impact to both the City and the development community.
2. Reducing the amount of planned transportation system improvements will require lowering of the Transportation LOS standards, thereby accepting more congestion in the future.
3. The GMA does not allow the use of Transportation Impact Fees to resolve an existing deficiency. Therefore, if projects are not planned for the anticipated growth and a facility falls below our LOS standards, the City will have to prohibit development until either project funding is provided or a decision is made to accept the congestion. If congestion is ultimately not acceptable to the public, the City will need to fund the project without the benefit of Transportation Impact Fee funding.
4. Transportation Impact Fees will go down with a reduced project list, but the remaining project’s time lines for construction will not be accelerated as a result. This is because the Transportation Impact Fee rate is reduced for the same amount of growth.

Other considerations that need to be made to be compliant with State Law are:

1. The CFP must be balanced financially;
2. The CFP must reflect the infrastructure needs for the next six years;
3. Transportation projects in the CFP need to account for growth projections of the City;
4. Transportation projects must be in the CFP in order to be eligible to use Transportation Impact Fee funding;
5. Transportation Impact Fees cannot be used to fund existing deficiencies; and
6. The City cannot apply for grants on projects that are not identified in the City’s CFP and Transportation Improvement Program (TIP).

The following project list has been identified using this process. The project list totals \$41.9 Million to meet our capacity needs to accommodate forecasted growth. Sixty-five percent of this cost will be collected through Transportation Impact Fees (\$27.3 Million). The remaining 35% of the cost will be through a combination of State and/or Federal Transportation Grants and City funds.

Priority #	Project Description
Priority #1–2 are City Council Stated Priorities	
1a	Boulevard Road and Morse Merryman (Roundabout)
1b	Boulevard Road and Log Cabin, Phase II, East Leg
2	Fones Road—Transportation Program (Pacific Avenue to 17th Avenue)
Priority #3–7 are prioritized by year of project forecasted to be needed	
3	West Olympia Access—Interchange Justification Report
4	Cain Road and North Street Intersection Improvements
5	Henderson Boulevard and Eskridge Boulevard Intersection Improvements
6	Wiggins Road and 37th Avenue Intersection Improvements
7	Log Cabin Road Extension Impact Fee Collection (built as development occurs)

Timeline for Construction:

The developed project list provides the transportation system capacity needed to serve the forecasted growth from new development. While the forecast is for a six-year period, the needs and time lines will be dependent on actual growth. If new development occurs faster than projections, the time lines for the projects will need to be accelerated. If the development occurs slower than projections, then all of the identified projects will not be needed within the current six-year planning period.

Historically, development has not kept pace with our growth forecasts. This creates suggestions to lower the impact fee collection projections. However, as stated earlier, transportation planning must address all anticipated growth. Lowering the impact fee projection would lower the impact fee rate for projects and could lead to deficiency projects. Any transportation projects that fall below our LOS standards are not eligible to be funded by Transportation Impact Fees in the future.

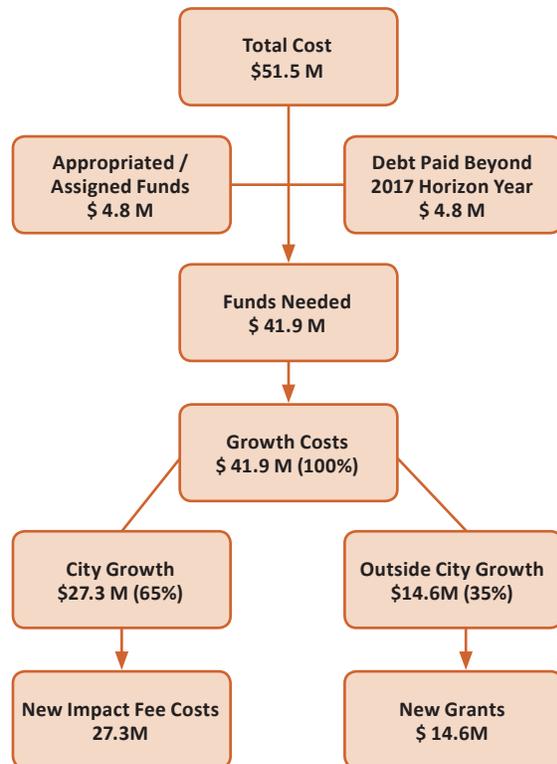
Each year the City does an evaluation to determine the amount of development that has occurred in order to insure transportation system improvements are keeping pace with the rate of actual development.

Transportation Impact Fee Rate Analysis:

The impact fee structure for the City of Olympia is designed to determine the fair share of improvement costs that may be charged for a new development. The following key points summarize the impact fee structure:

- A six-year roadway facility list oriented to future growth.
- Existing deficiencies are identified and separated from future trips on the roadway system.
- Future trips are allocated to geographic areas inside and outside the City using a traffic-forecasting model.
- A Citywide fee system is established.
- A land-use based fee schedule is developed.

The figure below illustrates the transportation impact fee cost allocation process:*



* The current costs are in the process of being updated. They will be revised based on the results of the 2013 Impact Fee Update.

The Cost Per New Trip* is then calculated as follows:

Impact Fee Costs	\$ 27,275,574
New PM Peak Hour Trips	<u>÷ 10,458</u>
Cost Per New Trip	\$2,608

The Transportation Impact Fee Rate Schedule is developed by adjusting the Cost Per New Trip information to reflect differences in trip-making characteristics for a variety of land use types between the different geographic areas within and outside the City limits. The fee schedule is a table where fees are represented as dollars per unit for each land use category.

Please note: The project components commonly used in Transportation Projects funded by impact fees are defined in the Glossary section of this document, and therefore not necessarily listed in the individual project descriptions.

2010 TRANSPORTATION STIMULUS PROJECT REPAYMENT

Location In May 2009, the Council agreed to fund a stimulus package for Harrison Avenue, Harrison Avenue - 500' Extension, Boulevard/Log Cabin roundabout, and 18th Avenue from Hoffman Road to Fones Road.
Bond funds were also used to pay for a portion of the City's Yelm Highway project.

Description Repayment of bonds used to complete capacity-related street projects.

Payment Remaining:

YEAR	PRINCIPAL	INTEREST	TOTAL
2014	\$ 240,000	\$ 198,212.50	\$ 438,212.50
2015	\$ 245,000	\$ 191,012.50	\$ 436,012.50
2016	\$ 255,000	\$ 183,662.50	\$ 438,662.50
2017	\$ 260,000	\$ 176,012.50	\$ 436,012.50
2018	\$ 270,000	\$ 165,612.50	\$ 435,612.50
2019	\$ 280,000	\$ 154,812.50	\$ 434,812.50
2020-2029	\$ 3,515,000	\$ 846,000	\$ 4,361,000

Project List Harrison Avenue, Phase II & III, from College Station frontage improvements to Yauger Way (W:C2)*
18th Avenue from Hoffman Road to Fones Road (S:D7)*
Boulevard and Log Cabin roundabout (S:E6)*
Yelm Highway from Henderson Boulevard to East City Limits (S:F6)*
*(Quadrant: Map Coordinate)

Justification (Need/Demand) In 2010, the City issued councilmanic debt for approximately \$6 million for the completion of major street capacity projects identified through the City's Concurrency Review. The projects will be completed in 2010 at a cost of \$18,861,000. The bond(s) are 20 year bonds.

Level of Service (LOS) Established LOS: N/A

Comprehensive Plan and Functional Plan(s) Citations N/A

FUNDING SOURCES FOR DEBT REPAYMENT	2014	2015-2019	TOTAL
Impact Fees	\$ 438,213	\$ 2,181,112	\$ 2,619,325
TOTAL	\$ 438,213	\$ 2,181,112	\$ 2,619,325

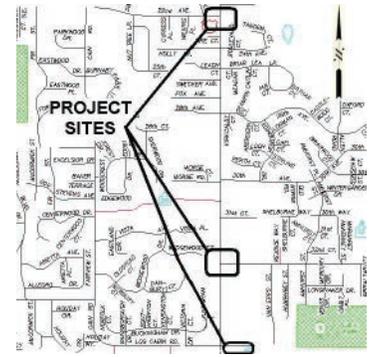
ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Southeast, West



BOULEVARD ROAD INTERSECTION IMPROVEMENTS (PROGRAM #0628)

Location	Intersection of Boulevard Rd and Morse-Merryman Road Log Cabin Road Phase II: East leg
Links to Other Projects or Facilities	Sidewalk Construction—Transportation section Parks and Pathways Sidewalk—Transportation section Sewer System Planning—Sewer Program Transmission and Distribution Projects—Water Program
Description	Intersection capacity improvements at the intersections listed above will include roundabouts. Design includes features to assist bicyclists or pedestrians. Stormwater improvements are also part of the project, but are not listed separately. Transportation components may include bicycle facilities, intersections at grade, pedestrian crossings, raised pavement markings, roadside plantings, roundabouts, sidewalks, signage and striping.



Project List Boulevard Road and Morse-Merryman Road, and Boulevard Road and Log Cabin Road Phase II: East leg are also dependent on receiving grant funding and/or other sources of funding for construction.

PROJECT	Cost
Boulevard Road and Log Cabin Road Phase II. Construction of the east leg of the intersection across the former Thurston County property.	\$2,403,800
Boulevard Road and Morse Merryman Road. Construction of the full intersection.	\$4,632,300

Justification (Need/Demand) The Boulevard Road Corridor Study identifies roundabouts at these intersections as the preferred alternative to address traffic congestion and to further enhance safety. Installation of roundabouts improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, they provide increased pedestrian safety by allowing safer access to schools, parks, businesses and other destinations.

Level of Service (LOS) Established LOS: LOS D
Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

- Goals:
- T 2: Establish and measure level of service to support transportation and land use goals.
 - T 3: Ensure the safe and efficient movement of goods and people.
 - T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	-	\$ 448,500	\$ 448,500
Design & Engineering	-	\$ 590,030	\$ 590,030
Construction	-	\$ 5,220,900	\$ 5,220,900
Other	\$ 444	-	\$ 444
TOTAL	\$ 444	\$ 6,259,430	\$ 6,259,874

FUNDING SOURCES:	2014	2015-2019	TOTAL
SEPA	\$ 444	-	\$ 444
Impact Fees	-	\$ 3,110,811	\$ 3,110,811
Grant	-	\$ 3,148,619	\$ 3,148,619
TOTAL	\$ 444	\$ 6,259,430	\$ 6,259,874

The current costs for the Boulevard Road and Morse Merryman Road intersection is in 2014 dollars. The Boulevard Road and Log Cabin Rd, Phase II, is in 2013 dollars and is currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

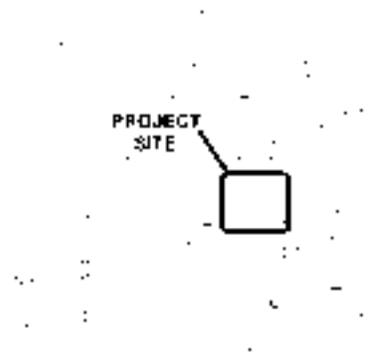
ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$15,000 per lane mile or \$7,670 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



CAIN ROAD & NORTH STREET INTERSECTION IMPROVEMENTS

Location	Intersection of North Street and Cain Road
Links to Other Projects or Facilities	N/A
Description	Intersection capacity improvements will include a traffic signal, left turn channelization and street widening. Design includes features to assist bicyclists and pedestrians. Transportation components may include bicycle facilities, pedestrian crossings, raised pavement markings, roadside plantings, sidewalks, signage, striping and traffic control signals.



Justification (Need/Demand)	Installation of new traffic signals improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. An annual review process prioritizes non-signalized intersections.
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Level of Service (LOS)	Established LOS: LOS D Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.
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Comprehensive Plan and Functional Plan(s) Citations
The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

- Goals:
 T 2: Establish and measure level of service to support transportation and land use goals.
 T 3: Ensure the safe and efficient movement of goods and people.
 T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	-	\$ 170,000	\$ 170,000
Design & Engineering	-	\$ 292,554	\$ 292,554
Construction	-	\$ 2,124,900	\$ 2,124,900
TOTAL	-	\$ 2,587,454	\$ 2,587,454

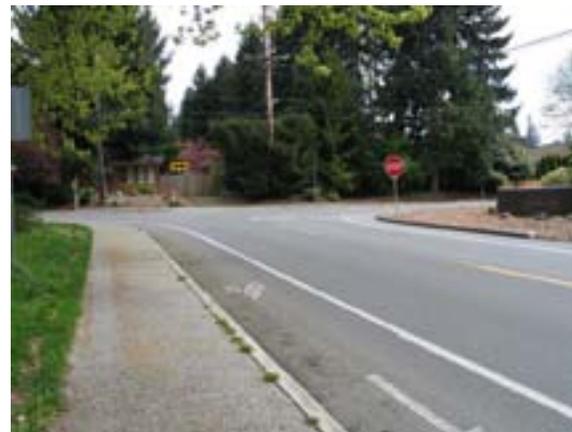


FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	-	\$ 1,455,777	\$ 1,455,777
Grant	-	\$ 1,131,677	\$ 1,131,677
TOTAL	-	\$ 2,587,454	\$ 2,587,454

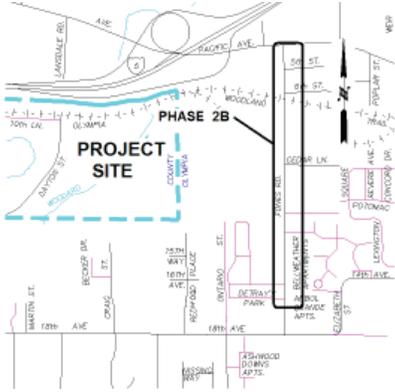
*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$15,000 per lane mile or \$2,550 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



FONES ROAD—TRANSPORTATION PROGRAM (PROGRAM #0623)

Location	Phase 2B Construction: Fones Road from Pacific Avenue on the north to 17th Avenue SE on the south. (S:D7)* *(Quadrant: Map Coordinate)	
Links to Other Projects or Facilities	Street Repair and Reconstruction—Transportation section Transmission and Distribution—Drinking Water section	
Description	<p>Phase 2B—Installation of a roundabout at the intersection of Fones Road and South Home Depot driveway. Widen Fones Road to five lanes from Pacific Avenue to the south property line of the Home Depot retail store, with a transitional four lanes to the Bellweather apartment complex driveway that intersects Fones Road. From the Bellweather driveway, the roadway will transition to three lanes to 17th Avenue SE.</p> <p>This is a high priority transportation system project needed to serve increased vehicular, pedestrian, bicycle, and transit traffic in the area. Stormwater improvements are also part of both phases, but are not included in the list of project components. Project components may include illumination, intersections at grade, pavement, public transfer facilities, roadside plantings, sidewalks, roundabouts, and undergrounding.</p>	
Justification (Need/Demand)	Fones Road needs to be widened due to new development occurring in Southeast Olympia and projections for continued residential and commercial development. Without this proposed widening, Fones Road is expected to fall below the City’s acceptable LOS within the next six years.	
Level of Service (LOS)	Established LOS: LOS D Project Type: Capacity project. Deficient within six years without widening. Meets LOS standard when project completed.	

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:
 T 1: Reduce dependence on auto use, especially drive-alone vehicle use.
 T 2: Establish and measure level of service to support transportation and land use goals.
 T 3: Ensure the safe and efficient movement of goods and people.
 2025 Regional Transportation Plan

CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	-	\$ 4,954,200	\$ 4,954,200
Design/Engineering	-	\$ 1,505,278	\$ 1,505,278
Construction	-	\$ 8,869,000	\$ 8,869,000
Other	\$ 2,048	-	\$ 2,048
TOTAL	\$ 2,048	\$ 15,328,478	\$ 15,330,526



FUNDING SOURCES:	2014	2015-2019	TOTAL
SEPA	\$ 2,048	-	\$ 2,048
Impact Fees	-	\$ 8,624,247	\$ 8,624,247
Grant	-	\$ 6,704,231	\$ 6,704,231
TOTAL	\$ 2,048	\$ 15,328,478	\$ 15,330,526

*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$15,000 per lane mile or \$12,000 annually
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



HENDERSON BOULEVARD & ESKRIDGE BOULEVARD INTERSECTION IMPROVEMENTS

Location Intersection of Henderson Boulevard and Eskridge Boulevard (S:E6)*
*(Quadrant:Map Coordinate)

Links to Other Projects or Facilities N/A

Description Intersection capacity improvements include a roundabout. Transportation components may include bicycle facilities, pedestrian crossings, raised pavement markings, roadside plantings, roundabouts, sidewalks, signage, and striping.

Justification (Need/Demand) Intersection improvements provide better traffic flow during peak periods, reduce the frequency of accidents, and improve the LOS during off peak hours. In the latest annual concurrency review, traffic levels at this intersection will exceed the current LOS standard within the next six years. This improvement will bring the intersection back within the established LOS.

Level of Service (LOS) Established LOS: LOS D
Project Type: Capacity Project. Capacity deficient within six years.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

T 2: Establish and measure level of service to support transportation and land use goals.

T 3: Ensure the safe and efficient movement of goods and people.

T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.



CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	-	\$ 296,500	\$ 296,500
Design & Engineering	-	\$ 276,101	\$ 276,101
Construction	-	\$ 2,621,100	\$ 2,621,100
Other	\$ 199	-	\$ 199
TOTAL	\$ 199	\$ 3,193,701	\$ 3,193,900

FUNDING SOURCES:	2014	2015-2019	TOTAL
SEPA	\$ 199	-	\$ 199
Impact Fees	-	\$ 1,796,869	\$ 1,796,869
Grant	-	\$ 1,396,832	\$ 1,396,832
TOTAL	\$ 199	\$ 3,193,701	\$ 3,193,900

*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs \$20,630 per lane mile or \$4,750 annually

Estimated Revenues None

Anticipated Savings Due to Project None

Department Responsible for Operations Public Works

Quadrant Location South



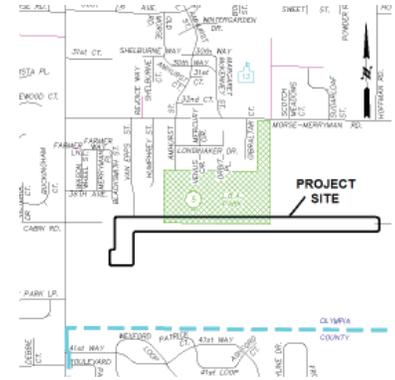
LOG CABIN ROAD EXTENSION IMPACT FEE COLLECTION (PROGRAM # 0616)

Location From the extension of Log Cabin Road, east of Boulevard Road, to the extension of Hoffman Road.

Links to Other Projects or Facilities Boulevard Road Intersection Improvements: Boulevard Road and Log Cabin, Phase II- Transportation section.

Description This project will eventually extend the roadway and create a connection between Boulevard Road and the future extension of Hoffman Road. Local developers will be required to construct this major collector street. The City is collecting funds to upgrade the street to construct a median that exceeds what can be required of the developers.

If insufficient development has taken place to complete the project by the time regional traffic conditions dictate that the project be completed, the City may complete it. Impact fees can only be collected for capacity projects. Utility components will be added when design and construction are within six years of completion. Transportation project components may include illumination, intersections at grade, medians, pavement, public transfer facilities, roadside planting, roundabouts, sidewalks, traffic control signals, and undergrounding.



Justification (Need/Demand) Southeast Olympia is one of Olympia’s fastest developing areas. The proposed extension of Log Cabin Road crosses an undeveloped area prime for residential development.

Level of Service (LOS) Established LOS: LOS D
Project Type: Capacity project. Capacity deficient within 10-12 years. After completion of the project, LOS B.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

- Goals:
- T 1: Reduce dependence on auto use, especially drive-alone vehicle use.
 - T 2: Establish and measure level of service to support transportation and land use goals.
 - T 3: Ensure the safe and efficient movement of goods and people.
 - T 4: Preserve options for Future High Capacity Transportation.
 - T 6: Coordinate transportation decisions regionally and locally.
- 2025 Regional Transportation Plan
City of Lacey Transportation Plan
Intercity Transit—Transit Development Plan

CAPITAL COSTS:	2014	2015-2019	TOTAL
Other	-	\$ 3,801,946	\$ 3,801,946
TOTAL	-	\$ 3,801,946	\$ 3,801,946

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	-	\$3,801,946	\$3,801,946
TOTAL	-	\$3,801,946	\$3,801,946

*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$15,000 per lane mile or \$76,200
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South



WEST OLYMPIA ACCESS—INTERCHANGE JUSTIFICATION REPORT

Location	West Olympia Complete an Interchange Justification Report (IJR) for the Hybrid Alternative—modify access to US 101 on Olympia’s Westside as identified in the West Olympia Access Study.
Links to Other Projects or Facilities	N/A
Description	The Washington State Department of Transportation and Federal policy require an Interchange Justification Report (IJR) to document the need to revise access to US 101. The scope of the IJR includes public outreach, traffic analysis of local streets and US 101, environmental analysis and preliminary design.
Justification (Need/Demand)	<p>The 2025 Regional Transportation Plan (RTP) indicates major traffic congestion will occur at the Cooper Point Road and Black Lake Boulevard intersection within the 20-year planning horizon, even with a package of efficiency measures—including extended peak periods, urban transit service, multi-modal facilities, and increased local street connectivity in the future. The City’s annual concurrency analysis indicates that unacceptable traffic congestion and travel delays will be evident in the near term. This deficiency in access and circulation opportunities hampers the ability to meet Olympia’s growing land use and transportation needs on the Westside.</p> <p>The West Olympia Access Study evaluated current and future mobility concerns on Olympia’s west side and identified a strategy for improving access and circulation.</p> <p>The Study evaluated an additional West Olympia access to US 101 and identified three potential alternatives to resolve access and Level of Service issues. The three alternatives are:</p> <ol style="list-style-type: none"> 1. Black Lake—Yauger Alternative; 2. Evergreen Parkway—Kaiser Alternative; and 3. “Hybrid” Alternative of these two alternatives <p>The Interchange Justification Report will be completed on the Hybrid Alternative. The IJR is the next major step in resolving the traffic congestion problems in West Olympia.</p> <p>Additional information on the West Olympia Access Study and the 2025 Regional Transportation Plan can be viewed online at: http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/west-olympia-access-study and http://trpc.org/regionalplanning/publications/Pages/RTP.aspx</p>

Level of Service (LOS)	Established LOS : LOS E Project Type: Capacity Project
Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals: T 2: Establish and measure level of service to support transportation and land use goals. T 3: Ensure the safe and efficient movement of goods and people. T 3.11: Design intersections to safely accommodate both pedestrians and vehicular traffic. T 6: Coordinate transportation decisions regionally and locally. 2025 Regional Transportation Plan.</p>

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design/Engineering	-	\$ 1,599,806	\$ 1,599,806
TOTAL	-	\$ 1,599,806	\$ 1,599,806

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	-	\$ 749,806	\$ 749,806
WSDOT Funding	-	\$ 850,000	\$ 850,000
TOTAL	-	\$ 1,599,806	\$ 1,599,806

*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.



Kaiser - Existing

Evergreen/Kaiser Road Modification

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	West

WIGGINS ROAD & 37TH AVENUE INTERSECTION IMPROVEMENTS

Location	Intersection of Wiggins Road and 37th Avenue
Links to Other Projects or Facilities	N/A
Description	Intersection capacity improvements include a roundabout. Design includes features to assist bicyclists or pedestrians. Transportation components may include bicycle facilities, intersections at grade, pedestrian crossings, raised pavement markings, roadside plantings, roundabouts, sidewalks, signage and striping.
Justification (Need/Demand)	Installation of a roundabout improves bicycle, pedestrian and motorist safety and flow, particularly during periods of peak traffic. In addition, this provides increased pedestrian safety by allowing safer access to businesses and other destinations. An annual review process prioritizes non-signalized intersections.



Level of Service (LOS)	Established LOS: LOS D Project Type: Capacity project. Deficient within six years. Functionality project. Functionally deficient.
Comprehensive Plan and Functional Plan(s) Citations	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies. Goals: T 2: Establish and measure level of service to support transportation and land use goals. T 3: Ensure the safe and efficient movement of goods and people. T 3.11: Design intersections to safely accommodate both pedestrian and vehicular traffic.

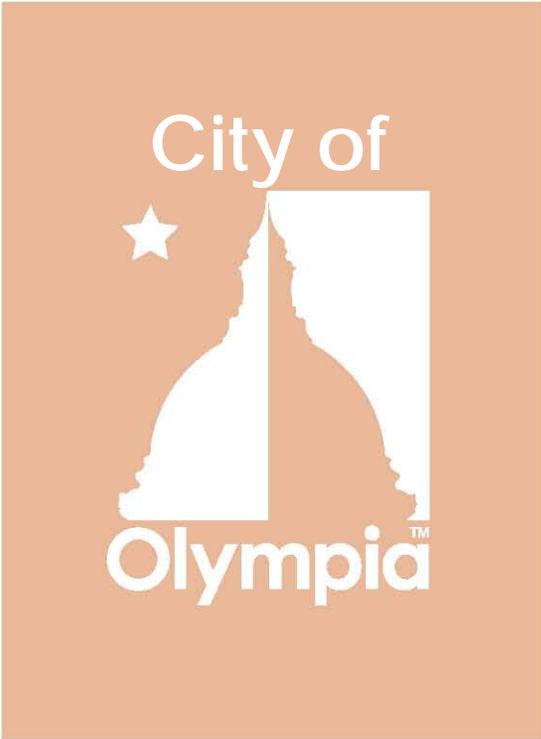
CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	-	\$ 1,239,700	\$ 1,239,700
Design & Engineering	-	\$ 521,109	\$ 521,109
Construction	-	\$ 4,522,000	\$ 4,522,000
Other	\$ 247	-	\$ 247
TOTAL	\$ 247	\$ 6,282,809	\$ 6,283,056

FUNDING SOURCES:	2014	2015-2019	TOTAL
SEPA	\$ 247	-	\$ 247
Impact Fees	-	\$ 3,534,891	\$ 3,534,891
Grant	-	\$ 2,747,918	\$ 2,747,918
TOTAL	\$ 247	\$ 6,282,809	\$ 6,283,056

*The current costs are in 2013 dollars. They are currently being updated to account for inflation costs for the year 2014. The amount of SEPA Mitigation and Impact Fee funds will be updated at the same time.

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	\$15,000 per lane mile or \$2,550
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South







General Capital Facilities





Washington Center Proposed Facade

GENERAL CAPITAL FACILITIES

General government facilities are designed to meet a broad spectrum of needs—facilities that directly serve the public, such as libraries, and those that house City employee staff as they work to assure that public and governmental responsibilities are met. The 17 City-owned buildings provide space for approximately 500 City employees and over 4,500 daily visitors. Several community and non-profit organizations operate out of these buildings including: Timberland Regional Library, Washington Center for the Performing Arts, Hands On Children’s Museum, Senior Services for South Sound, YMCA, Junior League, Thurston County Volunteer Legal Clinic, The Olympia Free Clinic, and Thurston County Family Justice League. General Government facilities are unique in that the level of service (LOS) may be defined by community preference and standards. Several capital needs of the City may not specifically be included in the City’s Comprehensive Plan. Nonetheless, these projects are vital to the quality of life of the community or the operational efficiency of the City and are included in the Capital Facilities Plan.

In the 2014–2019 CFP, these programs include:

- Building Repair and Replacement
- Washington Center for the Performing Arts- Bond Repayment

These projects are included in the CFP even though they may not fit neatly into the traditional capital project categories, such as parks, transportation or utilities. There are also no established levels of service in the Comprehensive Plan for these projects. However, the projects add to the infrastructure or asset base of the community.

In this six-year CFP, Council recognizes that there are long-term maintenance needs that must be addressed. With the inclusion of Park Maintenance (CAMMP), as well as Pavement Management in the CFP, there is a growing need to include building/equipment replacement in the CFP. Our long-term financial strategy says we will maintain what we have before we add new. For these reasons we have partially met the long term maintenance needs in the CFP.

And finally, there are many unmet needs in the CFP. The need for additional library facilities, art center, sidewalk maintenance, and funding for the Master Street Tree Plan has been established; however, funding is not available. Therefore, these projects are not included in this CFP.

BUILDING REPAIR AND REPLACEMENT (PROGRAM #029)

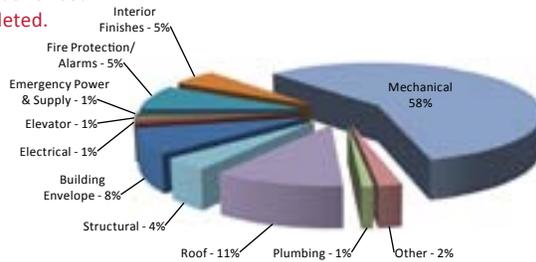
Location	City Hall Court Services Family Support Center Fire Training Station Hands on Children’s Museum Lee Creighton Justice Center	Maintenance Center Olympia Fire – Main Olympia Fire – 2 Olympia Fire – 3 Olympia Fire – 4 Olympia Police – Westside Station	Police Annex Police Firing Range The Olympia Center Timberland Regional Library Washington Center
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Links to Other Projects or Facilities N/A

Description This program covers major maintenance to building interior and exterior, as well as equipment replacement at the 17 locations listed above.

Note: The current costs are in the process of being updated as part of the 2013 Building Assessment Report. These costs will be revised when the report is completed.

Building Repair & Replacement Needs — Capital Improvement Plan (Includes Projects Under* and Over \$50,000)
 *Projects under \$50,000 are not paid from this fund; only shown here for tracking purposes. They are paid out of the City’s operating budget.



Building System	2013	2014-2021	TOTAL
Building Envelope	\$ 196,704	\$ 1,017,067	\$ 1,213,771
Structural		541,312	541,312
Mechanical	921,841	8,002,626	8,924,467
Electrical	66,936	72,275	139,211
Plumbing	28,854	142,331	171,185
Emergency Power & Supply		153,949	153,949
Roof	813,913	925,868	1,739,781
Fire Protection/Alarms		1,163,207	1,163,207
Interior Finishes		777,517	777,517
Elevators	132,625	54,431	187,056
Other		338,318	338,318
TOTAL	\$ 2,160,873	\$ 13,188,901	\$ 15,349,774

Note: Costs are inflated to project year at 3.25%. Figures include the Maintenance Center.

Beginning in 2014, the annual debt service for the Washington Center Exterior Repair Project (next page) will come from Building Repair and Replacement, which is almost 40% of this program’s total annual funding. This amount is not reflected in the above chart.

Justification (Need/Demand)

Public Works conducted a building assessment of the City’s buildings to understand the state of the major systems and equipment, identify repair and replacement needs, prioritize identified needs, and develop planning level cost estimates.

An updated building condition assessment, addressing all 17 buildings, was completed in 2013. This updated evaluation provides information on the current state of major systems and equipment and their associated cost. Debt service to repair the failing Washington Center siding will also be considered in developing the long term funding needs of the Building Repair and Replacement Program.

Projects supported by this fund must be \$50,000 or more and the repair/replacement must have a life expectancy of five or more years. General repairs and maintenance are not made from this fund, but instead from the City’s operating budget.

Over the next ten years, the City’s facility repair/replacement costs are estimated at \$1.4 Million per year. The City does maintain a reserve fund, but it has never been adequately funded. It remains a priority for the City.

Level of Service N/A

Comprehensive Plan and Functional Plan(s) Citations Although not included specifically in the Comprehensive Plan, the City’s Long Term Financial Strategy (LTFS) states that we should maintain what we have before we add new.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Major Maintenance	\$ 648,000	\$ 3,240,000	\$ 3,888,000
TOTAL	\$ 648,000	\$ 3,240,000	\$ 3,888,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
CIP	\$ 600,000	\$ 3,000,000	\$ 3,600,000
Rental Fees	\$48,000	\$240,000	\$ 288,000
TOTAL	\$ 648,000	\$ 3,240,000	\$ 3,888,000

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	Not yet determined
Estimated Revenues	None
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	All

WASHINGTON CENTER FOR THE PERFORMING ARTS- BOND REPAYMENT

Location	In October 2011, City Council directed staff to proceed with design of siding repairs and other improvements at the Washington Center for the Performing Arts. The project was advertised for bids in March, 2013 and construction commenced in April, 2013.
Description	<p>In May 2008, the Public Works Department conducted a building assessment of City-owned buildings to determine the state of the major systems and equipment, identify repair and replacement needs, prioritize the needs, and develop planning level cost estimates.</p> <p>One of the most significant problems identified was the siding at the Washington Center for the Performing Arts. The assessment discovered that widespread water intrusion was compromising the integrity of the building exterior. A more detailed study was conducted to evaluate options and it was determined that the entire siding needed to be removed and replaced.</p> <p>In 2013, the City issued \$3,195,000 in bonds to finance a portion of the \$4.5 million in building improvements to the Washington Center for the Performing Arts. These bonds will be fully retired in 2032. Debt service for these bonds is funded from the Building Repair and Replacement Program.</p>
Justification (Need/Demand)	In 2013, the City issued councilmanic debt for approximately \$3.3M for the completion of building repairs identified through a Building Condition Assessment. The project will be completed in 2013 at a total cost of \$4.5M. The bond term is 20 years.
Target Outcome Ratio (TOR)	N/A
Comprehensive Plan and Functional Plan(s) Citations	N/A

FUNDING SOURCES FOR DEBT REPAYMENT:	2014	2015-2019	TOTAL
Building Repair & Replacement	(\$ 236,475)	(\$1,170,425)	(\$1,406,900)
TOTAL	(\$ 236,475)	(\$1,170,425)	(\$1,406,900)

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	N/A

Proposed Exterior





Drinking Water





Downtown Artesian Well

DRINKING WATER

The mission of the Drinking Water Utility is to ensure a safe and sustainable supply of drinking water for the community. Four key influencing factors drive the development of the eleven water capital project programs identified in the Capital Facilities Plan (CFP):

1. **Regulation/Compliance** with the Federal Safe Drinking Water Act (SDWA), Washington State Department of Health (DOH) regulations, and the Uniform Fire Code (UFC) fireflow criteria.
2. **Adopted Sustainability Philosophy:** To manage the water in sustainable ways and to develop integrated solutions that solve more than one problem at a time.
3. **Growth:** To accommodate growth as defined by Olympia's Comprehensive Plan and to continue to provide and improve service to existing customers.
4. **Operational and System Delivery Strategies:** To manage water as a limited resource, meet water regulation objectives using approaches that limit human influence on the naturally good quality of water Olympia now has, and implement system changes for cost-effective delivery.

Drinking Water capital facilities are designed and built to provide citizens with safe and sustainable drinking water. Drinking Water capital program activities acknowledge the importance of managing the water as a limited, precious resource that needs to be protected, conserved, and managed responsibly.

The 2009-2014 Water System Plan serves as the basis for the development of the Drinking Water Capital Facilities Plan. The projects contained in the CFP are funded annually through Drinking Water Utility rates and General Facilities Charges (GFCs). State low interest loans and grants

are pursued as available. The 2009-2014 Water System Plan includes a financial strategy for planned capital improvements that involves a combination of cash and debt financing.

There are no current projects identified under the following Drinking Water Programs:

- Emergency Preparedness
- Reclaimed Water
- Water Source Development and Protection
- Water System Planning

Additional projects for these programs may be developed as part of the 2015-2020 Water System Plan update. Projects will be recommended for funding once identified.

Growth Related Projects

Projects that fall under this category are associated with work needed to accommodate new development and are funded by General Facility Charge (GFC) revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Drinking Water Utility rates.

SE Olympia Reservoir.....	60% growth related
Reclaimed Water.....	50% growth related
Kaiser Road Water main.....	25% growth related
Water System Plan.....	50% growth related

Level of Service (LOS) Determinations

Level of Service I

The first level of service (LOS I) involves maintaining the current system as is and addressing the need to remain in regulatory compliance for water quality and quantity requirements.

- Meet minimal standards for water pressure (30 psi) and UFC fireflow criteria.
- Addressing new State and Federal Safe Drinking Water Act requirements.
- Addressing existing system deficiencies due to growth or infrastructure failure.

Level of Service II

The second level of service (LOS II) focuses on more proactive system maintenance and anticipating future regulatory needs.

- Anticipates future water quality regulations and develops facilities that will accommodate the increased requirements prior to the system becoming deficient.
- Goes beyond the required minimum of 30 psi average water pressure for residents and strives to improve the minimum to 40 psi. The higher standard is the most cost-effective approach to anticipating and meeting system growth needs. LOS II also strives to eventually eliminate areas within the system that do not meet UFC fireflow criteria.

Level of Service III

The final level of service (LOS III) recognizes Olympia’s commitment to sustainability and to the approach of managing water as a limited resource. LOS III projects and programs address DOH regulations to a further extent, with the underlying driver to be a responsible water steward and purveyor.

- To comply with DOH regulations, there must be some form of conservation activity within an adopted Water Plan. The degree

to which the City of Olympia approaches a conservation program is a component of managing a limited resource.

CAPITAL FACILITIES PROJECTS BY LEVEL OF SERVICE
<p style="text-align: center;">LOS I</p> <ul style="list-style-type: none"> • Asphalt Overlay Adjustments • Emergency Preparedness
<p style="text-align: center;">LOS II</p> <ul style="list-style-type: none"> • Replace Small Diameter Water Piping • Transmission and Distribution Projects • Infrastructure Pre-Design & Planning <ul style="list-style-type: none"> • Water System Planning • Water Storage Systems
<p style="text-align: center;">LOS III</p> <ul style="list-style-type: none"> • Water Source Development • Groundwater Protection/ Land Acquisition <ul style="list-style-type: none"> • Reclaimed Water

Level of Service Standards

Municipal utilities in the United States and elsewhere commonly use LOS standards to evaluate whether the physical systems or operations are functioning to an adequate level. LOS can be defined in terms of the customer’s experience of utility service and/or technical standards based on the professional expertise of Utility staff.

These LOS standards can help guide investments in maintenance, repair and replacement; new assets can be used to establish design criteria and prioritize needs. Using a structured decision process that incorporates LOS can help a utility achieve desired service outcomes while minimizing life-cycle costs.

The Drinking Water Utility has developed a set of formal LOS standards. Utility staff used the following criteria in selecting LOS:

- Specific goal or expectation
- Focused on customer and community
- Quantifiable and measurable
- Relatively simple to understand and apply
- Constrained by available budgets for maintenance, repair and replacement

The selected LOS standards are in the following areas:

- System performance (including service interruption due to breakage, pressure, system reliability)
- Sustainability (energy efficiency)
- Customer service (response to water quality and service-related complaints)

These LOS standards have been incorporated in the development of this Capital Facilities Plan. Since regulatory compliance is considered a given, these LOS standards address issues of concern for customers beyond regulatory minimums and those that have an influence on decisions regarding infrastructure investments.

The LOS standards are:

System Performance

- Service interruption due to line breaks. During a three year period, no customer will experience more than two service interruptions

due to a line break; such service interruptions will average four hours or less.

- Pressure. Water will be delivered to new construction at a minimum pressure of 40 psi at the service meter.
- System reliability with largest water source off-line. Utility will meet winter-time demands (inside use only) with the loss of our largest water source (McAllister Springs). This would require complete curtailment of all outside and non-essential water use, but would maintain service for critical needs such as drinking, cooking, sanitation and firefighting.

Sustainability

- Energy efficiency. All pumps are rated 80% efficient or higher, unless it is not cost-effective to do so (i.e., the value of energy savings would not pay back the cost of the improvement within five years).

Customer Service

- The Utility responds to main breaks within 15 minutes during work hours and within one hour during non-work hours.
- The Utility responds to low pressure and water quality complaints by the end of the following business day.

Annual Operations and Maintenance

The water supplied to Olympia flows through concrete, cast iron, galvanized, asbestos cement (AC), ductile iron, and PVC pipe. These lines, in general, have a life expectancy of at least 50 years. New water lines are typically replaced with ductile iron, ductile iron cement lined, or high density polyethylene (HDPE) pipes. Currently, most maintenance work involves repairs to the older asbestos cement water lines and non-ductile iron connections, and valves within the City. Breaks within these lines are usually caused by age, geological shifts within the ground or from construction work. Replacing these aging facilities will help to reduce operations and maintenance costs.

The annual operations and maintenance costs for both potable water and reclaimed water represent an overall average that is subject to change due to unique circumstances that may be encountered at each location. For new infrastructure, initial operations and maintenance costs for repairs, replacements, and cleanings are minimal. As the infrastructure ages, maintenance costs will increase.

Annual Operations & Maintenance Costs

Repair service leak (3/4”-1”)	\$ 430 per repair
Install service (meter) on a 3/4” -1” line	\$ 1,760 per service install
Install small main (2” line)	\$ 69 per linear foot
Install 6” or larger main	\$ 105 per linear foot
Main line valve installation and replacement	\$ 3,880 per install
Main line (2”-8” line) leak repair	\$ 1,640 per repair
Fire hydrant installation or replacement	\$ 3,220 per install
Fire hydrant repair	\$ 295 per repair
Reservoir maintenance (e.g. Meridian)	\$ 30,760 annually
Pump station maintenance	\$ 47,430 per station
McAllister Springs maintenance*	\$ 393,830 annually

*Not including water quality monitoring costs.

Note: The project components commonly used in Drinking Water Projects are defined in the Glossary section of this document.

ASPHALT OVERLAY ADJUSTMENTS—WATER PROGRAM (PROGRAM #9021)

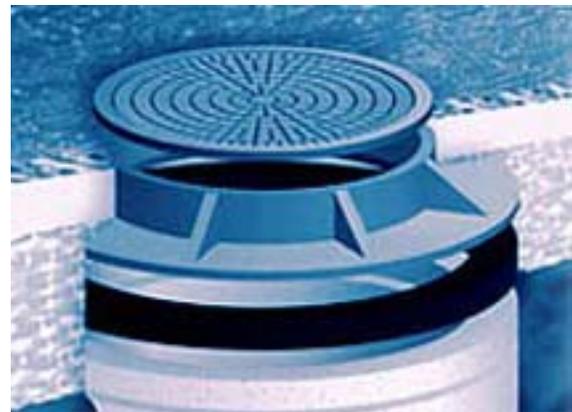
Location	Various locations
Links to Other Projects or Facilities	Street Repair and Reconstruction Projects—Transportation section Asphalt Overlay Adjustments—Wastewater section
Description	Make necessary adjustments to raise water system components to street level in conjunction with the annual asphalt overlay/street reconstruction process. This is a pass-through amount that is used by the Transportation Street Repair and Reconstruction Project for water facilities.
Justification (Need/Demand)	Asphalt overlay and street reconstruction projects require the adjustment of water system structures and equipment (e.g., castings, manholes, inlets, and covers) during construction as part of the paving process.
Level of Service (LOS)	Established LOS: LOS I See program overview for LOS definitions.
Comprehensive Plan and Functional Plan(s) Citations	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies. Goals: PF 6: Provide adequate transmission, distribution, and storage facilities.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Construction	\$ 10,500	\$ 52,500	\$ 63,000
TOTAL	\$ 10,500	\$ 52,500	\$ 63,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 10,500	\$ 52,500	\$ 63,000
TOTAL	\$ 10,500	\$ 52,500	\$ 63,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None (work conducted by transportation crew)
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases likelihood of system failure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



GROUNDWATER PROTECTION/LAND ACQUISITION (PROGRAM #9701)

Location	Various locations. See Project List section.
Links to Other Projects or Facilities	Critical Habitat Land Acquisition—Storm and Surface Water section Open Space Expansion—Parks, Arts and Recreation section
Description	This program is targeted towards the purchase of land and other activities that will monitor and protect the groundwater that Olympia relies on for its drinking water supply.

Project List	YEAR	PROJECT DESCRIPTION	COST ESTIMATE
	2014–2019	Groundwater Protection Land Acquisition. Includes implementation of the land acquisition and management strategy for the City’s groundwater protection areas, which is one component of the City’s Groundwater Protection Plan. Funds are set aside to acquire parcels that are particularly vulnerable to contamination, with priority given to parcels in the one-year capture zones of McAllister Wellfield and Allison Springs supply wells. A list of targeted properties was developed in 2006. This funding supplements over \$500,000 in prior appropriations.	\$ 600,000

Justification (Need/Demand) The acquisition of land within the City’s designated groundwater protection areas represents the ultimate groundwater protection strategy. By owning land or easements, the City can control land uses and associated activities on land near its water sources and help prevent contamination of critical groundwater resources.

Level of Service (LOS) Established LOS: LOS III - See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:
 PF 1: Develop utility and land use plans cooperatively.
 PF 5: Provide adequate supplies of water for future needs.
 PF 6: Provide adequate transmission, distribution, and storage facilities.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Land & Right-of-Way	\$ 100,000	\$ 500,000	\$ 600,000
TOTAL	\$ 100,000	\$ 500,000	\$ 600,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$100,000	\$500,000	\$600,000
TOTAL	\$100,000	\$500,000	\$600,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Minimal
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South, West



INFRASTRUCTURE PRE-DESIGN AND PLANNING—WATER PROGRAM (PROGRAM #9903)

Location	City water service area						
Links to Other Projects or Facilities	Not yet determined						
Description	Perform pre-design evaluation and analysis of water project alternatives in order to recommend projects identified in the Water System Plan and support other City project planning requirements that occur outside of the annual CFP process.						
Project List	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #8B4513; color: white;"> <th style="width: 25%;">YEAR</th> <th style="width: 50%;">PROJECT DESCRIPTION</th> <th style="width: 25%;">COST ESTIMATE</th> </tr> </thead> <tbody> <tr style="background-color: #E6C9A8;"> <td>2014–2019</td> <td>Pre-Design and Planning</td> <td>\$ 126,000</td> </tr> </tbody> </table>	YEAR	PROJECT DESCRIPTION	COST ESTIMATE	2014–2019	Pre-Design and Planning	\$ 126,000
YEAR	PROJECT DESCRIPTION	COST ESTIMATE					
2014–2019	Pre-Design and Planning	\$ 126,000					
Justification (Need/Demand)	The City’s Water System Plan and six-year Capital Facilities Plan identify projects from a planning level perspective based on detected deficiencies in a specific portion of the system. They also include planning level cost estimates done at the time the plan was developed and may not include enough detail in the scope to accurately assess project costs. This program evaluates these projects prior to their appropriation in the annual Capital Facilities Plan. It ensures accurate scope of work and cost estimates and a full evaluation of project alternatives. Other uses for this information include project scheduling, assessment of rate impacts and cash flow planning.						
Level of Service (LOS)	Established LOS: LOS III See program overview of LOS definitions.						
Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals:</p> <p>PF 6: Provide adequate transmission, distribution, and storage facilities.</p> <p>PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.</p> <p>PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.</p> <p>PF 6.3: Main sizes in newly developing areas should be designed to serve future growth.</p>						

CAPITAL COSTS:	2014	2015-2019	TOTAL
Pre-Design & Planning	\$ 21,000	\$ 105,000	\$ 126,000
TOTAL	\$ 21,000	\$ 105,000	\$ 126,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 21,000	\$ 105,000	\$ 126,000
TOTAL	\$ 21,000	\$ 105,000	\$ 126,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

SMALL DIAMETER WATER PIPE REPLACEMENT (PROGRAM #9408)

Location	Various locations based on the Utility's Small Diameter Water Pipe Upgrade Plan. Projects selected are based on service complaints and operation and maintenance records of leaks and main breaks.
Links to Other Projects or Facilities	N/A
Description	Replace small diameter substandard water pipes within the existing system. Project components may include hydraulic modeling, valves, vaults, and water lines.

Project List

2014-2019 Small Diameter Water Pipe Replacement Location

LOCATION - Street (Quadrant:Map Coordinates)	FROM	TO
7th Avenue (N:C6)	Central Street	Boundary Street
Boundary Street (N:C6)	9th Avenue	8th Avenue
McCormick Street (N:C6)	4th Avenue	5th Avenue
Fir Street (N:C6)	4th Avenue	State Avenue
8th Avenue (DT:C5)	Chestnut Street	Plum Street
Plum Street/Alley (DT:C5)	7th Avenue	8th Avenue
Puget Street (DT:C5)	4th Avenue	State Avenue
Eastside Street (N:C5)	4th Avenue	State Avenue
Union Avenue (N:C6)	Central Street	Fir Street
Central Street (N:C6)	13th Avenue	14th Avenue
Fir Street /Alley (N:C6)	11th Avenue	Union Avenue
Swanee Place (S:D6)	Cul-de-sac off 22nd Avenue	West of Brown Street
Myrtle Place (S:D6)	Cul-de-sac off 22nd Avenue	West of Boulevard Road
Amhurst Street (S:D7)	18th Avenue	20th Avenue
18th Avenue (S:D6)	Brown Street	Boulevard Road
Brown Street (S:D6)	18th Avenue	22nd Avenue
Wilkins Place (S:D6)	Beginning of Cul-de-sac	End of Cul-de-sac
End of Rogers Court (W:D4)	South of 11th Court	End of Street
McCormick Street (N:C6)	13th Avenue	Union Avenue
13th Avenue (N:C6)	Fir Street	Fairview Street
Fir Street (N:C6)	14th Avenue	13th Avenue
Old Port Drive (W:A4)	Uphill Area	Beach
Water Street (S:D5)	22nd Avenue	24th Avenue

Justification (Need/Demand)	The City is responsible for providing domestic and firefighting water flows at minimum pressures as established by the Department of Health. This program implements the improvements outlined in the 2009-2014 Water System Plan. The Plan identifies location, size, and timing of major and minor water main distribution line improvements. The Plan also identifies deficient areas that require looping or upgrading to improve flows and pressures. This project provides improvements to the basic system to assure adequate pressure and flow for domestic and firefighting situations. Maintenance records and service complaints are used to identify the lines needing replacement.
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Level of Service (LOS)	Established LOS: LOS II - See program overview of LOS definitions.
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Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals:</p> <p>PF 5: Provide adequate supplies of water for future needs.</p> <p>PF 6: Provide adequate transmission, distribution, and storage facilities.</p> <p>PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.</p> <p>PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.</p>
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SMALL DIAMETER WATER PIPE REPLACEMENT (PROGRAM #9408) CONTINUED

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 90,000	\$ 450,000	\$ 540,000
Construction	\$ 360,000	\$ 1,800,000	\$ 2,160,000
TOTAL	\$ 450,000	\$ 2,250,000	\$ 2,700,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 450,000	\$ 2,250,000	\$ 2,700,000
TOTAL	\$ 450,000	\$ 2,250,000	\$ 2,700,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None (pipe replacements)
Estimated Revenues	N/A
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$1,400 per repair. Some main breaks also require extensive road restoration costs.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



TRANSMISSION & DISTRIBUTION PROJECTS—WATER PROGRAM (PROGRAM #9609)

Location	Various locations within the existing system as service complaints and operation and maintenance records indicate. See Project List section.
Links to Other Projects or Facilities	Sewer Pipe Extensions- Sewer Program Boulevard Road Intersection—Transportation Impact Fee section Fones Road—Transportation Impact Fee section Thurston County CFP.
Description	<p>This program includes projects necessary to rehabilitate and replace existing transmission and distribution facilities, including water mains, valves, fire hydrants, service meters and booster pump stations. These projects are targeted to respond to identified capacity problems (related to flow, pressure, firefighting) as well as to replace infrastructure that is beyond its useful life. This program also includes installation of new transmission mains to connect new key facilities to the system.</p> <p>Projects are often coordinated with other public works projects (e.g., road improvements), to take advantage of cost efficiencies and to minimize inconvenience to citizens. Specific components covered under this program include hydrants, hydraulic modeling, valves, vaults, water lines, and water system structures and equipment.</p>

Project List	YEAR	PROJECT DESCRIPTION (Quadrant:Map Coordinate)	COST ESTIMATE
	2014	Hoffman Road Extension to New 417 Zone Reservoir (S:E7). This project will install a new 12-inch watermain to connect existing distribution piping in Morse Merryman Road to the planned new reservoir in SE Olympia.	\$710,300
	2014-2019	Distribution System Oversizing	\$162,000
	2016	AC Pipe Replacement—Boulevard Road Roundabout at Morse Merryman Road (S:E6). This project will replace asbestos cement watermain in conjunction with the future roundabout at Morse Merryman and Boulevard Roads.	\$460,500
	2017	Kaiser Road Watermain Extension to Evergreen Park Way (W:B2). This project will install a new 12-inch watermain from the LOTT sewer lift station to Evergreen Park Drive, increasing service reliability to the Evergreen State College area. This project is partially funded by general facility charges (GFCs).	\$726,200
	2017	Pressure Reducing Valve—East Bay Drive (N:B5). This project will reduce high watermain pressures along East Bay Drive.	\$247,000
	2018	Fones Road Booster Station Rehabilitation Construction (N:C7). Upgrade of booster pump station to address current deficiencies in the electrical system, confined space entry, ventilation, and aging pumping equipment.	\$1,034,000
	2018	Fones Road Water Main Construction (N:C7). This project replaces an AC watermain in Fones Road from Pacific Avenue to 17th Avenue, to be coordinated with a planned roadway reconstruction.	\$2,200,000

Justification (Need/Demand)	This program will ensure that existing distribution and transmission facilities are rehabilitated and replaced as needed in order to continue to secure a safe and sustainable water supply. Priority projects are targeted to those areas of the water system that fall short of meeting DOH standards for water pressure and UFC fireflow criteria or have ongoing maintenance problems (e.g., a history of repeated main breaks). This program also provides funding for the installation of new transmission mains to connect new critical source and storage facilities to the water system.
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Level of Service (LOS)	Established LOS: LOS II - See program overview of LOS definitions.
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Comprehensive Plan and Functional Plan(s) Citations	<p>The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p> <p>Goals:</p> <p>PF 5: Provide adequate supplies of water for future needs</p> <p>PF 6: Provide adequate transmission, distribution, and storage facilities.</p> <p>PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.</p> <p>PF 6.2: Olympia should design its water supply system to achieve the most favorable, practical fire insurance rating.</p> <p>PF 6.3: Main sizes in newly developing areas should be designed to serve future growth.</p>
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TRANSMISSION & DISTRIBUTION PROJECTS—WATER PROGRAM (PROGRAM #9609) CONTINUED

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 142,060	\$ 286,740	\$ 428,800
Construction	\$ 595,240	\$ 4,515,960	\$ 5,111,200
TOTAL	\$ 737,300	\$ 4,802,700	\$ 5,540,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 737,300	\$ 4,621,100	\$ 5,358,400
General Facility Charges (GFCs)	-	\$ 181,600	\$ 181,600
TOTAL	\$ 737,300	\$ 4,802,700	\$ 5,540,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Minimal maintenance on new transmission main
Estimated Revenues	N/A
Anticipated Savings Due to Project	Decreases cost of line breaks — estimated at \$1,400 per repair. Some main breaks also require extensive road restoration costs.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



WATER STORAGE SYSTEMS (PROGRAM #9610)

Location	Various locations. See Project List section.
Links to Other Projects or Facilities	N/A

Description The overall goal of this project is to develop and maintain a water reservoir system that provides adequate water storage and “chlorine contact time” in compliance with Federal and State safe drinking water standards. It would also ensure that storage reservoirs are sized sufficiently to have reserve water for firefighting. Specific project types include reservoirs, water lines, seismic upgrades, water quality and treatment, water system structures and equipment.

Project List:	YEAR	PROJECT/LOCATION	COST ESTIMATE
	2014	Elliott Street Reservoir Painting	\$ 508,000
	2015	New 417 Zone (SE Olympia) Reservoir Construction. This project will construct a new storage tank in SE Olympia to address storage deficiencies. This project is partially funded by general facility charges (GFCs).	\$ 6,634,000
	2016	Hoffman Court Reservoir Interior Coating Replacement	\$ 577,700
	2017	Elliot Reservoir – Seismic Retrofit. This project will complete recommended seismic retrofits to the Elliot Reservoir. Improvements will include interior column wrapping, dowels to tie roof slab to perimeter walls, and perimeter retaining wall.	\$ 1,038,200
	2017	Fir Street #1 and #2 Reservoirs – Seismic Retrofit. This project will complete recommended seismic retrofits to Fir Street Reservoirs. Improvements will include the addition of perimeter walls with reinforcing cables and the addition of collars on the interior columns.	\$ 725,800

Justification (Need/Demand) The Safe Drinking Water Act (SDWA) of 1974 signaled the beginning of a new age in public water supply. The detection of organic contaminants in drinking water throughout the United States spurred the passage of the SDWA.

One of the Federally-mandated standards of the SDWA is adequate “chlorine contact time.” When added to drinking water, chlorine is a disinfecting agent. The chlorine needs time, however, to react with the water to provide adequate disinfection. Water reservoirs provide the safest and most effective method to ensure that chlorine levels and contact times are adequate to meet disinfection levels. Reservoirs also provide water storage to allow for proper domestic and firefighting flows.

The proposed 2009–2014 Water System Plan calls for additional storage in the southeast area of the City to meet State drinking water requirements. This new reservoir in the 417 Zone will provide adequate storage for at least the next 25 years.

Updated evaluations of the Fir Street and Elliot reservoirs completed in 2011 call for seismic upgrades to improve the structural integrity of the reservoirs.

Level of Service (LOS) Established LOS: LOS II
See program overview of LOS definitions.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:
 PF 6: Provide adequate transmission, distribution, and storage facilities.
 PF 6.1: Main sizes and storage reservoirs should be designed to meet fire flow needs.
 PF 6.6: The water supply systems should be protected from contamination.

WATER STORAGE SYSTEMS (PROGRAM #9610) CONTINUED

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 101,600	\$ 468,340	\$ 569,940
Construction	\$ 406,400	\$ 8,507,360	\$ 8,913,760
TOTAL	\$ 508,000	\$ 8,975,700	\$ 9,483,700

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 508,000	\$ 4,995,300	\$ 5,503,300
General Facility Charges (GFCs)	-	\$ 3,980,400	\$ 3,980,400
TOTAL	\$ 508,000	\$ 8,975,700	\$ 9,483,700

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	\$50,000; in addition, new 417 Zone reservoir construction requires \$3,300 annually.
Estimated Revenues	N/A
Anticipated Savings Due to Project	None
Department Responsible for Operations	Public Works
Quadrant Location	South, West



City of



OlympiaTM



Wastewater





WASTEWATER

Effective wastewater system management is essential to public and environmental health. The challenges of effective management continue as the Olympia area population grows, land use densities increase, and development occurs in outlying areas distant from the LOTT Clean Water Alliance treatment facility. Responding to these challenges necessitates proactive management of our public and private wastewater infrastructure.

Capital facility funding is important to the heavily infrastructure-dependent Wastewater Utility. The public system maintained by Olympia is comprised of approximately 185 miles of gravity pipe and 33 regional lift stations. The Utility is also responsible for the operation and maintenance of approximately 1,860 STEP sewer systems that utilize individual effluent pumps at residences and 29 miles of associated STEP pressure mains. Additionally, the continued use of over 4,145 septic systems in Olympia and its Urban Growth Area creates long-term public health and water quality concerns. Conversion of septic systems to the municipal system is encouraged.

The pipes making up the wastewater infrastructure vary in age, materials, and structural integrity. Ongoing work to systematically televise and evaluate the condition of the individual pipes helps prioritize repair and replacement needs. Considerable work has been completed in recent years. However, this work effort will continue in the years to come with subsequent inclusion of repair and replacement projects in the CFP.

The Olympia City Council adopted the most recent Wastewater Management Plan in 2007. The Plan focuses on repair and replacement of existing pipes and pumps, extensions of major trunk lines, and conversions of onsite sewage system to conventional gravity service. An update to the 2007 Plan is underway and anticipated for adoption in late 2013. This new plan begins to evaluate

wastewater needs for a 20 year planning horizon. In general, the draft 2013 plan supports the continuation and refinement of current practices.

The projects contained in the Wastewater CFP are funded annually through Utility rates and General Facilities Charges (GFCs). State low interest loans and grants are pursued as needed. The draft 2013 Wastewater Management Plan includes a financial strategy that relies primarily on cash financing of capital projects.

There are currently no projects identified in the CFP under the pipe capacity upgrade program of the Wastewater Program. Additional capacity upgrade projects may be developed and incorporated into future CFPs.

Growth Related Projects

Projects that fall under this category are associated with work accommodating customer base expansion and are therefore funded by General Facility Charges (GFC) revenue. When an upgrade project serves both new and existing development, a portion of the project cost is funded by GFCs. This CFP identifies numerous lift station upgrades and sewer extensions that are appropriate for GFC funding. These projects will often accommodate both existing and future needs:

- Black Lake lift station (partial funding) – 100% expansion and upgrade related
- 28th Avenue NW lift station property acquisition – 100% expansion related
- Miller and Central lift station upgrade – 100% expansion and upgrade related
- Water Street lift station force main – 50% upgrade related
- Old Port II lift station upgrades – 100% expansion and upgrade related
- Annual sewer extensions - 100% expansion related
- Neighborhood sewer program - 100% expansion related
- Boulevard Road sewer extension - 100% expansion related

ASPHALT OVERLAY ADJUSTMENTS—SEWER PROGRAM (PROGRAM #9021)

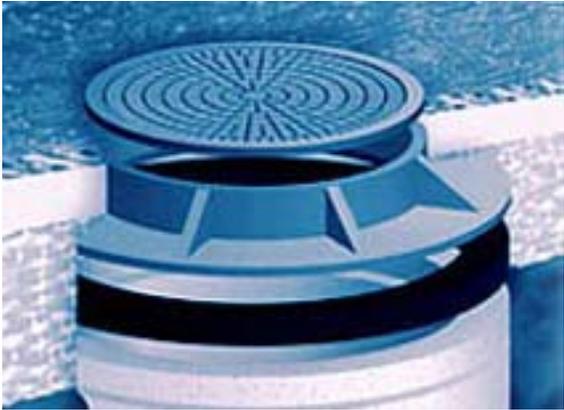
Location	Citywide as determined by the Transportation Program’s Six-Year Transportation Improvement Program (TIP)
Links to Other Projects or Facilities	Street Repair and Reconstruction Projects—Transportation Section Asphalt Overlay Adjustments—Drinking Water and Storm and Surface Water Sections
Description	The work of the City’s annual overlay and street reconstruction projects includes replacing and adjusting wastewater utility castings within streets. These wastewater funds are passed through to transportation street repair and reconstruction projects for incidental wastewater upgrades.
Justification (Need/Demand)	Asphalt overlay and street reconstruction projects often require the adjustment/replacement of wastewater system structures (e.g., manhole frames and lids) as part of the paving process. The goal of this work is to replace damaged castings and to ensure that all castings are adjusted to the new pavement level.
Comprehensive Plan and Functional Plan(s) Citations	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies. Goals: PF 9: Assure proper disposal of sewage. PF 11: Efficiently develop and manage the City’s sewer system.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Construction	\$ 10,500	\$ 52,500	\$ 63,000
TOTAL	\$ 10,500	\$ 52,500	\$ 63,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 10,500	\$ 52,500	\$ 63,000
TOTAL	\$ 10,500	\$ 52,500	\$ 63,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Efficient upgrades to existing infrastructure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



INFRASTRUCTURE PRE-DESIGN AND PLANNING—SEWER PROGRAM (PROGRAM #9903)

Location	City sewer service area
Links to Other Projects or Facilities	Not defined at this time.

Description These funds support pre-design conceptual evaluation of wastewater projects and potential alternatives in order to refine complex projects prior to launching full permitting and design. Additionally, the funds are used to expediently respond to emergencies and other unanticipated needs.

Project List	YEAR	PROJECT	COST ESTIMATE
	2014-2019	Pre-design and planning. Develops project scopes and cost estimates. Responds to emergencies.	\$ 223,200

Justification (Need/Demand) The City’s Wastewater Management Plan and six-year Capital Facilities Plan identify projects from a planning level perspective based on detected deficiencies in specific portions of the system. They also include planning level cost estimates completed at the time the Plan was developed. These estimates may not include enough detail in the scope to accurately assess project costs. This program evaluates complex projects prior to full initiation of design and permitting. It ensures accurate scope of work, cost estimates and a full evaluation of project alternatives. Other uses for this information include timely staff response to unanticipated public or environmental risks while long-term funding is secured.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

PF 9.1: Future sewer system plans should be designed to protect and enhance Olympia and Thurston County ground and surface water resources.

PF 11: Efficiently develop and manage the City’s sewer system.

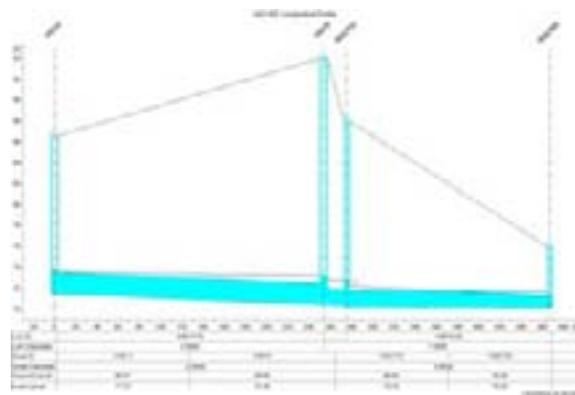
PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Pre-Design & Planning	\$ 37,200	\$ 186,000	\$ 223,200
TOTAL	\$ 37,200	\$ 186,000	\$ 223,200

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 37,200	\$ 186,000	\$ 223,200
TOTAL	\$ 37,200	\$ 186,000	\$ 223,200

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Project specific savings
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



LIFT STATIONS—SEWER PROGRAM (PROGRAM #9806)

Location Citywide

Links to Other Projects or Facilities N/A

Description Aging pumps and associated systems in our lift stations need to be upgraded or reconstructed in order to provide dependable service while meeting increasing wastewater flows. Projects include providing needed increased pumping capacity, providing backup power generators and upgrading facilities to current Department of Ecology sewage pump station design criteria.

Project List

YEAR	PROJECT/ LOCATION (Quadrant: Map Coordinate)	COST ESTIMATE
2014	Black Lake Lift Station Upgrade. (W:D2) Complete the extensive upgrade of the lift station and its force main. Funding supplements funding for 2011.	\$ 1,100,000
2015	28th Avenue NW Lift Station Property Acquisition (W:A3). Acquire property in the vicinity of Cooper Point Road and 28th Avenue NW for locating a future lift station.	\$ 100,000
2015	Water Street Generator (DT:C5). Replace the aging emergency generator at this critical lift station.	\$ 150,000
2016	Miller and Central Lift Station Upgrade (N:B6). Upgrade the existing lift station for existing and future flows.	\$ 750,000
2017	Miller & Ann Generator (N:B6). Install an onsite emergency generator for the lift station.	\$ 60,000
2018	Water Street Lift Station Force Mains Upgrade (DT:C5). Replace the existing 18 and 30-inch concrete sewer force mains serving the Water St lift station.	\$ 900,000
2019	Old Port II Lift Station Upgrade (W:B4). Upgrade the existing lift station for existing and future flows.	\$ 600,000

Justification (Need/Demand)

Pumps are an integral element of our sewer infrastructure. Lift stations pose critical risks for spills and associated public and environmental health impacts. Unlike gravity sewer pipes, pump stations are complex mechanical and electrical systems susceptible to chronic or acute failure. The lift stations must operate well in order to prevent sewer overflows.

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.
 Goals:
 PF 9: Assure proper disposal of sewage.
 PF 11: Efficiently develop and manage the City’s sewer system.
 PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 220,000	\$ 512,000	\$ 732,000
Construction	\$ 880,000	\$ 2,048,000	\$ 2,928,000
TOTAL	\$ 1,100,000	\$ 2,560,000	\$ 3,660,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	-	\$ 660,000	\$ 660,000
General Facility Charges (GFCs)	\$ 1,100,000	\$ 1,900,000	\$ 3,000,000
TOTAL	\$ 1,100,000	\$ 2,560,000	\$ 3,660,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Not yet determined
Estimated Revenues	Several projects support future growth.
Anticipated Savings Due to Project	Projects decrease likelihood of system failure.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



ONSITE SEWAGE SYSTEM CONVERSIONS—SEWER PROGRAM (PROGRAM #9813)

Location	Citywide									
Links to Other Projects or Facilities	N/A									
Description	Supporting the conversion of existing onsite sewage systems to municipal sewer services is a City priority. Efforts to pursue conversions rely on both mandatory regulations and financial incentives. This program provides funding for both minor sewer extensions typically along a short section of street and coordinated neighborhood sewer extensions covering larger areas.									
Project List	<table border="1"> <thead> <tr> <th>YEAR</th> <th>PROJECT/ LOCATION</th> <th>COST ESTIMATE</th> </tr> </thead> <tbody> <tr> <td>2014-2017</td> <td>Neighborhood Sewer Program. Similar to Annual Sewer Extensions, but focused on larger neighborhood-scale projects.</td> <td>\$ 1,000,000</td> </tr> <tr> <td>2014-2019</td> <td>Annual Sewer Extensions. As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions.</td> <td>\$ 900,000</td> </tr> </tbody> </table>	YEAR	PROJECT/ LOCATION	COST ESTIMATE	2014-2017	Neighborhood Sewer Program. Similar to Annual Sewer Extensions, but focused on larger neighborhood-scale projects.	\$ 1,000,000	2014-2019	Annual Sewer Extensions. As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions.	\$ 900,000
YEAR	PROJECT/ LOCATION	COST ESTIMATE								
2014-2017	Neighborhood Sewer Program. Similar to Annual Sewer Extensions, but focused on larger neighborhood-scale projects.	\$ 1,000,000								
2014-2019	Annual Sewer Extensions. As part of the onsite sewer conversion program, this project funds minor extensions of the public pipe systems for new conversions.	\$ 900,000								

Justification (Need/Demand) In increasingly densely developed urban settings, onsite septic systems pose long-term threats to public and environmental health. City goals and policies provide various resources, including CFP funding, for the conversion to municipal sewer.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

PF 9: Assure proper disposal of sewage.

PF 11: Efficiently develop and manage the City's sewer system.

PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 130,000	\$ 250,000	\$ 380,000
Construction	\$ 520,000	\$ 1,000,000	\$ 1,520,000
TOTAL	\$ 650,000	\$ 1,250,000	\$ 1,900,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
General Facility Charges (GFCs)	\$ 650,000	\$ 1,250,000	\$ 1,900,000
TOTAL	\$ 650,000	\$ 1,250,000	\$ 1,900,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Not yet determined
Estimated Revenues	Supports new wastewater customer through conversion program.
Anticipated Savings Due to Project	Facilitates gradual expansion of sewer system
Department Responsible for Operations	Public Works
Quadrant Location	Citywide

REPLACEMENTS AND REPAIRS —SEWER PROGRAM (PROGRAM #9703)

Location	City sewer service area
Links to Other Projects or Facilities	N/A

Description Provide funds for scheduled repairs, as well as unexpected repairs, replacements and rehabilitation of existing pipe systems and manholes. When possible, trenchless technologies are used to minimize disruptions and costs. Projects include work to abandon several high maintenance STEP systems and provide gravity service through newly-installed gravity systems.

YEAR	PROJECT/ LOCATION	COST ESTIMATE
2014- 2017	Pipe Corrosion Abatement, Phase 1 and 2. High levels of hydrogen sulfide gas associated with STEP system can corrode concrete pipe and manholes. This project funds the lining of priority damaged systems.	\$300,000
2014–2019	Allocation of Prioritized Repairs—Citywide. Funds major pipe repairs and replacements.	\$1,590,000
2014-2019	Spot Repairs. Repairs and replaces small sections of sewer pipe.	\$600,000
2015	Commercial STEP Conversions. Connect several existing large STEP systems to the newly available sewer main on Yelm Highway.	\$250,000
2015- 2018	Manhole Repair and Replacement. Address structural deficiencies, leaks, and/or corrosion needs.	\$200,000

Justification (Need/Demand) This program provides improvements to the sewer pipe system to assure adequate service and prevent catastrophic system failure and sewage release. An annual list of priority projects is developed based on the results of televising inspections of the sewer lines and implementation of the condition rating program. Planned repairs include major prioritized work, minor spot repairs, manhole repairs, and manhole lining to address corrosion in manholes associated with STEP system effluent gases. Reducing maintenance needs is also a priority,

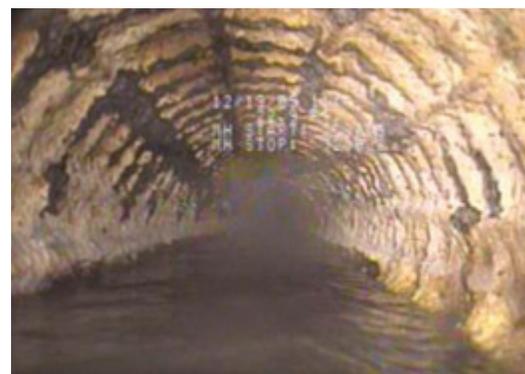
Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.
Goals:
PF 9: Assure proper disposal of sewage.
PF 11: Efficiently develop and manage the City’s sewer system.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 103,000	\$ 485,000	\$ 588,000
Construction	\$ 412,000	\$ 1,940,000	\$ 2,352,000
TOTAL	\$ 515,000	\$ 2,425,000	\$ 2,940,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 515,000	\$ 2,425,000	\$ 2,940,000
TOTAL	\$ 515,000	\$ 2,425,000	\$ 2,940,000

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Decreases maintenance and emergency response costs
Estimated Revenues	None
Anticipated Savings Due to Project	Decreases likelihood of system failure, sewage release and emergency repair
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



SEWER SYSTEMS EXTENSIONS—SEWER PROGRAM (PROGRAM #9809)

Location	Citywide sewer service area
Links to Other Projects or Facilities	Boulevard Road Intersection Improvements- Transportation Impact Fee Section Transmission and Distribution Projects- Water Program
Description	Sewer extensions provide infrastructure needs in a timely manner to accommodate emerging service needs. Extensions are often incorporated into street construction projects by the Utility with a resultant long-term financial savings to the community. Otherwise, extensions are typically funded and constructed by private development to meet the needs of specific projects.

Project List	YEAR	PROJECT/ LOCATION (Quadrant: Map Coordinate)	COST ESTIMATE
	2016	Boulevard Sewer Extension at Morse Merryman Road. Install a new sewer pipe under Morse Merryman roundabout in conjunction with a Transportation Program intersection improvement project.	\$750,000

Justification (Need/Demand)	Sewer extensions help meet our long-term goals for effectiveness and efficiency, especially when installed as a component of street construction.
Comprehensive Plan and Functional Plan(s) Citations	The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies. Goals: PF 9: Assure proper disposal of sewage. PF 11: Efficiently develop and manage the City’s sewer system. PF 12: Use sewer facility planning as a means of accomplishing land use, environmental and economic development, and growth management goals.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	-	\$ 150,000	\$ 150,000
Construction	-	\$ 600,000	\$ 600,000
TOTAL	-	\$ 750,000	\$ 750,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
General Facility Charges (GFCs)	-	\$ 750,000	\$ 750,000
TOTAL	-	\$ 750,000	\$ 750,000

ANNUAL OPERATIONS AND MAINTENANCE	
Estimated Costs	None
Estimated Revenues	Supports future wastewater customers.
Anticipated Savings Due to Project	Reduced overall project costs by incorporation into a street reconstruction project.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



SEWER SYSTEM PLANNING—SEWER PROGRAM (PROGRAM #9808)

Location	Within the City's Urban Growth Area
Links to Other Projects or Facilities	N/A
Description	Planning and evaluation efforts necessary to address long-term infrastructure and program needs. At this point in time, projects are limited to ongoing televising and condition rating evaluations.

Project List	YEAR	PROJECT	COST ESTIMATE
	2014-2019	Sewer System Televising and Condition Rating Program. The ongoing work effort provides pipe condition monitoring support to planning and operations staff. Repair and replacement projects stem from the condition rating program.	\$126,000

Justification (Need/Demand) Funds are contributed annually for investigation of pipe structural conditions and overall troubleshooting. This work supports repairs of existing infrastructure.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

PF 1.4: The City should maintain up-to-date detailed maps and utility data showing the location of all City utilities and their capacity, and identify any known or potential constraints.

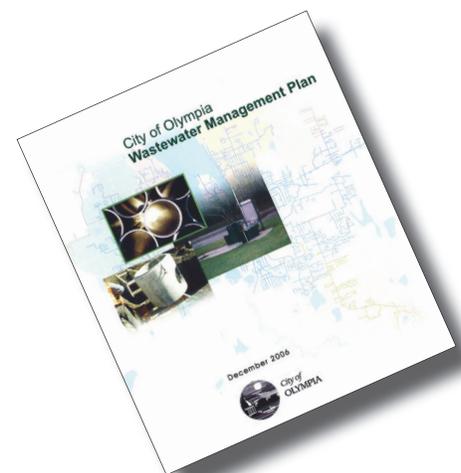
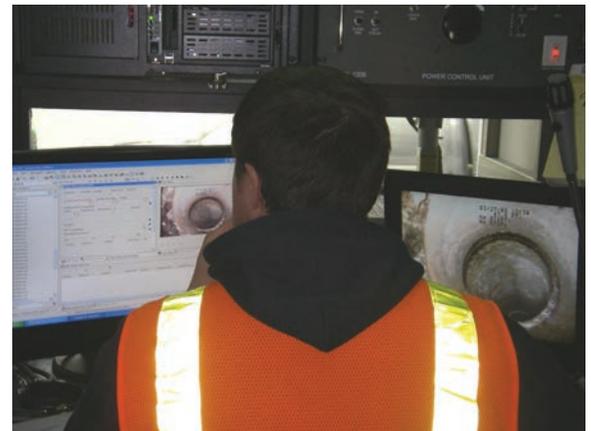
PF 11: Efficiently develop and manage the City's sewer system.

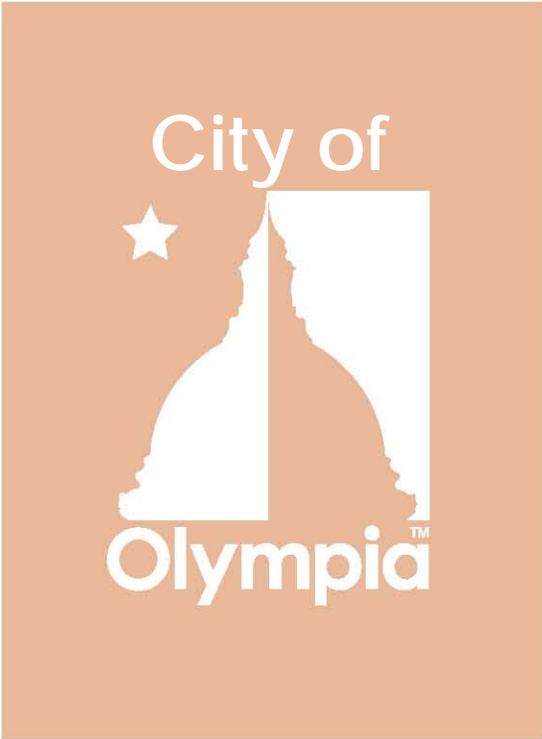
CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 21,000	\$ 105,000	\$ 126,000
TOTAL	\$ 21,000	\$ 105,000	\$ 126,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 21,000	\$ 105,000	\$ 126,000
TOTAL	\$ 21,000	\$ 105,000	\$ 126,000

ANNUAL OPERATIONS AND MAINTENANCE

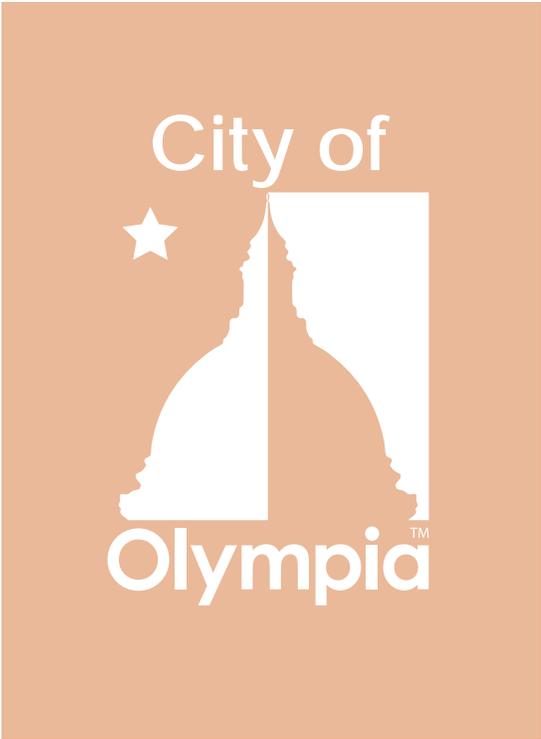
Estimated Costs	None
Estimated Revenues	None
Anticipated Savings Due to Project	Proactive investigation of potential infrastructure problems.
Department Responsible for Operations	Public Works
Quadrant Location	Citywide







Storm and Surface Water





Fountain at Heritage Park

STORM AND SURFACE WATER

Storm and surface water management is a key environmental service provided by the City. Capital projects funded by the Storm and Surface Water Utility reflect a local responsibility to correct flooding problems, protect water quality and enhance aquatic habitat in local creeks, wetlands and marine waters. Typical projects include:

- Stormwater pipe systems
- Regional stormwater storage ponds
- Neighborhood stormwater treatment facilities
- Culvert replacements
- Stream bank stabilization
- Forest and wetland revegetation
- Demonstration projects using new technologies
- Storm and surface water planning
- Environmental land purchase and stewardship

The effectiveness of the City's stormwater system at managing flooding and protecting the natural environment varies depending on location. Private developments and City capital projects constructed prior to the mid-1980s were required to provide modest stormwater conveyance capacity, no water quality treatment, and very minimal storage of runoff in constructed ponds. Numerous complex flooding problems and irreversible habitat loss were caused by these early developments. Until recently, the majority of stormwater project funding has been spent addressing these historical concerns. Community expectations and regulations for managing stormwater

have improved dramatically in recent years, resulting in a more holistic look at stormwater management.

The capital program’s success at resolving flooding problems during the last fifteen years has provided the City an opportunity to focus on water quality improvement, habitat protection, and scheduled replacement of aging pipe systems. The Storm and Surface Water Master Plan (2003) and its 2010 refinements emphasizes the role of the Utility in environmental protection. The Plan provides guidance on Utility goals, implementation strategies, and expected outcomes. Capital projects, in concert with other elements of the Storm and Surface Water program, help meet these Utility goals:

- **Flooding:**

Reduce the frequency and severity of flooding so hazards are eliminated, except during major storm events. The Utility will minimize potential flooding associated with new development through regulations for on-site stormwater systems. Flooding arising from existing inadequate public infrastructure will be addressed in a timely manner.

- **Water Quality:**

Improve water quality Citywide, while focusing infrastructure upgrades to reduce stormwater contaminant loads from untreated areas of the City. Improving water quality in Budd Inlet by retrofitting older high-traffic arterials and adjacent areas for stormwater treatment has recently been identified as a high priority.

- **Aquatic Habitat:**

Improve aquatic habitat functions Citywide, while focusing on protecting intact habitat, improving Budd Inlet and managing riparian area vegetation. The relationship between aquatic habitat conditions and land use impacts in urbanizing basins is scientifically complex and managerially challenging. Efforts include protecting high quality habitats while providing tangible improvements to other systems. Work to better quantify opportunities for land acquisition and stewardship is underway. This work will help prioritize future efforts.

Several new capital needs are facing the Utility including new State and Federal regulations and long-term infrastructure replacement. Regulations stemming from the Federal Clean Water Act (e.g., Total Maximum Daily Loads, National Pollution Discharge Elimination System) have led to new areas of water quality work. Equally significant from a financial perspective is the acknowledgement that numerous major stormwater conveyance systems are reaching, or have exceeded, their life expectancy. Efforts are underway to evaluate and document aging pipe systems. Prioritized pipe replacements and upgrades have become a regular component of the CFP.

The projects contained in the plan are financed annually through Storm and Surface Water Utility rates and General Facilities Charges (GFCs). Loans and grants are used, especially for water quality projects. Debt financing has been only nominally used by the Utility.

- Ken Lake Flood Conveyance Project addresses both existing and future flows - 50% expansion related

Additionally:

Included in the Transportation Section are projects funded by transfers from the Storm and Surface Water Utility as follows:

PROJECT	2014	2015-2019	TOTAL
Parks and Pathways Sidewalk	\$ 186,500	\$ 932,500	\$ 1,119,000
TOTAL	\$ 186,500	\$ 932,500	\$ 1,119,000

GROWTH RELATED PROJECTS

Projects that fall under this category are associated with work to accommodate new development and are funded by General Facility Charge (GFC) revenue. When a project serves both new and existing development, a portion of the project cost will also be funded through Stormwater Utility rates.

- Coleman, Bing and Walnut Conveyance Project – 25% expansion and upgrade related
- Cooper Point and Black Lake Conveyance Project - 50% expansion related

AQUATIC HABITAT IMPROVEMENTS (PROGRAM #9024)

Location	Various locations.
Links to Other Projects or Facilities	Critical Habitat Land Acquisition and Stewardship —Storm and Surface Water Section Water Quality Improvements—Storm and Surface Water Section Open Space Expansion—Parks, Arts and Recreation Department
Description	Construct projects and natural enhancements that protect aquatic habitat in Olympia’s creeks, wetlands, lakes and marine environments, such as stabilizing streambanks, revegetating, replacing fish-barrier culverts, and supporting technological innovation. Purchase important aquatic habitat-supporting lands as appropriate.

Project List	YEAR	PROJECT	COST ESTIMATE
	2014-2019	Critical Areas Vegetation Enhancements. This project provides for vegetation enhancement of existing publicly owned stream corridors.	\$ 189,600
	2015-2017	Land Acquisition and Stewardship This project will acquire properties to preserve intact habitats and/or restore and enhance habitats that have been impacted by urban development. Appropriate projects will be identified and prioritized using a land stewardship and acquisition strategy developed by the Storm and Surface Water Utility.	\$ 1,043,100

Justification (Need/Demand) The quality of aquatic habitat within Olympia continues to be challenged as land is developed for urban uses. The Storm and Surface Water Utility has a responsibility to help manage and enhance our aquatic habitats. The Planning Commission and Utility Advisory Committee have recently encouraged the Utility to increase emphasis on and funding for aquatic habitat land acquisition and stewardship.

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- Goals:
- PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.
 - PF 14.4: Incorporate requirements for enhanced protection of wellhead areas.
 - PF 15.2: Streams and wetlands should be evaluated and classified according to their sensitivity.
 - ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.
 - ENV 3.12: Protect fish-bearing waters from damage.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 36,160	\$ 87,110	\$ 123,270
Construction	\$ 28,440	\$ 142,200	\$ 170,640
Land Acquisition	\$ 297,000	\$ 641,790	\$ 938,790
TOTAL	\$ 361,600	\$ 871,100	\$ 1,232,700

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 361,600	\$ 871,100	\$ 1,232,700
TOTAL	\$ 361,600	\$ 871,100	\$ 1,232,700

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	Not yet determined
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



FLOOD MITIGATION AND COLLECTION—STORMWATER PROGRAM (PROGRAM #9028)

Location	Various locations.
Links to Other Projects or Facilities	Infrastructure Pre-Design and Planning—Storm and Surface Water Section
Description	<p>Stormwater pipe systems collect and convey runoff to appropriate locations in order to prevent or mitigate flooding. Some projects identified in the program anticipate or correct flooding; others provide for the timely replacement of old, problematic pipe systems.</p> <p>The replacement of aging and deteriorating pipe systems is an increasingly important financial responsibility of the Utility. Problematic pipes are identified through ongoing Citywide pipe televising and condition rating programs. Several pipes have been identified that are currently failing or are expected to fail within five years. Some of the problems involve long sections of pipes; others involve only isolated spot repairs. These pipes are prioritized and repaired.</p>
Project List	Project list and prioritization is subject to change. Priority is based on a condition rating system.

Year	Project	Cost Estimate
2014	Port of Olympia Stormwater Separation. This project will separate the City and Port of Olympia stormwater drainage systems. The project will eliminate one City stormwater outfall on Port of Olympia property and one outfall at B Avenue. This project will delineate jurisdictional management responsibilities and provide greater control of flooding from backflow of marine water.	\$ 800,000
2014-2019	City Owned Stormwater Pond Rehabilitation. These projects rehabilitate City-owned stormwater facilities including removing sediments, amending soils, establishing attractive low maintenance landscaping and modifying the structures within the facility as needed. Rehabilitation involves more work than is typically performed during routine maintenance, and is intended to enhance the function of the facility. This project will provide for the rehabilitation of one facility per year, on average.	\$ 180,000
2014-2019	Condition Rating of Existing Conveyance. Television inspection and condition rating is provided for existing stormwater conveyance systems. Condition rating outcomes are used to determine replacement and repair schedules. There are approximately 172 miles of storm sewer owned and operated by the Storm and Surface Water Utility.	\$ 853,200
2014-2019	Conveyance Spot Repairs (Pipe Replacement). This project provides for relatively minor spot repairs to the stormwater conveyance system at locations determined by the condition rating database. Repairs to the worst portions of the storm sewer system are typically accomplished within two years of problem identification.	\$ 474,000
2015-2019	Downtown Flood Mitigation. Olympia’s downtown is currently vulnerable to tidal flooding. In the years to come, the problem could be exacerbated by sea level rise. The project will install tidal gates on key stormwater out falls to Budd Inlet thereby preventing tides from flowing up the pipes and discharging to low lying downtown streets.	\$ 450,000
2016	North Percival Stormwater Facility Modifications. This project will modify the North Percival Stormwater Facility for easier maintenance and access. It will replace a new outfall structure with one less prone to clogging by beavers as well as enhance the passive education and recreational use of the site.	\$ 275,000
2017	Cooper Point and Black Lake Conveyance. The extensive Westside stormwater system serves about 700 acres of development. The project builds on recent work to improve the capacity of Yauger Park. The project will reduce the potential for flooding of this vital intersection.	\$ 3,200,000
2019	Ascension and 4th Avenue Pond Construction. A stormwater facility will be constructed on City-owned land between 4th and Ascension Avenues. It will provide flow control and water quality treatment to flows generated from existing developed areas that discharge to the downstream stormwater conveyance system.	\$ 258,300
2019	Coleman, Bing and Walnut Conveyance. An existing regional conveyance system in the vicinity of Coleman Avenue, Bing Street and Walnut Road will be replaced. The current stormwater system was installed by private properties over a period of many years. Due to increasing regional flows using the system, the City took over its maintenance and operation.	\$ 463,200
2019	Ken Lake Flood Conveyance. A stormwater conveyance system will eliminate historical overland flooding associated with the Gruen Swale and Stonewall Swale tributary to Ken Lake.	\$ 600,000

FLOOD MITIGATION AND COLLECTION—STORMWATER PROGRAM (PROGRAM #9028) CONTINUED

Justification (Need/Demand) The stormwater infrastructure needs repairs and upgrade to prevent flooding and update aging components. This program replaces parts of the existing system based on televising and a condition pipe rating system. Flooding problems have been reduced in recent years through capital development. However, some regional and localized problems still exist.

Comprehensive Plan and Functional Plan(s) Citations The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.

PF 14.1: Existing and new development should minimize increases in total runoff quantity.

PF 15: Maintain an effective stormwater management program.

ENV 3: Protect and improve local and regional water resources.

ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.

ENV 4: Preserve and protect a diversity of wildlife habitat throughout the City and within Olympia’s Urban Growth Area.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 219,750	\$ 1,410,375	\$ 1,630,125
Construction	\$ 811,450	\$ 5,112,125	\$ 5,923,575
TOTAL	\$ 1,031,200	\$ 6,522,500	\$ 7,553,700

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 1,031,200	\$ 4,506,700	\$ 5,537,900
General Facility Charges (GFCs)	-	\$ 2,015,800	\$ 2,015,800
TOTAL	\$ 1,031,200	\$ 6,522,500	\$ 7,553,700

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	Not yet determined
Estimated Revenues	N/A
Anticipated Savings Due to Project	Decreases likelihood of system failure
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



INFRASTRUCTURE PRE-DESIGN & PLANNING - STORMWATER (PROGRAM #9903)

Location	City stormwater service area
Links to Other Projects or Facilities	Flood Mitigation and Collection—Storm and Surface Water Section

Description This program provides funds for specific pre-design and planning efforts associated with the stormwater system construction, including emergency projects. Additional funding is provided under the program for pervious pavement contingency/repair work. Funding for pre-design is not needed at the present time, but could be requested in future CFPs.

Project List	YEAR	PROJECT	COST ESTIMATE
	2014-2019	Pervious Pavement Contingency Fund. This project provides a means for the City to manage one of its key innovative technologies, pervious pavement in sidewalks. In the long run, the technology is seen as an effective means for managing stormwater runoff. However, in the short-term, some level of problems or failures can be expected. The contingency fund is jointly funded by the General Fund and Stormwater as pervious pavement projects are built. The fund builds over time and is used to repair or mitigate the impacts of a potential failure of pervious pavement projects.	\$170,400

Justification (Need/Demand) New technologies for stormwater management are needed. This program supports applied research in the area of pervious pavement. The work is supported by City policy decisions.

Other potential projects in this program evaluate future projects prior to their appropriation in the annual Capital Facilities Plan to ensure accurate scope of work, cost estimates, and a full evaluation of project alternatives. Initial work on emergencies and other unanticipated needs can be funded at a limited level under this program.

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Goals:
 PF 15: Maintain an effective stormwater management program.
 PF 16: Meet the requirements of the Puget Sound Water Quality Management Plan.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Pre-Design & Planning	\$ 28,400	\$ 142,000	\$ 170,400
TOTAL	\$ 28,400	\$ 142,000	\$ 170,400

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 28,400	\$ 142,000	\$ 170,400
TOTAL	\$ 28,400	\$ 142,000	\$ 170,400

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	N/A
Estimated Revenues	N/A
Anticipated Savings Due to Project	N/A
Department Responsible for Operations	Public Works
Quadrant Location	Citywide



WATER QUALITY IMPROVEMENTS (PROGRAM #9027)

Location	Various locations. See Project List section.
Links to Other Projects or Facilities	N/A
Description	Continue to improve water quality in Olympia's creeks, wetlands, lakes, and marine environments through projects that treat contaminated stormwater runoff. Projects are identified and prioritized based on Citywide needs. Water quality projects are subject to grant and/or loan funding.

Project List	YEAR	PROJECT	COST ESTIMATE
	2014	State Avenue Water Quality Retrofit. The project will provide water quality treatment via catch basin filters. It will treat runoff from State Avenue between East Bay Drive and Central Street. The State Avenue drainage basin is tributary to Moxlie Creek and comprises approximately eight acres of high density corridor zoning, currently with no water quality treatment.	**\$811,900
	2015	4th Avenue East Water Quality Retrofit. The project would construct a water quality treatment facility to treat runoff from 4th Avenue between Eastside Street and Pacific Avenue. The 4th Avenue drainage basin is tributary to Moxlie Creek and comprises more than 40 acres zoned predominately high density corridor.	**\$690,000
	2015-2019	<p>Neighborhood Water Quality Retrofits. These potential projects will create stormwater facilities in existing neighborhoods with the goal of providing water quality treatment to currently unmanaged runoff. We seek opportunities to partner with involved neighborhoods to provide facilities which enhance the neighborhood. A strong secondary goal includes incorporating public outreach and education components into the facility design and operation.</p> <p>NSR 1: Brown Street Pond. The project would create a stormwater treatment facility on land to be purchased by the City. The target location for the facility is the junction of Thurston Avenue and Brown Street.</p> <p>NSR 2: 11th and Thomas Rain Garden. The project would create a stormwater facility within the existing unopened right-of-way at 11th Avenue and Thomas Street.</p> <p>NSR 3: Bioswale in alley between Joy and Ethridge NE. The project would create a bioswale in an existing drainage ditch located in an alley between Joy Street and Ethridge Avenue NE.</p> <p>NSR 4: Oak Avenue Rain Garden. The project would create a stormwater facility within the existing unopened Oak Avenue right-of-way between Lybarger Street and Fir Street.</p> <p>NSR 5: Madison and Thomas Rain Garden. The project would create a stormwater treatment rain garden on property already owned by the City at the corner of Madison Avenue and Thomas Street.</p>	**\$900,000
	2018	Capitol Way Water Quality Retrofit. The project would construct a water quality treatment facility to treat runoff from an area roughly bounded by Capitol Way, Adams Street, 7th Avenue and Union Avenue. The drainage basin is tributary to Capitol Lake and comprises approximately 20 fully developed acres.	**\$450,400
	2018	Evergreen Park Drive Treatment Facility. This project would create a stormwater treatment facility for currently untreated runoff from Evergreen Park Drive. The project shall evaluate different treatment technologies and locations for the project. It shall also evaluate providing water quality treatment for water which currently discharges directly to Capital Lake or to Percival Cove.	**\$343,400
	2018	Harrison Avenue Water Quality Retrofit. A water quality treatment facility would be constructed to treat runoff from Harrison Avenue between West Bay Drive and Milroy Street. The Harrison Avenue drainage basin is tributary to Budd Inlet and comprises more than 20 acres zoned predominately high density corridor.	**\$498,600
	** These projects, if qualified, will be 75% funded with available stormwater grants and loans.		

Justification (Need/Demand)	Managing water quality problems associated with stormwater runoff is a primary responsibility of the Storm and Surface Water Utility. Increasingly stringent Federal and State requirements (e.g., National Point Discharge Elimination System) necessitate increased efforts to manage water quality.
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WATER QUALITY IMPROVEMENTS (PROGRAM #9027) CONTINUED

Comprehensive Plan and Functional Plan(s) Citations

The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is being published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.

Goals:

PF 14: Eliminate chronic flooding, surface and groundwater degradation, and habitat loss caused by stormwater.

PF 15: Maintain an effective stormwater management program.

ENV 3: Protect and improve local and regional water resources.

ENV 3.1: Support cooperative surface water and groundwater management efforts.

ENV 3.6: Protect the health and functioning of groundwater aquifers, lakes, ponds, wetlands, and stream corridors.

CAPITAL COSTS:	2014	2015-2019	TOTAL
Design & Engineering	\$ 237,100	\$ 720,600	\$ 957,700
Construction	\$ 574,800	\$ 2,161,800	\$ 2,736,600
TOTAL	\$ 811,900	\$ 2,882,400	\$ 3,694,300

FUNDING SOURCES:	2014	2015-2019	TOTAL
Rates	\$ 346,900	\$ 720,600	\$ 1,067,500
Stormwater Grants or Loans	\$ 465,000	\$ 2,161,800	\$ 2,626,800
TOTAL	\$ 811,900	\$ 2,882,400	\$ 3,694,300

ANNUAL OPERATIONS AND MAINTENANCE

Estimated Costs	4th Avenue Treatment Facility:.....	\$10,000 annually
	State Avenue Facilities:.....	\$4,000 annually
	Harrison Avenue Treatment Facility:.....	\$10,000 annually
	Capitol Way Treatment Facility:.....	\$6,000 annually
	Evergreen Park Drive Treatment Facility:.....	\$4,000 annually
	Neighborhood Retrofits:.....	\$40,000 annually

Estimated Revenues N/A

Anticipated Savings Due to Project N/A

Department Responsible for Operations Public Works

Quadrant Location Citywide





Glossary



PROJECT COMPONENTS COMMONLY USED IN TRANSPORTATION PROJECTS FUNDED BY IMPACT FEES

Bicycle Facilities:	One of four classes of bicycle facilities.
Illumination:	Decorative street lighting along the frontage of streets to provide uniformity and increased safety.
Intersections at Grade:	Where a road or street meets or crosses at a common grade or elevation with another road or street.
Medians:	A space or island between two opposing lanes of traffic.
Pavement:	Construction of new travel lanes during road widening.
Pedestrian Crossings:	A marked area across a roadway that allows for safe passage of pedestrians and bicyclists.
Public Transfer Facilities:	Designated bus stops.
Raised Pavement Markings:	Used to define the boundary between opposing traffic flows and traffic lanes.
Roadside Planting:	Grass, trees, shrubs, and other forms of vegetation, including irrigation.
Roundabouts:	Possible installation at each intersection of circular intersections with specific design and traffic control features.
Sidewalks:	A walk for pedestrians at the side of the street and part of the frontage improvements at intersections and approaches to the intersections.
Signage:	Any of a group of posted commands, warnings, or directions.
Street Furniture:	Consists of items such as benches, trash receptacles, bicycle racks, etc.
Striping:	Applying painted lines or necessary instructional signage on pavement surfaces.
Traffic Control Signals:	Installation of automated traffic signal devices at the intersection.
Under Grounding:	Utility lines (electrical, fiber optics) buried underground, except high voltage lines.

PROJECT COMPONENTS COMMONLY USED IN DRINKING WATER PROJECTS

Hydrants:	Reconnection or placement of new hydrants as necessary.
Hydraulic Modeling:	Use of a mathematical model to determine the size of a water line based on the volume of water passing through the line.
Groundwater Protection Plans:	Update and develop groundwater protection plans to ensure that drinking water supplies are protected from potential contamination from activities in the surrounding areas.
Intersections at Grade:	Where a road or street meets or crosses at a common grade or elevation with another road or street.
Reservoirs:	Storage facility for water based on life-cycle costing and evaluation of options.
Valves:	Mechanical devices by which the flow of water may be started, stopped, or regulated as necessary.
Vaults:	Structures that provide access to underground valves and pumps with the connection of new water pipes.
Water Lines:	Water supply pipe that connects the water storage source to lines located at the street.
Water Quality and Treatment:	Use various technologies to ensure safety of the City's water storage systems.
Water Rights:	Legal authorization to put water to beneficial use.
Water System Structures and Equipment:	In conjunction with reservoirs, including booster pump stations. Includes castings, manholes, inlets, and covers.
Watershed Remodeling and Plan:	Maintain updated documents presenting the findings and recommendations for a Watershed Management Program.
Wells:	Drill and develop new wells as needed to ensure adequate future water supplies.

TERMS	
Allocation:	To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.
Appropriation:	An authorization made by the City Council for expenditures against the City's Annual Budget. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.
Appropriation Ordinance:	An official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.
Arterial Street Funds (ASF):	State grants received for the dedicated purpose of improvements to arterials. The source of funding is the state gas tax.
Assessed Value (AV):	The fair market value of both real (land and building) and personal property as determined by the Thurston County Assessor's Office for the purpose of setting property taxes.
Assets:	Property owned by a government which has monetary value.
Bond:	A written promise to pay (debt) a specified sum of money (principal or face value) at a specified future date (the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).
Bond Anticipation Notes (BANs):	Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.
Budget (Operating):	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.
Bulbout:	An extension of the curb that juts out into the roadway, approximately seven feet wide (the width of a parking space).
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on a Capital Facilities Plan (CFP).
Capital Expenditure:	Expenditure resulting in the acquisition of or addition to the City's general fixed assets.
Capital Facilities:	A structure, improvement, piece of equipment or other major asset, including land, that has a useful life of at least 5 years. Capital facilities are provided by or for public purposes and services including, but not limited to, the following: <ul style="list-style-type: none"> • Detention Facilities • Fire and Rescue • Government Offices • Law Enforcement • Libraries • Open Space • Parks (Neighborhood and Community) • Public Health • Recreational Facilities • Roads • Sanitary Sewer • Sidewalks, Bikeway and Disability Access Ramps • Solid Waste Collection and Disposal • Stormwater Facilities • Street Lighting Systems • Traffic Signals
Capital Facilities Plan:	A plan for capital expenditures to be incurred each year over a fixed project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.
Capital Improvement:	A project to create, expand or modify a capital facility. The project may include design, permitting, environmental analysis, land acquisition, construction, landscaping, site improvements, initial furnishings, and equipment. The project cost must exceed \$50,000.
Capital Improvement Plan (CIP) Fund:	A fund used to pay for general municipal projects (excludes utilities). The money is derived from the real estate excise tax, interest, utility tax (1%), and the year-end cash surplus.
Concurrency:	In growth management terms, capital facilities have to be finished and in place at the time or within a reasonable time period following the impact of development.
Councilmanic:	Debt that is incurred by the City Council. A vote of the people is not required. The funds to repay the debt must come from the City's general revenues.
Debt Capacity:	The amount of money a jurisdiction can legally afford to borrow.
Debt Service:	Payment of interest and principal to holders of a government's debt instruments.
Development Orders and Permits:	Any active order or permit granting, denying, or granting with conditions an application for a land development approval including, but not limited to: impact fees, inventory, and real estate excise tax.
Federal Aid To Urban Systems (FAUS):	A grant received for improvements to the City's transportation network.

TERMS (CONTINUED)

Fund Balance:	The excess of an entity's assets over its liabilities. The City's policy is to maintain a fund balance of at least 10% of the operating revenues in all funds. This term may also be referred to as Retained Earnings in the Utility funds or year end surplus in the General Fund.
Gas Tax:	Money received by the City from the State Gas Tax. The funds may only be used for improvements to arterials.
General Facility Charges (GFC):	Payment of monies imposed for development activity as a condition of granting development approval in order to pay for utilities needed to serve new development.
Grant:	A funding source provided by the State or Federal government.
Impact Fees:	A payment of money imposed for development activity as a condition of granting development approval in order to pay for the public facilities needed to serve new growth and development. By state law, impact fees may be collected and spent on roads and streets, parks, schools, and fire protection facilities.
Increased Rates (INCRATES):	Sufficient funds do not exist for the project to occur without a rate increase.
Interim Use and Management Plan (IUMP):	The portion of the Parks Plan that reflects parks/parcels that need minimal property development of the property so that it can be used until the property is further developed for full use by the public.
Inventory:	A listing of City of Olympia's public facilities including location, condition, and future replacement date.
Level Of Service:	A quantifiable measure of the amount of public facility that is provided. Typically, measures of levels of service are expressed as ratios of facility capacity to demand (i.e., actual or potential users).
Local Improvement Districts (LID)	A mechanism to pay for improvements (i.e., streets, sidewalks, utilities) that directly benefit the property owner.
Neighborhood Traffic Management Program: (NTMP)	A program to reduce the speed/traffic in neighborhoods. The plan includes the use of traffic circles or islands, speed bumps, improved signage or restriping.
Operation and Maintenance (O&M)	Operation and maintenance expense.
Pervious or Porous Pavement:	A permeable pavement surface with a stone reservoir underneath. The reservoir temporarily stores surface runoff before infiltrating it into the subsoil. Runoff is thereby infiltrated directly into the soil and receives some water quality treatment.
Public Works Trust Fund (PWTF) Loans:	Low interest loans from the State of Washington for "public works" projects.
Rates:	The existing rate of the various utilities and sufficient to pay for the cost of projects.
Repairs and Maintenance: (General)	Building/facility repairs/maintenance up to \$50,000, and with a life expectancy of less than five years. General repairs and maintenance are paid from the City Operating Budget.
Repairs and Maintenance: (Major)	Building/facility repairs/maintenance up to \$50,000 or more with a life expectancy of five years or more. Major repairs and maintenance are paid from the Capital Budget.
Real Estate Excise Tax:	The City of Olympia charges 1/2% tax on all real estate transactions to fund capital improvements.
SEPA Mitigation Fees:	Fees charged to "long plats" or new major developments for their direct impact on the system. SEPA mitigation measures must be related to a specific adverse impact identified in the environmental analysis of a project. The impact may be to the natural or built environment, including public facilities.
Sewage Treatment Effluent Pump (STEP):	This is an alternative to gravity flow sewage systems. The Council eliminated the use of future STEP systems in 2005.
Site Stabilization Plan (SSP):	The portion of the Parks Plan that reflects parks/parcels that need additional work to increase safety by putting up fences, gates, or removing debris, etc.
Transportation Benefit District: (TBD)	The Olympia City Council makes up the TBD Board, enacted by City Council in 2008. Each vehicle registered within the City of Olympia at the time of renewal is assessed \$20 for transportation improvements in Olympia. The TBD Board currently contracts with the City to fund transportation projects.
Utility Tax:	The City of Olympia charges a statutory limit of 6% on private utilities (electric, gas and telephone). 1/6 of the tax is dedicated to the Capital Budget. In 2004, voters approved an additional 3% increase in this tax, for a total of 9%. Of the 3%, 2% is for Parks and 1% is for recreational sidewalks.
Voted:	Voted debt requires the citizens' vote for approval to increase property taxes to pay for the project.

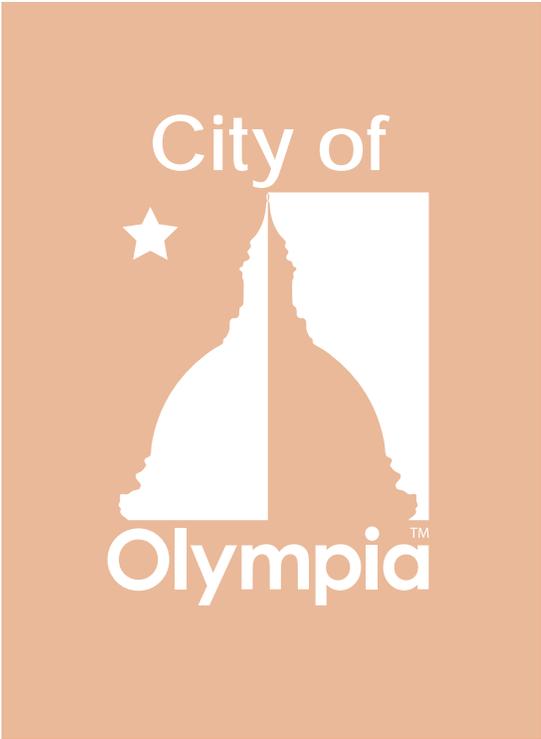
ACRONYMS

AC	Asbestos Cement	LOTT	Lacey, Olympia, Tumwater, Thurston County
ADA	American Disabilities Act	LTFS	Long Term Financial Strategy
AV	Assessed Value	NPDES	National Pollutant Discharge Elimination System
CAMMP	Conditions Assessment and Major Maintenance Program	NTMP	Neighborhood Traffic Management Program
CFP	Capital Facilities Plan	O&M	Operations and Maintenance
CIP	Capital Improvement Program	OPARD	Olympia Parks, Arts and Recreation Department
DFW	Department of Fish and Wildlife	OWT	Olympia Woodland Trail
DOE	Department of Energy	PFD	Public Facilities District
DOH	Department of Health	PMMP	Parks Major Maintenance Program
EDDS	Engineering Design and Development Standards	PSI	Pounds per Square Inch
EMS	Emergency Medical Services	PWTF	Public Works Trust Fund
ENV	Environmental	RCO	Recreation & Conservation Office
FF&E	Furniture, Fixtures and Equipment	REET	Real Estate Excise Tax
GFC	General Facilities Charge	RFP	Request for Proposal
GHG	Green House Gases	SDWA	Federal Safe Drinking Water Act
GMA	State of Washington Growth Management Act	SEPA	State Environmental Policy Act
GMP	Guaranteed Maximum Price	SPSCC	South Puget Sound Community College
GO	General Obligation	SSP	Site Stabilization Plan
GTEC	Growth and Transportation Efficiency Centers	STEP	Sewage Treatment Effluent Pump
HES	Hazard Elimination Safety	TBD	Transportation Benefit District
HOCM	Hands On Children’s Museum	TIP	Transportation Improvement Program
I&I	Inflow and Infiltration	TOR	Target Outcome Ratios
IAC	Interagency Committee for Outdoor Recreation	TRPC	Thurston Regional Planning Council
IPM	Integrated Pest Management	TSP	Transit Signal Priority
IUMP	Interim Use & Management Plan	UFC	Uniform Fire Code
LBA	Little Baseball Association	UGA	Urban Growth Area
LED	Light Emitting Diodes	UGMA	Urban Growth Management Area
LID	Local Improvement District	WWRF	Washington Wildlife Recreation Fund
LOS	Level of Service	WWRP	Washington Wildlife and Recreation Program





**Miscellaneous
Reports**



ACTIVE PROJECTS STATUS REPORT AS OF MAY 31, 2013

GENERAL GOVERNMENT CIP FUND (317) - General Government, Parks, Transportation

		Budget 12/31/2012	2013 Additions & Adjustments	Total Budget	Pre-2013 Costs	2013 Costs	Total Costs	Balance
General Government								
0001	Transfers to Other Funds	\$ 11,841,116	\$ 600,000	\$ 12,441,116	\$ 11,841,116	\$ -	\$ 11,841,116	\$ 600,000
0209	Streetscape	347,774	-	347,774	361,458	-	361,458	(13,684)
0211	Downtown Mixed Use Enhancements	563,500	-	563,500	353,034	-	353,034	210,466
0214	Neighborhood Street Trees	115,000	-	115,000	115,052	-	115,052	(52)
0216	2001 Downtown Enhancements	17,159	-	117,159	114,962	-	114,962	2,197
0217	Artesian Well	68,000	-	68,000	67,837	-	67,837	163
0219	Street Tree Planting	750,631	-	750,631	709,887	-	709,887	40,744
0221	Climate Change	250,000	-	250,000	199,229	308	199,537	50,463
0305	Library Improvements, 1999 +	37,848	-	37,848	37,848	-	37,848	-
0901	ADA Compliance	200,000	-	200,000	194,518	-	194,518	5,482
Subtotal General Government		\$ 14,291,028	\$ 600,000	\$ 14,891,028	\$ 13,994,941	\$ 308	\$ 13,995,249	\$ 895,779
Parks								
0002	Tennis Courts	\$ 90,471	\$ -	\$ 90,471	\$ 90,470	\$ -	\$ 90,470	\$ 1
0111	Neigh Park Acq./Develop.	2,118,976	237,000	2,355,976	1,967,586	21,338	1,988,924	367,052
0114	Open Space	6,847,584	65,312	6,912,896	5,859,607	13,175	5,872,782	1,040,114
0115	Parks/Open Space Planning	73,126	-	73,126	72,954	-	72,954	172
0118	Ballfield Expansion	923,624	-	923,624	923,623	-	923,623	1
0129	Parks Project Funding	536,070	-	536,070	341,752	-	341,752	194,318
0130	Special Use Parks	19,188,667	(266,000)	18,922,667	16,994,244	639,095	17,633,339	1,289,328
0132	Major Maintenance Program	2,313,342	295,000	2,608,342	1,765,460	59,508	1,824,968	783,374
0133	Comm. Park Partnership	1,603,900	1,760,000	3,363,900	13,000	43,582	56,582	3,307,318
0310	Community Parks	1,035,228	(133,058)	902,170	490,154	6,609	496,763	405,407
0406	Urban Trails	1,006,136	-	1,006,136	1,006,097	-	1,006,097	39
0504	Yauger Park	14,244	-	14,244	2,704	800	3,504	10,740
Subtotal Parks		\$ 35,751,368	\$ 1,958,254	\$ 37,709,622	\$ 29,527,651	\$ 784,107	\$ 30,311,758	\$ 7,397,864
Transportation								
0117	4th Ave Bridge Railing Repairs	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
0121	Log Cabin Road Construction	123,419	-	123,419	111,528	-	111,528	11,891
0122	Pedestrian Crossings	2,146,659	196,499	2,343,158	1,968,256	63,758	2,032,014	311,144
0200	Bikeways & Improvements	1,742,278	41,888	1,784,166	1,587,739	(7,824)	1,579,915	204,251
0208	Sidewalk Improvements	3,721,326	(41,888)	3,679,438	3,475,841	39,586	3,515,427	164,011
0210	Streetscape Corridor Improvements	380,000	-	380,000	378,474	-	378,474	1,526
0309	Street Access Improvements	1,249,844	-	1,249,844	1,243,520	-	1,243,520	6,324
0408	Parking Management Improv.	1,362,768	-	1,362,768	1,355,908	-	1,355,908	6,860
0442	Mud Bay / Harrison & Kaiser	13,880,070	-	13,880,070	13,841,803	29,000	13,870,803	9,267
0599	Street Reconstruction	24,722,599	2,039,830	26,762,429	23,961,510	174,556	24,136,066	2,626,363
0603	Signal Installations	1,219,448	-	1,219,448	1,219,448	-	1,219,448	-
0616	Log Cabin Road Extension	250,321	(323)	249,998	220,942	-	220,942	29,056
0618	Parking Structure Participation	1,455,175	-	1,455,175	1,455,940	(33)	1,455,907	(732)
0619	18th Ave/Elizabeth/14th Ave	12,968,147	-	12,968,147	12,859,707	3,436	12,863,143	105,004
0620	Hazard Elimination Safety Projects	104,156	-	104,156	94,607	-	94,607	9,549
0621	Street Lighting Improvement	316,982	2,575,382	2,892,364	-	-	-	2,892,364
0622	Olympia Avenue (2003 study)	25,000	-	25,000	-	-	-	25,000
0623	Fones Road	976,812	2,048	978,860	827,877	-	827,877	150,983
0624	Yelm Highway	851,773	-	851,773	629,827	5,720	635,547	216,226
0626	Public Pathways/UT tax & storm funds	3,062,190	1,222,788	4,284,978	1,440,114	281,785	1,721,899	2,563,079
0627	Yauger Way Interchange	507,615	-	507,615	384,195	-	384,195	123,420

GENERAL GOVERNMENT CIP FUND (317) - General Government, Parks, Transportation

	Budget 12/31/2012 Before Period 13	2013 Additions & Adjustments	Total Budget	Pre-2013 Costs	2013 Costs	Total Costs	Balance
Transportation (continued)							
0628 Boulevard Road	8,078,088	2,353,704	10,431,792	5,728,450	152,434	5,880,884	4,550,908
0629 Wiggings & 37th	137,144	247	137,391	-	-	-	137,391
0630 Henderson & Eskridge	110,400	199	110,599	-	-	-	110,599
0631 Cain Road & North Street	2,746	-	2,746	-	-	-	2,746
0632 Public Pathways/Rd & St Maint	8,685	-	8,685	456	-	456	8,229
0805 Neigh'd Traffic Mngt. (traffic calming)	2,247,421	-	2,247,421	2,213,469	-	2,213,469	33,952
0907 P.W.T.F. Loan Repayments	1,343,112	-	1,343,112	1,343,112	-	1,343,112	-
9309 Signal Improvements	186,367	705,602	891,969	-	5,294	5,294	886,675
Subtotal Transportation	\$ 83,180,545	\$ 9,170,976	\$ 92,351,521	\$ 76,342,723	\$ 747,712	\$ 77,090,435	\$ 15,261,086
Grand Total Fund 317	\$ 133,222,941	\$ 11,729,230	\$ 144,952,171	\$ 119,865,315	\$ 1,532,127	\$ 121,397,442	\$ 23,554,729

PARK AND RECREATION SIDEWALK UTILITY TAX FUND (134)

Capital							
0001 Transfer to Bond Redemption Fund	\$ 7,097,125	\$ 1,337,933	\$ 8,435,058	\$ 7,097,125	\$ -	\$ 7,097,125	\$ 1,337,933
0111 Neighborhood Parks	1,013,305	-	1,013,305	1,013,304	-	1,013,304	1
0114 Open Space	306,464	(20,688)	285,776	192,918	-	192,918	92,858
0129 Parks Project Funding/GGCIP	63,967	-	63,967	58,441	-	58,441	5,526
0130 Special Use Parks	3,218,120	(266,000)	2,952,120	1,822,995	123,080	1,946,075	1,006,045
0132 Parks Projects/Major Maint Program	111,056	-	111,056	79,629	18,804	98,433	12,623
0133 Comm. Park Partnership	677,000	528,816	1,205,816	-	-	-	1,205,816
0310 Community Parks	138,271	(62,816)	75,455	75,455	-	75,455	-
0626 Recreational Walking Facilities	8,737,593	1,045,688	9,783,281	7,306,999	213,877	7,520,876	2,262,405
Capital Total	\$ 21,362,901	\$ 2,562,933	\$ 23,925,834	\$ 17,646,866	\$ 355,761	\$ 18,002,627	\$ 5,923,207
Non-Capital							
7301 Parks Maintenance	\$ 1,440,868	\$ 381,952	\$ 1,822,820	\$ 1,374,624	\$ 182,834	\$ 1,557,458	\$ 265,362
7302 Parks Planning	1,133,835	211,234	1,345,069	1,091,325	93,934	1,185,259	159,810
Non-Capital Total	\$ 2,574,703	\$ 593,186	\$ 3,167,889	\$ 2,465,949	\$ 276,768	\$ 2,742,717	\$ 425,172
Total Fund 134	\$ 23,937,604	\$ 3,156,119	\$ 27,093,723	\$ 20,112,815	\$ 632,529	\$ 20,745,344	\$ 6,348,379

CHILDREN'S HANDS ON MUSEUM FUND (137)

1712 Children's Hands on Museum	\$ 9,612,248	\$ 12,001	\$ 9,624,249	\$ 9,513,947	\$ 16,731	\$ 9,530,678	\$ 93,571
Total Fund 137	\$ 9,612,248	\$ 12,001	\$ 9,624,249	\$ 9,513,947	\$ 16,731	\$ 9,530,678	\$ 93,571

CITY HALL FUND (325) (317)

0110 City Office Space (325)	\$ 55,895,318	\$ -	\$ 55,895,318	\$ 55,166,676	\$ 78,806	\$ 55,245,482	\$ 649,836
0110 City Office Space (317)	4,143,674	-	4,143,674	4,143,674	-	4,143,674	-
Total all Funds	\$ 60,038,992	\$ -	\$ 60,038,992	\$ 59,310,350	\$ 78,806	\$ 59,389,156	\$ 649,836

4TH/5TH AVENUE CORRIDOR/BRIDGE IMPROVEMENT FUND (322) (317)

0117 4TH/5TH Ave. Corridor/Bridge Improvements	\$ 37,288,789	\$ (67,570)	\$ 37,221,219	\$ 37,221,219	\$ -	\$ 37,221,219	\$ -
8212 4TH/5TH Ave. Corridor/Bridge Improvements	38,234	-	38,234	38,234	-	38,234	-
Total all Funds	\$ 37,288,789	\$ (67,570)	\$ 37,221,219	\$ 37,221,219	\$ -	\$ 37,221,219	\$ -

ARTERIAL STREET FUND (104)

0621 Streetlight Upgrades	\$ 1,929	\$ -	\$ 1,929	\$ 1,929	\$ -	\$ 1,929	\$ -
9309 Signal Improvements	1,257,786	-	1,257,786	1,257,786	-	1,257,786	-
Total Fund 104	\$ 1,259,715	\$ -	\$ 1,259,715	\$ 1,259,715	\$ -	\$ 1,259,715	\$ -

FIRE STATION 4 FUND 324

Fire Projects	\$ 18,191,001	\$ 2,300	\$ 18,193,301	\$ 17,950,209	\$ 106,860	\$ 18,057,069	\$ 136,232
Total Fire Station 4	\$ 18,191,001	\$ 2,300	\$ 18,193,301	\$ 17,950,209	\$ 106,860	\$ 18,057,069	\$ 136,232

Utility and Other Public Works CIP Funds

	Budget 12/31/2012 Before Period 13	2013 Additions & Adjustments	Total Budget	Pre-2013 Costs	2013 Costs	Total Costs	Balance
WATER CIP FUND (461)							
8081 Facility Major Repair & Maint	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 27,892	\$ 27,892	\$ 72,108
9014 Emergency Preparedness	1,176,426	-	1,176,426	1,083,171	-	1,083,171	93,255
9021 Upgrades, Overlays, Ext. & Oversize	599,969	-	599,969	535,484	-	535,484	64,485
9408 Water Upgrades (small pipe)	3,542,223	150,000	3,692,223	3,459,734	69,596	3,529,330	162,893
9609 Distribution System Improvements	19,696,764	4,217,000	23,913,764	13,910,236	2,249,818	16,160,054	7,753,710
9610 Storage	16,653,109	-	16,653,109	14,135,924	17,877	14,153,801	2,499,308
9700 Source of Supply	22,657,491	2,380,000	25,037,491	14,339,156	476,293	14,815,449	10,222,042
9701 McAllister Water Protection	3,066,560	100,000	3,166,560	2,792,882	10,853	2,803,735	362,825
9710 Reclaimed Water Pipe	750,000	-	750,000	704,143	108	704,251	45,749
9903 Pre-design & Planning	468,456	20,000	488,456	464,211	(1,759)	462,452	26,004
9906 Water System & Comp Planning	1,579,748	200,000	1,779,748	1,555,394	3,744	1,559,138	220,610
9909 Contingency	13,586	-	13,586	-	-	-	13,586
Total Fund 461	\$ 70,204,332	\$ 7,167,000	\$ 77,371,332	\$ 52,980,335	\$ 2,854,422	\$ 55,834,757	\$ 21,536,575

SEWER CIP FUND (462)							
9021 Upgrades w/ Street Reconstruction	\$ 708,575	\$ 10,000	\$ 718,575	\$ 315,049	\$ -	\$ 315,049	\$ 403,526
9703 Transmission & Collection Projects	13,736,455	250,000	13,986,455	12,062,791	268,884	12,331,675	1,654,780
9801 Westside I&I Reduction	7,684,744	-	7,684,744	7,539,824	-	7,539,824	144,920
9806 Lift Station Assessment & Upgrades	6,224,616	660,000	6,884,616	3,617,115	246,839	3,863,954	3,020,662
9808 Sewer System Planning	1,010,090	20,000	1,030,090	921,232	3,483	924,715	105,375
9809 Pipe Extensions	6,678,000	-	6,678,000	5,800,611	45,901	5,846,512	831,488
9810 Pipe Capacity Upgrades	3,659,590	-	3,659,590	3,855,372	58,314	3,913,686	(254,096)
9812 Step System Management	-	-	-	-	-	-	-
9813 On-site Sewage System Conversion	521,853	-	521,853	445,132	-	445,132	76,721
9903 Pre-design & Planning	311,182	85,400	396,582	207,590	16,905	224,495	172,087
Total Fund 462	\$ 40,535,105	\$ 1,025,400	\$ 41,560,505	\$ 34,764,716	\$ 640,326	\$ 35,405,042	\$ 6,155,463

STORM & SURFACE WATER CIP Fund (434)							
9001 Transfers Out	\$ 2,645,900	\$ 177,100	\$ 2,823,000	\$ 2,315,000	\$ -	\$ 2,315,000	\$ 508,000
9017 Habitat Land Acquisition	928,000	12,000	940,000	208,273	-	208,273	731,727
9024 Aquatic Habitat Improvements	3,922,000	30,000	3,952,000	2,996,040	54,406	3,050,446	901,554
9026 Stormwater Fee-In-Lieu Projects	150,000	-	150,000	146,412	-	146,412	3,588
9027 Stormwater Quality Improvements	3,008,493	1,006,100	4,014,593	1,210,921	91,862	1,302,783	2,711,810
9028 Flood Mitigation & Collections Projects	9,397,349	420,000	9,817,349	6,399,213	274,194	6,673,407	3,143,942
9811 Emission Reduction & Alt. Power	25,000	-	25,000	-	-	-	25,000
9903 Pre-design & Planning	808,780	7,000	835,780	577,291	68,225	645,516	190,264
9904 Stormwater Plans & Studies	367,048	-	367,048	347,915	-	347,915	19,133
Total Fund 434	\$ 21,252,570	\$ 1,672,200	\$ 22,924,770	\$ 14,201,065	\$ 488,687	\$ 14,689,752	\$ 8,235,018

IMPACT FEES (COLLECTION & USAGE) THROUGH MAY 30, 2013

2013 Amount	Fire	Transportation	Neighborhood Parks	Community Parks	Open Space	Ball Parks	Tennis Courts	Urban Trails	Special Use & Unallocated	Total City
Jan	\$ -	\$ 69,854.02	\$ 4,146.00	\$ 6,221.00	\$ 7,742.00	\$ -	\$ -	\$ -	\$ 7,324.00	\$ 95,287.02
Feb	-	55,643.05	7,675.00	26,892.00	11,697.00	-	-	-	1,891.00	103,798.05
Mar	-	25,060.13	6,987.00	20,141.00	11,472.00	-	-	-	5,365.00	69,025.13
Apr	-	64,524.45	10,554.00	40,080.00	15,498.00	-	-	-	0.00	130,656.45
May	-	32,596.00	4,158.00	13,666.00	6,963.00	-	-	-	1,536.00	58,919.00
Jun	-	-	-	-	-	-	-	-	-	-
Jul	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-
YTD Total	\$ -	\$ 247,677.65	\$ 33,520.00	\$ 107,000.00	\$ 53,372.00	\$ -	\$ -	\$ -	\$ 16,116.00	\$ 457,685.65
IMPACT FEE COLLECTION AND USAGE, By Year (cash basis)										
1992 - 2004	\$ 1,432,296.67	\$ 6,420,716.52	\$ 399,101.84	\$ 257,771.10	\$ 2,159,064.05	\$ 724,903.27	\$ 70,082.32	\$ 268,726.86	\$ -	\$ 11,732,662.63
2005	215,846.89	1,270,880.59	28,694.00	n/a	335,742.00	80,707.00	8,873.00	44,315.00	-	1,985,058.48
2006	153,028.74	1,086,086.47	27,569.00	n/a	322,449.00	77,458.00	8,517.00	42,683.00	-	1,717,791.21
2007	83,416.36	470,652.52	16,474.00	n/a	191,883.00	45,862.00	5,001.00	25,886.00	Special Use	839,174.88
2008	95,678.52	1,128,246.29	12,329.00	12,932.00	68,360.00	12,155.00	1,329.00	6,811.00	14,151.00	1,351,991.81
2009	53,060.26	2,212,795.16	61,426.90	103,980.90	140,091.40	299.00	33.00	163.00	114,925.30	2,686,774.92
2010	639.50	821,416.59	106,335.00	176,897.00	196,271.00	-	-	-	184,936.00	1,486,495.09
2011	-	1,124,036.17	158,551.00	270,122.00	324,904.00	-	-	-	289,306.00	2,166,919.17
2012	-	1,065,527.73	92,875.00	156,379.00	173,983.00	-	-	-	163,461.00	1,652,225.73
2013 (YTD)	\$ -	\$ 247,677.65	\$ 33,520.00	\$ 107,000.00	\$ 53,372.00	\$ -	\$ -	\$ -	\$ 16,116.00	\$ 457,685.65
Total Since Nov. 1992	\$ 2,033,966.94	\$ 15,848,035.69	\$ 936,875.74	\$ 1,085,082.00	\$ 3,966,119.45	\$ 941,384.27	\$ 93,835.32	\$ 388,584.86	\$ 782,895.30	\$ 26,076,779.57
Court Ordered Refunds (fee portion)	\$ -	\$ (278,075.00)	\$ (62,571.00)	\$ -	\$ (174,169.00)	\$ (84,087.00)	\$ (7,857.00)	\$ (25,707.00)	\$ -	\$ (632,466.00)
Use of Impact Fees: (-) neg = usage										
1993- 2004	\$ (720,493.45)	\$ (5,104,777.21)	\$ (360,127.48)	\$ (263,275.66)	\$ (1,342,702.69)	\$ (459,015.24)	\$ (47,375.93)	\$ (136,671.04)	\$ -	\$ (8,434,438.70)
2005	(48,373.96)	(179,571.00)	(27,470.66)	-	(37,929.17)	(2,851.64)	-	(14,037.30)	-	(310,233.73)
2006	(4,300.00)	(321,895.33)	(421.92)	-	(263,541.38)	(212.41)	-	(18,336.71)	-	(608,707.75)
2007	(46,048.47)	(73,825.78)	73.64	-	(873,335.58)	(136.28)	-	(34,496.85)	-	(1,027,769.32)
2008	(646,836.58)	(69,820.75)	-	-	(119,644.00)	(1,548.30)	(237.70)	(100,929.99)	-	(939,017.32)
2009	(675,429.69)	(1,063,672.29)	(8,227.53)	-	-	-	-	(32,722.70)	-	(1,780,052.21)
2010	(225,581.85)	(3,726,909.86)	(84,348.27)	-	(253,191.65)	(76,215.12)	-	(21,201.06)	(119,200.00)	(4,506,647.81)
2011	-	(2,221,697.25)	(27,780.98)	(95,000.00)	(515,493.83)	(357,550.12)	(58,131.63)	-	(91,010.92)	(3,366,664.73)
2012	-	(1,204,602.69)	(15,278.50)	-	(80,042.21)	(1,138.60)	(33.73)	(9,319.78)	(165.77)	(1,310,581.28)
2013 (YTD)	-	329,260.63	(5,532.74)	(41,416.57)	-	-	-	(1,191.21)	-	281,120.11
Total Usage	\$(2,367,064.00)	\$(13,637,511.53)	\$ (529,114.44)	\$(399,692.23)	\$(3,485,880.51)	\$(898,667.71)	\$(105,778.99)	\$(368,906.64)	\$(210,376.69)	\$(22,002,992.74)
Note: usage is as of process date; if accounting month is not closed amount may vary.										
Balance	\$ (333,097.06)	\$ 1,932,449.16	\$ 345,190.30	\$ 685,389.77	\$ 306,069.94	\$(41,370.44)	\$ (19,800.67)	\$ (6,028.78)	\$ 572,518.61	\$ 3,441,320.83
May 2013	\$ 333,097.06	\$ 975,411.09	\$ 30,639.01	\$ 8,587.60	\$ 453,406.38	\$ 198,257.84	\$ 19,800.67	\$ 46,992.33	\$ 2,787.92	\$ 2,068,979.90
Bal. w/Interest	\$ -	\$ 2,907,860.25	\$ 375,829.31	\$ 693,977.37	\$ 759,476.32	\$ 156,887.40	\$ -	\$ 40,963.55	\$ 575,306.53	\$ 5,510,300.73
Budget Balance	\$ -	\$ 2,471,391.63	\$ 374,115.26	\$ 713,559.43	\$ 413,758.00	\$ 156,686.00	\$ -	\$ 29,384.79	\$ 482,347.00	\$ 4,641,242.11
Balance Available For Appropriations	\$ -	\$ 436,468.62	\$ 1,714.05	\$ (19,582.06)	\$ 345,718.32	\$ 201.40	\$ -	\$ 11,578.76	\$ 92,959.53	\$ 869,058.62

PROJECT LOCATION DETAIL REPORT

The project detail sheets identify the location of each of the projects. However, some locations have not been determined yet and some projects are located in more than one location. This worksheet allows citizens to identify specific projects in their area of town. Please refer to the individual project information sheets for more detailed information on each project.

NORTHSIDE

Bicycle Facilities (Program #0200)
Sidewalk Construction (Program #0208)

SOUTHSIDE

2010 Transportation Stimulus Project Repayment
Bicycle Facilities (Program #0200)
Boulevard Road - Intersection Improvements (Program #0628)
Cain Road & North Street - Intersection Improvements
Community Park Expansion
Fones Road—Transportation Program (Program #0623)
Groundwater Protection/Land Acquisition (Program #9701)
Henderson Boulevard & Eskridge Boulevard - Intersection Improvements
Log Cabin Road Extension - Impact Fee Collection (Program #0616)
Sidewalk Construction (Program #0208)
Water Storage Systems (Program #9610)
Wiggins Road and 37th Ave Intersection Improvements

WESTSIDE

2010 Transportation Stimulus Project Repayment
Bicycle Facilities (Program #0200)
Community Park Expansion
Groundwater Protection/Land Acquisition (Program #9701)
Hazard Elimination Safety Projects (Program #0620)
Sidewalk Construction (Program #0208)
Water Storage Systems (Program #9610)
West Olympia Access—Interchange Justification Report

DOWNTOWN

4th Avenue Bridge Railing Repairs
Capitol Way Sidewalk — Union Avenue to 10th Avenue
Community Park Expansion
Hazard Elimination Safety Projects (Program #0620)
Percival Landing Phase II Design & Development

ALL QUADRANTS

Aquatic Habitat Improvements - Stormwater (Program #9024)
Asphalt Overlay Adjustments - Sewer Program (Program 9021)
Asphalt Overlay Adjustments-Water (#9021)
Building Repair and Replacement
Condition Assessment and Major Maintenance Program (CAMMP)
Flood Mitigation & Collection - Stormwater (Program #9028)
Infrastructure Predesign and Planning - Sewer Program (#9903)
Infrastructure Pre-Design & Planning - Stormwater (Program #9903)
Infrastructure Pre-Design and Planning—Water Program (Program #9903)
Lift Stations—Sewer Program (Program #9806)
Neighborhood Park Acquisition/Develop.
Onsite Sewage System Conversions - Sewer Program (Program #9813)
Parks and Pathways — Neighborhood Pathways
Parks and Pathways — Sidewalk (Program #0626/Fund #134)
Pedestrian Crossing Improvements (Program #0122)
Replacement and Repair Projects - Sewer Program (Program #9703)
Sewer System Planning - Sewer Program (Program #9808)
Sewer Systems Extensions - Sewer Program (Program #9809)
Small Diameter Water Pipe Replacement (Program #9408)
Street Access Projects — ADA Requirements (Program #0309)
Street Repair & Reconstruction (Program #0599)
Streetlight Conversion to LED
Transmission & Distribution Projects—Water Program (Program #9609)
Water Quality Improvements - (Program #9027)

NO QUADRANT

Parks Bond Issue Debt Service
Washington Center for the Performing Arts Bond Repayment

CITY OF OLYMPIA PUBLIC FACILITIES INVENTORY

The Growth Management Act requires a jurisdiction's Capital Facilities Plan (CFP) to identify what existing capital facilities are owned and their locations and capacity. The physical locations of water facilities are not identified. This is in accordance with City policy in regards to security and protection of the City's water system.

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Neighborhood Parks (Citywide Service Area)	Citywide	Varies	\$4,703,474	61.50 Ac	Varies	See Below	See Below	See Below
8th Avenue Park	3000 8th Ave NE	2006	\$580,392	3.99	Undeveloped			
Bigelow Park	1220 Bigelow Ave NE	1943	Unknown	1.89				
Shelter/RR (2 unisex)		1949	Unknown		Fair			
Playground		2005	\$256,500		Good			
Burri Park	2415 Burbank Ave NW	1997	\$230,000	2.32				
IUMP		2009	\$25,500		Excellent			
Decatur Woods Park	1015 Decatur St SW	1988	\$33,853	6.27				
Restroom (1 unisex)		2004	\$75,000		Excellent			
Shelter		2004	\$25,000		Excellent			
Playground		2004	\$114,000		Good			
Evergreen Park	1445 Evergreen Park Dr SW	2008	\$73,867	3.99				
IUMP		2008	\$17,000		Excellent			
Friendly Grove Park	2316 Friendly Grove Dr NE	2002	\$240,000	14.48	Good			
Shelter/RR		2002	\$170,300		Good			
Playground		2002	\$59,000		Good			
Tennis		2002	\$53,000		Good			
Basketball		2002	\$11,000		Good			
Skate Court		2002	\$23,000		Good			
Harry Fain's Legion Park	1115 20th Ave SE	1933	Unknown	1.34				
Playground		2005	\$181,250		Good			
Kettle View Park	1250 Eagle Bend Dr SE	2007	\$204,836	4.8				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		2011	\$100,000		Excellent			
Shelter		2013	\$100,000		Excellent			
Lions Park	800 Wilson St SE	1946	Unknown	3.72				
Shelter		2012	\$274,000		Excellent			
Restroom (2 unisex)		2012	\$100,000		Excellent			
Fields					Fair			
Tennis (2)					Fair			
Basketball		2010	\$11,500		Excellent			
Playground		2011	\$130,000		Excellent			
Log Cabin Parcel	2220 Log Cabin Rd SE	2010	\$673,000	2.34	Undeveloped			
Margaret McKenny Park	3111 21st Ave SE	1999	\$199,203	4.16				
IUMP		2007	\$21,000		Excellent			
McGrath Woods Park	2300 Cain Rd SE	1998	\$202,272	4				
IUMP		2009	\$32,000		Excellent			
Sunrise Park	505 Bing St NW	1988	Unknown	5.74				
Restroom (1 unisex)		2011	\$216,000		Excellent			
Playground		1994	\$15,000		Poor	Replacement	2014	\$ 150,000
Basketball		1994			Good			
Community Garden		2011	\$40,000		Excellent			
Woodruff Park	1500 Harrison Dr NW	1892	\$1	2.46				
Storage/RR		1950			Good			
Tennis		1950			Good			
Basketball		1950			Good			
Volleyball		1950			Good			

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Community Parks (Citywide Service Area)	Citywide	Varies	\$25,278,958	413.77 Ac	Varies	See Below	See Below	See Below
East Bay Waterfront Park	313 East Bay Dr NE	1994	Lease	1.86				
Overlook		1994			Good			
East Bay View	613 East Bay Dr NE	2000	N/A		Good			
Heritage Park	330 5th Ave SE	1996	\$1,050,000	1.15				
Fountain		1996	\$610,000		Poor	Rehabilitation	2015	\$700,000
Little DaNang Restaurant		2007	\$350,000		Fair			
LBA Park	3333 Morse Merryman Rd SE	1974	Unknown	22.61				
Concessions/RR		1974			Fair			
Kitchen		1974			Good			
Lower RR		1974			Fair			
Shelter/RR		1974			Fair			
Playground		2011	\$230,000		Excellent			
Fields (6)					Good			
Tennis					Good			
Maint Bldgs		1974			Good			
Madison Scenic Park	1600 10th Ave SE	1989	\$144,000	2.21				
Stairs/Retaining Wall		2013	\$9,000		Excellent			
Percival Landing	300 4th Ave W	1970	Unknown	3.38				
Harbor House (2 unisex)		2011	\$900,000		Excellent			
NE Pavilion		2011	\$200,000		Excellent			
SE Pavilion		2011	\$200,000		Excellent			
W Restroom (2 unisex)		1988			Fair			
D & E Floats		1970			Poor			
F Float		2013	\$500,000		Excellent			
Phase I		2011	\$10,000,000		Excellent			
North Boardwalk		1970			Fair			
West Boardwalk		1988			Fair			
Priest Point Park	2600 East Bay Dr NE	1906	Unknown	312				
Carpenter Shop		1940s			Poor	Repairs	2014	\$25,000
Equip Storage		2004			Good			
Equip Repair		1980s			Fair			
Kitchen1 (Rose Garden)		1960s			Fair	Replacement	2014	\$200,000
Kitchen 2		1960s			Fair			
Kitchen 3		2008	\$87,000		Excellent			
Kitchen 4		2013			Excellent			
Office/Tool		1940			Poor			
Restroom 1		1968			Fair			
Restroom 2		1952			Fair			
Restroom 3		1952			Fair			
Shelter 1		1960			Fair			
Shelter 2					Fair			
Shelter 3					Fair			
VIP Building		1950			Fair			
Playground		2008	\$124,000		Excellent			
Basketball					Good			
E Trails					Good			
W Trails					Good			
Steven's Field	2300 Washington St SE	1963	Unknown	7.84				
Athletic Fields					Good			
Concession		1986			Good			
Storage/RR		1950s			Fair			
Shelters (3)		1990			Poor			
Tennis (2)					Good			
Basketball					Good			
Ward Lake Parcel	2008 Yelm Hwy SE	2007	\$3,575,958	10.5	Undeveloped			
West Bay Park	700 West Bay Dr NW	2006	\$5,000,000	11.71				
Phase I		2010	\$1,600,000		Excellent			
Yashiro Japanese Garden	1010 Plum St SE	1990	Unknown	0.74	Good			

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Community Parks (Continued)	Citywide	Varies	\$25,278,958	413.77 Ac	Varies	See Below	See Below	See Below
Yauger Park	3100 Capital Mall Dr SW	1978	Unknown	39.77				
Concessions/RR		1982			Excellent			
Kitchen/Shelter		1982			Good			
Athletic Fields		1982			Good			
Playground		2011	\$267,000		Excellent			
Skate Court		2000	\$392,000		Good			
Community Garden		2011	\$40,000		Excellent			
Open Space Network (Citywide Service Area)	Citywide	Varies	\$4,324,682	501.64 Ac	Varies	See Below	See Below	See Below
Bigelow Springs Open Space	930 Bigelow Ave NE	1994	Unknown	1.3	Good			
Chambers Lake Parcel	4808 Herman Rd SE	2003	\$476,000	46.22	Undeveloped			
Cooper Crest Open Space	3600 20th Ave NW	2003	\$232,484	13.37	Good			
Garfield Nature Trail	701 West Bay Dr NW	1900	Unknown	7.41	Good			
Grass Lake Nature Park	814 Kaiser Rd NW	1991	\$1,800,000	172.38	Undeveloped			
Harrison Avenue Parcel	3420 Harrison Avenue NW	2011	\$300,334	24	Undeveloped			
McCrostie Parcel	1415 19th Ave SE	1997	N/A	0.23	Undeveloped			
Mission Creek Nature Park	1700 San Francisco Ave SE	1996	\$250,000	36.83				
IUMP		2009	\$24,000		Excellent			
O'Connor Parcel	1400 Blk Edison St SE	1997	\$95,974	4.52	Undeveloped			
Olympia Woodland Trail	1600 Eastside St SE	2003	\$500,000	30.97	Good			
Restroom		2007	\$142,000		Excellent			
South Capitol Lots	2015 Water St SW	1994	Unknown	0.92	Good			
Trillium Open Space	900 Governor Stevens Ave SE	1989	Unknown	4.53	Good			
Watershed Park	2500 Henderson Blvd SE	1955	Unknown	153.03	Good			
Wildwood Glen Parcel	2600 Hillside Dr SE	1999	\$86,390	2.39	Undeveloped			
Yelm Highway Parcel	3535 Yelm Hwy SE	2000	\$417,500	3.54	Undeveloped			
Other Jurisdictions' Community Parks				49.86 Ac				
Capitol Campus (Landscaped areas)	416 Sid Snyder Avenue SW			20				
Centennial Park	200 Block Union Ave SE			0.8				
Heritage Park	501 5th Ave SW			24				
Marathon Park	Deschutes Parkway SW			2.1				
Port Plaza	700 Block Columbia St NW			1.2				
Sylvester Park	600 Capitol Way S			1.3				
Ward Lake Fishingcess	4135 Ward Lake Ct. SE			0.46				
Other Jurisdictions' Open Space				8.64 Ac				
Chambers Lake Trailhead	3725 14th Ave SE			1.71				
I-5 Trail Corridor	Adjacent to I-5 from Capitol Campus to Lacey City Hall			4.21				
Percival Canyon/West Bay Link	701 4th Ave W			2.72				
Water Pipe								
Water Pipe, 8" and larger, all material types 952,000 l.f. (180 miles)	Citywide	Varies			Varies	Maintenance & Repair	Annual	
11 Water Tanks/Reservoirs	Citywide	Varies		31 M gallon total capacity	Good			
6 Booster Stations	Citywide	Varies		3.10 Mgd	Good to Fair			
7 Springs/Wells		Varies		22.7 Mgd	Good			
Pipes - Stormwater	Citywide	Varies			Varies		Annual	
Ponds - Stormwater			\$7,965,000					
4th Ave Bridge Treatment Facility	4th Ave Bridge	2004		Treatment, Storage	Good	Sediment Removal, Filter Cartridge Replacement	Annual	\$2,000
9th Ave/ Milroy Pond	1901 9th Ave	2003		Treatment, Storage	Good	Vegetation Management	Annual	
11th Avenue Bio Swale	11th Avenue SW/Plymouth Street	2006		Treatment, Infiltration, Conveyance	Fair	Vegetation Management	Annual	\$1,500
12th Ave /Cushing Pond	12th Ave/ Cushing	2004		Treatment, Storage	Good	None	Annual	

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Ponds - Stormwater (continued)			\$7,965,000					
13th Ave/ Plymouth Pond	13th/ Plymouth St SW	1980s		Storage	Good	Vegetation Management	Annual	
14th/ Lybarger Pond	14th/ Lybarger St	Late 1990s		Storage	Fair	Additional plantings, maintenance	Annual	
18th/ Fones Pond	18th/ Fones Rd	2007	\$375,000	Storage	Good	Vegetation Management	Annual	
21st/Black Lake Blvd Ponds	21st/Black Lake Blvd	1990		Storage	Good	Vegetation Management	Annual	
21st/Fir Pond	21st/Fir St SE	1990s		Storage	Fair	Vegetation Management	Annual	
Bayhill Pond	Harrison Ave/ Kaiser Rd	2004		Storage, Infiltration	Poor	Vegetation Management	Annual	
Black Lake Meadows	Percival Basin	1995		Storage, Treatment	Good	Vegetation Management	Annual	
"Boone Lake"/Automall Pond	Cooper Pt./Behind Truck Ranch	1980s		Storage, Infiltration	Good	Vegetation Management. Improve Outlet Access	Annual	
Boulevard Rd/Log Cabin Rd Roundabout Pond	Boulevard Rd/Log Cabin Rd	2010	\$180,000	Storage, Infiltration	Good	Vegetation Management	Annual	
"C6"/Automall Pond	Cooper Pt./Behind Volvo	1996	\$200,000	Storage	Fair	Vegetation Management, Improve Outlet Access	Not Scheduled	
Capital High School	Percival Basin			Treatment, Storage	Good	Vegetation Management	Annual	
Cedars Kettle	Log Cabin/Cain Road SE	1997	\$400,000	Infiltration	Good	Vegetation Management	Annual	
Cedars Wetpond	Cedar Park Loop	1997		Infiltration	Good	Vegetation Management	Annual	
City Hall Treatment	City Hall	2011	\$30,000	Treatment	Good	Sediment Removal, Filter Cartridge Replacement	Annual	\$500
Division/Bowman Rain Garden	Division St/Bowman Ave	2008		Treatment, Storage	Good	Vegetation Management	Annual	
Division and Farwell Pond	Division St/Farwell Ave	2008		Treatment, Storage	Fair	Vegetation Management	Annual	
Decatur Bio Swale	Decatur St /9th Ave	2009	\$30,000	Treatment	Good	Vegetation Management	Annual	
Fern St Pond	13th/Fern St SW	1980s		Storage	Good	Soil augmentation, native shrubs	Annual	
Frederick/Thurston	Frederick / Thurston Ave			Infiltration	Good	Vegetation Management	Annual	
Giles Avenue Treatment Vault	Giles Ave/Division St NW	2004	\$300,000	Water Quality Treatment	Good	Sediment removal, primary cell and filter vault	Annual	
Harrison Ave and Kaiser Road Pond	Harrison Ave/ Kaiser Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation maintenance	Annual	
Hoadly Rain Garden	Hoadly Street/Governor Stevens Avenue			Treatment, Storage, Infiltration	Fair	Vegetation Management	Annual	
Hoffman Road Infiltration Gallery	30th/Hoffman Rd SE	1990s		Infiltration	Good	Cleaning maintenance	Annual	
Indian Creek Treatment Facility	Frederick St/Wheeler Avenue	2001	\$400,000	Water Quality Treatment	Good	Sediment removal all cells, vegetation, trail and wall maintenance	Annual	
Joy Ave and Quince St Pond	Joy Ave/ Quince St		\$150,000	Treatment	Good	Vegetation Management	Annual	\$12,000
Log Cabin Rd Water Tank Pond	East of Log Cabin/Boulevard Rd	2011	\$200,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Mud Bay Road Pond	Harrison Ave./Cooper Pt. Road NW	2001		Storage/ Treatment	Poor	Compliance with permits, vegetation maintenance	Annual	
North Percival Constructed Wetland	21st/Black Lake Blvd	1995	\$2,300,000	Storage/ Treatment	Good	Vegetation/ Public Use Management	Annual	
Oak/Fairview Pond	Oak Avenue/Fairview Street	1990s		Storage	Good	Vegetation Management	Annual	
Oak/Fir Rain Garden	Oak Avenue/Fir Street	2011		Treatment, Infiltration	Good	Vegetation Management	Annual	
Poplar/Pacific Bio Swale	Olympia Woodland Trail at Poplar St.			Treatment/ Infiltration	Poor	Restoration 800 feet of Bio Swale		
Schneider Creek Check Dams	Ellion St/Orchard Dr				Poor	Remove/Replace	Not Scheduled	
Sleater-Kinney Pond	15th/Sleater-Kinney Road	2002	\$300,000	Storage/ Treatment	Good	Vegetation Management	Annual	

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Ponds - Stormwater (continued)			\$7,965,000					
Sleater-Kinney / San Mar (Vortechnics)	San Mar To Martin Way (Under West Sidewalk)	2003		Treatment	Good	Maintenance cleaning	Annual	\$300
Stan Hope Pond	Stanhope/Landau, NE	1980		Treatment, Infiltration	Good	Vegetation Management	Annual	
Taylor Wetlands Pond	North of Fones Rd (Home Depot)	2003	\$400,000	Treatment, Storage, Infiltration	Good	Vegetation Management	Annual	
Yauger Park Regional Pond	Cooper Pt./Capital Mall Dr.	1983 (Upgraded 2011)	\$2,500,000	Treatment, Storage	Good	Vegetation management, plant establishment	Annual	
Sanitary Sewer Lift Stations			\$8,103,569					
Black Lake Blvd Lift Station	2421 Black Lake Blvd, SW	1966	\$170,000	475 GPM/pump	Needs upgrades	Replace lift station	2014-2015	\$2,000,000
Briggs Village Lift Station	Magnolia Dr	2007	\$350,000	225 GPM/pump	Good			
Cedrona Lift Station	3500 Kaiser Rd, NW	1997	\$220,000	320 GPM/pump	Good			
Colonial Estates Lift Station	3700 Elizabeth Ave, SE	1994	\$96,779	160 GPM/pump	Good			
Cooper Crest Lift Station	3600 Cooper Crest Dr, NW	2004	\$290,000	170 GPM/pump	Good			
Division & Farwell Lift Station	2100 Walnut Rd, NW	1995	\$142,760	100 GPM/pump	Good			
Division & Jackson Lift Station	335 Division St, NW	2008	\$331,845	300 GPM/pump	Good			
East Bay Dr Lift Station	1621 East Bay Dr	2008 upgrade	\$380,000	225 GPM/pump	Good			
East Bay Marina Lift Station	1022 Marine Dr, NE	1982	\$88,816	145 GPM/pump	Good	Long Term Upgrade	2027	\$750,000
Ensign Road Lift Station	3200 Ensign Rd, NE	1989	\$96,779	600 GPM/pump	Good			
Goldcrest Lift Station	3338 14th Ave, NW	1970	\$88,816	100 GPM/pump	Good			
Holiday Hills Lift Station	1931 Lakewood Dr, SE	1969	\$132,932	300 GPM/pump	Fair	Upgrade	2014	\$200,000
Jasper & Eastside Lift Station	2122 Eastside St, NW	1970	\$205,000	125 Gal/Min	Good	Long Term Upgrade	2023	\$130,000
Kempton Downs Lift Station	3140 Fones Rd, SE	1993	\$150,000	150 GPM/pump	Good			
Ken Lake Lift Station	1800 Camden Pk Dr, SW	1969	\$166,019	150 GPM/pump	Good			
Miller & Ann Lift Station	2011 Miller Ave, NE	1993	\$160,000	300 GPM/pump	Good	New Generator	2017	\$60,000
Miller-Central Lift Station	1920 North Central, NE	1968	\$132,932	1,000 GPM/pump	Fair	Upgrade	2016	\$750,000
Motel 8 Lift Station	480 College St, NE	1979	\$66,369	150 GPM/pump	Good			
Mud Bay Lift Station	4000 Mud Bay Rd SE	2008	\$450,000	300 GPM/pump	Good			
Old Port #1 (On Bay) Lift Station	3110 Leward Ct, NW	1970	\$166,019	100 GPM/pump	Fair	Long Term Upgrade	2022	\$600,000
Old Port #2 (On Bay) Lift Station	3200 NW Anchor Ln, NW	1970	\$166,019	100 GPM/pump	Fair	Upgrade	2019	\$600,000
Roosevelt & Yew Lift Station	1904 Yew, NE	1968	\$112,000	200 GPM/pump	Fair	Long Term Upgrade	2021	\$600,000
Rossmoor Lift Station	2706 Grampton, SE	1989	\$132,932	300 GPM/pump	Good	Long Term Upgrade	2025	\$500,000
Sleater-Kinney Lift Station	940 Sleater-Kinney Rd NE	2011	\$800,000	300 GPM/pump	Good			
Springer Lift Station	1629 Springer Rd, NE	1996	\$165,000	280 GPM/pump	Good			
Water St Lift Station	220 Water St, NW	2008 upgrade	\$1,246,185	13,000 GPM/pump	Good	New generator/force main/upgrade	2015-2032	\$6,000,000
West Bay Dr Lift Station	2001 West Bay Dr, NW	1960	\$331,845	750 GPM/pump	Fair	Upgrade	2013 Currently Under Construction	\$2,650,000
Woodcrest Dr Lift Station	3014 Woodcrest Dr, SE	1967	\$133,978	100 GPM/pump	Fair	Upgrade	2014	\$485,000
Woodfield Loop Lift Station	2333 Woodfield Loop, NE	1990	\$80,544	150 GPM/pump	Good			
Yelm Highway Pump Station	TBD: Yelm Highway	2011	\$1,050,000	1,670 GPM/pump	Good			
Wastewater Conveyance System								
Wastewater Pipes - Gravity - 186 total linear miles	Citywide	Varies			Good (117 miles) Fair (9 miles) Poor (20 miles) Unknown (37 miles)	Priority repairs	Annual	\$365,000
Wastewater Pipes – Force Main - 8 total linear miles	Citywide	Varies				Long-term force main upgrades	2024-2029	\$1,800,000
Wastewater STEP Systems - 1,870 total	Citywide	Varies				Convert commercial STEPS to gravity	2015	\$250,000
Wastewater STEP Pressure Mains - 28 total linear miles	Citywide	Varies						
Wastewater Structures (manholes, cleanouts, etc.)	Citywide	Varies				Maintenance & corrosion abatement	2014-2016	\$550,000

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Other Jurisdictions' Wastewater and Reclaimed Water Facilities (owned by LOTT Clean Water Alliance)								
Capitol Lake Pump Station	Dechutes Parkway			24mgd				
Budd Inlet Treatment Plan	500 Adams St NE			Can process up to 22mgd of wastewater; Can produce up to 1.5 mgd of reclaimed water				
Major Interceptor Sewer Lines	Along Martin Way and Capitol Way; Indian and Percival Creeks; Black Lake and Cooper Pt Roads; around Capital Lake			16 miles				
Reclaimed Water Transmission Lines	Downtown area			4,000 feet				
Creeks								
Indian/ Moxie Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Percival Creek	Between Percival Cove & Hwy 101					Water Quality/ Habitat Improvements	Ongoing	
Schneider Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Woodard Creek	Various Locations					Water Quality/ Habitat Improvements	Ongoing	
Parking Lots			\$3,686,390	2.41 Acres				
Columbia St & 4th Ave Parking Lot	122 4th Ave W		\$286,150	.17 Ac	Fair	Drainage, repavement, striping	Not scheduled	
Olympia Ave at Franklin St Parking Lot	303 Franklin St NE		\$369,340	.33 Ac	Fair	Drainage, repavement, striping	Not scheduled	
State Ave and Washington St Parking Lot	205 State Ave NE		\$457,600	.33 Ac	Poor	Drainage, repavement, striping	Not scheduled	
Former Senior Center Gravel Parking Lot at State and 4th	114 Columbia St NW		\$275,950	.17 Ac	Poor	Paving	Not scheduled	
	116 Columbia St NW		\$288,150	.17 Ac				
State and Capital Parking Lot	107 State Ave NE		\$269,600	.16 Ac	Fair	Repavement, striping	Not scheduled	
State and Franklin Parking Lot (former DOT lot)	318 State Ave NE		\$1,739,600	1.08 Ac	Good	Currently developed for interim use	Not scheduled	
Facilities		Year Built	\$98,310,300		This Section below is currently being updated as part of the Building Condition Assessment Report			
City Hall	601 4th Ave, E	2011	\$35,650,000		Good			
Community Center/ Olympia Center	222 N Columbia	1987	\$5,301,000		Good			
Court Services Building	909 8th Ave	1975	\$143,000		Fair			
Detectives Building/ OPD Annex	905 8th Ave	1967	\$230,000		Fair			
Family Support Center	201/211 N Capitol Way	1940	\$1,443,600		Fair			
Farmers Market	Capitol Way	1996	\$1,000,000		Fair			
Fire Station No.1	100 Eastside St, NE	1993	\$4,403,900		Good			
Fire Station No.2	330 Kenyon St, NW	1991	\$1,233,500		Good			
Fire Station No.3	2525 22nd Ave, SE	1992	\$416,700		Good			
Fire Station No. 4	3525 Stoll Rd, SE	2011	\$7,095,700		Good			
GHB Building	Water	1956	\$187,300		Fair			
Hands On Children's Museum	401 Jefferson St, SE	2012	\$18,500,000		Good			
Lee Creighton Justice Center	900 Plum St, SE	1967	\$2,432,300		Poor			
Maintenance Center Complex	1401 Eastside St	1976	\$3,849,300		Fair			
Mark Noble Regional Fire Training Center	1305 Fones Road	2013	\$8,720,800		Good			

Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Facilities (continued)		Year Built	\$98,310,300					
McAllister Spring Houses (2 Units)	Pacific		\$230,000					
Old Fire Station Training Center	2200 Boulevard Rd, SE	1962	\$65,000		Good			
Police Firing Range	6530 Martin Way, E	1987	\$245,000		Good			
The Washington Center	512 Washington St	1985	\$4,181,700		Fair	Structural evaluation. EFIS system replacement. Controls upgrade.	2012	\$6,000,000
Timberland Library	313 8th Ave, SE	1981	\$2,743,800		Good			
Westside Police Station	221 Perry St, NW	1965	\$237,700		Poor	Electrical upgrades. Roof replacement.	2013	\$29,600
Facilities Owned by Other Public Entities Within the City of Olympia								
Olympia School District	See the Olympia School District's Capital Facilities Plan for a facilities inventory list, capacities and map. (part of Olympia's Adopted CFP)							
Port of Olympia	See Port of Olympia Comprehensive Scheme of Harbor Improvements for a Budd Inlet District Map. (http://www.portolympia.com/index.aspx?nid=235)							
South Puget Sound Community College Campus	2011 Motman Road SW. See SPSCC website for a campus map. (http://spsc.ccc.edu/)			Varies (Olympia campus is about 102 acres; with about 86.5 acres in City of Olympia jurisdiction)				
State of Washington	See campus map on State of Washington Department of Enterprise Services website. (http://des.wa.gov/Pages/default.aspx)							
Thurston County	See inventory list in Thurston County Capital Facilities Plan. (http://www.co.thurston.wa.us/planning/comp_plan/comp_plan_document.htm)							
Bridges			\$39,000,000					
Olympia-Yashiro Friendship Bridge	4th Ave Bridge	1919, Replaced 2004	\$39,000,000		Good			
5th Avenue Bridge	5th Ave	1958, Rebuilt 2004			Good			
Priest Point Park Bridge	2700 Block East Bay Dr	1972			Good			
Percival Creek Bridge	Cooper Point Dr/AutoMall Dr at Evergreen Park Dr SW	1986			Failing	Stabilize footings and structure	2014	n/a
R.W. Johnson Road Culvert	R.W. Johnson Blvd, 700' N of Mottman Rd	2003			Good			
Streets								
Arterial Classification 106.1 lane miles	Citywide	Varies			85% of lane miles in fair or better condition			\$21 million (in 2005 dollars)
Collector Classification 122.8 lane miles	Citywide	Varies						
Neighborhood Collector Classification	Citywide	Varies						
Local Access Classification 238.1 lane miles	Citywide	Varies						
Wellhead Protection			\$1,154,788	10 Acres				
Klabo		1998	\$1,000,000					
McAllister Wellfield Vicinity		2003	\$154,788	10 Acres	Unimproved			

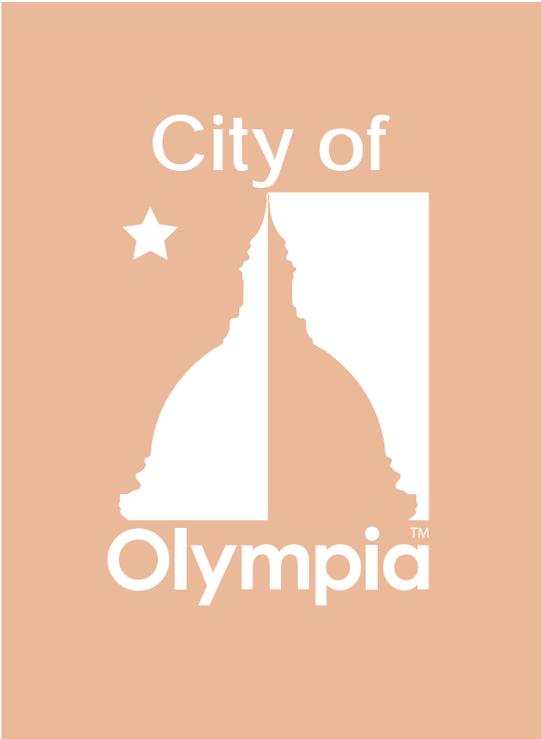
Asset				Asset Status				
Facility	Location	Date Acquired	Historical or Purchase Cost	Acres / Capacity	Present Condition	Improvements Required	Year Needed	Estimated Cost of Improvement
Miscellaneous			\$3,743,000	13.08 Acres				
Chambers Ditch (Maintained by Chambers Drainage Ditch District)	Southeast, from outlet of Champbers Lake to Yelm Highway			Stormwater Conveyance				
Old City Dump / Top Foods	NW of Top Foods		\$3,586,800	12.34 Ac				
Old Gravel Pit	800' E. of Kenyon St & 4th Ave		\$128,000	.35 Ac				
Woodland Park Parcel (Acquired through LID delinquency)	2710 Aztec Dr. NW	2010	\$28,200	.39 Ac	Undeveloped			

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**Olympia School District
Capital Facilities Plan
2014 - 2019**



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		Gen Ed								
			# 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	Total 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

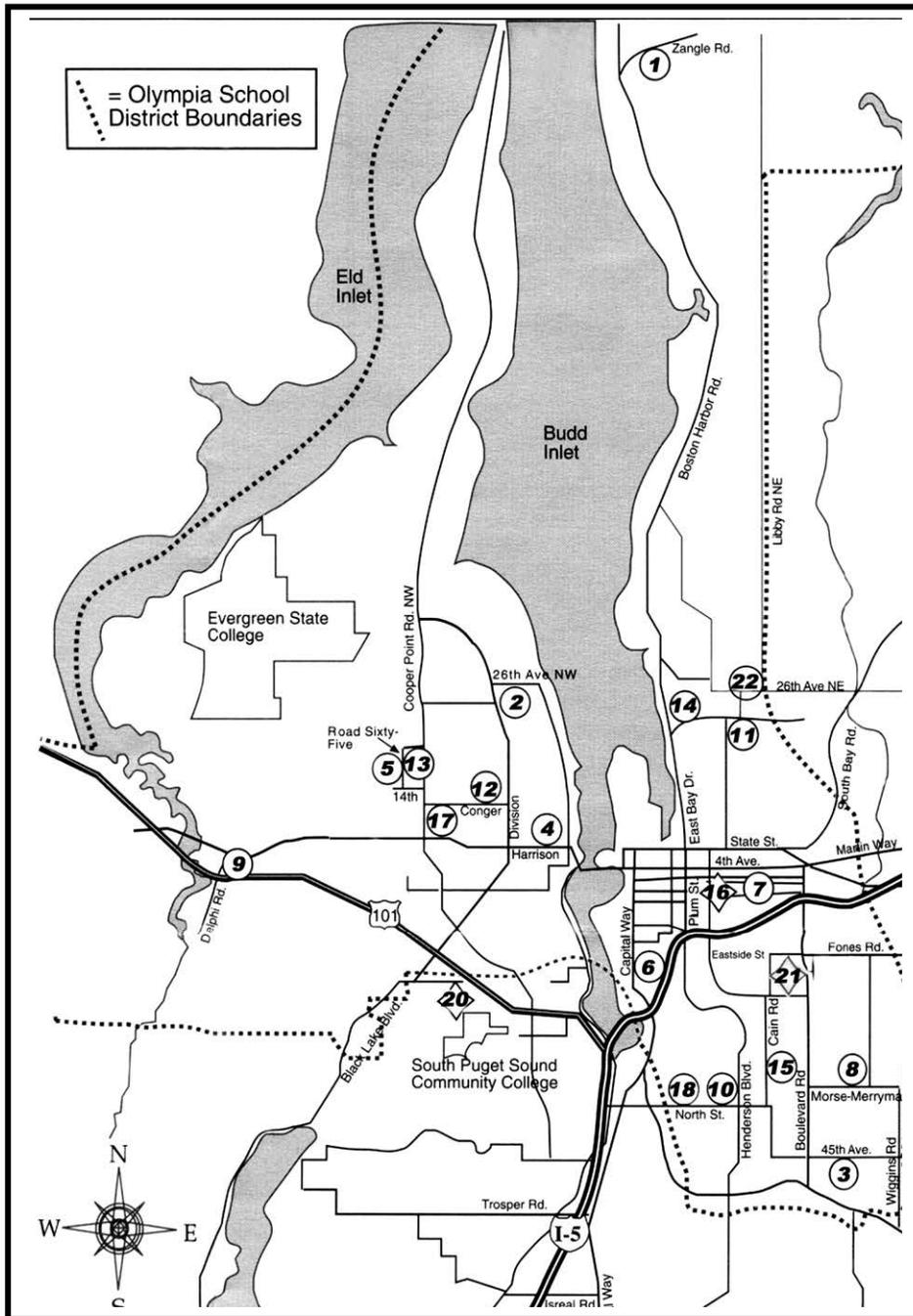
Combined Total Capacity

4, 116

**Table B
Middle and High School Capacities (Current Utilization Standard)**

HC = Headcount	Oct HC 2013	General Education					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)		
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%																		
General Education																		
Special Education																		
Specific Supportive Activities																		
Gen Ed Capacity (including portables)																		
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				
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.

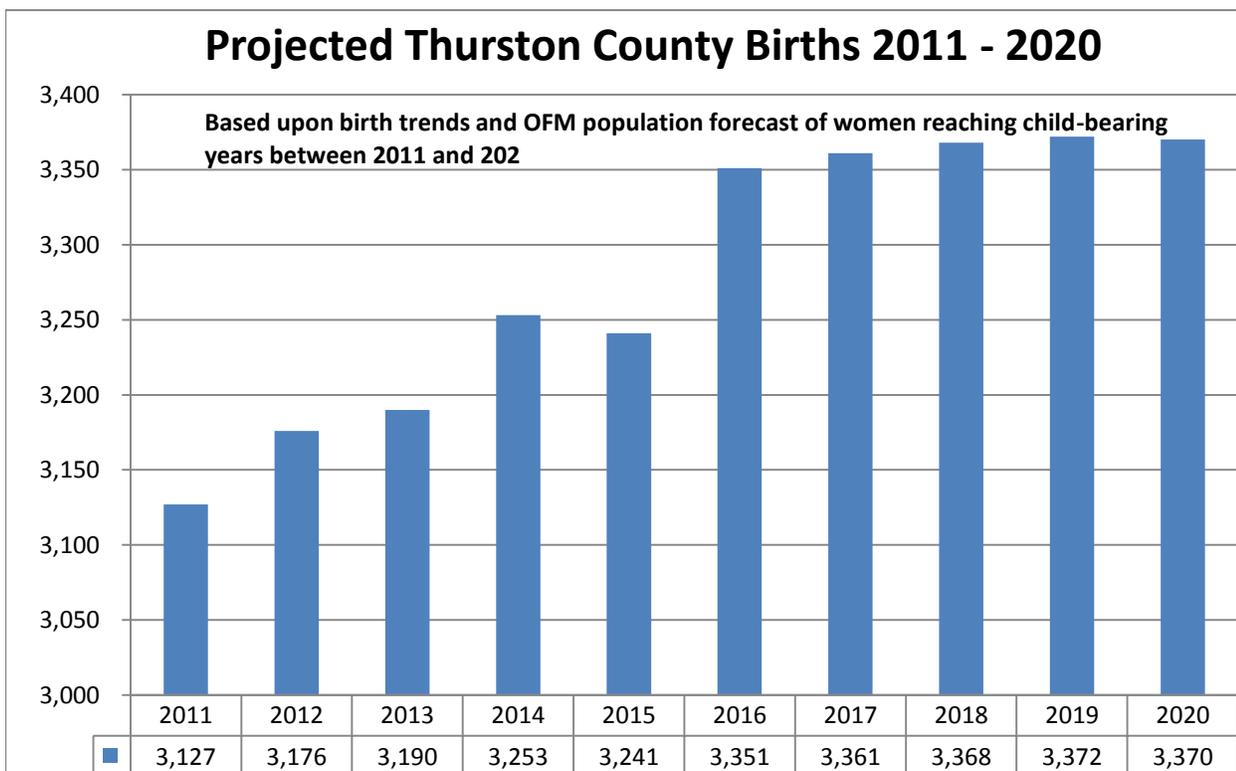
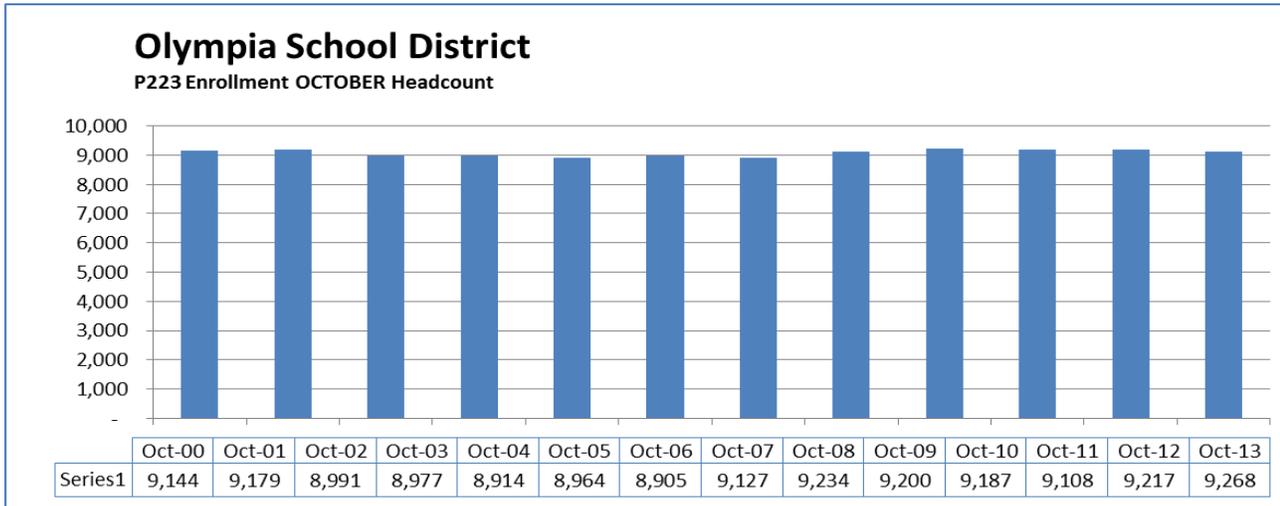
Looking forward the difference between the size of each year's graduating class and the size of the following year's kindergarten class is expected to narrow. Births have been increasing in the past few years and this trend is expected to continue over the next decade. As births increase, kindergarten 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

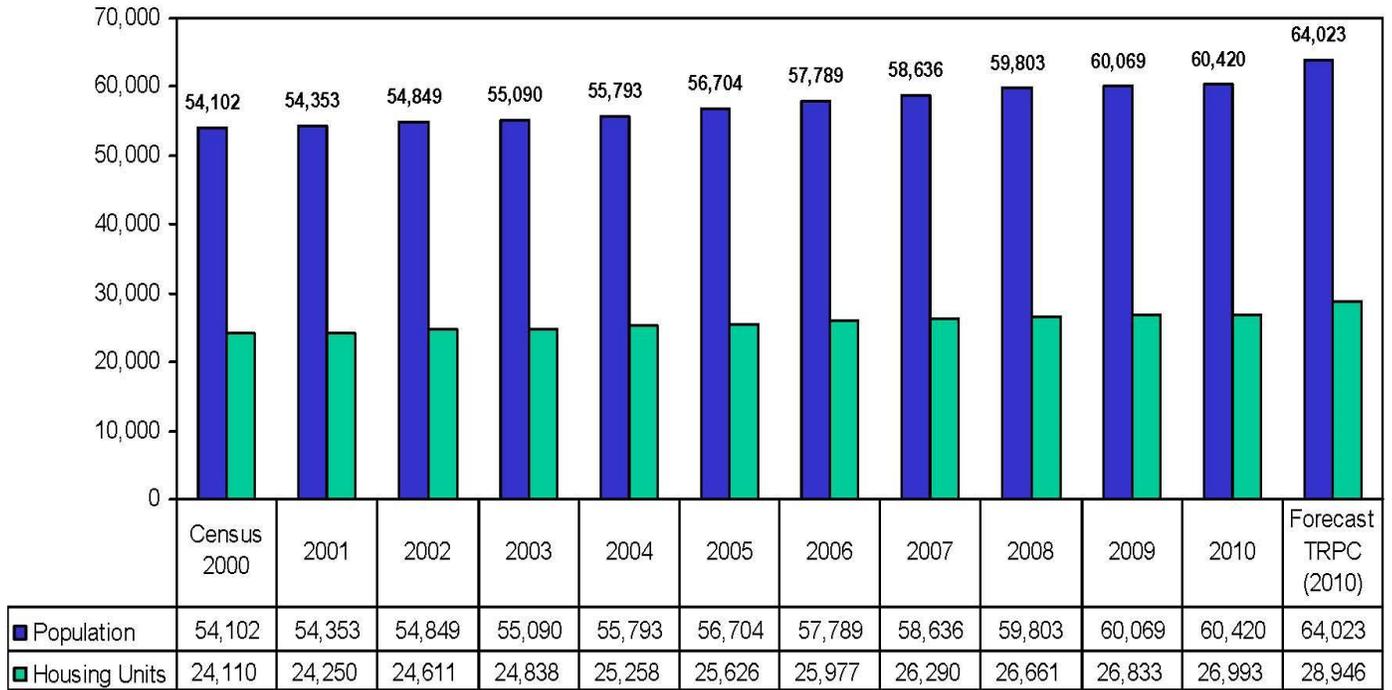
will be completed over the next 5-7 years. On the other hand, the earlier analysis suggests that the District may not see all of the students from these homes in the initial years of completion. As a result, it is likely that the full impact of these projects on enrollment will be felt over the next 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**



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

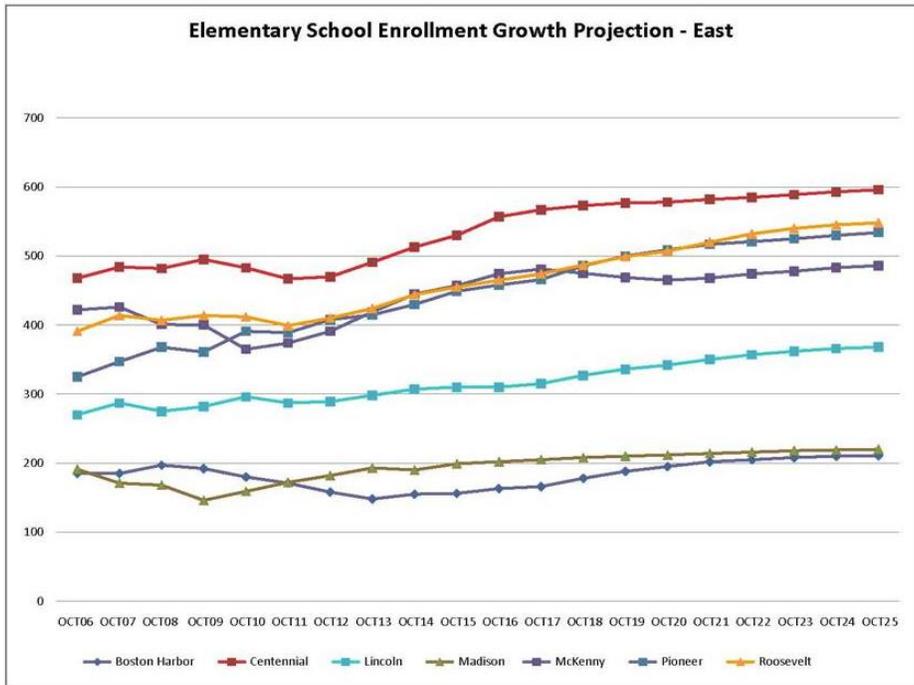
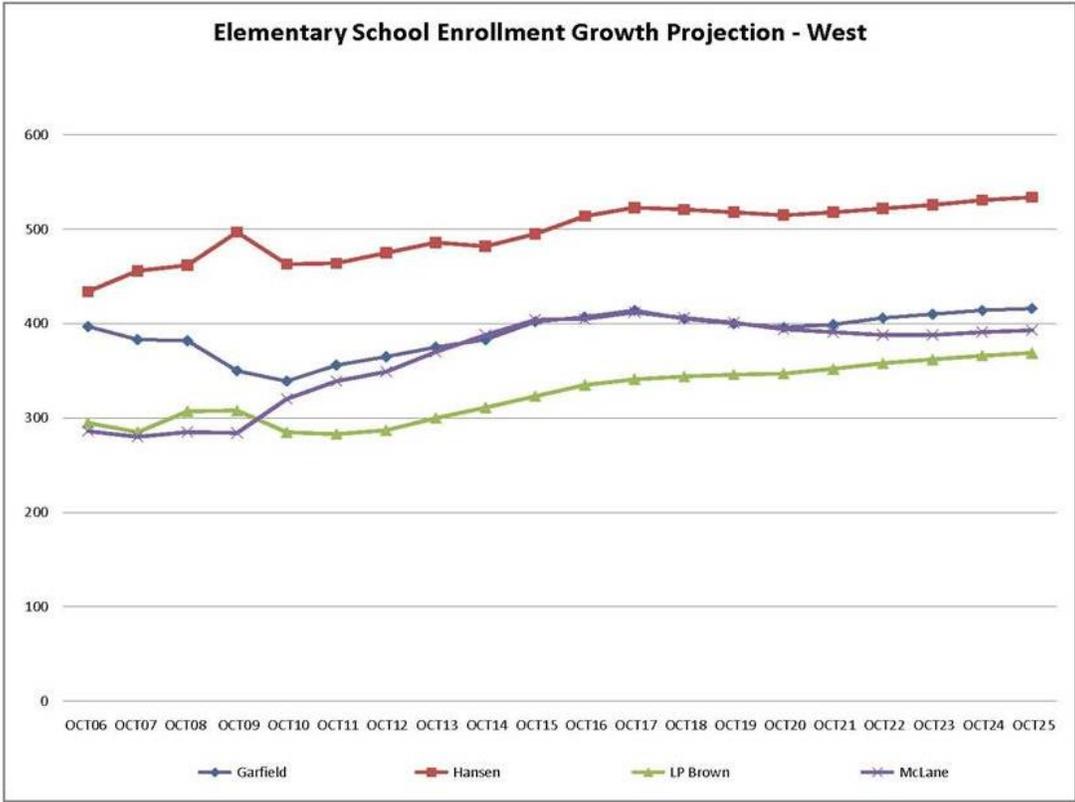
development – rental, condo, townhome and the number of bedrooms of each). Utilizing the 5-year average is probably best practice because it includes enough units and types to provide a reliable measure of growth from multi-family homes. This analysis suggests that the effect of multi-family development 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.



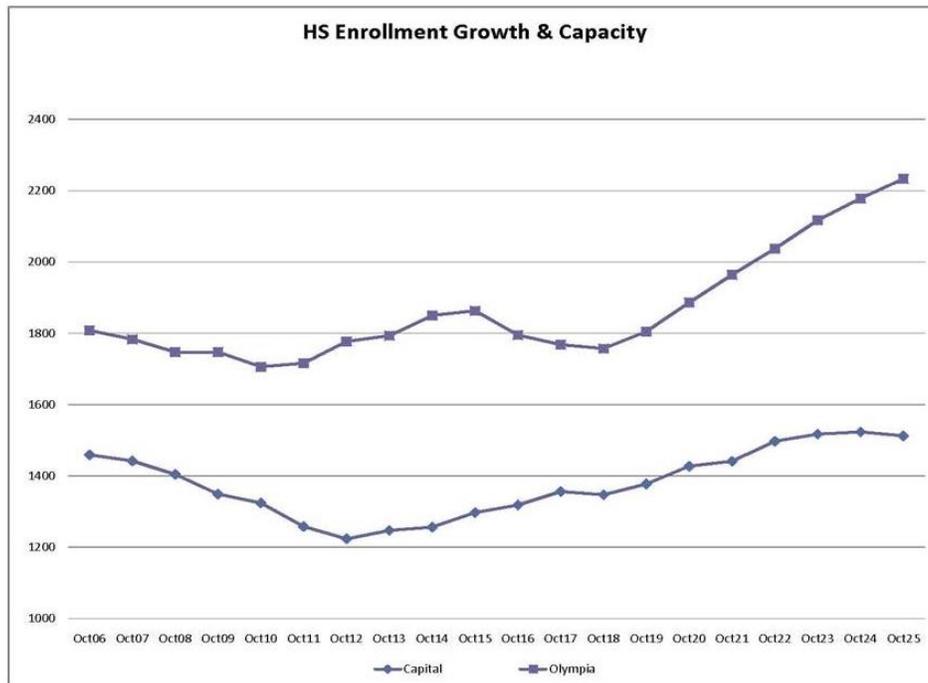
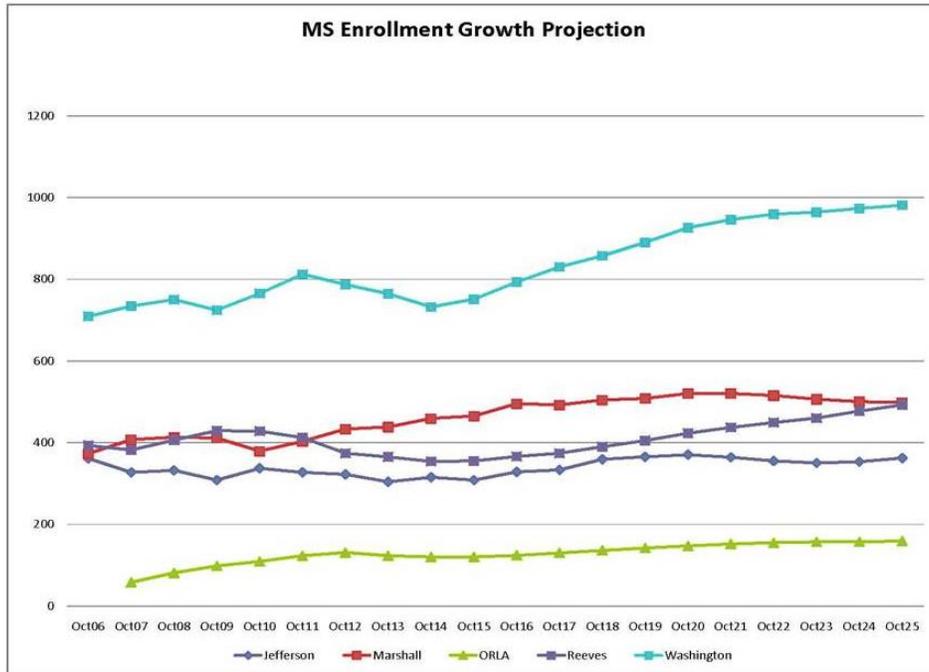


Table C
Olympia School District Enrollment Projections (Calculated in 2010)

		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:

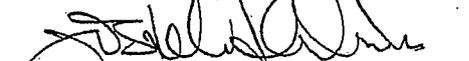
1. That the Board of Directors of the Olympia School District No. 111, hereby adopts the *Olympia School District Capital Facilities Plan 2014-2019*, which sets forth, among other components, the need for district capital projects, the cost of providing school facilities, the need for new revenues to 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



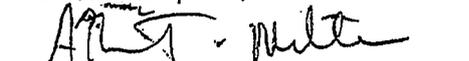
Eileen Thomson, President



Justin L. Montemmitt, Vice President



Mark D. Campeau, Director



Allen T. Miller, Director



Frank L. Wilson, Director

Attest:


Dominic G. Cvitanich, Secretary

Community Park Expansion

Location	Northeast and Southeast Urban Growth Areas of Olympia																						
Links to Other Projects or Facilities	N/A																						
Description	<p>Community parks are places for large-scale community use. Community parks include athletic fields, picnic shelters, tennis courts, water access and other facilities. In the past, impact fees were collected for ballfield and tennis court expansion. In 2008, these categories were merged into a new Community Park impact fee category. For further simplification, in 2012 the Special Use Area impact fee category was also merged into the Community Park category.</p> <p>The 2012-2017 CFP included acquisition of a community park on the Isthmus. Please refer to page 62 of the Adopted 2012-2017 Capital Facilities Plan. A total of \$1,603,900 was committed to land acquisition from City and county funds.</p> <p>In 2013, an additional \$1,760,000 was committed by deferring the projects listed below and additional set aside from voter-approved utility tax and park impact fees. The City's total commitment is \$2,763,900. In 2014, work will continue on seeking funding partnerships with the State and private donors for land acquisition and/or demolition.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr style="background-color: #c8e6c9;"> <th style="text-align: left;">PARK PROJECT DEFERRALS FROM <u>PRELIMINARY 2013-2018 CFP</u></th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Woodruff Park Tennis Courts Replacement</td> <td style="text-align: right;">\$200,000</td> </tr> <tr> <td>Fountain Block Parcel Acquisition</td> <td style="text-align: right;">\$500,000</td> </tr> <tr> <td style="text-align: center;">Subtotal</td> <td style="text-align: right;">\$700,000</td> </tr> <tr style="background-color: #c8e6c9;"> <th style="text-align: left;">PARK PROJECT DEFERRALS FROM <u>ADOPTED 2013-2018 CFP</u></th> <th style="text-align: right;">AMOUNT</th> </tr> <tr> <td>Priest Point Park – Rose Garden Shelter</td> <td style="text-align: right;">\$180,000</td> </tr> <tr> <td>Ward Lake Master Plan & Phase I</td> <td style="text-align: right;">\$500,000</td> </tr> <tr> <td>West Bay Master Plan</td> <td style="text-align: right;">\$114,000</td> </tr> <tr> <td>West Bay Park Clean-Up</td> <td style="text-align: right;">\$266,000</td> </tr> <tr> <td style="text-align: center;">Subtotal</td> <td style="text-align: right;">\$1,060,000</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">\$1,760,000</td> </tr> </tbody> </table>	PARK PROJECT DEFERRALS FROM <u>PRELIMINARY 2013-2018 CFP</u>	AMOUNT	Woodruff Park Tennis Courts Replacement	\$200,000	Fountain Block Parcel Acquisition	\$500,000	Subtotal	\$700,000	PARK PROJECT DEFERRALS FROM <u>ADOPTED 2013-2018 CFP</u>	AMOUNT	Priest Point Park – Rose Garden Shelter	\$180,000	Ward Lake Master Plan & Phase I	\$500,000	West Bay Master Plan	\$114,000	West Bay Park Clean-Up	\$266,000	Subtotal	\$1,060,000	TOTAL	\$1,760,000
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	<p>In 2014, funding is being requested for the development of the Artesian Court, Isthmus Acquisition/Building Demolition, and the Priest Point Park Rose Garden Shelter.</p>
<p>Justification (Need/Demand)</p>	<p>The Artesian Court project will transform a currently under-used parking lot into a multi-purpose urban outdoor courtyard that is clean, safe and welcoming to all. The space will be designed and managed to promote positive behaviors.</p> <p>In order to meet today's existing demand for rectangular fields, four dedicated rectangular fields would need to be added to the existing inventory. Consequently, we have identified funding for acquisition of a community park in 2015-2019. Community parks are the appropriate location for these facilities as well as the off-leash dog areas, bike parks, community gardens and skate park amenities desired by the public.</p>
<p>Level of Service Standard</p>	<p>Target level of service standard (2010 Parks, Arts and Recreation Plan): 2.91 acres/1,000 population</p> <p>Existing Ratio (2010 Parks, Arts and Recreation Plan): 2.51 acres/1,000 population</p>
<p>Comprehensive Plan and Functional Plan(s) Citations*</p>	<p>Olympia Comprehensive Plan (Chapter 7, Parks, Arts & Recreation) Goals: Goal PAR 4, Goal PAR 5, PAR 5.1 (b), PAR 8.7</p> <p>*The 1994 Olympia Comprehensive Plan is in the process of being updated during the time this document is published. The 2014-2019 CFP reflects the goals and policies of the 1994 Plan. The 2015-2020 CFP will reflect the 2013 Olympia Comprehensive Plan goals and policies.</p>

Community Park Expansion



CAPITAL COST:	2014	2015-2019	TOTAL
Artesian Court Development	\$53,000		\$53,000
BMX in Existing Park		\$15,000	\$15,000
Community Park Acquisition		\$2,000,000	\$2,000,000
Priest Point Park Rose Garden Shelter	\$125,000		\$125,000
Isthmus Acquisition/Building Demolition	\$350,000		\$350,000
TOTAL	\$528,000	\$2,015,000	\$2,543,000

FUNDING SOURCES:	2014	2015-2019	TOTAL
Impact Fees	\$178,000		\$178,000
SEPA Fees	-	\$15,000	\$15,000
Voted Utility Tax (VUT)		\$2,000,000	\$2,000,000
Grants	\$250,000		\$250,000
Donation	\$100,000		\$100,000
TOTAL	\$528,000	\$2,015,000	\$2,543,000

Annual Operations and Maintenance

Estimated Costs	Currently, the Department spends approximately \$902,564 annually for Community Park operations and maintenance (O&M). Annual maintenance for undeveloped Community Park sites is projected to be \$114.17/acre.
Estimated Revenues	None
Anticipated Savings Due to Project	None
Department Responsible for Operations	Parks, Arts and Recreation
Quadrant Location	South, West, Downtown

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%
<p>Water rate increase dependent on customer class and consumption.</p>					

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%
LOTT	4305.10	4519.20	4718.88	4924.54	4.3%

Lodging Tax Advisory Committee Recommendations

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 - HOCCM 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

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

City of Olympia

City Council

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

Public Hearing on the Ad Valorem Tax Ordinance

Agenda Date: 11/12/2013

Agenda Number: 5.B

File Number: 13-0941

File Type: public hearing

Version: 1

Status: Public Hearing

..Title

Public Hearing on the Ad Valorem Tax Ordinance

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to hold a public hearing, close the hearing and direct staff to present an Ad Valorem Tax ordinance at the November 19, 2013 council meeting.

..Report

Issue:

Hold a public hearing to set the Ad Valorem Tax amount and amount of increase for the Budget Year 2014.

Staff Contact:

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

Presenter(s):

N/A

Background and Analysis:

The City is required to adopt a property tax levy ordinance and file a levy certification with the County by November 30, 2013. If no certification is filed, the County will levy the lesser of the amount levied for 2013 or any other legal limit which may be applied to the levy.

A public hearing on General Fund revenues sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). Schedule of proposed 2014 General Fund revenues is attached. Notice of the hearing was published on October 29th and November 5, 2013.

The 2014 general levy is based on a 1% increase over the 2013 levy excluding the 2013 refund levy, plus estimated amounts for new construction, a contingency, and a refund levy to be collected in 2014. To increase the levy beyond these limits requires voter approval (levy lid lift).

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A contingency is included because the final values and changes in State assessed properties (utilities) are not known at this time. The maximum the City can collect in property taxes is limited to the lesser of the legal limit or the amount specified in the authorizing ordinance.

Once a levy is set there may be adjustments made which lower the amount of taxes to be collected, e.g. lower assessed valuations. The amount not collected due to adjustments can be added to the next year's levy as a refund levy.

The estimated regular levy for 2014 collections is \$13,223,328 including a refund levy and contingency. The estimated rate per \$1,000 of assessed valuation is \$2.4853. The current rate is \$2.5567. The decrease in rate is due to an assessed value increase of 5.14% and an increase of 1.98% in taxes including new construction, refund levy and the contingency. Assessed value for 2014 tax collections is estimated at \$5.32 billion an increase of \$260 million. Preliminary estimated increase in assessed valuation from new construction (included in above) is \$72.28 million.

The maximum regular levy rate is \$3.325, assuming the Timberland Library District levied its full levy capacity of \$0.50 per \$1,000 of assessed value. The current levy rate of the District is \$0.415.

Additionally, the city will collect property tax to pay debt service on bonds issued with voter approval (2008) to fund fire facilities and equipment. This levy for 2014 will be \$1,214,903, estimated levy rate is \$0.2283. The 2013 levy for the fire bonds is \$0.2420. The tax levy to pay the debt service on the fire bonds is not part of the public hearing.

The ordinance approving the levy must include the amount and percentage of change compared to the prior year (2013). The comparison is based on the 2013 levy less the refund levy when calculating the 1% increase, but includes the refund levy when calculating the dollar and percent of change.

\$12,938,026.26	2013 levy
<u>Less (99,609.17)</u>	refund portion of the levy
\$12,838,417.09	amount to which the 1% is applied
\$ 12,966,801.26	101% of above
<u>Less 12,938,026.26</u>	2013 levy including refund levy
\$ 28,775.00	increase over 2013 levy 0.2224%

Neighborhood/Community Interests (if known):

N/A

Options:

Agenda Date: 11/12/2013

Agenda Number: 5.B

File Number: 13-0941

- 1) Close the hearing and direct staff to present the attached Ad Valorem Tax ordinance at the November 19, 2013 council meeting.
- 2) Continue the hearing and direct staff to present the ordinance at a later date with an amount to be determined by the council. The ordinance if presented to the Council on November 27 would have to be passed on final reading that night to meet the requirement to file with the County by November 30th.

Financial Impact:

Financial impact below is based on information in the preliminary budget plus, refund levy and contingency. The ordinance is based on the most recent information from the County Assessor's Office and is \$235 less than the information below.

Levy Calculations:

\$12,966,801	1% increase over 2013 levy, excluding the 2013 refund levy.
\$ 184,804	New construction
\$ 46,723	Refund levy
<u>\$ 25,000</u>	Contingency pending final values from the County.
\$13,223,328	

Proposed allocation of the regular levy:

\$ 9,811,770	General Fund, Preliminary Budget
\$ 1,686,055	Debt Service, City Hall Bonds
\$ 565,921	Debt Service, Public Works Trust Fund, 4th/5th Avenue Corridor Loans
\$ 1,134,582	Firemen's Pension Fund
<u>\$ 25,000</u>	General Fund, contingency
\$ 13,223,328	

AN ORDINANCE setting the ad valorem tax amount and amount of increase for the budget year 2014.

WHEREAS, the Olympia City Council held a public hearing on November 12, 2013, to consider the City of Olympia ad valorem tax levy for 2014 collections; and

WHEREAS, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City in its best interest; and

WHEREAS, the City must identify in the ad valorem tax ordinance the amount and percentage increase compared to the previous year; and

WHEREAS, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; and

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$46,722.55; and

WHEREAS, final assessed values are not yet available, a contingency of \$25,000 is included in the General Levy; and

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

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

Section 1. A \$28,775 increase in the regular property tax levy is hereby authorized for the 2014 levy, which is an increase of 0.2224 percent from the previous year.

This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Section 2. There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Levy (Regular Property Tax Levy)	\$13,176,369.97
Excess Levy (Fire Station Bonds)	1,214,903.00
Administrative Refund Levy	46,722.55
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$14,437,995.52

Section 3. On or before the 30th day of November, 2013, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

ADOPTED THIS _____ day of November, 2013.

MAYOR

MAYOR PRO-TEM

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

Passed:

Approved:

Published:

SCHEDULE OF PRELIMINARY ESTIMATED 2014 GENERAL FUND REVENUE BY TYPE

Property Tax	\$9,811,770	15.7%
Sales Taxes	17,989,980	28.7%
Business Taxes	4,666,000	7.5%
Utility Tax, Private	5,054,750	8.1%
Utility Tax, Municipal	4,061,900	6.5%
Licenses & Permits	2,964,087	4.7%
Intergovernmental	4,482,405	7.2%
Charges for Service	10,294,094	16.4%
Fines & Forfeits	907,900	1.4%
Other Revenue	<u>2,385,178</u>	3.8%
Total Revenue	\$62,618,064	

A contingency of \$25,000 is proposed to be included in the actual levy ordinance to be presented to the Council. The contingency will allow the city to collect the full amount available if there are increases in new construction values or valuation of utilities which is provide by the State but is not currently available.