



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, November 9, 2021**

**7:00 PM**

**Online and Via Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_Od9KQgYLSQK2P7BdhXKCwQ](https://us02web.zoom.us/webinar/register/WN_Od9KQgYLSQK2P7BdhXKCwQ)

**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION - NONE**

**3. PUBLIC COMMENT**

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

*During this portion of the meeting, community members may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

**COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)**

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

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

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

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

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

#### 4. SECOND READINGS (Ordinances)

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

#### 4. FIRST READINGS (Ordinances)

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

#### 5. PUBLIC HEARING

- 5.A [21-1052](#) Public Hearing on Community Development Block Grant Program Year 2020 Annual Report  
*Attachments:* [Draft Program Year 2020 CAPER](#)  
[Draft Program Year 2020 Community Summary](#)
- 5.B [21-1053](#) Public Hearing to Consider a Substantial Amendment to the Program Year 2021 Community Development Block Grant Annual Action Plan  
*Attachments:* [Program Yyear 2021 Annual Action Plan Amendment - Draft](#)
- 5.C [21-1067](#) Public Hearing on an Ordinance Setting the 2022 Ad Valorem Tax  
*Attachments:* [Ordinance](#)

#### 6. OTHER BUSINESS

- 6.A [21-1086](#) Approval of the General Government Committee Recommendation to Establish a New Social Justice and Equity Commission  
*Attachments:* [Founding Member Work Group Recommendation](#)  
[Social Justice & Equity Commission Engage Olympia Page](#)
- 6.D [21-1059](#) Approval of an Ordinance Establishing a Social Justice and Equity Commission and Amending Olympia Municipal Code Chapter 2.100  
*Attachments:* [Ordinance](#)
- 6.B [21-1068](#) Approval of an Ordinance Setting the 2022 Ad Valorem Tax  
*Attachments:* [Ordinance](#)
- 6.C [21-1076](#) Discussion of Budget Special Topics - Utility Rates, General Facility Charges, Impact Fees, Parking Business Improvement Area, and Lodging Tax

**Attachments:** [2022 Proposed Development Permit Fees](#)  
[2022 Proposed Park Impact Fees](#)  
[2022 Proposed Transportation Impact Fees](#)  
[2022 Proposed Olympia School District Impact Fees](#)

## **7. CONTINUED PUBLIC COMMENT**

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

## **8. REPORTS AND REFERRALS**

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

### **8.B CITY MANAGER'S REPORT AND REFERRALS**

## **9. ADJOURNMENT**

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



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

## City Council

### Approval of November 1, 2021 City Council Study Session Meeting Minutes

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 4.A  
**File Number:**21-1078

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

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**Title**

Approval of November 1, 2021 City Council Study Session Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Monday, November 1, 2021

5:30 PM

Online and Via Phone

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### Study Session

Attend: <https://us02web.zoom.us/j/84923487532?pwd=bVJwbEhSTkIHZENNa2cyUGhhTIBnQT09>

#### 1. ROLL CALL

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

#### 2. BUSINESS ITEM

##### 2.A [21-1054](#) City of Olympia Strategic Communications Plan Briefing

Strategic Communications Director Kellie Purce Braseth and Communications Resources NW President Meg Winch gave a briefing on the City's new Strategic Communications Plan. Ms. Winch discussed the work to assess the City's communications work and recommendations for a structure that will better serve the needs of the City.

Ms. Purce Braseth discussed how the recommendations will be implemented and she introduced her team, Digital Engagement Specialist Josh Linn and Social Media Strategist & Content Developer Mark DeLaurier.

Assistant City Manager Debbie Sullivan introduced Visual Design and Production Manager and Senior Writer Tom Dykstra.

Councilmembers asked clarifying questions.

**The study session was completed.**

#### 3. ADJOURNMENT

The meeting adjourned at 6:33 p.m.



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

## City Council

### Approval of November 1, 2021 City Council Special Meeting Minutes

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 4.B  
**File Number:**21-1081

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

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**Title**

Approval of November 1, 2021 City Council Special Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, November 1, 2021**

**7:00 PM**

**Online and Via Phone**

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

[https://us02web.zoom.us/webinar/register/WN\\_D9D6wu6XTW6r\\_-J7LsTpww](https://us02web.zoom.us/webinar/register/WN_D9D6wu6XTW6r_-J7LsTpww)

**1. ROLL CALL**

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

**1.A ANNOUNCEMENTS**

City Manager Burney discussed resources for community members needing rental and utility assistance.

**1.B APPROVAL OF AGENDA**

The agenda was approved.

**2. SPECIAL RECOGNITION - None**

**3. PUBLIC COMMENT**

The following people spoke: Brian Windrope and Nancy Wang.

**4. CONSENT CALENDAR**

**4.A** [21-1037](#) Approval of October 19, 2021, City Council Special Joint Meeting with Olympia Downtown Alliance Meeting Minutes

**The minutes were adopted.**

**4.B** [21-1040](#) Approval of October 19, 2021, City Council Meeting Minutes

**The minutes were adopted.**

**4.C** [21-1031](#) Approval of a Resolution Authorizing a Memorandum of Understanding between the City of Olympia and Thurston County to Address the Need for Managed Parking Sites for Individuals Living in Vehicles

- 4.D [21-1047](#) Approval of a Resolution Authorizing a Grant Application for the Percival Creek Sewer Reroute Project

The resolution was adopted.

#### Approval of the Consent Agenda

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

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

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

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

### 5. PUBLIC HEARING

- 5.A [21-1015](#) Public Hearing to Consider an Ordinance Modifying the Boundaries of the Parking and Business Improvement Area to Correct a Scrivener's Error, Changing the Number of Advisory Board Members to Eleven, and to Provide for PRIDE Programs and Events

Program Analyst Max Dejarnatt gave an overview of the ordinance modifying the boundaries of the Parking and Business Improvement Area to correct a scrivener's error, changing the number of advisory board members to eleven, and to provide for PRIDE programs and events.

Mayor Selby opened the hearing at 7:16 p.m. No one spoke. The hearing was closed at 7:16 p.m.

**Mayor Selby moved, seconded by Councilmember Parshley, to approve on first reading and forward to second reading an ordinance modifying the boundaries of the Parking and Business Improvement Area (PBIA) to correct a scrivener's error; changing the number of PBIA Advisory Board members from 15 to 11; and to provide for PRIDE programs and events in downtown. The motion carried by the following vote:**

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

- 5.B **Public Hearing to Consider an Ordinance Declaring a Continuing State of a Public Health Emergency Related to Homelessness and COVID-19 - First and Final Reading**



Community Planning & Development Director Leonard Bauer gave an overview of the ordinance declaring a continuing state of a public health emergency related to homelessness and COVID-19.

Mayor Selby opened the hearing at 7:20 p.m. No one spoke. The hearing was closed at 7:20 p.m.

**Mayor Selby moved, seconded by Mayor Pro Tem Gilman, to approve the ordinance declaring a continuing state of public health emergency relating to human health and environmental conditions caused by increasing homelessness and COVID-19 and extending the sunset provision by three years on first and final reading. The motion carried by the following vote:**

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

## **6. OTHER BUSINESS**

### **6.A [21-1046](#) 2022 Preliminary Operating Budget Briefing**

City Manager Jay Burney and Finance Director Aaron BeMiller gave an overview of the 2022 Preliminary Operating Budget to include Budget Sustainability; 2022 Budget Assumptions; 2022 Budget Inclusions & Exclusions; 2022 Operating & General Fund Budget Summary; Budget Calendar and Budget Meeting Schedule.

Councilmembers asked clarifying questions.

**The report was received.**

## **7. CONTINUED PUBLIC COMMENT - None**

## **8. REPORTS AND REFERRALS**

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

Councilmembers reported on meetings and events attended.

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

## **9. ADJOURNMENT**

The meeting adjourned at 8:37 p.m.



## City Council

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

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 4.C  
**File Number:**21-1015

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

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#### **Title**

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

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve on first reading and forward to second reading an ordinance modifying the boundaries of the Parking and Business Improvement Area (PBIA) to correct a scrivener's error; changing the number of PBIA Advisory Board members from 15 to 11; and to provide for PRIDE programs and events in downtown.

#### **Report**

##### **Issue:**

Whether to approve an ordinance modifying the boundaries of the PBIA to correct a scrivener's error in Ordinance No. 6375 as subsequently codified in OMC 3.62.010; changing the number of PBIA Advisory Board members from 15 to 11, and providing for PRIDE programs and events.

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

Max DeJarnatt, Program Analyst, Community Planning & Development, 360.570.3723

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

Max DeJarnatt, Program Analyst, Community Planning & Development

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

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

Almost 16 years ago, the Olympia City Council passed and approved Ordinance No. 6375 establishing a Parking and Business Improvement Area (PBIA) as permitted by RCW Chapter 35.87A. Within Ordinance No. 6375 was a metes and bounds legal description for Zone C. Unfortunately, there was a scrivener's error in the Zone C legal description that was undiscovered at the time, and remained undiscovered as the PBIA, established by Ordinance No. 6375, was codified into OMC 3.62.010. A review of the legal description in Zone C revealed the error when compared to Exhibit A-1, attached to Ordinance No. 6375.

The effect of the error is that Council must modify the boundaries of the PBIA to be consistent with its intent in 2005 when passing Ordinance No. 6375, and to be consistent with Exhibit A-1 as attached to Ordinance No. 6375. While the scrivener's error is a simple typographical error, Council must hold a public hearing to consider an Ordinance to correct the scrivener's error as correction will modify the boundaries of Zone C of the PBIA. The proposed Ordinance also addresses a request from the PBIA Board to reduce the number of Advisory Board members from fifteen 15 to 11 to improve the Board's efficiency and management, and to also include PRIDE programs and events in downtown in addition to others within the PBIA.

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

The PBIA Advisory Board request to reduce the size of the Advisory Board members to from 15 to 11 and there is a general interest in the City supporting PRIDE activities in the community.

**Options:**

1. Approve the ordinance modifying the boundaries of the PBIA to correct a scrivener's error in the legal description of Zone C within Ordinance No. 6375, and as subsequently codified in OMC 3.62.010.
2. Move to take no action. The effect will be that the error will remain in Ordinance No. 6375, and as codified in the current OMC 3.62.010, and the boundaries in Zone C as legally described will be inconsistent with Exhibit A-1 attached to Ordinance No. 6375.

**Financial Impact:**

The scrivener's error in the text has resulted in the City reimbursing 41 businesses for previous assessments, totaling approximately \$45,000. Fixing the scrivener's error will align the text with the map showing the intended boundary of the PBIA. This modification will enable the City to assess businesses within the intended PBIA boundary in 2022.

**Attachments:**

Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OMC CHAPTER 3.62 TO MODIFY THE BOUNDARIES OF THE PARKING AND BUSINESS IMPROVEMENT AREA TO CORRECT A SCRIVENER'S ERROR IN ORDINANCE NO. 6375, AND AS SUBSEQUENTLY CODIFIED IN OMC 3.62.010; TO CHANGE THE NUMBER OF ADVISORY BOARD MEMBERS TO ELEVEN; AND TO ALSO PROVIDE FOR PRIDE PROGRAMS AND EVENTS**

**WHEREAS**, on November 15, 2005, the Olympia City Council passed and approved Ordinance No. 6375 establishing a Parking and Business Improvement Area (hereafter "PBIA"); and

**WHEREAS**, Ordinance No. 6375 also provided various programs for improving downtown parking, a clean and safe program to make downtown cleaner and more welcoming and to improve the public's perception of safety, to provide for streetscape beautification, clean-up, public arts programs, way finding signs, and administration and staff support, a business recruitment and retention program, and a commercial marketing program; and

**WHEREAS**, a levy of special assessments was adopted to finance the programs of the PBIA as provided in Ordinance No. 6375; and

**WHEREAS**, Ordinance No. 6375 provided for three zones within the PBIA: Zone A, Zone B, and Zone C, with a metes and bounds legal description for each zone; and

**WHEREAS**, the metes and bounds legal description for Zone C in Ordinance No. 6375 contains a scrivener's error that requires correction, and which is inconsistent with Exhibit A-1 to Ordinance No. 6375. A copy of the necessary correction is set forth in Exhibit A attached hereto; and

**WHEREAS**, Ordinance No. 6375 has been codified in the Olympia Municipal Code (OMC) in OMC Chapter 3.62, thus requiring an Ordinance to amend and correct the legal description for Zone C in OMC 3.62.010; and

**WHEREAS**, the PBIA Board has requested to reduce the number of advisory board members from fifteen (15) to eleven (11) board members to better facilitate and manage board meetings for the PBIA; and

**WHEREAS**, OMC 3.62.020(5) should be amended to also include among community events held downtown PRIDE events, in addition to Music in the Park, ArtsWalk, Downtown for the Holidays, and the Pet Parade; and

**WHEREAS**, assessments shall remain as established in OMC Chapter 3.62 in the modified area;

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

**Section 1. Amendment of OMC 3.62.** Olympia Municipal Code Chapter 3.62 is hereby amended to read as follows:

## **Chapter 3.62**

### **PARKING AND BUSINESS IMPROVEMENT AREA**

3.62.000 Chapter Contents

Sections:

- 3.62.010 Parking and Business Improvement Area Established.
- 3.62.020 Programs.
- 3.62.030 Levy of Special Assessments.
- 3.62.040 Rate Changes.
- 3.62.050 Deposit of Revenues.
- 3.62.060 Collection Schedule.
- 3.62.070 Delinquent Payments.
- 3.62.080 Notices.
- 3.62.090 Disputes.
- 3.62.100 Expenditures.
- 3.62.110 Administration.
- 3.62.120 Contract for Program Management.
- 3.62.130 Advisory Board.
- 3.62.140 Bids Required for Construction of Projects.
- 3.62.150 Commencement of Assessments.
- 3.62.160 Ratification and Confirmation.

#### **3.62.010 Parking and Business Improvement Area Established**

As authorized by Chapter 35.87A RCW, there is hereby established a Parking and Business Improvement Area ("Parking and Business Improvement Area" or "PBIA"), consisting of Zones A, B and C, within the boundaries as described below and shown on the map attached hereto as Exhibit A-1. If there is any conflict between said map and narrative description, the text shall prevail.

#### **ZONE A:**

All of that portion of the City of Olympia, Washington described as bounded on the North by the centerline of State Avenue, bounded on the South by the centerline of Legion Way, bounded on the West by the centerline of Columbia Street, and bounded on the East by the centerline of Franklin Street.

#### **ZONE B:**

All of that portion of the City of Olympia, Washington described as beginning at the centerline intersection of Water Street and 7th Avenue; thence West to the ordinary high water line of Capitol Lake; thence Northerly and Westerly along said line to the East line of the Deschutes Waterway as shown on the official First Class Tideland Plat of the City of Olympia; thence Northerly along said waterway and its extension to the centerline of Olympia Avenue extended Westerly; thence Easterly along said extension to the line of ordinary high tide; thence Northerly along said line to the centerline of Thurston Avenue extended Westerly; thence Easterly along said extension and the centerline of Thurston Avenue to the centerline of Jefferson Street; thence Southerly along said centerline to the centerline of Olympia Avenue; thence Easterly along the centerline, as platted, of said street to a point 150 feet more or less Westerly of the centerline intersection of Pear Street and Olympia Avenue; thence Southerly more or less parallel to Pear Street, said course following original platted lot lines, to the centerline of 7th Avenue;

thence Westerly along said centerline to the point of beginning; EXCEPTING, the area described in Zone A above.

**ZONE C:**

All of that portion of the City of Olympia, Washington described as beginning at the centerline intersection of Columbia Avenue and Union Avenue; thence Northerly along the centerline of Columbia Avenue to the centerline of 7th Avenue; thence Easterly along said centerline to the centerline of Washington Street; thence Southerly along said centerline to the centerline of ~~7th~~ Union Ave; thence Westerly along said centerline to the point of beginning; ALSO, All of that portion of the City of Olympia, Washington described as beginning at the line of ordinary high tide with to the centerline of Thurston Avenue extended westerly; thence Northerly along said high tide line to a point 600 feet Northerly of the centerline of Corky Avenue extended Westerly; thence Easterly and parallel to Corky Avenue and its extension to the centerline of East Bay Drive; thence Southerly along said centerline to the centerline of Olympia Avenue; thence Westerly along said centerline to the centerline of Jefferson Street; thence Northerly along said centerline to the centerline of Thurston Avenue; thence Westerly along said centerline and its extension to the point of beginning.

**3.62.020 Programs**

Special Assessment revenues shall be used for the purpose of providing special projects and services under the following program headings:

1) Downtown Parking Improvements Program

This program will provide for parking improvements to address the concern for downtown Olympia businesses and property owners, as well as patrons and employees. The PBIA special assessments may be used to fund administrative costs such as staff support, the construction or operation and maintenance of a parking structure or other parking improvements.

2) Clean and Safe Program

This program will provide additional projects and services to make downtown cleaner, more welcoming and improve the public's perception of safety. This program may include a volunteer effort to provide eyes and ears on the street and to assist people downtown; administration and staff support; graffiti removal; and efforts to reduce offenses such as public urination, drug use and sales, aggressive panhandling and public intoxication.

3) Civic Beautification and Sign Program

An overall beautification program will help the general aesthetic of downtown. Such a program may include:

- a) Streetscape beautification
- b) Area-wide Paint Up, Fix Up, Clean Up Campaign
- c) Public arts programs
- d) Public/private way finding signs
- e) Administration and staff support

4) Business Recruitment and Retention Program

Preparation of inventories of commercial vacancies, information about incentives and benefits to locating downtown and development of a common vision for the types of businesses and other organizations

would enhance the downtown. Inventory information will facilitate development of specific recruitment and retention strategies for different parts of downtown. Inventories may include:

- a) Community preference surveys
- b) Inventory of vacancies
- c) Advertising vacancies

Administration and staff support to prepare the inventories is included.

#### 5) Commercial Marketing Program

Development of a well-conceived "Buy Local" marketing program that will benefit the whole downtown and to continue the support of long-standing community events through:

- a) Advertising and promotion
- b) Theme development
- c) Special events and activities
- d) Tourism attraction

Other existing programs may be reviewed for supplementation with PBIA special assessments, including but not limited to:

- a) Community events held downtown including Music in the Park, ArtsWalk, Downtown for the Holidays, PRIDE, and the Pet Parade;
- b) Marketing programs including the shopping and restaurant guide, and event management or support;
- c) Programs to clean up downtown that include the semi-annual clean-ups, graffiti management, and mural programs.
- d) Programs to develop partnerships for local governments, quasi-public and non-profit groups that work in or invest resources in downtown on behalf of the public.

Administration and staff support will be included in the programs and projects listed above.

The list of possible services and projects within the general program categories above is illustrative and not exclusive. The costs are estimated only and the PBIA budget shall be established by City Council and expended based on actual receipts, as set forth in Section 10 below.

#### **3.62.030 Levy of Special Assessments**

To finance the programs authorized in OMC 3.62.020, and in recognition of the special benefits created thereby, a special assessment is hereby levied upon and shall be collected annually from all the businesses and multi-family residence owners / operators ("Ratepayers") in the Parking and Business Improvement Area described in OMC 3.62.010, as authorized by RCW 35.87A.080, except non-profit corporations or organizations. Assessments shall not be pro-rated. The special assessments shall be levied upon the Ratepayers in Zones A, B and C according to the rates established as follows:

Business Type	Zone A			Zone B			Zone C		
	Large	Medium	Small	Large	Medium	Small	Large	Medium	Small
Restaurant/Retail	\$750	\$500	\$250	\$600	\$400	\$200	\$300	\$200	\$150
Professional/Service	\$400	\$300	\$200	\$300	\$200	\$150	\$200	\$150	\$150
Financial Institutions	\$750			\$600			\$300		
Lodging/Apartments	30 or less rooms = \$200; 31-50 rooms = \$300; 51+ rooms - \$400								
Personal Care Services	Minimum \$150 plus \$75 per station above 2 stations with a cap of \$500								

Definitions:

**Business.** Means any person, group or entity, including but not limited to a sole proprietorship, partnership, corporation, limited liability partnership or limited liability corporation, that engages in business with the object of gain, benefit, or advantage to the person, group or entity, or to another person or class, directly or indirectly. "Engages in business" as used herein shall have the meaning set forth in Olympia Municipal Code Section 5.04.040.N.

**Employee.** Any person whose work is devoted to the ongoing operation of a business or multi-family residence. As used in this ordinance, "Employee" includes a person with an ownership interest in a business, regardless of whether that person is paid a salary or wages.

**Financial Institution.** Means a bank, savings and loan, credit union, or similar institution.

**Full-Time Equivalent (FTE).** A position or positions requiring work equal to or exceeding forty (40) hours per week.

**Large // Medium // Small.** Based on employee count: FTE's (Full time Equivalent)

- Small 1-3 FTE's
- Medium 4-6 FTE's
- Large 7+ FTE's

**Lodging.** Means engaging in the business defined in OMC Section 5.04.040.MM.3.f. Examples include the rental of rooms by the day or week to community visitors. "Lodging" also means the rental or lease of a residential dwelling unit, if such unit is contained within any building or buildings containing four (4) or more residential units or any combination of residential and commercial units, whether title to the entire property is held in single or undivided ownership or title to individual units is held by owners who also, directly or indirectly through an association, own real property in common with the other unit owners.

**Non-profit corporation or non-profit organization.** "Non-profit corporation or non-profit organization" means a corporation or organization in which no part of the income can be distributed to its members,



directors, or officers and that holds a current tax exempt status as provided under Sec. 501(c)(3) of the Internal Revenue Code, as may hereafter be amended, or is specifically exempted from the requirement to apply for its tax exempt status under Sec. 501(c)(3) of the Internal Revenue Code, or as may hereafter be amended. Where the term "non-profit organization" is used, it is meant to include non-profit corporations.

Personal Care Service Business. Means a hair salon, barber shop, manicurist, tanning salon, acupuncturist, massage therapist, esthetician, exercise studio, yoga studio, Pilates studio, soothsayer, and the like.

Professional Services Businesses. Means Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Restaurant. Means a business that sells prepared foods and drinks.

Retail. Means a business that engages in sales at retail and / or retail sales, as those terms are defined in Olympia Municipal Code Section 5.04.040.MM.1.a and .1.c - .1e, but does not include the provision of any services. "Retail" includes, as an example, the buying and reselling of goods, such as that engaged in by clothing stores, shoe stores, office supplies, etc.

Service Business. Means a business that engages in retail services, as that term is defined in Olympia Municipal Code Section 5.04.040.JJ, or engages in the activities set forth in OMC 5.04.040.MM.1.b, MM.2, MM.3a - e, MM.4, and MM.6-7. Examples include repair shops, automotive-oriented service businesses, computer repair and support, tech support services, entertainment businesses such as theaters, etc.

### **3.62.040 Rate Changes**

Changes in the assessment rate shall only be made by ordinance adopted by the Olympia City Council and as authorized in RCW 35.87A.140.

### **3.62.050 Deposit of Revenues**

There is hereby created in the City a separate subaccount designated as the Parking Business Improvement Area Account (called "the Account"). The following monies shall be deposited in the Account:

- A. All revenues from special assessments levied under this ordinance;
- B. All income to the City from public events financed with special assessments;
- C. Gifts, donations and voluntary assessment payments for the Account; and
- D. Interest and all other income from the investment of Account deposits.

### **3.62.060 Collection Schedule**

Special assessments shall be collected on an annual basis.

### **3.62.070 Delinquent Payments**

If an assessment has not been paid within thirty (30) days after its due date, it will be considered delinquent. The City Manager or their designee is authorized to assign delinquent assessments to a collection agency or bring an action in any court of competent jurisdiction.

### **3.62.080 Notices**

Notices of assessment and all other notices contemplated by this ordinance may be sent by ordinary mail or delivered by the City to the address shown on City of Olympia records, as they may be modified from time to time based on information provided by the Program Manager (if any). Failure of the Ratepayer to

receive any mailed notice shall not release the Ratepayer from the duty to pay the assessment and any collection agency charges.

### **3.62.090 Disputes**

Any Ratepayer aggrieved by the amount of an assessment may appeal the City's rate classification to the City Manager or the City Manager's designee for review. The City Manager or the City Manager's designee may uphold the assessment or adjust the assessment consistent with this ordinance. The City Manager's or the City Manager's designee's decision shall be final and not appealable to any court or body. The appellant Ratepayer has the burden of proof to show that the assessment is inconsistent with the applicable assessment fee provided for herein.

### **3.62.100 Expenditures**

Expenditures from the Account shall be made upon vouchers drawn for services rendered and shall be used exclusively for the statutory purposes each as more fully defined in Section 2. Pursuant to RCW 35.87A.110, the City Council shall have the sole discretion and authority to adopt a work program and budget for expenditures from the Account at such times as the Council may determine.

### **3.62.110 Administration**

The City Manager or the City Manager's designee shall administer the program for the City with authority to:

- A. Classify Ratepayers within the three zones under Sections 1 and 3. As part of this classification, the City Manager or designee is authorized to make a determination of the number of regular FTEs employed by a Ratepayer prior to issuing assessment notices each calendar year. The classification and FTE determination shall be based on information from City of Olympia records as they may be modified from time to time based on information provided by the Program Manager (if any);
- B. Collect the special assessments; and
- C. Upon Council approval, execute an annual program management contract with a Program Manager.

### **3.62.120 Contract for Program Management**

Pursuant to RCW 35.87A.110, the City Manager or designee may contract with a chamber of commerce or similar business association entity or entities operating within the boundaries of the PBIA to act as a Program Manager. The Program Manager shall administer the PBIA's operation, including but not limited to implementation of the projects and activities contained in the work program adopted by the City Council under OMC 3.62.020, performing the administrative duties allocated to the City Manager or the City Manager's designee under this Chapter.

Any contract entered into under this Section shall include provisions to address the following:

- A. Provisions for the Program Manager to:
  - 1. Create and maintain a business data base of all Ratepayers within the boundaries of the PBIA;
  - 2. Classify each Ratepayer within each of the three zones, based on the number of regular FTEs for each Ratepayer;
  - 3. Provide the data base and classifications to the City in sufficient time for its use in mailing annual special assessment notices, but no later than November 1 of each calendar year;
  - 4. Perform all basic Municipal Services Contract provisions (periodic billing and reporting requirements, internal controls and maintain accurate records, etc.);
  - 5. Perform the projects and services listed in Section 020 as approved annually by the City Council pursuant to Subsection B.2 below;

6. Submit reimbursement request on vouchers drawn for services rendered (consistent with the Council adopted budget and work program for that calendar year);
7. Provide administrative support for the creation and operation of the PBIA Advisory Board created pursuant to Section 13 below, including soliciting nominations and conducting an election for Board representatives.

B. Provisions for the CITY to:

1. Review the PBIA Advisory Board's annual proposed budget recommendations for special services and projects;
2. Adopt a work program and budget for expenditures;
3. Send a bill to each business within the boundary on an annual basis based on the assessment list provided by the Program Manager;
4. Resolve Ratepayer disputes;
5. Collect special assessments;
6. Pursue collection by sending the bill to a collection agency or commencing an action in a court of competent jurisdiction to collect the special assessment;
7. Review and reimburse eligible expenses; and
8. Conduct periodic review of the Program Manager's performance.

**3.62.130 Advisory Board**

There is hereby created an advisory board to the Olympia City Council. The Board shall consist of an odd number totaling at least ~~15~~ 11 member representatives of Ratepayers representing a diversity of business classifications, interests, and viewpoints within the PBIA. Board members shall be elected by a majority of Ratepayers within the PBIA voting in an election conducted by the Program Manager under Section 12 above. The Council may also appoint a nonvoting Council member representative and/or City staff liaison. The Board's duties shall include the annual development of a proposed work program with specific projects and budgets and the recommendation of the same to the City Council for its consideration, and preparation of a plan for regular communication of PBIA projects and information to Ratepayers, including specific provisions for communication with non-English speaking Ratepayers and other projects and activities as approved by the City Council in the Board's annual work plan.

**3.62.140 Bids Required for Construction of Projects**

Pursuant to RCW 35.87A.200, the City Manager and/or the Program Manager utilized under Section 12 above shall call for competitive bids by appropriate public notice and award contracts, whenever the estimated cost of any Parking and Business Improvement Area public works construction project, including cost of materials, supplies and equipment, exceeds the sum of two thousand five hundred dollars. Pursuant to RCW 35.87A.210, the cost of a public works construction project for the purposes of this Section shall be aggregate of all amounts to be paid for the labor, materials and equipment on one continuous or inter-related project where work is to be performed simultaneously or in near sequence.

Breaking a public works construction project into small units for the purposes of avoiding the minimum dollar amount prescribed herein is contrary to public policy and is prohibited.

**3.62.150 Commencement of Assessments**

Assessments shall commence as of January 1, 2006 for all existing businesses located within the assessment area depicted in Section 1 above. Any new business or multi-family residence commencing operation within the boundaries of the PBIA after November 1 of any given year shall be exempt from

payment of the assessment until November 1 following the business' or multi-family residence's commencement of operation; provided, that no exemption under this section have a duration of longer than one year. Such a business or multi-family residence shall be assessed the January 1 following commencement of its operation. Assessments shall not be prorated.

**3.62.160 Ratification and Confirmation**

The making of contracts and expenditures and the sending of assessment notices pursuant to the authority and prior to the effective date of this ordinance are hereby ratified and confirmed.

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

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

**Section 5. Effective Date.** This Ordinance shall take effect thirty (30) days after publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Assuming the Olympia Transportation Benefit District

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 4.D  
**File Number:**21-1070

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

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**Title**

Approval of an Ordinance Assuming the Olympia Transportation Benefit District

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve on first reading and forward to second reading an Ordinance assuming the Olympia Transportation Benefit District.

**Report**

**Issue:**

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

**Staff Contact:**

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

**Presenter(s):**

None - Consent Calendar Item.

**Background and Analysis:**

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

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

Recent legislation allows the City Council to assume the authority and powers of the TBD. RCW 36.74.020 states in part that the City's "assumption of the rights, powers, functions, and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or a resolution by the

city ... legislative authority indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions, and obligations.” The City Council approved a Resolution on September 28, 2021, announcing its intention to hold a Public Hearing concerning the assumption of the TBD.

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

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

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

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

**Options:**

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

**Financial Impact:**

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

**Attachments:**

Ordinance

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

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

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

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

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

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

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

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

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

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

## Chapter 12.14 TRANSPORTATION BENEFIT DISTRICT

12.14.000 Chapter Contents

Sections:

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

### **12.14.010 Establishing Transportation Benefit District Establishment and Assumption; Boundaries**

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

### **12.14.020 Governing Board**

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

### **12.14.030 Authority of the District**

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

### **12.14.040 Use of Funds**

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



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

**12.14.050 Dissolution of District**

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

**12.14.060 Liberal Construction**

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

**Section 4. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 5. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances is unaffected.

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

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Public Hearing on Community Development Block Grant Program Year 2020 Annual Report

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 5.A  
**File Number:** 21-1052

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

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**Title**

Public Hearing on Community Development Block Grant Program Year 2020 Annual Report

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Hold a Public Hearing on the Program Year 2020 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER).

**Report**

**Issue:**

Whether to hold a Public Hearing on the CDBG Program Year 2021 Consolidated Annual Performance and Evaluation Report (CAPER).

**Staff Contact:**

Darian Lightfoot, CDBG Program Manager, 360.280.8951

**Presenter(s):**

Darian Lightfoot, CDBG Program Manager

**Background and Analysis:**

Each year the City reports on the performance of the CDBG Program through the CAPER. This report is presented in a short "Community Summary" version and the full CAPER format that will ultimately be submitted to HUD.

The draft CAPER is now available on the City's website and will be reported to Council for the Public Hearing. This CAPER details the performance of the City's CDBG Program for the Program Year 2020 (September 1, 2020 - August 31, 2021), with the specific accomplishments outlined.

The City is holding a 30-day public comment period from October 22 - through noon Monday, November 22, 2021 to allow the public to review the CAPER. The CAPER will be made available online.

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

Email: cdbg@ci.olympia.wa.us  
Mail: Olympia CDBG Program, P.O. Box 1967, Olympia, WA 98507  
Public Hearing: City Council Meeting via Zoom - 7:00 p.m., November 9, 2021

Final approval of the CAPER is scheduled for November 23, 2021, with final submission to HUD by November 30, 2021.

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

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are invested in community development programs and projects.

**Options:**

1. Hold a Public Hearing on the Community Development Block Grant Program Year 2020 Consolidated Annual Performance & Evaluation Report (CAPER).
2. Do not hold a Public Hearing on the Community Development Block Grant Program Year 2020 Consolidated Annual Performance & Evaluation Report (CAPER). This may result in federal program compliance issues.
3. Direct staff to take other action.

**Financial Impact:**

This CAPER will report accomplishments for \$484,581 in Program Year 2020 Federal Entitlement Funds.

**Attachments:**

Draft PY20 CAPER  
Draft PY20 Community Summary

## CR-05 - Goals and Outcomes

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

In this third year of the current Five (5) Year Consolidated Plan (2018 – 2022), the City invested in economic development and public service activities in response to the Coronavirus pandemic. With the public service cap being lifted, additional resources were allocated to homelessness response in the Downtown corridor.

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

The past two program years, funds have been prioritized for economic development and public service. Goals and objectives have been met for both categories and made great impacts in the community. Program year 2021, council and staff have prioritized affordable housing and homelessness response. The identified outcomes are set to be achieved or at least considerably improved upon with the upcoming activities.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	150	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	2	20.00%	0	2	
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	8	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				

Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				
Affordable Housing	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	3	3	100.00%	4	0	0.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	20	122	610.00%	150	115	76.67%
General Administration	Administration	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
General Administration	Administration	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
General Administration	Administration	CDBG: \$	Jobs created/retained	Jobs	0	0				
General Administration	Administration	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
General Administration	Administration	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%

Homeless Continuum of Care	Homeless	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	4100	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	1000	0	0.00%			
Homeless Continuum of Care	Homeless	CDBG: \$	Housing for Homeless added	Household Housing Unit	75	0	0.00%			
Land Acquisition	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%			
Land Acquisition	Non-Housing Community Development		Other	Other	0	0				
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	0	0.00%			

Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	3193	456.14%	0	1919	
Public Services	Non-Homeless Special Needs	CDBG: \$	Other	Other	0	0		200	0	0.00%

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

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

The two highest priority activities during the PY 2020 Annual Action Plan period were public service and economic development. When the cap on public services was waived in response to Coronavirus, the City increased funding for homeless individuals and low-income families. The City also increased PY 2020 awards to the Thurston Economic Development Council and Enterprise for Equity for training and technical assistance to small and micro businesses. The Thurston Economic Development Council focused on trainings to help small businesses prepare for Coronavirus restrictions. Enterprise for Equity focused on art-prenuers as the industry suffered tremendously during the statewide shut-downs.

The City funded one public facility improvement with CDBG funds during PY 2019 at First Christian Church – Interfaith Works Shelter and wrapped up the project during PY 2020. The shelter was able to install a new kitchen sink to provide safe hand-washing during the pandemic, as well as installing partitions throughout the shelter to maintain state ordered social distancing policies. The shelter’s sewer system failed over a year ago and flooded the entire basement and CDBG funds were able to provide new flooring to the shelter to avoid hazardous living conditions. The shelter also purchased bed bug free mattresses that are easily sanitized to contain the spread of the virus.

The City also funded a Homeless Response Coordinator in PY 2020 in response to the prevention of Coronavirus. The position was previously funded through an outside grant from the Evergreen Christian Community, but the organization was no longer able to fund the position so CDBG funds were allocated to support the position until June 2023. The HRC works closely with the Thurston County Department of Human and Social Services to locate and help quarantine homeless individuals who are high risk for the virus. The Homeless Response Coordinator coordinated shelter beds, mitigation site interviews, and Plum Street Village interviews to get people off the street during the pandemic. Thurston County

counted 1145 homeless individuals in the 2021 Point-in-Time Census, which is a 150 person increase since 2020. It is expected to increase again in 2022, as many individuals have fell into homelessness over the year.

The City continued to fund it's Downtown Ambassadors program who provided support to businesses, street outreach and hospitality services to residents, business owners and visitors in the Downtown core.

Before Coronavirus, the City had plans to acquire land for a future affordable housing project, but that goal was put on hold in order to prevent, prepare and respond to Coronavirus. The City instead allocated these funds and prior year funds to the public service activities listed above, as well as the completion of a PY 2017 sewer connection project who incurred overrun costs during the final stages of the project. The City also reallocated PY 2014 funds to Home First for two rental rehabilitation projects to improve living conditions for several extremely low-income families. More projects similar to this one will occur in PY 2021.

DRAFT



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

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

91.520(a)

	<b>CDBG</b>
White	2,094
Black or African American	36
Asian	12
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	7
<b>Total</b>	<b>234</b>
Hispanic	25
Not Hispanic	2,128

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

Narrative

DRAFT

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	468,529	320,672
CV-2	Commerce	93,036	0

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown Urban Core	70	70	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The PY 2020 Annual Action Plan was intended to focus primarily on downtown Olympia given the high concentration of the lowest income households given the American Community Survey data showing this to be one of the lowest income census areas (Tract 101, Block 1).

## Leveraging

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

Projects funded with Olympia's CDBG monies also receive funding from other sources, which leverages, or matches, other fund sources to meet the needs in our community. The City leveraged CARES Act and American Rescue Plan Act Funds to support economic development throughout the city. Funds were used to acquire property for low-income housing, stimulate business in the Downtown, support homelessness response, and other economic needs in Olympia due to impacts of the Coronavirus.

DRAFT

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

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

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	8	0
Number of special-needs households to be provided affordable housing units	0	0
<b>Total</b>		

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	200	0
Number of households supported through the production of new units	150	0
Number of households supported through the rehab of existing units	10	2
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>		

Table 6 – Number of Households Supported

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

Due to the pandemic, affordable housing projects were put on hold. The City originally planned to reallocate prior year funds to a land acquisition project that would support affordable housing in the future, but those funds were instead reallocated to Coronavirus response.

The City will utilize the local tax funded “Olympia Home Fund” to provide \$2,800,000 to expand the City’s capacity to create new affordable housing, rehabilitate existing units and provide direct homeless

shelter assistance

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

This will decrease the number of affordable housing units produced in our 5-year Consolidated Plan.

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	1	0
Low-income	1	0
Moderate-income	0	0
<b>Total</b>	<b>2</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information-**

The Homes First contract provided rental rehabilitation to two extremely low-income families. Work with Homes First will continue to PY 2021 to better meet the affordable housing goals and outcomes.

DRAFT

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

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

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

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

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

The City, County and local partners maintained a new 38-bed shelter during the pandemic to assist in the capacity reductions issued during the statewide shutdown in response to Coronavirus. No CDBG funds were used to support the shelter, but CDBG funds supported coordination overseen by the Homeless Response Coordinator funded through CDBG in this program year. The Homeless Response Coordinator also oversaw new connections to public systems like Coordinated Entry and HMIS at the City sanctioned homeless camping area (which is not funded by CDBG). Construction also began on an additional shelter with InterFaith Works at 3444 Martin Way. The City's Scattered Site program started in August 2021 providing on site services and improved health and safety at the city's largest encampments. The goal of the program is to reduce neighbor conflict and provide coordinated case management.

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

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

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

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

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

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

The City participated the 2021 Point in Time Homeless Census with Thurston County, and provides additional City monies to support this effort. Quality data serves to inform regional homeless policy and investments.

Additionally, the City has: 1) hired a Homeless Response Coordinator; 2) developed and began implementation of our “One Community: Healthy, Safe and Housed” plan that the Coordinator uses as a strategic reference; 3) established a Tiny House Village called Plum Street Village for up to 40 households; 4) established the Mitigation site, a staffed tent encampment which accommodates up to 120 on City owned property; 5) established a storage facility for unhoused people including storage dedicated to homeless households headed to Coronavirus quarantine and isolation ; 6) worked with regional partners on the “Thurston County Homeless Crisis Response Plan, 2019 – 2022”; and 7) enacted municipal code 18.50 allowing emergency housing facilities.

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

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

No actions were taken to assist Public Housing during Program Year 2020 with CDBG funds. Olympia did award \$1.1 million from the Home Fund for homeless families, that project will construct 64 units. CDBG supported the acquisition of that property in a previous program year.

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

There were no activities to encourage public housing residents to become more involved in management and participate in homeownership during Program Year 2020.

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

There were no activities to assist troubled PHA's during Program Year 2020. The City of Olympia works closely with the Housing Authority of Thurston County. Our PHA has contributed project-based vouchers to support permanent supportive housing projects in Olympia in the last three years.



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

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

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

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

The City considers all CDBG-funded social services in PY 2020 as actions to meet underserved needs.

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

The City continues to provide Lead Paint Safety information through its website and building permit services. One project this program year involved the completion of removal and abatement of lead painted building materials.

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

The City continues to invest in economic development activities to increase the number of low-moderate-income jobs available in the City.

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

The City continues to work with other regional jurisdictions to address zoning, development and other policies that affect the cost and availability of affordable housing.

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

The City coordinates public and private housing through participation in the Regional Housing Council, a regional policy body that brings government, social services, non-profit sector, faith sector, private sector and other stakeholders together to develop policy and funding recommendations that enhance

coordination. Additionally the City's Land Use Committee plans on reviewing housing cost drivers in code to find more ways to slow the growth of housing costs.

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

The City undertook an exhaustive Assessment of Fair Housing in partnership with Thurston County to conduct a comprehensive assessment of current laws, instances of discrimination and ultimately developed a set of five recommendations to strengthen Fair Housing in Thurston County and the City of Olympia. The City added fair housing information to a new tenant protections webpage in July with protected classes and enforcement agencies to contact for help. Also included in the update was tenant protection info that helps landlords and renters become better aware of their rights and responsibilities under new laws and programs.

On June 22, 2021, the City Council approved a Housing Action Plan to identify actions it can take to increase the supply, diversity and affordability of housing. The plan outlines how actions address equity and provides a table of actions already taken. A Housing Needs Assessment was conducted to inform the plan.

On December 8, 2020, the City Council passed the Housing Options Code amendments, effectively allowing for more diverse housing in Olympia. The ordinance legalizes duplexes, triplexes, and fourplexes in R 4-8, as well as triplexes, fourplexes, sixplexes, and courtyard apartments in R 6-12, commonly known as the "duplex zone". The height of all of those building types is capped at two stories. It also removes or loosens parking, size, and height, and owner-occupancy restrictions on Accessory Dwelling Units.

The City refers all Fair Housing complaints to:

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

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

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

Each year the City conducts monitoring visits to each sub-recipient to ensure full compliance. The monitoring visits are designed in accordance with the CDBG Sub-Recipient Handbook with an emphasis on confirming that funds go to CDBG-eligible activities, that the beneficiaries are CDBG-eligible and that record keeping and internal controls comply with HUD standards. In-person visits were reduced in 2020 because of COVID-19, but desk monitoring continued.

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

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

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

The City's Citizen Participation Plan offered an opportunity for all stakeholders to examine the report for 30 days prior to submission on November 23, 2021. Electronic copies of the plan were posted on the City's CDBG website, noticed on the Olympian's webpage and in print, and were furnished online at the City Council-hosted hearing, linked in reports to Council, and access was mentioned at meetings including Regional Housing Council and the county's Housing Advisory Team.

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

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

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

No

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

DRAFT

# Olympia's Program Year 2020 Consolidated Annual Performance & Evaluation Report Community Summary

## Introduction

The **Consolidated Annual Performance and Evaluation Report** (CAPER) is the City of Olympia's annual report on the **Community Development Block Grant** (CDBG) Program. This report provides information on the activities funded for the Program Year 2020 (PY 2020) Action Plan (9/1/20 – 8/31/21), the third year of the City of Olympia's Five-year Consolidated Plan.

## Report Format

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

## Availability

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

- **Public Comment Period:** 30 Day period running from **Friday, October 22, 2021 to Monday November 22, 2021**
- **Public Hearing:** 7:00 p.m., Tuesday, November 9, 2021
- **Collecting Public Comments:** All public comments and corrections will be included in the final CAPER
- **Submittal:** Final CAPER submitted to HUD on or before **November 30, 2021**
- **Available Online:** The CAPER will be available on the City's website located at [Olympiawa.gov/CDBG](https://olympiawa.gov/CDBG)

## CDBG Strategic Goals

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

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

and is summarized as follows:

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



*CDBG was used to fund several community development goals to improve the urban hub – including small business training, micro-enterprise training and downtown safety loans.*

## Program Year 2020 Proposed and Actual CDBG Expenditures

The following table represents the current and prior year projects that had fiscal activity during Program Year 2020:

Recipient	Project	Outcomes	HUD Goal(s)	HUD Objectives	Proposed Funding	Actual Funding
<b>1st Christian Church/Interfaith Works Shelter</b>	Shelter Repairs	Shelter Capacity Retained	Public Facilities	LMC – Low/Moderate Income – Limited Clientele	<b>\$80,000</b>	<b>\$64,089</b>
<b>Enterprise for Equity</b>	Micro Business Training & Technical Assistance	Assistance for up to 12 businesses with fewer than 4 employees	Micro Enterprise	LMI – Low/Moderate Income	<b>\$61,665</b>	<b>\$61,665</b>
<b>Thurston Economic Development Council</b>	Small Business Training & Technical Assistance	Assistance for up to 40 businesses with more than 4 employees	Economic Development	LMJ – Low/Moderate Income Jobs	<b>\$73,750</b>	<b>\$73,750</b>
<b>Homes First</b>	Housing	Rehabilitation to 2 homes for low-income renters	Rental Rehabilitation	LMH – Low/Moderate Housing	<b>\$65,820</b>	<b>\$35,771</b>
<b>City of Olympia</b>	Olympia Downtown Ambassadors	Outreach for up to 150 street dependent people daily	Public Services	LMC – Low/Moderate Income – Limited Clientele	<b>\$110,902</b>	<b>\$110,902</b>
<b>Thurston Asset Building Coalition</b>	Micro Business Training & Technical Assistance	Assistance for up to 35 businesses with more than 4 employees	Economic Development	LMJ – Low/Moderate Income Jobs	<b>\$50,000</b>	<b>\$50,000</b>
<b>City of Olympia</b>	Program Administration	Planning & administrative for a compliant CDBG Program	N/A	N/A	<b>\$90,000</b>	<b>\$88,404</b>
		<b>TOTAL</b>	<b>PY 2020</b>	<b>ALLOCATIONS</b>	<b>\$532,137</b>	<b>\$484,581</b>

## **Program Year 2020 Accomplishments**

Following are a couple of highlights from the **Program Year 2020 Action Plan**:

### **Downtown Ambassador Program**

The City funded the Downtown Ambassador Program, first through the Capital Recovery Center, then bringing the program in-house. This team provides services and referrals on 1,100 occasions for street dependent people in Olympia's urban hub. This program is paired with the City-funded Downtown Clean Team that provides downtown clean-up services. The Ambassadors also provided support and resources to business owners and residents in the urban core over 700 times. Due to the Coronavirus and a greater need placed on public services, HUD lifted their small cap placed on public service allocations for the 2020 program year. The City allocated and expended the full amount of \$110,902 in CDBG funds to help grow and support the Downtown Ambassador Program.

### **Micro Enterprise Training and Technical Assistance**

The City worked with **Enterprise for Equity** to provide Micro Enterprise training and technical assistance for 19 entrepreneurs. This program fosters economic opportunities by helping low and moderate income entrepreneurs develop and launch sound business plans. The **Thurston Asset Building Coalition** was also funded to support this economic development effort and provided training to 41 low and moderate income residents.

### **Small Business Training and Technical Assistance**

The City worked with **Center for Business & Innovation** (CBI - a partner of Thurston Economic Development Council) and provided business training & technical assistance for Olympia-based businesses. This training, called the "Scale-up/Tune-Up" Business Training supported 202 low-income attendees in their business growth endeavors. **CBI "Scale-Up" business training sessions are tailored to strengthen small businesses which in turn create/retain jobs.**

### **Rental Rehabilitation**

The city awarded **Homes First** funds to support the rehabilitation to two of the organizations rental properties supporting 4 extremely low-income families. The funding was awarded late in the program year due to an expiring grant and Homes First was not able to complete the project before the end of the contract. Timeliness of the work was impacted by a shortage of contractors and the additional requirements needed to receive CDBG funds. The City will continue the partnership with Homes First in to the next program year.



## City Council

# Public Hearing to Consider a Substantial Amendment to the Program Year 2021 Community Development Block Grant Annual Action Plan

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 5.B  
**File Number:** 21-1053

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**Type:** public hearing **Version:** 2 **Status:** Public Hearing

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### Title

Public Hearing to Consider a Substantial Amendment to the Program Year 2021 Community Development Block Grant Annual Action Plan

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Hold public hearing for a proposal to amend the program year 2021 (PY21) Community Development Block Grant (CDBG) to reallocate existing CDBG Funds from program year 2015 (PY 2015) and program year 2016 (PY 2016) to a program year PY 2021 activity.

### Report

#### Issue:

Whether to hold public hearing to consider an amendment to the CDBG PY2021 Annual Action Plan.

#### Staff Contact:

Darian Lightfoot, CDBG Program Manager 360.280.8951

#### Presenter(s):

Darian Lightfoot, CDBG Program Manager 360.280.8951

### Background and Analysis:

CDBG funds will be awarded to Olympia Community Solar to install a 73-kW rooftop solar energy system at Quixote Village. The systems, engineered and installed by South Sound Solar, include SilFab modules, SolarEdge inverters and monitoring, and South Sound Solar has included a year's panel cleaning and inspection. The project will provide Quixote Village with long term stability from an estimated \$551,330 in energy savings over 40 years.

One hundred sixteen solar modules will be installed on the Villages' community building. The building



houses the villages' kitchen, showers, and staff offices. Four solar modules will be installed on each of the thirty tiny homes, totaling 120 modules. The total cost of the project is \$159,000. All other funding is secured by outside funding. The installation is set to begin in spring 2022.

Quixote Communities' mission is to provide permanent supportive housing for people experiencing homelessness. They create and manage tiny home villages that foster community, encourage personal growth, and promote access to the care and services residents need. Quixote Communities' first village, Quixote Village in Olympia, houses 30 previously homeless adults whose income is at or below 30% AMI (area median income). Supportive staff at Quixote Village work one-on-one with residents to help them gain access to basic needs including care coordination for mental and physical health, substance use disorder, and education and employment. Residents live in individual tiny homes and are also part of a built-in self-supporting community of peers.

At Quixote Village, 30 adult men and women, previously homeless, are individually housed in a self-supporting residential community; 23% of the 30 residents are 62 years old or older. All of the residents of Quixote Village are chronically homeless. All 30 residents have incomes below 30% Area Median Income according to the Thurston County definition. Six residents (30%) have zero income and the other 24 (70%) make less than \$1,500 per month. Over 50% of the residents have some sort of disability (physical and/or mental) and 37% have a chronic health condition. 40% of residents are victims of domestic violence. 41% of residents have self-described as having an alcohol and/or substance abuse problem with the other 59% are maintaining sobriety and recovery.

Amendments to the CDBG Annual Action Plan require at least a 30-day process. The public comment period began on October 22 and will end on November 22 at 12:00pm. The amendment will be brought to the City Council for approval on November 23 with the new activity starting shortly after.

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

Email: [cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us)  
Mail: Olympia CDBG Program, P.O. Box 1967, Olympia, WA 98507  
Public Hearing: City Council Meeting via Zoom - 7:00 p.m., November 9, 2021

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

CDBG funds can be spent to meet the needs of low to moderate income individuals throughout the community.

**Options:**

1. Hold public hearing to consider a substantial amendment to the PY21 CDBG Annual Action Plan to reallocate funds from program year 2015 and program year 2016 to a program year 2021 activity.
2. Do not hold a public hearing (which will risk compliance consequences from HUD for our CDBG program and may also prevent these funds from going to this project).
3. Direct staff to take other action.

**Financial Impact:**

There is approximately \$78,269.75 dollars available in PY15 and PY16 for reallocation. If these

funds are not drawn down by the end of the program year, they are subject to being returned to the Department of Housing and Urban Development. This project is proposing to spend the remaining amount in its entirety towards an eligible CDBG activity. The program year budget can be found in the attached Draft PY21 Substantial Amendment.

**Attachments:**

Draft PY21 Amendment

## PROPOSED SUBSTANTIAL AMENDMENT – OLYMPIA CDBG PROGRAM YEAR 2021

**Overview:** Staff recommend a *Substantial Amendment* to the current Program Year 2021 (9/1/21 – 8/31/22) CDBG Annual Action Plan to **install solar panels at Quixote Village to low-income residents.**

**Rental Rehabilitation:** Community Development Block Grant funds will be awarded to Olympia Community Solar to install a 73 kW rooftop solar energy system at Quixote Village. The systems, engineered and installed by South Sound Solar, include SilFab modules, SolarEdge inverters and monitoring, and South Sound Solar has included a year's panel cleaning and inspection. The project will provide Quixote Village with long term stability from an estimated \$551,330 in energy savings over 40 years.

One hundred sixteen solar modules will be installed on the Villages' community building. The building houses the villages' kitchen, showers, and staff offices. Four solar modules will be installed on each of the thirty tiny homes, totaling 120 modules. The total cost of the project is \$159,000. All other funding is secured by outside funding. The installation is set to begin in spring 2022.

Quixote Communities' mission is to provide permanent supportive housing for people experiencing homelessness. They create and manage tiny home villages that foster community, encourage personal growth, and promote access to the care and services residents need. Quixote Communities' first village, Quixote Village in Olympia, houses 30 previously homeless adults whose income is at or below 30% AMI (area median income). Supportive staff at Quixote Village work one-on-one with residents to help them gain access to basic needs including care coordination for mental and physical health, substance use disorder, and education and employment. Residents live in individual tiny homes and are also part of a built in self-supporting community of peers.

Olympia Community Solar is a non-profit charity with the mission to steward an equitable and accessible transition to clean energy.

**Proposed Substantial Amendment:** This proposed Substantial Amendment must go through our "CDBG Citizen Participation Plan" with 30 days for public comment. This public process can run concurrent to the Program Year 2021 Annual Action Plan public process. This meets the definition of a Significant Amendment to the Annual Action Plan because of the following:

- A change in allocation priorities, which is considered a change of federal funds awarded to a project of greater than 30 percent or \$30,000, whichever is greater;
- A major change in the scope of an activity;
- The addition or deletion of a specific activity;
- A change in the beneficiaries of an activities; or

**CDBG Eligibility:** Rental Rehabilitation is eligible for CDBG funding and meets the national objective of Low-Moderate Housing Activity:

**Energy Efficiency Improvements:** Housing rehabilitation with the sole purpose of improving energy efficiency (e.g. weatherization, solar, etc) **HUD Code 14F**

## DRAFT AMENDMENT OF PROGRAM YEAR 2021 CDBG ANNUAL ACTION PLAN

Highlighted in yellow is the proposed amendment to the Olympia PY 2021 Plan, to be funded by re-allocated funds from prior CDBG years:

Recipient	Project	HUD Goal(s)	HUD Objectives	Proposed Funding
<b>Olympia Community Solar</b>	Housing	Rental Rehabilitation	LMH – Low/Moderate Housing	<b>\$78,269.75</b>
<b>Rebuilding Together South Sound</b>	Housing	Rental Rehabilitation	LMH – Low/Moderate Housing	<b>\$100,000</b>
<b>Northwest Coop Development Center</b>	Business Training and Technical Assistance	Economic Development	LMJ – Low/Moderate Jobs	<b>\$50,000</b>
<b>Housing Authority Thurston Count</b>	Housing	Rental Rehabilitation	LMH – Low/Moderate Housing	<b>\$50,000</b>
<b>Homes First</b>	Housing	Housing Administration	LMH – Low/Moderate Housing	<b>\$50,000</b>
<b>City of Olympia</b>	Olympia Downtown Ambassadors	Public Services	LMC – Low/Moderate Income – Limited Clientele	<b>\$50,000</b>
<b>City of Olympia</b>	Program Administration	N/A	N/A	<b>\$91,548</b>
		<b>PY 2021</b>	<b>ALLOCATIONS</b>	<b>\$469,817.75</b>

### PUBLIC COMMENT

The 30-Day public comment period runs from **Oct 22, 2021 – 12:00pm, Nov 22, 2021**, offering the following options:

- **Written comments:** Olympia City Council, 601 4<sup>th</sup> Ave E, Olympia, WA 98501
- **Emails:** [cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us),
- **Phone calls:** 360-280-8951
- **Public hearing:** 7:00 p.m., Tuesday, Nov 9, 2021 at City Council via Zoom

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#### For more information:

**Darian Lightfoot** Community Development Block Grant Program Manager  
[dlightfo@ci.olympia.wa.us](mailto:dlightfo@ci.olympia.wa.us) | 360.280.8951

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## City Council

### Public Hearing on an Ordinance Setting the 2022 Ad Valorem Tax

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 5.C  
**File Number:**21-1067

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**Type:** discussion **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on an Ordinance Setting the 2022 Ad Valorem Tax

#### **Recommended Action**

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

Not referred to a committee

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

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

#### **Report**

##### **Issue:**

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

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

Aaron BeMiller, Finance Director, 360.753.8465

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

Aaron BeMiller, Finance Director

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

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

Under state law, property tax revenue increases are limited to the lessor of 1% or the Implicit Price Deflator (IPD) on the highest lawful levy amount. State law allows for add-ons from new construction, state assessed property, annexations, and refunds to be added to property tax revenue above the 1% legal limit. The IPD, which is a measure of the rate of inflation for personal consumption, is 3.860 for 2022. As such, the city is allowed to levy the full 1% increase on the

highest lawful levy.

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

**Estimated Regular Levy for 2022 Collections**

The City's maximum regular levy rate is \$3.325 per \$1,000 of assessed value. The estimated regular levy for the City's 2022 collections is \$19,914,982.67 including legally allowed add-ons for new construction, state assessed property, and refunds. Based on the current assessed value from the County Assessor's Office of \$8,993,974,419 and revenue budget of \$19,914,482.67, the estimated levy rate per \$1,000 of assessed valuation is \$2.21.

Additionally, the City will collect an excess levy to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2022 will be \$1,052,820.14, which includes a refund levy of \$9,070.14. The estimated excess levy rate per \$1,000 of assessed value is \$0.12. The tax levy is used to pay the debt service on the fire bonds. The excess levy is not included as part of the public hearing.

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

This action will authorize a tax obligation on property owners.

**Options:**

1. After closing the public hearing consider approval of the Ad Valorem Tax Ordinance as presented.
2. After closing the public hearing direct staff to make changes as identified by Council and bring the Ordinance back to a future meeting. Bearing in mind the November 30 deadline to deliver an approved Ordinance to the County Assessor's Office.

**Financial Impact:**

**General Expense Levy**

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

**Excess Fire Bond Levy**

\$1,043,750.00	Base Levy
<u>\$ 9,070.14</u>	Refund Levy
\$1,052,820.14	Total Excess Fire Bond Levy

**Attachments:**

Ordinance



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

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

**WHEREAS**, the Olympia City Council held a public hearing on November 9, 2021, to consider the City of Olympia ad valorem tax levy for 2022 collections; and

**WHEREAS**, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue of \$10,647.14 from the previous year, which excludes any increase resulting from additions of new construction and improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City in its best interest; and

**WHEREAS**, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; and

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

**WHEREAS**, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30, 2021;

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

**Section 1.** A levy is authorized to be collected in 2022, with an increase in the City’s highest lawful levy of the statutory 1% for collections in 2022, resulting in a dollar amount increase of \$10,647.14 in the regular property tax levy or an increase 0.05436005% from the previous year. This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. This levy will be used for the purpose of paying the general expenses of the City of Olympia municipal government and is calculated:



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

**Section 2.** A voter approved excess levy is authorized to be collected in 2022 to pay debt service on bonds issued to fund fire facilities and equipment. The voters approved the excess levy in 2008 and bonds issued in 2009. The levy for collections in 2022 is \$1,052,820.14, which includes a refund levy of \$9,070.14 as shown below:

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

**Section 3.** On or before November 30, 2021, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

**Section 6. Effective Date.** This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

---

MAYOR

**ATTEST:**

---

CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of the General Government Committee Recommendation to Establish a New Social Justice and Equity Commission

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 6.A  
**File Number:**21-1086

---

**Type:** decision **Version:** 1 **Status:** Other Business

---

#### **Title**

Approval of the General Government Committee Recommendation to Establish a New Social Justice and Equity Commission

#### **Recommended Action**

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

The General Government Committee met on October 27, 2021, to hear the Founding Members Work Group recommendation to establish a new Social Justice and Equity Commission. The Committee unanimously recommends establishing a Social Justice and Equity Commission as presented by the Founding Members Work Group

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

Move to approve the General Government Committee's recommendation to establish a new Social Justice and Equity Commission.

#### **Report**

##### **Issue:**

Whether to approve the General Government Committee's recommendation to establish a new Social Justice & Equity Commission

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

Debbie Sullivan, Assistant City Manager, 360.753.8499

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

Olivia Salazar de Breaux, Equity and Inclusion Coordinator  
Megan Matthews, Founding Members Work Group Member  
Anthony Markland, Founding Members Work Group Member  
Joslyn Nelson, Founding Members Work Group Member  
Rusty Shekha, Founding Members Work Group Member  
Debbie Sullivan, Assistant City Manager

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

In June 2020, the City Council (Council) forwarded to the General Government Committee

(Committee) a referral to develop a Human Rights Commission to support the City in dismantling institutional racism and all forms of oppression while helping build a more equitable, just and thriving community.

On November 2, Council approved a process to establish a Social Justice & Equity Advisory Commission (Commission), including that the process be led by a Founding Member Work Group (Work Group) made up of community members representing marginalized populations, with an emphasis on Black, Indigenous, and People of Color.

The Work Group hosted a series of conversations and an online survey to intentionally elevate the voices of marginalized community members. These sessions included hearing from Black, Indigenous, and People of Color, LGBTQ+, Immigrant, Disabled, and Neurodivergent community members. Participants talked with one another about what the City can do to make Olympia more equitable and inclusive.

After the conversations and surveys were done, the Work Group analyzed and summarized the community input received. With support from the consulting firm Communication Resources Northwest, the Work Group reviewed extensive research on how other cities and counties structure and support similar commissions.

On August 31, 2021 the Work Group shared a proposed recommendation for discussion with the Committee at a special work session. The Work Group used input from community members and the findings from their research to craft a proposal that included a Commission name, jurisdiction, scope of work, and a role for the Work Group in the recruitment and appointment process.

On October 27, 2021 the General Government Committee unanimously approved the Founding Member Work Group's final recommendation for establishing a new Social Justice and Equity Commission.

The purpose of this agenda item is for the Work Group to present to the Council their final recommendation for establishing a new Social Justice and Equity Commission and discuss next steps.

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

There is significant interest in the community to address systemic racism and inequality. Input that staff and City Councilmembers are receiving from community members strongly supports establishing a more inclusive way in which to listen, understand, and respond to the needs of historically marginalized community members. Community members have also shared that the City needs to take intentional actions to foster and repair trust amongst the City and community members.

**Options:**

1. Approve the General Government Committee recommendation to establish a new Social Justice and Equity Commission as recommended by the Founding Members Work Group.
2. Approve the General Government Committee's recommendation to establish a new Social Justice and Equity Commission and direct staff to amend the recommendation based on feedback from the City Council.
3. Do not approve the General Government Committee recommendation to establish a new Social Justice and Equity Commission.

**Financial Impact:**

Establishing a new Social Justice & Equity Commission will require dedicated staff to support Commissioners in carrying out their duties and an annual budget to fund outreach and mediation. The City Manager is accounting for these anticipated costs in the 2022 budget process.

**Attachments:**

Founding Member Work Group Recommendation  
Social Justice & Equity Commission Engage Olympia Page



## Founding Member Work Group Recommendation

November 9, 2021

In response to social justice demonstrations in the wake of George Floyd’s murder, the City of Olympia (City) General Government Committee issued a referral to City staff in the fall of 2020 to use a community-led process to establish a commission to address social justice, human rights, and equity issues.

The City recruited a Founding Member Work Group (FMWG) made up of community members from historically marginalized and underrepresented communities. Four members of the FMWG worked through August 2021 to gather community input and conduct extensive research on regional and national commissions. This report summarizes the Work Group’s recommendations for how to establish a new Social Justice and Equity and Commission.

Founding Member Work Group Members:

- Anthony Markland
- Megan Matthews
- Joslyn Nelson
- Rusty Shekha

## Commission Name

### **Social Justice & Equity Commission**

The Founding Member Work Group recommends the Commission be named a Social Justice and Equity Commission. This name communicates the primary purpose of the commission but is not limiting or prescriptive. The Commission may explore a new name in the future that better articulates the goals and purpose of their work.

## Commission Purpose

**The purpose of the Social Justice & Equity Commission is to “eliminate racism and fulfill human rights for a just and equitable Olympia for all people.”**

Many people, especially those who have been disproportionately harmed by inequity in the past, do not trust that they currently have a voice in their community nor that the City’s response to residents, particularly as related to public safety and public assembly, is fair and equitable.

Currently, there is no obvious place for residents to file complaints of racism, or raise social justice and equity issues, and there is no centralized vehicle for addressing these issues in the City of Olympia. The

City of Olympia must build a stronger, fairer, and more equitable community for all through the creation of a Social Justice and Equity Commission (Commission).

The future Commission will serve as a welcoming place to file complaints in response to unlawful discrimination on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, and where people will be provided transparent investigation and resolution of these complaints.

The Commission will also connect community members to resources and assistance in navigating city or state systems, provide community-wide education on equity and racial justice, and ultimately enable those from historically marginalized communities to have a voice in City government.

## Jurisdiction

The jurisdiction of the Commission will be to mediate, conciliate, and investigate complaints of unlawful discrimination, and issues related to racial, social justice, human rights or other forms of discrimination that occur within the municipal boundary of the City of Olympia. The Commission will also be responsible for advising the Olympia City Council, City Leadership, and City staff on issues of equity and social justice.

While the Commission's jurisdiction is within the City limits, the Commission may outreach to and engage with the broader Olympia community and region to build relationships and seek input that will enhance the commission's ability to reduce racism and fulfill human rights for a just and equitable Olympia.

## Scope

We recommend the future Commission provides the following to the City and City residents:

### **Mediation & Investigation:**

- The Commission receives complaints of unlawful discrimination, and issues related to racial, social justice, human rights, or other forms of discrimination
- The Commission receives complaints, investigates community complaints, and/or helps the complainant locate and navigate external commissions or resources (e.g., State Human Rights Commission, Fair Housing Authority, etc.) that may more appropriately or effectively address the complaint
- The Commission provides access to mediation services to support the resolution of complaints/claims outside of a quasi-judicial process
- The Commission will serve in a quasi-judicial capacity by holding hearings and issuing findings of fact on complaints that were not able to be resolved through mediation
- The Commission will identify and recommend issues that arise through complaints that need to be addressed in City policy and/or operations

### **Advisory:**

- The Commission provides regular advice/counsel to the City about racism, equity and social justice policy, issue response, and community needs.

- The Commission advises the City on projects, events, policies, procedures, and other issues to help identify and proactively address potential disproportionate impacts to historically marginalized communities.
- The Commission provides guidance to the City in responding to national events, including in providing education and outreach on topics and/or events.

**Outreach:**

- The Commission sponsors, advises, and may participate in community outreach to build stronger connections, greater understanding and trust amongst the City and the community and community members themselves.
- The Commission will outreach to and engage with the community to support identifying and recruiting a diverse slate of potential future Commissioners.

The recommendation is that commissioners are not charged with all the tasks inherent in each of these scope elements, but the Commission works with trained staff to ensure transparency and fairness in all the education, outreach, investigative, and mediation services.

Commissioners should be heavily engaged with the community to ensure that historically marginalized residents not only have access to City services but can navigate the processes to secure the resources and assistance they require to thrive.

## Mediation and Investigation Services

Ultimately, the trust between government and community, especially with those who have been harmed in the past, is broken, or may never have existed. We also believe that many of the rules and regulations the City creates make it more difficult for marginalized community members to participate and remain informed on decisions and actions taken by the City. Further, we do not feel there is trust among community members that the City’s existing complaint resolution process will result in meaningful or needed change in racism and oppression.

In our work with community members during our listening and learning sessions, we learned that:

- People experience negative interactions that are rooted in racism, are unjust and treated inequitably within the Olympia community
- There are too many negative interactions between the City and marginalized community members
- We need to establish trust between the community and City government by being more responsive to complaints of racism and oppression or historically marginalized communities
- Marginalized community members do not feel their experiences are being heard nor acted on by City government
- Community members want the ability to be connected directly to the help they need
- The makeup of City leadership is not representative of historically marginalized communities

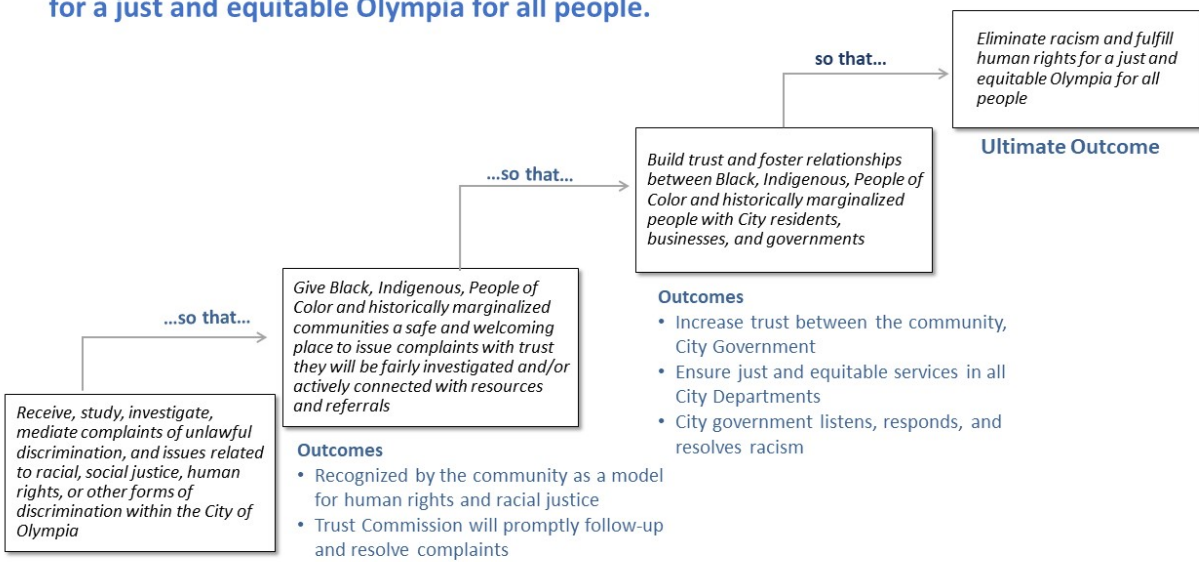


As a result, we recommend the future Commission should have the following **Mediation and Investigative** services as integral to its scope:

- Receive complaints within the Commission’s jurisdiction
- Mediate, conciliate, and investigate complaints of unlawful discrimination, and issues related to racial, social justice, human rights, or other forms of discrimination
- Connect people directly to the appropriate entity to address the complaint and/or receive additional resources
- Review the findings of an investigation, determine whether to conduct a hearing, and issue a decision as needed

As illustrated in a focused Results Map, we believe that providing investigation and mediation services to the community will lead to significant reduction in racism, fulfillment of human rights, and a just and equitable Olympia for all. This results map provides the activities, outputs, and outcomes regarding the investigation and mediation aspect of the Commissions duties.

**Our Goal: Eliminate racism and fulfill human rights for a just and equitable Olympia for all people.**



Taking in to account the extensive scope we recommend for the Commission and in response to specific input we heard in our listening sessions, we also support the establishment of a separate board or commission to independently oversee and review complaints or concerns against the police department. We support the City’s intent to work with the new Commission and engage community members in determining the best model.

**Advisory Services**

We believe government decisions should be made *in collaboration with* the community as equal partners and not made *for* the community. Once our decision-making processes are truly representative,



## Community Outreach

We believe that for government decisions to be made *in collaboration with* the community as equal partners, more community members who have been historically marginalized need to know about the Commission, its purpose and members' duties, and how to effectively participate or use its services.

We believe that the Commission should:

- Recruit members who are representative of a reasonably broad cross-section of the residents of the community, including education, race, ethnicity, gender, gender identity, sexual orientation, national origin, age, religion, and geographic identification
- Actively seek to listen to community members who have been historically marginalized and disenfranchised in government planning and decision-making
- Receive input regularly from community members to stay focused on the highest priority and most impactful issues that need to be addressed
- Keep community members who engage with the City and Commission informed in how their voice has impact and results in changes in the City

Serving in an outreach role ensures that community members have a safe space in which to share their concerns and can trust that they are heard by someone who looks like them or has similar lived experiences. The future Commission has an opportunity to bring new voices and perspectives into local government and continue to build trust between the City and historically marginalized community members.

As a result, we recommend the future Commission should conduct **outreach** to support the following:

- Recruit a diverse pool of potential appointees for vacant Commission positions
- Elevate the voices, perspectives and needs of marginalized community members through annual listening sessions
- Align their annual work plan with the highest and most impactful needs of the community
- Ensure community members not as familiar with the City or who feel distrust towards the City know what the Commission is, their role and services

## Establishment of the New Social Justice and Equity Commission

### Recruitment/Selection of New Commissioners

Given the City's current schedule, we anticipate that commissioners may be recruited as early as November and December 2021. Given the FMWG members' leadership role and commitment to this process, including outreach to the community, we recommend the FMWG participate in the development of the member application, recruitment of potential commissioners and in an initial review of applicants. This will add credibility to the process in the community and ensure new commissioners reflect the intent of this extensive preparation and outreach effort.

## Size of the Commission

Commissions come in various sizes and compositions, both nationally and regionally. Most commissions, however, have an odd number of members to enable easier decision-making and have seven or nine members. We recommend an eleven-member commission for the first round of selections; this will enable the City to focus the work of the commission through the first several years of further developing the support structure, a first-year work plan, and regular routines. Additional commissioners can be added later to broaden the pool of commissioners and spread the work across more people.

## Membership

We recommend that the membership for the Commission is intentionally broad and inclusive, so as not to inadvertently create barriers for candidates with a range of experiences. We also don't want to discourage a community member with an interest in serving but little or no experience in city government. For that reason, we are recommending that members should:

- Reside or work within the city limits of Olympia

We also recommend that a qualification be that members can commit to regular attendance at Commission meetings and to fulfilling the additional duties that may require time outside of meetings.

## What We Look for in a Social Justice & Equity Commissioner

While the following characteristics or abilities are not requirements for service, we recommend they guide the selection process to ensure that Commission will be representative of a diversity of community members and can address the purpose and scope of work outlined in this recommendation.

- The full Commission membership is representative of a reasonably broad cross-section of the residents of the community including education, race, ethnicity, gender, gender identity, sexual orientation, national origin, age, religion, and geographic identification
- Commissioners can commit to serving with integrity and honesty
- Commissioners must understand, have experience in, or a strong desire and willingness to learn about discrimination, and issues related to racial, social justice, human rights, or other forms of discrimination
- Commissioners can effectively participate on a diverse team to independently investigate claims of racial discrimination, social justice, or human rights violations within the City of Olympia

## City Staff Support & Budget

Trained staff will support the Commission in all three areas of the Commission's recommended scope:

- **Mediation and Investigation.** The Commission will have support in the intake of claims, researching and conducting fact-finding, issuing referrals, and helping complainants navigate other entities as needed. Mediation services may be provided as a first step to seeking resolution in response to a complaint. For complaints that move forward to the Commission for a hearing, staff will support the

Commission in maintaining separation from the investigation and fulfilling their duties to review the facts and issue a finding or decision.

- **Advocacy and Policy Analysis.** Senior level staff will support the Commission in conducting research and policy work as identified in the Commission's annual work plan and will help to shepherd project or policy questions through the Commission for review and recommendation to City staff and/or City Council. Staff doing this work will have experience in managing complex inter-department and inter-agency projects, conducting research and policy analysis, and in diversity, equity, and inclusion.
- **Outreach & Community Relations.** Staff will receive guidance from the Commission in conducting community outreach, education, and events to build stronger connections and greater understanding and trust amongst the City and the community and community members themselves.

In addition to dedicated staff, the Commission will also need an annual budget to be able to effectively carry out their scope. The budget will need to cover outreach to the community, including addressing potential barriers to participation, such as language and accessibility, and support providing access to mediation as a first step in resolving complaints.

## Phasing

We acknowledge that this is a large body of work, and that it is important that the new Commission and its processes be established in a well thought out and intentional way. Subsequently, we recommend the new Commissioners help develop and carry out a phased approach to implementing the entirety of their scope. For example, the phasing could look like:

**Phase 1.** Establish the Social Justice & Equity Commission as a new Commission, recruit and appoint all eleven recommended members. Conduct community outreach and engagement to communicate what the Commission is and its duties, build trust with marginalized community groups, and get input on community members' priorities.

**Phase 2.** Establish clear roles, responsibilities, and methods for accountability between the Commission, City Council, and City staff. And establish process and procedures for receiving complaints, investigation, and mediation.

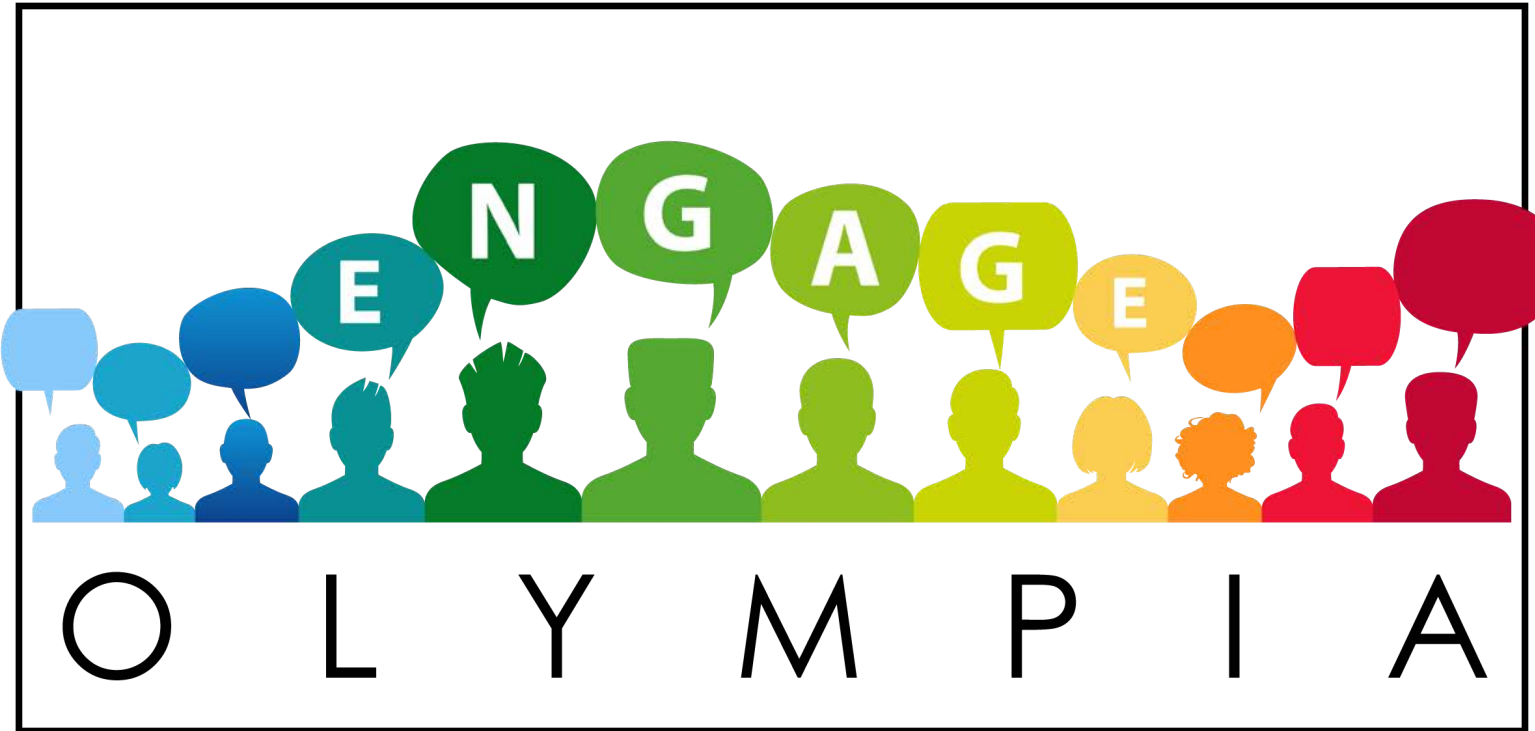
**Phase 3.** Begin providing the full scope of services recommended by the FMWG and conduct outreach to community groups so they know how to access the services available. Establish an annual work plan with input from phase I and guidance from the FMWG recommendation.



Select Language



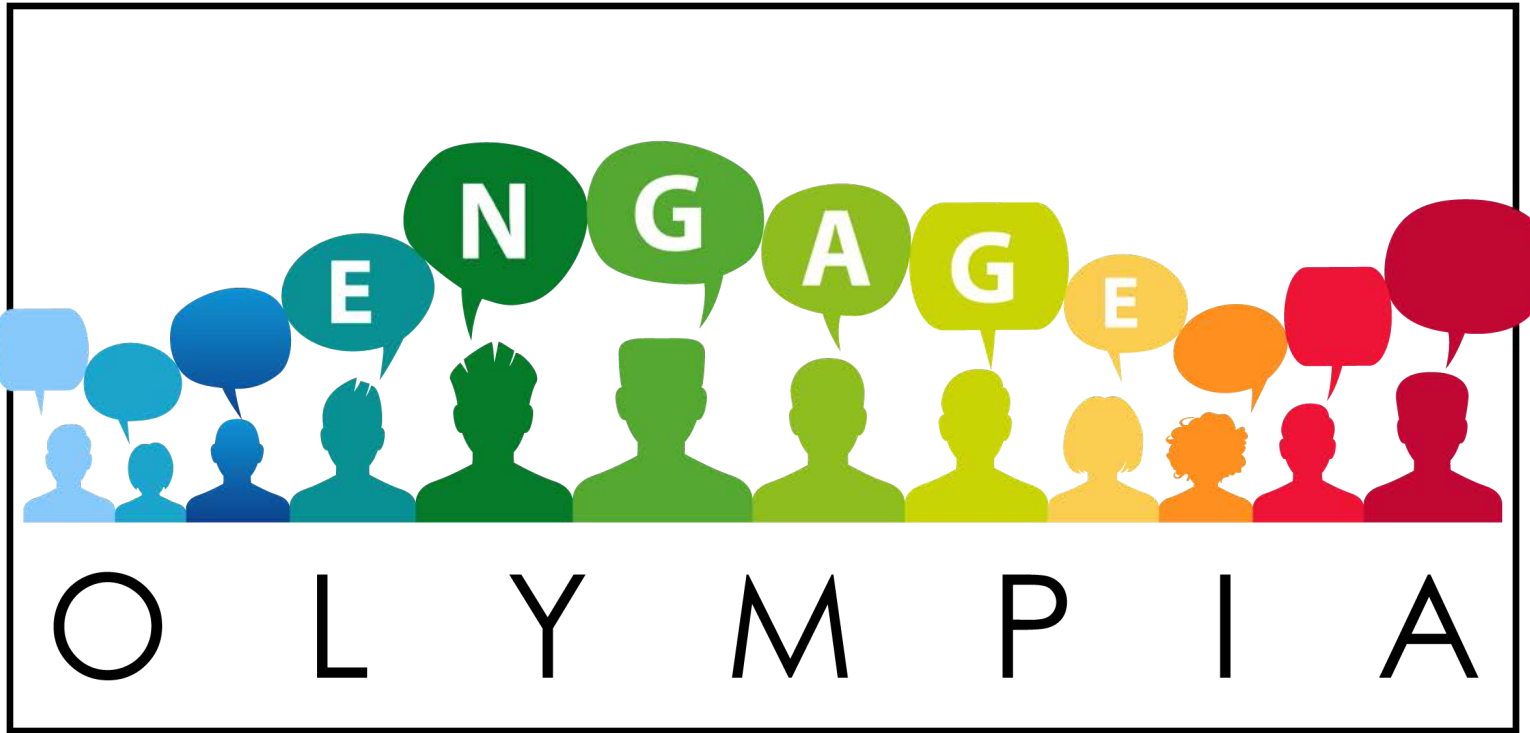
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Home » Social Justice and Equity Commission

# Social Justice and Equity Commission





## A new Commission to build a more equitable, just and thriving community

We envision an Olympia that is a place of belonging for all. Our path forward is in hearing the voices of those most impacted by institutional racism and oppression, who have also had the least decision-making power.

Over the past year, we have begun a community-led approach to form and establish a new Commission.

In December 2020, the City appointed four Black, Indigenous, and People of Color (BIPOC) community members ([the Founding Members Work Group](#)) to begin collecting the stories and experiences of historically marginalized community members.

Based on the input they gathered, this Founding Members Work Group has prepared a recommendation to City Council that includes the new Commission's name, makeup and scope. They will present this recommendation to the General Government Committee on October 27, who will then make a recommendation to the full Council on November 9.

The October 27 meeting will be recorded and livestreamed. [Register to watch it live](#)

**All future updates will be shared through our Diversity, Equity and Inclusion (DEI) e-newsletter.**  
[Subscribe](#)

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## General Government Committee joint work session with the Founding Member Work Group

21 Sep 2021



On August 31, the City Council General Government Committee held a joint work session with the Founding Members Work Group (FMWG) that is leading the process to establish a new Social Justice and Equity Commission.

- [View meeting presentation](#)
- [View meeting recording](#)

The purpose of the work session was for the FMWG to share what they heard from the community, what they learned from researching different commission frameworks, and to discuss with the Committee their preferred options for establishing a new Social Justice & Equity Commission.

Continue reading...

## General Government Committee and Founding Members Work Group work session scheduled for August 31

26 Aug 2021



On August 31, 2021 from 5:30-7:30 p.m., the City of Olympia General Government Committee will host a work session with the Founding Members Work Group of the Social Justice and Equity Commission. The purpose of the meeting is to share reflections from the community listening sessions and findings from research done on different commission models. The Founding Member Work Group will also share and discuss their preferred option for setting up Olympia's first Social Justice & Equity Commission.

The meeting will be virtual via Zoom. Register to attend after August 26 via the City's public meeting calendar at [olympia.legistar.com/Calendar.aspx](https://olympia.legistar.com/Calendar.aspx).

## Founding Members Work Group profiles

26 Jul 2021



We are entering a more public phase of the process to form a Social Justice and Equity Commission, and the Founding Member Work Group are pleased to introduce themselves to the Olympia community.

- [View their profiles](#)

## Actions that are underway

12 Jul 2021



In April and May this year, the Founding Member Work Group hosted five community listening sessions with Black, Indigenous, People of Color and intersecting marginalized groups (LGBTQ+, immigrants, disabled and unstably housed).

Out of these sessions came input on different areas and ways in which the City can contribute to addressing inequities and bias for marginalized community members. The Founding Member Work Group and conversation participants have asked: *What's currently being done at the City in response to what was heard in the sessions?*

While the Founding Member Work Group and staff are continuing to review the input

Continue reading...

## Notes from Community Conversations

15 Jun 2021



The Work Group held four sessions centering the voices of marginalized groups (Black, Indigenous, People of Color, LGBTQ+, Immigrants, People with Disabilities and Neurodivergent) and one open to the community at large.

- [Read the combined input from all five sessions](#)

## Reflections on the Process to Create a New Equity Commission

27 May 2021



*By Olivia Salazar de Breaux, Equity and Inclusion Coordinator*

It has been quite a journey for the Founding Members Work Group and I as we have embarked on the extremely daunting, high profile and emotionally taxing work of building a new equity commission that will ultimately help the City of Olympia become the anti-racist, affirming organization and City we want it to be.

The truth is this: racial justice work is unlike anything we have ever done as a City organization. This isn't just a typical advisory commission we are putting together. It is

Continue reading...

## Fifth Focus Group Canceled

20 May 2021



Our original plan was to hold a fifth focus group session centering members of Olympia's unstably housed community. The Work Group sought out guidance from community advocates and subject matter experts to ensure that we structure the conversation thoughtfully and in a trauma-informed way. We learned that - before asking for their input - we need to invest in long-term relationship building with this community and have resources available to respond to immediate support requests. Realizing that this was beyond the scope of work for the Founding Members Work Group, because of the limited time and resources available, we decided to cancel the fifth focus group.

Continue reading...

*Page last updated: 22 October 2021, 11:41*

### Who's Listening

**Olivia Salazar de Breaux**

Equity & Inclusion Coordinator

**Phone** 360-753-8343

**Email** [osalazar@ci.olympia.wa.us](mailto:osalazar@ci.olympia.wa.us)



## Timeline



### **Phase 1: Founding work group**

**December 2020-February 2021**

Founding Members Work Group (FMWG) is formed; hired consultant team to design and facilitate Focus Group sessions.



### **Phase 2: Community outreach**

**April-May 2021**

Founding Member Work Group (FMWG) engages targeted focus groups through city-wide community conversation.



### **Phase 3: Data analysis and research**

**May-September 2021**

Founding Member Work Group analyzes community input, researches different kinds of commissions and drafts recommendation.



### **Phase 4: Recommendation to City Council's General Government Committee**

**October 2021**

The Founding Members Work Group presents final recommendations on Commission name, makeup and terms, focus, and first year work plan



### **Phase 5: Commission recruitment, applications, and interviews**

**November-February 2021**

General Government begins recruitments of all advisory commission members; screening applications and interviewing candidates.



### **Phase 6: Council Appoints Candidates**

**March 2021**

Candidate recommendations go to Council for approval.



### **Phase 7: Onboarding the new Commission**

**April 2021**

Terms of service begin for new commissioners.

### Documents

-  [Social Justice & Equity Commission Flyer \(444 KB\) \(pdf\)](#)
-  [Notes from Community Conversations \(623 KB\) \(pdf\)](#)
-  [Founding members work group profiles \(664 KB\) \(pdf\)](#)
-  [Presentation: Aug 31 Gen Govt Work Session \(1010 KB\) \(pdf\)](#)

### FAQs

[Who are considered marginalized groups?](#)

[What can other people - everyone not in marginalized groups - do to support the process?](#)

[Why are the focus groups invitation-only?](#)

[Why aren't we recording focus groups?](#)

[Who is observing the focus groups and why?](#)

[What are we doing with the information gathered from focus groups?](#)

[What is Council's role? How are they supporting the process?](#)

[Will the Founding Members automatically be appointed to the Commission?](#)

[How are we keeping people informed?](#)

[How do I share my ideas if I can't attend the focus groups?](#)

### Email Updates



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

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

**WHEREAS**, the Olympia City Council held a public hearing on November 9, 2021, to consider the City of Olympia ad valorem tax levy for 2022 collections; and

**WHEREAS**, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue of \$10,647.14 from the previous year, which excludes any increase resulting from additions of new construction and improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City in its best interest; and

**WHEREAS**, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; and

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

**WHEREAS**, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30, 2021;

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

**Section 1.** A levy is authorized to be collected in 2022, with an increase in the City’s highest lawful levy of the statutory 1% for collections in 2022, resulting in a dollar amount increase of \$10,647.14 in the regular property tax levy or an increase 0.05436005% from the previous year. This is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. This levy will be used for the purpose of paying the general expenses of the City of Olympia municipal government and is calculated:

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Limit Factor of 1% on Highest Lawful Levy	\$ 19,596,986.88
<b>Dollar Increase from Last Year District Levy</b>	<b>\$ 10,647.14</b>
<b>Percent Increase from Last Year District Levy</b>	<b>0.05436005%</b>
Levy Rate to estimated AV excluding add-ons	\$ 2.1789
Legally allowed add-ons in addition to the 1% statutory limit	
New Construction	\$ 189,487.89
State Assessed Property (Estimate)	\$ 16,768.34
Refund Levy	\$ 111,739.55
<b>Total legally allowed add-ons</b>	<b>\$ 317,995.78</b>
<b>District Levy for Collections in 2022</b>	<b>\$ 19,914,982.67</b>
<b>Percent Increase Including add-ons</b>	<b>1.677919047%</b>
Levy Rate to estimated AV including add-ons	\$ 2.21425832

**Section 2.** A voter approved excess levy is authorized to be collected in 2022 to pay debt service on bonds issued to fund fire facilities and equipment. The voters approved the excess levy in 2008 and bonds issued in 2009. The levy for collections in 2022 is \$1,052,820.14, which includes a refund levy of \$9,070.14 as shown below:

Excess Levy (Fire Station Bonds)	\$1,043,750.00
Administrative Refund Levy, Excess Levy	\$9,070.14
Subtotal Excess Levy	\$1,052,820.14

**Section 3.** On or before November 30, 2021, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.



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

**Section 6. Effective Date.** This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Setting the 2022 Ad Valorem Tax

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 6.B  
**File Number:**21-1068

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**Type:** discussion **Version:** 1 **Status:** Other Business

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#### **Title**

Approval of an Ordinance Setting the 2022 Ad Valorem Tax

#### **Recommended Action**

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

Not referred to a committee

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

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

#### **Report**

##### **Issue:**

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

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

Aaron BeMiller, Finance Director, 360.753.8465

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

Aaron BeMiller, Finance Department

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

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

Under state law, property tax revenue increases are limited to the lesser of 1% or the Implicit Price Deflator (IPD) on the highest lawful levy amount. State law allows for add-ons from new construction, state assessed property, annexations, and refunds to be added to property tax revenue above the 1% legal limit. The IPD, which is a measure of the rate of inflation for personal consumption, is 3.860 for 2022. As such, the city is allowed to levy the full 1% increase on the

highest lawful levy.

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

**Estimated Regular Levy for 2022 Collections**

The City's maximum regular levy rate is \$3.325 per \$1,000 of assessed value. The estimated regular levy for the City's 2022 collections is \$19,914,982.67 including legally allowed add-ons for new construction, state assessed property, and refunds. Based on the current assessed value from the County Assessor's Office of \$8,993,974,419 and revenue budget of \$19,914,482.67, the estimated levy rate per \$1,000 of assessed valuation is \$2.21.

Additionally, the City will collect an excess levy to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2022 will be \$1,052,820.14, which includes a refund levy of \$9,070.14. The estimated excess levy rate per \$1,000 of assessed value is \$0.12. The tax levy is used to pay the debt service on the fire bonds.

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

This action will authorize a tax obligation on property owners.

**Options:**

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

**General Expense Levy**

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

**Excess Fire Bond Levy**

\$1,043,750.00	Base Levy
\$ <u>9,070.14</u>	Refund Levy
\$1,052,820.14	Total Excess Fire Bond Levy

**Attachments:**

Ordinance



## City Council

### Discussion of Budget Special Topics - Utility Rates, General Facility Charges, Impact Fees, Parking Business Improvement Area, and Lodging Tax

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 6.C  
**File Number:**21-1076

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**Type:** discussion **Version:** 1 **Status:** Other Business

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#### Title

Discussion of Budget Special Topics - Utility Rates, General Facility Charges, Impact Fees, Parking Business Improvement Area, and Lodging Tax

#### Recommended Action

##### Committee Recommendation:

The Utility Advisory Committee (UAC) is recommending utility rates and general facility charges (GFCs) for 2022.

##### City Manager Recommendation:

Review and discuss the following 2022 Operating Budget topics and recommendations: UAC 2022 recommended Utility Rates and General Facility Charges; Parks, Transportation, and Olympia School District Impact Fees; Parking & Business Improvement Area Board (PBIA) budget; Lodging Tax; and Stipends for Council Appointed Boards, Committees, and Commissions.

#### Report

##### Issue:

Whether to discuss the following operating budget special topics and recommendations: UAC 2022 recommended Utility Rates and General Facility Charges; Parks, Transportation, and Olympia School District Impact Fees; Parking & Business Improvement Area Board (PBIA) budget; Lodging Tax; and Development Permit Fees.

##### Staff Contact:

Aaron BeMiller, Finance Director, 360.753.8465

##### Presenter(s):

Aaron BeMiller, Finance Director  
Eric Christensen, Water Resources Director, Public Works  
Tammy LeDoux, Finance & Policy Coordinator, Parks, Arts & Recreation  
Mark Russell, Deputy Director, Public Works  
Leonard Bauer, Director, Community Planning & Development

Jennifer Priddy, Assistant Superintendent, Olympia School District  
Max DeJarnatt, Parking Program Analyst, Community Planning & Development  
Mike Reid, Economic Development Director  
Joan Lutz, Budget/Financial Analyst

### **Background and Analysis:**

The 2022 Preliminary Operating and Capital Budgets assume revenue and expenses from Utility Rates; General Facility Charges (GFCs); Parks and Transportation Impact Fees; Parking Business Improvement Area; and Lodging Tax revenue. Staff will present information on these topics and take questions from Council for future budget discussion meetings. Action will be taken in mid-December as part of the budget approval process.

#### Utility Rates and GFC Increases

On October 7, 2021, the UAC discussed proposed changes to the 2021 utility rates and GFCs for the four utilities - Drinking Water, Wastewater, Storm and Surface Water, and Waste ReSources. This recommendation was presented to Finance Committee on October 20, 2021. Staff will share the recommendation with the full Council. The City has included a 1% increase on the Municipal Utility Tax (MUT) in the 2022 budget for Council consideration. The MUT is estimated to generate roughly \$591,000 in additional General Fund revenues.

#### Park Impact Fees

This year's inflationary adjustment calculation for Park Impact Fees would result in an increase of 7.72% or \$431 for a single-family residence. However, for 2022, staff proposes to freeze Park Impact Fees at the 2018 level, which has been done for the last 3 years. Staff has contracted with FCS Group and they are in the process of updating the park impact fee calculation, based on the Parks, Arts & Recreation Plan which will be adopted in 2022. As recommended by the Parks and Recreation Advisory Committee, the consultant will also calculate what the fee would be if the City chose to implement non-residential Park Impact Fees. The Impact Fee Study will be presented to Council in April/May 2022.

#### Transportation Impact Fees

The City's first Transportation Master Plan was adopted by Council in February 2021 and included changes to the City's Transportation Concurrency and Impact Fee Programs. These programs are now multi-modal, adding capacity to our street system by making bike, pedestrian, and transit improvements, in addition to improvements for vehicles. The current Transportation Impact Fee is \$2,551 per new "person" trip. Staff proposes a 5% increase in the impact fee to keep up with inflation and increased costs of construction materials and labor. The cost per new "person" trip is proposed to be \$2,679 in 2022. Staff will present an overview of the proposed Transportation Impact Fees.

#### Olympia School District Impact Fees

Based on its updated Capital Facilities Plan, the Olympia School District is requesting an increase for 2022 impact fees for single-family homes from \$5,448 to \$6,029; an increase in multi-family residential impact fee from \$2,133 to \$2,477; and an increase in the downtown residence impact fee from \$1,756 to \$2,040. These figures are inclusive of a discount rate of 15% for Single and non-downtown Multi-family residences and 30% for Multi-family residences in the downtown area as approved by the Olympia School District Board of Directors.

#### Parking Business Improvement Area (PBIA)

PBIA is projecting \$124,000 revenue in 2022, with budget split among three core focus areas: Clean & Safe; Streetscape Beautification; and Marketing. Staff will share the recommended 2022 budget, including updates related to the Downtown Recovery Fund.

### Lodging Tax

The City levies lodging tax in two, 2% increments. The tax is used for tourism promotion and the acquisition or operation of tourism-related facilities. The City allocates the first 2% of the tax to support the Washington Center for the Performing Arts. The second 2% is allocated to tourism-related projects or events recommended by the Lodging Tax Advisory Committee (LTAC). Finance Department is reporting an estimated \$377,694 in Lodging Tax to be generated in 2022 and a 2022 beginning reserve balance of \$681,507. LTAC met on October 15, 2021, to review 18 applications. The committee is recommending awarding \$586,491 of lodging tax funds.

### Development Permit Fees

The City of Olympia collects fees to offset a portion of the cost of reviewing applications for new development and inspecting new construction. Fee amounts are adopted by the City Council and codified in Olympia Municipal Code Title 4. They include Engineering Fees (OMC 4.04), Building Code Review and Permit Fees (OMC 4.36), and Land Use Application Review (OMC 4.40).

In 2004, the City Council conducted a Permit Cost Recovery Study and established a goal to recover 85% of the cost of delivering development review services from permit fees.

In 2015, the City conducted an updated Cost Recovery Study and the City Council adopted Resolution No. 6983 creating a Development Fee Revenue Fund.

This year the City has contracted with Financial Consulting Services, Inc. (FCS), to again update our Cost Recovery Study, and examine the operation of the Development Fee Revenue Fund. FCS has completed the cost recovery analysis and found that the City is not currently recovering 85% of the cost of delivering development review services. [Note: City staff will request a briefing on the complete FCS study to be scheduled for a future Finance Committee meeting.]

City staff also completed a comparison of Olympia development fees to those of neighboring cities.

Based on these analyses, City staff recommend the attached adjustments of development fees to more closely approximate the City's target recovery rate while remaining relatively aligned with development fees in neighboring cities.

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

Public hearings are scheduled on November 16, 2021 and November 23, 2021 on the Operating and Capital Budgets. Council can hear testimony on the proposed changes at that time.

### **Options:**

1. After hearing the presentation, request additional information from City staff.
2. After hearing the presentation, no additional information from City staff requested.
3. Hear the presentation at another time.

### **Financial Impact:**

Briefing only, no financial impact.

**Attachments:**

- 2022 Proposed Development Permit Fees
- 2022 Proposed Park Impact Fees
- 2022 Proposed Transportation Impact Fees
- 2022 Proposed Olympia School District Impact Fees

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, REVISING FEES FOR ENGINEERING, BUILDING AND LAND USE PERMITS, AND PLAN REVIEW; AND AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 4.04.010, 4.36.010, 4.36.020, AND 4.40.010**

**WHEREAS**, the Development Fee Revenue Fund was created by the Olympia City Council's adoption of Ordinance No. 6983 to more accurately record the fee-supported portion of the City's costs to provide permit review and inspection services; and

**WHEREAS**, Ordinance No. 6983 also states that the Olympia City Council shall establish a Target Fund Balance and policies for management of the Target Fund Balance for the Development Fee Revenue Fund; and

**WHEREAS**, Resolution No. M-1864 established policies to manage the Development Fee Revenue Fund, including a cost recovery target of 85% of City costs to provide review and permit services; and

**WHEREAS**, the City contracted with Financial Consulting Services, Inc., to analyze the City's current cost of providing development services, and this analysis found that the City is not achieving the 85% cost recovery target established in Resolution No. M-1864; and

**WHEREAS**, this creates a need to increase certain fees to align them more closely with the target adopted in Resolution No. M-1864 for recovery of the City's cost to provide permit review and inspection services;

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

**Section 1. Amendment of OMC 4.04.010.** Section 4.04.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.04.010 Assessment of fees**

A. Commencing January 1, 2022~~0~~, the following fee schedule shall be in full force and effect.

**Application Type**

**Plan Check Fees**

**Engineering Fee Schedule**

Water Main Extension (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Sewer Main Extension (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Reclaimed Water Main or Service Extension	\$452.00 + \$0.50 per linear foot or part thereof
Streets	\$452.00 + \$0.50 per linear foot or part thereof
Curb and Sidewalk	\$452.00 + \$0.50 per linear foot or part thereof
Storm On-Site	\$600.00 + \$37.00 per Acre Gross Parcel Area



**Application Type****Plan Check Fees****Engineering Fee Schedule**

Storm Pipe	\$452.00 + \$0.50 per linear foot or part thereof
Street Lighting (For projects outside city limits, fees will increase by 25%)	\$452.00 + \$0.50 per linear foot or part thereof
Driveway: Commercial	\$678.00 each
STEP Sewer System: Commercial	\$1,355.00 each
Sewer Pump Station	\$1,535.00 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	\$1,355.00 each
Traffic Signal	\$1,355.00 each
Solid Waste Pad and/or enclosure	\$350583.00
Landscape Plan Review	\$650.00
Resubmittal Fee	50% of plan review fee starting with second resubmittal after the initial application

**Application Type****Permit/Inspection Fees**

Single Family Residential Erosion Control Inspection (up to and including 5,000 sq ft)	\$205.00 each
Single Family Residential Erosion Control Inspection (5,001 to 20,000 sq ft)	\$255.00
Residential Subdivision and Commercial Site fee	
Erosion Control and LID Inspection (based on lot size) (new building sites only)	
5,001 – 20,000 sq ft	\$255.00
20,001 – 40,000 sq ft	\$355.00
40,001 – 220,000 sq ft	\$455.00
Over 220,000 sq ft	\$575.00

\*Note: Subdivision is based on total subdivision until all improvements are accepted by the City, then individual lot fees apply if a permit is being issued for work that disturbs ground or requires LID

Streets and/or Alleys	\$2.30 per linear foot or part thereof
Curb and/or sidewalk	\$2.30 per linear foot or part thereof
Sidewalk Fee-in-lieu	City Engineer's estimate of actual cost
Street lighting (For projects outside city limits, fees will increase by 25%)	\$1.60 per linear foot or part thereof
Driveways: Residential	\$158.00 each

## Application Type

### Permit/Inspection Fees

Driveways: Commercial	\$788.00 each
Sanitary Sewer Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof plus \$1.50 per linear foot for Television Inspection
STEP Sewer System: Residential (For projects outside city limits, fees will increase by 25%)	\$509.00 each
STEP Sewer System: Commercial (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Pump Station	\$1,019.00 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25%)	\$1,019.00 each
Sewer Lateral Connection at Main	\$368.00 each
Sewer Lateral Connection on Property	\$147.00 each
Storm Sewer Main	\$3.10 per linear foot or part thereof plus \$1.50 per linear foot for Television Inspection
Storm On-Site System	\$677.00 each
Water Main (For projects outside city limits, fees will increase by 25%)	\$3.10 per linear foot or part thereof
Water Connection (New)	\$200.00 each
Water Purity Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Water Main Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection	\$3.10 per linear foot or part thereof
Reclaimed Water Connection (new)	\$200.00 each
Reclaimed Water Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Traffic Signal	\$1,575.00 each
Solid Waste Pad and/or enclosure	\$250.00
Landscape	\$375.00

## Application Type

### Permit/Inspection Fees

Bicycle Parking	<del>\$125</del> <u>315</u> .00
Paving of Parking Lots (including re-paving)	\$0.06 per square foot or part thereof
Right-of-Way Obstruction Permit (No Traffic Control Plan Required)	\$184.00 each
Right-of-Way Obstruction Permit (Traffic Control Plan Required, and on-site signage, cones, or flaggers needed)	\$562.00 each
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125% value of the work)	\$184.00 each
Right-of-Way Vacation Request	\$1,943.00 each
Latecomer Reimbursement Contract	\$1,943.00 + 5% Administrative Fee (5% of the reimbursement amount shall be deducted by the city for administrative fees each time the city collects a latecomer fee from a property owner within the reimbursement area)
UGA City Utility Availability Authorization	\$175.00 each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	\$420.00 per year
Street Closure Permit for Temporary Moving of Structures or Equipment	\$850.00 each
Recording Fees for Bills of Sale, Easements, Deeds, <u>Annexation Agreements</u>	<del>\$103</del> <u>232</u> .00
Recording Fees for Stormwater Maintenance Agreements	<del>\$153</del> <u>318</u> .00

### Private Utilities

Private Utility (power, natural overhead, gas, telecommunications, CATV) (New development of systems):	New Short Plat – (2-9 Lots)
	Plan Check: <del>\$158</del> <u>225</u> .00
	Permit Fees: <del>\$80</del> <u>26</u> .00
	New Long Plat – (10-25 Lots)
	Plan Check: \$315.00
	Permit Fees: <u>\$115</u> 53.00 + \$0.20 per linear foot or part thereof
	New Long Plat – (26+ Lots)
	Plan Check: <del>\$53</del> <u>25</u> .00
	Permit Fees: <u>\$115</u> 79.00 + \$0.20 per linear foot or part thereof

## Application Type

### Permit/Inspection Fees

New Commercial:

Plan Check: \$315.00

Permit Fees: ~~\$100~~53.00

New R-O-W Utilities (New or Extension)

Plan Check: \$263.00 + ~~\$0.91~~1.00 per linear foot or part thereof

Permit Fees: ~~\$9526.00 + \$0.10 per linear foot or part thereof~~ + \$0.10 per linear foot or part thereof

Repair/Replace Existing

Plan Check: ~~\$0.00~~263.00 + ~~1.00~~ 1.00 per linear foot or part thereof

Permit Fees: ~~\$9526.00~~ + \$0.10 per linear foot or part thereof

New/Replace Pole: ~~\$9526.00~~ per Each

Resubmittal fees starting with second resubmittal after the initial application

50% plan check fees

### Pavement Restoration Fee

Base Fee

\$25.00 per square foot or part thereof

Year 1 (new pavement)

5X base fee

Year 2

4X base fee

Year 3

3X base fee

Year 4

2X base fee

Year 5

1X base fee

### Tree Protections and Replacement Ordinance Fee Schedule

Tree Plan Review for New Commercial Development

~~\$1,587~~5.00 each

Tree Plan Review for New Multi-family Residential Development

~~\$1,575~~945.00 each

Tree Plan Review for New Subdivisions - 9 lots and less

~~\$75~~25.00 each

Tree Plan Review for New Subdivisions - 10 lots and more

~~\$1,575~~945.00 + \$26.00 per lot

Tree Plan Field Inspection for New Commercial Development

~~\$1,587~~5.00 each

Tree Plan Field Inspection for New Multi-family Residential Development

~~\$1,575~~945.00 each

Tree Plan Field Inspection for New Subdivisions - 9 lots and less

~~\$57~~25.00 each

**Application Type**

**Permit/Inspection Fees**

Tree Plan Review for New Subdivisions - 10 lots and more	<del>\$1,575</del> <u>945.00</u> +\$26.00 per lot
Tree Plan Review for Tree Trimming by Private Utility	<del>\$210</del> <u>345.00</u> + \$0.10 per linear foot, or part thereof, of project
Tree Plan Field Inspection for Tree Trimming by Private Utility	<del>\$210</del> <u>240.00</u> +\$0.10 per linear foot, or part thereof, of project
Tree Conversion Option Harvest	\$150.00 per acre, or part thereof, to \$3,000.00 maximum
Technology Fee – applicable to all permits and plan review fees	3.9% of permit/plan review fee

**Section 2. Amendment of OMC 4.36.010.** Section 4.36.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.36.010 Building code review and permit fees**

**FEE TABLE -- BUILDING PERMIT FEES**

**Building Permit Fees (based on valuation)**

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$105.00
\$501.00 to \$2,000.00	\$105.00 for the first \$500.00 plus \$5.30 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$184.50 for the first \$2,000.00 plus \$16.80 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$570.90 for the first \$25,000.00 plus \$12.71 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$888.65 for the first \$50,000.00 plus \$9.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,361.15 for the first \$100,000.00 plus \$7.98 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,553.15 for the first \$500,000.00 plus \$7.09 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$8,098.15 for the first \$1,000,000.00 plus \$5.93 for each additional \$1,000.00 or fraction thereof

**Other Building Inspections and Fees**

Inspections outside of normal business hours	\$125.00 per hour* (minimum charge - two hours)
----------------------------------------------	-------------------------------------------------

**Other Building Inspections and Fees**

Reinspection fees	\$125.00 per hour*
Inspections for which no fee is specifically indicated	\$125.00 per hour* (minimum charge - one-half hour)
Additional plan review required by changes, additions or revisions to approved plans	\$125.00 per hour* (minimum charge - one-half hour)
For use of outside consultants for plan checking and inspections, or both	Actual Costs*
Certificate of occupancy inspection not related to building permit and as required by Section 110	\$125.00 per hour* (minimum 2 hours)
Inspections requested on expired permits	\$125.00 per hour* (minimum charge - two hours)

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Including administrative and overhead costs.

For Stop Work issued (work being done without a permit)	\$175 per hour (minimum charge – one hour)
State of Washington State Building Code Council charges	\$4.50 on every building permit issued
Temporary Certificate of Occupancy (TCO)	Application filing fee (nonrefundable): Residential (single-family) \$100 Commercial and multi-family residential \$150 (interior remodel) Commercial and multi-family residential \$500 (new construction and substantial exterior and interior remodel)

**Building Plan Review Fees**

SF Plan Review	68% of building permit fee <u>if greater than 1500 sf</u> <u>25% of building permit fee if 1500 sf or less</u>
Tree removal permit	\$25.00 per tree up to \$250.00 total
Commercial Review	68% of building permit fee
Addition/remodel SF, duplex	68% of building permit fee
Sign Review Fee	<del>\$35.00</del>

**Mobile/Manufactured Housing or Commercial Permit Fees**

*Temporary use (single wide)	\$ <del>150</del> <u>310</u> .00
*Temporary use (double wide)	\$ <del>31</del> <u>75</u> .00
Permanent use (single wide)	\$ <del>200</del> <u>510</u> .00
Permanent use (double wide)	\$ <del>52</del> <u>25</u> .00
Permanent use (triple wide)	\$ <del>250</del> <u>545</u> .00
Add-a-room (pre-manufactured addition)	\$ <del>150</del> <u>385</u> .00
*Temporary commercial use (single)	\$ <del>200</del> <u>450</u> .00
Permanent commercial use (double)	\$ <del>225</del> <u>475</u> .00
Permanent commercial use (triple)	\$ <del>250</del> <u>500</u> .00

Plan check fee of 65% of permit fee will be required for commercial use only.

\*Temporary use is considered 180 unless otherwise approved through written request

**Demolition Permit Fees**

Buildings less than 3,000 sq ft	\$ <del>55</del> <u>110</u> .00
Buildings between 3,001 and 5,000 sq ft	\$ <del>100</del> <u>250</u> .00
Buildings between 5,001 and 10,000 sq ft	\$ <del>150</del> <u>300</u> .00
Buildings greater than 10,000 sq ft	\$ <del>200</del> <u>390</u> .00
Technology Fee – applicable to all permits and plan review fees	3.9% of permit/plan review

**Electrical Permit and Inspection Fees**

See OMC 4.36.020.

**Washington State Energy Code Review**

Commercial	<u>\$200</u>
Residential	<u>\$100</u>

**Mechanical Permit Fees (plus applicable unit fees)**

**Permit Issuance Fee**

For the issuance of each permit \$105.00

**Single Family Residential (flat fee no permit issuance fee)**

New SFR Mechanical Heating system including ducts and vents attached thereto (first unit, up to and including 2,500 sq ft) \$~~245~~300.00

Additional Unit/s and/or associated ducts and vents attached thereto (over 2,500 sq ft) \$~~280~~260.00

**Mechanical Permit Fees (plus applicable unit fees)**

**Unit Fee Schedule**

Note: The following includes permit issuance fee.

**Furnaces**

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance \$55.00

**Appliance Vents**

For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit \$35.00

**Repairs or Additions**

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code \$55.00

**Boilers, Compressors and Absorption Systems**

For the installation or relocation of each boiler or compressor \$95.00

**Air Handlers**

For each air-handling unit to and including 10,000 cubic feet per minute (4,720 L/s), including ducts attached thereto \$55.00

Note: This fee does not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit exceeding 10,000 cubic feet per minute (4,720 L/s) \$55.00

**Evaporative Coolers**

For each evaporative cooler other than portable type \$55.00

**Ventilation and Exhaust**

For each ventilation fan connected to a single duct \$35.00

For each ventilation system which is not a portion of heating or air conditioning system authorized by a permit \$35.00

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood \$35.00

**Wood or Gas Stove Insert including vent** \$65.00

**Incinerators** \$125.00

**Miscellaneous**



**Mechanical Permit Fees (plus applicable unit fees)**

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the code \$35.00

Permit fees for fuel-gas piping shall be as follows:

Single gas pipe repair or connection including flexible connector for up to the first 5 connections \$35.00

Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of \$2.50 ea

**Other Inspections and Fees**

Inspections outside of normal business hours, \*per hour (minimum charge - two hours) \$175.00\*

Reinspection fees \$175.00\*

Inspection for which no fee is specifically indicated, per hour (minimum charge - one-half hour) \$175.00\*

Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour) \$175.00\*

For use of outside consultants for plan checking and inspections, or both. Actual Cost

For Stop Work issued (work being done without a permit) \$175 per hour (minimum charge – one hour)

\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Plumbing Permit Fees**

Permit Issuance

For issuing each permit \$105160.00

**Single Family Residential (flat fee no permit issuance fee)**

New SFR Plumbing system (up to 3 bathrooms, one kitchen, over 3/1 use unit schedule for additional fixtures) \$245.00

**Swimming Pools\***

For each in-ground swimming pool or spa \$125.00 (fencing requirements apply)

For each above ground swimming pool over 5000 gallons \$62.50 (fencing requirements apply)

\*All pools over 24 inches in depth require approved fencing

Plumbing Permits for New Single Family Residential \$225245.00

## Plumbing Permit Fees

### Unit Fee Schedule

Note: The following requires a permit issuance fee in addition to unit fees

#### Gas Piping System

Single gas pipe repair or connection including flexible gas connector for up to the first 5 connections	\$35.00
Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of	\$2.50 ea
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection)	\$15.00
For each building sewer and each trailer park sewer	\$35.00
Rainwater systems - per drain (inside building)	\$10.00
For each private sewage disposal system/grinder pump (when allowed)	\$75.00
For each water heater and/or vent	\$25.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture trap	\$21.00
For each installation, alteration or repair of water piping and/or water treating equipment, each	\$20.00
For each repair or alteration of drainage or vent piping, each fixture	\$20.00
For each lawn sprinkler system on any one meter including backflow protection devices therefor	\$35.00
For atmospheric-type vacuum breakers not included in lawn sprinkler system	\$35.00

### Other Inspections and Fees

Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$125.00*
Reinspection fees	\$125.00*
Inspection for which no fee is specifically indicated	\$125.00*
Additional plan review required by changes, additions or revisions to approved plans, per hour (minimum charge - one hour)	\$175.00*
For the use of outside consultants for plan checking and/or inspections	*Actual Costs
For Stop Work being issued (work being done without permit)	\$175.00

\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

### Grading Plan Permit Fees

~~\$390~~250.00 base fee plus \$.01 per cubic yard

### Other Inspections and Fees

<b>Grading Plan Permit Fees</b>	\$ <del>390</del> 250.00 base fee plus \$.01 per cubic yard
Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$175.00*
Reinspection fees	\$175.00*
Inspection for which no fee is specifically indicated, per hour (minimum charge one-half hour)	\$175.00*

\*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Grading Plan Review Fees** 65% of the permit fee

**Other Fees**

Additional plan review required by changes, additions or revisions to approved plans, per hour (minimum charge - one-half hour) \$175.00\*

\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Section 3. Amendment of OMC 4.36.020.** Section 4.36.020 of the Olympia Municipal Code is hereby amended to read as follows:

**4.36.020 Electrical inspection and permit fees**

(Plus permit issuance fee.) Fees are in addition to other plumbing and building fees listed herein except as specified in SFR fee for plumbing and mechanical. To calculate the inspection fees, the amperage is based on the conductor ampacity or the overcurrent device rating. The inspection fees shall be calculated from Sections I through V below. However, the total fee shall not be less than the number of progress inspection (one-half hour) units times the progress inspection fee rate from Section G-PROGRESS INSPECTIONS, below.

**A. RESIDENTIAL**

1. Single and 2-family residential (New Construction).

Notes:

[1] Square footage is the area included within the surrounding exterior walls of a building exclusive of any interior courts. (This includes any floor area in an attached garage, basement, or unfinished living space.)

[2] "Inspected with the service" means that a separate service inspection fee is included on the same electrical work permit and

[3] "Inspected at the same time" means all wiring is to be ready for inspection during the initial inspection trip.

[4] An "outbuilding" is a structure that serves a direct accessory function to the residence, such as a pump house or storage building. Outbuilding does not include buildings used for commercial type occupancies or additional dwelling occupancies.

- a. First 1300 sq. ft. or less \$~~88~~100.00
- Each additional 500 sq. ft. or portion thereof \$~~30~~28.00
- b. Each outbuilding or detached garage - inspected at the same time as a dwelling unit on the property \$~~40~~38.00
- c. Each outbuilding or detached garage - inspected separately \$~~65~~75.00
- d. Each swimming pool - inspected with the service \$~~65~~58.00
- e. Each swimming pool - inspected separately \$~~100~~88.00
- f. Each hot tub, spa, or sauna - inspected with the service \$~~40~~38.00
- g. Each hot tub, spa, or sauna - inspected separately \$~~65~~75.00
- h. Each septic pumping system - inspected with the service \$~~40~~38.00
- i. Each septic pumping system - inspected separately \$~~65~~58.00

2. Multifamily residential and miscellaneous residential structures, services and feeders (New Construction)

- a. Each service and/or feeder

<b>Ampacity</b>	<b>Service/Feeder</b>	<b>Additional Feeder</b>
0 to 200	\$ <del>107</del> <u>95</u> .00	\$ <del>32</del> <u>0</u> .00
201 to 400	\$ <del>134</del> <u>20</u> .00	\$ <del>65</del> <u>58</u> .00
401 to 600	\$ <del>134</del> <u>62</u> .00	\$ <del>65</del> <u>80</u> .00
601 to 800	\$ <del>23</del> <u>05</u> .00	\$ <del>125</del> <u>10</u> .00
801 and over	\$ <del>332</del> <u>95</u> .00	\$ <del>25</del> <u>20</u> .00

3. Single or multifamily altered services or feeders including circuits

- a. Each altered service and/or altered feeder

<b>Ampacity</b>	<b>Service/Feeder</b>
0 to 200	\$ <del>92</del> <u>80</u> .00
201 to 600	\$ <del>134</del> <u>20</u> .00
601 and over	\$ <del>200</del> <u>177</u> .00

- b. Maintenance or repair of a meter or mast (no alterations to the service or feeder) \$50.00

4. Single or multifamily residential circuits only (no service inspection).

Note: Altered or added circuit fees are calculated per panel board. Total cost of the alterations in an individual panel should not exceed the cost of a complete altered service or feeder of the same rating, as shown in Section A-RESIDENTIAL, table (3) (a), above.

- a. 1 to 4 circuits (see note above) \$75.00
- b. Each additional circuit (see note above) \$7.00

5. Mobile homes, modular homes, mobile home parks, and RV parks

- a. Mobile home or modular home service or feeder only \$75.00
- b. Mobile home service and feeder - inspected at the same time \$95.00

6. Mobile home park sites and RV park sites

Note: For master service installations, see Section II-Commercial / Industrial

- a. First site service or site feeder \$75.00
- b. Each additional site service, or additional site feeder - inspected at the same time as the first service or feeder \$38.00

**B. COMMERCIAL/INDUSTRIAL**

- 1. New service or feeder, and additional new feeders inspected at the same time (includes circuits).

Note: For large COMMERCIAL / INDUSTRIAL projects that include multiple feeders, "inspected at the same time" can be interpreted to include additional inspection trips for a single project. The additional inspections must be for electrical work specified on the permit at the time of purchase. The permit fee for such projects shall be calculated from the table (1)(a), below. However, the total fee must not be less than the number of progress inspection (1/2 hour) units times the progress inspection fee rate from Section G-PROGRESS INSPECTIONS, below.

- a. Service/feeders

Ampacity	Service / Feeder	Additional Feeder
0 to 100	\$ <del>107</del> 95.00	\$ <del>65</del> 58.00
101 to 200	\$ <del>130</del> 15.00	\$ <del>84</del> 77.00
201 to 400	\$ <del>25</del> 20.00	\$ <del>100</del> 88.00
401 to 600	\$ <del>294</del> 58.00	\$ <del>117</del> 05.00
601 to 800	\$ <del>380</del> 35.00	\$ <del>160</del> 40.00
801 to 1000	\$ <del>464</del> 05.00	\$ <del>193</del> 70.00
1001 and over	\$ <del>506</del> 445.00	\$ <del>270</del> 38.00

2. Altered services or feeders (no circuits).

a. Service/feeders

<b>Ampacity</b>	<b>Service or Feeder</b>
0 to 200	\$ <del>10795</del> .00
201 to 600	\$ <del>2520</del> .00
601 to 1000	\$ <del>38035</del> .00
1001 and over	\$ <del>422370</del> .00

b. Maintenance or repair of a meter or mast (no alterations to the service or feeder) \$~~980~~.00

3. Circuits only.

Note: Altered/added circuit fees are calculated per panel board. Total cost of the alterations in a panel (or panels) should not exceed the cost of a new feeder (or feeders) of the same rating, as shown in Section B -COMMERCIAL / INDUSTRIAL, from table (1) (a) above.

- a. First 5 circuits per branch circuit panel \$80.00
  - b. Each additional circuit per branch circuit panel \$7.00
4. Over 600 volts surcharge per permit. \$75.00

**C. TEMPORARY SERVICE(S)**

Notes:

[1] See WAC 296-46B-590 for information about temporary installations.

[2] Temporary stage or concert inspections requested outside of normal business hours will be subject to the portal-to-portal hourly fees in Section I-OTHER INSPECTIONS. The fee for such after-hours inspections shall be the greater of the fee from this subsection or the portal-to-portal fee.

1. Temporary Services, temporary stage or concert productions.

<b>Ampacity</b>	<b>Service or Feeder</b>	<b>Additional Feeder</b>
0 to 60	\$ <del>575</del> .00	\$ <del>3028</del> .00
61 to 100	\$65.00	\$ <del>320</del> .00
101 to 200	\$ <del>8475</del> .00	\$ <del>4138</del> .00
201 to 400	\$ <del>10088</del> .00	\$ <del>5045</del> .00
401 to 600	\$ <del>13420</del> .00	\$ <del>650</del> .00
601 and over	\$ <del>15035</del> .00	\$ <del>7568</del> .00

**D. MISCELLANEOUS - Commercial/Industrial and Residential.**

**1. Low-voltage thermostats controlling a single piece of utilization equipment.**

- a. First thermostat - other than R-3 Occupancies \$5045.00
- b. Each additional thermostat inspected at the same time as the first other than R-3 Occupancies \$15.00

**2. Low-voltage systems and telecommunications systems.**

Note: Includes all telecommunications installations, fire alarm and burglar alarm, nurse call, intercom, security systems, energy management control systems, HVAC/refrigeration control systems (other than thermostats above), industrial and automation control systems, lighting control systems, stand-alone sound systems, public address, and similar low-energy circuits and equipment.

- a. First 2500 sq. ft. or less -- other than R-3 Occupancies \$5775.00
- b. Each additional 2500 sq. ft. or portion thereof -- other than R-3 Occupancies \$15.00

**3. Signs and outline lighting.**

- a. First sign (no service included) \$55.00
- b. Each additional sign inspected at the same time, on the same building or structure \$20.00

**4. Berth at a marina or dock.**

Note: 5 berths or more shall be permitted to have the inspection fees based on appropriate service and feeder fees from Section B-COMMERCIAL / INDUSTRIAL, table (1)(a), above.

- a. Berth at a marina or dock \$75.00
- b. Each additional berth inspected at the same time \$38.00

**5. Yard pole, pedestal, or other meter loops only.**

- a. Yard pole, pedestal, or other meter loops only \$75.00
- b. Meters installed remote from the service equipment - Inspected at the same time as a service, temporary service or other installations \$15.00

**6. Emergency inspections requested outside of normal working hours.**

- a. Regular fee plus a surcharge of: \$110.00

**7. Generators.**

Note: For permanently installed generators, refer to the appropriate residential or commercial new service or feeder section

- a. Portable generators - Permanently installed transfer equipment for portable generators \$82.00

**8. Electrical annual permit fee.**

Note: See WAC 296-46B-900 (14)

- a. For commercial/industrial location employing full-time electrical maintenance staff or having a yearly maintenance contract with a licensed electrical contractor. Note, all yearly maintenance contracts must detail the number of contractor electricians necessary to complete the work required under the contract. This number will be used as a basis for calculating the appropriate fee. Each inspection is based on a 2- hour maximum.

	<b>Inspections</b>	<b>Fee</b>
1 to 3 plant electricians	12	\$2,100.00
4 to 6 plant electricians	24	\$4,200.00
7 to 12 plant electricians	36	\$6,300.00
13 to 25 plant electricians	52	\$8,400.00
More than 25 plant electricians	52	\$10,500.00
<b>9. Permit requiring ditch cover inspection only.</b>		
a. Each 1/2 hour, or portion thereof		\$50.00
<b>E. CARNIVAL INSPECTIONS.</b>		
<b>1. First carnival field inspection each calendar year.</b>		
a. Each ride and generator truck		\$22.00
b. Each remote distribution equipment, concession, or gaming show		\$8.00
c. If the calculated fee for first carnival field inspection above is less than \$100.00, the minimum inspection fee shall be:		\$110.00
<b>2. Subsequent carnival inspections.</b>		
a. First 10 rides, concessions, generators, remote distribution equipment, or gaming shows		\$110.00
b. Each additional ride, concession, generator, remote distribution equipment, or gaming show		\$8.00
<b>3. Concession(s) or ride(s) not part of a carnival.</b>		
a. First field inspection each year of a single concession or ride, not part of a carnival		<del>\$100</del> 73.00
b. Subsequent inspection of a single concession or ride, not part of a carnival		\$48.10
<b>F. TRIP FEES.</b>		
1. Requests by property owners to inspect existing installations. (This fee includes a maximum of 1 hour of inspection time. All inspection time exceeding 1 hour will be charged at the rate for progressive inspections.)		\$95.00
2. Submitter notifies the department that work is ready for inspection when it is not ready.		\$95.00
3. Additional inspection required because submitter has provided the wrong address or incomplete, improper or illegible directions for the site of inspection.		\$95.00
4. More than 1 additional inspection required to inspect corrections; or for repeated neglect, carelessness, or improperly installed electrical work.		\$95.00
5. Each trip necessary to remove a noncompliance notice.		\$95.00
6. Installations that are covered or concealed before inspection.		\$95.00
<b>G. PROGRESS INSPECTIONS.</b>		



Note: The fees calculated in Sections A through E shall apply to all electrical work. This section will be applied to a permit where the permit holder has requested additional inspections beyond the number supported by the permit fee calculated at the rate in Sections A through E.

- 1. On partial or progress inspections, each one-half hour \$50.00

**H. PLAN REVIEW FEE.**

- 1. Fee is 68% of the electrical work permit fee including a plan review submission fee \$75.00  
of:
- 2. Supplemental submissions of plans per hour or fraction of an hour of review time \$88.00
- 3. Plan review shipping and handling fee \$ Actual  
Shipping Cost

**I. OTHER INSPECTIONS.**

- 1. Inspections not covered by above inspection fees must be charged portal-to-portal \$175.00  
per hour.

**J. REFUND PROCESSING FEE.**

- 1. All requests for permit fee refunds will be assessed a processing fee equal to 20%  
of the original permit fee.

**Section 4. Amendment of OMC 4.40.010.** Section 4.40.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.40.010 Land use application review fees**

A. Commencing January 1, ~~2020~~2022, the following fee schedule shall be in full force and effect.

<b>Certifications and Appealable Letters</b>	<b>Land Use and Planning Applications<sup>1</sup></b>
Independent Confirmation of Critical Areas Report	<del>\$650</del> <u>825</u> plus any consultant costs
Wetland Report prepared by City staff	\$800 plus any consultant costs
<u>Staff Confirmation Letter for Zoning, Occupancy Status, Flood Hazard, and other staff-similar</u> confirmations	\$200
Staff-Researched Letter, Shoreline Permit Exemption, <del>Discretionary Land Use Approval</del> Time Extension, <u>Legal Lot Determination</u> , or Appealable Opinion <sup>2</sup>	<del>\$360</del> <u>460</u> plus any consultant costs
<b>Actions Independent of Development Review</b>	
Presubmission Conference	<del>\$240</del> <u>340</u>
SEPA Review (only)	\$480
Variance (staff level)	\$300

Variance and/or Reasonable Use Exception (by Examiner)	\$ <del>850-1400</del> + \$1,000 Hearing Examiner deposit <sup>45</sup>
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**Code and Plan Amendments**

Comprehensive Plan Amendment (post-screening without rezone)	\$ <del>2,500</del> <u>2600</u>
Shoreline Program	\$3,200
Original Master Plan (Villages & Centers) (See OMC Chapter <u>18.05</u> )	\$3,200 + \$ 140 per acre or part thereof + \$2,500 Hearing Examiner deposit <sup>45</sup>
Master Plan Revision	\$1,600 + \$1,500 Hearing Examiner deposit <sup>5</sup>
Development Agreement	<del>\$3,200</del> <u>4115</u> + \$2,000 Hearing Examiner deposit if referred to examiner <sup>45</sup>
Zoning and Development Code Maps or Text	\$3,200 + if a site-specific rezone, a \$1,500 Hearing Examiner deposit <sup>45</sup>

**Annexations**

Notice of Intent to Annex	\$320
Petition to Annex	<del>\$2,880</del> <u>4230</u>

**Temporary Uses**

Temporary Use Permit for three or less consecutive days	\$ <u>150</u>
Temporary Uses for four or more consecutive days	<del>\$200</del> <u>350</u>

**Subdivision Actions**

Lot Consolidation	\$ <del>360</del> <u>560</u>
Boundary Line Adjustment	<del>\$320-550</del> plus \$160 per boundary line
Preliminary Short or Large-Lot Plat	<del>\$600-1360</del> + \$ 300 per lot
Final Short or Large-lot Plat	<del>\$600</del> <u>890</u>
Preliminary Full (ten or more lots) Plat	\$ <del>3,600</del> <u>4660</u> + \$ 600 per acre, or part thereof + \$2,500 Hearing Examiner deposit <sup>45</sup>
Final Full (ten or more lots) Plat <sup>3</sup>	<del>\$2,600</del> <u>3880</u>
Binding Site Plan	Any land use review fee; plus sum equivalent to platting fee - latter

	reduced by 1/2 if concurrent with initial development
Improvements deferral review by Examiner (OMC <u>17.44.020(E)</u> )	\$1,800+ \$2,000 Hearing Examiner deposit <sup>45</sup>
<b>Land Use (Site Plan) Review<sup>3</sup></b>	
No new structure to 5,000 square feet new gross floor area	<del>\$2,600</del> <u>2700</u>
5,001 to 8,000 square feet of new gross floor area	<del>\$4,700</del> <u>4800</u>
8,001 to 16,000 square feet of new gross floor area	<del>\$6,800</del> <u>6900</u>
16,000 to 24,000 square feet of new gross floor area	<del>\$9,200</del> <u>9300</u>
24,001 or more square feet of new gross floor area	<del>\$11,500</del> <u>13100</u>
<del>Wireless Communication Facility</del>	<del>\$3,700, plus any consultant costs of City</del>
<b>Supplemental Actions</b>	
Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC <u>197-11-335</u> )	No charge, except any consultant fees
Environmental Impact Statement	<del>\$3,200</del> <u>4300</u> + preparation at contract rate to be determined
Design Concept Review --Board Level	<del>\$900</del> <u>1250</u>
Design Details Review-- Board Level	<del>\$900</del> <u>1250</u>
Design Review--Staff Level	<del>\$240</del> <u>500</u>
Sign (Design) Review	<del>\$55 per sign to \$330 maximum per occupancy</del>
<del>Examiner Review—Project Subject to SEPA</del> <u>Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Examiner Review<sup>5</sup></u>	<del>\$1,5200</del> + \$2,000 Hearing Examiner deposit <sup>45</sup>
<u>Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative Review<sup>5</sup></u>	<u>\$900</u>
Wireless Communication Facility -- <del>Subject to SEPA</del> <u>Requiring Examiner Review</u>	\$4,600+ \$2,000 Hearing Examiner deposit <sup>45</sup> plus any consultant costs of City
<u>Short-Term Rental Permit</u>	<u>\$100</u>

Examiner Review – Project SEPA Exempt	\$900 + \$750 Hearing Examiner deposit <sup>45</sup>
Wireless Communication Facility -- <del>SEPA Exempt</del> <u>Requiring Administrative Review</u> <sup>5</sup>	\$3,700 + \$750 Hearing Examiner deposit <sup>45</sup> plus any consultant costs of City
Modification of an approved application	50% of standard fee plus any Examiner deposit
<del>Consolidated Review (RCW 36.70B.120)</del> <sup>4</sup>	\$5,000
Impact Fee Appeal to Examiner	<del>\$1,000</del> <u>2100</u> + \$500 Hearing Examiner deposit <sup>45</sup>
Other Appeal to Examiner	\$1,3900
Appeals to Council (only if authorized)	\$500
Request for Reconsideration or Clarification by Examiner (OMC <u>18.75.060</u> and 070)	<del>\$240</del> <u>325</u> + \$500 Hearing Examiner deposit <sup>45</sup>
<b>Historic Rehabilitation Tax Exemption</b>	
Commercial	\$880
Residential	\$260
Technology Fee – applicable to all planning applications	3.9% of planning fee

NOTES:

1. Additional fees may be applicable, including tree plan and engineering fees.
2. Staff certification or researched letter fees, and need for third-party consultation are at the discretion of the Planning Manager.
3. There is no extra charge for Planned Residential Development Approval.
4. ~~The Consolidated Review Fee is an additional fee that applies to requests to merge review of preliminary development applications with construction permit applications, such as land use review and engineering permits.~~
45. Where Examiner deposit is required, applicant is responsible and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.
5. Fee is in addition to any applicable Land Use Review Fee.

**Section 5. Direction to City Manager.** To ensure the fees in this Ordinance continue to include consideration of the increased cost to the City to perform development review services, the City Manager shall propose an increase to building permit fees (excluding those based on valuation), land use planning review fees, and development engineering fees on an annual basis consistent with annual adjustments to the City’s labor contracts. This proposal shall be presented to the City Council concurrent with the City Manager’s proposed annual operating budget.

**Section 6. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

**Section 7. Severability.** The provisions of this Ordinance are declared separate and severable. If any provisions of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, is unaffected.

**Section 8. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 9. Effective Date.** This Ordinance shall take effect January 1, 2022.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

## Park Impact Fees

<b>Dwelling Type</b>	<b>2021 Impact Fee</b>	<b>Annual Inflationary Increase</b>	<b>Fee with Annual Inflationary Adjustment</b>	<b>Proposed 2022 Impact Fee Rate (Same as 2021)</b>
Single Family including Manufactured Homes on individual lots, Townhouses	\$5,581	\$431	\$6,012	<b>\$5,581</b>
Multi Family including Apartments, Duplex, Triplex, Fourplex, Cottage Housing, and Courtyard Apartment	\$3,796	\$293	\$4,089	<b>\$3,796</b>
Units in Senior Housing Developments (including single family units)	\$3,796	\$293	\$4,089	<b>\$3,796</b>
Mobile Home in Mobile Home Parks	\$3,796	\$293	\$4,089	<b>\$3,796</b>
Single Room Occupancy Units, Studios, Accessory Dwelling Units (except Accessory Dwelling Units created within existing Single Family structure, which are exempt)	\$2,233	\$172	\$2,405	<b>\$2,233</b>
Downtown Multi Family (including apartments, Duplex, Triplex, Fourplex, Cottage Housing, Courtyard Apartments) and Townhouses	\$2,902	\$224	\$3,126	<b>\$2,902</b>

# Proposed 2022 Transportation Impact Fees

Proposing a **5% increase** due to inflation in construction materials and labor costs

<b>Impact Fee Rate Per Trip</b>	
<b>Current 2021</b>	<b>Proposed 2022</b>
<b>\$2,551</b>	<b>\$2,679</b>

# Selected Land Use Impact Fee Comparison

Land Use	Current Fee	Proposed Fee
Single Family (Per Unit)	\$3,662	\$3,845
Multifamily (Per Unit)	\$2,071	\$2,175
Multifamily - Downtown and HDC (Per Unit)	\$1,185	\$1,244
Restaurant (Per square foot of gross floor area)	\$13.93	\$14.63
Misc Retail mid sized (Per square foot of gross floor area)	\$9.36	\$9.83
Office mid sized (Per square foot of gross floor area)	\$3.12	\$3.28





# Olympia School District

111 Bethel Street NE, Olympia WA, 98506 • <http://osd.wednet.edu>

Jennifer Priddy, Assistant Superintendent  
360.596.6129  
[jpriddy.osd.wednet.edu](mailto:jpriddy.osd.wednet.edu)

October 15, 2021

To: Aaron Be Miller, Finance Director  
City of Olympia

From: Jennifer Priddy

Re: 2022-2027 Capital Facilities Plan (CFP)

On October 14, 2021, our Board of Directors passed Resolution No. 633 which adopted the District's 2022-2027 CFP. Herein we are transmitting a copy of the resolution and final copy of the plan to the City of Olympia and hereby request the City to collect school impact fees on the District's behalf. Please note the following school impact fees for 2021:

Single Family	\$6,029
Multi-Family	\$2,477
Downtown Multi-Family	\$2,040

Please feel free to contact me with any questions or a need for additional information.

Sincerely,

  
Jennifer Priddy

*"Creating opportunities and shaping success for all students"*



## City Council

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

**Agenda Date:** 11/9/2021  
**Agenda Item Number:** 6.D  
**File Number:**21-1059

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Not Consent

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#### **Title**

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

#### **Recommended Action**

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

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

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

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

#### **Report**

##### **Issue:**

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

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

Debbie Sullivan, Assistant City Manager 360.753.8499

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

None - Consent Calendar item

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

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

The City’s Diversity, Equity, and Inclusion Coordinator led a participatory leadership approach to explore and develop a recommendation with a Founding Member Work Group, made of five

marginalized community members, with an emphasis on Black, Indigenous, and People of Color. The group hosted a series of Community Conversations to elevate the voices of marginalized community members to understand the experiences, perspectives, and impacts associated with racism and other biases. This input was used to inform the Founding Members Work Group recommendation for establishing a permanent Commission.

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

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

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

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

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

**Options:**

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

**Financial Impact:**

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

**Attachments:**

Ordinance

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

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

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

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

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

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

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

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

**Chapter 2.100**

**COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

2.100.000 Chapter Contents

Sections:

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

2.100.010 Purpose.

2.100.020 Boards, Commissions and Committees Established.

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

#### Article II. ARTS COMMISSION

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

#### Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- 2.100.250 Established--Purpose.
- 2.100.270 Duties.

#### Article IV. LODGING TAX ADVISORY COMMITTEE

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

#### Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- 2.100.320 Established--Purpose.
- 2.100.340 Duties.

#### Article VI. PLANNING COMMISSION

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

Article VII. UTILITY ADVISORY COMMITTEE

- 2.100.420 Established--Purpose.
- 2.100.440 Duties.

Article VIII. HOME FUND ADVISORY BOARD

- 2.100.450 Established--Purpose.
- 2.100.480 Duties.

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

- 2.100.520 Qualifications.
- 2.100.530 Duties.

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

Article X. SOCIAL JUSTICE AND EQUITY COMMISSION

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

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

**2.100.010 Purpose**

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

**2.100.020 Boards, Commissions and Committees Established**

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

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

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

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

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

**2.100.040 Members**

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

**2.100.050 Term of Office**

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

**2.100.060 Vacancies**

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

**2.100.070 Rules of Procedure and Bylaws**

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

**2.100.080 Annual Work Plan**

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

**2.100.090 Staff Liaison Support**

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

**Article II. ARTS COMMISSION**

**2.100.100 Established--Purpose**

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

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



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

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

**2.100.110 Duties of Commission**

The Commission is empowered to take the following actions:

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

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

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

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

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

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

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

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

**2.100.120 Budget**

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

**2.100.130 Public Art--Purpose**

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

**2.100.140 Public Art--Duties of Commission**

To carry out its responsibilities hereunder, the Commission shall:

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

**2.100.150 Public Art--Allocation of Municipal Funds**

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

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

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

**2.100.160 Public Art--Definitions**

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

**2.100.170 Public Art--Funds for Public Art**

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

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

**2.100.180 Public Art--Municipal Art Fund**

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

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

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

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

**2.100.200 Public Art--Maintenance and Conservation of Public Art**

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

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

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

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

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

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

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

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

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

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

**2.100.240 Appropriation of Donations for Art Programs and Services**

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

**Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**2.100.250 Established--Purpose**

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

**2.100.270 Duties**

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

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

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

**Article IV. LODGING TAX ADVISORY COMMITTEE**

**2.100.280 Established--Purpose**

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

**2.100.290 Membership--Appointment**

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

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

**2.100.300 Duties**

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

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

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

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

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

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

**Article V. PARKS AND RECREATION ADVISORY COMMITTEE**

**2.100.320 Established--Purpose**

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

**2.100.340 Duties**

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

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

## **Article VI. PLANNING COMMISSION**

### **2.100.350 Established--Membership--Purpose**

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

### **2.100.360 Duties**

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

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

### **2.100.370 Powers of City Council**

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

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

**2.100.380 Use Districts--Development Plan**

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

**2.100.390 Comprehensive Plan--Purpose and Preparation**

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

**2.100.400 Comprehensive Plan--Public Hearing--Copy Filing**

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

**2.100.410 Comprehensive Plan--Modification Procedure**

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

**Article VII. UTILITY ADVISORY COMMITTEE**

**2.100.420 Established--Purpose**

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

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

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

**2.100.440 Duties**

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

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

**Article VIII. HOME FUND ADVISORY BOARD**

**2.100.450 Established--Purpose**

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

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



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

**2.100.480 Duties**

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

A. Priority Setting.

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

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

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

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

Thurston County Five-Year Plan

Olympia's CDBG Annual Plan and Five-Year Plan

The Regional Housing Council

Housing Action Team

Thurston County Housing Authority

Continuum of Care

Housing Finance Commission

Housing Trust Fund.

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

**2.100.500 Established--Purpose**

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

**2.100.520 Qualifications**

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

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

**2.100.530 Duties**

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

**Article X. SOCIAL JUSTICE AND EQUITY COMMISSION**

**2.100.600 Established – Purpose**

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

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

#### **2.100.610 Membership - Appointment**

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

#### **2.100.620 Duties**

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

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

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

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

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

#### **2.100.630 Budget**

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

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

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

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

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**